

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Minutes
Thursday, January 8, 2015

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1. **CALL TO ORDER:** The meeting was called to order by the Chair, Suzanne Fernandes at 3:04 pm.
QUORUM PRESENT
 2. **ROLL CALL:**
Present: Suzanne Fernandes–*Chair*, Pat Ciaramella–*Clerk*, Thomas Thibeault, Christopher Sulmonte, and Linda Sacchetti, and Don Zimmerman,
Not Present: **David Flynn***–*Vice Chair*, **Heidi Chuckran***– *Treasurer*, **Barbora Hazuková***, and **Fred Clark**
Staff: Sheila Sullivan-Jardim, Robert Diehl, Kathleen Connelly, Michele Aberasturia, Jason Hunter, and Rachel Cherry-Adams
***Bold** = excused absence
Ex-officio: John Murray, CareerWorks
Guest(s): Craig Kennedy of CareerWorks and Mary Waldron (for Fred Clark)
 3. Ms. Sullivan-Jardim introduced Kathleen Connelly as the Finance Director at BAWIB. Introductions around the table.
 4. **MINUTES:** Review of Prior Minutes November 6, 2014
 - A motion was made (Mr. Pat Ciaramella) seconded (Ms. Linda Sacchetti) to approve the Minutes from the November 6, 2014.
 - **The Minutes of November 6, 2014 were approved.**
 5. **REPORTS**
 - **BAWIB FY15 BUDGET (December 31, 2014)** – Ms. *Kathleen Connelly*
 - Total combined BAWIB is 38% expended as of 12/31/2014 (UMASS through November 30, 2014).
 - This includes all salaries, fringe and premises through December 14.
 - WIA grants range from 22% - 44% expended.
 - We have contracts with Brockton Public School (BPS) and Training Resources of America (TRA) for the Year Round Program.
 - BAWIB has also set up contracts in-house for Digital Literacy and CAP IT. These are being run by YouthWorks.
 - WIA Youth contracts – To date only TRA has submitted invoices totaling \$16,427 through November 2014. BAWIB has not received any billing from BPS.
 - YouthWorks (YW) Summer – 97% program end.
 - YW Year Round is at 46% - the Youth payroll should be ending in mid-January 2015. The YR program ends May 30, 2015.
 - DESE 541 – 24% at December 31, 2014. Both TRA & BPS have submitted bills through November 30, 2014.
 - Connecting Activities –36% expended.
 - BAWIB received approximately \$1,539 cut due to 9C Budget cuts. Once we receive the signed contract back from DESE we will make the adjustment.
 - Haemonetics 41%; Youth Career Connect 43%.
 - Advanced Manufacturing (Mfr) – 41% expended (ends 4/30/2015).
 - United Way and AMP it Up – carryovers from FY2014.
 - **UMDI/CareerWorks (12/31/2014)** - Mr. *Craig Kennedy*
 - 43% expended through end of December.
 - Tracking along with planned goals.
 - WIA Adult numbers lagging a bit behind; but we on plan for WIA Adult.

- Performance Incentive Grant – received contract 1-7-15, \$11,500 (will be used to offset 9C cuts)—the State 9C cuts reduced the State One Stop grant by \$17,605.
- NEG voucher – 1st earned voucher for job trainings.
- ITA trainings are gearing up; the numbers are increasing (10 in December).

6. CAREER CENTER COMMITTEE

○ CareerWorks Update – *Mr. John Murray*

- We are at midpoint programmatically – starting to focus on placements.
- The Manufacturing Skills Training Program w/MA MEP is ongoing until end of January 2015—CareerWorks has 9 in training program. It has been 100% attendance since January 5th.
- MEP Lean Manufacturing training next week – 6 people (2-3 employers)—this is outside of the Manufacturing Skills training grant.

7. MARKETING & RESOURCE DEVELOPMENT COMMITTEE

○ Marketing Update – *Jason Hunter*

- Mr. Hunter gave a brief update of the November & December newsletter distribution to staff and Board members. This will be discussed at the next schedule Marketing & Resource Development Committee meeting next week, i.e., increasing the distribution list and any feedback about the content and format of the e-Newsletter.
- March 2015 Legislative trip to December – more information forthcoming.
- BAWIB’s web presence has increased.
- The BAWIB office is looking for feedback on the recent snowball event.
- Business Card exchange – Mr. Hunter explained the process; the focus is to expand BAWIB’s name.
 - Testimonials go along way.
 - Mr. Sulmonte talked about a postcard to businesses idea (on-line through the post office).
- Revenue Planning Worksheet/Grant update
 - Mr. Hunter gave brief highlights of the Revenue Planning Worksheet.
 - ✓ TDI: Cowork – under development (250,000)
 - ✓ AMP It Up Round 2 awarded - \$10,000
 - ✓ Digital literacy program kids/VAULT Linux Storage and Filesystems Conference
 - BAWIB-YouthWorks has been awarded 10 (8 students and the 2 program) free passes to the conference.

8. YOUTH

○ **FY’15 WIA Youth** – *Sheila Sullivan-Jardim*

Ms. Sullivan-Jardim talked about the issue of BPS not being current in their invoicing. She gave background and the next steps.

- No invoicing since July 2014.
- No enrollments for the FY2014 cohort.
- The extensions did not work out for the situation.
- The issue is that BPS cannot seem to get the youth enrolled (they need 36)—the grant amount is \$41,000.
- A letter of corrective action format out next week.
 - BAWIB has a target of serving 56 youth for entire program.
 - TRA is are on target – they are fully enrolled.

○ **YW YR Jobs**

- Program is going well; grant ends May 31st.

○ **Soliciting professionals STEM**

- Bridgewater State University will again host the annual STEM event in March 2015. It is a roundtable, speed networking event. The focus is to make students aware of fields that they are not typically geared toward.

9. OLD BUSINESS - FACILITY - Center for Workforce Development & Innovation – *Sheila Sullivan-Jardim*

- Ms. Sullivan-Jardim indicated that “we think we are ready to sign the Purchase and Sale Agreement”.
- Tentative date: January 15th.
- Bank has allotted 2 months for other things such as inspection, insurance quotes appraisals – much of this has already been done to date.
- Ms. Sullivan-Jardim gave a sequence of the renovation work process.
- CareerWorks has agreed to provide front desk services.
- The Design subcommittee (comprised of CareerWorks and BAWIB staff) will have field trip to Christopher Sulmonte office

10. ADJOURNMENT - There being no more formal business a motion was made to adjourn the Management meeting at 3:56 p.m.

11. **EXECUTIVE SESSION** - Management convened at 3:57 p.m.
Next Meeting: February 5, 2015 - Location: BAWIB Business Center