

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Minutes
Thursday, June 4, 2015

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*, Heidi Chuckran– *Treasurer*, Pat Ciaramella–*Clerk*, Thomas Thibeault, Barbora Hazuková, and Linda Sacchetti
Not Present: **David Flynn***–*Vice Chair*, **Don Zimmerman***, and **Fred Clark***
Staff: Sheila Sullivan-Jardim, Kathleen Connelly, 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. **MINUTES:** Review of Prior Minutes April 2, 2015
 - A motion was made (Mr. Tom Thibeault) seconded (Mr. Pat Ciaramella) to approve the Minutes from the April 2, 2015.
 - **The Minutes of April 2, 2015 were approved.**
4. **REPORTS**
 - **BAWIB FY15 BUDGET (May 31, 2015)** – Ms. *Kathleen Connelly*
 - Total combined BAWIB activity of \$2.661m is \$71% expended as of May 31, 2015 –these figures include UMASS through April 30th.
 - This includes all salaries, fringe and premises through May 2015.
 - WIA grants range from 63% - 100% expended; REA finished March 31, 2015 and is 100% expended.
 - WIA Youth expenditures of \$424.5k is 73% expended at May 31, 2015.
 - WIA Youth has contracts with BPS and TRA for the Year Round program; YouthWorks is running the WIA Digital Literacy, Jobs First and CAP IT programs.
 - To date, TRA has submitted invoices for WIA Youth contracts for \$48k of totaling \$63,142 through April or 76% expended. BPS has submitted invoices through May 31, 2015, of \$11k, of 60% of their reduced contract of \$19k.
 - YW Year Round (YR) of \$60,373 is at 98% at month end; the YR program will now end June 30, 2015.
 - DESE 541 – 60% at May 31. Both TRA and BPS have submitted bills through April 2015.
 - Connecting Activities (CA)–90% expended through May 31st.
 - Haemonetics NEG - 39% expended.
 - Youth Careers Connect--79% expended.
 - Advanced Manufacturing (Mfr) –100% expended (ends 4/30/2015).
 - United Way and AMP it Up—carryovers from FY14.
 - **UMDI/CareerWorks (5/31/2015)** - *Mr. Craig Kennedy*
 - Carry-In (Wagner-Peyser 90%/10%) –Fully expended.
 - DW NEG – left in June 2015.
 - The spend-downs are going as planned; expect other grants to be expended by June 30th.
 - Job Driven National Emergency Grant - The grant is voucher driven/placing those in OJT at that for next fiscal year.
 - **FY16 Budget** – *Ms. Sheila Sullivan-Jardim*
 - Funding allocations for both CareerWorks and BAWIB
 - 12% increase – Adult
 - 11.3% increase – DW
 - 11.9% increase – Youth

- 2.9% across the board – WP10%/90%
- Overall – 11.7% increase
- BAWIB is working on budget for FY2016; will have carryover for Youth (approximately 15%). The budget information will be sent to the Board by June 18th; the budget and plan is due to DCS by July 12th. A vote will be needed by the Board for approval of the budget at BAWIB's Quarterly Board meeting (June 25th).

5. CAREER CENTER COMMITTEE

- CareerWorks Update – *Mr. John Murray*
 - May 21, 2015 – CareerWorks co-sponsored job fair; 58 companies and 218 jobseekers were in attendance. CareerWorks anticipates taking part in the South Shore Career Center/ Quincy Career Center job fair (sponsored by CareerWorks, Wicked Local Media, and South Shore Career Center) next year.
 - Mr. Murray indicated that the OJT is moving along. The program started May 2015.
 - The CareerWorks office is in the midst of budget planning (FY2016) in conjunction with BAWIB.

6. MARKETING & RESOURCE DEVELOPMENT COMMITTEE

- Marketing Update
 - Revenue Planning Worksheet – *Jason Hunter*
 - Award – Violence Prevention Grant –increase violence prevention and anti-bullying awareness in youth (w/BSU)--\$10,000. The program is 8 weeks along; also presenting Apps, creating PSA (public service announcements).
 - Public Works grant – BAWIB is in the process of putting the grant together for submission.
 - American Apprentice Initiative – was not awarded; they went with large scale companies (in the Boston area and other areas).
 - Grant Update – *Sheila Sullivan-Jardim*
 - Still waiting for United Way.
 - AGO grant - \$19,800 (use funds for summer jobs).
 - Capital Campaign/Major Gifts – *Sheila Sullivan-Jardim*
 - Feasibility/background – more information in September 2015

7. YOUTH– *Sheila Sullivan-Jardim*

- **FY'15 WIA Youth**
 - TRA (OSY program moving along.
 - Sheila Sullivan-Jardim and Suzanne Fernandes recently met with the Brockton Public School's Superintendent (about 4 weeks ago); BPS's allocations were decrease, but are still not spending—the program ends August 2015.
 - Ms. Sullivan-Jardim indicated that she had discussion with Youthbuild (4-5-2015) on to address our out-of-school population as it relates to the new regulations under WIOA. Vicky Palantzas (BAWIB) is on the task force for the WIOA transition (regarding youth programming).
- **FY'16 WIA Youth** – new programming starts in September 2015.
 - Question – issue/change WIOA re: 75% Youth OSY
- **DCS/YouthWorks Monitoring** – completion; process went well.
- **Summer Jobs**
 - 729 applications received
 - 180 youth slots
 - Still looking for employers to pay half salary for a youth to work.
 - ✓ Question - Have we connected to Bridgewater State University, Massasoit Community College, Stonehill College to post BAWIB jobs?
- **Perfect Pitch/Summer Jobs** -39 employees and 150+ youth attended. Mayor Bill Carpenter was present as well.
- **New Projects**
 - **DJ Academy Sound Lab** – music production class, entrepreneurship certificate.
 - **Violence Prevention program** through Eastern Bank

OLD BUSINESS

8. FACILITY - Center for Workforce Development & Innovation – *Sheila Sullivan-Jardim*

- **Ms. Sullivan-Jardim update:**
 - Closing on the building loan – June 10, 2015.
 - National Grid will be on site at BAWIB on June 15, 2015 – energy efficiency.
 - **WIOA** - Major changes – Board composition, Youth Council (deleted)—can have a committee instead.

9. ADJOURNMENT - There being no more formal business a motion was made to adjourn the Management meeting at 4:15 p.m.

Next Meeting: September 3, 2015 - Location: BAWIB Business Center