

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Minutes
Thursday, February 4, 2016

1. **CALL TO ORDER:** The meeting was called to order by the BAWIB Executive Director, Ms. Sheila Sullivan-Jardim at 3:00 pm.

QUORUM PRESENT

2. **ROLL CALL:**

Present: Pat Ciaramella–*Clerk*, Thomas Thibeault, Mary Waldron, Linda Sacchetti, Joe Lovetere

Not Present: **Suzanne Fernandes***–*Chair*, **Heidi Chuckran***– *Treasurer*, and David Flynn–*Vice Chair*

Staff: Sheila Sullivan-Jardim, Michele Ahern, Jason Hunter, David Vincent, and Rachel Cherry-Adams

***Bold** = excused absence

Guest(s): Craig Kennedy of CareerWorks

3. **MINUTES:** Review of Prior Meeting Minutes January 7, 2016

- A motion was made (Ms. Mary Waldron) seconded (Mr. Tom Thibeault) to approve the meeting Minutes from the January 7, 2016.
- **The meeting Minutes of January 7, 2016 were approved.**

4. **REPORTS**

○ **BAWIB FY16 BUDGET (01/31/2016)** – Ms. *Michele Ahern*

Comparative Income and Expense Statement/Total BAWIB 2016 Consolidated Financial Statements

- Total BAWIB is 53% expended at January 2016 – these figures include UMASS.
- WIOA Youth is at \$166,891 (30% expended).
- YW Summer FY16 is fully expended (\$24,841).
- Grants – 6% - 19% expended
- Haemonetics NEG – Received modification (extension 6/30/2016; increased funds as well.
- Youth Careers Connect – on track
- DESE 541 FY16 – on track.
- DESE 540 FY15-FY16 – 400% expended; in the process of a complete review of this item.
- Eastern –Violence Prevention \$10,000 –no \$\$\$ spent to date. What is this for? -- Increase violence prevention awareness in youth. MARC is looking for a vendor to fit into their curriculum.

○ **UMDI/CareerWorks** - Mr. *Craig Kennedy*

- **BAWIB FY16 BUDGET 01/31/2016)**
 - 55% expended through the year.
 - Carry-in/FY16-- WP / DW – 56% through the year
 - REA – has an extension.
 - Trade – contract not yet received
 - Veteran (DVOP) – contract not yet received; spending on rent in anticipation of contract receipt.
 - Job Driven NEG invoices separately through vouchers, included for informational purposes.
- CareerWorks Updates – *Craig Kennedy*
 - Mini Job Fair, January 2016 – 60 employers and 65 jobseekers in attendance; great feedback from both. Question – any hiring from employers?—Mr. Kennedy will check the data.
 - GE Oil/Gas, Avon MA– approximately 200 people layoff; and New England Art Publishers, Abington MA-- approximately 88 people layoff. CareerWorks is already taking steps to provide training and reemployment services for these affected workers.
 - State WIOA Plan issued – Mr. Kennedy and the CareerWorks admin is going through their part.
 - Amazon recruitments at CareerWorks – continues.

- Questions
 - Replacements?—it is a steady stream of people; combination of full-time and part-time.
 - What are we doing for Amazon?—advertising, liaison, drug testing, convenient for the customer
- Discussion – There is no bus service to the Amazon-Stoughton site. Can there will be future ridership to the facility?—Linda Sacchetti will check with BAT re: advertising.

5. **YOUTH**– *Mr. David Vincent*

○ **FY'16 WIOA Youth**

- Funding two-year programs for:
 - Training Resources of America (TRA) requested an enrollment extension; currently have two (2) approved, five (5) in the pipeline and their enrollment goal is 15 youth.
 - What is the age group? Ages 16-24 (HISSET)
 - Discussion on how and what to do to assist TRA—Individual Assistance. Example: What about recognition for just walking through the door.
 - Ms. Sheila Sullivan-Jardim will sit with Ms. Krystal Love to come up with an action plan.
 - YouthBuild (Old Colony Y) is fully enrolled with 18 youth. Ray Yancey (YouthWorks Case Manager) is meeting with each youth to develop Individual Service Plans (ISP).
- One-year program for The SoundLab (new program, center for music and entrepreneurship) – The SoundLab has three (3) youth enrolled, 3 in the pipeline and their enrollment goal is 6 youth.

○ **Year Round Jobs**

- Goal of 28 youth – 32 enrolled
- One (1) youth hired prior completing work hours.
- Four (4) youth (all with employer recommendations) that have completed 100 work hours and 20 hours of training.
- Twenty-two (22) youth still working, 13 youth that have 5 hours of training to complete.

○ **Connecting Activities (CA)**

- Nicoline Batista is the CA Coordinator.
 - Ms. Batista is recruiting STEM reps for the 5th Annual STEM Career Exploration event being held on March 8, 2016 at Bridgewater State University (BSU).
 - Ms. Batista has been working with over 100 students from the partnering schools (Avon, Easton, Whitman, and Brockton) in our SDA with Signal Success Training, Resume writing, and work readiness. Signal Success is a comprehensive curriculum designed and tested by education and workforce development partners to help young people develop essential skills for future success. Students receive systematic instruction in core soft skills while engaging in meaningful future planning.
 - Currently YouthWorks is working with the Southeastern Regional Vocational Technical School Business/Marketing shop teacher as our CA liaison. He has scheduled a meeting for us to meet with the Principal, to see how we can closely work with Southeastern Regional's CO-OP Coordinator, to assist with job development and incorporate the Workbase Learning Plan (WBLP) as a requirement for CO-OP's across the school.
 - Ms. Batista is also recruiting volunteers for this year's Annual Career Day – April 7, 2016. The CAP Career Day is a part of The Connecting Activities Programming, funded through the Department of Elementary and Secondary Education, and is designed to enhance, complement and support other programming in the school and community, so that youth can experience a range of opportunities as they develop college and career readiness throughout their high school years.
 - 6th Annual YouthWorks Annual Business Plan Competition – Business Plans are due April 13, 2016; available to youth ages 16-18 and 19-24. The competition hopes to encourage the entrepreneurial spirit among our youth and to foster the development of feasible business ideas.

6. **OLD BUSINESS**

○ **WIOA** – One Stop Procurement & WIB Certification/*Ms. Sheila Sullivan-Jardim*

- Procurement of the One Stop Career Center Operator for 2016-2017 must be done by June 30, 2017.
- The State is still coming out with their guideline.
- BAWIB will be issuing the procurement (as BAWIB is the Fiscal Agent); our region's procurement will be more straight forward than other WIB regions in the state because of this fact.
- Ms. Sullivan-Jardim gave a brief synopsis of the proposed process.
- The State is still developing the criteria; Jason Hunter will spearheading the procurement process at the BAWIB area.

- Ms. Sullivan-Jardim indicated that the three (3) WIB regions (New Bedford, Fall River, and Quincy/Plymouth) have already started strategizing around the aspect of regionalization. Ms. Sullivan-Jardim also went over some of the processes, e.g., plan regionally, sector initiatives regionally, admin dollars regionally.
- **BAWIB Committee Structure** – Sheila Sullivan-Jardim
 - The BAWIB office has already mailed out the Board committee configuration letters (required by WIOA legislation). The Board’s structure as determined at the WIB’s retreat in fall 2015, and the approval at the December quarterly meeting, responds to the guidance provided by the Department of Labor in developing an efficient and effective workforce system. Calendar of committee dates and times can be found on the bawib.org website.
- **Facility**
 - Ms. Sullivan-Jardim distributed BAWIB’s “The Center for Workforce Development” Save the Date-OPEN HOUSE, April 7th, 2016, 3-6 p.m. (invitation to follow).
 - Blinds have installed throughout the 34 School Street facility. The building is coming along.
 - Ms. Sullivan-Jardim will be in contact with the Director of Triage for Father Bill’s & MainSpring in seeking assistance regarding building’s concern about homeless individuals sleeping in the front vestibule at the Career Center and other areas outside of the 34 School Street facility. The hope is to connect these individuals with the Father Bill’s & MainSpring outreach work team in effort to assist these individuals with getting the support they need, without having to involve law enforcement.
- 7. **NEW BUSINESS** – Ms. Sheila Sullivan-Jardim
 - Grant Applications
 1. Mass Capital Skills Grant (w/Brockton High School)—to outfit lab and IT
 2. The Brockton Working Cities Challenge Grant - Brockton is one of 10 cities that have been awarded \$15,000 in design grant funding. The first phase in applying for the Working Cities Challenge, Brockton will be using the grant to design its proposed *Brockton Champions United in ending Family Homelessness*. The proposed initiative would bring 8 organizations together to help design workforce development and housing solutions to help the families of 600 homeless children enrolled in the Brockton Public Schools System. The Brockton Working Cities Challenge team consists of BAWIB, the City of Brockton, Brockton 21st Century Corporation, United Way of Greater Plymouth County, Father Bill’s & Main Spring, Brockton Public Schools, CareerWorks of Brockton, and Harbor One Bank.
 3. SSY-Saving Youth Initiative –Youth have been incarcerated or at risk of being incarcerated.
 4. Workforce Competitiveness Trust Fund FY’16 Appropriation (to Commonwealth Corporation) — to deliver a Pipeline CDL Driver Training Program.
 5. Partnering with Health Imperatives –Direct care credential; starts March 7, 2016 with 12 individuals [except universal customer]—no restrictions, not WIOA. BAWIB is funding this program; two trainings (CNA+, CNA); working closely with the Career Center.
 - Open House – April 7, 2016 [3:00 – 6:00 p.m.]
- 8. **ADJOURNMENT** – There being no more business a motion was made to adjourn at 4:03 p.m.
Next Meeting: March 3, 2016