

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Minutes
Thursday, January 7, 2016

1. **CALL TO ORDER:** The meeting was called to order by the Chair, Suzanne Fernandes at 3:00 pm.
QUORUM PRESENT
2. **ROLL CALL:**
Present: Suzanne Fernandes–*Chair*, Pat Ciaramella–*Clerk*, Heidi Chuckran– *Treasurer*, Barbora Hazuková, Thomas Thibeault, Mary Waldron, Linda Sacchetti
Not Present: David Flynn–*Vice Chair*
Staff: Sheila Sullivan-Jardim, Michele Ahern, Krystal Love, and Rachel Cherry-Adams
***Bold** = excused absence
Ex-officio: John Murray, CareerWorks
Guest(s): Craig Kennedy of CareerWorks
3. **MINUTES:** Review of Prior Minutes November 5, 2015
 - A motion was made (Ms. Mary Waldron) seconded (Mr. Pat Ciaramella) to approve the Minutes from the November 5, 2015.
 - **The Minutes of November 5, 2015 were approved.**
4. **INTRODUCTION:** BAWIB’s newly hired Michele Ahern, Accounting & Finance Manager
5. **REPORTS**
 - **BAWIB FY16 BUDGET (11/30/2015)** – Ms. *Sheila Sullivan-Jardim*
Comparative Income and Expense Statement/Total BAWIB 2016 Consolidated Financial Statements
 - General overview – cautious with \$\$\$’s; staff turnover—new staff member.
 - All expenses are on track; WIA adult a little low, there is no trainings to date (DW/WIOA)
 - WIA Youth – three programs (just started); billings should be coming in anytime now.
 - All budget area are more or less on track per Ms. Sullivan-Jardim.
 - Youth Career Connect – program is progressing (runs on fiscal federal year) [federal budget].
 - Connecting Activities (CA) – budget on track.
 - **UMDI/CareerWorks - Mr. Craig Kennedy**
 - **BAWIB FY16 BUDGET 10/31/2015)**
 - 45% expended through the year.
 - Carry-in /FY16 combined
 - ✓ WP – 46%
 - ✓ DW – 44%
 - Ms. Sullivan-Jardim will check some specifics in an email recently received regarding carry-in for FY16.
 - Trades and Veterans – waiting for contracts; already allocating.
 - REA – extended past December 31, 2015.
 - Haemonetics – extension through June 30, 2016.
 - One-Stop –32%
 - Haemonetics – verbal word that there will be additional funds.
 - Governor’s office contemplating 9C cuts
 - Ms. Sullivan-Jardim talked about earmarks
 - Mass Manufacturing - \$200,000 not spent (9C).
 - CareerWorks Updates – *John Murray*

- Mr. Murray indicated that the Career Center is waiting for the release of program recent numbers. Mr. Murray talked about the new law that recently took effect re: vendors, i.e., vendors being approved for training courses [the vendors collecting the data for placements—reporting requirements].
- The Career Center mini-fairs continue; one is schedule for January 19, 2016. There has been good feedback from employers.
- Mr. Murray announced that Career Center has just launched their new website yesterday, January 6, 2016—careerworks.org

6. **YOUTH**– *Ms. Krystal Love*

New staff has joined the YouthWorks Department: Marie Bernardo and Stephanie Weaver; Ray Yancey is now on board full-time.

○ **FY'16 WIA Youth**

- Funding two-year programs for:
 - TRA – 15 slots [we have had 30 enrollees over the 2 year period].
 - Five (5) potential youth have come into the center—will be cohorted to Massasoit Community College.
 - YouthBuild - 18 slots.
 - HiSet certification, two career tracks—construction & health
- One-year program for The SoundLab - 6 youth [youth that have graduated high school, but has not entered secondary education].
 - Goal for youth participants - Make music or be a DJ [production, music].
 - Enrolled two (2) youth to date.
 - The Board brainstormed on some ideas surrounding sounds, production [music].

○ **Year Round Jobs**

- Goal of 28 youth – 24 enrolled
- 12 employers are working with these youth; there are additional slots for youth.
 - 20 hours training component starts week of Nov. 16
 - 30 employers

○ **Connecting Activities (CA)**

- CA coordinator, Nicoline Batista, has been going the school participants on a weekly basis. Ms. Batista has been working with the students in preparing their resumes—a new BAWIB-YouthWorks tactic per Ms. Sullivan-Jardim.
- New School – Avon Middle High School; other school participants – Avon, Brockton, Oliver Ames (Easton).
- Recruitment for STEM – March 8, 2016 at Bridgewater State University (BSU). Ms. Love will send out announcement.
- CA –looking for employers to host youth (paid or internship).

7. **OLD BUSINESS**

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

- State Plan Guidance – 500 pages/Ms. Sullivan-Jardim is reviewing the document at this time.
- There will be a separate WIB certification and a Career Center certification.
- New Planning regions – no information to date—we do not know the ramifications per Ms. Sullivan-Jardim. Categories – Planning of our performance measures and efficiency of fiscal dollars (streamlining?). The process is being driven by the Feds and implemented by the State. The comment/discussion period is still open to the public.
- Discussion and Questions: What is the drive behind it—is it for cost savings? What is in the 500 pages?— [procurement process is one part for the BAWIB SDA].

○ **BAWIB Committee Structure** – Sheila Sullivan-Jardim

- BAWIB will be sending out letter tomorrow (January 8th) [committee chairs and committee membership] to the board members [except for Joe Lovetere's group-Mr. Lovetere has volunteered to be chair of the Business & Industry Development Committee.

○ **Facility**

- We are still progressing-everything in the original contract is done. Items of interests -
 - Quote of carpet – looking for patterns for 2nd floor.
 - Installed TV on first floor reception area – current events and pictures
 - Snow plowing company – very good; they send BAWIB a weather report daily.
 - Maintenance – a year round youth is helping us out with cleaning the parking lot on a daily basis and other odd jobs at the 34 School Street facility.

8. **NEW BUSINESS** – *Ms. Sheila Sullivan-Jardim*

- Staff Update – new hires at BAWIB Admin and YouthWorks offices.

- Ms. Kathy Connolly is no longer with the BAWIB organization; Kathy has accepted another position; Mr. Sam Holt who started working in the accounting department in June 2015 is maintaining the status quo right now. Posting for an Account & Finance Manager (manager level) is being advertised to date. This position will be working in conjunction with Sam Holt (on a full-time basis, cross training).
 - Ms. Vicky Palantzas (YouthWorks) is leaving BAWIB next for another position.
 - Mr. David Vincent (YouthWorks) will be moving up to Assistant Director of the YouthWorks Department; David has been with BAWIB for the last 6 years.
 - Interviewing for the Youth Services Associate-Engagement (YouthWorks) has begun.
 - Group Training
 - The group training will start at the end of February 2016—CAN plus deceleration (opiate program, Alzheimer patients). BAWIB is collaborating with board member, Jennifer Patnaude (Good Samaritan Medical Center)
 - Grant Applications
 - BAWIB just submitted a grant/Workforce Competitiveness Trust Fund FY'16 Appropriation (to Commonwealth Corporation)— to deliver a Pipeline CDL Driver Training Program (with a host of partners, e.g., BAT, AA Metro, UPS, Brilliant Move)
 - Open House – April 7, 2016 [3:00 – 7:00 p.m.]—just running through ideas at this time per Ms. Sullivan-Jardim; soliciting board members' suggestions and spreading the word [e.g., speaking engagements to spread to spread the word].
 - Follow-up Snowball Event, December 18, 2015 –the event was “awesome”.
 - Veterans - Ms. Mary Waldron thanked the BAWIB staff members who participated in putting wreath on graves on December 18, 2015.
9. **ADJOURNMENT** – There being no more business a motion was made to adjourn at 4:25 p.m.

Next Meeting: February 4, 2016