

Brockton Area Workforce  
**BAWIB**  
Investment Board

**Management Meeting Minutes**  
**Thursday, November 5, 2015**

1. **CALL TO ORDER:** The meeting was called to order by the Chair, Suzanne Fernandes at 3:03 pm.  
**QUORUM PRESENT**
2. **ROLL CALL:**  
**Present:** Suzanne Fernandes–*Chair*, Pat Ciaramella–*Clerk*, Heidi Chuckran– *Treasurer*, Barbora Hazuková, Thomas Thibeault, Mary Waldron, Linda Sacchetti, and Don Zimmerman  
**Not Present:** **David Flynn\***–*Vice Chair*, and  
**Staff:** Sheila Sullivan-Jardim, Sam Holt, and Rachel Cherry-Adams  
**\*Bold** = excused absence  
**Guest(s):** Craig Kennedy of CareerWorks
3. **MINUTES:** Review of Prior Minutes October 1, 2015
  - A motion was made (Ms. Mary Waldron) seconded (Mr. Tom Thibeault) to approve the Minutes from the October 1, 2015.
  - **The Minutes of October 1, 2015 were approved.**
4. **FY15 Audit Presentation for BAWIB (June 30, 2015 Audit)**  
Presentation by Brendan E. Toolin, III, CPA (Director of Audit & Small Business Services) and Raymond L. Antiss, Jr., CPA, MBA –Antiss Certified Public Accounts, Lowell, MA  
Distribution: Brockton Area Workforce Investment Board, Inc. June 30, 2015 Audit (handout), November 5, 2014  
**This the Auditor’s informal way of going through financials**  
[This information is intended solely for the use of the BAWIB Board of Directors and management of BAWIB and is not intended to be, and should not be, used by anyone other than these parties.]  
➤ Highlights are as follows [Required Communications]:
  - Our Responsibility under Generally Accepted Auditing Standards
  - Significant Accounting Policies
  - Accounting Transactions
  - Significant Audit Estimates – Allocation of Expenses (various contracts)
  - Uncorrected Misstatements – None (no adjustments)
  - Disagreements with Management – None
  - Management Representations –The auditors have requested certain representations from management that are included in the management representation letter dated November 5, 2015.
  - Management Consultations with Other Independent Accountants – None
  - Discussion Prior to Our Retention as Independent Auditors – All discussions with management occurred in normal course of the Auditor’s professional relationship and their responses were not a condition for their retention.
  - Supplementary Information
  - Financial Review – Statement of Financial Position [Balance Sheet]
  - A-133 Audit – There were no material weaknesses or significant deficiencies reported—“clean opinion”. There were no prior audit findings. Good year.
  - Management Comments/Concerns:
    - ✓ Think about replacement costs per Auditor – will the building last 39 years?
    - ✓ BAWIB closed on the 34 School Street building before the year-end; congratulations.
    - ✓ Mutual Bank – operations; Eastern Bank – building
    - ✓ Form 990 due November 15, 2015 – Sheila is reviewing right now

- A motion was made (Ms. Mary Waldron) and seconded (Mr. Don Zimmerman) to authorize BAWIB's Executive Director, Sheila Sullivan-Jardim to sign-off on the Form 990.
- The motion was approved.
- ✓ Closing documents - \$5,000 is the one on the HUD document; \$300,000???
- SSJ will collect documents and sent tax forms to auditor –**Form 8283** Noncash Charitable Contributions
- Sheila will be talking with the Auditor w/Heidi Chuckran (sitting in)
- ✓ Depreciation expense (in form of a contribution)
- ✓ Question came up per BAWIB paying rent to itself
- ✓ All this info for FY 2016 – Interest and depreciation – refers to what rent BAWIB is paying per Auditor

## 5. REPORTS

### ○ BAWIB FY16 BUDGET (9/30/2015) – Ms. *Sheila Sullivan-Jardim*

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

- Total BAWIB is 23% expended at September 2015 – these figures do not include UMASS. This includes all salaries, fringe and premises through August 31, 2015.
- All expenses are on track; WIA/WIOA, a little low.
- Rent/Premises – does it show up as income?

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

#### ➤ BAWIB FY16 BUDGET 10/31/2015)

- 33% spent through October 31, 2015.
- 30% spend down.
- Carry-in / still some \$\$\$ left.
  - ✓ Adult – 30%
  - ✓ DW – 28%
  - ✓ WP – 31%
- Spending is ahead on training.
- One-Stop –32%
- Haemonetics – verbal word that there will be additional funds.
- All other grants –
  - DVOP –comes in January 2016.
  - Trade – November 2015.
- CareerWorks Updates – *John Murray*
  - Job Fair at Lombardo's, October 27, 2015 –381 people attended.
  - The trainings are progressing ahead of schedule.
  - Hampden Regional Training Board – Additional training funds.
  - Personnel change(s) at the Career Center – Welcome Brie to CareerWorks (front desk person).
- **Customer Service Surveys** (latest from the Career Center)
  - Ms. Sullivan-Jardim distributed the following documents:
    - Brockton CareerWorks Center Quarterly Survey Report, 1<sup>st</sup> Qtr. Of FY16, July 1, 2015 – September 30, 2015
    - Brockton CareerWorks Center Summary of Employer Recruitment Event Evaluation Results, 1<sup>st</sup> Quarter FY16, July 1, 2015 – September 30, 2015

## 6. YOUTH– Ms. *Barbora Hazuková*

### ○ FY'16 WIA Youth

- Funding two-year programs for:
  - TRA - 15 youth each year., and
  - YouthBuild - 18 youth each year.
- One-year program for The SoundLab - 6 youth.

### ○ Year Round Jobs

- Goal of 28 youth – 20 enrolled
  - 20 hours training component starts week of Nov. 16
  - 30 employers

### ○ Connecting Activities

- Released Teacher Externships Information and Entrepreneurship program – business plan competition
- New School – Avon Middle High School
  - Helping them develop a senior year internship program

## 7. **OLD BUSINESS**

### ○ **WIOA**

- ***Review and Comment - Assigning Local Workforce Development Areas to Regions*** Policy/ Ms. Sheila Sullivan-Jardim will be forwarding the WIOA draft plan notification regarding Workforce Regions – came out November 4, 2015.
- ***BAWIB Committee Structure***
  - Implementation December 2015 – nothing done yet.

### ○ **Facility**

- ***Completion Items -***
  - Energy Efficiency – Lights, HVAC, Thermostats
  - Emergency lights, fire extinguishers – inspection/replacement
  - Carpets – installed
  - Punchlist for painting
  - Fire Alarm system up
  - Additionally, security door pads
- ***What is left -***
  - Directories – external & internal
  - Blinds – installation
  - Signage – external & internal
- Mr. Keith Hartnett, BAWIB’s Media & Technology Specialist is working on implementation of computer lab (BAWIB Center); 22 are planned.
- YouthWorks department is working on proposals for technology and entrepreneur center.
- Certification – Ms. Sullivan-Jardim indicated that BAWIB received certification letter from DCS (Alice Sweeney), September 30, 2015. Certification is valid until December 30, 2016.
- The Southeastern Regional grant did not come through.

## 8. **NEW BUSINESS**

### ○ Staff Update

- 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

- BAWIB issued RFQ – Healthcare; initial vendor in January 2016. BAWIB’s Director of Regional Training, Lorraine Albert, is working on the curriculum.

### ○ Grant Applications

- Competitiveness grant
  - Training 24 CDL drivers. Class A and Class B – Parker doing the training. /not a group training
  - Have received word back from AA Metro, JP Noonan, Brilliant Move, NE Electrical Distributor, Boston Fresh
  - Grant due December 2015
- Workforce Training Fund – incumbent workforce / MACWIC+ (Lean Manufacturing component), OSHA, CNC
- Southeastern Massachusetts Advanced Manufacturing Consortium (SMAMC)/\$200,000 in this year’s budget – (Lorraine Albert was initially part of this grant last year).

### ○ December Quarterly Meeting & Snowball Event

- December 17, 2015 conflicts with Metro South Chamber event
- Adjust date/time
- Snowball event 4:00 p.m.
- Full Board meeting 3:00 p.m.

- Invite new Brewer that has come to the region.
9. **ADJOURNMENT** – There being no more business a motion was made to adjourn at 4:42 p.m.  
**Next Meeting: TBA**