

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Minutes
Thursday, October 1, 2015

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1. **CALL TO ORDER:** The meeting was called to order by the Chair, Suzanne Fernandes at 3:06 pm.
QUORUM PRESENT
 2. **ROLL CALL:**
Present: Suzanne Fernandes–*Chair*, Pat Ciaramella–*Clerk*, Thomas Thibeault, and Mary Waldron
Not Present: **Linda Sacchetti***, **David Flynn***–*Vice Chair*, **Heidi Chuckran***–*Treasurer*, **Barbora Hazuková***, and **Don Zimmerman***

Staff: Sheila Sullivan-Jardim, Kathleen Connelly, 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 September 3, 2015
 - A motion was made (Mr. Pat Ciaramella) seconded (Mr. Tom Thibeault) to approve the Minutes from the September 3, 2015.
 - **The Minutes of September 3, 2015 were approved.**
 4. **REPORTS**
 - **BAWIB FY16 BUDGET (8/31/2015)** – Ms. *Kathleen Connelly*
 - New Summary Sheet for the Comparative Income and Expense Statement/Total BAWIB 2016 Consolidated Financial Statements.
 - Total BAWIB is 21% expended at September 2015 – these figures do not include UMASS. This includes all salaries, fringe and premises through August 31, 2015.
 - YW Summer FY16 is at \$231,000 (82% expended).
 - WIA Youth is at \$81,000 (14% expended).
 - YW Year Round waiting for notification of funds.
 - Haemonetics NEG, has funds carrying over to FY16 and we are waiting to hear from DCS if further funds will be awarded--\$27,000 left.
 - Premises – BAWIB is at a lower rate now – BAWIB does pay rent (\$9,163).
 - Ms. Sullivan-Jardim indicated that a lot expenditures have not come in to date (e.g., a one-time bill for the energy efficiency (National Grid) and the FOBs (electronically unlock doors). More space is now geared toward Youth.
 - **UMDI/CareerWorks** - Mr. *Craig Kennedy*
 - **BAWIB FY16 BUDGET (September 2015)**
 - Spending carry-overs now.
 - Expenditures are where they should be \$55,000 - \$75,000.
 - Training Dollars at end of September 2015: 17% Adult/22% Dislocated Worker.
 - One-Stop funds – 25% expended.
 - Haemonetics – waiting for funding \$\$\$ amounts.
 - Veterans and Trades – waiting for funding \$\$\$ amounts.
 - CareerWorks Updates – *John Murray*
 - DCS Monitoring – final report FY15 –received letter; good reports; we did very well.
 - The Career Center office spaces are starting to take a good shape.
 - Through August 2015 – The Career Center’s performance is ahead of place.

- Mr. Murray indicated that the Career Center changed some of their job matching – trying to reverse this (per Workforce Innovation and the Governor’s office).
- Personnel changes at the Career Center – REA promotion –Jackie (at front desk) is now a Dislocated Counselor.

➤ **Customer Satisfaction Surveys**

- Ms. Sullivan-Jardim indicated that the BAWIB office will make sure everyone gets an electronic copy.

○ **Line of Credit** – Ms. Sheila Sullivan-Jardim

- Ms. Sullivan-Jardim indicated that the Line (at the Mutual Bank) of Credit has gone through (\$150,000 @ 3.94%

5. YOUTH– Ms. Krystel Love

○ **FY'15 WIA youth**

- Brockton Public Schools (In-School Program) – Pathways: - 13 enrolled, 12 graduated, waiting on info from BPS for post-secondary enrollments and employment.
- TRA (Out-of-School Program) – 15 enrolled, 6 HiSET, 1 obtain employment, 3 post-secondary.
- Digital Literacy – WIA
 - 7 enrolled – 6 new - 1 co-enrolled with BPS.
 - 5 enrolled in college and 1 working.
- DJ Academy - WIA program
 - 12 youth enrolled—8 graduated; 3 post secondary education.
- Job First - (formally known as CAP IT!) WIA
 - 19 enrolled--12 high school diplomas, 11 enrolled in college, 5 completed various internships.

○ **WIOA RFR** – **BAWIB received 4 proposals**

- *Training Resource of America (TRA) and Old Colony Y (OCY)*—both proposals are and suitable to BAWIB’s programs, but they have requested the maximum \$50,000.
- *Sound Lab-DJ Academy* –BAWIB liked the proposal; and in addition the Sound Lab has shown outcomes in the past per Ms. Sullivan-Jardim.
- *Destiny One Corporation* – submitted proposal has been taken off the table; proposal not responsive.
- **VOTE**
 - Move to award Title I WIOA youth funds to TRA and OCY amount up to \$50,000 each year for FY16 & FY17.
 - Move to award Title I WIOA youth funds to Sound Lab-DJ Academy for FY16, funds to be determined during contract negotiations, not exceed \$35,000 (award 1-year contract to see how it works, option to renew additional year).
 - A motion was made (Ms. Mary Waldron) and seconded (Mr. Tom Thibeault) to award the Title I WIOA youth funds to TRA and OCY amount up to \$50,000 each year for FY16 & FY17
 - A motion was made (Ms. Mary Waldron) and seconded (Mr. Pat Ciaramella) to award Title I WIOA youth funds to Sound Lab-DJ Academy for FY16, funds to be determined during contract negotiations, not exceed \$35,000.
 - The motions passed to award.

○ **Summer Jobs**

- Ms. Love reported on youth salaries, hours worked and training they received through the program.
 - 185 youth enrolled
 - 45 employers
 - Youth were paid \$9.00, offer 125 works hours and participated in 20 total hours of training.
 - Closed out internships on 8/31/15

○ **Connecting Activities**

- Welcome Back – Nicoline Batista as our New Connecting Activities Coordinator
- Seven (7) schools in the program; Avon Middle School is a new school participant.

6. OLD BUSINESS

○ WIOA

➤ **BAWIB Committee Structure**

- Ms. Sullivan-Jardim distributed the proposed BAWIB Committee Structure and explained each section. There was discussion and edits to the document by the Board members.
 - 1) Executive Committee (*Suzanne Fernandes*)
 - ✓ ii. Replace “approve” with “recommend”
 - ✓ Add D. Act on the Fullboard as necessary.
 - 2) Young Adult Initiative Committee (*Barbora Hazuková??*)
 - 3) Workforce Systems (*Tom Thibeault*)
 - 4) Business & Industry Development (*Joe Lovetere??*)
- Ms. Sullivan-Jardim indicated that the State has approved the BAWIB Board matrix.
- **VOTE** to approve committee structure as presented.
 - **A motion was made (Ms. Mary Waldron) and seconded (Ms. Suzanne Fernandes) to approve the submitted BAWIB Committee Structure as presented.**
 - **The motion passed.**

○ Facility

➤ **Follow-up from last BAWIB Management Meeting re: Fire Alarm Pull**

- Rachel Cherry-Adams reported that as a result of the fire alarm pull on September 3rd and also BAWIB’s ongoing communication trouble that resulted in us having to call the Fire Department ourselves, our fire alarm vendor, Advanced Signal, recommended that BAWIB tap into two of the current land lines as a temporary fix until a permanent a solution can be found. This solution is working.
- Rachel Cherry-Adams also reported that BAWIB is still waiting for word back from Advanced Signal regarding the Cellular Communicator replacement/BETA Testing equipment.

➤ **Fraud (recent, this summer)** --Ms. Sullivan-Jardim reported about how individuals got BAWIB’s checking account routing number and cashed checks in BAWIB’s name. The incident was reported to the police; checking account had to be changed, as well as the electronic fund transfer.

- **Certification** – Ms. Sullivan-Jardim indicated that BAWIB received certification letter from DCS (Alice Sweeney), September 30, 2015. Certification is valid until December 30, 2016.

7. NEW BUSINESS

- The Auditors, Antiss (Lowell MA) are at BAWIB this week.
- BAWIB Healthcare RFQ – released September 22, 2015; geared toward Allied Health. BAWIB staff member, Lorraine Albert will be facilitating.
- Manufacturing Day Kickoff, October 2, 2015 –Tour of Evans Machine Shop; the local teachers will going to Accurounds. On October 6th a meeting on Manufacturing will be held.
- New Hire at BAWIB – Darius Depina (10 hours/week) –Darius started working with BAWIB this past summer.

- 8. ADJOURNMENT – There being no more business a motion was made to adjourn at 4:45 p.m.

Next Meeting: TBA - Location: BAWIB Business Center