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# MEETING MINUTES

#### March 17, 2016

1. **CALL TO ORDER:** The meeting was called to order by Chair, Mr. Tom Thibeault at 9:32 a.m.

**QUORUM PRESENT**

1. **ROLL CALL:**

**Present:**  Thomas Thibeault, Beth Costa, Jennifer Patnaude, Diane C. Kendrick

**Not Present: Madeleine McGuire\*, Jonathan Carlson\*, Archie Gormley\***

**Staff:** Sheila Sullivan-Jardim,Jason Hunter, and Rachel Cherry-Adams

**\*Bold** = excused absence

# Ex-officio: John Murray, CareerWorks

# Guest(s): None

1. **WELCOME**
2. **CAREER CENTER UPDATE** – *John Murray*
* Distribution: Monthly Performance Indicators Review – **FY16 through 2-29-16** – Executive Summary
	+ Mr. Murray gave an overview of the report.
		- Mr. Murray indicated that the Universal Access Services (Job Seeker Services) plan of attainments through the fiscal is at 66% through Fiscal Year). The Center is in excellent shape in all categories; off to an outstanding start.
			* Total Customers/5400 goal; YTD 82% --ahead of pace for all of Wagner-Peyser – Labor Exchange /Universal Access Services – Job Seeker Services. Unemployment/DUA – saw 441 people for this time period.
			* Unemployed/4968 goal; YTD 76%--this does not include all of the foot traffic that comes through the traffic; this continues to be brisk.
			* Employers Served – Repeat Customers: touching base with the repeat customers on a continual basis.
		- WIA Title I Program Summary – Job Seeker Participation and Short-Term Outcomes
			* Adults – ahead of pace of the total. Dislocated Worker (DW)/New Participants - 108% (ahead of pace, due to Haemonetics NEG).
		- Placements – DW is a little behind; the CareerWorks will be doing some cold calling to help this task.
		- Wage Data –good wage for Adults—ahead for statewide.
		- Training Activities – ahead of pace for Adults.
		- The Career Center is currently working BAWIB on the Direct Care Worker training—flyer distributed. This training is for direct care workers, not CNAs.
		- Question re: the Federal Quarterly reporting – why there are no $$$’s – Mr. Murray will check with Career Center staff and report back next month.
	+ Recent and Upcoming Current Events at CareerWorks
		- The Career Center is continuing their monthly mini-fairs.
		- Continued Amazon Recruitments weekly at the Career Center site (prevailing wage $12.50/hour). Amazon is leading in effort of hiring for the Amazon Stoughton facility.
		- State Plan – Mr. Murray indicated that the Career Center staff is still working on this effort (reviewing); e.g., change of customer flow started this week—more priority on Career Action Plans –doing more triage for customers.
	+ WIOA – One Stop Procurement & WIB Certification –process has to be in place July 2017. Ms. Sullivan-Jardim indicated that the RFP will be issued approximately two months. The WIB has to the State of the outcome by January 2017.
1. **BAWIB UPDATE** – *Jason Hunter*
	* + **Career Center Standards**- draft distributed to committee today for them to digest and to get give feedback, comments to the BAWIB staff [the yellow highlights on the document indicates latest current draft]. Jason Hunter will send out link to the State’s website. –How do we provide the value to the public?
* **Charter Review – Vendor/Partner Focus Group– FY2016**
	+ Jason Hunter will send out email to committee to solicit a subgroup this task.
	+ Suggestions the easiest way to survey – phone bank
	+ Mr. Hunter will be soliciting guidance from Dr. Eric Heller. Dr. Heller has given some great insights in previous Operations Reviews in the past years.
* **March 10, 2016 –** *Vendor Meeting*
* BAWIB received funding for AHEC – waiting for the paperwork to be signed
* Manufacturing grant—the funds have already been allocated (for computer lab related to CAD, 3-D printers)—waiting for paperwork to be signed.
* MOU’s – Ms. Sullivan-Jardim indicated that BAWIB is in the process of establishing to put in place MOU’s with the Career Center, and our state mandated partners (looking at the local level).
1. **ANNOUNCEMENTS**
* BAWIB/The Center for Workforce Development – OPEN HOUSE Save the Date
	+ April 7,2016 3-6 p.m.
1. **ADJOURNMENT** - **The meeting ended at 10:35 a.m*.*

**Next Meeting Thursday, April 21, 2016 - Location:** BAWIB Business Center