

Brockton Area Workforce  
**BAWIB**  
Investment Board

**MEETING MINUTES**  
**March 17, 2016**

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

**QUORUM PRESENT**

2. **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

3. **WELCOME**

4. **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.

6. **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).

7. **ANNOUNCEMENTS**

- BAWIB/The Center for Workforce Development – OPEN HOUSE Save the Date
  - April 7,2016 3-6 p.m.

8. **ADJOURNMENT** - The meeting ended at 10:35 a.m.

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