



**BUSINESS & INDUSTRY COMMITTEE (B&I)  
MEETING NOTES  
June 9, 2016**

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**QUORUM NOT PRESENT**

1. **CALL TO ORDER:** The meeting began at 9:00 a.m.

2. **ROLL CALL:**

**Present:** Joe Lovetere and Joe Mitchell

**Not Present:** Charlie Nano, Joe Madaio, and Bob Costa, Brian McElhinney, and Maryellen Brett

**Staff:** Sheila Sullivan-Jardim, Lorraine Albert, and Rachel Cherry-Adams

3. **REVIEW REVISED EMPLOYER SURVEY DRAFT**

- BAWIB and the B&I Committee will be finalizing the Employment & Training Needs Assessment Survey this summer.
- The survey will tentatively be launched during the last week of August 2016.
- We started the meeting by reviewing and editing the Employment & Training Needs Assessment Survey. Today, we reviewed the 9 questions and came up some suggestions as to the order, language changes, and some other tweaking to the questions, e.g.
  - Question No. 6 -How many positions have you had difficulty in filling or would like to fill? [language change]
  - Question No 7 – What factors contributed to the hiring difficulties? [condensed the question]. Add one (1) addition to the listing – Lack of appropriate credit references
  - Questions No. 9 – change to Language of questions – Over the past 6 months, what technical skills were difficult to find or develop among your workforce?
  - Added additional skills; the consensus was that some of the listings were not necessarily skills (but positions), per se. Here are some of the additional skills and deletions:
    - ✓ Written and oral skills
    - ✓ Analytical/problem skills
    - ✓ Delete paralegal?
    - ✓ Change Lean/Six Sigma/Process Improvement to Lean Manufacturing
    - ✓ Change Business/Accounting to Business skills
- DISCUSSION
  - What is the deadline to finish the survey?
  - Mr. Pat Ciaramella (Old Colony Planning Council) may be able to provide to us a listing; Mr. Lovetere indicated that it is anticipated that the listing will be available within a few weeks.
  - Mr. Bob Costa (B.C. Tent & Awning) will get to us an email list of the Avon Industrial Park.
  - What do you think about multiple email requests about the same topic? —This does happen occasionally—are people apt to open all of the requests with the same topic?

#### **4. SURVEY ADMINISTRATION**

- **Concerns (Chamber's recent survey email)/Timing**
  - Decision on who will be distributing the survey scenarios.
  - BAWIB can send out the survey with a link to the Metro South Chamber – [The Chamber may be able to conduct the survey for us and promote it for us as well] OR
  - The Chamber can send out to their members and share the information with BAWIB.
- **Follow-up/Outreach Strategy**
  - Reach out to following and other similar associations:
    - ✓ Stoughton Chamber of Commerce – Mr. Terry Schneider
    - ✓ East Bridgewater Business Association
    - ✓ Avon Industrial Park
    - ✓ South Shore Chamber

#### **5. FALL MEETING DATES**

- There will be no meetings during the summer – July & August 2016.

#### **6. ACTION STEPS**

- Joe Lovetere – follow-up with Pat Ciaramella (Old Colony Planning) re: listing.
- Joe Lovetere – follow-up with Mr. Bob Costa (B.C. Tent & Awning) re: email list of the Avon Industrial Park.
- BAWIB office (Sheila Sullivan-Jardim/Lorraine Albert) - Pull together an individualized intro for the Stoughton Chamber of Commerce, East Bridgewater Business Association, South Shore Chamber, etc.

**Meeting ended at 9:49 a.m.**

**Next Meeting – TBA**

**Location: BAWIB Business Center**

**Your Partner for Employer Education and Workforce Development**