

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Minutes
Thursday, November 3, 2016

1. **CALL TO ORDER:** The meeting was called to order by the BAWIB Board Vice-Chair, Mr. David Flynn at 3:03 p.m.

QUORUM PRESENT

2. **ROLL CALL:**

Present: Joe Lovetere, Thomas Thibeault, Pat Ciaramella–*Clerk*, and Linda Sacchetti

Ex-officio: John Murray, CareerWorks

Not Present: **Suzanne Fernandes***–*Chair*, **David Flynn***–*Vice Chair*, **MaryLynn Peters-Chu***– *Treasurer*,
Mary Waldron*

Staff: Sheila Sullivan-Jardim, Michele Ahern, Sam Holt, Jason Hunter, 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 Meeting Minutes October 6, 2016

- The meeting minutes of October 6, 2016 were approved by Management.

4. **FY16 Audit Presentation for BAWIB (June 30, 2016 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 – formal report & summary format), November 3, 2016

Summary Format/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 – pages 2-4

➤ Financial Review/Programs

- Page 5/Statements of Financial Position – Accounts receivable

- Page 6/Statement of Activities –Grants and Contracts [notes], Rental Income, Program [notes]General and administrative [change], Facility Rental [change]

- Page 7/Statements of Cash Flows – In-Kind Contribution of property [notes], Net cash provided by operations – “the business is healthy”, Net Change in Cash

➤ Page 8 - Financial Review/Programs – The Auditor’s report: unmodified – “clean opinion”. There were not material weaknesses or significant deficiencies report. There were no material weaknesses for the Financial Statement Audit, Federal Awards.

➤ Page 9 - The Management Comment – for transparency purposes.

➤ Page 10/New – Recent FASB Pronouncements

5. **REPORTS**

Finance

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

- **BAWIB FY17 BUDGET** (10/31/2016)

- Carry-in fully expended.

- WP DW FY 17 just released from DCS per Mr. Kennedy.

- Set Aside NDWG/contract process is beginning per Mr. Kennedy.
- WCTL CDL – nothing spent to date.
- Haemonetics – ends December 31, 2016.

○ **BAWIB FY17 BUDGET (10/31/2016)** – Ms. *Michele Ahern*

- We are finishing using the carry-in dollars. We expect that they will be used by December 2016.
- 33% expended includes salaries, fringe through October 2016; and this includes UMASS numbers as well.
- WIOA allotments are still being released (all Youth, today 11-3-2016 received all the Adult/DW)
- WIOA Youth is \$136,382 (21%)
- We are waiting on State One Stop and there will be a Trade adjustment.
- The GE NDWG has been released. The allocation was 51.5%. We are still waiting on the contract to be modified.
- DCS is going to monitor us this fiscal year. We are on the schedule for March/April next year.
- Question – Is the Youth FY16 carry-in [-26,439] overspent? – No.

6. WORKFORCE SYSTEMS COMMITTEE

- CareerWorks Updates – *Mr. John Murray*
 - Fall Job Fair -CareerWorks will be co-hosted with South Shore Career Centers in October 2016. Eighty (80) employers and over 500 job seekers were in attendance.
 - Mini Job Fair November 15, 2016/ Hire a Vent Month – 10 employers have already signed up. Priority of Services at the end of the event for the Veterans per Mr. Murray.
 - Still working with BAWIB (Lorraine Albert) – CDL training (2-year program); the program is on schedule.
- **MOU Required Partners** *Mr. Jason Hunter*
 - First meeting November 14, 2016
 - Seven (7) from the group (only MassRehab was absent).
 - Next meeting in 2 weeks from today (12-2-2016).

7. YOUNG ADULTS – Ms. *Krystel Love*

○ **FY'17 WIOA**

- We need to be completely enrolled by November 30, 2016—Enrollment starts September and ends December.
 - Three vendors
 - ✓ TRA – goal to serve 13 youth.
 - ✓ OCY – goal is to serve 18 youth; nothing has been submitted to date per Ms. Love.
 - ✓ Sound Lab – goal is to serve 6 youth; nothing has been submitted to date per Ms. Love.
 - Discussion regarding some of the vendors' recruitment/enrollment deficits, specifically regarding the HISET certification as it pertains the required reading level. Concern – we had this issue last year.
 - ✓ The criteria – do we lower it?
 - ✓ Do we need to modify our model?
 - ✓ Have we reached out the Brockton Interfaith Community (BIC) –just a thought.
 - ✓ Concerns – we had

○ **Year-Round Jobs/Summer Jobs**

- We have been awarded funds from Commonwealth Corporation to provide 24 internships [our goal is to serve 24). First session/Fourteen (14) have already started training (Monday, October 31, 2016); includes 130 hours; program ends January 2017.
- Summer Jobs
 - 198 youth participated this year.
 - There were seven (7) hires – 3 @ Buffalo Wild Wings; 2 @ Salvation Army and 2 @ Copeland Toyota Scion.

○ **Connecting Activities**

- *Two new partner schools* - The Avon Middle High School and South Shore Vocational High School; *Continued Partner Schools* – Brockton Public Schools, Southeastern Regional Vocational Technical High School, and Whitman-Hanson Regional High School; *Member schools* – North River Collaborative and Stoughton High School.
- Working on planning our STEM Career Exploration Event being held at Bridgewater State University in either February or March 2017.
- New ideas for the Annual CAP Career Day; this year goal is to have a conference. The steps are underway in looking for space to hold it.
- YouthWorks staff are in BHS two (2) days a week—Monday through Wednesday @ North River Collaborative (NRC) and the Keith School. Working on getting YouthWorks in other schools now.

8. BUSINESS & INDUSTRY DEVELOPMENT- Mr. Joe Lovetere

- Statistics – outreach and engagement to community is significant
- Industrial Park – There is a need for hoisting licensing/certification program; this came out of the meeting with the Avon Industrial Park per Mr. Lovetere.
- Brockton Rotary – interested in having us come in to talk per Joe Lovetere.
- Mr. Lovetere reiterated that goal of the Business and Industry Development committee in their role with assistance from the BAWIB office.
- **Employer Engagement & Marketing**- Mr. Jason Hunter
 - BAWIB has updated all its marketing material.
 - Starting to market our technology and space
 - Group: Krystal, Dave Edward, Stephanie Weaver
 - Cold calling – contacting employers.
 - 3 people employer contacts
 - We have denim shirts, and fleece vest, looking to purchase popup sign

NEW BUSINESS

9. SNOW BALL

- Snowball Event – December 15, 2016 – 3:00 p.m. – 3rd Annual

10. NEW INITIATIVES – Ms. Sheila Sullivan-Jardim

- North Shore CNA tech classes here with us – sponsor 2 or 3 classes and they would like to rent as well.
- Personal Care Attendants (PCA) Training (in conjunction with MassHealth). _____

OLD BUSINESS

11. ADJOURNMENT – There being no more business a motion was made to adjourn at 4:22 p.m. to go into Executive Session.

12. EXECUTIVE SESSION

- WIOA – One Stop Procurement & WIB Certification
- Facility

Next Meeting: December 1, 2016