

Brockton Area Workforce  
**BAWIB**  
Investment Board

**Management Meeting Minutes**  
**Thursday, October 6, 2016**

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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:** David Flynn–*Vice Chair*, MaryLynn Peters–*Chu– Treasurer*, Joe Lovetere, Thomas Thibeault, and Mary Waldron

**Ex-officio:** John Murray, CareerWorks

**Not Present:** **Suzanne Fernandes\***–*Chair*, Pat Ciaramella–*Clerk*, and **Linda Sacchetti\***

**Staff:** Sheila Sullivan–*Jardim*, Michele Ahern, Jason Hunter, and Rachel Cherry–*Adams*

**\*Bold** = excused absence

**Ex-officio:** John Murray, CareerWorks

**Guest(s):** Craig Kennedy of CareerWorks

Introductions around the table.

3. **MINUTES:** Review of Prior Meeting Minutes June 2, 2016 & September 8, 2016 meeting notes

- The meeting minutes of June 2, 2016 and meeting notes from September 8, 2016 were approved by Management.

4. **REPORTS**

**Finance**

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

➤ **BAWIB FY17 BUDGET (09/30/2016)**

- Carry-in FY2016 Wagner-Peyser (WP) – continuing spending in October 2016. The Carry-in numbers are still being determined with both the Career Center and BAWIB; the numbers will be reviewed soon.

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- Career Center is in receipt of additional Trade grant monies.
- The RR Set Aside/NDWG – the amount reflects anticipated \$497,661 in first grant installment for the NDWG. Grant is expected to be \$966,336 in receipt of only RR.
- Job Driven NEG invoices separately through vouchers, included for informational purposes.; contract ends 6/30/2018.
- The WCTF CDL runs through 6/30/2018.
- The Haemonetics contract ends 12/31/2016.
- FY16 RESEA was extended through 12/31/2016.
- The WCTF CDL contract was just received; runs through June 30, 2018.

○ **BAWIB FY17 BUDGET (09/30/2016)** – *Ms. Michele Ahern*

- Total expended is at 21%, UMASS numbers are included--this includes all salaries, fringe through September 2016.
- WIA Youth is \$91,702 (13%).
- Carry-in numbers are still being determined with both CareerWorks and BAWIB; Craig Kennedy and Michele Ahern will review.
- BAWIB and CareerWorks numbers will be finalized next month.
- Adult & Dislocated Worker – The WIOA allotments are being released; all Youth, and partial Adult/DW.

- The GE NDWG grant has been set up to draw down \$\$\$\$ . BAWIB is still waiting on the contract from Division of Career Services (DCS). The budget will need to be updated with the allocation that was released.
- Year 3 of the Youth Careers Connect ended 9/30/2016; final invoice is due next week.
- The Auditors, Antiss, was at the BAWIB office this week for finalization of this audit (copies of contract, leases, etc.)
- DCS is going to monitor BAWIB (Fiscal monitoring) this fiscal year. We are on the schedule for March/April 2017.
- BAWIB will have more details in the \$\$\$\$ numbers.
- Ms. Sullivan-Jardim indicated that BAWIB received this week notification – renewal of the AHEC contract (this is an additional effort) --\$75,000; no budget yet.
- The SPNEG has gone up to \$38,000.
- The (youth) Year-Round additional allocation – approximately \$46,000.
- Question – re: Financials/amounts \$9142/\$9141 – Ms. Sullivan-Jardim explained this amount.
- Ms. Sullivan-Jardim indicated that has been transportation dollars added for youth [Student Transportation] – 1<sup>st</sup> field trip tomorrow with 90 youth.

○ **CAREER CENTER COMMITTEE/CareerWorks Update -**

- CareerWorks Updates – *Mr. John Murray*
  - Busy and hectic September at the Career Center.
    - CareerWorks is working BAWIB (Lorraine Albert) on the Competitive Trust Fund Grant –CDL; Twenty-one (21) people started training—CDL Class B. Two more are starting on Tuesday 10-11-2016 [1-Class A). Ms. Sullivan-Jardim indicated that we have already have our first placement/retention for 30 days.
    - CareerWorks will be co-hosting regional job fair on October 22, 2016 [1:00 to 4:00 p.m.]; already have 42 employer RSVPs. This is typically a good event.
- **MOU Required Partners** *Mr. Jason Hunter*
  - Mr. Hunter gave a listing of the Required Partners
  - First Partner meeting is scheduled for October 14, 2016 at the BAWIB office.
  - Ms. Sullivan-Jardim indicated the following –
    - Goal – establish referrals
    - There is a social services side – serving the customers in a more holistic matter.
    - The outcomes from the meeting –
      - ✓ Introductions
      - ✓ Responsibilities to their agencies
      - ✓ Expectations – infrastructure
      - ✓ Staffing obligations

5. **YOUNG ADULTS** – *Ms. Mary Waldron*

○ **FY'17 WIOA**

- WIOA Youth has started
  - Three vendors – Training Resources of America (TRA), Old Colony Y-YouthBuild, and SoundLab; their programs are up and functioning.
    - ✓ TRA – goal to serve 13 youth.
    - ✓ OCY – goal is to serve 18 youth [this year two components added – IT and culinary in their current programming]; an upgrade in the model to work for us per Ms. Sullivan-Jardim.
  - Excerpts from the Young Adult Initiatives Meeting [September 14, 2016]
    - ✓ Great dialogue among the partners.
    - ✓ Presentation by George H. Brickhouse, Jr. (Massachusetts Youth Committed to Winning, Inc.) – The youth programming uses basketball as a tool.

○ **Year-Round Jobs/Summer Jobs**

- ***Summer Jobs***/Successful year – 232 youth served per Ms. Sullivan-Jardim.
- ***Year-Round Jobs Program – NEW PROGRAM***
  - OJT Program for Youth
    - ✓ Out-of-school 19 years old, full-time, career path, entry level employment
    - ✓ Case Study - One individual has been identified
  - Discussion – Clothing for interviews; Partnerships (e.g., Salvation Army)

- **Connecting Activities** –The Avon Middle High School was added last year (this year partner). New schools this year are South Shore Vocational, and West Bridgewater/East Bridgewater. These added to the current school partnerships- Brockton Public Schools, North River Collaborative, Southeastern Regional High School, and Whitman-Hanson High School.

**6. BUSINESS & INDUSTRY DEVELOPMENT- Joe Lovetere**

- **Employer Survey**
  - There were 32 responses; most of them identified themselves as well. Mr. Lovetere indicated that we are looking for even more responses to this recent employer survey as a follow-up to his meeting with the Avon Industrial Park meeting a couple of weeks ago.
  - Employer Engagement/Marketing – The Business & Industry Development (per Mr. Lovetere) would like to continuing the outreach by sending out an Outreach letter to specific employers.
  - The BAWIB office (Ms. Sheila Sullivan-Jardim) will have a presentation folder packet for the Business & Industry Development meeting next week.
  - BAWIB has been invited to speak at the Rotary and Bridgewater – Ms. Sullivan-Jardim will send Mr. Lovetere email with the specific meeting, time and location info.
  - Training Grants/Avon Industrial Park -- Datel Communications and Weiss Sheet Metal

**NEW BUSINESS**

**7. STAFFING**

- New BAWIB-YouthWorks staff members: Arianna Freeman and Dave Edwards; and Lyn Famularo in the BAWIB Admin Office.
  - New BAWIB Board members
    - Todd Copeland, Copeland Toyota Scion, Brockton, MA
    - Rick Diaz – Buffalo Wild Wings, Brockton
    - Dan Evans, Evans Machine Company, Inc., Brockton
    - Paula Martel, North Easton Machine Company, Inc., Brockton
    - Barbara Duffy, BAMSI, Brockton
- They will be at our next Quarterly Board meeting, December 2016.

**OLD BUSINESS**

**8. BYLAWS (Distribution BAWIB By-Laws, June 2013, marked up for review DRAFT)**

- Management reviewed the changes.
- **A motion was made (Mary Waldron) and seconded (Tom Thibeault) to approve the amended version of the By-laws as presented.**
- **The motion passed.**
- Ms. Sullivan-Jardim asked the Management team to review document for discussion at the next scheduled meeting. Sheila will also send out the document electronically to them.

**9. ADJOURNMENT – There being no more business a motion was made to adjourn at 4:05 p.m. to go into Executive Session.**

**10. EXECUTIVE SESSION**

- WIOA – One Stop Procurement & WIB Certification
- Facility

**Next Meeting: November 3, 2016**