

Brockton Area Workforce
BAWIB
Investment Board

Management Meeting Notes
Thursday, September 8, 2016

1. **CALL TO ORDER:** The meeting was called to order by the BAWIB Board Chair, Ms. Suzanne Fernandes at 3:10 p.m.

NO QUORUM PRESENT

2. **ROLL CALL:**

Present: Suzanne Fernandes–*Chair*, and Heidi Chuckran– *Treasurer*

Not Present: Pat Ciaramella–*Clerk*, **David Flynn**–*Vice Chair*, **Linda Sacchetti***, Joe Lovetere, Thomas Thibeault, and **Mary Waldron***

Staff: Sheila Sullivan-Jardim, Michele Ahern, Jason Hunter, David Vincent, and Rachel Cherry-Adams

***Bold** = excused absence

Guest(s): Craig Kennedy of CareerWorks

Marylynn Peters “Mel”-Chu, City of Brockton Interim Auditor

Introductions around the table.

3. **MINUTES:** Review of Prior Meeting Minutes June 2, 2016

- The meeting minutes of June 2, 2016 will be approved at the next scheduled meeting.

4. **REPORTS**

Finance

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

- **BAWIB FY17 BUDGET (08/31/2016)**

- The new RR Set aside/NDWG grant – The RR Set aside amount in report reflects anticipated \$497,661 in first grant installment for the NDWG. The Career Center is currently in receipt of \$136,363 which is the 1st step in the process; \$988,000 is the full amount.
- The WCTF CDL contract was just received; runs through June 30, 2018.
- Carry-in FY2016 Wagner-Peyser (WP) – spending in September 2016

- **BAWIB FY17 BUDGET (08/31/2016)** – *Ms. Michele Ahern*

We are just two (2) months into the fiscal year.

- Total BAWIB is 19% expended at May 2016 (includes salaries through August 2016) [UMass not included].
- Expenses – 74% expended.
- Still working on the carry-in numbers.
- In the process preparing new grants for FY2017.
- WIOA Grants – 10% - 24% expended
- New contract – RR set aside/NDWG
- Audit – Auditor Antiss on site in August 2016 for 5 days; everything seems to be on track.

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

- **Operations Review - Draft** - *Mr. Jason Hunter*

- The WCTF CDL contract was just received; runs through June 30, 2018.
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- **Training Update** – Ms. Sheila Sullivan-Jardim gave update for trainings that will be conducted at the BAWIB organization and collaborations with the One-Stop Career Center CareerWorks.

- Update for recent and upcoming trainings:
 - Distributed flyer – CDL Class (with passenger) Driver Training Program
 - ✓ Training dates: September 19 – October 7, 2016, Monday-Friday, 1:00pm-5:00 pm; Classes held at Parker Professional Driving School – Contact person is Mary Osario at CareerWorks (34 School Street-Brockton)
 - Healthcare – two trainings over the summer for Direct Care, and a CNA program (training conducted in conjunction with the American Red Cross-Brockton).
 - CNC for manufacturing – waiting on allocations of dollars.
5. **YOUTH – Mr. David Vincent**
- **FY'17 WIOA**
 - WIOA Youth has started
 - Three vendors
 - ✓ Training Resources of America (TRA) – goal is to serve 17 out of school youth (OSY). TRA offers HiSet, retail customer certification program.
 - ✓ Old Colony Y (OCY) – goal is to serve 18 OSY; offers HIBI certification program.
 - ✓ SoundLab – goal is serve 6 OSY youth; provides support for careers DJing and music education.
 - **Year Round Jobs/Summer Jobs**
 - **Summer Jobs/Successful year; very proud of YouthWorks staff.**
 - ✓ 198 youth enrolled
 - ✓ 43 employers participated
 - ✓ Seven (7) youth were hired through program.
 - Ms. Sullivan-Jardim made remarks about one of the youth that was hired – regarding the enthusiasm of this particular summer jobs program youth participant.
 - **Shannon Grant** – 16 youth were placed this summer (working in the City cemetery); this program will be revamped for the fall program per Ms. Sullivan-Jardim.
 - **WAVE (Work Achieve Volunteer Experience)** – 29 youth participated. Three college students worked at program leaders this year (they participated in previous year's WAVE programs). The youth created a “dream box” – donations of school supplies will be given to several local churches.
 - **YearRound Jobs Program** – BAWIB has received application; recruitments in mid-October 2016.
 - **Connecting Activities** – BAWIB office in the planning process for this school year. Participating schools – Avon Middle High School, Brockton Public Schools, North River Collaborative, Southeastern Regional High School, and Whitman-Hanson High School.
6. **BUSINESS & INDUSTRY DEVELOPMENT**- *Sheila Sullivan-Jardim*
- **Employer Survey**- A survey has been produced by BAWIB through the Business and Industry Development committee to help us design programs that will meet (employers) workforce needs. The survey questions focus on current challenges and concerns of employers.

NEW BUSINESS

7. **STAFFING**

- New BAWIB-YouthWorks staff members: Arianna Freeman and Dave Edwards; and Lyn Famularo in the BAWIB Admin Office.

OLD BUSINESS

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

- Changes due to WIOA legislations (see redline in the document).
- 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. **MARKETING**

- In-house taskforce marketing team being facilitated by BAWIB's Jason Hunter and Keith Hartnett. The team will be instrumental in bringing visibility for YouthWorks and BAWIB. The BAWIB office will be purchasing marketing items, such as shirts, portfolios, banners, etc.

10. **ADJOURNMENT** – There being no more business a motion was made to adjourn at 3:49 p.m. to go into Executive Session.

11. **EXECUTIVE SESSION**

- FY17 Facility Budget
- One Stop Career Center RFP

Next Meeting: October 6, 2016