

Brockton Area Workforce  
**BAWIB**  
Investment Board

**WORKFORCE SYSTEMS COMMITTEE  
MEETING MINUTES  
September 15, 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, Madeleine McGuire, and Jonathan Carlson

**Not Present:** Diane C. Kendrick

**Staff:** Sheila Sullivan-Jardim, Jason Hunter, and Rachel Cherry-Adams

**\*Bold** = excused absence

Ex-officio: John Murray, CareerWorks

**Guest(s):** Dr. Eric Heller, UMDI

3. **WELCOME**

4. **MINUTES:**

- The Meeting Minutes of June 16, 2016 were approved by the Workforce Systems Committee members.

5. **CAREER CENTER UPDATE** – *John Murray*

- Distribution: Monthly Performance Indicators Review – **FY17 through 8-31-16** – Executive Summary
- Mr. Murray gave an overview of the report.
    - ✓ FY2017 is off to a good start – July/August 16%
    - ✓ The Career Center is constantly touching base on Employers Served; they are working with DCS – OSCAR Report. Mr. Murray indicated that there have some database issues recently as to the Employers Total Served. Mr. Murray reiterated that his staff is working DCS to rectify this.
  - Wage Matching -Discussion of the ongoing issue on how do we connect to the Department of Revenue (DOR) database.
  - Title I Adult – the numbers are a little slow to date – partly due to some area large companies closing in June in our region.
  - Title I Dislocated Worker (DW) – The numbers are way ahead of goal for the year.
  - Pre-Auto-Exit Employments – just a tad slower than normal. The DW goal increased this year.
  - The One-Stop Career Center is working on a CDL training program with BAWIB - 6 additional “B” drivers.
  - CareerWorks received approval notice of funds – Emergency grant; no contract to date.
  - Starting new mini-fairs soon at the Career Center; the mini-fairs averages 50 customers.

6. **BAWIB UPDATE** – *Jason Hunter*

- Career Center Required Partners – MOU

- The MOU has been signed June 30<sup>th</sup> by required partners; this is on-going per Mr. Hunter.
- Partners – Elder Services, Mass Rehab, DTA, DUA, DESE, Mass Commission for the Blind.

- **Charter Review – Vendor/Partner**

- Distribution – FY16 Operations Review -Vendors/Partners
- Mr. Hunter gave a brief synopsis of the report.
- The process included a survey via Survey Monkey, and a focus group.
- 5-page summary
- There were 19 participants in the focus group.
- Highlighted comment from focus group/Visibility/Branding – UMass Signage; discussion of signage to include the University of Massachusetts (UMass). This could help bolster the reputation of CareerWorks.
- One of the strengths that came from the focus group was the facilities; the professionalism.

➤ **Training Update- *Sheila Sullivan-Jardim***

- CDL A&B Passenger Bus, big trucks
- Training in the Pipeline--CNA (BAWIB has a vendor that can offer CNA in the region).
- PCA – ties into MassHealth.
- BAWIB has met with the BPS Superintendent – Curriculum training, career ladders.
- Welding – moving ahead.

7. **ANNOUNCEMENTS**

- Rachel Cherry-Adams encouraged the committee members to stop by the BAWIB Admin office to meet our new Administrative Assistant, Ellen “Lyn” Famularo.
- Dr. Eric Heller - Registration is OPEN for the 2016 Massachusetts STEM Summit/The event is on November 1, 2016.

8. **EXECUTIVE SESSION**

- One Stop Career Center Procurement

9. **ADJOURNMENT** - The meeting ended at 10:13 a.m.

**Next Meeting Thursday, October 20, 2016 - Location: BAWIB Business Center**

