

**ANNUAL BOARD MEETING MINUTES  
2:00 p.m. on Thursday, September 28, 2018  
Board Room, 34 School, Mezzanine Brockton, MA 02301**

1. **CALL TO ORDER:** The meeting was called to order at 2:05 p.m. by the Board Chair, Ms. Suzanne Fernandes

**QUORUM PRESENT**

2. **ROLL CALL:**

**Present:** Suzanne Fernandes–*Chair*, Joseph Lovetere–*Vice Chair*, MaryLynn “Mel” Peters-Chu–*Treasurer*, Brian McElhinney Bob Revil, Joseph Mitchell, Sheryl Savage, Mary Waldron, Barbora Hazuková, Linda Sacchetti, Dan Evans, Jonathan Carlson, and Paula Martel

**Not Present:** **Kathleen Smith\***, Beth Costa, Rick Diaz, **Stanley Hurwitz\***, Chavonne Baldwin, Donald Donnaldson, **Thomas Thibeault\***, Terry Schneider, and **Pasquale Ciaramella\*–Clerk**,

**\*Bold** = excused absence

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

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

**Guest(s):** Dr. Eric Heller – *Umass/Donahue Institute*

Carol Anne McGowan– *Umass/Donahue Institute*

3. **WELCOMING & OPENING REMARKS**

- The Chair, Suzanne opened the meeting with brief remarks and welcomed all Board Members and guests to today’s meeting.
- Introduction of the New BAWIB Board member(s) by Ms. Fernandes
  - Welcome to the newest BAWIB Board member: Ms. Sheryl Savage.

4. **MINUTES - VOTE:**

- The September 28, 2017 Annual Full Board meeting minutes were approved by the board members.

5. **ANNUAL ELECTION OF OFFICERS**

- A blank FY’19 Nomination of Officers was included in the BAWIB Board Book.
- **RECOMMENDATION(S)/VOTE - *Nominations***
  - Ms. Mary Waldron presented the following proposed slate of BAWIB Officers for FY’19:
    - Chair– Suzanne Fernandes, Assistant Vice President/Branch Manager - Mutual Bank
    - Vice Chair– Joseph Lovetere, President - HUB Tech
    - Clerk – Pasquale (“Pat”) Ciaramella, Executive Director - Old Colony Planning Council

**RECOMMENDATION(S)/VOTE**

- FY’19 Proposed Slate of Officers
  - Chair– Suzanne Fernandes, Assistant Vice President/Branch Manager - Mutual Bank
  - Vice Chair– Joseph Lovetere, Joe Lovetere, President - HUB Tech
  - Clerk – Pat Ciaramella, Executive Director - Old Colony Planning Council

- **The proposed FY’19 Election of Officers slate was approved by the Board.**

6. **MANAGEMENT COMMITTEE -**

- **FY19 Budget – BAWIB – Ms. Michele Ahern**
  - We have closed out FY18.
  - The carry in for WIOA grants was Adult 12%, DW 18% and Youth 20%.
  - WIOA Youth is at \$77,752 which is 12% expended at 8/31/2018.
  - Allocations received for WIOA: Adult was up 5.3%, DW down 8.5% and Youth up 3.7%
  - Other Non-WIOA Grants -
    - Connecting Activities – up 78% over last year due to receiving three (3) pockets of money – base allocation, extended services, and special planning project.

- GE NDWG – approaching the end of this grant. Spend by 12/31/2018
- Garber Bros – spent the 1st allocation. We are requesting the second allocation. All must be spent by 9/30/2019
- FY19 integrated budget was submitted by 8/31/2018 as requested by the State.
- Anstiss will be conducting our annual audit the second week in October 2018.
  - Ms. Mary Waldron commended both, Ms. Michele Ahern and Mr. John Murray for how they have streamlined their financial reporting sheets.

**7. WORKFORCE SYSTEM COMMITTEE –**

○ **CareerWorks Update** – *John Murray*

➤ *Distribution: Executive Summary to the BAWIB, 9-27-2018*

- Proposed goals for the One-Stop Career Center, CareerWorks [foreseeable ready goals]/
- Highlights of final performance numbers.

	FY2018 Goal	FY18 Final	% of Goal	FY19 Goal
Total Jobseekers Served	5,700	6,003	105%	5,700
Employers Served	600	727	88%	6200
Veterans Served	332	293	116%	300
Persons w/Disabilities	300	321	107%	290
Adults Enrolled	105	119	113%	111
Dislocated Workers enrolled	242	268	110%	220
Dislocated Workers Employments	55	52	95%	61
Adult Average Wage	\$13.00	\$14.39	110%	\$13.33
Dislocated Workers Employments	124	130	104%	114
Dislocated Worker Average Wage	\$17.00	\$20.26	119%	\$17.00
Adult ITA	19	35	184%	20
Dislocated Worker ITA	20	48	240%	19

➤ *Recent and Upcoming Current Events at CareerWorks*

- Fall Regional Job fair, October 18<sup>th</sup> [1:00-4:00 p.m.] at Lombardo’s -Randolph MA –40 businesses already signed up (goal 60 companies).

**8. YOUTH SERVICES – *Ms. Mary Waldron/Mr. David Vincent***

○ **2018 Summer Job Program**

- Enrolled and received employments.
- 29 (final number) employers participated in the program.

○ **Banking & Finance Training Program**

- This is a state-awarded program; 2 years for a Year-Round program.
- The goal is to enroll 20 out-of-school youth (OSY); 17-21-year-old; the youth must be a Brockton resident.
- The Banking & Finance Training program is designed to provide an introduction and overview of the financial/banking services industry.
- Six (6) local regional banks will be advising for this program.

○ **FY19 ACTIVE WIOA YOUTH PROGRAMS**

➤ HISET/GED

- Youth enrollment goal for FY19 is 12.
- Case management services provided to 5 youth currently enrolled in the program.
- The YouthWorks staff is working steady and diligently.

➤ INDIVIDUAL TRAINING ACCOUNT (ITA) PROGRAM [occupational training for OSY]

- 6 youth are currently enrolled.
- Youth enrollment goal for FY19 is 10.
- Casement management services provided to 5 youth currently enrolled in the program.
- The YouthWorks staff is working steady and diligently.

**9. OTHER BUSINESS**

○ **Executive Director Report** – *Ms. Sheila Sullivan-Jardim*

- Center for Workforce Development Open House & MassHire Launch – September 27<sup>th</sup>
  - Ms. Sullivan-Jardim gave an overview today’s Open House and Unveiling event.

- Proposals/Grants
  - BAWIB-YouthWorks is participating in the Shannon grant; we have been asked to submit proposal; geared toward a pilot program—what can be made from pallets?
  - The Safe and Successful Youth Initiative (SSYI) is a multi-faceted strategy for reducing youth violence. BAWIB-Youth has been working with the Brockton Police Department and the Old Colony YMCA.
  - BAWIB has three (3) grants out with the other 3 SE WIBs
    - Cyber Security grant – geared toward IT component of service. Mr. Joe Lovetere is serving as an advisor.
    - Advanced Manufacturing – going out of the 3 other WIBs. The three WIBs will be offering something different their classes as it pertains to advanced manufacturing. Submission date 9-28-2018.
- **ARTICLES OF INTEREST**
  - Located in the Board Book email packets.
    - **Highlights**
      - ✓ Hire a Veteran Month Kickoff – Wednesday, October 31, 2018 at the Massachusetts State House
      - ✓ Popup 121 Main St
      - ✓ Construction Program more to come
      - ✓ Building Pathways South (BPS)/Openings – Free training for union trade careers \_\_\_\_
      - ✓ Pan Mass ride – Ms. Mary Waldron Brockton’s own (and BAWIB Board member) completes the inspirational Pan-Mass ride.
      - ✓ Developing a regional talent pipeline
- **OTHER GENERAL**
  - Sheila Sullivan-Jardim
    - BAWIB pledged to PROVO
    - BAWIB donated to the Merrimack Career Center – Essex County Foundation (gas incident in Merrimack Valley)
    - ? MassHire - explaining briefly the concept behind “MassHire” instrumented by the state.
  - Suzanne Fernandes – Ms. Fernandes attended the State WIB meeting yesterday @ Union Hall
  - Dr. Eric Heller –STEM Summit open registration. Thanked Ms. Sullivan-Jardim for participating again as a volunteer

10. **ADJOURNMENT** - The meeting ended at 2:47 p.m.

**NEXT MEETING – December 2018**