



**Board of Director Meeting
Thursday, September 4, 2025, 8-9:15AM**

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/ulPsrEW_QdS_uAnTDJy9Sg

After registering, you will receive a confirmation email about joining the meeting.

AGENDA

Call to Order

David Moresi, President/Chairman

- I. Consent Agenda (vote) (5 minutes)**
 - A. Minutes of proxy June 5, 2025 meeting
 - B. FY2025 Audit (removed, still in process)
 - C. FY2026 Financial report
 - D. Individual Training Account
- II. Announcements/Communications (5 minutes)**
 - *Next BCREB Board meeting, Thursday, December 4, 2025 at 8:00 AM In Person TBD*
 - *Committee meetings* will be announced
 - *Communications*
- III. New Business (15 minutes)**
 - **FY2026 WIOA Planning**
 - **Training Threshold Variance**
 - **Connecting Activities FY26 Allocations (vote)**
- IV. Chief Elected Official Comments (10 minutes)**

Mayor Peter Marchetti, City of Pittsfield
- V. Reports (25 minutes)**

Executive Director, Heather Boulger
Youth Director, Heather Williams
Industry Initiatives, Bryana Bayly & Sara Milano
Career Center Report, Pam Wojtkowski
- VI. Strategic Discussion (15 minutes)**
 - **FY 2026 Workforce Strategy**
 - **Workforce/Business/Economic Trends**
Open Discussion
- VII. Adjournment**

City and Town Clerks: Please post this notice pursuant to M.G.L., Chapter 39, Section 23B



Board of Directors Meeting – Proxy vote

Thursday, June 5, 2025 - PROXY VOTE MEETING

This meeting was cancelled, and Board members were issued a Proxy vote for agenda items. 78% of Board members returned the proxy vote.

Received Proxy Votes:

	T. Billington	✓	L. Harrison	✓	B. Petropulos		Staff:
✓	D. Bissaillon	✓	B. House		A. Rankin		H. Boulger, H. Williams
✓	M. Blake	✓	A. Ingegneri	✓	C. Robbins		K. Toomey; S. Milano; B. Malloy
✓	J. Brosnan	✓	E. Kennedy	✓	E. Sheridan		
	J. Butler	✓	J. Maturevich	✓	M. Sweet		
✓	E. Dellea	✓	D. McNally	✓	C. Smith		Guests:
✓	P. Euber	✓	J. Mendel	✓	M. Taylor		
✓	D. Evans		K. Messina		21/27		
	P. Gage	✓	D. Moresi				
✓	T. Gage		B. Morrison		*excused absence		

Proxy Vote for the June 5, 2025 Board Meeting:

21/27 votes received, achieving an 78% participation rate, which adheres to the Berkshire Workforce Board By-Law requirements and ensures a quorum.

1. Recommendation to approve the Minutes of the March 6, 2025 Board of Directors meeting.

21 Approved. The motion passed unanimously.

2. Recommendation to approve the proposed FY20 Financial Statement reflecting \$1,463,868 income; \$1,365,088 expenses; \$98,779 surplus.

21 Approved. The motion passed unanimously.

3. Recommendation to approve the Individual Training Account recommendations for FY26 Q4 for Visible Edge, North Shore Community College & Berkshire Community College.

20 Approved, 1 abstention (Kennedy). The motion passed.

4. Recommendation to approve the Board Nominations for FY26. Officer nominations are every two years and currently no vacancies.

Reappointment to the Board:

- **Deni Evans**, Dept. of Transitional Assistance
- **Paul Gage**, Adult Learning Center
- **Tammy Gage**, Pittsfield Public Schools
- **Doug McNally**, Frost Hollow Associates
- **David Moresi**, Moresi & Associates
- **Brian Morrison**, Central Berkshire Labor Council
- **Beth Petropulos**, MountainOne
- **Eva Sheridan**, CHP Berkshire

Resignations/Not seeking reappointment:

- **David Bissaillon**, Smith Bros. Insurance
- **Jonathan Butler**, 1Berkshire
- **Barbara Chaput**, MCLA
- **Bryan House**, 18 Degrees

21 Approved. The motion passed unanimously.

5. Recommendation to approve the draft FY25 WIOA Plan.

- *Currently no WIOA programmatic, infrastructure, or organizational changes.*
- *Career Center located at 160 North Street, 3rd Floor, Pittsfield.*
- *The board will receive up to 8% of WIOA funds annually.*
- *Training Threshold request at 20%.*
- *Performance negotiations as needed.*

19 Approved, 2 abstentions (Harrison & Kennedy). Motion carried.

6. Recommendation to approve the draft WIOA 4-year plan.

- *July 1, 2025-June 30, 2029.*
- *Actions align and integrate service strategies consistent with Massachusetts's workforce agenda.*
 - *Attract & retain talent*
 - *Talent development*
 - *Improve workforce system infrastructure*
 - *Lead by example*
- *Due by July 18, 2025.*
- *Post for 30-day public comment on 6/13/25.*

21 Approved. Motion passed unanimously.

7. Recommendation to approve the FY26 WIOA Youth provider- Berkshire Training & Employment, Inc. (sole applicant) to serve up to 40 youth. The FY26 allocations are not yet published. BTE will receive the total award for services and will provide Framework & Administrative services. 19 Approved, 2 abstentions (Harrison & Kennedy). Motion passed.

8. Recommendation to approve the Bi-Annual Youth Procurement (instead of annually). An awarded vendor may have their current contract renewed for 1 year, pending the vendor is meeting performance measures, adhering to all WIOA programmatic & fiscal regulations, and WIOA funding is available. Approval will be reflected in the FY26 Memorandum of Agreement with the approved vendor and the FY27 WIOA youth RFP.

21 Approved. Motion passed unanimously.

The proxy is only valid for the June 5, 2025 meeting, of which 21 members cast votes. Leadership attests that there was a quorum by proxy, the votes are counted properly, the votes are recorded consistently, and the votes are legal.

Respectfully submitted,
Chelsea Robbins, Secretary
Heather P. Boulger, Executive Director

Financial Report FY2026

		Jul - Sep 25	Oct - Dec 25	Jan & Mar 26	Apr - Jun 26	FY26 YTD	% of Budget	Annual Budget
Income								
4002 · Admin	\$	3,155.00				\$ 3,155.00		37,500.00
4010 · BTE/Career Center						\$ -	0%	\$70,000
4020 · EOLWD						\$ -	0%	\$95,000
4024 · Berkshire Taconic	\$	10,000.00					0%	\$20,000
4026 · Market Maker						\$ -	0%	\$0
4027 · CTI							0%	\$12,500
4030 · Connecting Activities						\$ -	0%	\$330,000
4045 · Mfg						\$ -	0%	\$49,000
4055 - Jobs4Youth	\$	1,601.00				\$ 1,601.00	6%	\$25,000
4057 - Healthcare/BH	\$	63,863.00				\$ 63,863.00	9%	\$750,000
4080-Other Types of Income						\$ -	0%	\$0
4100 · Interest Income						\$ -	0%	
Total Income	\$	78,619.00	\$ -	\$ -	\$ -	\$ 78,619.00	6%	1,389,000.00
Gross Profit								
Expense								
5000 · Payroll Expenses 4 FTE; 1 PT	\$	53,598.00				\$ 53,598.00	16%	\$333,000
5100 · Payroll Taxes 10%)	\$	4,449.00				\$ 4,449.00	13%	\$33,300
5110 · 403(B) Plan 4 staff						\$ -	0%	\$21,000
5120 · Health Insurance 2 staff	\$	1,777.00				\$ 1,777.00	4%	\$40,000
5125 · Dental Insurance	\$	373.00				\$ 373.00	6%	\$6,000
5130 · LTD STD Vision insurance	\$	397.00				\$ 397.00	16%	\$2,500
5175 · Staff Development & PD	\$	2,452.00				\$ 2,452.00	49%	\$5,000
5178 - Staff wellness	\$	260.00				\$ 260.00	13%	\$2,000
5200 · Office Supplies	\$	228.00				\$ 228.00	5%	\$5,000
5280 Contracted Services - BTF)						\$ -	0%	\$10,000
5280 Contracted Youth	\$	7,361.00					0%	\$0
5289 - Career Readiness & TE						\$ -	0%	\$40,000
5294 - Youth Support						\$ -	0%	\$0
5500 · CA school contracts						\$ -	0%	\$68,000
5600 · Jobs4Youth						\$ -	0%	\$15,000
5900 Mfg Grant (Sara; training providers)	\$	780.00				\$ 780.00	2%	\$36,000
5804 · Health/BH grant	\$	58,408.00				\$ 58,408.00	0%	\$673,000
6000 · Business Expenses (Acctng,WIB Fees,Mktg)	\$	3,931.00				\$ 3,931.00	0%	\$25,000
CTI Marketing						\$ -	0%	\$10,000
6025 · Facilities and Equipment, computer	\$	5,614.00				\$ 5,614.00		\$45,000
6050 · Operations (Postage,Telephone)	\$	659.00				\$ 659.00	13%	\$5,000
6075 · Other Types of Expenses (Insurance, legal)						\$ -	0%	\$8,000
7000 · Travel and Meetings	\$	952.00				\$ 952.00	16%	\$6,000
8000 - Admin (non billable)	\$	899.00				\$ 899.00	0%	\$ -
Copier & Technology						\$ -	0%	\$ -
5500 filing						\$ -	0%	
Total Expense	\$	142,138.00	\$ -	\$ -	\$ -	\$ 142,138.00	10%	\$ 1,388,800.00
Net Income	\$	(63,519.00)	\$ -	\$ -	\$ -	\$ (63,519.00)	-5%	\$ 200.00
1025 - Checking	\$	117,152.00						
1040 - Money Market	\$	152,067.00						
0232 - Money Market & 1050 - Savings	\$	25,549.00						
1075 - Accounts Receivable	\$	85,000.00						
	\$	379,768.00						

As of 8/28/25

BCREB Individual Training Account Review – 1st Q FY26

BCREB Individual Training Account Review – 1st Q FY26

The local performance criterion that must be met during the *initial process* for becoming an eligible provider (getting on the list) is as follows: Completion Rate - **75%** Entered Unsubsidized Employment Rate - **60%** Hourly Wage at Placement - **\$15.00 (increased 1/23)**

The BCREB has reviewed the applications and has made the following recommendations:

<i>Program Name (Cost; hours)</i>	<i>CR 75%min</i>	<i>EER 60% min</i>	<i>Educ Outcome (75%)</i>	<i>Employ at 6 months</i>	<i>Wage (\$15/min)</i>	<i>Recommendation</i>
United Tractor Trailer						
CDL Class A 160 hrs; \$7200	96.77%	74.84%	86.45%	n/a	\$24/hr	Approved 7/22/25

FY2026 WIOA summary

FY2026 LABOR EXCHANGE PROGRAM SUMMARY				
Berkshire				
Workforce Board Name				
A	B	C	D	E
Program Activity in MOSES	July-June FY2023	July-June FY2024	July-June FY2025	Planned FY2026
A. Job Seekers Services				
1. Total Job Seekers Served	3,293	3,518	4,194	3,500
a. Total Job Seekers Unemployed	3,103	3,254	3,802	3,000
b. Persons with Disabilities	230	198	341	225
c. UI Claimants Served	2,010	2,082	2,381	2,000
d. Veterans Served	139	100	146	150
B. Employer Services				
1. Total Employers Served (= 1.a + 1.b)	686	777	875	685
a. New to Career Center	259	277	286	225
b. Repeat	427	500	589	460
2. Employers Receiving Job Seeker Referrals	156	210	266	180
3. Employers Hiring from Referrals	36	48	70	50
<u>Column Instructions:</u>				
Column B - Enter data from the Year-to-Date Column of the Workforce Area level June 2023 OSCCAR.				
Column C - Enter data from the Year-to-Date Column of the Workforce Area level June 2024 OSCCAR.				
Column D - Enter data from the Year-to-Date Column of the Workforce Area level June 2025 OSCCAR.				
Column E - Enter planned numbers for the July-June period of FY 2026.				
<u>Notes:</u>				
"New" means that the employer has never received services from the Career Center. An employer that is new in a given month will appear in the monthly and the cumulative "new" counts on OSCCAR for the remaining months of the fiscal year.				
"Repeat" means that the employer has returned to the Career Center for service after having received services in the prior three (3) fiscal years.				
Chart 1		MassHire Dept. of Career Services 07/01/2025		

FY2026 WIOA TITLE I PROGRAM SUMMARY FOR			
ADULTS			
Berkshire			
Workforce Board Name			
A	B	C	D
	Formula Carry-in from FY2025	Formula New in FY2026	FY2026 TOTAL
1. Participants	14	22	36
2. Program Exiters (= 2.a + 2.b)	10	17	27
a. Enter Employment			18
i. Average Hourly Wage at Placement			\$21.00
b. Other Exit Reasons			9
3. Carry-Out to FY2027 (= 1 - 2)			9
4. Entered Employment Rate at Exit (= 2.a / 2)			67%
5. Total Participants in Training Activities (single count*)	5	15	20
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	5	13	18
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	0	0	0
d. On-the-Job Training (OJT)	0	3	3
6. Training Participants Obtaining Certificate/Credential	4	9	13
7. Support Services	12	18	30
a. Needs Based Payments	0	0	0
* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1. Column B: Enter estimates of WIOA Title I Adult FY25 participants that will carry-in to WIOA Title I Adults FY26 Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I Adults in FY2026 Column D: Enter estimates only in cells that contain regular font Note: Cells shown in bold blue font contain formulas that will calculate automatically based on data entered in Columns C and D. Do not type in bold blue cells.			
Chart 2	MassHire Dept. of Career Services 07/01/2025		

FY2026 WIOA TITLE I PROGRAM SUMMARY FOR YOUTH			
Berkshire			
Workforce Board Name			
A	B	C	D
YOUTH PROGRAM	In School Youth	Out of School Youth	FY2026 TOTAL
1. Participants (= 1.a + 1.b)	0	44	44
a. New Enrollments during FY2026	0	30	30
b. Carry-Overs from FY2025	0	14	14
c. Youth Age 14 - 15	0	0	0
d. Youth Age 16 - 18	0	8	8
e. Youth Age 19 - 21	0	3	3
f. Youth Age 22 - 24	0	5	5
2. Program Exiters (= 2.a+2.b+2.c)	0	23	23
a. Enter Employment	0	13	13
b. Enter Post-Secondary Education or Training	0	5	5
c. Other Exit Reasons	0	5	5
3. Carry-Out to FY2027 (formula = 1 - 2)	0	21	21
4. Employment or Education Rate (= (2.a + 2.b) / (2))	#DIV/0!	78%	78%
5. Enrollments by Fourteen Program Elements			
a. Tutoring and Dropout Prevention	0	20	20
b. Alternative Secondary School, HiSET Prep, ESOL	0	18	18
c. Work Experience, Internships, OJT, Summer Empl Op	0	9	9
d. Occupational Skills Training	0	3	3
e. Leadership Development Opportunities	0	5	5
f. Adult Mentoring	0	1	1
g. Comprehensive Guidance and Counseling	0	40	40
h. Education Concurrently w/ Workforce Prep	0	40	40
i. Entrepreneurial Skills Training	0	1	1
j. Financial Literacy Education	0	40	40
k. Post Sec Education/Training Transition Activities	0	7	7
l. Labor Market/Employment Information Services	0	9	9
m. Supportive Services	0	46	46
n. Follow-up Services	0	46	46
6. Attained Degree/Diploma/HiSET/Certificate	0	14	14
7. Attained Degree/Diploma/HiSET/Certificate Rate(= 6/2)	#DIV/0!	61%	61%
Note: All cells shown in bold blue font contain formulas that will calculate automatically. Do not type in bold blue cells!			
Additional calculations:			
Out-of-School Percentage of Total Participants	100%		
Chart 4	MassHire Dept. of Career Services 07/01/2025		

FY2026 WIOA TITLE I PROGRAM SUMMARY FOR			
DISLOCATED WORKERS			
Berkshire			
Workforce Board Name			
A	B	C	D
DISLOCATED WORKER PROGRAM	Formula Carry-in from FY2025	Formula New in FY2026	FY2026 TOTAL
1. Participants	12	28	40
2. Program Exiters (= 2.a + 2.b)	8	19	27
a. Enter Employment			20
i. Average Hourly Wage at Placement			\$24.00
b. Other Exit Reasons			7
3. Carry-Out to FY2027 (= 1 - 2)			13
4. Entered Employment Rate at Exit (= 2.a / 2)			74%
5. Total Participants in Training Activities (single count*)	9	20	29
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	8	16	24
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	0	0	0
d. On-the-Job Training (OJT)	1	2	3
6. Training Participants Obtaining Certificate/Credential	6	15	21
7. Support Services	10	30	40
a. Needs Based Payments	0	0	0
* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1. Column B: Enter estimates of WIOA Title I FY25 DW participants that will carry-in to WIOA Title I DW FY2026 Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I DW in FY2026 Column D: Enter estimates only in cells that contain regular font			
Note: Cells shown in bold blue font contain formulas that will calculate automatically based on data entered in Columns C and D. Do not type in bold blue cells.			
Chart 3	MassHire Dept. of Career Services 07/01/2025		



DEPARTMENT OF
CAREER SERVICES

**TRAINING THRESHOLD VARIANCE
REQUEST**

Local Workforce Board Name: Berkshire _____

Reason for requesting variance:

The Berkshire Workforce area has limited ITA training vendors, most of whom offer limited short-term training opportunities. Our Workforce area also has the Healthcare HUBs grant and two local technical schools offering the Career Technical Initiative grant's that offers eligible Adult and Dislocated workers Free training programs in the HealthCare field for careers as Certified Nursing Assistant, Nursing Assistant, Certified Medical Assistant, phlebotomy, EMT and Registered Behavioral Technician and the CTI grants for careers in Automotive field (Auto Tec and Autobody), Welding, Advance Manufacturing, and Landscaping as well as MassEducate free community college which in FY25 we had 8 pre-enrolled WIOA customers choose the Free college over utilizing WIOA training funds.

Target training % requested: 20%

How will this affect your local area population:

The lower training threshold will not have an adverse effect on the local area population.

Positive impact of the threshold variance (e.g. how will the lower training threshold help?):

Having a lower training threshold will allow more time for staff to be dedicated to Dislocated Workers and Low-Income Adults. Staff would have more opportunities to provide in-depth assessments and in demand industry career planning with employment plans which the possibility to include On the Job trainings for long term unemployed customers and build a partnership with local employers to meet workforce needs and other meaningful services that could benefit this population as they prepare to re-enter the workforce.

Was a full Board vote taken: Yes ☐ No ☐ if yes, Date ____/____/____

MassHire Board Director: _____/____/____
Signature Date

Please submit completed form to Lisa Caissie: Lisa.J.Caissie@detma.org

FY2026 Connecting Activities Recommendation

**Connecting
Activities FY26**
Award: \$334,438

*Reduction of
\$38,237 from FY25*

Proposed WBL
Coordination
Stipends

School	FY25	FY25 Internships	Proposed FY26
Drury	\$6,500	60	\$5,500
Hoosac	\$6,000	49	\$5,000
Lee	\$6,000	35	\$5,000
Lenox	\$6,000	35	\$5,000
McCann	\$5,000	82	\$3,500
Monument	\$6,500	43	\$5,500
Mt. Everett	\$6,000	19	\$5,000
Mt. Greylock	\$5,000	14	\$4,000
Pittsfield High	\$5,000	7	\$4,500
Taconic	\$5,000	31	\$4,500
Wahconah	\$6,000	12	\$5,000
BART	\$5,000	25	\$4,000
	\$68,000 total	412 total; <i>+33 from FY24</i>	\$56,500 total

**Connecting
Activities FY26**
Award: \$334,438

*Reduction of
\$38,237 from FY25*

Proposed Post-
Secondary & Career
Team Stipends

District	FY25	Receiving MyCap Funds	Proposed FY26
North Adams Public Schools	\$2,700	Y	\$2,500
Hoosac Valley Regional	\$2,700	Y	\$2,500
Lee Public Schools	\$2,700	Y	\$2,500
Lenox Public Schools	\$5,700	Y-26	\$2,500
Northern Berk. Vocational	\$2,700	Y	\$2,500
Berkshire Hills Regional	\$5,700	N	\$6,000
Southern Berk. Regional	\$5,700	Y-26	\$2,500
Mt. Greylock Regional	\$5,700	N	\$5,000
Pittsfield Public Schools	\$5,400	Y	\$5,000
Central Berk. Regional	\$5,700	N	\$6,000
BART Charter Public	\$5,700	N	\$5,000
	\$68,000 total		\$42,000 total

MASSHIRE BERKSHIRE CAREER CENTER**JULY 1 2025 THROUGH July 31 2025**

BUSINESS SERVICES			
Category	Proposed FY26 Fiscal Year Plan	Year To Date	Notes
Total businesses served	685	292	
New to Career Center	225	28	not served previously
Repeat Businesses	460	264	served in prior fiscal year
Total Businesses Receiving Enhanced Services	N/A	138	
New to Career Center	N/A	15	
Businesses listing job orders	N/A	117	
Businesses receiving job seeker referral	180	50	direct referral
Job seeker referrals hired	50	13	
Business Information and Incentives	N/A	3	
Education and Training	N/A	3	
Labor Market Information	N/A	2	
Number of recruitments	N/A	4	
Marketing and outreach activities	N/A	278	

ADULT PROGRAMS AND SERVICES			
Category	Fiscal Year Plan	Year To Date	
Total job seeker visits to Career Center	N/A	1221	includes duplicate visits
Total job seekers served	3500	670	non-duplicated
Job seekers unemployed	3000	616	
Job seekers with disabilities	225	77	
UI claimants	2000	253	
Total veterans served	150	24	non-duplicated
Number of veterans job placed	N/A	1	
Total number of job seeker workshops	N/A	311	includes CCS
Number of job seekers attending	N/A	464	includes CCS
Total WIOA Dislocated Workers served	40	52	includes carry-ins & NHE Grant
Workers trained	29	6	includes carry-ins non NHE grant
Workers job placed	20	11	includes carry-ins
Average hourly wage	\$24.00	\$28.88	
Total WIOA Disadvantaged Adults served	36	18	includes carry-ins

Adults trained	20	6	includes carry-ins
Adults job placed	18	1	includes carry-ins
Average hourly wage	\$21.00	\$24.68	
<u>YOUTH PROGRAMS AND SERVICES</u>			
Category	Fiscal Year Plan	Year To Date	Notes
Total number of youth served	N/A	168	non-duplicated
WIOA out of school youth served	44	16	includes carry-ins
Number of High School/HiSET credentials	14	0	includes carry-ins
Number entering training/employment/college	25	24	includes carry-ins
Number of Work Readiness Trainings	40	30	
Number of youth attending	N/A	89	
Youth Works Cycle 1 total enrollment 111 for year	86	90	
YouthWorks Cycle 2	25		