



**Board of Director Meeting**  
**Thursday, December 4, 2025, 8-9:15AM Via zoom**  
**Minutes of meeting**

Attendees:

			*		Staff:
	B. Andrus	✓	L. Harrison		
	T. Billington	✓	L. Hernandez		A. Rankin 2 H. Boulger, H. Williams
*	M. Blake	*	A. Ingegni	✓	C. Robbins 2 S. Milano; B. Malloy
✓	J. Brosnan	✓	E. Kennedy	*	E. Sheridan
✓	J. Cadiz	✓	K. Kern	*	M. Sweet
*	E. Dellea		J. Maturevich	✓	C. Smith
*	P. Euber	✓	D. McNally	✓	B. Stokes 3 P. Wojtkowski, C. George, J. McCool, MHBCC
✓	D. Evans		M. McGeeney	✓	M. Tyler
*	P. Gage	✓	D. Moresi		14/28
*	T. Gage		B. Morrison		*excused absence

*Mission: To develop partnerships, generate resources, and advocate for workforce solutions that result in a skilled workforce, prospering businesses, and equitable access to meaningful career pathways and quality employment for residents and youth.*

**I. Call to Order**

Board President David Moresi started the meeting at 8:02AM by welcoming Board members and guests and assuring a quorum (14/28). Self-introduction occurred.

**Consent Agenda**

President Moresi asked if there were any items that needed to be removed from the consent agenda.

Hearing none, the following items were considered:

- A. Minutes from proxy September 4, 2025 Board of Directors Meeting.
- B. FY2025 Audit reflecting \$1,757,707 revenue, \$1,726,111 expenses, \$31,596 change in net assets (overall \$352,114). Accounting item that June 30<sup>th</sup> checks were issued without sufficient funds, which was resolved.
- C. FY2026 Financial Statement (\$572,320 income; \$549,505 expenses; \$22,815 net surplus; \$159K checking; \$152K money market; \$80K Accounts Receivable)
- D. Individual Training Accounts – 5 providers; 13 programs

*Ellen Kennedy made a motion to approve the consent agenda items, seconded by Doug McNally and the motion carried.*

**II. Announcements/Communications**

**President Moresi noted the next meeting of the full board of directors**

- Quarterly Board of Directors Meeting – March 5, 2026 at 8AM via Zoom
- Executive Committee Meeting – January 14<sup>th</sup> at 8AM
- Evaluation Committee Meeting – January 22<sup>nd</sup> at 8AM
- Youth Council Meeting – December 11<sup>th</sup> at 9AM
- WIOA partners – January 20<sup>th</sup> at 1PM
- Spring Orientation – TBD March 2025

**Communications included:**

- WIOA Local 4- Year plan July 1, 2025 – June 30, 2029 - Approved 9/5/25
- FY2026 Career Center monitoring March 30<sup>th</sup> -April 4<sup>th</sup>
- FY2026 Board monitoring April 13<sup>th</sup> – 17<sup>th</sup>
- FY26 WIOA plan submitted

### III. New Business

Dental – BCREB has utilized Guardian for dental coverage; however, Guardian no longer provides policies for employers with less than 5 employees. Scarafoni & Associates procured services and received quotes from Altus Dental and BlueCross/Blue Shield. BCREB currently covers 100% of costs for employees. Discussion ensued and a motion was made by ***James Brosnan to approve the Altus Dental Plus plan and cover 100% of the employee and family plans. Seconded by Linda Harrison, the motion carried.***

IT Procurement -BCREB has utilized Sourcepass (formerly CompuWorks) as the information technology provider, however the cost and quality are impacting our small, non-profit. Executive Director Boulger asked the Board for permission to procure IT services during 2026 as we need to provide 90-days notice to the current provider. Discussion ensured about similar frustrations in other companies. ***Ellen Kennedy made a motion to develop specifications and procure IT services. Seconded by Deni Evans, the motion carried.***

Upgrade QuickBooks – BCREB has been utilizing QuickBooks 2019 for our accounting package, and during the computer upgrade, the accounting package could no longer be supported with the new computers. The Executive Director reached out to Lombardi & Keegan for advice and they were in agreement with an upgrade for either desktop or online. Discussion ensued about the difference between the two versions, and our current bookkeeping service can do the upgrade. ***Ellen Kennedy made a motion to approve QuickBooks Accounting to the online version. Seconded by Michael Taylor, the motion carried.***

FY2026 Performance Negotiations – Federal and State guidelines through the Workforce Innovation & Opportunities Act (WIOA) allow regions to negotiate performance based on local needs. The BCREB has accepted all of the FY2026 state goals, however, the Career Center has asked to revisit the WIOA Dislocated Worker Measurable Skills gains. Based on historical data, a realistic local goal of 65% (which is above the state goal of 46% but below the local target of 79.3%). Discussion ensued and ***James Brosnan made a motion to accept the 65% performance goal. Seconded by Kaylyn Kern, the motion carried.***

### IV. Workforce Activities

Heather Boulger thanked Board Members for their continued support and hard work and briefly highlighted some statewide initiatives.

- EOLWD Undersecretary Ordway & Office of Workforce Innovation's Director Hartman visited the Berkshires on October 3<sup>rd</sup> to learn about the Board and Career Center. The Career Center hosted a legislative and business roundtable, we provided an overview of Berkshire services, and visited Lenco Armored Cars.
- The Commonwealth recognized 9 individuals from across the state with MassHire awards. Heather Shogry-Williams was honored as the Mentor & System Steward Award as the runner up.
- The State Workforce Board is undergoing a 3-year Workforce Innovation transformation. Priorities include:
  - Access to ESOL – talent attraction & retention
  - Youth and Young adults – talent development & support
  - Workforce investments as economic development, regional strategies
  - System modernization – workforce infrastructure
- WIOA Reauthorization will likely happen in 2026 with a 50% training requirement, discretionary resources for critical skills development, and a potential for redistricting (areas under 500,000 people).

The Executive Director presented Workforce Professional Awards to Career Center's Business Services Coordinator, Chelsea George and Business Services Representative Jamie McCool for their assistance with recruitment and support for our training pathways and for their loyal dedication and unwavering commitment to the workforce system.

Sara Milano reported that BCREB was funded to provide 13 On-the-job training opportunities for FY26. There are no training opportunities with the current grant. She also reported several activities as part of Manufacturing month and STEM Week including a crossword puzzle and youth tours of local manufacturers.

Heather Boulger noted that Bryana Bayly presented at the 16<sup>th</sup> MA Jobs Summit. Bryana highlighted the HealthcareHubs grant including 333 completing training (52 nursing assistant, 146 CNA, 87 MA; 15 EMT, 14 RBTs; & 19 phlebotomy techs). The goal is 454 trained by December 2026.

Bryana highlighted the Career Technical Initiative (CTI) grant where BCREB is doing marketing and outreach for McCann's programs in Auto Tech, Advanced Manufacturing, and Welding. Also gearing up to assist Taconic this winter with their CTI programs. She also noted her Northeast Transition Initiative (NETI) fellowship graduation and her final project was a MCLA Business class presentation. Her participation was the first by a workforce board.

Looking ahead, BCREB is exploring Registered Apprenticeship programs with BHS Medical Assistant, BCC Early Childhood Educator, and Evergreen Education/Hospitality. Applications for the Donnelly Workforce grant opens on December 15<sup>th</sup> and possible trainings include medical and nursing assistant.

Board membership and engagement continue to be a priority. Please nominate private sector leaders. The Evaluation Committee reviewed summer youth programs and adult education programs this fall. The Berkshire unemployment rate (August 2025 most recent) was 4.1% with 65,582 in labor force. MA was 4.7% and US was 4.4%.

Youth Director Report – Heather Williams reported quarterly youth activities:

- Connecting Activities provided 120 work based learning experiences
  - 95 internships (75 paid; 37 STEM)
  - 25 CVTE
  - 12 Innovation Pathways
  - 75 paid
  - Healthcare/Human Services (14), Hospitality & Culinary (8), Adv. Manufacturing (6), Building Trades (11), Business/Finance (11), Education & Early Childhood (27)
- Post-Secondary & Career Teams – Several career readiness activities planned including Hoosac Career Fair, Monument Internship Expo, Reid Career Fair, BART Science & Engineering Fair, Hoosac Career Speaker & Financial Literacy fair
- Manufacturing Month (October 2025) – 75 students from Taconic, Lee, Wahconah, Mt. Everett & McCann toured Interprint, Onyx and Mativ!
- Innovation Pathways provide industry overview, credentials, post-secondary course work, work-based learning and career exploration within critical industry sectors (currently 13)
  - Drury – Healthcare & Social Assistance
  - Hoosac – Environmental / Healthcare & Social Assistance
  - Lenox - Healthcare & Social Assistance / Business & Finance
  - Monument – Ad. Manufacturing / Healthcare & Social Assistance / Business & Finance
  - Mt. Everett – Information / Ad. Manufacturing / Clean Energy
  - Pittsfield High – Business & Finance / Ad. Manufacturing

- Applying for 2026 designation: Hoosac (Clean Energy), Lenox (Environmental) & Wahconah (Healthcare & Social Assistance)
- Highlights include a partnership between MCLA & Lenox; Hoosac serving as state IP peer ambassadors; Lenox's Medical Assistant credential program; City Hall hosting PHS students this summer for a finance internship; and WBL opportunities expanding
- North County Internship Program – in its 11<sup>th</sup> year with 10 youth and 5 host employers. Program sponsors include: Crane & Co/ First Congregational Church of Williamstown. Launching campaign in February 2026.

MassHire Berkshire Career Center Report – Pamela Wojtkowski highlighted career center activities:

- WIOA Adult enrolled 15; 4 in training; 2 placed at an average wage of \$20/hr
- WIOA Dislocated Worker enrolled 39; 7 in training; 11 employed at average wage of \$25.93/hr
- DW National Healthcare/Opioid Grant ended 9/30/24 – 60 enrolled, 45 trained; 20 employed.
- Youth enrolled 19; 2 HiSET; 1 employed; 20 youth pending enrollment
- UI Navigational Assistance assisted 231 customers
- RESEA (Reemployment Services & Eligibility Assessment) – 217 completed with 43 reporting returned to work
- Veterans served 45 with 2 entered employment
- Total customers served 1,349 with 3,381 visits
- YouthWorks enrolled 90 for cycle one; 114 for cycle two; 99 completed work program, 77 gained certifications (69 CPR, 7 EEC, 1 autobody)
- Career Technical Initiative
  - Taconic High School – Auto Body repair – 29 applicants; 11 enrolled
  - McCann Tech – Automotive Tech – 32 applicants; 12 enrolled
- English for Employment – 10 week program started September 16<sup>th</sup>
- Business Services assisted 652 companies with 69 being new to the center with 14 recruitments and 635 marketing efforts. Manufacturing & Trades fair in August and “Hire a Vet multi-industry job fair” with 43 employers and 120 job seekers attending.

## V. Strategic Discussion

Board members discussed updates, challenges and workforce trends, including:

- General Dynamics has 1450 employees and is looking to hire 200 or more engineering and manufacturing positions. Housing and attracting/retaining employees are the biggest challenges. They are doubling their interns and allowing juniors as well as seniors into the program. Discussion ensued about a potential high school flyer to help market opportunities.
- Ellen Kennedy raised the concern about Paid Family Medical Leave Act and the impact on small/medium-sized organizations. An opportunity may be short-term career opportunities to assist during the interim when employees are on leave.
- David Moresi encouraged becoming educated about the short-term rental opportunities and the impact on Berkshire County.

## VI. Adjournment

President Moresi thanked Board Members and staff for their continued commitment and hard work. The next meeting of the full Board will be March 5<sup>th</sup>, 2026 at 8AM via ZOOM. ***With no further business to discuss, a motion to adjourn was made by Christopher Smith, seconded by Linda Harrison, and unanimously approved.*** Meeting ended at 9:04AM.

Respectfully submitted,  
Chelsea Robbins, Secretary  
HPB