



Board of Director Meeting  
Thursday, September 8, 2022; 8:00AM -9:15AM

Register in advance for this meeting:  
<https://us02web.zoom.us/join/zoom/register/tZYqdeuopj8pE9c--W2ALxu-g5VrTElq2nE9>

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

### AGENDA

#### Call to Order

Eva Sheridan, President/Chair

- I. Consent Agenda (5 minutes)
  - A. Minutes of June 9, 2022 meeting
  - B. FY2022 Audit
  - C. FY2023 Financial report
  - D. MassHire Berkshire Career Center Report
  - E. Individual Training Account
- II. Announcements/Communications (5 minutes)
  - *Next BCREB Board meeting, Thursday, December 8, 2022 at 8:00 AM*
    - *Committee meetings* will be announced
    - *Communications*
- III. New Business (10 minutes)
  - **FY2023 WIOA Plan** (vote)
  - **Connecting Activities FY23** Allocations (vote)
- IV. Program Updates (25 minutes)

Manufacturing, Sara Milano  
Summer Programs, Kat Toomey  
Market Maker, Paul Mattingly  
Connecting Activities, Heather Williams  
Healthcare Initiatives, Heather Boulger
- V. Strategic Discussion (15 minutes)
  - **FY 2023 Workforce Strategy**
  - **Workforce/Business/Economic Trends**  
Open Discussion
- VI. Adjournment

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



**Board of Directors Meeting – June 9, 2022**  
**Via: Zoom (remote platform)**



*Attendees*

**Order suspending certain provisions of the Open Meeting Law and Governor's Order continued through July 15, 2022**

	R. Adams	*	T. Gage	✓	D. Moresi		Staff:
✓	D. Bissaillon	✓	L. Harrison	✓	B. Morrison	✓	H. Boulger
*	M. Blake	✓	B. House	✓	B. Petropulos	✓	K. Toomey
✓	J. Brosnan	✓	A. Ingegna		R. Recker	✓	H. Williams
✓	J. Burke	✓	R. Keegan	✓	E. Sheridan	✓	R. Lilley
	J. Butler	✓	K. Kelly	✓	M. Sweet	✓	S. Milano
✓	B. Chaput	*	E. Kennedy	✓	M. Taylor	✓	P. Mattingly
*	E. Dellea	✓	J. Lipa	✓	C. Tyer		Guests:
✓	P. Euber	✓	J. Lowenstein		B. Waternan	✓	Susan St John, BHS
✓	D. Evans	✓	D. McNally			✓	M. Gelaznik, MHBCC
✓	P. Gage		K. Messina		*excused absence		

**I. Call to Order:**

President Eva Sheridan opened the meeting at 8:01AM by welcoming everyone to the remote meeting and assuring a quorum. The meeting will be recorded, please enter name into the chat box to officially sign in.

**Consent Agenda**

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

*A. Recommendation to approve Minutes of March 10, 2022*

*B. Recommendation to approve YTD Financial Statement reflecting \$836,031 revenue; \$671,963 expenses; \$184,047 net surplus; \$144K checking; \$76K money market; \$64K accounts receivable.*

*C. Recommendation to approve the Individual Training Accounts including 8 programs from 4 providers.*

*D. Recommendation to approve the FY23 Budget reflecting \$1,021,000 income; \$1,013,000 expenses; \$8,000 net surplus. Includes 2% staff wages; increase in benefits and contracted services.*

*E. Recommendation to approve the FY23 WIOA Plan reflecting \$65,000 to be provided to the Board; proposed performance goals; Career Center hours as noted; and ITA cap of \$6500.*

*F. Recommendation to approve the FY23 WIOA Youth Provider – Berkshire Training & Employment, Inc. \$441,416 to serve 40 youth and provide Admin and framework services.*

***A motion was made by Albert Ingegna to approve the consent agenda items, seconded by Jerry Burke, and the motion carried.***

## **II. Announcements/Communications**

The Executive Director announced the following meetings:

- ▶ Quarterly Board meeting – September 8<sup>th</sup>, 2022 at 8AM
- ▶ Proposal Review – currently reviewing WTFP Sinicon application
- ▶ Executive Committee – August 10<sup>th</sup> at 8AM via zoom
- ▶ Evaluation Committee & Youth Council– monitoring summer programs

Communications included new grants and upcoming funding opportunities:

- ▶ Board Certified FY22-24
- ▶ Thank you from Taconic Allied Health participants for sponsoring nursing assistant testing
- ▶ Thank you BIC for sponsoring BeTA student

## **III. Nomination Committee**

FY2023 Nominations Committee – On behalf of Committee Chair Kennedy, President Sheridan noted the Nomination Committee report.

### **Board of Director Terms – 2022-2024**

- ▶ James Brosnan, McCann Technical School
- ▶ Gene Dellea, Fairview Hospital
- ▶ Linda Harrison, General Dynamics
- ▶ Albert Ingegneri, Berkshire Health Care Systems
- ▶ Robert Keegan, Crescent Creamery
- ▶ Ellen Kennedy, Berkshire Community College
- ▶ Ken Messina, Division of Career Services
- ▶ Michael Taylor, City of Pittsfield
- ▶ Chelsea Tyer, Neenah Inc.
- ▶ Byron Waterman, IUE 254-255

### **Resignations:**

- ▶ Robert Adams, Edward Jones
- ▶ Jerry Burke, Hillcrest Educational Centers (retiring)
- ▶ John Lipa, Linden Consulting (retired)
- ▶ Becky Recker, Unistress

### **Appointments:**

- ▶ TBD, Hillcrest
- ▶ TBD, Unistress
- ▶ Current Vacancies: Retail, private sector
- ▶ 56% private sector

***Doug McNally motioned to approve the appointments as outlined. Seconded by Albert Ingegneri, the motion carried.***

Executive Director Heather Boulger thanked and congratulated outgoing Board member **Jerry Burke** for his 36 years at Hillcrest Educational Centers and for his 5 years on the Board and wished him all the best for his retirement. Outgoing previous Board Chair **John Lipa** was recognized for his 30 years of service on the Board and 31 years at General Dynamics. His leadership, direction, and advocacy for the Berkshires has been stellar and several board members noted their appreciation for his dynamic workforce advocacy and support. Both have strengthened connections to the business community and have been strong workforce ambassadors.

### **Nomination for Youth Council Term 2022-2024:**

#### **Appointment**

- ▶ Monique Blake, Miraval

#### **Re-Appointment**

- ▶ Rebecca Ringer
- ▶ Vincent Marinaro
- ▶ Kathleen Phillips
- ▶ William Ballen

#### **Resignations**

- ▶ Bonny DiTomasso (7/21)

- ▶ Dustin Burdette (6/22)
- ▶ Becky Recker (4/22)

**Current Vacancies:** none

**Doug McNally motioned to approve the appointments as noted. Seconded by Bryan House, the motion carried.**

FY2023 Officer Nominations were solicited and the Nomination Committee is proposing the following slate of officers:

- ▶ *President:* Eva Sheridan, Jane Iredale
- ▶ *Vice President:* Albert A. Ingegni, III, Berkshire Health Care Systems
- ▶ *Vice President:* Michael Taylor, City of Pittsfield
- ▶ *Treasurer:* James Brosnan, McCann Tech
- ▶ *Assistant Treasurer:* Beth Petropulos, MountainOne
- ▶ *Youth Council Co-Chair:* Doug McNally, FrostHollow Associates  
Bryan House, District Attorney Office
- ▶ *Secretary:* Chelsea Tyer, Neenah Paper
- ▶ *At-Large:* David Moresi, Moresi & Associates

**John Lipa motioned to approve the slate of officers, seconded by Albert Ingegni, the motion carried.**

President Sheridan thanked everyone for the continued vote of confidence and for the leadership of those who accepted the nomination.

#### **IV. Annual Business**

- Please be sure to complete and forward the Conflict of Interest; ethical conduct and non-disclosure of information.
- Just a reminder to have a Diversity, Equity and Inclusion lens with everything we do – staff, board, trainees, youth, etc. as it is embedded into our mission.
- FY2023 Calendar was reviewed: September 8, 2022; December 8, 2022; March 9, 2023; and annual meeting on June 8, 2023 at 8AM – hopefully in person.
- FY2023 Holidays – 14 holidays where the office will be closed was presented.

Executive Director Report – A pop quiz was presented and Bryan House was the winner!! Heather Boulger reported on the following:

- ▶ BWB assisted 448 companies (and the career center assisted more than 800!)
- ▶ 25% increase in funding
- ▶ 80% board participation; 6 new board members; 4 from private sector
- ▶ 40% staffing changes
- ▶ Closing skills gap/training
  - ▶ Healthcare & Manufacturing – Hybrid, remote & in person training
  - ▶ Shout out to McCann, BCC, BHS, BHCS & BIC for providing training
- ▶ Provided data to 120 organizations; generating \$1.6M in new resources
- ▶ Career Readiness flourishing
- ▶ 40% increase in marketing/visibility

Healthcare initiatives:

- ▶ Completed WCTF 12/21 – trained 60 healthcare
- ▶ Healthcare Hubs 6/23
- ▶ 2 CNA (12 65% employed) 2 MA completed (18 100% employed)
- ▶ 1 MA currently; 4 MCLA CNA fall 2022
- ▶ Behavioral Health 12/22
- ▶ Brien Center supervisors
- ▶ BCC Foundations (trained 30)
- ▶ Network for Professional development
- ▶ New WCTF (embargoed) 7/22 – 9/24 will train 180 nursing assistants

Sara Milano outlined manufacturing initiatives:

- ▶ 5 Training programs in coordination with **McCann Technical, Berkshire Community College and the BIC**
  - **In-person Advanced Manufacturing**...5 completed the training

- **Tooling U On-Line Training**...5 completed training received SME Certification; 2 still in training; New enrollment beginning summer
- **Welding**... 7 completed
- ▶ **In-person Digital Literacy**...beginning in Fall, 2022
- ▶ **In-person MACWIC Training**...proposed for Fall 2022
- ▶ **On-the-Job Training** -Supporting 3 companies, 5 jobs with OJT; OJT Funds will support trainees as new hires
- ▶ **NAMCI Apprenticeship Program** has been introduced to local manufacturers for participation
- ▶ **2022 MassBridge**

Paul Mattingly provided a Manager of Industry Relations update:

- ▶ Market Maker – connecting to companies (86 with this initiative)
- ▶ Future Skills Roadshow - Statewide & local resources
- ▶ Employer engagement
- ▶ Streamlining & collaborative approach (Paul, Mel, Dick, Sara & MassHire Team!)
- ▶ Berkshire Skills Cabinet - Convened 3 times; Established career pathways in high schools; Training in critical sectors: Manufacturing, Hospitality & Healthcare/Social Assistance

Heather Boulger noted that FY23 WIOA draft allocations reflect increases and outlined 2023 Priorities:

- Return to work and reemployment efforts (new initiatives & incentives; training; reskilling)
- Strengthen Board membership and succession planning
- Summer youth and year-round programming – lots happening in the schools
- Behavioral health; Healthcare; education pathways (including child care); hospitality and manufacturing

**Youth Director Update** – Heather Williams highlighted **Connecting Activities** programs including:

- **331 internships & 163 employers - Exceeded FY22 goals!**
- 131 paid - 132 STEM - 17 Healthcare / 53 Human Services - 19 Hospitality - 26 Manufacturing / Engineering - 50 Building Trades - 118 Education/Childcare
- *Additional internships & career readiness activities are being entered!*
- 28 Career Awareness activities – 846 students; 89 employers
- 18 Career Exploration activities – 324 students; 20 employers
- **High School Student Educational Internship Program (HSSEIP)** - 18 high school seniors
  - 150 hours / \$14.25 per hour; February – June 2022; Lee, Monument, Pittsfield High, Mt. Everett & Hoosac Valley, Drury; Experiences in K-8 supporting and learning from teachers and school-based-staff
- **North County School-Year Youth Works Program** -Funded by the First Congregational Church of Williamstown
- 8 youth – high school students; 90 hours / \$14.25 per hr.; February-June 2022
- **Rural Grant Support – BERK12** -expanding College & Career Teams
  - - 6/30 workshop at BIC; orienting new CCT members
  - - summer planning veteran CCT members (creating sustainable Career A, E & I activities, expanding their sustainable CCP/MyCap systems)
  - - 2022 school year: 50 grant paid internships in critical sectors
- **Berkshire Taconic Community Foundation - South County Fund**
  - Expanding College & Career Planning Systems
  - Summer planning Career Readiness Coordinators (CCP/MyCap, Career Pathway planning)
- **STEM Work – MA STEM Council**
  - Summer externships to enhance STEM employer partnerships in STEM-based pathways
  - 2022 school year: 10 employer paid STEM internships
- **8<sup>th</sup> Annual North County Summer YouthWorks (8 youth)**
  - ▶ June 27 – August 5, 2022
  - ▶ Funders: MCLA, ABC / First Congregational Church, Mountain One, SBM Insurance & Adams Community Bank
- **18<sup>th</sup> Annual Youth Works Program** (70 youth (summer) 18+ (year-round));
  - ▶ Funded by Commonwealth Corporation; Implemented by Berkshire Career Center
  - ▶ 3 tiered, age& stage model; serving youth ages 14-25
- **Arts & Cultural Internship Program**

- Berkshire Museum (3), IS183 Art School (1), Tanglewood (2)
- Funded through Rural Grant (BERK12)

**MassHire Berkshire Career Center update** – Melanie Gelaznik noted the following:

- Success story – YouthWorks; ABE; HiSet; now working at City Hall
- Assisting with Chipolte recruitment
- New Operations Manager – Sarah Ogden
- Interviewing UpSkilling Navigator to work with Market Maker
- Youth walking in 4<sup>th</sup> of July parade
- Exceeded goals
- 793 employers served through 4/30/22 (goal is 400)
- 2237 job seekers served with 6684 visits
- 139 Veterans
- 27 Dislocated Workers
- 19 WIOA Adults
- 412 youth
- Offering computer-based training to help get customers in the door

**V. Workforce Impact Awards**

The following individuals were recognized for their outstanding workforce efforts this year!

**2022 Youth Champion - Teagan Far** – Berkshire Workforce Board intern who assisted with labor market information, developed educator video; flyers; social media; MassHire Banners; and Career Trees! We wish her all the best with her future endeavors!

**2022 Employer of the Year - Susan St. John** – Berkshire Health Systems medical assistant instructor who has taught for more than 40 years and connected hundreds of trainees to employment opportunities!

**2022 Employer of the Year – Lenco Armored Vehicles** has provided tours, hired trainees, provided input on manufacturing training needs, and developed material for Manufacturing Month. This year provided work-based learning experiences to students and participated in a Youth panel to highlight opportunities in manufacturing.

Board members discussed workforce issues:

- John Lipa thanked everyone for their kind words and challenged Board members to continuously advocate for local needs – to have the private sector drive the organization – and to challenge to do better
- Doug McNally noted the importance of assisting municipalities with their workforce needs. Discussion ensued about seeking the MassHire team to conduct a planning grant to establish skill sets for communities. Jim Brosnan reiterated the importance of scaling up and training.
- Jerry Burke thanked the Board team for their hard work and engagement in the community, and applauded the efforts of John.
- Barb Chaput noted the continued struggle within the childcare sector including the impact on women in the workforce.
- Heather Boulger thanked Board Members, Officers and Staff for their continued expertise, feedback, guidance and support!

**VI. Adjournment**

President Sheridan offered her appreciation on behalf of the Board to both John and Jerry and wished them all the best with this next chapter in their lives. The next meeting of the full Board will be September 9, 2022 at 8AM. ***With no further business to discuss, a motion to adjourn was made by Jerry Burke, seconded by John Lipa, and unanimously approved.*** Meeting ended at 9:05AM.

Respectfully submitted, Chelsea Tyer, Secretary/HRBP

Financial Report FY2023									
		Jul - Sep 22	Oct - Dec 22	Jan - Mar 23	Apr - Jun 24	FY23 YTD	% of Budget	Annual Budget	
Income									
	4002 - Admin	610.41				610.41	27%	2,284.05	
	Behavioral Health	4,897.38				4,897.38	2%	238,196.31	
	Berk12/Rural	28,500.00						28,500.00	
	4010 - MassHire Berkshire Career Center	9,272.36				9,272.36	14%	65,000.00	
	4020 - EOLWD					0.00	0%	75,000.00	
	4024 - Berkshire Taconic	10,000.00				10,000.00	50%	20,000.00	
	4026 - Market Maker	3,049.75				0.00	0%	25,000.00	
	4030 - Connecting Activities	-437.50				0.00	0%	289,000.00	
	4031-CA-STEM					0.00		200,000.00	
	4045 - Mfg	2,180.78				2,180.78	0%	0.00	
	Summer Youth Works	2,500.00						20,989.00	
	4055- Jobs4Youth					0.00	0%	70,000.00	
	4058- HealthHub2	3,983.46				3,983.46	4%	113,000.00	
	4061 - WCTF Health Care Grant					0.00	0%	50,000.00	
	4070 - Youth Council					0.00	0%	20,000.00	
	4080-Other Types of Income					0.00	0%	0.00	
	4100 - Interest Income					0.00	0%	0.00	
	Total Income	64,556.64	0.00	0.00	0.00	64,556.64	5%	1,216,969.36	
Gross Profit							5%	1,216,969.36	
Expense									
	Appreninceship					0.00			
	Professional Development	3,894.00				0.00			
	5000 - Payroll Expenses - Salary	50,632.17				50,632.17	17%	291,000.00	
	payrill Admin	214.00				0.00			
	5100 - Payroll Taxes	3,883.44				3,883.44	13%	29,100.00	
	5110 - 403(B) Plan					0.00	0%	17,460.00	
	5120 - Health Insurance	9,641.66				9,641.66	48%	20,000.00	
	5125 - Dental Insurance	1,309.51				1,309.51	33%	4,000.00	
	5130 - LTD STD Vision insurance	514.75				514.75	13%	4,000.00	
	5175 - Staff Development	610.41				610.41	15%	4,000.00	
	5200 - Office Supplies	1,515.60				1,515.60	38%	4,000.00	
	5280 - Contract Services - (Skills)	4,010.00				4,010.00	13%	30,500.00	
	5289 - Career Readiness	8,000.00				8,000.00	53%	15,000.00	
	5290 - Teacher Externships	19,000.00				19,000.00	190%	10,000.00	
	5292 - Educational Award					0.00	0%	10,000.00	
	5294 - Youth Support					0.00	0%	10,000.00	
	5500 - CA/UW Sub-Contractors (BART,Drury,Hoosac,Lee,McCann,Mt. Mtn,Mt.Everett,Pittsfield,Taconic,WRHS)	1,500.00				0.00	0%	65,000.00	
	5520 - CA Interns					0.00	0%	1,500.00	
	5600 - Jobs 4Youth (BCAC, BTEP,BCC)	300.00				300.00	2%	20,000.00	
	5800 - WCTF Healthcare	500.98				500.98	1%	60,000.00	
	5802 - HealthHub2					0.00	0%	80,000.00	
	5803-Behavioral Health	859.76							
	5900 - Mfg. Grant	1,305.00				1,305.00	0%	0.00	
	5951 - Market Maker Grant					0.00	0%	250,000.00	
	6000 - Business Expenses (Acctng,Fees,Mktg)	13,868.59				13,868.59	92%	15,000.00	
	6025 - Facilities and Equipment (Maint,Equip,Parking,Rent)	3,628.79				3,628.79	12%	30,000.00	
	6050 - Operations (Postage,Telephone)	203.80				203.80	20%	1,000.00	
	66900 Reconciliation Discrepancies								
	6075 - Other Types of Expenses (Insurance)	550.00				550.00	7%	7,500.00	
	7000 - Travel and Meetings	1,427.06				1,427.06	18%	8,000.00	
	8000 - Administrative					0.00	0%	0.00	
	Total Expense	123,475.52	0.00	0.00	0.00	123,475.52	13%	987,060.00	
Net Income			0.00	0.00	0.00	-58,918.88			
	1025 - Checking	144,008.93							
	1040 - Money Market	75,961.85							
	1050 - Savings	548.67							
	1075 - Accounts Receivable	64,290.40							
	2000 - Accounts Payable	-7,166.67							
		277,643.18							
			As of 9.2.22						







### BCREB Individual Training Account Review – 1st quarter FY2023

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 - **\$14.25**

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

<b><i>Program Name (Cost; hours)</i></b>	<b><i>CR 75%min</i></b>	<b><i>EER 60% min</i></b>	<b><i>Educ Outcome (75%)</i></b>	<b><i>Employ at 6 months</i></b>	<b><i>Wage (\$14.25/m in)</i></b>	<b><i>Recommend ation</i></b>
<b>Joshua Career Institute (Dallas)</b>						
Executive Administrative Assistant (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Medical Record Technician (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Accounting Clerk (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Office Management (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Cisco Network Associate (Online), (\$9K w/ scholarship for balance after ITA; 720 hours)	N/A	N/A	N/A	N/A	N/A	New Program
CompTIA Specialist (Online), (\$9K w/ scholarship for balance after ITA; 720 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Medical Office Assistant (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Accounting Specialist (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Administrative Assistant (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Healthcare Information Technician (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Criminal Justice Associate (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Medical Building & Coding Specialist (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Medical Data Analyst (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Medical Office Manager (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Payroll Accounting (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Sales Associate (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program

Tax Accounting (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Pharmacy Technician (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Customer Service Specialist (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
Legal Assistant (Online), (\$8K w/ scholarship for balance after ITA; 600 hours)	N/A	N/A	N/A	N/A	N/A	New Program
<b>Berkshire Community College</b>						
Professional Bookkeeping with Quickbooks Online (\$2375; 100 hrs)	N/A	N/A	N/A	N/A	N/A	New Program Approved June 2022
HVAC/R Technician (\$2895; 320 hours)	100%	100%	100%	100%	\$21/hr	Approved June 2022
<b>Tri-State Tractor Trailer</b>						
CDL Class A (\$6K; 160 hours)	93.67%	91.14%	93.67%	91.14%	\$26.57	Approved June 2022
CDL Class B with Passenger (Bus) (\$3765; 60 hrs)	100%	100%	100%	100%	\$21/hr	Approved June 2022
<b>New England Tractor Trailer</b>						
Class A (\$5995; 160 hours)	100%	71.20%	100%	n/a	\$18/hr	Approved June 2022
<b>McCann Technical School</b>						
Dental Assistant Program (\$3,582; 1216 hrs)	87.5%	87.5%	87.5%	87.5%	\$21.50	Approved August 2022

Recommendation to approve the ITAs as presented.

Berkshire County Workforce Development Business Plan  
Fiscal Year 2023 Executive Summary

The MassHire Berkshire Workforce Board (BWB), in partnership with our Chief Elected Official, Mayor Linda Tyer of Pittsfield, is required to prepare a Fiscal Year 2023 Workforce Development Business Plan for Berkshire County for submission to the Executive Office of Labor and Workforce Development. This planning document articulates the region's priorities and workforce development strategies and revisits the broad scope of how the Workforce Investment Act system will be coordinated with other systems providing employment and training services to improve services for both job seekers and employers.

For FY23, the Massachusetts Executive Office of Labor and Workforce Development has not released the requirements as of 6/1/22, therefore, we are starting with the basic elements for the Local Plan to implement critical elements of WIOA. Planning for WIOA will be coordinated with other systems providing employment and training services to improve services for both job seekers and employers.

Our region's workforce development priorities continue to have an emphasis on alignment with BWB goals and initiatives; alignment of program design with local labor market trends to create a demand-driven system; developing career pathways and industry sector strategies; continuous improvement of the One-Stop Career Center system as the primary vehicle for delivering services; integration of WIOA and non-WIOA systems and programs to enhance services for job seekers and employers; minimizing duplication; and improving performance and accountability. The local plan will include performance and participant planning forms and the budget for how funds will be allocated. The comprehensive plan can be found after June 20, 2022 on the BWB website [www.MassHireBerkshire.com](http://www.MassHireBerkshire.com).

The Chief Elected Official and the BWB are seeking public comment on the proposed plan. Interested parties may submit written comments regarding this document to the BWB by July 20, 2022 in order to be included with the plan. All questions or comments should be directed to Heather Boulger at [Heather@MassHireBerkshire.com](mailto:Heather@MassHireBerkshire.com).

**WIOA FY23 Anticipated Allocations**

Grant Source	Berkshire County FY22	Berkshire County FY23	% change from 2022
<b>Adult</b>	\$288,199	\$377,685	14%
<b>Dislocated Worker</b>	\$369,652	\$390,373	5%
<b>Youth</b>	\$339,551	\$446,348	14%
<b>Wagner Peyser 10% &amp; 90%</b>	\$200,016	\$205,195	2.6%
<b>Total LWIB</b>	<b>\$ 1,093,249</b>	<b>\$1,197,418</b>	<b>9%</b>
<b>*WIB Portion</b>	\$65K	\$65K	0%

The MassHire Berkshire Career Center staff are available Monday-Thursday from 8AM-4PM and on Fridays from 9AM to 4PM (Staff meeting from 8-9AM) for services. Some additional services will be provided virtually as well.

Training continues to be a priority of the Berkshire Workforce system with 30% of WIOA Adult and Dislocated Worker Program funds to be used for training/education. The Berkshire County Individual Training Accounts will be capped at \$6,500. Training opportunities include a customer-choice driven

form of individual training accounts that will help pay for the costs of approved training programs. We have requested a training waiver due to the pandemic and limited number of customers entering training.

***Below are the proposed performance goals.***

**Title I Adults:** Approximately 34 adults will be served in FY23.

Negotiated Performance Goals:

- |   |         |
|---|---------|
| • Entered employment rate Q2:               | 75%     |
| • Entered employment rate Q4:               | 75%     |
| • Training Activities Obtaining Credential: | 65%     |
| • Average Earnings:                         | \$5,000 |
| • Measurable Skill Gain:                    | 35%     |

Adult job seekers will have access to a broad array of services from a comprehensive assortment of employment programs. WIOA provides for basic core services, which are available to all job seekers, and additional intensive and training services may be available to persons who meet certain eligibility criteria. On-the-Job Training (OJT) opportunities are also available which is occupation specific training provided by an employer for a limited duration.

Additional collaborations included the Department of Elementary and Secondary Education funded adult education and post-secondary vocational education; Massachusetts Rehabilitation Commission and Commission for the Blind vocational rehabilitation for persons with disabilities; Department of Transitional Assistance funded education and training services to public assistance and food stamp recipients; and Title V services to older workers.

**Title I Dislocated Workers:** Approximately 50 dislocated workers will be served in FY23. Goal of 31 participants entering training.

Proposed Performance Goals:

- |  |         |
|--|---------|
| • Entered employment rate Q2:              | 86%     |
| • Entered employment rate Q4:              | 85%     |
| • Training Activities Obtaining Credential | 62%     |
| • Average Earnings                         | \$7,800 |
| • Measurable Skill Gain:                   | 35%     |

Dislocated workers are those who have been permanently laid off or have received a notice of termination or layoff from employment and are eligible for the same WIOA core, intensive and training services provided to Title I Adults. Other training resources include National Emergency Grants for targeted company lay-offs, On-the-Job Training, Workforce Competiveness Trust Fund grant, and other industry-specific training grants in the region.

**Title I Youth Programs:** Approximately 42 youth will be served in FY23

Proposed Performance Goals will be negotiated:

- |                                    |         |
|------------------------------------|---------|
| • Entered employment rate Q2:      | 65%     |
| • Entered employment rate Q4:      | 65%     |
| • Average earnings Q2:             | \$2,000 |
| • Degree or certificate attainment | 65%     |
| • Measurable skill gain:           | 45%     |

Youth programs are selected through a competitive bidding process and target low income, at-risk youth ages 14-21 who are in-school or out-of-school. Key services to *in-school youth* are dropout prevention;

academic support; career and leadership development; work experience; and case management services that link youth to other community resources and youth partnering agencies. Primary outcomes for in-school youth are successful completion of high school with a transition to employment and/or post secondary education and attainment of a degree or certificate/credential.

Key services to *out-of-school youth* include programs that raise educational attainment levels and provide academic support; occupational skills development; career and leadership development; work experience; and case management services that link youth to other community resources and youth partnering agencies. The primary outcomes for out-of school youth are transition to employment and/or post-secondary education, attainment of a degree or certificate/credential and literacy/numeracy gains.

The Berkshire Region works closely with the Department of Social Services and Department of Youth Services to better coordinate dropout prevention and reintegration activities. Additional collaborations for youth include School-to-Career Connecting Activities programming which encompasses 12 school districts in providing internships to high-school students; Youth Works which places low-income, at-risk youth from Pittsfield into summer jobs; and the Berkshire Reconnect Center which works with youth to reconnect them to school, develop alternatives and/or identifies employment opportunities.

**Wagner-Peyser:**

Approximately 3,700 individuals will receive labor exchange services in FY23  
Approximately 400 employers will be served.

Persons with Disabilities served	175
Unemployment Insurance	2,200
Veterans served	185

Wagner-Peyser provides universal access to core services as delivered through the One-Stop Career Center and an integrated array of labor exchange service activities between the job seeker and employer.

The Berkshire Region will continue to be closely aligned with our economic development partners and implement strong business outreach and employer services programming to help connect our companies with training opportunities including the Workforce Training Fund, Hiring Incentive Training Grants, WTFP Express, Workforce Competitiveness Trust Fund, and other industry-sector training programs.

XXX

Recommendation: To approve the draft FY23 WIOA plan; to post for 30-day public comment period; to approve the ITA cap of \$6500; to approve the career center hours; and to approve providing BCREB with up to \$65K.

**Connecting Activities FY23 School Recommendations** (approved by Executive Committee August 2022)

Drury	\$3,500 MyCap planning; continued College & Career Team; enhanced internships	9,000 – CA
Hoosac Valley	\$4,000 MyCap planning; continued College & Career Team; Innovation Pathways / Environmental, enhanced internships	10,000 – Rural/Berk12
Lee	\$5,000 MyCap planning; emerging College & Career Team; enhanced internships	9,500 – Rural/Berk12
Lenox	\$5,000 MyCap planning; emerging College & Career Team; Innovation Pathways / Healthcare & Business/Finance	9,000 – CA
McCann	\$2,000	9,000 – CA
Monument Mt.	\$5,500 MyCap planning; emerging College & Career Team; Innovation Pathways /Healthcare & Manufacturing, universal pathway development & expansion, enhanced internships	\$10,000 – Rural/Berk12
Mt. Everett	\$5,000 MyCap planning; emerging College & Career Team; emerging Innovation Pathways / IT & Manufacturing, enhanced internships	9,500 – Rural/Berk12
Mt. Greylock	\$3,000 MyCap planning; continued College & Career Team; enhanced internships	10,000 – Rural/Berk12
Pittsfield & Taconic	\$5,500 MyCap planning; emerging College & Career Team; Innovation Pathways / enhanced internships	18,000 – CA
Wahconah	\$4,000 MyCap planning; continued College & Career Team; enhanced internships & awareness, exploration activities	10,000 – Rural/Berk12
BART Charter	\$3,500 MyCap planning; emerging College & Career Team, enhanced internships & awareness, exploration activities	9,500 – Rural/Berk12
Totals	\$46,000 – CA funds	\$45,000 – CA funds \$68,500 – Rural Grant / Berk12