



Annual Meeting - Thursday, June 5, 2025
8:00-9:15 AM
Berkshire Innovation Center
45 Woodlawn Avenue, Pittsfield, MA 01201

AGENDA

Call to Order, David Moresi

- I. Consent Agenda (requires roll call vote)** (5 minutes)
A. Minutes of March 6, 2025
B. Financial Statement
C. Individual Training Accounts
- II. Announcements/Communications** (5 minutes)
• Next *BCREB Board meeting*, Thursday, September 4, 2025 at 8:00 AM via zoom
• Committee Meetings will be announced
- III. Committee Recommendations**
A. Nomination Committee, Ellen Kennedy (5 minutes)
a. Board & Youth Council Nominations for FY2025 (no officers this year) (vote)
- IV. Annual Business** (10 minutes)
A. Conflict of Interest Policy & complete form; David Moresi
B. FY2026 Budget, Calendar & Holiday Schedule
C. FY26 WIOA Plan & FY26-29 4-year plan
D. FY26 WIOA Youth Provider & Bi-Annual Youth Procurement
E. Executive Director Report
F. Mayor Peter Marchetti
- V. Workforce Impact Awards** (20 minutes)
A. Educator of the Year
B. Workforce Professional of the Year
C. Employer of the Year
- VI. Strategic Discussion** (15 minutes)
• Strengths & Weaknesses
- VII. New Business** (5 minutes)
A. Career Center Report, Pam Wojtkowski
- VII. Other Business/Adjournment**

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



Board of Director Meeting
Thursday, March 6, 2025; 8:00AM -9:15AM via zoom
Minutes of meeting

*	T. Billington	✓	L. Harrison	✓	B. Petropulos		Staff:
*	D. Bissaillon	✓	B. House	*	A. Rankin	✓	H. Boulger, H. Williams
*	M. Blake	*	A. Ingegni	✓	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	✓	M. Herzig, MassHire Berkshire
✓	D. Evans	✓	K. Messina		17/27		
✓	P. Gage	✓	D. Moresi				
✓	T. Gage	*	B. Morrison		*excused absence		



Attendees:

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

President David Moresi opened the meeting at 8:01AM by welcoming everyone and assuring a quorum.

Consent Agenda

President Moresi noted that Consent Agenda item C. Individual Training Accounts (conflict) needed to be removed from the Consent Agenda. He asked if there were any additional agenda items that needed to be removed from the consent agenda. Hearing none, the following items were considered:

- A. Minutes of December 5, 2024 Board of Director Meeting
- B. Financial Statement (\$994,679 income; \$912,726 exp; \$81,852 net surplus; \$79K A/R and \$151K money market)
- D. North East Transition Initiative Fellowship through the Cooperative Development Institute awarded \$3,000 to B. Malloy for participation. Processed through payroll.

A motion was made by Gene Dellea to approve the consent agenda items, seconded by Doug McNally and the motion carried.

C. Individual Training Accounts -Discussion ensued about the programs not recommended to be placed on the list. ***A motion to approve the Individual Training Account recommendation from the Evaluation Committee from 6 providers with 9 programs was made by Chris Smith, seconded by Beth Petropulos and approved. Ellen Kennedy abstained.***

II. Announcements/Communications

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

- *Annual Board Meeting – June 5, 2025 at 8AM in person Berkshire Innovation Center*
- *Evaluation Committee – March 20 at 8AM via zoom*
- *Youth Council – April 3 at 9AM via zoom*
- *Executive Committee – April 9 at 8AM via zoom*
- *WIOA Partner – March 11 at 1PM via zoom*
- *Board/Community Orientation – March 25 at 10AM via zoom*
- *MSFW Monitoring – March 19, 2025*
- *Workforce Board & Career Center Certification – April 7-11, 2025*

Communications included new grants and upcoming funding opportunities:

- **Failed bid analysis** – EOLWD has approved and now BCREB can begin the Career Center Chartering process
- **Open Meeting Law** – remote meeting expires 3/31/25 unless action is taken. MMA & Legislative push
- MWF Issuance #14-503 State Ethics Commission's New **Conflict of Interest Law Online Training Program Training** every 2 years!

III. New Business

FY2026 Nominations Committee – Ellen Kennedy reported that the Board of Directors voted to selection officers every two years in 2024 therefore, there will not be nominations for officers for FY26. She thanked those who continued to serve. The current officers remain (every 2 years):

- President/Chairperson: David Moresi, Moresi & Associates
- First Vice President/Chair: Michael Taylor, City of Pittsfield
- Second Vice President/Chair: Christopher Smith, Hillcrest Educational Centers
- Treasurer: James Brosnan, Northern Berkshire Vocational School District
- Asst. Treasurer: Beth Petropulos, MountainOne
- Secretary: Chelsea Robbins, Mativ
- At-Large: Albert Ingegna, Salisbury Estates
- Youth Council Chair: Doug McNally, FrostHollow Associates

The Nomination Committee would like to note that the following Board of Directors are up for re-election at the June 5, 2025 meeting. Please reach out if there are any concerns with reappointment.

- 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

Not Seeking Reappointment:

- David Bissaillon, Smith Bros. Insurance
- Jonathan Butler, 1Berkshire
- Barbara Chaput, Massachusetts College of Liberal Arts (no longer at MCLA)
- Bryan House, 18 Degrees

Please **identify one private-sector leader to recommend to the Board of Directors** by May 15th.

Executive Director Report – Heather Boulger highlighted that the BCREB has hired a part-time bookkeeper; the Workforce Competitiveness Trust Fund grant has ended (trained 173) and BCREB posted “spotlights” in the Berkshire Eagle to showcase trainees; Market Maker grant ended (265 new companies each of the 3 years); and BCREB participated in Adult Education/ESOL reviews in collaboration with Department of Elementary & Secondary Education.

Currently reviewing/refreshing policies to make sure they are current. The Executive Director asked the board if BCREB should consider strengthening our Directors & Officers Liability policy by adding additional cybersecurity. Discussion ensued and ***a motion was made by Beth Petropulos to add additional coverage. Seconded by Deni Evans, the motion carried.***

BCREB is part of an inaugural State of the Berkshire Workforce summit planning driven by Berkshire Community College and supported by MassHire, Berkshire Innovation Center and 1Berkshire. EOLWD Secretary Jones will be visiting the Berkshires in April 2025. More information to come.

BCREB is drafting a letter from the Mayor/CEO to the 31 municipal leaders, and BCREB hosted a legislative meeting on Friday to highlight our initiatives and FY26 priorities. The Berkshire Delegation issued a letter to EOHE regarding Connecting Activities concerns and want Unemployment Assistance back into the career centers to help people with claims.

Ken Messina noted that Rapid Response is actively engaged with AFL/CIO, DUA, unions, etc. from federal agencies where more than 31,000 people are impacted (not including postal workers). MassHire system will proactively assist with any layoffs. There is a new MassHire Communications portal to help market activities that are happening throughout MA. BCREB will provide updates twice per month to help showcase our work.

Youth Director Report – FY26 WIOA Youth Procurement Timeline – Heather Williams outlined the timeline for the FY26 WIOA Youth procurement for Educational, occupations and social-personal supports for eligible youth:

- Youth Council issued FY26 WIOA Youth Request for Funding Proposal on February 28, 2025
- Bidders Conference held via zoom on March 14, 2025
- Proposals due by noon on May 2, 2025
- Proposal review team convening on May 28th or 30th
- Official award approval at June 5, 2025 Annual Board meeting
- Notice of award(s) out by June 9, 2025

75% of funds toward out-of-school youth programming; 25% for in-school programming
The current FY25 provider is Berkshire Training & Employment, Inc.

The Youth Director highlighted several Career Readiness events that occurred at Dubois Middle School (7th graders), Hoosac Valley and Reid Middle Schools. A variety of upcoming events include a Taconic Reality Fair, Pittsfield Reality Fair, Lee Career Fair, Dubois Middle School Career Pathway Expo, Western MA Trades Day, Drury High School Career Expo, and South County 8th grade career conference. She encouraged Board members to participate when possible.

The DESE changes/challenges continue to occur and discussion ensued about ways to help. Language and emails will be provided for Board members to advocate. There are more than 200 internships, several post-secondary & career team successes, innovation pathways expansion (14 total), and BCREB intern Katie continues to highlight activities on social media. She started “The Intern Files” which captures quotes from other interns!

The 11th Annual North Council Youth Works program kick off has started through our Givebutter account. \$2500 provides a paid 125 hour work experience for youth. Our funding goal is \$30K to serve 12 youth. Last summer we served 10 youth. Thank you for supporting and sharing this opportunity.

Advanced Manufacturing report – Sara Milano highlighted activities with this Western MA MassTech Collaborative grant:

- MACWIC training at Taconic High School in collaboration with BCC trained 4 participants
- On-the-job training opportunities provided for 8 new employees at Onyx, SteinerFilm, Interprint & BlueQ
- New training at Berkshire Innovation Center based on the Manufacturing Academy with 3 unemployed and 11 incumbent workers.
- New grant opportunity available in April 2025

Industry Update – Bryana Malloy provided an update on industry activities. Healthcare Hubs year 1 outcomes:

- Nursing Assistants – 22
- Certified Nursing Assistants – 65
- Medical Assistants – 11
- Emergency medical Technicians – 10
- Registered Behavior Technicians – 7
- Phlebotomy Technicians – 5

Healthcare Hubs year 2

- New program with Hoosac Valley and Integritus for CNA training which aligns with HVHS's Healthcare Innovation Pathway
- Enrollment includes Medical Assistants (15); CNA (19 completed; 18 enrolled); EMT (15); Phlebotomy (15), LPN (*), RBT (7) and Nursing Assistants (3 completed)

Career Technical Initiatives (CTI) – planning grant provided marketing and pre-screening efforts for McCann and Taconic. McCann & Taconic received an implementation grant. Advanced Manufacturing started and has 12 enrolled; Auto Technician starts next week with 12 enrolled; and welding starts in April. Taconic's welding program starts in March with 12 enrolled. This is an exciting new adult training opportunity and BCREB anticipates that McCann and Taconic will apply for grant to allow Career Center/Workforce Board to continue to provide recruitment/ placement assistance.

Bryana also highlighted the Northeast Transition Initiative (NETI) fellowship for exit planning and employee ownership models.

IV. WIOA & Career Center Report

FY25 Annual monitoring – MDCS will be conducting the annual monitoring the week of April 7-11th, 2025.

Career Center Standard Operating Procedures – Career Center leadership is reviewing local policies and procedures and would like the Board to consider the following modifications:

SOP6.9A – Individual Training Account Modification. Implemented 7/1/18. Recommendation to add: *WIOA Funding At MassHire Berkshire Career Center is funding of last resort and priority is given to Berkshire County residents and/or customers who recently worked in the workforce region.* Discussion ensued about the timeline for funding.

SOP6.6 – Enrollment Modification. Implemented 7/1/18. WIOA Program Training Determination Notice and Guidance is new 10/21/22). Recommendation to include: *Must be completed for all participants interested in funding and training programs.*

Discussion ensued and a motion approved both SOP changes was made by Doug McNally, seconded by Jim Brosnan and unanimously approved. Linda Harrison and Bryan House abstained.

Career Center Report – Melanie Herzig provided an update on career center activities:

- Workers Rights training in partnership with Attorney General’s Office
- Mass. Trial Court recruitment in house at the career center. 19 job seekers attended
- Manufacturing/HealthCare dual recruitment. Manufacturing and 4 employers and 31 job seekers. Healthcare had 8 employers and 28 job seekers
- CTI – partnership with Taconic & McCann. Adult training received over 150 applicants for training.
- National Health Emergency Grant – Opioid Crisis – currently has 51 enrolled. Focused training in Health & Human Services. 29 completed Recovery Coach training; 7 in ACE program; and 29 have temporary employment
- DUA (Unemployment) pilot program (only one in state) – assisted 82 customers with ID verification issues last quarter
- RESEA (Reemployment Services & Eligibility Assessment)/UI – 97 customers enrolled last quarter with 13 new hires. 597 UI Navigational assistance provided.
- Veterans service – 80 total customers with 7 Veterans employed.
- Dec 31st OSSCAR report shows 635 businesses served with 141 new to the center; 2,352 job seekers served; 80 Veterans served (7 placed); 62 DW served (13 trained, 6 placed at \$29.18); 22 Adults served (13 trained, 8 placed at \$28.26; and 255 youth served (33 OSY; 5 HiSET; 15 placed; 72 Youth Works).

V. Strategic Discussion

Berkshire County’s unemployment rate is at 4.2% (Dec 2024) compared to MA at 4.1% and US at 4.1%. Labor force is up by 1,800; employment grew by 1,600; UI up by 700. Board members shared the following concerns:

- Potential sale of the federal building and local impacts that will have
- How is the federal landscaping impacting workforce development? WIOA was up for reauthorization in December 2024 which did not occur. It’s anticipated that there will be a 10% reduction in funding for FY26, but that could change.
- Lever’s Berkshire Business Internship program is no longer in existence. It was noted that MCLA, BCC and Williams have robust internship programs that can be utilized.
- McCann’s Cooperative Education program was noted as a resource for potential interns

VI. Adjournment

No additional business presented to the Board. President Moresi thanked Board Members and staff for their continued commitment and hard work. The next meeting of the full Board will be June 5, 2025 at the BIC. ***With no further business to discuss, a motion to adjourn was made by Chris Smith, seconded by Ellen Kennedy, and unanimously approved.*** Meeting ended at 9:00AM.

Respectfully submitted,
Chelsea Robbins, Secretary/HRBP
HPB

Financial Report FY2025

	Jul - Sep 24	Oct - Dec 24	Jan & Mar 25	Apr - Jun 25	FY25 YTD	% of Budget	Annual Budget
Income							
4002 · Admin	\$ 8,099.05	\$ 6,534.00	\$ 12,431.48		\$ 27,064.53		
4010 · BTE/Career Center	\$ 5,450.56	\$ 12,518.00	\$ 11,751.00		\$ 29,719.56	42%	\$ 70,000.00
4020 · EOLWD		\$ 95,000.00			\$ 95,000.00	100%	\$ 95,000.00
4024 · Berkshire Taconic	\$ 10,000.00		\$ 10,000.00		\$ 20,000.00	100%	\$ 20,000.00
4026 · Market Maker	\$ 20,061.80	\$ 50,990.00	\$ 10,334.00		\$ 81,385.80	0%	\$ 78,000.00
4027 · CTI	\$ 6,440.00	\$ 6,960.00			\$ 13,400.00		
NETI				\$ 1,733.80		0%	\$ 21,894.00
4030 · Connecting Activities	\$ 42,397.75	\$ 75,053.00	\$ 71,859.67	\$ 30,571.00	\$ 219,881.42	67%	\$ 326,000.00
4045 · Mfg	\$ 2,355.00	\$ 37,847.00	\$ 49,825.00	\$ 20,635.00	\$ 110,662.00	0%	\$ 147,358.00
4055- Jobs4Youth		\$ 65,243.00		\$ 6,500.00	\$ 71,743.00	143%	\$ 50,000.00
4057 - Healthcare/BH	\$ 161,949.49	\$ 122,418.00	\$ 248,629.00	\$ 232,004.00	\$ 765,000.49	102%	\$ 750,000.00
4019 WTF		\$ 3,000.00			\$ 3,000.00	2%	\$ 150,000.00
4080-Other Types of Income		\$ 25,000.00			\$ 25,000.00	0%	
4100 · Interest Income	\$ 86.95	\$ 96.00	\$ 93.52	\$ 1.04	\$ 277.51	0%	
Total Income	\$ 256,840.60	\$ 500,659.00	\$ 414,923.67	\$ 291,444.84	\$ 1,463,868.11	86%	\$ 1,708,252.00
Gross Profit							
						86%	\$ 1,708,252.00
Expense							
5000 · Payroll Expenses - Salary	\$ 79,297.85	\$ 72,017.00	\$ 75,839.00	\$ 36,944.00	\$ 264,097.85	75%	\$ 350,000.00
5100 · Payroll Taxes	\$ 6,182.00	\$ 7,146.00	\$ 8,394.00	\$ 3,244.00	\$ 24,966.00	71%	\$ 35,000.00
5110 · 403(B) Plan	\$ -				\$ -	0%	\$ 21,000.00
5120 · Health Insurance	\$ 2,878.04	\$ 5,825.00	\$ 5,331.00	\$ 3,755.66	\$ 17,789.70	36%	\$ 50,000.00
5125 · Dental Insurance	\$ 372.56	\$ 745.00	\$ 558.00	\$ 372.00	\$ 2,047.56	34%	\$ 6,000.00
5130 · LTD STD Vision insurance	\$ 371.00	\$ 755.00	\$ 596.00	\$ 397.00	\$ 2,119.00	85%	\$ 2,500.00
5175 · Staff Development	\$ 3,000.00	\$ 1,851.00	\$ 818.00	\$ 5,031.00	\$ 10,700.00	178%	\$ 6,000.00
5178 · Staff Wellness	\$ 128.00	\$ 78.00	\$ 110.00		\$ 316.00	13%	\$ 2,500.00
5200 · Office Supplies	\$ 4,090.00	\$ 1,108.00	\$ 230.00	\$ 1,494.00	\$ 6,922.00	92%	\$ 7,500.00
5280 · Contract Services -Sara, Skills; BTF	\$ 3,120.00	\$ 5,490.00	\$ 19,005.00	\$ 1,650.00	\$ 29,265.00	195%	\$ 15,000.00
5289 · Career Readiness & TE	\$ 15,000.00		\$ 8,659.00	\$ 2,299.00	\$ 25,958.00		\$ 40,000.00
5294 · Youth Support	\$ 1,150.00	\$ 3,450.00	\$ 350.00		\$ 4,950.00	99%	\$ 5,000.00
5500 · CA School contracts		\$ 13,269.00	\$ 14,652.00	\$ 1,500.00	\$ 29,421.00	43%	\$ 68,000.00
5600 · Jobs 4Youth (BCAC, BTEP,BCC)	\$ 21,733.97	\$ 2,177.00			\$ 23,910.97	96%	\$ 25,000.00
5900 · Mfg. Grant (OJT; trianing providers)	\$ 4,650.00	\$ 26,040.00	\$ 27,279.00	\$ 22,235.00	\$ 80,204.00	0%	\$ 147,000.00
5804 · HealthHubs/BH grant	\$ 151,293.11	\$ 108,594.00	\$ 229,032.00	\$ 223,017.00			\$ 650,000.00
5850 · CTI marketing	\$ 4,040.00	\$ 9,570.00					
5950 · Skills Grant/Market Maker		\$ 13,685.00			\$ 13,685.00	0%	\$ 15,000.00
6000 · Business Expenses (Acctng, Fees)	\$ 900.00	\$ 875.00	\$ 7,966.00	\$ 3,243.00	\$ 12,984.00	52%	\$ 25,000.00
6000-30 Marketing	\$ 730.00	\$ 25,903.00			\$ 26,633.00		\$ 10,000.00
6025 · Facilities and Equipment (Maint,Equip,Parking,Rent)	\$ 8,521.00	\$ 14,088.00	\$ 11,455.00	\$ 6,552.00	\$ 40,616.00	90%	\$ 45,000.00
6050 · Operations (Postage,Telephone)	\$ 1,144.00	\$ 2,021.00	\$ 3,395.00	\$ 1,631.00	\$ 8,191.00	164%	\$ 5,000.00
6075 · Other Types of Expenses (Insurance)	\$ 2,380.00	\$ 1,795.00	\$ 3,307.00		\$ 7,482.00	94%	\$ 8,000.00
7000 · Travel and Meetings	\$ 2,568.55	\$ 2,742.00	\$ 957.00	\$ 340.00	\$ 6,607.55	83%	\$ 8,000.00
8000 -Admin		\$ 617.00		\$ 59.64	\$ 676.64	0%	\$ 35,000.00
Total Expense	\$ 313,550.08	\$ 319,841.00	\$ 417,933.00	\$ 313,764.30	\$ 1,365,088.38	86%	\$ 1,581,500.00
Net Income	\$ (56,709.48)	\$ 180,818.00	\$ (3,009.33)	\$ (22,319.46)	\$ 98,779.73	-1%	\$ 126,752.00

1025 - Checking	\$ 99,189.00
1040 - Money Market	\$ 151,972.00
1050 - Savings	\$ 549.22
1075 - Accounts Receivable	\$ 18,111.00
	\$ 269,821.22

As of 5/13/25

BCREB Individual Training Account Review – 4th Q FY25

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) & ITA CAP \$7500 7/24)**

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>
Visible Edge						
Advanced Manufacturing Tech (\$7500; 375 hours)	100%	100%	100%	100%	\$28.85/hr	Approval 3.13.25
Office Administration and Support Technologies \$7500; 375 hrs)	60%	80%	60%	80%	\$17.38	Approval 3.26.25
North Shore Community College						
Bookkeeping Admin QB voucher (\$4234; 520 hrs)	50%	100%	50%	n/a	\$24/hr	Customer interested. Approval 3.17.25
Professional Bookkeeping with QB (\$2375; 240	92%	100!	84%	0	\$25	Approval 3.26.25
Berkshire Community College						
Veterinary Assistant Program	New Course					Approved