



**MassHire Berkshire Workforce Board  
Board of Directors Meeting  
Thursday, March 14, 2019  
Conference Room, 66 Allen Street, Pittsfield  
Minutes of Meeting**

	R. Adams	√	L. Harrison	√	B. Morrison		<b>BCREB/BerkshireWorks</b>
*		√	B. House	*		√	H. Boulger
√	J. Brosnan	*	A. Ingegni	√	B. Petropulos	√	H. Williams; L. Paro
√	J. Butler	√	R. Keegan	√	E. Sheridan	√	H. Templeton
√	B. Chaput	*	E. Kennedy	*	M. Supranowicz		<b>Guests:</b>
*	E. Dellea	*	S. Kinstle	√	M. Taylor	√	Pam Wojtkowski, MHCC
*	B. DiTomasso	√	B. Lepicier	*	A. Teixeira	√	Stephanie Caporale, MHCC
*	D. Evans	*	J. Lipa	√	C. Tyer	√	Carol Snyder Rapid Response
*	P. Gage	√	D. McNally	√	L. Wagner	√	Carly Arambula, EOLWD
*	T. Gage	*	K. Messina	√	B. Waterman		*excused absence

*Attendees:*

**I. Call to Order**

President Eva Sheridan opened the meeting at 8:00 AM by assuring a quorum and welcoming guests. ***A motion was made by Barb Chaput to approve the BCREB Board of Director meeting minutes of December 13, 2018. Seconded by Bryan House, the motion unanimously carried.*** The next Board meeting will be June 13, 2019 at 8:00 AM at the BCREB. Please let the Executive Director know if interested in hosting the annual board meeting.

**II. Announcements/Communications**

- ▶ Conflict of Interest Policy – In order to stay in compliance, all Board members were asked to disclose any potential conflict of interests.

The following committee meetings were announced:

- ▶ Evaluation Committee – March 21, 2019 at 8:00 AM at BWB
- ▶ WIOA Partners – March 19, 2019 1-2:30PM at BWB
- ▶ Executive Committee – April 10, 2019 at 8:00 AM at BWB
- ▶ Youth Council – April 11, 2019 at 8:30 at BWB
- ▶ Legislative Luncheon - Hold the date – Friday, May 17, 2019 from 11:30-1:30
- ▶ Internal Operations – continue to review ITAs
- ▶ Manufacturing Task Force – will meet in May 2019
- ▶ Healthcare Task Force – will meet in April 2019
- ▶ Berkshire Skills Cabinet – convened 3/12/19 and will be meeting 4/30/19 from 11:30-1:30

Recent and upcoming partner activities include:

- ⊗ **Job Seeker Meet Ups** (2nd Wednesdays – Pittsfield; 2nd Thursdays – North Adams; 2nd Fridays – Gt. Barrington)
- ⊗ **Recruiting for BCC’s Hospitality & Culinary Certificate program**
- ⊗ **Recruiting for Advanced Mfg: Welding at McCann and Hoisting with BCC**
- ⊗ **1Berkshire/BCC Career Fair** – April 17th at Taconic High School (BWB is sponsor)
- ⊗ **Advanced Manufacturing Job Fair** – June 2019

**Partner activities:**

- ⊗ **WIB Association Meeting** – March 14th in Boston; May 16th/17th at Cape
- ⊗ **Science Fair** – HS was March 9th; Middle School is April 26th
- ⊗ **10th grade career Conference** April 12th
- ⊗ **Robotics Challenge** – March 16th, 2019 at Lenox High School 20th year!

Communications include:

- ▶ Mayor Linda Tyer appointed to the Massachusetts Workforce Board representing CEOs/Mayors
- ▶ **WIOA Partner Communication 03.2019** – Adult Career Pathway funds of \$3,999 (374 2018 enrollments) provided to Career Center for career pathway development and ABE networking. *A motion was made by Doug McNally to provide the \$3,999 to MassHire Career Center to support career pathway and ABE networking. Seconded by James Brosnan, the motion carried.*
- ▶ **Career Center monitoring will occur** 3/26-3/28
- ▶ **WB Certification is happening** 4/2 to 4/12
- ▶ **Board Appointment(s): Byron Waterman– Local 255**
- ▶ **Resignations: Kate Angelini – MRC** will be recommending a replacement;
- ▶ **Alexis Teixeira Petricca/Unistress**
- ▶ Still looking for a retail representative as well.
- ▶ **WE ARE HIRING!** Looking for FTE Youth Coordinator to assist Heather Williams with College/Career Readiness; an Industry Coordinator/consultant to assist with Adv. Mfg and other grants; Career Coach/Job Club coordinator; and will be advertising for an Associate Director in the Spring 2019.

### **III. New Business**

**BWB FY2020 Membership Appointments and Resignations** – The nominations committee is seeking nominations for officers by May 15, 2019 to be voted on at the June 13<sup>th</sup> annual meeting. A list of current officers, current board members and brief description were provided.

**Treasurer Report** – Treasurer James Brosnan distributed the FY2019 year to date profit/loss statement reflecting \$328,275 in income; \$343,506 in expenses; showing a net of -\$15,231. There is \$30K in accounts receivable, \$154K in checking, \$75K in money market, and \$547 in savings. Discussion ensued and *a motion was made by Doug McNally to approve the financial report as presented. Seconded by Robert Keegan the motion carried.*

**FY2020 Governor’s budget** was provided which showed support of Workforce Competitiveness Trust Fund; Connecting Activities; YouthWorks; Career Centers and career ladder initiatives. The BWB will continue to engage our local legislators.

**Individual Training Accounts:** A brief overview of ITA process was provided. There were 4 programs from 3 vendors reviewed by the Internal Operations Committee. The current ITA cap is \$5,000 for career center customers. *A motion was made by Doug McNally to approve recommendations on the ITAs. Seconded by Barbara Chaput, the motion carried. Brenda Lepicier abstained.*

### **IV. Strategic Discussion**

The Executive Director introduced Huff Templeton who has been hired as the Workforce Czar/Berkshire Recruiter and he provided an update of activities. The initiative started in January 2018 with funding from Senator Hinds to engage millennials, relocating families and those with education/experience with available job opportunities. Additional funding was provided by the Berkshire United Way. The goal was to meet with 50 companies (113 have been contacted); and to assist 25 job seekers (70 have been assisted) with 23 entering employment. Job seeker meet ups have been established in North, Central and South counties to help job seekers network and hear from the business community. A human resource network (Berkshire Workplace Innovation Network BWIN) has been established led by Arthur Milano which convenes every other month. Discussion ensued about the commitment of employers, assisting under “skilled” but talented career changers, and developing career ladders.

Board members discussed strategic workforce initiatives which included:

- ▶ Health Care Collaborative (3-year statewide initiative) to develop career ladder training for Registered Nurses, technicians, CNA/PCA, and behavioral therapists. The BWB will be convening companies in April 2019.
- ▶ Manufacturing (5-year statewide strategic plan) to develop pipeline activities for CNC operators, machinists, quality control, technicians and welders. The BWB will be convening companies in May 2019.
- ▶ Worker challenge of low employment and under skilled people applying for positions.
- ▶ Exciting new fast-track certification programs developed by Berkshire Community College in collaboration with several businesses which starts on Monday.
- ▶ Pipeline development and post-secondary programs are lacking marketing efforts.
- ▶ Discussion ensued about the importance of marketing jobs, benefits, and opportunities in the Berkshires in a series of compact videos. Possible activity for schools, Berkshire Film & Media and others.
- ▶ Strategic introspective – as a cross sector, county wide, non-political entity, the BWB was encouraged to advocate for vocational educational opportunities and inform the public about quality jobs and careers.
- ▶ General Dynamics is in hiring mode for manufacturing positions and is developing innovative partnerships with the Career Center and McCann to help with finding potential employees.
- ▶ BWB should review immigration data as a potential employee base.
- ▶ Opportunity with Southern Vermont College closing to connect with students. MCLA is serving as a connector school.

#### **V. Special Recognition**

The Berkshire Workforce Board recognized MassHire Berkshire Career Center Director of Operations Pam Wojtkowski with a workforce professional award for her hard work in preparing for and implementing the MassHire Berkshire branding; highlighted the MassHire Berkshire Career Center Business Service Representative Stephanie Caporale with a workforce professional award for her work assisting hundreds of companies with their workforce needs and for her assistance in implementing the Berkshire Advanced Manufacturing grant; and the final award was presented to Carol Snyder from the EOLWD Rapid Response Team as a workforce ambassador for her assistance in helping companies and individuals impacted by company closings and/or downsizings. In Berkshire County, the Team is working with 3 companies impacting 95 people already in FY19.

#### **VI. Reports**

The Executive Director briefly reported on the May 17<sup>th</sup> legislative lunch which will highlight college/career readiness programming in the schools; career center and workforce certification; and partnering efforts with the Berkshire Innovation Center, Compact, 1Berkshire and others.

Youth Report – Heather Williams provided an overview of the following Connecting Activities programs:

- Meeting FY19 & aligned Regional Skills goals. DESE designated Career Pathway Development – Monument Mt.; District wide College & Career Planning – Pittsfield Public Schools
- Compact Aspirations & Access Subcommittee *10th Grade Career Expo – April 12th*
- Externship Opportunities
- Business led Career Readiness - *Interprint work readiness / industry exploration sessions*
- Part-time youth staff - Sue Doucette: K-8 Career Readiness Expansion; Vin Marinaro: Community Organization Career Readiness Development; Mike Dunn: Youth Works
- Development of Career Trees for our critical industries



<b>Program/Customers</b>		
<i>Total job seekers served</i>	2660	2822
<i>Unemployed customers</i>	1331	2746
<i>Customer visits</i>	*	7278
<i>Veterans</i>	184	150 (25 placed)
<i>WIOA Disadvantaged adults</i>	40 (25 trained; 22 EER; wage \$14.50)	20 (6 trained; 9 EE; \$11.31)
<i>WIOA Dislocated workers</i>	60 (61 trained; 58 EE; \$17.25)	43 (37 trained; 18 EE; \$16.75)
<i>Job Seeker workshops</i>	*	1233 includes CCS
<i>WIOA Out-of-School Youth</i>	55 (42 HS/HiSet; 35 training/EE)	56 (27 HiSet; 20 EE)
<i>WIOA In-School Youth</i>	n/a	
<i>YouthWorks summer</i>	47	47
<i>Number of Work Readiness workshops for Youth (and number participating)</i>	12	8 (46 youth)
<b>Partner &amp; Other</b>		
<i>Adult Literacy</i>		
<i>BCC referred</i>		
<i>WIOA Title IV MRC, MCB referred</i>		
<i>WIOA Title V Older Americans</i>		
<i>BHOC served</i>		
<i>Workforce Training &amp; OJT</i>		
<i>Mass Talent Connect</i>		

On behalf of the Career Center, Heather Boulger noted that the Career Center assisted the impacted Big Y in Adams workers; assisting Wayfair by securing \$14K to work with BCC customer service programming; YW funding of \$144K to assist 46 Pittsfield youth this summer; North Adams hours are now on Wednesday from 9-3 at North Adams Library; and there are expanded business services and in-house recruitments.

**VII. Other business/Adjournment**

With no further business to be brought before the Board, *a motion was made by James Brosnan to adjourn. Seconded by Doug McNally, the motion carried.* The meeting concluded at 9:19 AM.

Respectfully,  
*Chelsea Tyer*  
 HPB