



MEETING MINUTES
Career Center Business Committee
Location: Virtual Meeting – Zoom
May 14, 2021

QUORUM PRESENT

1. **CALL TO ORDER:** The meeting was called to order by the Staff Liaison, Mr. Jason Hunter at 8:34 a.m.
2. **ROLL CALL:**
Present: Andrea Kingman, Paula Martel, Thomas Thibeault, Donald Donnalson, and Joe Mitchell,
Not Present: Joe Lovetere, **Bob Costa***, and **Maryellen Brett***, and Jonathan Carlson
Staff: Jason Hunter, Patricia Garcia, and Rachel Cherry-Adams
***Bold** = excused absence
Ex-officio: John Murray, MassHire Greater Brockton Career Center (MassHireGBCC)
Guest(s): Dr. Eric Heller, Executive Director, UMass Donahue Institute
Steven Litcoff, Assoc Dir. Corporate & Professional Training -Massasoit Community College-Brockton
3. **MINUTES (VOTE): Review of Prior Meeting Minutes April 9, 2021**
 - **The approval for the April 9, 2021, at next scheduled meeting.**
4. **MASSHIRE GREATER BROCKTON CAREER CENTER** – through April 2021 --83% through the year.
 - **Monthly Performance Indicators Review – Mr. John Murray**
 - Labor exchange Summary – Universal Access Services – Job Seeker Services
 - Total New Customers Served last month – 296 [295 people average/month]—about 900 fewer [3499 for the year]. The figure is consistent due to COVID-19—everything else comes from this number.
 - Veterans Served – progress is good (where we want to be at this time).
 - WP – Labor Exchange Summer – Universal Access – Employer Services
 - New Employers – surpassed goal.
 - Repeat – Doing great (hit or exceeded goal) businesses goals.
 - WIOA Title I Program Summary – Job Seeker Participation and Short-Term Outcomes
 - Adult – closed gap. – placements remain slow. This is nationwide—This is probably due to some jobseekers are reluctant for various reasons in finding employment currently.
 - DW New Participants – Picked up 6 new placements in April.
 - Trainings
 - ✓ Adult Training – Mr. Murray indicated that he foresees that the goal for adults will be reached.
 - ✓ DW Training – Surpassed goal.
 - **RECENT AND UPCOMING CURRENT EVENTS AT MHGBCC – Ms. Andrea Kingman**
 - Ms. Kingman gave update on Business Services activities:
 - The MassHire Greater Brockton Career Center is hosting this live virtual job fair utilizing the new Premier Virtual Job Fair Platform --Thursday, May 20th, 10:00AM-12:00PM.
 - Five (5) companies registered, and 21 jobseekers have registered as well. The Career Center is currently marketing of the event – They want the jobseeker attendance numbers to come up.

5. MASSHIRE GREATER BROCKTON WORKFORCE BOARD

➤ **Training Updates** – Mr. Jason Hunter

- **Finance & Banking** - The 4th Cohort has completed. Mr. John Nesti and Mr. Ray Yancey are working with participants for placements.
- **CDL – Mr. Ray Yancey is recruiting for September 2021.**
- **Manufacturing**
 - **Welding** – Mr. Murray indicated that the training completes this month (May 2021).
 - **Lean Manufacturing** [MassMEP] –The date has been pushed back. Mr. Ray Yancey is working with MassMEP on this effort.
- **RE-Employment Grant Opportunity – Guardian Healthcare**
 - All HHA's. Mr. Murray gave synopsis of the program.
- **CNA** – Mr. Hunter indicated that MassHireGBWB office has been in contact with their previous CNA trainers. More updates to come later.
- **Personal Care Attendants (PCAs)** – Mr. Hunter indicated that there are open jobs out there. Mr. Hunter will send out flyer.

6. PROCUREMENT – Mr. Jason Hunter

➤ **One Stop Career Center “Operator” RFP Update**

- Mr. Hunter indicated that there was one (1) response – Sole Source. The proposal response needs to be read and scored by review committee.
 - **Review Committee Schedule**
 - Volunteer (s): Ms. Paula Martel with Sheila Sullivan-Jardim, Jason Hunter and a Mass Division of Career Services (MDCS) representative.

➤ **Local MOU** – Team meeting convened recently. Mr. Hunter that some of the current organizations need new signers (where some have left a particular firm).

➤ **Monitoring of Board and Career Center completed/Monitoring for Youth and Adult Services** – Mr. Jason Hunter

- Congratulations to the Career Center, Mr. John Murray, Dr. Eric Heller, and Career Center staff for their hard work – there were no findings.
- Mr. Hunter indicated that there were some Youth issues found (e.g., pertaining to data entry and low enrollments). Response to MDCS on Corrective Action forthcoming.
- Introduction of MassHireGBWB Performance Manager, Ms. Patricia Garcia.

➤ **Regional Plan Initiative**

- IT Forum – June 4, 2021 (Virtual)—Cybersecurity, Robotics
 - Initiative with Greater New Bedford, Bristol/Fall River, and South Shore WIBs (for guidance counselors and students)
 - Waiting on WIB counterparts with flyers completion, etc.

7. New/Other Business – Mr. Jason Hunter

- **Summer Jobs/Job Coaches open positions** – Postings on MassHireGBWB website. Mr. Hunter indicated that we are looking for seven job coaches. Let us know if there is any interest.
- **Staff Return to building** – Tentatively July 6, 2021, with staggered staff days/hours. Mr. Hunter indicated that the Public Access Planning Items Needed (Floor Plan and Checklist for Staff Presence, and Narrative for Public Access) has been submitted to the State.
- **RFP Adult Services** – in progress
- **BRA Business Assistance staff** –The Business Technical Assistance Coordinator has been hired. Mr. Hunter indicated that we are waiting for contact info.

8. **ADJOURNMENT** – There being no more business a motion was made to adjourn at 9:09 a.m.

NEXT MEETING – June 11, 2021