

Worcester Jobs Fund Oversight Committee

July 13, 2016

10:00am

IBEW; 242 Mill Street, Worcester, MA

Meeting Minutes

Attendance: Leonard Cooper, David Minasian, Leo Miller, Karen Pelletier, Jeffrey Turgeon & John McGovern.

Guest: Kelsey Lamoureux

- Co-chair L. Cooper called the meeting to order at 10:09 a.m. after a quorum was established.

Approval of June 8th Meeting Minutes:

- The meeting minutes from June 8th at 242 Mill St. were reviewed and unanimously accepted via a motion by L. Miller and a second by D. Minasian.

City Economic Development Update & Discussion of TIF Project Review:

- No updates were available and discussion was tabled until the August Oversight Committee Meeting.

WJF Financial Report:

- K. Lamoureux discussed the financial report for Fiscal Year 2016 and the projected spending for Fiscal Year 2017. L. Miller requested June salary expenses be itemized by position. K. Lamoureux stated that because June marked the end of the fiscal year, any information related to salaries would be delayed until the next meeting. The Financial Report was unanimously accepted via a motion by L. Miller and a second by K. Pelletier.

Call from Oversight Committee Member Dania Flores:

- D. Flores remotely called into the meeting to discuss feedback on the Commercial Driver's License Class A training with the Teamsters Local 25. D. Flores expressed an interest in developing projects that are more customized to the specific interests of the participants and intake practices that better assesses the wrap-around services needed by participants during trainings and retention periods.

WJF Director Report & Program Updates:

- K. Lamoureux provided data regarding the attendance and hiring rates of Worcester residents at the Worcester Hampton Inn Job Fair. D. Minasian inquired about the titles of the positions attained by Worcester residents. K. Lamoureux stated that the human resource staff representative from Hampton Inn had not provided this information. K. Lamoureux discussed the current and planned activities relating to the Building Pathways, CDL Class A, and CDL Class

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B training programs. K. Lamoureux updated the committee on the employment status of the graduates from the Diesel Technician and the Community Health Worker trainings.

Diesel Technician Training:

- K. Lamoureux presented the Diesel Technician Pre-Apprenticeship Training Program proposal to be held at South High Community School. L. Miller requested that the site administrator fees within the budget be negotiated. K. Pelletier requested that the instructor and administrative coordinator expenses also be negotiated. J. McGovern clarified that these wage levels and site administrator requirements are mandated by contract between the teachers and Worcester Public Schools. L. Miller requested that staff expenses for this program be negotiated because staff expenses for previous programs were negotiated and a standard practice should be used for all training providers. J. Turgeon made a motion to approve the Diesel Technician program contingent upon an attempt to negotiate lower personnel charges. The motion was seconded by D. Minasian and the Diesel Technician Training was unanimously approved.

Strategic Planning:

- K. Lamoureux proposed a draft of procedures and goals for the Worcester Jobs Fund to implement during Fiscal Year 2017. All procedures and goals related to the Core Operating Principles of the Worcester Jobs Fund in the areas of Candidate Selection, Trainings, and Employer Engagement. J. McGovern inquired about the reason for considering non-Worcester residents and the reason for requiring local employers to be involved with candidate selection. K. Lamoureux clarified that the Building Pathways Pre-Apprenticeship program is partnered with the Worcester-Fitchburg Building Trades and represents the Worcester-Fitchburg area in this federal contract. K. Lamoureux also stated that one or more employer industry representatives should be involved in the candidate selection process in order to ensure that participants being selected are suitable for employment in the field of the respective training program. L. Cooper expressed an interest in assuring that any employer industry representative involved with candidate selection clearly understands the mission of the Worcester Jobs Fund and that their opinions do not disqualify the intended targeted groups of the Worcester Jobs Fund. K. Lamoureux proposed a goal to create a standardized review process for assessing future training programs and requested that a working group of at least two Worcester Jobs Fund Oversight Committee Members be developed. K. Lamoureux proposed developing a process and criteria for the Worcester Jobs Fund to begin engaging employers in Worcester. L. Miller emphasized the need for the Worcester Jobs Fund to only engage with employers who are involved with economic development in the City. L. Cooper recommended that the Worcester Jobs Fund not duplicate any work already being provided to residents. D. Minasian made a motion to table the approval of the strategic plan until the August meeting. The motion was seconded by J. Turgeon and was unanimously approved.

Adjournment:

- A motion to adjourn was made by J. McGovern, was seconded by K. Pelletier and was unanimously approved.

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