

**Central Massachusetts Workforce Investment Board
Career Center/Adult Career Services Committee
340 Main Street Suite 400, Worcester, MA 01608
January 9, 2018
3:00 p.m.**

Meeting Minutes

Members in Attendance: Joshua Froimson (Chair), Ted Bauer, Joyce Clemence, Leslie Parady (Vice-Chair), Kathy Manning, George Cortes, Karen King, Sandra Foley, Paul Moran and Cherie Comeau

Staff in Attendance: Ethan Brown (CMWIB) and Janice Ryan Weekes (Workforce Central Career Centers)

J. Froimson welcomed attendees and called the meeting to order at 3:01pm. No conflicts of interest were noted.

J. Froimson - A motion was made and seconded to approve the Consent Agenda which included the November 14, 2017 Committee Meeting Minutes. The vote passed unanimously.

J. Weekes confirmed meeting with CMWIB Career Center Certification review team to review the career centers response and assessment. No major issues were cited and the Career Center Operator will follow up with recommendations made by the review team. The Workforce Central took part in the state-wide resettlement assistance initiative of individuals from Puerto Rico displaced by Hurricane Maria. The Career Centers hosted a job fair specific for this group which featured 28 employers with approximately 60 jobseekers taking part in the event. In addition to hosting, Workforce Central staff acted as translators for some jobseekers. The event was covered by local press such as the Telegram & Gazette as well as Telemundo. A total of 17 jobseekers from the event are now full members of the Career Center. J. Weekes did express challenges with remaining connected to and confirming placements of those jobseekers that attend and ultimately find employment after job fairs. Committee members suggested engaging employers through incentives and follow-up outreach as a way to gather information about new hires. J. Weekes informed the committee of a rebranding effort by the MA Executive Office of Labor and Workforce Development designed to unify state, regional and local workforce operations. Under the branding system, the new name, logo and messaging system will be applied consistently across all workforce boards and career centers. The Workforce Central Career Centers are one of the first career centers to take part in and adopt changes from the initiative.

J. Froimson presented the Career Center Certification Recommendation Memo and Summary Findings from the CMWIB review team. The review team analyzed the Career Center Operator's performance, budget, self-assessment and conducted site visits along with staff and customer interviews. The report details highlights, observations, challenges and concerns noted by the team along with a recommendation to certify Workforce Central Career Centers Operator through June 20, 2021. The Committee reviewed the findings and provided feedback to the Career Center Operator on ways to address the recommendations made by the review team. A motion to recommend the Career Center Certification to the full Board was made by J. Froimson, seconded by L. Parady and approved unanimously.

ACTION: J. Turgeon will bring the Committee's recommendation on the Career Center Certification to the full Board for a vote and adoption at the January 18th meeting.

Discussions on the Workforce Innovation and Opportunity Act (WIOA) Regional Planning activity was tabled until the next meeting

ACTION: J. Turgeon will provide updates at the next meeting.

Discussions on the request from the Department of Elementary and Secondary Education (DESE) for CMWIB program evaluation support was tabled until the next meeting.

ACTION: J. Turgeon will provide updates at the next meeting.

The Committee then reviewed the Issue Tracker document and noted several updates and edits to be made. The response from the automation survey was very small and the Committee did not believe it was an adequate representation of employers within our region. The survey will be reviewed by the Committee and resubmitted at a later agreed upon time. The committee will seek to incorporate the Employer Resource Center model, the MA BizWorks regional framework and the State's rebranding efforts with marketing support from the Worcester Regional Chamber of Commerce.

J. Froimson announced the next Committee meeting will be on March 13, 2018.

With that, a motion to adjourn was made, seconded, and approved unanimously.

Respectfully submitted by: Ethan Brown

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