

**MassHire Central Region Workforce Board (MCRWB)**  
**Career Center/Adult Career Pathways Committee**  
**340 Main Street Suite 400, Worcester, MA 01608**  
**March 10, 2020**  
**3:00 p.m.**

**Members in Attendance:** Leslie Parady (Co-Chair), Leslie Baker, Joyce Clemence, Joshua Froimson, Julie Marghall

**MCRWB Staff in Attendance:** Jeff Turgeon, Debra Feraco, Janice Weekes, Deborah Baillargeon, Sonja Hernandez

Josh Froimson welcomed attendees and called the meeting to order at 3:04 pm. No conflicts of interest were noted.

L. Parady made motion to approve the meeting minutes from January 10, 2020. The motion was seconded and was unanimously approved.

J. Turgeon presented a new MCRWB Regional Career Center Scorecard, which provides the committee a summary on where the Career Center stands in meeting their State job seeker and employer performance goals as well a summary of Qualitative Feedback from the career centers' customer surveys. J.Froimson suggestion was to cap the attainment score so that it would not be larger than the goal. Suggestion was well taken and will be looked into by J. Turgeon. From this scoresheet, the committee was advised that the Career Center overall is on target and meeting their goals.

J. Turgeon informed the committee that the career center contract was up for the final year of renewal starting July 1<sup>st</sup>. He stated the committee would be recommending to the full board how to proceed and the full board would then recommend the decision to the City Manager. He noted that since the performance has overall been strong, he offered support for renewal. After discussion of the process, a motion was made to recommend the City renew the career center operator contract for FY 21 and seconded, the motion passed unanimously.

D, Baillargeon gave an updated on the Career Center operation/business engagement services. The Milford office has been closed, however, efforts are under way for the career center to work with the Administration in Milford to hold career/job fairs whenever possible. The DCU Job Fair is scheduled in May of 2020, however, there is concern that it might have to be postponed due to the Corona Virus outbreak. Deb and staff are looking at possibly doing a virtual job fair to avoid the potential spread of the Corona virus from job seekers to employers, etc. Also scheduled is a mature persons job fair in Leominster in May of 2020.

D. Baillargeon gave an update regarding staffing, noting the new Business Engagement Solution Team is fully staffed now.

J. Weekes reported that there is a new Housing Pilot program in conjunction with RCAP Solutions that will include funding to hire a specialized career counselor stationed at the career center through the City of Worcester. The job should be posted within a weeks' time. Janice also reported that there will be additional funding for a grant position employee for the career centers to work with ATR programming as well as Cori challenged and ex-offenders coming out of incarceration.

In new business, The Career Center Operator Monitoring and Recertification is coming up in May of 2020. J. Turgeon will be seeking volunteers to staff the monitoring team.

In other business, J. Froimson told us that his company, AbbVie, has stopped all face to face meetings with all of the 1200 employees in their company. He is recommending to this committee that Jeff request a change to the open meeting to allow meeting virtually so that it can be counted as a quorum. J. Turgeon will look into whether or not it is acceptable practice to hold a meeting virtually in these times of virus spread.

Grant opportunities were shared to the committee. These were, the MA Skills Capital Grant and the state funded Workforce Competitiveness Trust Fund. J. Turgeon suggested members look at these opportunities and contact him with any project ideas.

In closing, the next meeting location was discussed. Julie Marshall of SMOC is looking into holding the meeting at her Worcester location and will let the committee know once a location is confirmed.

Next Meeting Date: May 12, 2020

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

*Respectfully submitted by: j. Turgeon*