

**Central Massachusetts Workforce Investment Board
Cultural Competence Advisory Committee Meeting
44 Front Street, Suite 300
Worcester, MA 01608
June 14, 2011**

Present: Don Anderson, Angela Grant, Jean Poteete, Jeff Turgeon

Unable to Attend: Terri Stone, Keesha LaTulippe, Lenny Cooper, Maria Siemaszko, John Zimatravich

1. Welcome, note of potential member conflicts of interest, & confirmation of Quorum:

- J. Poteete welcomed everyone and seeing that a quorum was present, called the meeting to order at 3:00 PM. Committee members then introduced themselves. No conflicts of interest were noted.

2. Review May 3rd, 2011 Meeting Minutes:

- J. Poteete asked committee members to review the May 3rd, 2011 meeting minutes (see Handouts).
- **Vote:** Upon a motion by D. Anderson and a second, the minutes were unanimously approved.

3. Discussion of Contractor Scope of Work:

- J. Turgeon reported that the scope of work (see Handouts) had been sent out to the committee for their review prior to the meeting. J. Poteete noted she had asked that the scope of work be firmed up to include more language around the development of a work plan for the committee. J. Turgeon also directed the committee's attention to an added section of the scope of work:

***“Staffing:** In order to ensure timely and consistent facilitation of this process, AK Consulting will ensure that the consultants working directly on this project shall be free and clear of any pending court cases or proceedings.”*

AK Consulting has confirmed receipt of the scope of work.

4. Discussion of Timeline:

- The committee discussed the timeline of the scope of work and contract with AK Consulting.
- **Action:** J. Turgeon will talk to the CMWIB fiscal office to determine if there would be any advantages to starting the contract in June of this year versus July of next year.
- **Action:** All committee members are asked to review the scope of work and provide any feedback they may have to Jeff Turgeon (TurgeonJ@Worcesterma.gov) by 12:00PM Wednesday, June 22nd, 2011.
- **Action:** J. Turgeon will set up a conference call with J. Poteete, K. LaTulippe, and AK Consulting on or after Thursday, June 23rd, 2011 to review the finalized scope of work.

- **Action:** J. Turgeon will put together a packet of materials, reports, and statistics to give to AK Consulting to get them up to speed and make sure the committee continues with its forward progress.

5. New Business:

- D. Anderson announced that Senator Richard Moore will be hosting an event on June 23rd, 2011 at Willowbrook in Mendon, MA to discuss state policies that hinder people getting back to work. For more information, please contact Don Anderson at DAnderson@DETMA.org.

6. Adjourn

- A motion was made, seconded, and approved, and the meeting was adjourned at 3:46PM.

Respectfully submitted,

Sean McGauley
Communications and Operations Specialist
CMWIB