

**Central Massachusetts Workforce Investment Board
Cultural Competence Advisory Committee Meeting
44 Front Street, Suite 300
Worcester, MA 01608
May 27, 2014; 3:00-4:30 pm**

Meeting Minutes

Members in attendance: Jeff Turgeon, Maria Siemaszko, Keesha LaTulippe, Sean McGauley, Jennithan Cortes, Monica Bond

- **Welcome & Introductions:** K. LaTulippe called the meeting to order at 3:20PM.
- **Approval of April 29, 2014 Meeting Minutes:** The committee unanimously voted to approve the April 29, 2014 meeting minutes.
- **Discussion:**
 - **Revisit Vulnerable Populations Discussion:** The committee requested to table this discussion.
 - **Cultural Competency Training CMWIB & WCCC:** The group tabled this discussion to ensure that J. Weekes was able to be included.
 - **Demographic Activity Report & WCCC Surveys**
 - **Review of Training Activity:** The committee reviewed the training activity report (please see handout section) and discussed the validity of the report numbers and the training process phases (training workshop, TABE testing, and then the training). A large gap persists in the training numbers as they relate to demographics of the customers WCCC serves. It was noted that there are TABE pre-tests available and these can be helpful in preparing job seekers for the test and may make a difference in balancing out the demographics numbers.
The group also discussed if these training services are being ‘sold’ at the career action plan session since the reports should that people of color are entering the career center, but not accessing the workshops, training, and other services.
Action: J. Turgeon to look into practice tests for the TABE test and preparation materials to utilize on the resource room computers for WCCC customers.
Action: J. Turgeon to follow up on the data and the differences between the training numbers and service numbers.
- **New Business:** At the last meeting, the group discussed the community resources section of the needs assessment tool at the career center and that there were some inconsistencies among this document for the three WCCCs. J. Cortes has proposed to managers of all three centers to include all of the community resources in a master list to attach to the needs assessment tool.

The CCAC seeks to bring Workforce Central Career Center (WCCC) staff, CMWIB staff and members together to help ensure the programs and services offered through the CMWIB effectively serves the broad range of populations within the 38 communities which make up the central Massachusetts workforce investment area.

The City of Worcester does not discriminate on the basis of disability, The CMWIB will provide auxiliary aids and service, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request. Please contact Sean McGauley (McGauleyS@worcesterma.gov or 508-799-1590) or the ADA Coordinator at disabilities@worcesterma.gov.

- **Community Events:** With the summer approaching, there are numerous community events that WFCCE sponsors or attends to promote outreach. Without knowing the final budget numbers, the committee set the following priority list: Juneteenth Festival, Peace Festival, Latino Festival, and Asian Festival. J. Cortes also reported that a new feature has been incorporated into the MOSES system that allows for the tracking of customer referrals through community outreach.
Action: J. Cortes to work with the other managers to come up with a uniform system internally to make sure events are tracked properly (example: Peace Fest vs. The Peace Festival).
Action: J. Turgeon to report out on the budget numbers once available so the committee can prioritize the events and the sponsorship levels.

Adjourn: The meeting was adjourned at 4:31PM upon a motion and a second.

Respectfully submitted by:
Sean McGauley
CMWIB Staff

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