

**Central Massachusetts Workforce Investment Board
Cultural Competence Advisory Committee Meeting
44 Front Street, Suite 300
Worcester, MA 01608
August 26, 2014; 3:00-4:30 pm**

Meeting Minutes

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

- **Welcome & Introductions:** K. LaTulippe called the meeting to order and welcomed attendees.
- **Meeting Schedule:** The group decided that now that the committee is established, meetings can now go to a bimonthly schedule, with J. Turgeon and K. LaTulippe meeting on the off months at the regularly scheduled times to review progress on action items.
- **Updates:** The Committee reviewed the action items from the previous meeting and updates were given.
J. Cortes reported that the TABE practice information is now included on the resource room hard copy giving customers more information and resources around the TABE test and this was also reiterated to all of the job councilors.
Action: J. Weekes and J. Cortes to make sure a favorites link/icon to the TABE pre-test website has been added to the resource room computer and also included it on the training information desk guide.

J. Turgeon is still waiting on the follow up from staff on the training numbers and hopes to have information for the next meeting.
Action: J. Turgeon to invite Mike Beaudry to the next meeting to talk about the training numbers and process.

J. Cortes has made a recommendation for a process for staff to track referrals from community outreach events in MOSES.
Action: J. Weekes to check to make sure the process developed by J. Cortes is in place and that staff have been trained in tracking referrals from events in MOSES for the next meeting.
- **Approval of May 27, 2014 Meeting Minutes:** The May 27, 2014 meeting minutes were unanimously approved on motion by J. Dagilis and a second.
- **Discussion:**
 - **Cultural Competency Training CMWIB & WCCC, and Staff Retention:** The Committee reviewed the past information around the training including the previously drafted RFQ (please see handouts section). The group discussed the best way to implement

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the training for staff at all 3 Career Centers and WIB without causing major disruption to delivery of services.

The group agreed on the following schedule: two cohorts, one made up of Worcester staff and one made up of Milford and Southbridge staff. Both trainings would take place in Worcester on a three week schedule of week one- Worcester staff, week two- Milford/Southbridge staff, week three-break, and then repeat. There would be a total of three 4-hour sessions for each cohort. It was noted that the sessions should include lunch for staff. It was also recommended that the Committee request references from the trainers. The responses would allow the Committee to also determine the cost of the training to identify whether additional funding needs to be raised.

Action: J. Turgeon to redraft the RFQ with the new language and training schedule and send it out to the CMWIB's RFP distribution list as well as the Committee to be forward to other networks.

Action: J. Cortes and J. Weekes to work with managers on the logistics to staff coverage during the training days.

- **Adjourned:** Upon a motion and a second, the meeting was adjourned at 4:38PM.

*Respectfully submitted by,
Sean McGauley
CMWIB Staff*

These type of projects can be a lot of fun when you try them in a group. That way everyone wins and you can practice group work and teamwork which are very important

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