

CENTRAL MA. WORKFORCE INVESTMENT BOARD
CMWIB Office 44 Front Street, Suite 300 Worcester, MA

Executive Committee Meeting
August 20, 2015

Attendance: Paul Gilbody, Rosalie Lawless, Ron Scott, Janice Weekes, Ted Bauer, Melinda Boone

Meeting Minutes

- **Welcome, note of potential member conflicts of interest, & confirmation of Quorum:** R. Lawless called the meeting to order at 8:07AM. There were no conflicts noted at this time.
- **Items for Vote:**
 - **Approval of June 18, 2015 Executive Committee meeting minutes:** The June 18, 2015 meeting minutes were unanimously approved with a motion from T. Bauer and a second.
- **ITA Policy Revision:** J. Turgeon noted that this item would no longer require a vote. Originally, an issue was identified around the \$5,000 cap on Individual Training Accounts (ITA's) that conflicted with the National Emergency Grant (NEG) ITAs which allow for up to \$10,000 in training funds. Staff contacted the state officials and have confirmed that it is ok to have the NEG funding go over the local ITA cap.
- **Previous Business:**
 - **Executive Committee Strategic Goals Review:** J. Turgeon sent out a copy of the FY15 goals to the committee to review. It was noted that all of the CMWIB sub-committees are in the process of finalizing their goals. After some discussion, it was suggested that the Executive Committee wait until all of the goals are finalized and then weigh in to ensure their goals align with the CMWIB's overall goals.
 - **Staff Cultural Competency Training Discussion (cont.):** This has been an ongoing agenda item. Originally, the CCAC went out to bid to determine the cost of this type of training. Bids came back in the \$20,000 range. Staff has since been working with the City who has sponsored some Cultural Competence trainings for all staff in city departments. There have been two trainings so far and plans for continuing the series.
Action: J. Turgeon to send Kenya Rutland's (City's contacted cultural competence trainer) information to Dr. Boone.
Action: R. Lawless to send J. Weekes the cultural competence games used by HealthSouth.
 - **CMWIB/WCCC Space Update:** October 15th is the official release date of the new location to the city. Staff have walked through the building and things look good and are coming along. J. Turgeon noted that he is planning on hosting some future committee meetings in the new space to allow for the members to view the space. J. Turgeon also reported that there are some new partners now required under WIOA to have space within the career center. Since most of the space has already been planned out, there is a possibility of the CMWIB giving up its space to these partners and going out to bid for a new space for its offices.
 - **WIOA Transition:** J. Turgeon and R. Lawless are meeting with the City Manager and officials from the stat on August 26th to go over the WIOA transition and what it means for the operations of the career center.
In addition, staff continue to work to update the current membership and add members to comply with WIOA.
- **Programs Update:**
 - **YouthWorks Summer & Year Round Programs:** The summer YouthWorks project is winding down this on August 21st. This year's program served 373 youth participants. Approximately \$62,000 has been allocated to the Central MA region for a Year-Round YouthWorks program to serve roughly 30 youth.
 - **Worcester Jobs Fund:** The Worcester Jobs Fund has announced the hiring Patricia Nixon as the Director of the fund (please see handout section for her resume and cover letter). In this role, Patricia

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will report to the Worcester Jobs Fund Oversight Committee which included members from the Chamber of Commerce, Workforce Central, CMWIB, Worcester Public Schools, and the Worcester Community Labor Coalition.

- **WCCC I-Team & Services (Demand-Facing Restructure, ACT/Career Ready 101, Bounce):** The career center along with the redesign committee has been developing services around industry clusters. This program will officially be launching in a week or two. Staff will be inviting all of our current members of the career center to join a LinkedIn industry group and will be having activities in the fall around these industry groups.

Action: J. Weekes to follow up with the I-Team to see about adding Penny Doolittle to the manufacturing staff cluster.

- **Subcommittee Updates:** The Cultural Competency Advisory Committee has held joint meetings with the Youth Standing Committee and the Career Center/Adult Services Committee to review each other's goals and determine how they might be able to support each other's work.

- **Other Business**

- **October Full Board Agenda:** Staff are still waiting on confirmation on Secretary of Labor Ronald Walker.

- **General announcements:** September 18th the Career Center is hosting the local delegation for a legislative breakfast from 8:30 to 10:30. Invites for this event have gone out to our local Senators and Representatives.

The UnCommon Job Fair is scheduled for Friday, September 4th from 11:00-2:00PM out on City Hall Common.

The state has made some new hires including a new case worker with bilingual skills and a former intern at the CMWIB and Workforce Central.

Bill Ryan and Tom Forhan, the Veteran Service Representatives from the Worcester office recently received a national award for their services to veterans.

- **Next Executive Committee Meeting, Sept. 17, 2015; 8:00am**
- **Adjourn:** The meeting was adjourned on a motion by M. Boone and a second.

Respectfully submitted by,
Sean McGauley
CMWIB Staff