

**Central Massachusetts Workforce Investment Board Executive Committee**  
**March 17, 2016 8:30 a.m.**  
**CMWIB Office**

**Meeting Minutes**

Attendance: R. Lawless, J. Weekes, R. Scott, T. Bauer  
Staff: J. Turgeon

- R. Lawless welcomed the members and, confirming a quorum was present, called the meeting to Order. R. Lawless then asked if any member wished to note a potential conflict of interest; J. Weekes noted a potential conflict regarding the WIOA transition.
- R. Lawless asked the members to review the meeting minutes from November 19, 2015. A motion was made by J. Weekes and seconded by T. Bauer to approve the minutes. The motion passed unanimously.
- J. Turgeon reported that the WIOA transition planning with state officials is still underway but that no new guidance has been offered on major issues, including the method to procure a career center operator competitively. He noted that this issue was being discussed in many regions with a significant amount of concern about how such a competitive process may be done. State officials said they will release guidance in the near future and also meet with local leaders in each region to discuss the process to be used, but no definitive timeline for the release of this guidance, or the regional meetings is set.
- J. Turgeon then presented the committee with the following programmatic updates;
  - The Worcester Jobs Fund is in the process of hiring a new director, who will be working on setting up a pre-apprentice training program as well as other activities to better connect City residents with local employment. J. Turgeon is also working to set up a Commercial Driver's License training program to help residents gain this credential and work for the Worcester Department of Public Works, as well as pre-apprentice programs in Community Health Worker and Diesel Technician occupations.
  - The Workforce Central Career Center redesign project continues and an all-staff training happening tomorrow, March 18<sup>th</sup> will help introduce it further to staff. Staff focus groups will also be conducted and employer and job seeker customer focus groups have also been held.
  - The CMWIB is part of grant application to the state's Workforce Competitive Trust Fund that would focus upon manufacturing. Partners include the Chamber, the MassMEP, and QCC. The CMWIB is also supporting Worcester Common Ground and several other local groups on a healthcare training project application being submitted to the state's Urban Agenda grant program.
  - The Summer YouthWorks program will be funded slightly above last year's amount, helping to offset the rise in minimum wage that would have cut the number of youth we could serve. It is anticipated that approximately 370 youth will take part in this year's program (about 10 more than last year).

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- R. Lawless then discussed the need to fill the chairperson role of the CMWIB Cultural Competence Advisory Committee. It was agreed that George Cortes may be a good fit for this role and R. Lawless and R. Scott will reach out to him to gauge his interest and availability.
- J. Turgeon then gave an update on the status of the CMWIB membership and reported the member reappointments have been completed and one new appointee, for Rick LeFerrier from CVS, is also approved by the City Manager. R. Lawless thanked him for his work on this and also noted the replacement of Candy Carlson by Jose Perez as an organized labor representative.
- R. Lawless then discussed the April full board meeting and it was agreed that it would feature information about business services and resources currently available. J. Weekes agreed to coordinate a presentation by the Business Services Representatives.
- J. Turgeon discussed marketing efforts and the importance of keeping members educated about all the work the CMWIB and Career Center are doing. R. Lawless suggested a mid-month snapshot of grants may be helpful between newsletters. J. Turgeon will work on adding this to the marketing work done by Kwesi Foster.
- R. Lawless noted that with the difficulty of parking and entry to the new facility prior to the opening of the career center in the morning it would be good to move the Executive Committee meetings to a new location and offered to host them at Fairlawn Rehab on May Street. The members agreed it would be good to move it there.
- Hearing no other business, R. Lawless heard a motion to adjourn that was seconded and approved unanimously.

Submitted respectfully by: J. Turgeon

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