

Central MA Workforce Investment Board
Executive Committee
September 15, 2016 8:30 AM
Meeting Minutes

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

- The meeting was called to order at 8:40 AM, and R. Lawless welcomed all attendees.
- R. Lawless asked committee members to review the meeting minutes from the August 18, 2016 Executive Committee meeting. The minutes were reviewed and unanimously approved via a motion by J. Weekes and a second by T. Bauer. There were no conflicts of interest.
- J. Turgeon discussed Executive Committee strategic goals and noted updated action item from August 18th changes reflected electronically and sent out Executive committee members.
- J. Turgeon noted updating Workforce Central Career Center staff of the CMWIB goals at previously held staff training on August 25th & 26th.
- R. Lawless reviewed Executive Committee strategic goals and mentioned addressing our audience by creating an awareness strategy with questions and answers. “What can the CMWIB do for you?”
Action Item: K. Foster will create a Q & A page on CMWIB website along with conducting electronic surveys and social media polls.
- J. Turgeon discussed priority of services regarding career centers and 9c budget cuts.
- R. Lawless asked J. Turgeon for an update on the career center procurement mandate, if there were any conflicts of interest regarding the bidder’s process/Request for Proposals, and the CMWIB’s recommendation regarding the Request for Proposal process.
Action Item: J. Turgeon to continue working with city officials on the procurement process and timeline.
- J. Turgeon mentioned K. Foster is continuing work on updating the bidders list and standard operating procedures for the CMWIB.
Action Item: K. Foster will electronically send out the North Central Workforce Investment Board Request for Proposals.
- J. Weekes updated the committee on the Career Center Redesign process along with staff structure layouts, management functions, budget priorities and combating effects of budget cuts. Noting staff training modules and cross training is occurring at the career center amongst staff and the October 1st Redesign launch date is still the target.
- J. Turgeon mentioned the USDOL America’s Promise USA grant program and status of application and CMWIB’s role working with MASSMEP applying for training dollars.
Action Item:
- J. Turgeon and J. Weekes discussed the US DOL Assessment visit and the success of the Uncommon Job Fair. Both were held the same day, September 9th, 2016. J. Turgeon highlighted discussions of best practices, service areas needing support and how the USDOL can be assistance to Workforce Central.
- J. Turgeon noted WIOA Partner Plan.

- J. Turgeon gave grants updates and that the CMWIB is coordinating with early childhood education providers to connect them with a federal Apprenticeship grant as part of a state-wide project.
Action Item: J. Turgeon will inform the Executive Committee on November 17th on grant updates and new funding sources that have been identified.
- J. Turgeon informed the committee that the YouthWorks Year Round program will begin this fall employing 35 youth. He also mentioned th CMWIB partnership with Worcester Community Action Council and other vendors with direct service to our YouthWorks sites and sponsored programs. The YouthWorks Summer program has wrapped up and employed 380 youth.
Action Item: K. Foster to follow up with YouthWorks sites to highlight success stories for local publications. K. Foster will coordinate with YouthWorks Year Round worksites to highlight youth testimonies and experiences.
- J. Turgeon announced upcoming CNC machine operator training sessions partnered with MASSMEP and upcoming Worcester Jobs Fund Pre-Apprenticeship program enrollments. The Worcester Jobs Funds recently graduated 7 participants, including 2 females in their construction trades program.
Action Item: J. Turgeon to update and inform Executive Committee on new and upcoming programs and program results.
- R. Lawless gave general announcements regarding health care and highlighted Job Corps Alumni Libis Bueno CMWIB Board member. She also mentioned highlighting Dr. Carberry, (President of Quinsigamond Community College) retirement, work and service to include in newsletter.
- J. Turgeon announced October full board meeting outlining budget changes reflected from carry over funds.
- A motion to adjourn was made at 10:01 AM by T Bauer, second by J. Weekes and was approved unanimously.