

**Central MA Workforce Investment Board**  
**Executive Committee**  
**August 17, 2017 8:30 AM**  
**Meeting Minutes**

Attendance: R. Lawless, J. Froimson, P. Gilbody, J. Weekes, R. Hooper  
Staff: E. Brown

The meeting was called to order at 8:37 AM, and R. Lawless welcomed all attendees. R. Lawless asked committee members to review the meeting minutes from the June 22, 2017 Executive Committee meeting. The minutes were reviewed and unanimously approved via a motion by P. Gilbody and a second by J. Froimson.

E. Brown presented the CMWIB Individual Training Account (ITA) Eligibility Review Process developed by the Executive Director of the CMWIB. The Workforce Innovation and Opportunity Act (WIOA) requires all Workforce Investment Boards to update their policy for reviewing training providers. The process for reviewing and approving a training provider largely remains the same and the committee discussed the process. The policy was approved unanimously via a motion by J. Froimson and a second by P. Gilbody.

J. Weekes provided updates on the FY 2018 Annual Plan. It continues to be a work in progress. The original submission date was the August 24<sup>th</sup>, but J. Weekes is still waiting for State partners to provide information necessary for completing the budget portion of the plan. The submission schedule was changed to allow more time to collect the required information. J. Weekes provided a copy of the systems changes to Career Center operations which forms the program portion for the annual plan and requires board approval. The annual plan was then unanimously approved via a motion by R. Hooper and a second by P. Gilbody.  
**ACTION:** J. Weekes will provide an updated FY 2018 Annual Plan once additional information from the State becomes available.

J. Weekes confirmed the Career Center budget is a work in progress and is also waiting for additional information from the State.  
**ACTION:** J. Weekes will provide an updated Career Center budget once additional information from the State becomes available.

E. Brown confirmed planning for WIOA transition is ongoing. Planning partners are meeting monthly to develop the regional plan for transition.  
**ACTION:** J. Turgeon and E. Brown will provide updates for the next meeting.

E. Brown reported to the committee that the CMWIB has received confirmation from the City of Worcester that it can continue to provide program direct services for its grant programs.

E. Brown provided updates on new member orientation. Two orientation sessions have been scheduled for September 6<sup>th</sup> and September 12<sup>th</sup> to give members more options. The sessions will be open to all members in the event some may want a refresher. The most recent

members include: Luis Pedraja, Sue Mailman, Jill Wonoski, Mike Bowers and Wendy Savary.

E. Brown presented the revised FY 2018 CMWIB Workplan. After being asked to reduce the plan J. Turgeon has requested the Committee review and provide suggestions regarding reducing or simplifying the plan. Committee members reviewed and provided detail changes to the plan. The Committee has requested J. Turgeon make the requested changes and submit the revised workplan to the committee for additional review.

**ACTION:** J. Turgeon will make the recommended changes and submit the workplan to the Committee for review, prior to the next meeting.

**Program Updates:** E. Brown indicated YouthWorks Summer is coming to an end. Over the summer approximately 276 youth took part in paid work experience in Worcester, Webster and Southbridge. Our summer program partners; the Worcester Community Action Council (WCAC) and the Center of Hope are planning end of program events for youth. A small number of youth will continue in their paid work experience for an additional week. Youth and staff from the Board and WCAC took part in a visit from the Secretary of Labor and Workforce Development, Rosalyn Acosta. Secretary Acosta visited the Tufts at Tech Community Veterinary Clinic and met with students and staff during a tour and question and answer session. Also, the upcoming YouthWorks Year-round grant application is due in September. This year's funding is significantly lower than previous years and Commonwealth Corporation, the administrator of the grant, has chosen to make this a competitive grant process, unlike past years when funding was only for the 16 Massachusetts WIBs. Only five agencies will be awarded funding up to \$75,000. New this year is also a requirement that some youth must take part in occupational training in addition to paid work experience. The CMWIB plans to partner with WCAC and has the Fieldstone School which specializes in healthcare related training. The Director will also seek to leverage funding from WIOA programs as well. The Worcester Jobs Fund (WJF) implemented seven training cohorts, enrolled a total of 65 low-income individuals, including 54 people of color and 21 women. During the 4<sup>th</sup> quarter of FY 17, the WJF provided training in Building Pathways, Industrial Food Production, with support from local employer Table Talk Pies and a Commercial Driver's License (CDL) B. The WJF is preparing to implement an EKG & Phlebotomy and Call Center training programs in the fall. J. Froimson requested additional information regarding the number of graduates who were offered employment after the Industrial Food Production training.

**ACTION:** E. Brown will get updates clarifying the number of graduates employed by table talk.

J. Weekes provided updates on the career center redesign. She has confirmed more staff have passed their Certified Professional Resume Writers (CPRW) certifications. Staff are adjusting to changes in their roles.

**Grant Updates:** E. Brown confirmed the CMWIB was awarded approximately \$102,000 for the Connecting Activities youth program through the Department of Elementary and Secondary Education. In addition, applications have been submitted for the follow grant:

1. MA Department of Transportation - Pre-Apprenticeship and Vocational School Training Programs
2. U.S. Department of Labor – Women in Apprenticeship & Non-Traditional Occupations
3. U.S. Department of Health and Human Service – Refugee Career Pathway Programs

The following grants are in development:

1. Commonwealth Corporation – Learn to Earn Grant
2. Commonwealth Corporation – YouthWorks Year-round
3. MA Executive Office of Education – Grant to Increase STEM-Focused Internships for High School Students.

### **Subcommittee Updates**

Youth - No updates at this time.

Cultural Competency – The CMWIB Executive Director is still seeking a Chair for the committee. No immediate updates at this time.

Career Center/Adult – J. Froimson shared with the Committee the work that has been done around automation and our workforce in addition to the development of the Issue Tracker. This is a working document designed to organize and stream line the topics of discussions.

**Other Business:** R. Lawless would like to have a youth as a guest at the next meeting to share their experience in youth programming.

**ACTION:** E. Brown and J. Turgeon will work with youth serving partners to identify a youth willing to share their experiences.

A motion to adjourn was made at 10:05 AM by P. Gilbody, second by J. Froimson and was approved unanimously.