

**MassHire Central Region Workforce Board**  
**Executive Committee**  
**Sept. 20, 2018; 8:15 AM**  
**Meeting Minutes**

Attendance: Rosalie Lawless, Joshua Froimson, Robin Hooper, Paul Gilbody, Janice Weekes  
Staff: Jeff Turgeon

The meeting was called to order at 8:15am by R. Lawless who welcomed all attendees and asked if any members had a potential conflict of interest. None were noted.

R. Lawless asked committee members to review the meeting minutes from the August 16, 2018 Executive Committee meeting. The minutes were reviewed and unanimously approved.

J. Weekes gave the committee an update regarding the recent launch of the MassHire brand for the Board and Career Centers. She noted the launch on Sept. 6<sup>th</sup> was very successful and was attended by the MA Sec. of Labor, Rosalin Acosta, as well as the City Manager, and numerous board members and guests. New signage is up as well as the new websites for the MCRWB and career centers and staff are finalizing the conversion of documents and other materials with the new brand.

J. Turgeon then reviewed the new FY 19 budget summary chart he had created, noting several budget lines that have either gone up or down, including the significant decrease in funding that was available as carry in from FY 2018.

J. Turgeon informed the committee that the region's FY 19 Memorandum of Agreement has been completed and signatures gathered from all but one partner, the Senior Community Service Employment Program (SCSEP), but he anticipated it being completed soon. It was also noted that J. Weekes and her staff have completed the creation/revision of all mandated Standard Operating Procedures (SOP's), as have the MCRWB and that these would be submitted to state officials in the near future

J. Turgeon also discussed the progress being made in partnership with the North Central WIB on the implementation of the regional blueprint, and highlighting the work on the project to create regional consortia for the priority industries, beginning with work to establish a manufacturing consortium as part of a new grant RFP released by the state. Partners on the project include the two area community colleges, the MassMEP, and other training providers such as the Blackstone Valley Education Hub and adult Basic Ed providers, as well as the Chamber and industry representatives. Following this, it is hoped a second group regarding healthcare will follow.

The Board also discussed local programming, including recruitment by the Worcester Jobs Fund for CDL training candidates as well as bio-manufacturing training candidates (the training will be conducted by WPI with a few spaces paid for through the WJF). The Learn To Earn grant project to train Pharmacy Technicians has begun a session in the North Central region with eight participants.

The committee also discussed the concern regarding filling the long-vacant Business Services Rep position and now the Business Services Operations Manager, which has negatively impacted their business services performance. J. Weekes continues to push state officials to complete the hiring process but unexpected delays and her limited authority have hampered this process.

R. Lawless asked the committee if the Cultural Competence Committee should be formally dissolved, with the key work of the committee to be shared with the remaining two subcommittees – the Youth Workforce Development Council and the Career Center/Adult Career Services Committee. J. Turgeon noted this may be a good time to also look at revising the youth and career center committee names as well. It was agreed that the effort to ensure our services and policy making are done in a culturally competent manner that we should conduct annual staff training in this area as well as including it in our monitoring efforts and committee oversight work. ACTION: J. Turgeon to revise the committee descriptions to include reference to cultural competence oversight as a focus area.

J. Turgeon noted that Quinsigamond Community College and Webster Public Schools will be on the October full board meeting agenda, along with discussion of the consortium concept and also the bylaw revisions. ACTION: J. Turgeon to ensure bylaw draft changes are sent out in advance of the meeting in order to help the members come prepared to discuss and vote upon this item.

R. Lawless reminded members the next Executive Committee meeting will be held on November 15, starting promptly at 8:15am at Fairlawn Rehab Hospital. A motion was made, seconded and approved unanimously to adjourn the meeting.

*Respectfully submitted by: J. Turgeon*