

Worcester Jobs Fund Oversight Committee
August 19, 2015
CMWIB Office; 44 Front Street, Suite 300

Meeting Notes

Attendance: Leonard Cooper, Janice Weekes, Jeff Turgeon, David Minasian, Stuart Loosemore, Stephanie Stockwell, Frank Kartheiser

- L. Cooper welcomes attendees and called the meeting to order.
- L. Cooper noted that due to open meeting requirements, this special meeting was called to ensure the vote on the matter of the Director RFP was taken in an appropriately announced meeting.
- J. Turgeon discussed the fact that the July 8th meeting minutes were amended from previously viewed drafts to include information regarding the RFP candidates as the committee was not in an executive session and therefore these notes should be included in the minutes. In reviewing the draft minutes, F. Kartheiser requested that he be listed as voting against the decision not to include the Business Inclusion Council in the list of candidates to be interviewed. After discussion of the language for this request, a motion was made and seconded that the minutes be approved. The motion passed unanimously.
- The committee then discussed the recommended candidate for the WJF Director-consultant position. It was noted that the interview panel were in agreement that Patricia Nixon be put forth as the WJF Director Candidate. After brief discussion, L. Cooper thanked the rest of the interview panel for their efforts and made a motion to select Patricia Nixon as the WJF Director. The motion was seconded by D, Minasian, and passed unanimously.

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- The Committee then discussed the administrative issues associated with the position, including the fact that as a consultant, Patricia would need to supply her own work space. J. Turgeon suggested the CMWIB could be used to host meetings and provide basic admin support such as copying, scanning documents and sending faxes, etc. L. Cooper also noted that Patricia should bring any spending requests for needed supplies or materials to this committee for prior approval, and that he would seek to have her submit a monthly report in advance of the Oversight Committee meetings, and that she would attend the meetings as well. L. Cooper also discussed arranging meetings for Patricia with the City Manager and other civic leaders as well as holding a public press event to officially introduce her and the WJF to the public. He will also arrange a meeting with J. Turgeon for her to go over other logistical and administrative matters relating to her contract.
- Review of upcoming events/dates; L. Cooper reminded the Committee about the Sept. 3rd trip to see the Building Futures program in Providence, RI, and the next meeting will be held on Wednesday, Sept. 9th at 11am.
- A motion was made by J. Turgeon and seconded to adjourn. It passed unanimously.

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