

**Worcester Jobs Fund Advisory Committee Meeting**  
**Monday, September 21, 2015**  
**9:30 AM**  
**Central Mass Workforce Investment Board**

Attendees: Lenny Cooper, David Minasian, Frank Kartheiser, Leo Miller, Kevin Crowley, Jeff Turgeon, Stuart Loosemore

Guest of the Committee: Madeleine McGuire, Compliance Officer II, from Division of Apprentice Standards at the Department of Labor Standards of the Executive Office of Labor and Workforce Development

9:42 AM – Lenny Cooper called the meeting to order.

**Minutes:** There were no minutes from the prior special meeting to accept.

**Job Description:** The Committee chair opened discussion seeking any questions, suggestions or amendments people wanted to make to the job description. There was initial discussion about the job title being two-part and separated by a slash “/.” The Committee chair wondered if it had been approved by the law department and human resources as it was written in the description. A committee member stated the City’s bigger concern was labeling the position as a Director because of pay scales and the decision had been made to rewrite the job as a Coordinator position.

It was noted that not using Director but including Executive Secretary in the title showed the person hired would be working under the Executive Director. A committee member sought clarification that the Executive Director was the executive director of the Central Mass Workforce Investment Board (CMWIB). Additionally the said committee member sought inclusion of a reference to apprenticeship programs in the description of job duties.

**Amendment →** The CMWIB Executive Director offered an amendment to include “...support of existing employer apprenticeship programs and...” as an additional subsection of section 1bi

**Amendment →** The Committee Vice-Chair suggested adding, in section 1c, the words “...administer &...”; and further amended by adding the same section the phrasing “...including a registered pre-apprenticeship program...”

There was further spirited discussion of whether or not to require a Bachelor’s degree for the position instead of an Associate’s degree. The CMWIB Executive Director explained that his intent for setting the degree attainment level at Associates was due to the Committee’s intent to attract as wide and diverse a group of applicants from all education and skill levels. The CMWIB Executive Director said that the combination of Associate’s degree with the “...combination of education and experience.” language allows the Committee the maximum flexibility in reviewing applications, interviewing selected candidates and ultimately hiring someone with the best overall combination of qualifications.

The Committee Chair inquired as to how long the process might take if the Committee approves this job description today. The CMWIB Executive Director stated that to his best knowledge, if the approval was given at this meeting and he could get the required paperwork and request into the City as soon as possible and that once the City had posted the opening it would be required to be open for a minimum of 7 days. The CMWIB Executive Director also felt that the Committee should give the Committee Chair as much authority as possible to select a candidate. A Committee Member made the comment that if people outside of the committee had raised concerns when a hiring process had been undertaken last time and this process of having the Committee Chair, and possibly others, handle the interviews and hiring makes the process that much longer and adds the same layer of question to it. He went on to highlight that if the position is a city position, under the direction of the CMWIB Executive Director that the Executive Director should undertake the hiring process himself.

**MOTION, of Leo Miller, seconded by Frank Kartheiser:** *The oversight committee shall appoint two (2) people from the committee to work with the Executive Director of the Central Mass Workforce Investment Board to review application of candidates, conduct the interviews of the selected candidates and hire the chose candidate.*

**The Motion was passed on a unanimous vote with no abstentions.**

**MOTION, of Leo Miller, seconded by Jeff Turgeon:** *That the Chair and Vice-Chair of the Committee be appointed from the Committee to assist the Executive Director of the Central Mass Workforce Investment Board in relation to the previous motion.*

**The Motion was passed on a unanimous vote with no abstentions.**

**GUEST:** A guest was introduced to the meeting, Madeleine McGuire, Compliance Officer II, from Division of Apprentice Standards at the Department of Labor Standards of the Executive Office of Labor and Workforce Development.

Ms. McGuire explained that she is here as part of the process to register a pre-apprenticeship program through the CMWIB with the Local 107 carpenters being the programs full apprenticeship sponsor.

The Committee Vice-Chair explained that there is a federal DOT grant available with an objective to recruit, train and place twenty (20) individuals in two (2) years. The point of discussion is that the grant would require the Committee to provide a match of eighty thousand dollars (\$80,000). Originally another organization within the City had applied to be part of this grant but they have relinquished this role to the WJF. The deadline with MassDOT to get our program included in this grant is Friday.

The CMWIB Executive Director inquired if while the program requires at least one sponsoring building trade partner to file the application; could this can be amended at a future time to include other sponsoring partners. The Committee Vice-Chair confirmed that to be correct. The question was then raised as to whether or not any obstacles prevented the CMWIB from hosting the pre-apprenticeship program.

Ms. McGuire explained further that the CMWIB would be the pre-apprenticeship sponsor for the grant. The Local 107 operates as what is called a full sponsor, meaning they have accepted to receive the pre-apprentices that graduate from the CMWIB training and have met their pre-established criterion.

There was further discussion of the anticipated roles associated with the grant application and the ensuing pre-apprenticeship training process. This included discussions surrounding the use of third party organizations to manage the actual pre-apprentice training program and whether or not that would be allowed by the state and federal DOT as part of this grant. During this discussion there was also reference to using state money to support the eighty thousand dollar (\$80,000) match required to receive the one hundred twelve thousand dollars (\$112,000) being given by the state in this grant program.

(At 10:30 am F. Kartheiser left the meeting; a quorum was still present.)

Discussion then began on two separate distributions of money, one being the grant through MassDOT that was still being discussed. The other distribution concerns a budget earmark of seventy-five thousand dollars (\$75,000) allocated to the Worcester Jobs Fund (WJF) in the Fiscal Year 2016 budget.

A request was made to clarify what was needed and being sought. The Vice-Chair explained that initially what is needed is to obtain the DOT registration as an approved pre-apprenticeship program. A conversation then ensued about what the program should be titled and who would run it. Ultimately the decision was made, for the application process to be approved as a pre-apprenticeship program, to have the CMWIB apply since they are the fiscal agent for the Worcester Jobs Fund. Ms. McGuire assured the group that the longer term contract for training under the DOT grant can be amended moving forward to include more training partners and pre-apprenticeship partners.

The process and procedures needed at the moment were outlined as follows:

- Grant in question is a Federal Grant being distributed through the MassDOT and Worcester is in line to receive one hundred twelve thousand dollars (\$112,000). The requirements are:
  - CMWIB obtains certification as a pre-apprenticeship program with a curriculum for training.
  - The Local 107/New England Carpenters Training Fund will be a full sponsor accepting candidates from the CMWIB's program, provided they meet prior established criterion.
  - The grant requires a pre-determined cost per person for the associated training.
  - The WJF/CMWIB needs to have eighty thousand dollars (\$80,000) in matching funds.

It was asked of Ms. McGuire for a brief clarification whether or not the curriculum presented for the pre-apprenticeship certification can be amended later and with additional full sponsors added as well. Ms. McGuire said that yes, the grant is adaptable to new sponsors and a changing curriculum.

**MOTION, of David Minasian, seconded by Leo Miller:** *Recommend that the Workforce Investment Board establish a pre-apprenticeship training program registered with the Massachusetts Division of Apprenticeship Standards.*

**The Motion was passed on a unanimous vote with no abstentions.**

**MOTION, of David Minasian, seconded by Leo Miller:** *Recommend the Workforce Investment Board enter into a Memorandum of Agreement with the Local 107/New England Carpenters Training Fund and other registered apprenticeship sponsors for the purpose of obtaining the \$112,000 grant from the MassDOT.*

There was discussion relative to the carpenters being the initial full sponsor but the Committee acknowledged that for the purpose of the Workforce Investment Board's application for a registered pre-apprenticeship program at least one (1) full sponsor is required; however this is subject to amendment moving forward pending discussions with other registered apprentice program providers.

**The Motion was passed on a unanimous vote with no abstentions.**

**MOTION, of David Minasian, seconded by Leo Miller:** *Recommend the Workforce Investment Board, as fiscal agent to the Worcester Jobs Fund, appropriate eightyone thousand six hundred thirty nine dollars (\$81,639) from the fund as a match for the MassDOT's Massachusetts Construction Career Development Program grant application.*

**The Motion was passed on a unanimous vote with no abstentions.**

The Chair, hearing no other business to discuss, entertained a motion to adjourn.

**MOTION, of David Minasian to adjourn the meeting.**

At 11:22 A.M. the motion passed unanimously and the meeting was adjourned.