

Worcester Jobs Fund Oversight Committee
December 4, 2015
10:00am
44 Front Street, Worcester, MA 01610
Meeting Minutes

Attendance: Leonard Cooper, David Minasian, Stuart Loosemoore, Janice Weekes, Jeffrey Turgeon, Frank Kartheiser

Guests: Paul Morano

- L. Cooper welcomed everyone and called the meeting order after seeing a quorum had been established.
- L. Cooper then updated the committee regarding the departure of Patricia Nixon from her job as the WJF Director noting his discussion with her and the concerns she expressed about her fit for the position as structured and the level of direction she received. The Committee discussed the need to ensure greater clarity regarding the position when hiring the next candidate. P. Morano suggested that the Committee speak with Erin Williams, the City's Cultural Development Director, as her office appears to be structured similarly to the WJF. The Committee reviewed the WJF Director job description and noted the language about being supervised by the CMWIB Executive Director under guidance from the Committee appeared appropriate, as this strikes the balance between oversight from the Committee and the CMWIB.
- The Committee then discussed the process to fill the vacant position. J. Turgeon noted that the City hiring policy allows them to consider any applicants for other City positions within the past six months that are similar in nature. The Committee reviewed a list of potential applicants and none stood out as being excellent. P. Morano stated he recognized some candidates he considered good from the candidates for the Economic Development Program Manager position that was recently filled. J. Turgeon asked the committee to send him the names of any candidates from the list that they would like to have full resumes for.
- It was also discussed whether or not the Committee can advise J. Turgeon on this electronically between meetings as it may or may not be a matter considered under its jurisdiction given the fact that the position is to be hired by the City like other staff under the CMWIB Executive Director and not under the authority of the committee process.

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- The Committee then reviewed the ad for the position and it was agreed that it should list a preference for a bi-lingual person (who can speak Spanish as well as English). A motion was then made by S. Loosemore and seconded by Dave Minasian to:
 1. Re-post the WJF Director position, with the change regarding the addition of bilingual preference. J. Turgeon will seek this change with approval from Human Resources.
 2. Authorize J. Turgeon to review previous City applicants for suitability for this position.
 3. Gain clarity from the City legal department regarding the need to follow open meeting law on this matter due to the fact it may not be considered part of the Committee's jurisdiction.

The motion passed unanimously.

- L. Cooper then updated the committee on the status of the CDL project, noting four candidates were selected, three of which were people of color.
- P. Morano announced that the City TIF policy was going before the City Council on Dec. 15th.
- A motion was then made by S. Loosemore and seconded by Dave Minasian to Adjourn. The motion passed unanimously.

Respectfully submitted by J. Turgeon.

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