

## Worcester Jobs Fund Oversight Committee

February 8, 2017

10:00am

I.B.E.W., 242 Mill Street, Worcester, MA

### Meeting Minutes

Attendance: Leonard Cooper, David Minasian, Karen Pelletier, Frank Kartheiser, John McGovern, Jeffrey Turgeon & Janice Ryan Weekes.

Guest: Kelsey Lamoureux

- The meeting was called to order after a quorum was established.

Approval of January 11<sup>th</sup> Meeting Minutes:

- The meeting minutes from January 11, 2017 at 340 Main Street were reviewed and unanimously accepted via a motion by D. Minasian and a second by F. Kartheiser.

WJF Financial Report:

- K. Lamoureux presented the financial reports for the Worcester Jobs Fund, Washington Square Project, and Department of Transportation grant. D. Minasian requested information about extending the use of tax levy funding after June 30, 2017. K. Lamoureux stated she would inquire about the possibility of extending the funding deadline. The financial report was reviewed and unanimously accepted via a motion by J. Turgeon and a second by J. Weekes.

Discussion of TIF Project Review Process:

- This item was tabled because no new information was available.

WJF Director Report & Program Updates:

- K. Lamoureux provided updated information on the post-graduation activities for Worcester Building Pathways, CDL A, Community Health Worker, CDL B, and Diesel Technician graduates. K. Lamoureux stated that UMASS Amherst's Labor/Management Workplace Education Division has additional funding for job training and CDL B training that we can use for our Building Pathways and Diesel Technician graduates. K. Lamoureux stated that Building Pathways recruitment is going well, but recruiting 50% female enrollment has been challenging. J. Turgeon suggested that social media advertising could enhance recruitment for women interested in non-traditional fields. K. Pelletier suggested providing childcare at Information Sessions could eliminate a barrier for some women. J. McGovern offered to host an Information Session at the Adult Learning Center and provide childcare services through the Early Education program.
- K. Lamoureux reported that the Worcester City Council has requested a Cost per Participant breakdown from the Worcester Jobs Fund. L. Cooper suggested that a comparison between the Worcester Jobs Fund and the Worcester Public Schools would not be possible. F. Kartheiser suggested that the Worcester Jobs Fund provide more outreach to leadership within the City to raise awareness about the projects the Worcester Jobs Fund is implementing. D. Minasian

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suggested a one page summary be created from the Youth Employment Study to share with the community.

#### Conflict of Interest and Open Meeting Requirements:

- K. Lamoureux provided all Oversight Committee Members with material on Conflict of Interest and Open Meeting Requirements for their review. L. Cooper stated that he wants clarification about whether the Worcester Jobs Fund Oversight Committee is an advisory committee or a decision-making body.

#### Potential Future Training Programs:

- K. Lamoureux provided the committee with an update on funding available for Fiscal Year 2017 and stated that there was enough funding available to run another cohort of training. K. Lamoureux stated that it would be preferred to complete another cycle of training in an industry that the Worcester Jobs Fund has already provided services. J. McGovern suggested a manufacturing training due to the high demand for that industry. J. Turgeon suggested that we reach out to other training providers to see what trainings are already being coordinated.

#### Discussion on Retreat/Meeting with Other Training Programs:

- L. Cooper suggested that the Worcester Jobs Fund coordinate a meeting with other service providers to assess how job training is being offered locally. D. Minasian requested a proposal be developed to establish a detailed agenda for this project. K. Lamoureux suggested bringing in local employers to discuss career pathways available in the community, including apprenticeship opportunities. J. Turgeon stated that he is already working on developing a summit to assess the workforce development system. L. Cooper stated that this meeting would not want to duplicate any communication efforts of other groups. J. McGovern stated that there is currently confusion amongst service providers regarding available opportunities. K. Lamoureux offered to compile a proposal based on information provided by the Oversight Committee members.

#### Election of Officers:

- L. Cooper stated that the start of the calendar year has passed and requested the Oversight Committee to vote on committee leaders. K. Lamoureux noted that this item had been previously raised during the September meeting and it had been decided to vote for committee leaders in preparation for the new fiscal year starting July 1, 2017. K. Lamoureux stated that she would send the committee members the meeting minutes on this discussion from the September meeting for their review.

#### Adjournment:

- At 11:25 a.m. a motion to adjourn was made by D. Minasian, was seconded by K. Pelletier and was unanimously approved.

The next meeting will be held Wednesday March 8, 2017 at 10:00 a.m.

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