

## Worcester Jobs Fund Oversight Committee

August 9, 2017

10:00am

CMWIB; 340 Main Street Suite 400, Worcester, MA 01608

### Meeting Minutes

WJF Oversight Committee Attendance: David Minasian, Karen Pelletier, Frank Kartheiser, John McGovern, Janice Ryan Weekes, & Jeffrey Turgeon.

WJF Program Director: Kelsey Lamoureux

Guest: Paul Morano & Howard Lucas

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

Approval of July 12, 2017 Meeting Minutes:

- The meeting minutes from July 12, 2017 at 242 Mill Street were reviewed and unanimously accepted via a motion by J. McGovern and a second by J. Turgeon.

Approval of July 25, 2017 Special Meeting Minutes:

- The meeting minutes from July 25, 2017 at 340 Main Street were reviewed and unanimously accepted via a motion by J. McGovern and a second by K. Pelletier.

Discussion of TIF Projects:

- P. Morano briefly reviewed the Special Meeting on July 25, 2017 and thanked the Worcester Jobs Fund Oversight Committee for meeting with representatives from the Harding Green project so quickly. P. Morano noted that the process of meeting with the developer and contractor went smoothly and that the same process will be repeated for future projects. The Harding Green project will be presented to the Economic Development Committee on August 15, 2017 at 4:30 p.m.

WJF Financial Update:

- K. Lamoureux presented final reports for Fiscal Year 2017 from the Worcester Jobs Fund, Washington Square, and Department of Transportation funding.

WJF Director Report & Program Updates:

- K. Lamoureux provided updated information on the post-graduation activities for Worcester Building Pathways, Industrial Food Production, CDL B, and Diesel Technician graduates. K. Lamoureux noted that the grant application for Department of Transportation funding was submitted on July 21<sup>st</sup> and the 2017 Year-End Report is being developed. K. Lamoureux also summarized that activities for the Workforce Summit are being scheduled for October 16<sup>th</sup> and outreach to populations underrepresented in the building trades is being planned in partnership with Worcester Roots. P. Morano requested company names be included in locations for graduate placements.

*The City of Worcester does not discriminate on the basis of disability, The CMWIB will provide auxiliary aids and service, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request. Please contact Jeff Turgeon at [turgeonj@worcesterma.gov](mailto:turgeonj@worcesterma.gov) or 508-799-1590, or the ADA Coordinator at [disabilities@worcesterma.gov](mailto:disabilities@worcesterma.gov).*

#### Review Draft of FY 17 Report:

- K. Lamoureux presented a draft for the Fiscal Year 2017 report for review and feedback. D. Minasian requested that additional income information be documented, including total estimated earnings for graduates for the year. P. Morano suggested detailing the number of participants that make above a certain hourly wage or the highest earning graduate in addition to the already presented average hourly wage. D. Minasian suggested adding sections highlighting employer partnerships and additional funds secured. J. Turgeon noted that the current research on IT, Biotech, and Urban Agriculture should be included as well. J. Weekes suggested creating a 1 page version of the document to be used in one-on-one meetings with local representatives and community leaders.

#### Other Items:

- H. Lucas stated that he is involved in many activities related to urban agriculture and requested time in next month's agenda to provide the Oversight Committee with a presentation. D. Minasian advised H. Lucas to speak to a WJF member, in order to request time on next month's agenda.
- P. Morano provided details regarding a local workforce skills gap for entry level culinary workers. K. Lamoureux noted that Worcester Community Action Council (WCAC) has recently trained several cohorts of culinary workers and offered to facilitate a connection between P. Morano and WCAC so that the local employers could be connected to local culinary graduates.

#### Leveraging YouthWorks Year-Round Funding:

- K. Lamoureux summarized the Request for Proposals (RFP) issued by the Commonwealth Corporation for YouthWorks Year-Round funding. Since the RFP now requires applicants include occupational training in their program design, there may be an opportunity for the Worcester Jobs Fund to be a partner in the project, provided that there is funding available to cover the staff time of the WJF Program Director.

#### Case Management Capacity:

- K. Lamoureux explained that increased funding from the Attorney General's Office, SNAP, and the Massachusetts Apprenticeship Initiative have made it possible for the Jobs Fund to serve more clients and the increased caseload is now requiring additional support. J. Turgeon made a motion to use up to \$13,000 to cover staff and fringe costs for the CMWIB Program Manager to assist with additional program and case management support for WJF related projects. The motion was seconded by J. McGovern and was unanimously approved.
- P. Morano suggested for the Committee to pursue any additional funding sources that they may be eligible for, including the Community Development Block Grant funding.

#### Discussion on Education Career Pathways:

- The Discussion on Education Career Pathways was tabled.

#### Adjournment:

- A motion to adjourn was made by D. Minasian, was seconded by K. Pelletier, and was unanimously approved.

The next monthly meeting will be held Wednesday September 13, 2017 at 10:00 a.m.

*The City of Worcester does not discriminate on the basis of disability, The CMWIB will provide auxiliary aids and service, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request. Please contact Jeff Turgeon at [turgeonj@worcesterma.gov](mailto:turgeonj@worcesterma.gov) or 508-799-1590, or the ADA Coordinator at [disabilities@worcesterma.gov](mailto:disabilities@worcesterma.gov).*