

## **Worcester Jobs Fund Oversight Committee**

November 14, 2018

10:00 am

IBEW; 242 Mill Street, Worcester, MA 01602

### **Meeting Minutes**

WJF Oversight Committee Attendance: Karen Pelletier, Jeffrey Turgeon, Janice Ryan Weekes, Jennifer Brunelle, Maritza Cruz, Karen King, Thomas Maloney, and Isabel Gonzalez-Webster.

WJF Program Director: Kelsey Lamoureux

Guests: Peter Dunn

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

Welcome and Introductions:

- All attendees introduced themselves, their positions and their organizations.

Approval of October 10, 2018 Meeting Minutes:

- The meeting minutes from October 10, 2018 at 242 Mill Street were reviewed and unanimously accepted via a motion by K. King and a second by J. Turgeon.

WJF Financial Update:

- K. Lamoureux presented financial updates on the Worcester Jobs Fund, Washington Square funding, Department of Transportation funding as well as updates on the overall FY 19 budget.
- K. King inquired about the number of clients that were eligible for SNAP Employment and Training reimbursement and K. Lamoureux stated 10 participants were eligible in FY18.

Staffing Update:

- K. Lamoureux noted that the interview process has been completed with 8 candidates for the Program Assistant position and a top candidate has been identified.

WJF Director Report with Program Updates:

- K. Lamoureux offered updates on graduates from FY 18 and updates on current FY 19 programming including, soft skills training, employer engagement, biomanufacturing, CDL training, Building Pathways, and SNAP programs.
- K. Lamoureux highlighted that 3 of the graduates from the October CDL B training program have found employment earning \$19.00 or more.
- K. Lamoureux discussed the Worcester Public Schools Workforce Planning Group's efforts to provide Worcester high school students and their parents with more information about career planning.

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- K. Lamoureux highlighted the two Tradeswomen Tuesday events in Worcester on November 20<sup>th</sup> and December 11<sup>th</sup> being hosted by the Northeast Center for Tradeswomen's Equity in collaboration with Worcester Building Pathways outreach.
- M. Cruz noted that the ratio of female to male participants is currently low and suggesting considering more trainings aligned with the career interests of potential female participants in the future.
- K. Lamoureux stated that the Central MA Healthcare Coalition is meeting on December 3<sup>rd</sup> to discuss the labor market and education needs in the healthcare industry. K. Lamoureux explained that several employers will be present at the meeting and may be interested in collaborating with the Jobs Fund on a medical support staff training program. K. King highlighted that two recent POWER participants were hired as medical administrative professionals. J. Brunelle noted that the Adult Learning Center has applied for funding to offer CNA/Phlebotomy training this year and has previously worked on successful medical billing projects. I. Gonzalez-Webster explained that many low-income women are interested in pathways to professional positions such as these.

Workforce Summit:

- K. Lamoureux noted that the Workforce Summit event will be rescheduled for after the holiday season due to scheduling conflicts for attendees.

Grant Opportunities:

- K. Lamoureux explained that JP Morgan is offering an Advancing Cities grant opportunity and a local group of partners is working on an application that is likely to include a Workforce Development component. K. Pelleteir provided a brief description of the project and the included partners. I. Gonzalez-Webster noted that a similar project has previously been implemented that would have benefited from more community involvement throughout the process. M. Cruz suggested the partners work with community groups to understand the current needs of the community.

Other Items:

- K. Lamoureux provided an overview of the programs planned for FY19. Several potential programs were discussed and it was decided that the Insurance Customer Service Representative and the Healthcare Support Staff appeared to be the strongest options for program development. K. Lamoureux noted that the labor market data for Central MA does indicate a labor market gap in both of these positions.
- J. Turgeon provided information about two websites that may be helpful in looking at future programming. The two websites were Burning Glass, an online tool that can be used to identify labor market skill gaps, and The Aspen Institute, an organization dedicated to bringing awareness to the quality of employment opportunities.

Adjourn:

- A motion to adjourn was made by K. King, was seconded by J. Turgeon and was unanimously approved.

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The next monthly meeting will be held Wednesday December 12, 2018 at 10:00 a.m.

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