

## Worcester Jobs Fund Oversight Committee

December 20, 2019

10:00 a.m.

IBEW Local 96, 242 Mill St. Worcester, MA 01602

### Meeting Minutes

WJF Oversight Committee Attendance: Karen Pelletier, Janice Ryan Weekes, Isabel Gonzalez-Webster, Fred Taylor, Maritza Cruz and Jeff Turgeon.

WJF Staff: Kelsey Lamoureux and Theodora Appiah.

Guests: Peter Dunn and Ethan Brown.

- The meeting was called to order after a quorum was established.
- All attendees introduced themselves, their positions and their organizations.

#### Approval of November 26, 2019 Meeting Minutes:

- The meeting minutes from November 26, 2019 at 242 Mill Street were reviewed and F. Taylor made a motion to approve the minutes. The motion was seconded by J. Turgeon and unanimously approved.

#### Approval of December 17, 2019 Meeting Minutes:

- The meeting minutes from December 17, 2019 at 340 Main Street, Suite 400 were reviewed and F. Taylor made a motion to approve the minutes. The motion was seconded by M. Cruz and unanimously approved.

#### Economic Development Updates:

##### TIF Update

- P. Dunn shared that the Home2 Suites project has been approved by City Council.
- P. Dunn provided details on three projects in the pipeline for early FY 2020, including the WuXi project, the YWCA project, and the 95 Grand Street project. I. Gonzalez-Webster emphasized the importance of the tax credit for the feasibility of the YWCA renovation project. P. Dunn shared that Table Talk Pies is expected to move from their facility on Green St. to become the tenant at 95 Grand St. facility and that meetings are being held to ensure best practices are implemented for considering and employing local individuals. K. Lamoureux provided details on the previous experience partnering with Table Talk Pies for staffing their South Gate facility. K. Pelletier requested Table Talk Pies to submit their employee handbook. P. Dunn offered to invite Human Resource personnel to the meeting between Table Talk Pies and the Worcester Jobs Fund Oversight Committee to discuss staffing for the 95 Grand St. facility.

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## Compliance & Monitoring Updates

- E. Brown provided a summary of updated TIF guidelines that will be applied to new projects and explained the process for applying for TIF funds. P. Dunn added that the application format will be specialized to meet the needs of different types of projects. I. Gonzalez- Webster requested a checklist of the TIF application process for each type of project. F. Taylor inquired about the approval of the new TIF policy and P. Dunn shared that the policy has not changed, aside from the addition of the City Council approved construction diversity goals, and that the process is just being streamlined for applicants.
- E. Brown highlighted the City's first-time home buyers program and noted that some TIF recipients are integrating home buying assistance for their anticipated employees.
- E. Brown provided a short summary of the Ad Hoc Monitoring Committee progress and noted that written meeting minutes from their first meeting are being drafted.

## Ad Hoc Monitoring Updates

- F. Taylor provided details of the Ad Hoc Monitoring Committee's discussions. M. Cruz shared some challenges with identifying demographic identifiers for gender, race, and ethnicity. I. Gonzalez- Webster explained the importance of being sensitive to the needs of individuals during self-identification and that the report should be inclusive to a variety of diversity classes.
- F. Taylor shared that reports will be provided to City Council in March 2020 and September 2020.
- J. Ryan Weekes inquired about the finalized membership of the Ad Hoc Monitoring Committee and F. Taylor explained the members.

## WIF Financial Update:

- K. Lamoureux presented financial updates on the Worcester Jobs Fund, Washington Square, and Department of Transportation (DOT) Funding and as well as updates on the overall FY 20 Budget.
- K. Lamoureux shared that the DOT contract was processed for funding through October 2020 and provided a detailed summary of the allocation of the funding.
- K. Lamoureux presented a summary of expenses for approved FY20 programs and detailed annual funding remaining.

## FY 20 Planning:

- K. Lamoureux presented a proposal for Spring 2020 CDL B training along with employment outcomes for FY 19 participants. J. Turgeon suggested implementing a pathway for CDL B graduates to be matched with DPW&P employment after graduation and K. Lamoureux explained that all CDL B program participants are provided with information on employment with the Worcester DPW&P. J. Turgeon stated the need to find a substitute training site due to limited course availability and requested that Committee Members make suggestions for possible lots. F. Taylor, M. Cruz and I. Gonzalez-Webster suggested open parking lots for consideration.
- K. Lamoureux presented a proposal for Clinical Medical Assistant training to be offered in Spring 2020 at Worcester Night Life with an externship to be completed at UMass Memorial. The proposal included information on the curriculum, schedule, credentials to be earned, employment outlook, and cost per participant. As part of the proposed program, UMass will be an employer partner and support the project as part of their commitment to their Anchor Mission.

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K. Pelletier inquired about childcare services available for the Clinical Medical Assistant training.  
K. Lamoureux noted that the Worcester Night Life Director continues to research possibilities for implementing evening childcare with classes.

- M. Cruz made a motion to approve the proposed CDL B and Medical Assistant programs, the motion was seconded by I. Gonzalez-Webster and unanimously approved.

#### WJF Director Report:

- K. Lamoureux provided updates on the active programs, completed programs, SNAP Employment & Training, SNAP Outreach, and a demographic breakdown of FY 20 training program participants.
- K. Lamoureux highlighted that nine CDL graduates recently gained employment with high wages including 6 that were recently hired by the Worcester DPW&P.

#### Other Items/Announcements:

- J. Turgeon announced that the Department of Transitional Assistance will be moving locations to a site with parking and better physical accessibility for clients.
- K. Pelletier announced that K. King has withdrawn from her position on the Worcester Jobs Fund Oversight Committee and Worcester Community Labor Coalition is working on appointing a replacement.

#### Adjourn:

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

The next monthly meeting will be January 23, 2020, at 10:00 a.m.

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