

Youth Workforce Investment Council
44 Front Street, Suite 300 Worcester, MA 01608
February 14, 2013
Minutes

Members Present: Ron Scott; D. Kilgore; Don Anderson; Charla Hixson (proxy for Priscilla Holmes); Frank Kartheiser; Isidore Nosike; Tony Poti; John Trainor; Cassandra Andersen; Michael Quigley; Miguel Lopez; Jesse Edwards; Jena Adams; Frank Kartheiser
Members in Process: Sam Martin; Bob Morrison; Maurie Bergeron; Ike McBride
Guests: Judy Freedman Fask; Caitlyn Lajoie; Paul Kosky; Nancy Thibault
Staff Present: Sean McGauley; Roy Lucas; Kevin Crowley; Ed Gagne

1. **Welcome & Introductions:** R. Scott called the meeting to order at 2:36PM. Attendees were asked to introduce themselves.
2. **Note of Potential Conflicts of Interest & Confirmation of Quorum:** A quorum was noted and there were no conflicts reported at this time.
3. **Vote:**
 - a. **Approval of Minutes of December 13, 2012:** Upon a motion by T. Poti and a second, the YWIC unanimously voted to approve the December 13, 2012 meeting minutes with the change noted that a proxy was present for D. Kilgore.
4. **Presentation: Habitat for Humanity :** R. Scott introduced Caitlyn LaJoie from Habitat for Humanity. He noted that one of the YWIC's goals is to increase opportunities for youth to gain work experience, including volunteer opportunities.
Action: S. McGauley to send out Caitlyn Lajoie's information to the YWIC.
5. **Discussion:**
 - a. **WIA Youth Policy Information:** S. McGauley reported that every year auditors from the state come monitor the local Workforce Investment Act (WIA) programs. As a part of the audit, staff thought it would be a good idea to review the current local policies (please see handouts section) the policies were also sent out to the YWIC prior to the meeting. E. Gagne reviewed each of the policies noting that they are working well. There were no changes recommended.
 - b. **Membership:** Please see handouts section for membership list. Members were asked to contact S.McGauley if any of the information on this list was missing or incorrect. S. McGauley noted that R. Scott is still looking to fill some required spots through WIA including Job Corps, Public Housing, and a Parent of an eligible youth. Please send any membership recommendations to S. McGauley.
 - c. **Conflict of Interest (COI):** As a public board, all members are required to takes the state's online COI training and sign the summary of the COI (see handouts section).
Action: All members are asked to complete the online training and print the certificate and return it to S. McGauley. Members are also asked to sign and return the summary of COI.
6. **Updates:**
 - a. **YouthWorks:** J. Edwards reported that a planning group had met to help shape this summer's YouthWorks program. The group recommended that all employer partners

complete a Scope of Work, provide a job description, and a community impact. All materials are due March 1st. A review team will be assembled.

J. Edwards attended a statewide YouthWorks event earlier in the month; however, the budget is still unknown. F. Kartheiser added that his group will be talking with elected officials about the issue and to advocate for more funding and he is putting together a one-pager of information on how to approach your elected officials for support. For more information, please contact EdwardsJ@worcesterma.gov.

Action: S. McGauley to send out the Scope of Work to the YWIC

Action: R. Scott and J. Edwards to talk to UMass about being the funding match for this year's YouthWorks program.

- b. **Youth Services Summit:** The City Manager's Office has asked J. Edwards to develop a summit to find out where the service gaps for youth may exist within the city. An agenda is being developed, more information to come.
- c. **Youth Resource Development Group:** R. Scott continues to look at developing membership for this group to explore alternate sources of funding outside of state and federal funds. For more information, please contact mcsaulevs@worcesterma.gov.
- d. **Job1 Group:** The Job1 Coalition has teamed up with Worcester State University to sponsor a Career and Community Engagement fair on March 26th, please see handouts section for flyer. The event will include a readiness workshop from R. Lucas, a keynote speaker from Prudential, and resume critique. Employer booths are still available for just \$50. Please contact mcsaulevs@worcesterma.gov for more information.
- e. **Youth Ambassadors:** The City of Worcester Youth Opportunities Office and the CMWIB have been developing a youth ambassadors program where youth will be trained to survey local employers on their thoughts about hiring of youth. The program will begin in April. More information to come.
- f. **YWIC Member Program Updates:** R. Lucas thanked the YWIC partners for referrals to his workshop.
 - Please see handouts section for a press release regarding the upcoming Compass Project Event.

7. Other Announcements

- a. **Worcester Sharks Job Fair- March 15, 2013 1-5PM at the DCU Center:** Please see handouts section for flyer. If interested in participating in the DCU Center Job Fair, please contact JMcCarthy@detma.org. Employers will receive a free booth at the Career and Community Engagement Fair with registration for the Worcester Sharks Job Fair.
- b. **Other:** There was no other business noted.

8. Next Meeting:

- a. **Thursday, April 11th**

9. Adjourn:

Upon a motion and a second, the meeting was adjourned at 4:18PM

Respectfully submitted by,
Sean McGauley
CMWIB