

Central Massachusetts Workforce Investment Board
October 20, 2016
8:30 AM
340 Main Street, Suite 400
Worcester, MA 01608
Meeting Minutes

The following members/proxies were present: R. Lawless; J. Weekes; T. Bauer; Dr. G. Carberry; K. Pelletier proxy for T. Murray; L. Parady; E. Spencer; T. Stone; D. Wallace; R. Hooper, Vice-Chair YWIC; L. Baker; D. Gonzalez proxy for T. Provost, M. J. Berard, proxy for J. Froimson.

The following CMWIB/WCCC staff members were present: J. Turgeon; K. Foster

1. **Call to Order, Announcement of Quorum & Note of Conflict of Interest:** The Chair, R. Lawless, called the meeting to order at 8:37 AM. There were no conflicts of interest noted. Meeting attendees completed introductions.
2. **Votes:**
 - a. **Approval of July 21, 2016 Meeting Minutes:** The July 21, 2016 meeting minutes were unanimously approved at 8:39 AM upon a motion by J. Froimson and a second by T. Bauer.
 - b. **FY2017 Budget Update:** J. Weekes presented and reviewed the Workforce Central Career Center FY17 budget updates (hand out attached). Highlights: The Career Center is experiencing challenges in service delivery and growing operational expenses due in part by the Governor's 9c budgets cuts. Although this year the career center received an additional \$53,000 this number is a significant reduction from the \$500,000 that was received the previous year. The Career Center is using carry-in funds allocated across several funding accounts and actively seeking additional grant funding to sustain operations. To assist with the high volume of walk-in services the State has allotted the career center four (4) additional Department of Unemployment Assistance (DUA) staff. Three staff are stationed in the Worcester office while a fourth travels between the Milford and Southbridge office providing front-line assistance as needed. J. Weekes confirmed Veteran's Services has been awarded \$8,250 in funds to continue to provide job search assistance and support services to local veterans.
3. **Updates:**
 - a. **Programs & Activities**
 - i. **WIOA:** J. Turgeon provided the CMWIB FY17 goals and program updates (hand out attached). J. Turgeon addressed a question presented by R. Hooper regarding the status of the Food Hub initiative and ServSafe certifications for more individuals involved in the food industry. J. Turgeon confirmed that our WIOA partner, YOU Inc. will meet with the Food Hub partnership and he will provide an update on both subjects. R. Lawless requested information regarding ServSafe and other certification related to the food industry that can be provided locally to keep in line with new federal mandates. J. Turgeon confirmed the Worcester Community Action Council has provided career readiness services and work-based learning for a total of 23 youth for the FY17 YouthWorks Year Round program.

- ii. **Worcester Jobs Fund (WJF):** The Worcester Jobs Fund is a collaborative effort funded by the City Manager over a 3 year period. It was created to better connect Worcester residents with good jobs made available through development projects and job expansion activities. The effort prepares residents for employment in viable long-term career pathways where there is an immediate workforce need. To date the WJF has provided training in Building Trades Apprentice, Diesel Technician, Community Health Worker, Class A Commercial Driver and Class B Commercial Driver occupations. J. Turgeon confirmed additional cohorts of Diesel Technician and Class B Commercial Driver training will be underway and will introduce a new program in Industrial Food Production. This additional training program is based on the announcement by Table Talk Pies to open a new production facility in Worcester.
 - iii. **Workforce Central Redesign:** J. Turgeon and J. Weekes provided insight into the Redesign efforts and confirmed both State and federal leaders are closely monitoring its progress. There continue to be challenges with balancing the new staff roles and responsibilities with career center operational needs.
 - iv. **Additional Program Updates:** J. Turgeon noted WIOA Youth programs are up and running and the partnership is actively seeking to host focus groups for Guided Pathways to Success in STEM (GPSSTEM) project with support from the North Central WIB. The CMWIB is working with MA Healthcare Workforce office to implement a roundtable discussion regarding the changes in healthcare and how they may affect healthcare workers. J. Weekes and J. Turgeon provided insight into the Federal USDOL visit to the CMWIB regarding the WIOA transition progress. J. Turgeon confirmed the RFP for the One Stop Career Centers Operator is on track and he is working with T. Bauer to finalize the review team. J. Turgeon noted he is also working with the City of Worcester's Purchasing Office on the RFP document; a draft of the RFP has been reviewed by State officials and he is in the process of finalizing a timeline of activities for the review process.
- b. **Committee Leadership & Membership:** R. Lawless announced the appointment of J. Froimson as Vice Chair of the Career Center/Adult Career Services Committee she stated the search for a Chair and Vice-Chair for the Cultural Competency Committee is ongoing.

4. Other Business

- a. **State Conflict of Interest:** J. Turgeon requested all Board and Committee members review the Conflict of Interest and Open Meeting Law documents and provide a signed acknowledgement form for their membership file.
 - b. **"Cliff Effect" Presentation by:** Michael Carr, Associate Professor of Economics, University of Massachusetts Boston.
5. **Member Announcements:** Quinsigamond Community College (QCC) has received a grant for their IT Lab in Southbridge and are actively recruiting participants for a proposed star in January 2017.

6. **Adjournment:** The meeting was then adjourned upon a motion, second and unanimous vote.

Respectfully drafted by, Kwesi Foster; CMWIB