

Central Massachusetts Workforce Investment Board
January 18, 2018
8:30 AM
340 Main Street, Suite 400
Worcester, MA 01608
Meeting Minutes

The following members/proxies were present: Janice Ryan Weekes; Leslie Baker; Joshua Froimson; Charla Hixson; John McGovern; Rick Laferriere; Lisa Derby Oden (proxy for Leslie Parady), Paul Gilbody; Ellen Spencer; Joyce Clemence; Benetta Kuffour (proxy for Karen Sowsy); Jil-LynWonoski, Susan Mailman, Ted Bauer, Kathie Manning (proxy for Luis Pedraja), Collen Lanza, Maegen McCaffrey (proxy for Karen Koller); Jackie McGravey

Guests/Staff: J. Turgeon; L. Morano; Deb Feraco; Alyssa Hansen; Jeremy Thompson

- **Call to Order, Announcement of Quorum & Note of Conflict of Interest:** The Vice Chair, P. Gilbody, called the meeting to order at 8:39 AM on behalf of the Chair, noting Ms. Lawless could not attend the meeting due to an illness in her family. He then asked the members if anyone wished to note any conflicts of interest on the agenda. No conflicts were noted and meeting attendees then introduced themselves.
- **Approval of October 19, 2017 Meeting Minutes:** The October 19, 2017 meeting minutes were unanimously approved upon a motion by P. Gilbody and second by L. Baker.
- **Election of 2018 Chair:** P. Gilbody opened the floor to nominations and advised the members that R. Lawless has stated her willingness to stay on as Chair for 2018. S. Mailman nominated R. Lawless for the Chair and the nomination was seconded by J. Weekes. A motion to close nominations and elect R. Lawless as the Chair was made by L. Baker and J Weekes. The motion passed unanimously.
- **Career Center Certification:** J. Froimson outlined the process used to assess the career center operations, including a review of performance reports, an Operator (Workforce Central) self-assessment, and on-site visits and interviews with staff, management, and customer focus groups. He noted in some areas the review team scored the Workforce Central higher than it scored itself on their self-assessment. He also informed the Board that items where challenges existed are noted in the assessment, along with review team recommendations on how the Operator may approach them. These items will be looked at by the CMWIB Career Center/Adult Career Services Committee moving forward. J. Turgeon noted there were many highlights but a couple areas that are a challenge include how Workforce Central will expand job matching referrals while having less staff resources, and how they can restructure staffing to balance the workload. A motion was made by S. Mailman, seconded by C. Lanza, and passed unanimously.

- **FY2018 Budget Update:** J. Turgeon discussed the status of the FY 2018 budget noting that there has been an overall decline of WIOA and State funding by approximately 15 percent and highlighted steps the Board and career center have taken, including the need to leave vacant positions unfilled while final budget numbers are released. He then referred members to the Workforce Solutions Group FY 19 budget worksheet showing a number of workforce-related state line items, including School to career Connecting Activities, YouthWorks, and the One-Stop Career Center line item. He noted the CMWIB is seeking additional funding from new sources where it aligns with the Board/career center's core missions.
- **Program Updates:** J. Turgeon asked members to review the program updates report in their meeting packet, and L. Morano discussed the completion of the successful Workforce Competitiveness Trust Fund Manufacturing Training program and the launching of a new pharmacy tech training in partnership with CVS. J. Turgeon also noted the CMWIB has received a small grant from the Commonwealth to promote paid internships for high school students in the STEM fields and related that the "pitch" of this effort will be that manufacturers can best fill their front-line staff pipelines by hiring students as paid interns because, all things being equal, people tend to stay in the field they get comfortable in (as opposed to having a definitive career plan mapped out as high school juniors and seniors). J. Weekes described the efforts as a partner in the Access To Recovery (ATR) project that supports people recovering from opioid addiction with gaining suitable employment as they get their lives back together.
- **State "Rebranding" Effort:** J. Turgeon informed the Board that the Commonwealth would soon be working with local regions to change the names and logos of all the career centers and Board to a single brand identity: MassHire. He shared with members the latest newsletter from the State about this effort and stated it is anticipated that the rebranding would be launched this summer. S. Mailman stated she has been part of this discussion on the State Workforce Development Board and that regions adopting this brand early would be able access some additional funding to cover conversion costs. She also stated that she is happy the region is in support of this much-needed effort.
- **WIOA partners and WSC Regional Planning update:** J. Turgeon gave a brief presentation to the Board regarding the MA Workforce Skills Cabinet regional workforce planning process which seeks to identify priority industries and occupations in the region that will guide workforce, education, and economic development efforts moving forward. He reviewed with the committee a draft set of foundational goals for the region as well as goals for the identified priority industries and occupations. He noted a draft of the full plan would be release in February for member and public review and comment.
- **CMWIB FY18 Workplan:** P. Gilbody referred members to the workplan update in their packets and asked folks to reach out to J. Turgeon with any questions or comments.

- **Procurement Policy Feedback:** J. Turgeon announced the Board has drafted a new procurement policy and stated it was available for public review and comment on the CMWIB website. The Executive Committee will be voting on it next month.
- **Guest Speaker:** Jeremy Thompson from the Massachusetts Budget and Policy Center gave a presentation to the board regarding the state of work in the Commonwealth, with a special focus on Central MA, and there was a robust discussion of the issues it raised. J. Turgeon will send out a link to the Denter's report which formed the basis of the presentation to the Board as a follow up to the discussion.
- **Member Announcements:** J. McGovern announced a new ESOL class that is contextualized for manufacturing jobs will be starting soon and to see him for more information.
- **Adjournment:** The meeting was then adjourned upon a motion, second and unanimous vote. The next CMWIB full board meeting is Thursday, April 19, 2018.

Respectfully drafted by, J. Turgeon; CMWIB