

**Central Massachusetts Workforce Investment Board
Career Center Committee
Meeting
Meeting Minutes
(44 Front Street, Suite 300 Worcester, MA)
January 21, 2014
3:30 p.m.**

Members in attendance: J. Froimson; C. Campanale; R. Kyle; J. McGravey; G. Cortes; R. Zukowski; S. McGauley; J. Mello; P. Morano; J. Cortes; J. Turgeon; T. Bauer; M. Gaye

- 1. Welcome, note of potential member conflicts of interest & confirmation of quorum:** J. McGravey called the meeting to order and welcomed guests at 3:33PM. There were no conflicts noted at this time. A quorum was present.
- 2. Member Introduction** Members were asked to introduce themselves.
- 3. Approval of November 19, 2013 Meeting Minutes:** R. Kyle noted that the November minutes mention an action item for her to follow up on the Worcester State University Free Course Listing. The university is reexamining this policy and more information to come. Upon a motion by G. Cortes and a second, the committee unanimously voted to approve the November 19, 2013 meeting minutes.
- 4. Career Center Committee Progress Report:** R. Zukowski reported that all goals are on target.
Action: R. Zukowski to incorporate new report format before the next meeting.
- 5. Career Center Update :** C. Campanale reported that Managers from the 3 Workforce Central Career Centers were featured on the Exposure with Mosher TV show to discuss the new projects at the Center including the new industry clusters. A. Mosher is working to get the tapes from this show to air on the City's Government Channel. The industry cluster approach has been piloted at the Career Center and staff has reported that the HealthCare Cluster has been overwhelmed by clients. Under this new model, Job Developers and Business Services Representatives (BSRs) are working to create industry fact sheets. These sheets will contain everything a job seeker needs for job search within a given industry (labor market info, trends, job profiles, training service providers, etc.).
Action: C. Campanale to connect with P. Morano to work on developing an approach to getting the word to Career Center customers about the programs such as Buy Worcester Now available through the City.
C. Campanale also reported that staff continue to partner with other community agencies by offering a mini Career Center Seminar at locations throughout the City.
Action: C. Campanale to check to see if staff is connected with Centro Las Americas.

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6. **Career Center and WIB Relocation Update:** C. Campanale reported that bids for the CMWIB/Workforce Central space open tomorrow morning at City Hall's Purchasing Office. Staff worked with the assistance of the City to loosen up our past space RFP to allow for more options. The current building is up for auction the week of January 27th. Staff will then work with the City Manager's office on selecting a new location. J. Turgeon noted this is a possible opportunity to define the career center feeling and flow if a new location was selected with a build out. If this become the case, a work group will be put together to work on this design.
7. **Cultural Competency Advisory Committee Update:** J. Cortes reported that there was no new update as the Committee has been forced to cancel the last couple of meetings. The next meeting is scheduled for Tuesday, January 28th.
8. **Other Business** J. Turgeon noted that the state has been working on implemented a program from ACT called Work Keys. This online assessment, currently being used in other states across the country, gives job seekers a profile in math, reading, and locating info on a document, as well as general work readiness skills. He noted that this system also includes a database of thousands of job profiles from businesses that match up with the assessment scores. The state is working to educate employers on the new system
More information to come.
Action: M. Gaye expressed interest in learning more about the state's efforts to engage employers. J. Turgeon to pass his name along to Jennifer James from the state.

9. Next Meetings

- a. **March 18, 2014 from 3:30 to 5:00 pm**
- b. **May 20, 2014 from 3:30 to 5:00 pm**

- 10. Adjourn:** Upon a motion by J. Froimson and a second, the meeting was adjourned.

*Respectfully submitted by,
Sean McGauley
CMWIB Staff*

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