

**Central Massachusetts Workforce Investment Board  
Career Center Committee  
Meeting Minutes  
(44 Front Street, Suite 300 Worcester, MA)  
June 17, 2014  
3:30 p.m.**

**Members in attendance:** Janice Weekes, Carlene Campanale, Sean McGauley, Joe Mello, Joshua Froimson, Paul Teixeira, Jackie McGravey, Jeff Turgeon, Ted Bauer, Paul Morano, Kathy Joy, Amy Mosher

1. **Welcome, note of potential member conflicts of interest & confirmation of quorum:** J. McGravey welcomed guests and called the meeting to order at 3:34PM. A quorum was present and there were no conflicts noted.
2. **Member Introductions:** Guests were asked to introduce themselves.
3. **Approval of March 18, 2014 Meeting Minutes:** The committee unanimously voted to approve the March 18, 2014 upon a motion by J. Froimson and a second.
4. **FY 15 Budget Update:** J. Turgeon reviewed the budget summary (please see handouts section). A majority of funding comes from the federal government and last year the region took a 12% cut due to the sequestration. This year, we have seen a net increase to funding levels which will offset last year's cut. In addition, the state One-Stop allocation has also increased as a part of a new allocation method that will taper off some of the larger allocations that have been traditionally awarded to the 'original' career center locations.

These budget increases will be helpful in offsetting the cost of the Career Center and CMWIB move where we will have a higher rent and build out costs.

5. **Old Business:**
  - a. **Career Center Survey Results:** J. Turgeon reported that the surveys are collected on a quarterly basis and there are no new results to report on as of now.
  - b. **Industry Cluster Services Alignment:** J. Weekes updated the group on the status of the Industry Cluster Services Alignment. Staff has completed phase one of the process by developing the i-Teams (Industry Teams) for the 11 key industries in Central MA. Each team created fact sheets for each of the industries (please see handouts section) for job seekers to use. Factsheets can be accessed through Workforce Central's website. The next phase will have staff continuing to become experts in their industries and fold in WIB members and employers to use their expertise. A. Mosher has been the lead on the project and sent out info on the i-Team prior to the meeting. She thanked members for their feedback.  
**Recommendation:** T. Bauer suggested using information from the Advanced Manufacturing Academy group instead of the Massachusetts Manufacturers for the Manufacturing Fact Sheet.

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**Action:** J. Turgeon to work with A. Mosher to access the Advanced Manufacturing Academy database to use for the i-Team sheet.

**Career Center and WIB Relocation Update:** The new location at 340 Main St. currently has a tenant there now, but due to move out soon. Once the current tenant is gone, build out can begin and staff will look to host a future meeting there. Staff are planning for November for a move date. Two years ago, C. Campanale began setting aside funding to cover the costs of the move and has budgeted \$210,000 based on the cost of another region's Career Center move at \$180,000.

- c. **Director Vacancy Update:** J. Turgeon announced that J. Weekes has been appointed as the new Director of Workforce Central Career Center. The group congratulated and welcomed her.
- d. **Strategic Planning & Annual Plan Development:** J. Turgeon announced that the plan has been developed using information/discussion from the Greater Worcester Chamber of Commerce's report presented at last full board meeting and other economic data. This information was then used to work with the committee chairs to develop goals for each committee and refined with consultants. The group reviewed goals and discussed strategies to drive these forward.

J. Weekes noted that Unemployment Insurance has now moved online and the numbers are starting to go down. MA Department of Career Services is working on a major campaign to remarket as career centers instead of unemployment offices.

**Recommendation:** The group requested that J. Turgeon look into defining words like 'enhance' and 'expand' to give measureable metrics.

- e. **Business Services Feedback Survey:** The group then discussed the draft Business Services Survey and accompanying policy (please see handout section).  
**Recommendation:** Send the survey out quarterly to businesses that have received a recent service.

**Action:** J. Turgeon to look into sending out a piece on the Career Center business services in the next Economic Development eNewsletter.

**Healthcare Leadership Roundtable Planning Grant:** The CMWIB has convened a group of healthcare leaders in Central MA to plan for the retraining of incumbent workers for the changing market with healthcare reform. More information to come.

## 6. New Business:

- a. **Worcester Jobs Training Fund:** The CMWIB has been part of a group working with the city to prepare local job seekers for upcoming jobs associated with new businesses coming into the city that received incentives.
- b. **Worcester Adult Technical Skills Institute:** Quinsigamond Community College is looking at developing a Worcester Adult Technical Skills Institute in the main south area. The CMWIB has been involved with this process..

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**7. Next Meeting**

**a. August 19,2014 from 3:30 to 5:00 pm**

**8. Adjourn:** The meeting was adjourned at 4:57PM upon a motion by J. Mello and a second.

*Respectfully submitted by,  
Sean McGauley  
CMWIB Staff*

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