

**Central Massachusetts Workforce Investment Board  
Career Center/Adult Career Services Committee  
340 Main Street Suite 400, Worcester, MA 01608  
March 21, 2017  
3:00 p.m.**

**Meeting Minutes**

**Members in Attendance:** G. Cortes, J. Clemence, P. Morano, L. Parady (Vice-Chair), R. Ramey (proxy for Wendy Savary by conference call), P. Tamulis (proxy for Barry Metayer)

**Staff in Attendance:** E. Brown, J. Cortes, L. Morano

L. Parady welcomed attendees and called the meeting to order. No conflicts of interest were noted.

L. Parady - A motion was made and seconded to approve the Consent Agenda which included the February 14, 2017 Committee Meeting Minutes and the CMWIB Scorecard. The vote passed unanimously.

L. Morano provided updates for the Career Center Redesign. Efforts continue, but full implementation of the portal still has not happened. Career Center staff have been able to review and test completed portions of the portal and provided feedback to the Career Center IT staff and CareerTEAM, the vendor providing technical assistance for the portal. Staff completed additional training in Customer Service on March 20<sup>th</sup>. Committee members suggested the redesign leadership consider staff morale in light of the challenges the redesign poses such as changes in roles and job duties. Committee members have requested an update on the redesign by the next meeting.

L. Morano (CMWIB Program Manager) provided updates on the CMWIB training programs. The Workforce Competitive Trust Fund manufacturing grant continues to go well. All participants have passed their MACWIC Level 1 certification and are job searching. It has been confirmed 1 participant has found employment. The CMWIB is assessing the viability of training programs in Cyber Security, Retail and Custodial Technician occupations. The Worcester Jobs Fund (WJF) is starting up 2 programs in Building Trades and Industrial Food Production on April 24<sup>th</sup>. The committee discussed challenges with recruiting the appropriate candidates for training and it was suggested the CMWIB Program Manager, WJF Director and other training providers use neighborhood recourse such as houses of worship, faith-based organizations and neighborhood centers as well as smaller community news outlets to promote and recruit for training programs.

E. Brown presented the document the committee will use to better track Career Center related topics that require follow up action. The Committee reviewed the document and provided feedback on ways to improve the document. During the meeting, members discussed challenges regarding training graduates accessing jobs at the City of Worcester Department of Public Works and Parks and outreach to a new pharmaceutical company that may be coming to our region. Both these subjects will be added to the tracker document in preparation for the next meeting.

The Committee agreed to postpone discussions on the Resource Center Status Update and Next Steps until the next meeting.

ACTION: L. Morano will provide updates on the redesign in preparation for the next meeting.  
ACTION: E. Brown will provide an updated tracker document in preparation for the next meeting.  
ACTION: The CMWIB Program Manager and the WJF Director will follow up with faith-based organization contacts for recruitment and to spread awareness training programs.

L. Parady announced the next committee meeting will be on May 9, 2017.

With that, a motion to adjourn was made, seconded, and approved unanimously.

*Respectfully submitted by: E. Brown*

***The City of Worcester does not discriminate on the basis of disability, The CMWIB will provide auxiliary aids and service, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request. Please contact Ethan Brown ([BrownEA@worcesterma.gov](mailto:BrownEA@worcesterma.gov) or 508-3739-7612) or the ADA Coordinator at [disabilities@worcesterma.gov](mailto:disabilities@worcesterma.gov).***