

**Central Massachusetts Workforce Investment Board  
Career Center/Adult Career Services Committee  
340 Main Street Suite 400, Worcester, MA 01608  
May 8, 2018  
3:00 p.m.**

**Meeting Minutes**

**Members in Attendance:** Joshua Froimson (Chair), Joyce Clemence, George Cortes, Karen King, Leslie Baker, Ted Bauer, Leslie Parady (Co-Chair, Carolyn Gordon, Christine McNally

**Staff in Attendance:** Ethan Brown (CMWIB), Jeff Turgeon (CMWIB), Lourdes Rivera (CMWIB) and Janice Ryan Weekes (WCC)

J. Froimson welcomed attendees and called the meeting to order at 3:00pm. No conflicts of interest were noted.

J. Froimson - A motion was made and seconded to approve the Consent Agenda which included the March 27, 2018 Committee Meeting Minutes. The vote passed unanimously.

J. Weekes confirmed there are two open positions in the Worcester Career Center: Business Services Representative and Head Clerk. Both jobs have been posted on the City's website and local papers. The career center is especially interested in bi-lingual candidates. The annual DCU Job Fair will be held on Thursday May 10<sup>th</sup>. The J. Weekes has confirmed 60 employers across a number of industries will attend including Amazon. J. Weekes provided a list of employers. The Career Center has submitted its new domain name change to State partners for review and approval as part of the State-wide rebranding effort. Once approved the two career centers will be MassHire Worcester Career Center and MassHire Southbridge Career Center. Work continues with the IT (infrastructure) and marketing materials. The State will provide funding to the career centers for the name change. State partners have identified a Brand Ambassador (BA) at each of the career centers and WIBS across the State. The BAs meet regularly and act as liaisons between the WIB/Career Center staff and State officials and guide the implementation of the rebranding at the local level. These individuals will take part in Train-the Trainer sessions in the coming months. J. Weekes provided program updates for the Access to Recovery Program which provides work readiness services for individuals with substance abuse disorders and the Evacuee Program, designed to provide career development and supportive services to residents of Puerto Rico displaced by Hurricane Maria. WCCC Managers took part in training which covers Leadership and Communication. Training in disability services for all staff will take place May 11<sup>th</sup>. Some WIOA partners who took part in recent training for the WCCC Career Hub felt training could be more comprehensive. J. Weekes will work with her leadership staff and facilitators to improve training.

J. Turgeon confirmed he and J. Weekes will be traveling to Washington, DC to represent the Central MA in the 2018 National Association of State Workforce Agencies (NASWA) Veteran's Conference. The Central MA Vet Representatives have received a Gold Award for their assistance to Veteran Job Seekers.

J. Turgeon confirmed the Opportunity Fair was well received by Worcester High Schools. The Opportunity Fair brings together various agencies across the City of Worcester to share information about career development and short-term training options for students who may not

be interested or heading directly to higher education. The partners will look to expand the event to high schools across the City and throughout the Central MA region.

J. Turgeon provided program updates for Entrepreneurs Program. The program has had challenges due to lack of support. The CMWIB is looking to increase support of the program by aligning its efforts with the City of Worcester and taking advantage of the City's presents regarding small businesses and entrepreneurial resources.

The Committee then reviewed the Issue Tracker document and noted several updates and edits to be made.

**ACTION:** The Career Center will provide an update Career Center operations and employer outreach.

J. Froimson announced the next Committee meeting will be on July 10, 2018.

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

*Respectfully submitted by: Ethan 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).*