

**Central Massachusetts Workforce Investment Board
Cultural Competence Advisory Committee Meeting
44 Front Street, Suite 300
Worcester, MA 01608
August 2, 2011**

Present: Don Anderson, Terri Stone, Jean Poteete, Jeff Turgeon, Keesha LaTulippe, Maria Siemaszko; Karen King, Al Toney, Keith Toney

Unable to Attend: Lenny Cooper, John Zimatravich

1. Welcome Introduction:

- J. Poteete welcomed everyone and announced that a quorum was present; calling the meeting to order at 3:11 PM. Committee members then introduced themselves. No conflicts of interest were noted.
 - Newly contracted facilitators, A. Toney, K. Toney, and K. King from AK Consulting were introduced and welcomed.

2. Review Meeting Minutes:

- J. Poteete asked committee members to review the June 14th, 2011 meeting minutes (see Handouts).
- There were no changes noted.

3. Review of CCAC Statement of Work & Previous Work:

- J. Turgeon reviewed the committee's progress so far (see Handouts) and the committee and new facilitators discussed the data that is currently being tracked at the Career Centers.
- D. Anderson reported that because of some staffing changes, A. Grant will not longer be serving on the committee. A. Toney said that a suggestion for the future would be to increase committee membership. It was noted that a representative from Lutheran Services may be a good fit for membership of this committee.

4. Discussion of Timeline:

- **Goals**
 - T. Stone noted that one goal to would be looking at the model used in education for the career centers, Universal Design- where classrooms are designed to fit all students despite possible unseen disabilities such as sight, hearing, reading, and writing.
- **Roles**
 - A. Toney reported that one representative from AK Consulting would attend each meeting.
 - S. McGauley will continue to draft the meeting minutes and send out meeting reminders.

- J. Turgeon, K. LaTulippe, and J. Poteete will act as the points of contact for all communications with AK Consulting.
- **Data Needs**
 - The committee presented the facilitators with an overview of the types of data that is being tracked by the one-stop career centers.
 - The committee discussed the gaps in data, including individual client outcome data as this information is received at the state level from the Department of Revenue on an aggregate level, making some customer outcome data difficult to track.
 - **Action:** Facilitators will go through the provided data and will let the committee know of any further needs or clarifications.
 - **Action:** J. Turgeon and D. Anderson were tasked with providing the facilitators with screen shots of the MOSES system to show exactly what customer information is gathered at input to help determine which type of customized reports would be useful to create through Crystal Reports.
- **Timeline**
 - The committee will meet at 3:00PM at the CMWIB Office on the following dates:
 1. September 12th
 2. October 17th
 3. November 14th
 4. December 12th
 5. January 9th
 6. February 13th

5. Next Steps:

- Facilitators will review the data and begin to look at developing a work plan by sending specific questions on data gaps or clarifications needed by the end of August to the designated point people. The intent is to have CMWIB staff respond to these questions before the next scheduled meeting on September 12th.
- **Action:** J. Turgeon will provide some other CMWIB sub-committee work plans to use as a reference.
- Action steps will be completed.

6. Adjourn

- The meeting was adjourned at 4:36PM.

Respectfully submitted,

Sean McGauley
Communications and Operations Specialist
 CMWIB