

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

**January 9, 2012 3:00-4:30 pm**

**Minutes**

**Present:** Don Anderson, Maria Siemaszko, Keesha LaTulippe, Jeff Turgeon, Jean Poteete, Casie-lee Miller

**Guests:** None

**Unable to Attend:** Roy Lucas, Lenny Cooper, Monica Bond, Jennithan Cortes, Sue DeLeon

- **Welcome:** K. LaTulippe noted a quorum was present and called the meeting to order at 3:00PM.
- **Approval of December 12, 2011 Meeting Minutes:** Upon a motion by D. Anderson and a second, the committee unanimously voted to approved the December 12, 2011 Meeting Minutes with the correction of spelling to M. Siemaszko's name.
- **Review of AK Consulting's Work Plan:** The committee reviewed AK Consulting's Work Plan (please see handouts) and compared it to the original scope of work developed by the committee (please see handouts). In comparing the two documents, the group looked at what they had asked the contracted facilitators to provide and what was actually provided to determine what the committee still needs to work on. This information was typed up on a workable document.

In discussing the committee's goal of membership and participation, the group decided it would be a good idea to keep the committee to a small number of members but allow members to appoint a proxy in case of a scheduling conflict. Furthermore, the committee should look into holding the meetings in different locations throughout the region and invite guest speakers to future meetings.

The committee noted that making sure data collection is done properly and thoroughly is an important goal. It was noted that the state's current data collection system is flawed but there are certain "work arounds" that staff can be instructed to do to ensure the capturing of the data. For the future the group would like to look into implementing a new system such as Efforts to Outcome which is a buildable data management system used by the Willis Center. There are costs associated with switching systems and it was noted this may be something to go after with the funds from the Innovation Grant.

- **Discussion and Identification of Next Steps:**  
**Action:** S. McGauley was asked to post the best practice reports and materials that were previously sent out to the committee on the CMWIB's website and fill

in the rest of the CCAC's Work Plan working document using the committee's previously developed materials and send out to the full committee.

**Action:** Members were asked to review the reports and information on the CMWIB's website and pick their favorite best practices for the next meeting.

**Action:** K. LaTulippe to research some other cultural competency best practices for workforce development and send them to S. McGauley to post on the website. All members are encouraged to do the same.

**Action:** S. McGauley was asked to post links on the website to the Impact Publications and Center for Applied Linguistics which have materials on best practices for ex-offenders, refugees, and immigrants.

- **Other Business**
- **Adjourn:** There being no other business, a motion by D. Anderson and a second ended the meeting at 4:34PM.

*Respectfully submitted,*

*Sean McGauley*

*CMWIB*

*Communications and Operations Specialist*