

**Central Massachusetts Workforce Investment Board
Cultural Competence Advisory Committee Meeting
44 Front Street, Suite 300
Worcester, MA 01608
October 28, 2014; 3:00-4:30 pm**

Minutes

Members in attendance: Jennithan Cortes, Jeff Turgeon, Sean McGauley, Janice Weekes, Mike Beaudry, Maria Siemaszko, Monica Bond

Due to a lack of quorum, the meeting was not officially called to order. Those in attendance discussed the following briefly:

Staff Training: The Cultural Competency Training RFQ has been released through the CMWIB's RFP distribution list as well the Committee. Members were asked to forward the information on to any interested parties.

Local Area Performance Report: The group discussed the Local Area Performance Report, specifically the 'training services' column. It was noted there is some confusion on who is included to the training services because the report numbers don't match the numbers that M. Beaudry tracked personally.

TABE pre-test: The group discussed this issue of designating computers in the resource room to the TABE pre-test. After some discussion, the Committee decided to leave the decision up to the local level managers.

Action: J. Weekes will also talk to the local library about including the TABE pre-test link on their computers as another resource.

Outreach: J. Weekes and J. Cortes will be meeting to clarify the process around the referral tracking system in MOSES and J. Weekes will ask the IT staff to run the report to see what comes out.

J. Turgeon thanked the attendees for their input and the informal discussion ended at approximately 4:15PM.

*Respectfully submitted by,
Sean McGauley
CMWIB Staff*

- **Welcome & Introductions:**
- **Approval of August 26, 2014 Meeting Minutes**

The CCAC seeks to bring Workforce Central Career Center (WCCC) staff, CMWIB staff and members together to help ensure the programs and services offered through the CMWIB effectively serves the broad range of populations within the 38 communities which make up the central Massachusetts workforce investment area.

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 Sean McGauley (McGauleyS@worcesterma.gov or 508-799-1590) or the ADA Coordinator at disabilities@worcesterma.gov.

- **Review of Cultural Competency Organizational Assessment Tool (cont.)**
- **Discussion:**
 - **Revisit Vulnerable Populations Discussion**
 - **Demographic Activity Report & WCCC Surveys**
 - **Cultural Competency Training CMWIB & WCCC, and Staff Retention**
 - **Review and discussion of ITA customer flow process**
 - **Program audit for customers with disabilities**
- **New Business**
 - **Outreach Activity Schedule, Survey, and Feedback**
- **Review of other work plan items & progress**
- **Next Steps**
- **Adjourn**

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