

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

**Meeting Minutes**

**Members in attendance:** Jeff Turgeon, Maria Siemaszko, Keesha LaTulippe, Sean McGauley, Jennithan Cortes, Janice Weekes, Keesha LaTulippe

- **Welcome & Introductions:** K. LaTulippe called the meeting to order and announced a quorum was present.
- **Approval of August 26, 2014 Meeting Minutes and October 28, 2014 Meeting Notes:** The committee reviewed the minutes and meeting notes. Both the August 26, 2014 and October 28, 2014 meeting minutes were approved upon a motion by J. Cortes and second.
- **Old Business:** TABE Pre-tests: J. Weekes reported that she spoke to the staff at the Worcester Public Library about having the TABE Pre-test on their computers. In addition, the resource rooms in both Milford and Worcester have the links available. There are a couple of available pre-tests on the market and staff have been reviewing them to determine the best options.  
**Action:** J. Weekes will share staff's pre-test recommendations once available.

**Tracking in MOSES:** Through the committee, the state has added a referral field to the MOSES database. A report was run, but it came back with minimal staff usage. The committee discussed the reason which may be because of the placement of the question which is included in the 'survey section' of MOSES which is not generally used by staff as feedback is captured with hard copy surveys.

**Action:** J. Turgeon and J. Weekes to discuss reintroducing the survey function to the staff. J. Weekes to work with managers to develop an accountability plan to make sure that staff are completing the survey.

**Focus Groups:** M. Siemaszko and J. Weekes have been working with the Worcester Community Connections Coalition who have scheduled a series of community focus groups. More information to come including a final report.

**Career Center Plans:** J. Turgeon reported that a letter will go to the City Manager from the Executive Committee to ensure that the original vision of creating an open and inviting climate is taken into account.

**Issuance on ethnicity and race collection:** The Committee reviewed the issuance (please see handouts section).

**Action:** J. Weekes and J. Turgeon to ensure that the Career Center's intake forms are changed to comply with OMB requirements by January 16, 2015.

***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](mailto:McGauleyS@worcesterma.gov) or 508-799-1590) or the ADA Coordinator at [disabilities@worcesterma.gov](mailto:disabilities@worcesterma.gov).*

**Staff Training:** The group discussed that training RFQ was released and received no bids.

**Action:** J. Turgeon and K. LaTulippe to meet next month to regroup and look at tweaking (including expanding language capacity through access point partner groups) the original RFQ and re-releasing it.

**Connecting Activities Report:** J. Turgeon reported that schools have been asked to enter this data, but data entry is limited due to very low funding.

**Action:** J. Turgeon to run the Connecting Activities report for the next meeting.

**Other:** J. Turgeon to follow up with J. Weekes regarding the possible hiring of a new Career Center Clerk and to ensure the Committee's request for staffing diversity has been taken into account during the hiring process.

**Adjourn:** The meeting was adjourned on a motion by M. Siemaszko and a second.

*Respectfully submitted by,  
Sean McGauley  
CMWIB Staff*

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