

**CENTRAL MA. WORKFORCE INVESTMENT BOARD**  
**Executive Committee Meeting**  
**CMWIB Office 44 Front Street, Suite 300 Worcester, MA**  
**May 17, 2012**

**The following members were present:** Rosalie Lawless; Deena Perro; Don Anderson; Robert Thomas; Jean Poteete; Paul Gilbody

**The following staff members were present:** Jeffrey Turgeon; Sean McGauley

- **Welcome, note of potential member conflicts of interest, & confirmation of Quorum:** R. Lawless announced that a quorum was present and called the meeting to order at 8:06AM. There were no conflicts noted at this time.
- **Items for Vote:**
  - **Approval of March 15, 2012 Executive Committee meeting minutes:** Upon a motion by D. Perro and a second, the minutes from the March 15, 2012 meeting were unanimously approved.
- **Old Business:**
  - **Subcommittee Goals/Work Plans – updates & discussion**
    - **Career Center/Adult Career Services:** D. Perro reported that the committee's next meeting was rescheduled to May 22<sup>nd</sup>. At the last meeting in March, the committee continued to work on a plan to set aside 20% of the individual training account (ITA) funding for placements in opportunity training, where an employer would have jobs available for jobseekers after a specialized training. In addition the committee is crafting an access point strategy to build on the satellite location being developed at the Bellingham Public Library in partnership with the Milford Career Center. J. Turgeon noted this may dovetail with the CCAC's work with access points.
    - **Youth Workforce Investment:** J. Turgeon informed the committee that the YWIC has been building membership by reappointing and recruiting new members. The YWIC will be partnering with North Central MA Workforce Investment Board (NCMWIB) to establish a youth fund under NCMWIB's 501(c)3 status.
    - **Cultural Competency:** J. Poteete reported that the committee met last month with 3 Workforce Central clients in attendance to talk about their experiences with the career center. The committee continues its work on the community mapping project for the Latino population, with plans of expanding the model to the other identified vulnerable populations. J. Poteete noted that the committee has moved to a regular monthly meeting schedule.
    - **Membership ad-hoc:** J. Turgeon informed the group that he has done the requested research for membership.  
**Action:** J. Turgeon to email the research to the Membership ad-hoc group and schedule a next meeting through Doodle.  
**Action:** J. Turgeon will locate the article from the Worcester Business Journal on the fastest growing industries and send it out to the Membership ad-hoc group.
  - **Programs Update:**
    - **Job1:** J. Turgeon noted that the YWIC's Job1 Initiative was developed to align youth programs and schools under one coalition, Job1, to make the case to employers on the importance of youth workforce preparation.
      - **GROW Awards:** Please see handouts section for flyer. All members are encouraged to attend the ceremony where the following companies will be honored with GROW Awards: Lampin Corporation, Holy Trinity Nursing & Rehab Center, and Imperial Distributors. All of the nominated businesses will

also be honored with certificates, and a special recognition will be given to John O'Brien.

- **Young Adult Job Fair:** Please see handouts section for flyer. All members are invited to take part in the free Youth & Young Adult Job Fair. Members are also encouraged to reach out to their own networks to recruit other businesses. For more information, or to sign up for the Job Fair, please contact Jeff Turgeon at [TurgeonJ@worcesterma.gov](mailto:TurgeonJ@worcesterma.gov).

- **Career Center:**

- **EUC program mandate:** Emergency Unemployment Compensation (EUC) is a new statewide initiative targeted at unemployment claimants that have been receiving benefits for over 20 weeks. The Department of Labor (DOL) has now mandated that all of these long-term unemployment claimants reconnect with their career center, register through JobQuest, and meet with staff to show that they are actively seeking new employment. The local career center is expected to be working with approximately 500 jobseekers a week through this new initiative. Staff has been working with the building supervisor to secure additional space to accommodate the new sessions. Also, 9 new temporary staff will be hired, 4 of which has already been identified. The sessions will begin on May 30<sup>th</sup>.
- **Facilities lease update** Staff is working to transfer the career center lease in Milford from the state to the city, with the current lease ending in November. Negotiations are in process over a 30% rent reduction and possible 5 year extension. For the Worcester career center/CMWIB locations, the staff has been working with the city's procurement office to issue a new RFP.
- **H1B (MassMEP) and TAACCCT (QCC) Grant updates:** D. Anderson reported that the Career Center will be receiving some funding through the MassMEP H1B grant to hire a full time person in partnership with the NCMWIB. Also, through the TAACCCT (QCC) Grant, the Career Center will be receiving some funding to hire a "Navigator" staff person to be stationed at the career center.

- **Other Business**

- **FY 12 State Supplemental and FY 13 Federal & State Budgets; WIA Reauthorization, and legislative outreach:** J. Turgeon and D. Perro reported on the conference the two attended earlier in the month. Sec. Goldstein spoke at the event about the state's current focus on job placement, training, and meeting employers' needs.  
**Action:** After lengthy discussion, the committee requested that a letter be crafted on behalf of the CMWIB to Sec. Goldstein on what the CMWIB has for current initiatives and how they align with the state's focus, and offer to be a pilot site for the state.  
**Action:** R. Thomas suggested staff contact Roberta Schaefer from the Worcester Regional Research Bureau to see if they would be interested in doing a study of the disconnect between DUA/DOR wage data and the workforce system.  
**Vote:** Upon a motion by R. Thomas and a second, the committee unanimously approved the CMWIB Executive Director to spend up to \$500 to do the discussed research and outreach.
- **Discussion of CMWIB employer outreach methods**
- **Location of July CMWIB meeting and agenda items:** Generally, the CMWIB travels to a new location outside of Worcester for the July meeting. Staff is looking for a location in the Blackstone Valley, all suggestions for locations or agenda items should be directed to Jeff Turgeon at [TurgeonJ@worcesterma.gov](mailto:TurgeonJ@worcesterma.gov).
- **General announcements:** On October 23<sup>rd</sup> or 24<sup>th</sup> the CMWIB and NCMWIB will be coordinating an LMI Summit with the Commonwealth Corporation. Location to be determined.

**Action:** Committee members suggested that the LMI Summit be held in lieu of the October full board meeting.

**Action:** R. Lawless suggested looking into the Showcase North Cinema as a possible location for the LMI Summit.

**Action:** At the next meeting, R. Thomas will be providing some input on how the CMWIB can improve its RFP process.

- **Next Executive Committee Meeting, June 21, 2012; 8:00am**
- **Adjourn:** There being no other business, the meeting adjourned at 9:25AM upon a motion by J. Poteete and a second by R. Thomas.

*Respectfully submitted by,*

*Sean McGauley*

*Communications & Operations Specialist*

*CMWIB*