

**Executive Committee
Meeting Minutes
9-20-12**

The following members were present: Rosalie Lawless; Jean Poteete; Don Anderson; Robert Thomas; Paul Gilbody; Ron Scott; Melinda Boone (via phone)

- **Welcome, note of potential member conflicts of interest, & confirmation of Quorum:** R. Lawless welcomed the committee members and called the meeting to order at 8:08AM. R. Thomas noted a potential conflict of interest. A quorum was present.
- **Items for Vote:**
 - **Approval of August 16, 2012 Executive Committee meeting minutes:** Upon a motion by R. Scott and a second, the August 16, 2012 meeting minutes were unanimously approved.
- **Old Business:**
 - **WIA Youth RFP Process Discussion:** R. Lawless thanked R. Thomas for his work and taking the time to review the CMWIB's procurement policy (please see handouts section). The group reviewed R. Thomas' recommendations (please see handouts section). After some discussion the group made the following recommendation:
Action: J. Turgeon and D. Anderson to update and clarify some of the language in the procurement policy to ensure that it is easy to understand. Both the original procurement policy and the revised procurement policy to be posted to the CMWIB website by S. McGauley and then sent out to the CMWIB's Bidders list for comment for 30 days. J. Turgeon and D. Anderson will then compile the comments on a separate document with detailed responses to each (including both why something should or should not be incorporated into the procurement policy). J. Turgeon and D. Anderson will work with the City of Worcester's Law Department to produce a new procurement policy for the Executive Committee to review and approve based on the feedback from the Bidder's list. The goal deadline for this is December or February, depending on how many responses are received.
Action: R. Lawless requested that staff reach out to board members with a letter outlining the current committees with a request that members join one.
Action: J. Turgeon to send the CMWIB's orientation materials to the Executive Committee for review and comment. J. Turgeon was also asked to check to make sure each board member and their proxies have each completed an Ethics Test.
 - **Official CMWIB Support Request Process:** The group discussed the process for responding to requests for support. J. Turgeon explained that the CMWIB is sometimes approached for a letter of support on a grant, or for support around a political issue. After some discussion, the committee recommended that letters of support for grant applications to bring funds to the region do not require discussion at the Executive Committee level; however, all requests for political support will be forwarded to the Executive Committee for discussion on whether to send something out or not.
 - **FY 12 State Supplemental and FY 13 Federal & State Budgets; WIA Reauthorization, and legislative outreach:** J. Turgeon noted there are no real updates at this time.
Action: J. Turgeon to put together a chart summarizing the major funding streams.
 - **WCUC Radio & Marketing Update:** CMWIB staff met with WCUC Community Radio to discuss doing a monthly ½ hour radio show around lunch time during the week. The working title is "The Working Lunch."
Action: The committee suggested having a "cliff hanger" to encourage listeners to tune into the show regularly.

J. Turgeon was featured on the Institute for Sustainability Technology's "Energy Hour" radio show.

Staff has also been working with the City's new Marketing staff person to help with getting the word out about the CMWIB, Career Center, and the Job1 Initiative.

S. McGauley has been providing communications support to the North Central MA Workforce Investment Board at 8 hours per month. The CMWIB is reimbursed for his time.

- **Executive Director Goals:** R. Lawless asked that committee members review the draft goals within the next week.

Action: J. Turgeon to send the draft goals out to the committee.

- **Programs Update:** Committee members were asked to review the programs update on their own (please see handouts section). All questions should be sent to J. Turgeon at TurgeonJ@worcesterma.gov.
 - **Youth Programs**
 - **Career Center**
- **Subcommittee Updates:** R. Scott reported that the YWIC is focusing on expanding their private sector membership. N. Thibault has been appointed Vice Chair of the YWIC despite the fact that she is no longer working for Easter Seals.

D. Anderson noted that the Career Center Committee has been focused on restructuring staff of the Career Center around "industry clusters." The first of these clusters is manufacturing. The committee is also focused on cross-training staff so that both city and state staff can work on the same projects instead of being separated. The CCAC has been looking into secret shoppers to evaluate the career centers, college interns to address some of the language needs, and expanding community access points.
- **Other Business**
 - **MA State Plan Draft:** D. Anderson and J. Turgeon noted the State has made us significant changes to the State plan submitted to the Department of Labor (DOL). Among these changes is a new "super-region" approach to workforce planning starting next year (FY' 14).
 - **State Employer Engagement Initiative:** Staff has been working with the MA Office of Business Development, Division of Career Services, Economic Development, the WIB, and Career Center on a State Employer Engagement Initiative. Central MA has been picked as the pilot area. This ongoing planning group will look at sharing leads, trends, and making data systems work together.
 - **Statewide Workforce Event; Oct. 10th :** This state sponsored event will take place on October 10th. Admission is \$100.
 - **Central MA Skills Gap Summit; Oct. 24th :** The CMWIB is teaming up with the North Central MA Workforce Investment Board (NCMWIB) for this free event on October 24th. Employers are encouraged to attend. The event will include employer-led break out sessions. J. Turgeon asked Executive Committee members to please help recruit business leaders to the event.
 - **CMWIB Holiday Party:** The group discussed the possibility of holding off on the event until January.
 - **General announcements:** J. Turgeon reported that career center staff members often deal with difficult customers. This past month, Janice Weekes had been dealing with threats from a very difficult customer. The Committee thanked D. Anderson and his team and acknowledged their hard work.

Action: The committee requested that J. Turgeon send Janice a thank you card on behalf of the board.
- **Next Executive Committee Meeting, November 15, 2012; 8:00am**
- **Adjourn:** There being no other business the meeting was adjourned at 9:38AM upon a motion by R. Scott and a second.

Respectfully submitted by,
Sean McGauley
CMWIB