

CENTRAL MA. WORKFORCE INVESTMENT BOARD
CMWIB Office 44 Front Street, Suite 300 Worcester, MA

Executive Committee Meeting
June 19, 2014

Members in attendance: Robert Thomas, Ron Scott, Janice Weekes, Jeff Turgeon, Rosalie Lawless, Paul Gilbody, Keesha LaTulippe, Sean McGauley

- **Welcome, note of potential member conflicts of interest, & confirmation of Quorum:** R. Lawless welcomed guests and called the meeting to order at 8:11AM noting that a quorum was present. R. Thomas noted a potential conflict of interest. R. Lawless welcomed J. Weekes as the newly appointed Director of Workforce Central and expressed that the committee is excited to work with her. J. Weekes thanked the Committee and reported that C. Campanale, Interim Director has been promoted to Deputy Director.
- **Items for Vote:**
 - **Approval of May 15, 2014 Executive Committee meeting minutes:** The Committee unanimously approved the May 15, 2014 Executive Committee meeting minutes on a motion by R. Thomas and a second.
- **Previous Business:**
 - **Staff Cultural Competency Training Discussion (cont.):** K. LaTulippe reported that the CCAC was unable to discuss the training at the last meeting since the appropriate members were absent. The discussion was tabled for the next meeting's agenda. R. Thomas gave a positive testimonial to the Undoing Racism training, but it was noted that the staff training would be different.
Action: J. Turgeon and K. LaTulippe to work together to reschedule the June CCAC meeting due to a conflict.
Action: S. McGauley to send out to the CCAC and the Executive Committee the Cultural Competency Training RFP.
 - **Workforce Central leadership update:** J. Weekes has been identified as the new Director of Workforce Central. Her former position as Manager at the Worcester Workforce Central has filled quickly with a former staff member of the Department of Unemployment Assistance, Nancy Jackson. The Career Center is now fully staffed for leadership.
 - **CMWIB/WCCC Space Update:** Staff are excited about moving to the new location of 340 Main street. There is a tenant in there now and there is a build out needed, so staff are expecting a move in late fall. The City is helping with the layout process. The group discussed the importance of Board input in the design.
Action: K. LaTulippe to schedule a meeting with the City Manager and members of the Executive Committee to ensure the layout of the new space will meet the needs of all of our customers.
 - **Federal & State Budget:** Central MA received an increase in both federal and state funding, but this will be offset by last year's cuts and the cost of the move. The increase in state funding is based on a step down process on a redistribution of the state's funding which a majority of had been traditionally allocated to the three original career centers (Boston, Metro-North, and Hampden).
 - **State LWIB Certification & Strategic Plan:** The CMWIB has sent in the resubmission to the state on June 16th. The new submission (see handouts section) includes the newly developed strategic plan. The new plan also includes dashboard reports measuring economic state of the

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region and the overall impact of our system. R. Lawless thanked the CMWIB and staff for their hard work in putting the Certification and Strategic Plan together.

Action: J. Weekes to invite J. Turgeon to a future career center staff meeting to go over the strategic plan with the staff team.

Action: The Board to review the strategic plan at the July meeting and finalize it.

- **Revolving Loan Fund & 501c3 Application:** No update.

Action: P. Gilbody to reach out to J. Turgeon with a phone call this afternoon to further the discussion.

- **Programs Update:**

- **Workforce Central Career Center Annual Plan:** J. Weekes reviewed the key points of the Workforce Central Career Center Annual Plan (please see handouts section). The group discussed the transferring funds from WIA Adult to WIA Dislocated Worker since it gives staff more flexibility due to the eligibility requirements of WIA Dislocated Workers being easier to fill than WIA Adult and the fact that many customers could qualify for both programs. K. LaTulippe expressed concern in transferring the funds meant for one population into a fund meant for another population and that the requirements are in place to ensure the funding goes to the appropriate population.

The group then discussed the language capacity of the three Career Centers and that language should be considered when filling vacant positions. J. Weekes noted that the last three hires have included two Spanish speakers and an Albanian speaker.

Action: J. Turgeon and K. LaTulippe to add ESL to the basic skills task mission and have it tie back into the work of the CCAC.

Through the CCAC, it was identified that the TABE test can be a barrier for customers to access training. The Career Center has now implemented a new process where customers come in for Training Information Meeting (TIM), they learn about the process and are then told they will need to take the TABE test and are directed to free online TABE practice tests.

Action: J. Weekes to send a link to the TABE practice test to the committee.

- **Year-Round & Summer YouthWorks programs:** The YouthWorks Year Round program is winding down. Youth from this program will be receiving a bonus check. This program served 100 youth with about 69 completing the program. Planning for the summer program continues. The region will serve approximately 380 youth in Worcester, Webster, and Southbridge at 48 sites. Staff are trying to align this project with other city initiatives. The summer program will include a youth leadership component in partnership with the United Way, Greater Worcester Chamber of Commerce, and United Families for Change. Youth chosen for the leadership component will meet once a week to do leadership activities within the city.

Action: K. LaTulippe to talk to C. Arno from Future Focus Media about filming the leadership sessions and also see if they can shoot a public service announcement for Wheels to Water.

R. Lawless noted that Dudley is looking for youth to fill some lifeguard positions for the summer.

Action: J. Turgeon to follow up with YWIC member, Tony Poti to see if there is a way the CMWIB can assist in filling these positions.

- **WTFP Consortium & Healthcare Grant Applications/Projects:** The small Healthcare grant is currently in the planning phase. Staff are applying for a \$250,000 training grant to retrain incumbent workers to meet the needs of the new health care reform. Staff are also working with state officials on a Workforce Training Fund grant for roughly \$200,000 to support seven Worcester manufacturers and approximately \$360,000 to support 11 manufacturers in Southbridge.

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- **Worcester Job Training Fund:** This group has been established through the Community Labor Coalition to recruit and prepare local job seekers for local jobs. J. Turgeon reviewed the concept. Community members will be recruited and go through the career center, a Community Labor Coalition panel, and then, if ‘job-ready’, will be referred directly to employers with jobs. If deemed not ‘job-ready’ the Coalition will refer the customer back to the Career Center or to appropriate job training. The concept will target large employers in the city as well as employers who have tax incentives to locate in the city. The coalition is hoping to kick this off in a couple of weeks barring approval from the City Manager.
Action: R. Lawless requested J. Turgeon create a simple overview of the process to present to the Board at the next meeting.

- **Other Business**

- **WIA Reauthorization:** The Workforce Investment Act (WIA) is currently in the process of reauthorization under the name Workforce Innovation and Opportunity Act (please see handouts section). Overall, the reauthorization is very positive. More information to come, but this is the furthest anything has come to WIA reauthorization so staff remain positive.
- **July and/or October CMWIB meeting – retreat concept:** R. Lawless reported that at the last Board meeting, board members were asking about scheduling a three to four hour meeting to allow for deeper discussion and planning.
Action: J. Turgeon to prepare discussion around the strategic plan for the meeting in July. This discussion will be used to build an agenda based off of this for our October meeting.

- **Next Executive Committee Meeting, August 21, 2014; 8:00am**

- **Adjourn:** There being no other business, the meeting was adjourned at 9:49AM on a motion and a second.

*Respectfully submitted by,
Sean McGauley
CMWIB Staff*