

**MassHire Central Region Workforce Board  
Executive Committee  
May 21, 2021; 8:30 AM  
Conducted via webex**

**Meeting Minutes**

Attendees: Paul Gilbody, Robin Hooper, Joshua Froimson; Jennifer Almeida  
Staff: Jeff Turgeon

- P. Gilbody welcomed everyone to the Webex meeting and asked everyone to review the agenda and note any conflicts of interest. None were noted.
- The committee reviewed the February 19, 2021 minutes and a motion was made and seconded to accept the meeting minutes. The motion passed unanimously.
- J. Turgeon discussed the budget status, noting there's been strong increase in funds coming, both from previously sought grants (including a federal Brownfields remediation training grant, a healthcare training grant, and a re-entry commercial drivers' license training grant), there have also been major increases in the federal formula funds since it is based on unemployment data from last spring when the COVID crisis caused high unemployment.
- J. Turgeon then gave several updates to the committee regarding programs, including news of the summer YouthWorks program being expanded to serve approximately 400 youth this year. He also discussed the selection of the WIOA Operator, Jason Matthews of Cross Sector Consulting has been completed and will be starting on July 1<sup>st</sup>. He will be working as a part time consultant to coordinate WIOA partner meetings and increasing the connection between the career center and the regional WIOA partners.
- The committee discussed the planned reopening of the career center to in-person services, based on conversations with State and City officials, staff will be returning to in person work in June, then in July services in person by appointment will start, and a full return to in person services is tentatively set for September. J. Turgeon is also working with state officials regarding the return of in person meetings and the return of the open meeting law requirements.
- J. Turgeon then informed the committee that the career center monitoring and certification has been completed and a draft report sent to the career center services provider (Janice) who is crafting a reply before the final report is submitted. There were several areas of highlights for the career center, as well as a few areas of needed improvement identified – namely, the need to be more consistent in data entry to comply with policies, and to revise and better organize the career centers' Standard Operating Procedures (SOP's). A state fiscal audit was also conducted and the results were very positive with zero findings and many highlights.

- The state also conducted monitoring of the Board and career center and noted areas of improvement – these have been incorporated into the career center certification report and also includes some recommendations for the Board.
- J. Turgeon then reviewed with the committee that the four year WIOA plan (based mainly on the regional blueprint and previously completed local strategic plan) needs to be updated and submitted to the State in July. He will be drafting this and posting it for public review prior to submission.
- J. Turgeon discussed the need for agenda items for the July full Board meeting and noted the agenda can include a review of the Board and career centers diversity, inclusion and equity efforts – he also asked the committee members to consider other topics or guest speakers that would be of interest to the Board.
- J. Turgeon discussed the membership – and the recent departure of Leslie Baker from the Webster adult basic education program and the recommendation from DESE to appoint Kimberly White from Quinsigamond Community College to be our adult basic education representative on the Board. He will be working to complete the membership appointment process for her.
- The executive committee meeting will next meet on Friday, June 18, 2021 at 8:30am
- Hearing no other business, the meeting was adjourned.

*Respectfully submitted by: J. Turgeon*