

Worcester Jobs Fund
May 13, 2015

Meeting Minutes

Attendance: L. Cooper, F. Karthjeiser, J. Turgeon, J. Weekes, K. Pelletier, P. Morano (Guest)

- Welcome and Introductions; Lenny welcomed attendees and asked all to introduce themselves.
- Old Business:
 - Paul Morano; Local Projects/TIFs Process update; Paul handed out proposed language to be used in future TIF agreements (see attached). Paul will also add this language into other types of financial agreements used by the Economic Development office to ensure projects are connected with the WJF and Workforce Central. Paul also reported the need for a third-party group to establish a list of construction contractors within a 30-mile radius so that his office could refer developers to. It was felt that the WJF could take this on, but Frank suggested he would like guidance from others not at the meeting on this approach. It was also thought that a disclaimer should be created to protect the WJF from any liability associated with use of the list.
Action: Frank to discuss this with his constituents and report back at the committee at the next meeting.
Paul also discussed three projects potentially in the works; a biotech project on Union Street, a major renovation of the former US Steel building on Rt. 146, and a student housing renovation project at the Osgood Bradley Building.
- Committee Membership; Jeff noted that Stephanie Stockwell has been tentatively nominated by Superintendent Boone to be the Worcester Public Schools representative on the committee, but this needs to be confirmed. Ms. Stockwell oversees the school-to-career Connecting Activities program for the WPS as well as other projects and is well versed in youth employment/readiness issues.
- Proposed WJF Director List of Duties (and title), Pay Rate, and Recruitment: The committee reviewed the draft job description/statement of work for the WJF director position and voted to approve the draft as revised by Leo Miller pending the following conditions:
 - Changing the order of items 1.a.i and 1.a.ii
 - Adding people with disabilities to the list of target populations
 - Revising the last clause regarding meeting the needs of Worcester residents.

- Receiving assent from Frank who wished further time to discuss this with others. Should he withhold assent, the draft will be sent to the full committee for further discussion and vote electronically.

The committee then discussed the rate of pay for the director position and decided to advertise a base compensation of \$50,000 annually with potential for additional performance based compensation.

Action: Upon approval, Jeff will draft the RFP and send it to the City legal Department for review and then release it. Committee members will be asked to also forward the RFP when it's released.

- The next meeting date/time was set for June 10th from 11:00 – 12:00 at the CMWIB office.
- A motion was made and approved to adjourn.