

WORCESTER JOBS FUND Oversight Committee Meeting  
7/8/15; CMWIB Office  
Meeting Minutes

Attendance: Leonard Cooper, Frank Kartheiser, Kevin Crowley, Janice Ryan Weekes, Leo Miller, Stephanie Stockwell, David Minasian, Karen Pelletier, Jeff Turgeon, Paul Morano (guest)

L. Cooper welcomed attendees and called the meeting to order.

Paul Morano stated the TIF process was moving forward and is generally a 60 to 90 day approval process with the timeline being December 2015. The priority is to identify full time jobs with emphasis on local construction jobs. Alexandra Properties is looking at the former Diamond Chevrolet site. Potentially the project is in the 30 to 60 million dollar range. There is 60,000 square feet of commercial and residential space with up to 250 units of housing. The community benefit of the project is being examined. The jobs would be in all areas of construction with the emphasis on plumbing and carpentry.

WJF Director candidate RFP was discussed. The interview process is to be completed before the August meeting. An appropriate candidate would relate well to diversity and be able to interface with the business and community sectors. Management experience is a plus, as well as the ability to work independently. The ability to hit the ground running coupled with innovation and creativity were also prioritized. A weighted point system that would aid in the interview process was discussed and it was agreed that a sub-committee consisting of L. Cooper, L. Miller, S. Stockwell, and K. Pelletier would serve as an interview panel and develop a standard list of questions and weighted evaluation form to be used with administrative assistance from J. Turgeon. The committee then went into executive session for further discussion. [It is noted however that after review of state open meeting and executive session guidelines, the stated reason for entering executive session (to discuss candidates for the director services being procured) may not have been an appropriate rationale for entering into executive session, therefore, in the interest of full transparency the summary of the conversation which happened during this portion of the meeting is hereby provided. Further note, the meeting guests (noted in attendance above) were not asked to leave the room during this discussion].

Discussion of each Director RFP respondent followed with committee members noting the perceived relative strengths and weaknesses of each respondent in relation to the criteria noted above. The question arose about having an organization selected versus a single proprietor/independent contractor arrangement. The committee members, except for F. Kartheiser, agreed that having an organization performing the services may pose challenges with multiple staff accountability and the potential for the staff of the organization to be conflicted regarding the oversight and priorities provided from their organizational board of directors versus the oversight and priorities of the WJF Oversight Committee. At the conclusion of the discussion, the following four RFP respondents selected to be interviewed were:

- Monica Bond
- Mary Meg Walsh
- Patricia Nixon
- Ernest Floyd

After interviews are conducted, the panel is to make their recommendation to the WJF Oversight Committee for final selection. It was also discussed and agreed upon that should the interview subcommittee not find a suitable candidate from the initial list of selections, that the other candidates may still be considered, therefore, it would be best not to discuss the selections outside of the meeting until a finalist has been chosen.

Further programmatic discussions were held;

- WJF/WFC participant outcome tracking is in MOSES. All job seeker candidates will flow through WFC.
- Worcester DPW job opportunities was tabled as well as training opportunities through the QCC Navigator.

The next meeting date was set for Thursday, August 6<sup>th</sup> at IBEW on 242 Mill Street in Worcester for 11:00.

A motion was made, seconded, and approved to adjourn.

*Meeting notes submitted by: K. Crowley and amended by J. Turgeon.*