

## **Worcester Jobs Fund Oversight Committee**

June 13, 2018

10:00 am

IBEW, 242 Mill Street, Worcester, MA 01602

### **Meeting Minutes**

WJF Oversight Committee Attendance: Karen Pelletier, Jeffrey Turgeon, Maritza Cruz, Frank Kartheiser, and Carlene Campanale (Proxy).

WJF Program Director: Kelsey Lamoureux

- The meeting was called to order after a quorum was established.

Welcome and Introductions:

- All attendees introduced themselves, their positions and their organizations.

Approval of May 9, 2018 Meeting Minutes:

- The meeting minutes from May 9, 2018 at 242 Mill Street were reviewed and unanimously accepted via a motion by F. Kartheiser and a second by M. Cruz.

WJF Financial Update:

- K. Lamoureux presented financial updates on the Worcester Jobs Fund, Washington Square, and Department of Transportation funding as well as the current expenses and budget for FY 18.

WJF Director Report with Program Updates:

- K. Lamoureux provided updates on graduates from the EKG & Phlebotomy, Contact Center, CDL and Worcester Building Pathways trainings. K. Lamoureux highlighted that a graduate from the the Call center training, a graduate from the CDL B training and 4 graduates from the Worcester Building Pathways program have recently started new employment. K. Lamoureux also noted that two of the graduates from the CDL B program from the fall have both started new, higher wage employment opportunities.
- K. Lamoureux reported that the Bounce Instruction for the Pharmacy Technician participants, SNAP Outreach, and job search activities with program graduates are ongoing. F. Kartheiser offered to share the information about the SNAP Outreach application assistance with local food pantries. K. Pelleteir inquired about the anticipated wages for the Pharmacy Technician graduates and K. Lamoureux reported that graduates from that program are anticipated to earn approximately \$13.00 to \$14.00 following training. F. Kartheiser inquired about the CDL B graduates applying for the City of Worcester DPW positions and K. Lamoureux reported that many of the CDL graduates from this past year are going through the interview process with the City of Worcester DPW.

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- K. Lamoureux noted that several program graduates are having difficulty with drug testing requirements when applying for local employment opportunities. M. Cruz suggested that this topic be further explored with employer partners and program participants in the future.

#### Other Items:

- K. Pelleteir provided updates on the Manufacturing Skills-Summer Program organized through the Worcester Regional Chamber of Commerce. K. Pelleteir noted that applications are still being accepted for the program until the class has reached its 15 participant capacity. K. Pelleteir explained that classroom instruction will be provided by a Worcester Public School Teacher and work-readiness training will be provided by K. Lamoureux.

#### Discussion fo FY 19 Budget:

- K. Lamoureux provided a summary of projected funding for Fiscal Year 19 including \$200,000 in City of Worcester tax levy funding, the remainder of the grants with the MA Department of Transportation, SNAP Outreach, and SNAP Employment and Training. K. Lamoureux also noted that staff time dedicated to providing work-rediness training to other partner programs will be funding through the Learn to Earn Grant and Community Development Block Grant funding.
- J. Turgeon explained that staff at the Central MA Workforce Investment Board will not be able to provide time for Case Management for Jobs Fund participants because they are already committed to other grant funded projects this year. Instead, there will be a need to hire a Program Assistant for the Jobs Fund to provide these services. M. Cruz suggested that the Program Assistant position be offered a starting salary of at least \$17.00 in order to competitive with local positions and consistent with the mission of the Jobs Fund. J. Turgeon also recommended that the salary for the Program Director be evaluated and increased based on the addition of senior job responsibilities that have been added to the position during the first three years of the project. F. Kartheiser made a motion to start the recruitment process for a Program Assisstant with a starting wage of at least \$17.00 and adjust the Program Director's salary. The motion was seconded by J. Turgeon and unanimously approved.
- K. Lamoureux presented information and budgets for possible job training programs for FY 19. The committee unimously agreed to continue funding CDL A and CDL B training. K. Lamoureux presented information on a possible bio-manufacturing training and the committee suggested further exploration of this training to fully assess the current local employment needs of companies.

#### Adjourn:

- A motion to adjourn was made by K. Pelletier, was seconded by F. Kartheiser and was unanimously approved.

The next monthly meeting will be held Wednesday July 11, 2018 at 10:00 a.m.

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