

## **Worcester Jobs Fund Oversight Committee**

February 25, 2021

10:00 a.m.

Via WebEx

### **Meeting Minutes**

WJF Oversight Committee Attendance: Karen Pelletier, Fred Taylor, Adrianna Buduski, Isabel Gonzalez-Webster, Janice Ryan Weekes, Ruth Seward and Tommy Maloney

WJF Staff: Kelsey Lamoureux and Theodora Appiah.

Guests: Ethan Brown and Stephanie Williams

- The meeting was called to order after a quorum was established.
- All attendees introduced themselves, their positions and their organizations.

#### Approval of January 28, 2021 Meeting Minutes:

- The meeting minutes from the January 28, 2021 virtual meeting were reviewed and T. Maloney, made a motion to approve the minutes. The motion was seconded by A. Buduski and unanimously approved.

#### Discussion with Chief Diversity Officer for City of Worcester:

- K. Pelletier provided a summary on the mission of Worcester Job Fund Oversight Committee and information on the committee's goals and previous collaboration with the former Chief Diversity Officer. I. Gonzalez-Webster shared the committee's commitment in connecting Worcester's diverse residents to employment through job trainings and collaboration with local companies.
- S. Williams provided a summary the role of the Chief Diversity Officer for City of Worcester and her intention to strengthen education on diversity and inclusion within the municipal workforce. Additionally, S. Williams described goals to improve community involvement in municipal planning and be intentional with structural, institutional, and individual goals. I. Gonzalez-Webster and F. Taylor shared the importance of community engagement and striving for change. F. Taylor suggested for more public forums to be used to ensure communication among the City and community leaders and community organizations. I. Gonzalez-Webster shared former concerns in the involvement of the community in implementing change with the City of Worcester. S. Williams stated that she strives for systemic change while collaborating to understand the problem and move towards equity.

#### Discussion with Worcester Public Schools Nightlife Coordinator:

- K. Pelletier introduced R. Seward, the new Worcester Public School Nightlife Adult Education Coordinator. R. Seward provided a summary of the Nightlife Coordinator position and her previous professional experiences and goals to collaborate as a new member of the Worcester Jobs Fund Oversight Committee.

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- K. Pelletier provided information on previous collaborations between the Worcester Jobs Fund and the Nightlife Program. K. Lamoureux provided details on previous grant projects with Worcester Nightlife. R. Seward shared upcoming programs the Nightlife program will be offering and inquired about continued collaboration with the Worcester Jobs Fund. T. Maloney inquired about the electrical program offerings and R. Seward provided clarification of the program and certification.
- J. Ryan Weekes requested R. Seward attend a MassHire Career Center staff meeting to introduce herself to the team and provide information about training opportunities.

#### Economic Development Updates:

- E. Brown provided an update from the Construction Diversity Monitoring Committee. E. Brown summarized the status of various contractors in meeting their diversity goals and stated ways in which the committee is improving the process to assist contractors in meeting their goals in the future. E. Brown shared a finalized guide for TIF Projects that has been created to provide more support in meeting workforce diversity goals and developing action plans.
- I. Gonzalez-Webster recognized E. Brown and P. Dunn for their continued efforts to increase diversity in the workforce. F. Taylor supported I. Gonzalez-Webster's recognition and inquired about the Mount Carmel project. E. Brown offered to report back on the Mount Carmel project at the next meeting.

#### WJF Financial Update:

- K. Lamoureux presented an overview of the financial reports for the Worcester Jobs Fund, Washington Square, and Department of Transportation accounts through December 2021. K. Lamoureux provided an update on participant numbers for current and future FY 2021 programming as well as pending grant applications.
- K. Lamoureux noted that the Donnelly Expanded Capacity grant was awarded to QCC for the Medical Administrative Assistant program but not for Worcester Public Schools' for the Clinical Medical Assistant Program and Bio-manufacturing programs.

#### Grant Updates:

- K. Lamoureux provided details on the funding and timeline for the Kenneth J. Donnelly Workforce Success Grants for Expanded Training Capacity & Employment Program Performance awarded to Quinsigamond Community College for the Medical Administrative Assistant program.

#### Clinical Medical Assistant Program:

- K. Lamoureux shared information on the Worcester Nightlife's proposal to offer another Clinical Medical Assistant Training Program during Spring 2021 with support from UMass Medical. R. Seward provided details on the proposed Clinical Medical Assistant program and the need for funding. A. Buduski noted the need for the program from Worcester residents, especially youth. K. Pelletier inquired about UMass commitment for placement. K. Lamoureux stated that UMass has hired several graduates from the previous class at \$17.60 per hour. J. Ryan Weekes shared information about UMass' commitment to hiring referrals through their Anchor Mission project. K. Lamoureux stated that the Worcester Jobs Fund's contribution could be considered as match for Nightlife's application to the Healthcare Hub project. F. Taylor made a motion for the

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Worcester Jobs Fund to fund the Night Life Clinical Medical Assistant Training Program. The motion was seconded by A. Buduski and was unanimously approved.

WJF Director Report:

- K. Lamoureux provided updates on current programs, completed programs, and SNAP updates. Current programs include IT Support Specialist, Clinical Medical Assistant, and CDL B training provided through the Worcester Job Fund, Donnelly Grant, and Veteran's Grant. Programs currently in recruitment include Building Pathways, CDL A and CDL B trainings. Graduates from completed programs are currently seeking employment or are in the retention phase of employment. A. Buduski inquired about individual training for EKG & Phlebotomy Program and J. Ryan Weekes provided details on how individuals can apply for Individual Training Account funds to access this training.
- K. Lamoureux noted that the recruiting process for the Worcester Building Pathways program is on-going.
- K. Lamoureux shared SNAP application assistance will continue in FY2021 and has a goal to support at least 50 households with their applications.

Other Items/Announcements:

- A. Buduski shared that Training Resource of America is currently recruiting for Construction and Certified Nursing Assistant Programs.

Adjourn:

- A motion to adjourn was made by F. Taylor, was seconded T. Maloney and was unanimously approved.

The next monthly meeting will be Thursday, March 25, 2021, at 10:00 a.m.

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