

**WIOA Steering Committee  
Job Seeker and Employer (JS&E) Subcommittee  
Hurley Building, Cambridge Conference Room  
19 Staniford Street, Boston, MA**

Meeting Notes

July 1, 2015

**Present:** Sylvia Beville, Marilyn Boyle, Tim Dooling, Diane Hurley, Dave Manning, Yashira Pepin, Susan Quinones, Sacha Stadhard

**Conference Call:** Christine Abramowitz, Linda Bass, Maureen Carney, Paulette Carrol, Patricia Crosby, Ken Messina, Barbara O’Neil, Kathy Rodriquez, Kimberley Rowe-Cummings, Tim Sappington, Sheila Sullivan – Jardim, Joe Viana

**Update on WIOA Implementation and Steering Committee Meeting:**

- JS&E subcommittee and workgroups of the JS&E subcommittee meeting notices and minutes are posted at [www.mass.gov/massworkforce/wioasubcommittees/](http://www.mass.gov/massworkforce/wioasubcommittees/)
- WIOA Steering Committee, JS&E subcommittee, and workgroups meetings are open to the public.
- WIOA Steering Committee meeting was held on Jun 30, 2015. Core Partners were present at the meeting to continue discussion of WIOA implementation.
- Alice Sweeney, Director of Department of Career Services, presented a PowerPoint presentation on the One-Stop Delivery System to members of the WIOA Steering Committee.
- The Steering Committee was developed by the Mass Workforce Investment Board to provide general oversight of the WIOA implementation process.
- Deliverables and work of the JS&E Subcommittee and workgroups will contribute to the development of the State plan.

**Update on WIOA JS&E Subcommittee Workgroups:**

**Career Center Standards & Process Workgroup – Tim Dooling and Dave Manning**

- In process of developing documents for Career Center Standards and will post them to the Mass Workforce website.
- Six common themes for Career Center Standards were identified. The document containing the common themes titled June 25<sup>th</sup> Chart can be viewed at <http://www.mass.gov/massworkforce/wioasubcommittees/>

- Career Center standards will be developed on a generic level with the notion that Local Workforce Development Boards will tailor standards.
- A subgroup to address Career Center procurement will be developed with a goal of having a draft Career Center procurement process in place by the fall 2015.

**WDB Certification Workgroup – Diane Hurley**

Topics discussed include:

- Development of Workforce Board standards under WIOA
- Review of current and new criteria for Board certification
- Discussion of strategic plan to include strategies for:
  - Convening, leveraging, and brokering strategic partnerships with Core programs and partners
  - Career Pathways and Industry Sector partnerships
  - Employer Engagement
- Development of metrics for Board certification criteria

**Business Engagement Workgroup – Ken Messina**

Topics discussed include:

- Employer Engagement
- MassBiz Works
- Business Service Policy
- WIOA requirements around employers
- Job Referrals
- Dashboards and Metrics
  - Kimberly Rowe-Cummings agreed to represent DTA on the Business Engagement workgroup.

**Performance Measures Workgroup – Yashira Pepin**

Topics discussed include:

- Review of Federal Regulation requirements
- Comments related to performance measures were submitted under the Notice of Proposed Rule Making comment period.
- Current IT structure discussed. A map will be created to show current structure and benchmarks for new structure relative to WIOA requirements.
- Information Sharing Agreements (ISA's) will be developed for wage matching.
- Next meeting on June 9, 2015 – will focus on State level performance metrics.

**Eligible Training Provider List Workgroup – Marilyn Boyle**

- ETPL policy was posted and letters sent out to vendors.
- New MOSES Build incorporates changes to Training Pro.
- New approval process for vendors will begin January 1, 2015.
- Outreach to vendors will be conducted to ensure they meet the new requirements.

**WIOA Youth Workgroup – Sacha Stadhard**

Topics discussed include:

- Services to OSY including an older OSY population
- Career Pathways models and vision statement for WIOA youth
- Increasing services to youth with disabilities
- Workgroup subgroup created to focus on new youth provisions in WIOA.  
Recommendations from subgroup will be brought back to the larger WIOA Youth workgroup for discussion and consideration.

**Future Meetings:**

The JS&E Subcommittee will meet on the following dates:

- Wednesday, August 5, 2015
- Wednesday, September 2, 2015
- Wednesday, October 7, 2015
- Meeting times will be from 1:00 pm - 3:00 pm unless otherwise noted

Future JS&E Subcommittee meetings will include a report out from the workgroups.