

**Partnerships for a Skilled Workforce
Career Center Initiative Board
September 21, 2017**

Minutes

Attendance

Members Present: Chris Miller, Out-Going Chair, Mark Key, In-Coming Chair, Rosemary Alexander, Charles Gagnon, Ernest Houle,

Members Absent: Joan Cirillo, Patrick Davis, Patrick Davis, Laura Edwards-Lassner, Christine Tibor

Guests Present: Jason Matthews, Project Manager, Career TEAM, Nicholi McIntyre, Operations Manager, DCS, Sarah Hoecker, Rory McIntyre

Staff: Sylvia Beville, Henry Bryson

Consent Agenda

Chris Miller opened the meeting by approving the June and August minutes.

Election of Chair

Ernie Houle moved to elect Mark Key as CCIB Chair. Rosemary Alexander seconded the motion. Motion approved.

Career TEAM

Jason Matthews presented the demand driven career center model.

Meeting Attachment

The purpose of the Friday conference call is to approve the plan for locating the comprehensive career center at 1671 Worcester Road in Framingham through a non-competitive procurement [based on an exigency condition, as stated in OMB 200.320 (f)(2) and (f)(3)].

Partnerships for a Skilled Workforce' vision for the future includes reduced staff and reliance on a satellite and auxiliary model. While maintaining the personal touch, there will be an increased emphasis on online learning and the delivery of virtual services. This will allow the agency to stay at the front of technology and keep up with today's ever changing transient marketplace.

Partnerships for a Skilled Workforce proposes to create a comprehensive center at the current career center location in Framingham. Career TEAM will lease 7,000 of the approximately 10,000 square feet currently occupied by Employment and Training Resources at 1671 Worcester Road, Suite 205, Framingham, MA 01701 for the following reasons:

- Reduced office costs at the comprehensive space will free up resources to create satellite and auxiliary models across the region, thus expanding access to services for individuals
- Cost savings at the primary site allows for more flexibility in the development of future sites and location of sites at six to ten places throughout Metro Southwest
- Reduced office space correlates to lowered rent and utility costs
- Lower space costs free up money to spend on staff and services to individuals and employers
- Smaller offices encourage communication and collaboration and allow ideas and processes to be created more easily

There are clear advantages for leasing the second floor at 1671 Worcester Road, the current career center location:

- Carruth Capital, the landlord, is willing to negotiate the footprint and the cost of the space, reducing the base rent by \$61,104 a year
- Lower build-out costs than that which would be incurred if the career center were to be located in a new space for the following reasons: (1) the space is already configured for individual and group services to customers, (2) the space can accommodate the number of staff necessary to run a comprehensive center, (3) limited wiring changes will be necessary to accommodate new technology, and (4) most of the IT and communications equipment and infrastructure is at this location. The only cosmetic change would be building a wall to divide the career center from adjacent office space—estimated to be about \$25,000 and take about seven weeks
- Based upon Career TEAM's experience in setting up similar centers, the cost of moving to another site would be between \$30,000 and \$40,000
- 1671 Worcester Road is a turn-key operation--fully equipped

Small centers will be spread throughout Metro Southwest over the next couple of years. The following municipalities are potential locations: Acton-Boxborough, Maynard, Waltham, Marlborough, Natick, Needham, Newton, Hopkinton, Holliston, Norwood, Canton and Franklin.