

MEMORANDUM

TO: Subcommittee on Workforce Training  
FROM: Carolyn Herman  
RE: HUB HOPE  
DATE: June 5, 2019

HUB HOPE

In follow-up to our last meeting and per the request of our Chair, here are some suggestions for an initial roll out of "Hub Hope":

1. Try for at least two initial Hubs, one each in our most underserved communities.
2. Each Hub must be centrally located for that particular community and be near public transportation (within two blocks) that have regular, frequent and reliable schedules. Each Hub also should provide for ample and free parking, especially for staff.
3. Hours should coincide with the needs of the public in that location.
4. Each Hub needs to provide for at least *3,000 sq. ft?* to allow for (at least) an administrative back office, a front reception room and either a general meeting room or a general meeting room and a separate computer room. (Perhaps at some point we could even provide some child care during the time the parent is using the facility.) The space either could be residential or commercial.
5. The reception area will be the first stop. Staff and/or volunteers will be available to greet members and find out what they may need (or at least point them in the right direction) and ask them to sign in.
  - a. The reception room should be extremely inviting and situated so as to allow for the public to see the general meeting room, i.e., we should aspire to transparency as much as possible.
  - b. In the reception room would be a wall of information, brochures and booklets from the various supporting work force training services as well as information pertaining to the proposed Expungement Project.
6. The meeting room either should be subdivided with cubicles or partitions or turned into two separate rooms where the following could take place:
  - a. Staff would meet with individual members of the public to discuss, among other subjects, work engagement programs, the completion of applications, educational needs, reentry to the workforce, financial needs, including banking procedures.

b. With supervision, members of the public would utilize computers to aid them in any manner at set forth in 4(a) any of the above items.

c. If only one room is available, the space for computer use would need to be easily convertible so as to provide the maximum for (6 ) below.

6. The HUB also could be used for the following:

a. Seminars or panel discussions on a variety of subjects of interest to members of the public. In this regard, it would helpful if the room had adequate seating and audiovisual equipment, e.g., for power points or films.

b. A place where water, fresh fruit, and other healthy snacks could be made available at no charge.