



**Advanced Manufacturing Employer Partnership  
Charter  
November 2020**

The **Advanced Manufacturing Employer Partnership (AMEP)** is an employer-led Workforce Solutions Collaborative Metro Hartford Industry Partnership focused on the workforce needs of advanced manufacturing and technology companies in the Hartford and Enfield labor market areas which includes parts of Middlesex County.

**Vision:**

Every manufacturing position is filled with a qualified employee.

**Mission:**

AMEP will provide leadership to drive effective and efficient workforce solutions by maximizing any available resource.

**Purpose:**

In 2011, CCAT was selected by Workforce Solutions Collaborative Metro Hartford (WSC) as the Manufacturing Intermediary to create an employer-led manufacturing partnership. The role of an intermediary is to manage employer-driven, sector-based workforce partnerships that result in positive outcomes for job seekers and employers, and that contribute to improvements in the workforce system.

From 2011 to 2020, CCAT's work has encompassed 3 areas: (1) **Employer Engagement:** developing and growing CORE employers who will help design and access AMEP programs and services, (2) **Job Seeker Recruitment:** developing strategies that connect pre-qualified job seekers from non-traditional groups and low-income households to full time employment, (3) **Job Quality/Job Retention:** spearheading workforce efforts with employers to help increase retention for entry level employees.

**Collaborative Member Structure:**

- **North AMEP**
  - This group consist of stake holders in the Hartford and Enfield labor market.
- **Central AMEP**
  - This group consist of stake holders in the Middlesex County labor market.

**Collaborative Member Meeting Frequency:**

- Meetings will be held quarterly for both groups (at a minimum); a meeting notice and agenda will be sent out in advance with topics for those meetings.
- Meetings should be attended in person; however, a call-in option will be provided upon request.
- Additional information-based meetings and/or webinars will be offered as needed.

**Collaborative Member Role:**

- Actively participate in AMEP work including contributing as a subject matter expert and connector for the group

- Guide the AMEP strategic planning, by setting strategic and funding priorities;
- Advocate for the goals of AMEP and seek to create synergy, linkages and awareness of connected work;
- *Use a racial and gender equity framework that clearly articulates equity; implicit and explicit bias; and individual, institutional, and structural racism;*
- Provide thought leadership and guidance to ensure that AMEP stays focused on achieving the short- and long-term outcomes;
- Attend Quarterly Collaborative meetings in person, or by designate. CCAT will provide a call-in option as needed;
- Represent commitment to the AMEP mission and purpose for the stakeholder group you represent;
- Represent AMEP as collaborative work not the work of any one member;
- Provide guidance/input on decision-making as requested by chairs;
- Regularly review AMEP progress to ensure there is advancement toward intended outcomes and are aligned with the needs of the employers;
- Identify and address systemic approaches to remove barriers (operational, financial, political etc.) that are preventing progress toward shared goals;
- Ensure flow of information among stakeholders in between meetings/convenings.

#### **Advisory Council:**

The advisory council is a core group of stake holders that will work closely with both AMEP chairs to help advise and support the governance of the group. The advisory council shall consist, as a minimum of:

- Both AMEP chairs
- Funders
- Connecticut Center for Advanced Technology (CCAT)
- Workforce Boards
- Employer stake holders
- Career Pathways Employment Program (CPEP)

#### **FY20 Workgroups:**

- Career Pathways Employment Program (CPEP)
- Incumbent Worker Training
- Job Quality
- Talent Pipeline

#### **Workgroup Member Expectations:**

- Provide thought leadership and guidance to ensure that the workgroups stay focused on achieving the groups purpose;
- Actively participate in the workgroup including attending meetings and calls, contributing as a subject matter expert and serving as a connector for the group to relevant stakeholders;
- Approve actions related to strategic direction;
- Advocate for the goals of the workgroup and seek to create synergy, linkages and awareness of the work among a diverse set of stakeholders;

- *Use a racial and gender equity framework that clearly articulates equity; implicit and explicit bias; and individual, institutional, and structural racism;*
- Ensure flow of information among stakeholders in between meetings/convenings.

Endorsed By:



Glenn Ford (Jan 25, 2021 15:06 EST)

Glenn Ford  
President, Phoenix Manufacturing  
Hartford Area AMEP Chair



Charles Daniels (Jan 25, 2021 14:07 EST)

Charles Daniels  
Chief Financial Officer, Wepeco Plastics  
Central Connecticut AMEP Chair