

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND  
Workforce Investment Board  
Meeting Minutes  
September 14, 2004  
Pawtucket netWORKri Office

**Voting members present included:**

Sue Babin	Stacey Carter	Mike Cassidy	Vanessa Cooley	Joe Crowley
Joe DesRoches	Diane Karcz	Steve Kitchin	Dorothy Mattiello	Paul Ouellette
Fred Pendlebury	Ed Sneesby	Pat Talin	Ernie Vergano	Brian Wallin
Richard Westlake	Steve Wilson	Paul Harden	Vina Leite	Paula Morris
Linda Sanchez	Frank Sullivan			

**Voting members absent included:**

Vin Balasco	Diane Cook	Ray Filippone	Joan Lariviere	Jane Nugent
Betty Pleacher	Paula Santos	Fred Ricci	Peter Koch	

**Others in Attendance:**

Donna Treglia	John O'Hare	Bonnie Dingman	Cheryl DaCosta	Ken Cahill
Geri Guardino	John O'Riley	Marie DeRoche	Tom Fay	Maureen Palumbo
Carlos Ribeiro	Janice Lepizzera	Arthur Jodoin	Mike Koback	Dale Soderlund
Nancy Olson	Barbara Irish	Dottie Miller		

**CHAIRMAN'S REPORT**

Steve Kitchin noted that he has attended a few meetings regarding board membership vacancies and pending appointments. He informed members that the HRIC awarded WPGRI \$180,771 for the Support Grant and \$274,800 for the Employee Investment Grant (EIG). Mr. Kitchin added that there is not a new report available for WIA Reauthorization.

**DIRECTOR'S REPORT**

**New Open Meeting Act Requirements** – Mike Koback reported that the RI Secretary of State's office issued a new set of guidelines for the Open Meeting Act (OMA) effective last July 17<sup>th</sup>. He stated that meeting notices and agendas must now be electronically posted on the Secretary of State's website within 48 hours of the scheduled meeting. Mr. Koback noted that it appears that the only meetings that need to be posted include: GRI Workforce Investment Board (WIB), Employee Investment Grant Review Subcommittee, and the Executive Committee when acting on behalf of the Board. Also any minutes of these committees must also be posted within 30 days after the meeting. Tom Fay reported that the Secretary of State's office is now requiring that every Board and Agency in the state of RI post all meeting notices, agendas, and minutes on their web site. Mr. Fay further reported that some meetings have been delayed and WPGRI had to cancel one of their EIG award meetings due to the new process.

**Personnel** – Mike Koback reported that given the reduction in Support and EIG funding from the HRIC it became necessary to lay-off Ed Lombardo who was a Business Development Specialist. He further reported and introduced the newly hired WIA Youth Program Manager, Carlos Ribeiro.

**COMMITTEE REPORTS**

**Youth Council Chair Vacancy** – Mr. Kitchin reported that Board member and Youth Council chairman, Bob Mason resigned from the Board to take a position in Washington, DC. Steve Kitchin noted that a new Youth Council Chair is now needed and his preference is that it be a private sector member who would volunteer. He added that youth program is a vital part of WPGRI's operations and critical to performance.

**WELCOME & INTRODUCTIONS**

It was noted that there were enough members present to constitute a quorum and Chairman Steve Kitchin called the meeting to order at 8:30 a.m. He welcomed and thanked everyone for attending.

**APPROVAL OF MINUTES**

*Pat Talin motioned to approve the June 14, 2004 meeting minutes with the noted amendment; Paragraph 6, line 3; change "sill" to "stil.". Joe DesRoches seconded the motion. The motion was unanimously approved.*

**COMMITTEE REPORTS**

**PY 2004 Budget** – Ernie Vergano reported on the PY 2004 budget available for review. He explained the budget line items and opened the floor to questions and discussion. Mike Koback noted that the PY 2004 budget is fairly consistent with the prior year since it is based on prior expenditures. Steve Kitchin added that the Budget and Executive Committees met and endorsed the PY 2004 budget as it was presented.

*Ernie Vergano motioned to approve the PY 2004 budget as presented. Pat Talin seconded the motion. The motion was approved. Vanessa Cooley abstained.*

**WIA Services Agreement** – Sue Babin reported on the two-page WIA Services Agreement Executive Summary available for review. She further reported that \$687,500 represents the funds to be awarded to DLT for One-Stop services to the dislocated workers and adults in the Greater RI region. It was noted that the \$687,500 includes the \$125,000 awarded for the period July 1, 2004 through September 30, 2004 as a modification to the PY 2003 WIA Services Agreement. The funding has been allocated as follows \$290,000 for adult and \$397,500 for dislocated workers. Mike Koback noted that this is a standard agreement with minor modifications made each year since 2000.

*Sue Babin motioned to approve the WIA Services Agreement as presented. Ernie Vergano seconded the motion. The motion was approved. There were two recusals; Paula Morris and Joe DesRoches.*

**Board Development / Update** – Paul Ouellette reported that the Strategic Planning session will be delayed until the spring. He reminded members of the new member nomination process and encouraged members to nominate individuals to fill vacancies. He further reported that a resignation letter was received from Marsha Lynch, CVS Representative, and she recommended Elizabeth Cliff to fill the vacancy. Elizabeth Cliff's resume has been reviewed and Mike Koback and Paul Ouellette will meet with her. Lisa D'Agostino of the Department of Elderly Affairs has also resigned and Marie Strauss has been recommended to fill this vacancy. Colleen Odell of AFL-CIO has already been nominated and her name has been submitted to the Governor for appointment, so this will leave one labor vacancy. There is also a DLT vacancy, which is in the process of being filled. Mr. Ouellette noted that board presentations and business testimonials will be scheduled on a monthly rotation. Joe DesRoches and Dorothy Mattiello volunteered to provide a board presentation at the November board meeting.

**One-Stop Quality Assurance / Update** – Sue Babin reported that the committee met on August 24<sup>th</sup> and began planning for the monitoring of the Warren and Woonsocket centers. She added that the committee will be reviewing the criteria for the "Superior Peer" award, which was put on hold for the June 2004 award ceremony. Ms. Babin reviewed the enrollments from the PY 2003 WIA Plan vs. Actual report which was available for review. She noted that the One-Stops exceeded their goals. Mike Koback explained the negotiated rates and how they coincide with the quarterly reporting. It was recommended that Sandra Powell provide a presentation on the performance measures in order to provide more clarification to board members.

**Program Development & Evaluation / EIG Status** – Paul Harden reviewed and explained the EIG FY '04 summary report available for review. He noted that the EIG Review Subcommittee last met in August to review newly submitted EIG applications and the subcommittee is planning to meet again on September 29<sup>th</sup>. Mr. Harden thanked EIG committee members for their services.

**Program Development & Evaluation / H-1B** – Cheryl DaCosta of RITEC reported briefly on the status of the H-1B biomanufacturing grant. She noted that the grant is losing Dow Biopharmaceutical, but gaining Concordia Manufacturing. She added that adding other companies throughout the grant process is an ongoing goal. There was an H-1B Training Initiative update available for review.

**Marketing / Update** – Brian Wallin reported that the committee met on August 20<sup>th</sup> and discussed strategies to promote the awareness and branding of the organization by issuing success stories and available services offered by WPGRI. He added that the successes can be promoted through such marketing campaigns as EIG radio ads, events at GRI businesses, news releases, photos, and grant awards.

**WIA Performance / Update** – Richard Westlake reported that the committee met on August 5<sup>th</sup> and was provided with an excellent presentation on the 17 WIA performance measures from two staff members of the State Workforce Investment Office; Sandra Powell and Donna Treglia. He further reported that the committee will review performance and potential disconnects during the period between interim and final reports. He noted that the next meeting is scheduled for September 23<sup>rd</sup>.

### **BOARD MEMBER PRESENTATIONS**

Diane Karcz of BankNewport, Brian Wallin of Kent Hospital, and Fred Pendlebury of Electric Boat each presented a profile of their company, position and responsibilities.

It was noted that the next scheduled meeting is Tuesday, October 12th. There being no other business to attend to, the meeting adjourned at 9:50 a.m.

Respectfully submitted,

Dale Soderlund  
Administrative Assistant  
Workforce Partnership of Greater RI

*Board Meeting Minutes*  
9/14/04