

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
Workforce Investment Board
Meeting Minutes
January 11, 2005
Pawtucket netWORKri Office

WIB voting members present included:

Sue Babin	Mike Cassidy	Beth Cliff	Diane Cook	Joe Crowley
Joe DesRoches	Paul Harden	Diane Karcz	Steve Kitchin	Peter Koch
Vina Leite	Ken Cahill	Jane Nugent	Paul Ouellette	Paula Santos
Marie Strauss	Frank Sullivan	Pat Talin	Ernie Vergano	Brian Wallin
Richard Westlake	Steve Wilson			

WIB voting members absent included:

Vin Balasco	Stacey Carter	Vanessa Cooley	Joe DeSantis	Ray Filippone
Joan Lariviere	Dorothy Mattiello	Paula Morris	Colleen Odell	Fred Pendlebury
Betty Pleacher	Fred Ricci	Linda Sanchez	William Sanchez	Ed Sneesby
Darrell Waldron				

Others in attendance included:

John O'Hare	Donna Treglia	Linda Hutnak	Marie Deroche	Richard D'lorio
Gloria Hole	Patricia McCrea	Kathy Partington	Sandra Powell	Tom Fay
Dottie Miller	Mike Koback	Barbara Irish	Janice Lepizzera	Maureen Palumbo
Nancy Olson	Karen Waters	Arthur Jodoin	Russ Irving	Dale Soderlund

WELCOME & INTRODUCTIONS

Chairman Steve Kitchin called the meeting to order at 8:15 a.m. He welcomed and thanked everyone for attending. It was noted that there were enough members present to constitute a quorum. Mr. Kitchin welcomed and introduced two new board members; Beth Cliff, Director, Organizational Development and Training for CVS Corporation and Marie Strauss, Assistant Administrator for Community Services for RI Department of Elderly Affairs. Mr. Kitchin noted that Colleen Odell of the AFL-CIO had also been appointed a new board member. Mr. Kitchin further noted that since there are a number of new board members it had been suggested to schedule a board orientation for the beginning of February and all board members are invited to attend.

CHAIRMAN'S REPORT

Steve Kitchin reported that since the last meeting WPGRI has moved their office from East Providence to Center General Complex in Cranston and commended staff on staying operational throughout the move. Mr. Kitchin further reported on the 2003 Audit report and noted that all members had received a copy in the mail. He added that there were no findings within the report and noting that after the Budget and Executive Committees reviewed the report they felt a meeting with the auditor was not necessary. Mr. Kitchin commended staff on their efforts in completing an excellent 2003 audit report.

Committee Chair Appointments - Steve Kitchin was pleased to announce the two new committee chairs; Youth Council Chair, Frank Sullivan and Marketing Chair, Stacey Carter.

HRIC Update - Mr. Kitchin reported that legislation was passed last year to reconstruct the membership of the HRIC and noted that he is unaware of any progress on this task at this time. He noted that 2005 will be a year of change on a state and national level.

WIA Reauthorization - Mr. Kitchin reported that on January 4th the new WIA reauthorization legislation was introduced in Washington. He further reported that he anticipates new WIA legislation for 2005, which means this will present change for local and state boards. Mr. Kitchin added that we will continue to do work as usual.

DIRECTOR'S REPORT

Mike Koback reiterated that the move did go very smoothly from East Providence to Center General. He invited anyone to please visit staff at the new office location.

APPROVAL OF MINUTES

Pat Talin motioned to approve the October 12, 2004 meeting minutes as presented. Brian Wallin seconded the motion. The motion was unanimously approved.

COMMITTEE REPORTS

Executive Committee / Quarterly Budget Report – Mike Koback explained the PY' 04 budget report through October 31, 2004 that was available for review. He noted that the red numbers in the balance columns are where we stand as of October 31st. Mr. Koback provided an explanation of the internal and external balances. Mike Koback reported that we are entering into the period of having to complete a budget for next year.

Peter Koch motioned to approve the PY '04 budget report as presented. Joe DesRoches seconded the motion. The motion was unanimously approved.

Executive Committee / Youth Proposals Reader/Raters – Mike Koback noted that reading and rating the youth proposals is an important process and participation is critical. He encouraged board and youth council members to be a part of this process. Mr. Koback added that the proposals were released on December 9th and the proposals are due at WPGRI on January 28th at noon. He provided an explanation of the process and the purpose of a distribution meeting.

Executive Committee / Legal Services Agreement Renewal – Mike Koback reported that the legal services contract with Attorney Tom Fay had expired on December 31, 2004 and is up for renewal. The renewal of this contract does require board approval. Mike Koback and Steve Kitchin both acknowledged Tom Fay's previous services and noted that he has continued to be a great resource. It was so noted that the contract will remain the same; no modifications required.

Pat Talin motioned to approve the renewal of legal services contract with Attorney Tom Fay. Joe DesRoches seconded the motion. The motion was unanimously approved.

Board Development / Member Orientation – Paul Ouellette reported that the committee last met on December 17th and it was confirmed that there was final approval from the Governor on three new appointments; Elizabeth Cliff of CVS, Colleen Odell of AFL-CIO, and Marie Strauss of RI Department of Elderly Affairs (DEA). Mr. Ouellette further reported that the governor has reappointed for a three year term; Richard Westlake, Diane Karcz, Ed Sneesby, Steve Wilson, Paul Ouellette, Joe Crowley, Paula Santos, Ray Filippone, and Mike Cassidy. Mr. Ouellette noted that there still remains four board vacancies. Mr. Ouellette further noted that there are still a few members that need to join a committee if they have not yet done so. Paul Ouellette announced that are plans to schedule a board orientation on Tuesday, February 8, 2005, not only for new members, but for existing members also. He also announced that the committee is looking at the possibility of scheduling future board meetings at other locations; like Center General in Cranston. Mr. Ouellette reported that his committee has been charged with nominating a new slate of officers, which includes Chair, Vice Chair, Treasurer, and Secretary. Steve Kitchin noted that anyone interested in serving in this capacity please contact Paul Ouellette.

One-Stop Quality Assurance / Update – Sue Babin reported that the committee last met on December 14th and briefly reviewed the minor revisions to the Excellence in Service award criteria. She further reported that the one-stop managers have been invited to the January 25th meeting. Sue Babin noted that the committee is in the planning stages of conducting research of other one-stops around the country. She further noted that a list of questions is being prepared before contacting other one-stops. Ms. Babin reported that two monitoring visits have been scheduled; Tuesday, February 1st at Woonsocket (Ed Sneesby, Vina Leite, Steve Wilson, & Ray Filippone) and Wednesday, February 9th at Warren (Vin Balasco, Diane Karcz, Paula Morris, & Steve Kitchin); Nancy Olson and Sue Babin will be participating in both monitoring visits. Ms. Babin reported that Bank of America are utilizing the one-stop centers to assist in the hiring of their employees for the call center. She further reported that there is the possibility of the RI Department of Motor Vehicles moving into the Woonsocket office. Sue Babin announced that all center managers will have the opportunity to provide a presentation on the activities and services provided within the one-stops at future scheduled board meetings.

One-Stop Quality Assurance / netWORKri Presentation – Linda Hutnak, Center Manager of the Pawtucket netWORKri office provided a presentation on the current, future, and on-going activities scheduled at the Pawtucket office.

Youth Council / Update – Steve Kitchin reported that he had previously chaired two youth council meetings and have directed staff to review the current youth council membership. Mike Koback noted that he is encouraged with Frank Sullivan coming on as the Youth Council Chair and a meeting will be scheduled with Frank to review the current membership and other tasks at hand.

Program Development & Evaluation / EIG – Paul Harden reported that the committee continues to meet monthly to review EIG awards and at the continued rate of awards, funds should all be expended in early 2005. He further reported that there is approximately \$120,000 in available funds and currently for January there is approximately a total of \$60,000 in applications to be reviewed.

Program Development & Evaluation / H-1B – Paul Harden reported that training is moving forward and Amgen has recently contracted with a trainer and funds are being used to compensate the tuition of URI students in the biomanufacturing program. He further reported that there is a concern with the rate of spending the available training dollars and noted that there is a plan in place to outreach to other eligible companies. Mr. Harden noted that at the next committee meeting performance of the Individual Training Accounts (ITA) will be reviewed.

Marketing Committee / Update – Steve Kitchin noted that Brian Wallin has done an admirable job in leading the Marketing Committee and unfortunately he had to step down due to other commitments. Stacey Carter will now Chair the Marketing Committee and we look forward to working with Stacey in this capacity.

Pat Talin motioned to approve the commending of Brian Wallin for his admirable service on the Marketing Committee. Paul Ouellette seconded the motion. The motion was unanimously approved.

Brian Wallin reported that work continues with Cote & D'Ambrosio to promote the activities of WPGRI under the strategy of creating awareness and branding. Mr. Wallin further reported that previous plans for the biotechnology breakfast have been redirected at this time and placed on hold. Brian Wallin noted that going forward the committee will review publicity opportunities at the next meeting and will review an advertising campaign to assist in the recruitment for call center training.

WIA Performance Review / Update – Richard Westlake reported that the committee last met on January 6th and members are spending time to achieve a better understanding of the seventeen required WIA performance measures. He further reported that the committee has begun discussion on predictor models and on meeting the expectations of the federal requirements. Mr. Westlake noted that the primary goal is to raise the Board's level of awareness regarding performance. He reminded members that at the last meeting the board was provided a presentation on the eight required WIA performance measures for the Adult and Dislocated worker populations and as previously promised a presentation on the seven required WIA performance measures for the youth population would be provided.

WIA Performance Review / Presentation – Donna Treglia of the State Workforce Investment Office (SWIO) provided a presentation on the seven required WIA Performance Measures that must be met for the younger and older youth populations.

WIA Performance / Quarterly WIA Services Report – Mike Koback explained the PY 2004 quarterly WIA service report that was available for review and noted that there was a glossary of WIA terms attached. He further explained that the service levels in the WIA report correspond to the WIA One-Stop Services Agreement with DLT and added that every year this is modification to the five-year plan. Mr. Koback noted that WPGRI is doing very well according to the plan.

WIA Performance / Quarterly WIA Performance Report – Mike Koback explained the PY 2004 first quarterly WIA performance report that was available for review. He further explained the goal range to be either passing or not passing and the range does allow for flexibility when meeting the required performance measures.

WIA Performance / Quarterly WIA Youth Services Report – Mike Koback explained the PY 2004 quarterly WIA youth services report that was available for review. He further explained how this report differs from the Adult / Dislocated Workers report. Mr. Koback extended an invitation for board members to attend a WIA Performance subcommittee meeting to assist them in achieving a better understanding of the performance measures.

NEW BUSINESS

Paula Santos requested receiving information relative to the state concerning employment, employment rate for youth, new businesses, and future employment activities. She asked if this information at some point be incorporated into a board meeting agenda. Mr. Kitchin noted that possibly a labor market information report could be provided in the future.

There being no other business to attend to the meeting adjourned at 9:55 a.m.

Respectfully submitted,

Dale Soderlund
Administrative Assistant
Workforce Partnership of Greater RI