

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
Workforce Investment Board
Meeting Minutes
September 29, 2005
Center General

WIB voting members present included:

Paul Harden	Vin Balasco	Stacey Carter	Michael Cassidy	Diane Cook
Joe Crowley	Joe DesRoches	Steve Wilson	Diane Karcz	Steve Kitchin
Vina Leite	Paula Morris	Joe DeSantis	Jane Nugent	Paul Ouellette
Ray Filippone	Peter Koch	Fred Ricci	Paula Santos	Ernie Vergano
Muriel Morrissette	Dorothy Mattiello	Brian Wallin	Kimberly Weiss	
Frank Sullivan	Richard Westlake			

WIB voting members absent included:

Vanessa Cooley	Darrell Waldron	Dorothy Furlong	Joan Lariviere	Pat Talin
Fred Pendlebury	Betty Pleacher	Colleen Odell	Edward Sneesby	Marie Strauss
Anthony Federico	John Iaderosa			

Others in attendance included:

Patricia McCrea	Mary Demers	Sue Babin	Phyllis Littlejohn Brown	Marie DeRoche
Richard D'Iorio	Kathy Partington	Sandra Powell	Nancie Moore	Arthur Jodoin
Adelita Orifice	Michael Koback	Nancy Olson	Dottie Miller	Barbara Irish
Maureen Palumbo	Patrice Cavanaugh	Karen Waters	Carlos Ribeiro	

WELCOME & INTRODUCTIONS

Chairman Steve Kitchin called the meeting to order at 8:10 a.m. He welcomed and thanked everyone for attending. Mr. Kitchin welcomed two new members Muriel Morrissette from Amgen and Kimberly Weiss from DLT, representing Title I WIA.

APPROVAL OF MINUTES

Joe Crowley motioned to approve the June 13, 2005 meeting minutes as presented. Ray Filippone seconded the motion. The motion was unanimously approved.

CHAIRMAN'S REPORT

Mr. Kitchin discussed a briefing he attended in Washington, DC sponsored by Senator Reed's office, Business Day. He mentioned that WIA was not a priority and that FEMA, Health Care and the war in Iraq were the top agenda items. He stated that S9 bill was still in negotiations with no timetable.

Mr. Kitchin also stated that he had attended the Orientation of the new Governor's Workforce Board consisting of 17 members. He complimented the presentations provided by director Adelita Orifice, Sandra Powell, Kathy Partington and Michael Koback. Michael Koback reported that the feedback he received was very positive and that the chairman, Joe MarcAurele **CEO of Citizens Bank** was very committed and supportive. He said that the board's direction would be policy oriented.

COMMITTEE REPORTS:

Executive Committee– Steve Kitchin reported that included in today's packet were letters dated September 16, 2005 to recertify the Workforce Partnership of Greater Rhode Island through the period ending December 1, 2005, conditionally pending the appointments of board members. Mike Koback stated that he is actively working with the Governor's office to ensure that this is completed. Mike Koback reported that the second letter in the packet was a conditional approval of the 2 Year Plan for the period ending December 1, 2005. He stated that it was conditional **because the WPGRI did not** have all the signed Memorandums Of Understanding (MOUs) with its One-Stop Partners. He added that WPGRI and partners were currently involved in the process of discussing **rental rates at netWORKri** and negotiating **other requirements**. He stated that he expected the process would be completed before the conditional approval expires.

PY 05 Budget-- Mike Koback presented the PY 05 Budget. He noted that the first page presented the entire annual budget,. He explained that Administration was 10% of the allocation and that the budget reflected a modification that would be voted on later in the meeting. He stated that the second page reflected the Internal Operating Budget for staff salaries, fringe and board activities. He also commented that the H1- B budget included a request to the federal Department of Labor and Training to modify the existing budget to extend to a 4th year. Mike spoke about the Support Grant funds and stated they reflected the balance available to carry-in for staff expenses. He also described the *I Can Learn* budget and stated that it was for \$25,000 to offset staff costs and that it was a Math program with the Central Falls Schools. He said that the money was allocated from the Governor's 15% Set-aside of WIA dollars. WPGRI had received a waiver to be an operator of the program and Carlos Ribeiro and Karen Waters would be staff working on this program.

Discussion continued when Jane Nugent asked to hear more about the program. Mike Koback said that it was one of two programs authorized by the national Department of Education to help advance math skills. He stated that the teachers were trained to operate the program with a WIA focus. Governor Carcieri will have a press release on October 17, 2005. He stated that oversight of the program would be the responsibility of the Youth Council.

Ray Filippone motioned to approve the PY05 budget as presented. Peter Koch seconded the motion. The motion was unanimously passed.

WIA Financial Agreement—Mike Koback described that the agreement was with the Department of Labor and Training and that it would provide an allocation for staff and service in the amount of \$144,685. He said that the budget breakdown reflects the costs. Steve Kitchin reported that the Executive Committee recommended to approve as presented.

Joe Crowley motioned to approve the agreement as presented. Brian Wallin seconded the motion. The motion was unanimously passed.

One Stop WIA Agreement—Mike Koback stated that the agreement was for staff to operate the One Stop centers. He noted that the amount of the agreement was for \$800,000 to provide core and intensive services and training for 8.53 FTE's. He noted that this year more funding was allocated to Adult services than Dislocated Worker based on the cost to operate from previous expenditures from last year. He also noted that the \$800,000 included \$140,000 of start up funded for the period July through September 30, 2005.

Steve Kitchin mentioned that it was a very good deal for the services provided. He also noted that the budget included retro-active pay and current pay increases that were assumed in one fiscal year. He stated that the Executive Committee recommended approving as presented.

Joe Crowley motioned to approve the agreement as presented. Ray Filippone seconded the motion. The motion was unanimously passed.

WIA Modification #1—Mike Koback began by stating that there should be a **correction to the agenda**. The agenda should read WIA Modification 1 & 2. He added that **the corrected of the agenda** had been posted publicly as. He went on to describe Modification #1 as the PY05 and FY06 funding allocations of WIA dollars broken out by the funding stream, Adult, Dislocated Worker and Youth. He further described Modification #2 to be a transfer of the 20% allowed by regulation from Dislocated Worker allocation to the Adult program. These calculations were determined based on the expenditures of the previous year and the need to address the anticipated expenditures for this year. Steve Kitchin stated that the Executive Committee recommended approval as presented.

Dorothy Mattiello motioned to approve the modifications as presented. Fred Ricci seconded the motion. The motion was unanimously passed.

COMMITTEE REPORTS:

Youth Council – Frank Sullivan presented the recommended Older Youth vendors for funding. He stated that there were three bidders, Paxen Group, Blackstone Valley Community Action and Comprehensive Community Action. He stated that after staff had negotiated with two of the vendors based on the rating scores they recommended Blackstone Valley Community Action and Comprehensive Community Action in the amount of \$316,941 to serve 35 participants. Discussion followed regarding the **area CCAP is to serve**, per unit cost and the dollars included **that** go directly to participants. Mike Koback described the program to be delivered by CCAP to include leveraged dollars from CVS to

provide a "mock" store and pharmacy. He stated that it would be located at the Providence Place Mall and that CCAP had agreements in place with employers throughout the state.

Frank Sullivan motioned that the Youth Council recommended approval as presented. Ernie Vergano seconded the motion. The motion was unanimously passed.

Frank also informed the members **that** the Youth Council held their meeting at the Job Corps facility in Exeter and the fact that **the program was not operating** at capacity. Mike Koback stated that DOL had relaxed its admission policies to expedite Youth going into the Job Corps center. Mike Koback also said that Dottie Miller, GRI staff member, was heading a team to address a statewide Youth Workforce agenda.

Board Development -- Paul Ouellette welcomed the new appointees to the board, Muriel and Kimberly. He mentioned that he would be providing them with information about the WPGRI and their responsibilities as board members, including serving on committees. Paul also mentioned resuming the Board Member presentations and that Joe DesRoches was scheduled for the next meeting. Joe Crowley agreed to present also. Mike Koback explained that the Governor was taking a more active role to place people on boards. He stated that there was a high priority to place women and minorities. Paul Ouellette stated that the next meeting of the Board Development Committee would be October 28.

One-Stop Quality Assurance – Steve Kitchin recognized Sue Babin, who was in attendance, and expressed **the** appreciation of the Board for her hard work on several committees. The Board recognized Sue with a round of applause. Mike Koback also expressed his appreciation for Sue's work on the Board. Steve Kitchin stated he would be looking at members from the committee to volunteer as committee chair to replace Sue. Mike Koback reported that the data reports from the One Stop were discussed at the last meeting and they would look at providing **a one page report in** the future. He stated that monitoring visits would be conducted for Pawtucket, West Warwick and Woonsocket.

Program Development & Evaluation– Paul Harden reported that the H1-B grant project was increasing the number of company partners involved in the group. He also reported that the Employee Investment Grant had realized a \$90,000 de-obligation of funds **that had been made** available to companies who were wait listed. He stated that the EIG Review Sub-Committee met on September 28, 2005 and approved 8 grants for funding totaling approximately \$50,000.

Marketing Committee-- Stacey Carter reported that Cote & D'Ambrosio were busy distributing press releases about WPGRI including new elected officers, new appointments, Youth Program contract awards and profiles of On-the-Job Training participants and companies. Mike Koback told the Board that he was continuing to transfer the updating and maintenance of the website to the Department of Labor and Training, but it had not been completed yet. Diane Cook stated that she would like to mention her concern for website compliance.

WIA Performance Committee – Richard Westlake reported that **there had been some** change in committee members based on internal DLT job structure. He reported that John O'Hare replaced Sandra Powell, Kimberly Weiss replaced Linda Hutnak and Sharon Petrarca replaced Donna Treglia. He reported that all performance measures were met, including those for youth. He stated that the next meeting was scheduled for **October 6, 2005**.

Old Business—Steve Kitchin thanked Dorothy Matiello of Hope Global for hosting the Youth Vendors Meeting **and providing them with lunch**.

New Business—

- Chairman Kitchin stated that he saw no necessity for an October board meeting because the September meeting had been held so late in the month. The next meeting would then be November 8, 2005.
- Paula Santos suggested that the Board should invite Yohan Juvin, the new Director of Adult Education, to attend one of the meetings.
- Paul Ouellette **announced** that October 26, 2005 was "Principal for a Day." He also stated that there was an orientation scheduled at Fidelity Investments on October 24, 2005.

There being no other business to attend to the meeting adjourned at 9:40 a.m.

Respectfully submitted,

Barbara Irish
Workforce Partnership of Greater RI