

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

Board of Directors Meeting

May 8, 2007

Minutes

WIB voting members present included:

**Vincent Balasco Steven Kitchin Paula Santos Muriel Morrissette
Joseph Cannon Peter Koch Edward Sneesby Raymond Filippone
Diane Cook Jane Nugent Frank Sullivan
Joseph Crowley Paul Ouellette Pat Talin
Joseph DeSantis Fred Pendlebury Johan Uvin
Joseph DesRoches Betty Pleacher Kimberly Weiss
Paul Harden Fred Ricci Richard Westlake**

WIB voting members absent included:

**Michael Cassidy Dorothy Furlong Colleen Odell Vanessa Cooley
Jeanne Brockway Diane Karcz Ernie Vergano John Iaderosa
Joseph DiPina Dorothy Mattiello Darrell Waldron
Etelvina Leite Scott Seaback Steven Wilson**

Others in attendance included:

Dottie Miller Nick Ucci Kathleen Partington

**Carlos Ribeiro Arthur Jodoin Christine Grieco
Janice Lepizzera Jean Severance Mike Koback
Karen Waters Mavis McGetrick David Tremblay
Nancy Olson Sandra Powell**

WELCOME

Chairman Steve Kitchin called the meeting to order at 8:17 a.m.

APPROVAL OF MINUTES of April 10, 2007

Chairman Kitchin asked Board members to review the minutes of the April 10, 2007 meeting.

Joseph Crowley motioned to approve the minutes of the April 10, 2007 meeting.

Betty Pleacher seconded the motion. The motion was unanimously approved.

CHAIRMAN'S REPORT

Chairman Kitchin introduced a copy of a April 24, 2007 letter to Adelita Orefice, Director of the RI Department of Labor & Training, outlining the Board's concerns over the lack of access to WRIS data and how was impacting WPGRI's ability to meet its WIA Performance Measures. A response to this letter had not yet been received by Chairman Kitchin.

The Chairman also noted that the Executive Committee had reviewed

the Board's by-laws at their last meeting in conjunction with proposed changes to the Board's committee structure. He added changes to the committee structure would not impact the by-laws but that he felt it would be good for Board members to review the by-laws to become more familiar with the content. He asked that any member with comments regarding the by-laws forward their comments and/or concerns to Acting Executive Director Dottie Miller.

DIRECTOR'S REPORT

Staff Changes:

Acting Executive Director Dottie Miller announced that Nancy Olson had accepted a position as Coordinator of Development & Operations with the Governors Workforce Board. Dottie noted that Nancy had been a valuable member of the WPGRI staff since 1999 and that her colleagues and the Board wished her well in her new position. At this time, the Chairman requested a motion that a letter of commendation be drafted to recognize her outstanding work and dedication.

Richard Westlake motioned for the Board issue a letter of commendation to Nancy thanking her for her years of outstanding service and dedication to the organization. Joe DesRoches seconded the motion. The motion was unanimously approved.

Richard Westlake stated that he wished to express his praise for Nancy and thanked her for all of her assistance with the Program Quality & Performance Committee.

Draft WIA Two Year Plan

Dottie Miller reported that staff had prepared a response to the State Workforce Investment Office (SWIO) in regards to the organization's Two-Year WIA Plan for 2007-2009. As part of the approval process, she noted that the WPGRI had held a public comment period that included a public hearing on April 26, 2007. She explained that all comments received were included in the packets along with edits in response to the State Workforce Investment Office review for Board members review. Dottie explained that if the Board approved the Plan, it would be posted as the Final version. She added that a modification to the Plan would follow in the next few months that would include service levels, funding allocations and any further edits.

Board member Paul Harden asked for clarification on the two year plan as opposed to the former five-year plan, and Mike Koback of the Governor's Workforce Board explained that due to pending legislation, the state had decided to move forward with a two-year plan.

Board member Kim Weiss asked about section on needs-related

payments. Dottie Miller stated that the language in the Plan stated that the WPGRI does not issue needs related payments. She also explained that the WPGRI Program Development Committee Chair, Paul Harden and staff had met with the Providence/Cranston LWIB to discuss the ITA cap. The discussion led to a mutually-agreed upon decision to lower the ITA cap from \$4,000 to \$3,500. She stated that this was now included in the Final Plan document. Steve Kitchin added that he wanted to clarify that the Board would be endorsing this change in the ITA cap as a result of endorsing the Plan. Paul Harden added that this cap decrease would be revisited later in the year to examine its impact on training. Chairman Kitchin noted that the Board retains the right to review this decision at anytime.

Pat Talin motioned to approve WPGRI's Final WIA Two Year Plan. Ray Filippone seconded the motion. The motion was unanimously approved.

Literacy Grant:

Dottie stated that she was pleased to report that the WPGRI had received a new grant and partnership with the RI Department of Education (RIDE). She added that staff had been working with Johan Uvin, RIDE Director of Adult Education on the grant details. She explained that the grant was designed to provide a vehicle for raising applicants' skill levels at the One Stop Center in Pawtucket and at the satellite Youth Center site in Woonsocket. Johan explained that the grant funds were Job Development Funds from the Governor's

Workforce Board, that were issued for the purpose of helping the urban One Stop Centers target literacy skills and other English language barriers.

Youth Center Update:

Dottie Miller stated that on a related note the WPGRI staff members had been working with the Pawtucket One-Stop Center staff and RIDLT to get the Youth Center up and running. She stated that this matter will continue to be discussed with the Youth Council at their May meeting. She added that due to additional funds, and a lack of responses for an operator in Pawtucket, staff would propose to the Youth Council that a new RFP for staffing the Youth Center in Pawtucket be issued.

COMMITTEE REPORTS

YOUTH COUNCIL

Youth Council Chair Frank Sullivan reviewed recent highlights of youth programs. He noted that the enrollment levels of previously-funded, on-going programs were above 90 percent of plan and are expected to be at 100 percent when new reports are due on May 10th. Also, Frank explained that WPGRI staff had met on April 17th with the Pawtucket Redevelopment Agency to discuss the Pawtucket Youth Center at netWORKri Pawtucket. He added that staff members were getting the new youth program contracts ready for signatures for programs that planned to start in May. Frank also

noted that WPGRI staff members were working with Family Resources in Woonsocket and with South County to finalize the Youth Center in those areas.

PROGRAM QUALITY & PERFORMANCE COMMITTEE

Committee Chair Richard Westlake reported that the Committee had met on April 24th. He stated that they had considered the Youth program performance at that meeting and that they were aware that a letter had been issued to the DLT regarding the impact of the absence of WRIS data. He added that the committee was working with NetworkRI staff to consolidate their reports into a user-friendly format to bring to the full Board. Richard explained that new quarterly reports should be available for the next committee meeting. He also mentioned that proposed performance levels for the new program year had been submitted to the SWIO and were currently being negotiated. In conclusion, Richard mentioned that WPGRI staff were also working with NetworkRI staff to finalize the award nominations for the Annual Meeting.

At this time, Chairman Kitchin noted that Richard Westlake would be leaving the Board at the end of June as this was the end of his term. He praised Richard for his dedicated service to the Board and the Program Quality & Performance Committee.

BOARD DEVELOPMENT

Committee Chair Paul Ouellette reported that the committee had met

to review several resumes for member vacancies. He added that he was still waiting for a few others. He explained the importance of this process and its ties to Board certification. Paul also reminded the Board about the Annual Meeting, scheduled for June 12, 2007 at the Crowne Plaza in Warwick.

Finally, Paul reviewed the ongoing discussions regarding committee structure, particularly as it concerns the Program Quality & Performance Committee and Program Development Committee. Paul Harden noted that he and the Program Development Committee agreed with suggestions provided by WPGRI staff to refocus the committees and change their names. He added that he supported appointing private sector members to his committee to align strategies with those of the GWB industry partnerships. The Board reviewed a memo compiled by WPGRI staff regarding these changes. Paula Santos raised her concern that WIA was not specifically mentioned in the Program Quality committee description. Members agreed to modify the pending language appropriately.

Pat Talin motioned to approve the restructuring of the Program Quality & Performance Committee and Program Development Committee as outlined in the April 27, 2007 memo, with the recommended edits. Paul Ouellette seconded the motion. The motion was unanimously approved.

PROGRAM DEVELOPMENT & EVALUATION

Committee Chair Paul Harden noted that he and Dottie Miller had met with the Providence/Cranston WIB to discuss changing the current ITA cap of \$4,000 to \$3,500, as stated earlier. He added that various options were considered, but that current procedures needed to remain in place to ensure ease of implementation. He noted that this committee would examine the impact of changing the ITA cap in six months.

BOARD MEMBER PRESENTATION

Raymond Filippone made a presentation to the Board on developments in the state's Income Support programs.

OLD/NEW BUSINESS

There being no further business, Chairman Kitchin requested a motion to adjourn.

Paul Ouellette motioned to adjourn the meeting. Pat Talin seconded the motion. The motion passed unanimously.

The meeting adjourned at 9:18 a.m.

Respectfully submitted,

Nick Ucci

Acting Coordinator

Workforce Partnership of Greater RI