

**WORKFORCE PARTNERSHP OF GREATER RHODE ISLAND  
BOARD OF DIRECTORS MEETING MINUTES  
FEBRUARY 12, 2008**

**Members Present:**

**Everett Amaral Vincent Balasco Joseph Cannon  
Michael Cassidy Vanessa Cooley Bob Cooper  
Joseph Crowley Joseph DesRoches Alexis Devine  
Joseph DiPina Raymond Filippone Christine Grieco  
Paul Harden Steven Kitchin Peter Koch  
Jane Nugent Susan O'Donnell Paul Ouellette  
Raymond Pingitore Betty Pleacher Fred Ricci  
Nancy Roderick Scott Seaback Pat Talin  
Johan Uvin Kimberly Weiss Steven Wilson**

**Members Absent:**

**Diane Cook Joan D'Agostino Joe DeSantis  
Alan Durand Cynthia Farrell John Iaderosa  
Diane Karcz Etelvina Leite Dottie Mattiello  
Fred Pendlebury Edward Sneesby Andrew Tyska  
Ernie Vergano Darrell Waldron**

**Guests Present:**

**John O'Hare Kathy Partington Marie DeRoche  
Lissa Dreyer Michael Montanaro Sue Babin  
Alberto DeBurgo Ben Copple Paula Kleniewski**

## **Staff Present:**

**Dottie Miller Nick Ucci Arthur Jodoin**

**Carlos Ribeiro Maureen Palumbo Karen Waters**

## **Call to Order and Minutes**

**With a quorum present, Chairman Steve Kitchin called the meeting to order at 8:06 AM and asked the members to review the minutes of the January 15, 2008 Board Meeting.**

**A motion was entered to approve the minutes of the January 15, 2008 WPGRI Board meeting.**

**VOTE: Pat Talin moved to approve the minutes. Bob Cooper seconded. All approved and the motion passed.**

## **Chairman's Report**

**Chairman Steve Kitchin reported that at its February 7, 2008 meeting, the WPGRI Executive Committee had agreed to issue a Request for Proposals (RFP) for Legal Services for the Board. He explained that the Board would benefit from unconflicted and unbiased legal counsel, as well as counsel that is able to regularly attend Board meetings. He explained that the Executive Committee, on behalf of the Board, would read and rate the submitted proposals and interview candidates before making the final selection. Chairman Kitchin noted that he planned to present the results to the Board by the May**

meeting. He mentioned that the legal advertisement for this RFP was to be published in the Providence Journal on February 12.

Chairman Steven Kitchin announced that Mike Cassidy had assumed the chair of the Quality Assurance Committee. He thanked Mike for volunteering for this assignment and noted that the committee would meet on February 27, 2008.

Chairman Steve Kitchin stated that Jason Gramitt from the Rhode Island Ethics Commission was scheduled to provide the Board members with a presentation on ethics requirements at the May 2008 Board meeting. He explained that until that time, Ben Copple, legal counsel with the Department of Labor & Training, had agreed to make a presentation to the Board on the topics of conflict of interest and recusals at this month's meeting. Chairman Steve Kitchin introduced Ben Copple.

Attorney Ben Copple referred to the materials from the Rhode Island Ethics Commission that were included in all the meeting packets for Board members and guests to review. He explained that as members of a public board, members were subject to the Rhode Island Ethics Act. He detailed for the Board how to identify a potential conflict of interest; how to address that conflict; and the requirements to appropriately recuse oneself from an agenda item in which a member felt they had a potential conflict of interest. Attorney Copple also outlined the guidelines regarding gifts as they apply to members of a

**public body.**

**Chairman Kitchin noted that recusal forms would be available at all Board and committee meetings and asked that, when appropriate, Board members complete these forms so they may be kept on record and forwarded to the Rhode Island Ethics Commission.**

**Following Ben Copple's presentation, Vanessa Cooley raised concerns regarding personal liability and the Board's liability coverage. Chairman Steve Kitchin noted that the Board has liability insurance and suggested that the insurance carrier be contacted to discuss coverage. Jane Nugent spoke on how the United Way successfully handles conflict of interest issues. Dottie Miller asked that she forward information to her for review as it might be beneficial to the WPGRI.**

### **Executive Director's Report**

**Dottie Miller spoke regarding the Board's FY05 and FY06 audit. She noted that, due to scheduling conflict and staff illness, there were no materials to give the Board at this meeting. She explained that she hoped to have an update on the audits in time for the next Board meeting in March.**

**Dottie Miller noted that she, Nick Ucci, Chairman Steve Kitchin, and member Paul Harden would be attending the National Association of Workforce Boards (NAWB) conference in Washington D.C. on**

**February 23-26, 2008.**

**Dottie Miller asked Nick Ucci to review the budget. Nick Ucci referred to the budget included in the meeting packets. He reviewed the expenses and obligations as of December 31, 2007 and noted that internal expenditures were on track as planned. He also reviewed the details of a two-percent rescission applied to the FY08 WIA Adult and Dislocated Worker allocations. Jane Nugent asked about the possibility of additional rescissions and Nick Ucci noted that he expected them to be larger and that they might apply to PY06, PY07 and the upcoming PY08 allocations. However, he noted that at this time he did not have dollar amounts to report. He stated that this information would be brought to the Board when the information was dispersed by the SWIO, which could be later in the month. At that time, he noted, the impact of the rescissions and resulting impact on planned service levels would be addressed in detail.**

**Dottie Miller spoke regarding the potential for the WPGRI to apply for a USDOL STEM Grant in conjunction with WSPC. She noted that the staff was also exploring opportunities to develop training in energy and green technologies. She stated that this information would be brought to the Strategic Development Committee later in February.**

**Jane Nugent asked how the rescission would the impact currently funded WIA contracts. Nick Ucci stated that the WPGRI contracts are all based on pending funds and that contract language states that the**

**organization retains the right to renegotiate Youth contracts at any time.**

## **Committee Reports**

### **Board Development**

**Committee Chair Paul Ouellette asked that members respond to meeting notices to indicate their attendance plans for committee and Board meetings, adding that the information is critical for determining a quorum. He then asked Chairman Steve Kitchin if the March Board meeting agenda would allow for some time to have a Board Member presentation. Chairman Steve Kitchin stated that he believed that there would be time, and Chair Paul Ouellette agreed to explore the potential for such a presentation.**

### **Quality Assurance Committee**

**Committee Chair Mike Cassidy thanked the committee members for their response to the planned February 27, 2008 meeting of the Quality Assurance Committee. He stated that he looked forward to moving the committee's work forward.**

### **Strategic Development**

**Committee Chair Paul Harden explained that his committee had reviewed and approved a policy to raise the ITA cap from \$3,500 to a maximum of \$4,000. He explained that the cap had been dropped to \$3,500 at the beginning of the program year with the hope that the**

**two local boards could serve more clients. He noted that this change did not have the expected impact. Chairman Harden further explained that, if approved, this change would be effective on February 15, 2008 and would help make training more affordable for area clients.**

**A motion was entered to raise the ITA maximum cap from \$3,500 to \$4,000 per client, effective February 15, 2008.**

**VOTE: Bob Cooper moved to approve. Pat Talin seconded. All approved and the motion passed. Steve Kitchin, Vin Balasco, and Ray Pingitore recused themselves from this agenda item and vote.**

**Chairman Paul Harden continued his report and described a proposal to broaden the Board's definition of in-demand occupations. He explained that the current definition was limited and did not encompass the full-range of growth occupations in the labor market. He noted that the proposed change would create a three-tiered structure of in-demand occupations, including the top growth occupations as identified by RIDLT; occupations with above-average growth; and a third tier that would allow the Board to recognize "niche" occupations in the state's economy. Nick Ucci explained the proposal in more detail, noting that the idea had been developed in conjunction with SWIO and WSPC staff. He stated that the hope was that an expanded list would help attract new training providers and/or training programs that might otherwise not have come to light under**

**the existing, more limited definition. He explained that this information would be made available on the Internet and included in a future WIA Plan modification to update the Board's Two-Year Plan. Christine Grieco noted that this policy would better align with the RIDLT's efforts to enhance the state's Apprenticeship program.**

**A motion was entered to approve the In-Demand Occupations policy as presented.**

**VOTE: Vanessa Cooley moved to approve. Christine Grieco seconded. All approved and the motion passed.**

### **Youth Council**

**Chair Joe Cannon asked Dottie Miller to provide an update on the PY08 RFP for Youth Workforce Services. Dottie Miller noted that the Youth Council was scheduled to meet following the Board meeting to review and vote on the proposals recommended by the Youth Council's RFP Sub-Committee. Dottie Miller also introduced several recent news articles that highlighted successful, Board-funded youth programs.**

### **Old Business**

**No old business was discussed.**

### **New Business**

**Johan Uvin noted that the Department of Education had scheduled**

**public meetings on new high school graduation requirements in early March 2008. Chair Steve Kitchin asked if Johan Uvin would like to make a presentation in early March for the Board's endorsement of these requirements and Johan accepted the invitation. Vanessa Cooley noted that hearings on Perkins would start on February 25, 2008. Chair Steve Kitchin made a similar offer for Board endorsement.**

**Chair Steve Kitchin noted that the next Board meeting would be held on March 11, 2008.**

**With no other business to be discussed, a motion was entered to adjourn the meeting.**

**VOTE: Joe DesRoches moved to approve. Paul Ouellette seconded. All approved and the motion passed.**

**The meeting was adjourned at 9:20 AM.**

**Respectfully submitted,  
Nick Ucci**