

Workforce Partnership of Greater Rhode Island

Board of Directors Meeting Minutes

May 13, 2008

Members Present: Evaristo Amaral, Vincent Balasco, Michael Cassidy, Diane Cook, Vanessa Cooley, Bob Cooper, Joseph DeSantis, Joseph DesRoches, Alexis Devine, Joseph DiPina, Allan Durand, Cynthia Farrell, Raymond Filippone, Christine Grieco, Paul Harden, Steve Kitchin, Dorothy Mattiello, Susan O'Donnell, Paul Ouellette, Fred Pendlebury, Raymond Pingitore, Betty Pleacher, Fred Ricci, Edward Sneesby.

Staff and others attending: Nick Ucci, Dottie Miller, Gail DuPont, Karen Waters, Arthur Jodoin, Patrice Cavanaugh, Donna Chaput, John O'Hare, Marie DesRoches, and Mavis, McGetrick.

Absent: Joseph Cannon, Joseph Crowley, John Iaderosa, Diane Karcz, Peter Koch, Jane Nugent, Nancy Roderick, Scott Seaback, Pat Talin, Andrew Tyska, Johan Uvin, Ernie Vergano, Darrell Waldron, Kimberly Weiss, and Steven Wilson.

With a quorum present, Chairman Steve Kitchin called the meeting to order at approximately 8:20 A.M. Chairman Kitchin asked the members to review the minutes of the March 11, 2008 Board Meeting.

VOTE: Bob Cooper motioned to accept the minutes as written. Ray Filippone seconded and the minutes were approved unanimously.

Chairman's Report

Chairman Kitchin announced that Joe Cannon has resigned as Chairman of the Youth Council due to health concerns, but will continue as a Board Member. He added that Cynthia Farrell accepted the position of Chair of the Youth Council.

Chairman Kitchin stated that, due to the resignation of Etelvina Leite, a business position on the Board is vacant. He added that Chris Grieco will now represent Older Workers, as well as Title I, on behalf of the Department of Labor & Training. He explained that the by-laws require a minimum of 35 members and a maximum of 45 members and that the elimination of the business vacancy and consolidation of the RIDLT representation would result in a 39 member board with the required business-majority ratio.

Chairman Kitchin noted that, although Rhode Island was not selected for the NTAR Grant, the committee was impressed enough by the quality of the grant submission that they have agreed to support Rhode Island through technical assistance. He thanked Dottie Miller and Nick Ucci for their excellent work on this project.

Chairman Kitchin introduced an update to the WPGRI Accounting Policies, stating that in order to correct a paperwork misplacement,

Addendum 14.00 Budgeting Section will be added to the current document. He stated that this language was originally taken directly from the by-laws: Procedures Section 14.20 states “The Executive Director has the authority to reallocate funds of not more than ten percent (10%) in any budgetary line item;” Section 14.21 Contract Program Funds states “The Workforce Partnership of Greater Rhode Island administrative staff shall have the authority to award program funds in the amount not to exceed fifty thousand dollars (\$50,000) through modification, deobligation and/or award to an approved contractor.” After discussion, it was agreed to eliminate Part C under Section 14.21 and modify the language to: “Approved contractor means an agency, organization or institution that has submitted a proposal in the latest RFP period and ranked within acceptable range, and/or is currently funded or approved for funding by another Local Workforce Investment Board.”

VOTE: Paul Harden motioned to approve this modification, Susan O’Donnell seconded and the motion passed.

Steve Kitchin stated that most of the Board had an opportunity to view one of the presentations of the documentary 2 Million Minutes. Board members spoke about their reactions and most found the experience both enlightening and disturbing. Vincent Balasco suggested looking into a way to air this documentary on local access television or on PBS. Nick Ucci stated that he will explore this possibility.

Director's Report:

Chairman Kitchin stated that Dottie Miller resigned as Acting Executive Director of WPGRI and will remain on staff part-time. The Board gave Dottie a standing ovation for her outstanding performance as Acting Executive Director.

VOTE: Paul Ouellette motioned to accept Dottie's resignation as Acting Executive Director. Paul Harden seconded. The motion passed.

Chairman Kitchin announced that, due to Dottie Miller's resignation, Nick Ucci would be appointed Acting Executive Director pursuant to the rules and regulations of the State of Rhode Island. The Board congratulated and welcomed Nick on his new appointment and offered their support.

VOTE: Paul Harden moved to appoint Nick Ucci Acting Executive Director of WPGRI effective May 13, 2008. Susan O'Donnell seconded. The motion passed.

The Director's Report was given by Nick Ucci.

Nick Ucci stated that several board members have received a questionnaire from the auditors. He asked them to please complete the forms and return them as soon as possible.

Nick Ucci updated the Board on the legal services RFP and stated that the Executive Committee recommended Attorney Thomas J. Fay of Bowerman & Taylor Guertin to provide legal services to the Board. He added that an agreement will be signed after the meeting to make this official.

Nick Ucci updated the Board on the H1B Biotech grant and stated that it is ongoing through June to make the maximum use of money. He added that a final event is planned for the end of June.

Nick Ucci provided a budget update, stating that youth money is being spent through the Board's contracts and that unobligated training dollars still presents an issue for the Adult and Dislocated Worker funding streams. He stated that the One-Stop Centers are working diligently to increase ITA enrollments.

Committee Reports:

The following members recused themselves from this portion of the meeting: Steven Kitchin, Vincent Balasco, and Joseph DeSantis. Paul Ouellette assumed the leadership position.

Youth Council Report

Nick Ucci explained that modifications were made through October 31st for the Northern RI Youth Center and South County Youth Center to align them with the contract period of the Pawtucket Youth Center.

He noted that by making these changes, an RFP will be issued for 17 months of services in June. He added that by March 2010 the Board's Youth contracts will be on the same funding cycle including WIA services, all the Youth Centers, Summer Programs, and other components. This, plus other changes, have altered the expenditure plan and freed up enough money to fund one proposal that had met the rating threshold, but was too costly to fund earlier in the year. As a result, the Youth Council recommended funding in the amount of \$91,918.34 for the Homestead Group Proposal.

Vote: Bob Cooper motioned to approve funding of the Homestead Group proposal; Fred Pendlebury seconded. The motion carried.

Nick reported that the planned RFP will be closed on June 13th, adding that the Youth Council will review and vote on proposals in a special meeting in August in order to make a recommendation to the full Board in September. He noted that he and then-Chairman Cannon met with the Providence/Cranston Youth Council co-chairs to discuss improving collaboration. He explained that one of the suggestions was to form a joint RFP Committee, adding that Youth Council members Evaristo Amaral, Elizabeth Gilheeny, and Joe DiPina volunteered to join the committee.

At the conclusion of this report, the recused board members rejoined the meeting.

Board Development Committee

Paul Ouellette reported near full capacity in participation on the committees, adding that Ray Pingitore had agreed to join the committee. He stated that a new Board Profile form will be e-mailed this summer to all board members.

Quality Assurance

Mike Cassidy reported that the committee is working on the awards to be presented at the Annual Meeting on June 10, 2008.

Strategic Development

Paul Harden stated that five (5) Industry Skill Development Initiative proposals were received and they will be reviewed and recommendations will be made next week to be voted on at the Annual Meeting. He added that an updated ETPL list had been included in Board member packets, stating that of the 135 programs listed, 49% were above the \$4,000 cap. He said that the committee would review the cap level later in the month. Diane Cook and Bob Cooper questioned if there is a way to measure training and the outcome of programs. Nick Ucci stated that he will review the issue and report back to the Board.

Old Business: There was no old business.

New Business:

Vanessa Cooley requested volunteers to read RIDE Perkins

applications on July 21- 24. She stated that it presented a great opportunity for Board and staff to learn more about the Carl D. Perkins Career and Technical Education Act, and interested parties should contact Lee Ashcraft at Lee.Ashcraft@ride.ri.gov.

Steven Kitchin introduced Jason Grammit, Staff Attorney and Education Coordinator from the Ethics Commission. Mr. Grammit explained Conflict of Interest and other ethics rules as they related to the Board.

Being no further business to come before the Board, the meeting was adjourned at 10:00 AM.

The next meeting is scheduled for June 10, 2008 at the Crowne Plaza.

**Respectfully submitted,
Gail DuPont
Administrative Assistant**