

**GOVERNOR'S WORKFORCE BOARD RHODE ISLAND**  
**January 19, 2012**

**BOARD MEETING MINUTES**

**ATTENDANCE**

**BOARD MEMBERS (\*DENOTES NOT PRESENT)**

Mario Bueno	Juana Horton	Robert Nangle
Robin Coia*	Constance A. Howes	George Nee
Ray DiPasquale	Paul MacDonald	Keith Stokes*
Charles J. Fogarty*	William McGowan*	Cathy Streker*
Deborah Gist	Brandon Melton	Martin Trueb
Mike Grey	Sharon Moylan	Pheamo Witcher

**GWB STAFF:** Rick Brooks, Nancy Olson, Dan Brown, Angelo Dafonseca, Maureen Mooney

**DLT STAFF:** Sean Fontes, Diane Gagne, Maureen Palumbo, Chris Grieco, Laura Hart, David Tremblay, Sue Biagoni, Bob Garofano

**GUESTS:** Cheryl DaCosta, Tech Collective; Ruth Ricciarelli, HARI; Ray Choinere, RI House Policy; Mark Perrotti, Richard Beneduce, and Ann Walsh, Workforce Solutions of Providence/Cranston; Judy Jones, Poverty Institute; Malcolm Baxter, BIS; Robert Bromley, Senate Fiscal, Philip Less, RIDE; Jen Cornwell, RIMTA; Tom Costello and Joe Winn, CCRI; Kate Bramson, Providence Journal; Robert Kalaskowski, RI Senate; Manuela Raposa, Dorcas Place

**LOCATION:** Department of Labor & Training, conference room 73-1

**Call to Order**

Chair Howes called the meeting to order at 8:09 a.m. She welcomed everyone to the meeting.

**Meeting Minutes**

Chair Howes asked if there was a motion to approve the minutes of the Governor's Workforce Board's meeting held on October 20, 2011.

**VOTE on motion to approve:** P. MacDonald moved to approve, seconded by M/ Trueb. All approved. Motion to vote passes.

**VOTE** to approve Governor's Workforce Board meeting minutes. All approved. October 20, 2011 meeting minutes approved.

## **Chair's Comments**

Chair Howes welcomed Juana Horton to the board and acknowledged the first board meeting with Rick Brooks as Executive Director. She provided an overview of the agenda including an update on the board retreat, suggested changes to the GWB committee structure, and the distribution of the Board Resource Guide. Chair Howes referred to the letter from Governor Chafee encouraging the GWB to take immediate steps to address the continuing challenges facing the state's businesses and workers. She reviewed his recommendations noting that many were already in process or under consideration by the board.

Chair Howes mentioned recent visits to Speaker Fox's and other legislators' offices to discuss and inform them of GWB workforce training initiatives. Discussion highlighted the need for long and short term investments, a report on the limited funding for the remainder of the fiscal year and the importance of funding adult education. Chair Howes reported on a meeting with herself, R. Brooks and L. D'Agostino (in the absence of Director Fogarty) with Keith Stokes, Director of the RI Economic Development Corporation (RIEDC). She noted the purpose of the meeting was to become more informed about the strategic priorities of the EDC in order to work more collaboratively on workforce development initiatives. She noted K. Stokes' support of the soon to be created GWB Employer Committee. C. Howes mentioned that a meeting was held with Director Richard Licht of the Department of Administration to discuss the 10% indirect cost recovery expense and thanked G. Nee for his advocacy on this issue.

## **Executive Director's Report**

R. Brooks provided an overview of his first two months as Executive Director, providing further insight of the meetings with legislative leaders and others. He noted the importance of the Legislature recognizing the critical role of the Governor's Workforce Board. He mentioned the proposed GWB Employer Committee and the importance of being responsive to the needs of the employer community and the workforce. R. Brooks mentioned recent meetings with colleagues, board members, DLT and GWB staff, and various constituents of the workforce system. He mentioned key outcomes from the December 1<sup>st</sup> board retreat and initial steps to be undertaken to build upon these outcomes. This includes the restructuring of committees, funding initiatives to build upon priorities determined at the retreat, the need for new criteria for measuring the impact of the work of the board and the importance of promoting its work. R. Brooks mentioned the Workforce Innovations Grant, a funding initiative of the U.S. Department of Labor (USDOL). He stated that this grant is available to the State Workforce Investment Office (SWIO) and the Local Workforce Investment Boards (LWIBS) and that there will be one coordinated proposal from Rhode Island.

## **Board Retreat Follow-up and Update**

Chair Howes provided an update on the board retreat. She referred to the summary provided in the meeting packet and reviewed key items. She mentioned there was a consensus on several items from the evaluation forms including:

- re-group to further the work from the first retreat
- the retreat was a good start in developing the objectives and priorities
- facilitator was excellent
- measure return on investment

Chair Howes referred to the worksheet presented at the board retreat entitled "Prioritizing Short-term Objectives for GWB". She indicated that the GWB Strategic Investments and Evaluation Committee will focus on the criteria for funding source and suggested that it might be helpful if a funding calendar were established. Chair Howes asked for feedback from board members on the retreat. B. Melton commented on the consensus for the priorities established. D. Gist noted that Melanie Arthur is a skilled facilitator who assisted the board in moving forward.

### **Consent Agenda (Items 1-5)**

Chair Howes noted the consent agenda in the meeting packets and asked if there were any questions or discussion. Since there was none, Chair Howes requested a motion to approve the consent agenda.

**VOTE on motion to approve:** G. Nee moved to approve, seconded by S. Moylan. All approved. Motion to vote passes.

**VOTE** to approve consent agenda. All approved. Consent agenda approved.

### **Proposal to establish GWB Employer Committee**

Chair Howes reported that at the two most recent meetings, the GWB Executive Committee discussed and voted on proposals to recommend the creation of a GWB Employer Committee, as well as an Employer Advisory Committee, to advise the GWB on matters of importance to Rhode Island employers. Based on the actions of the Executive Committee, she noted the following resolution is proposed for adoption by the full Board, in accordance with Article IV, Section 3 of the GWB By-Laws, which empowers the Board to establish committees other than those required by the By-Laws or statute:

*Proposed Resolution:* The GWB shall establish an Employer Committee which shall meet monthly and shall advise the GWB on matters of importance to Rhode Island employers. The Employer Committee shall be comprised of members of the GWB. The Employer Committee shall be further authorized and encouraged to convene an Employer Advisory Committee to support and inform the efforts of the Employer Committee.

Chair Howes asked if there was a motion to approve the resolution stated.

**VOTE on motion to approve:** R. DiPasquale moved to approve, seconded by G. Nee. All approved. Motion to vote passes.

**VOTE** to approve the establishment of the GWB Employer Committee. All approved. GWB Employer Committee approved.

After the vote, P. MacDonald asked that building and construction trades representatives be considered as a part of the Employer Advisory Committee.

### **Review Draft By-Law Changes**

R. Brooks reviewed the requirements for changes in the by-laws. He referred to the handout in the meeting packet entitled Article IV- Committees which highlighted proposed changes. R. Brooks indicated that any proposed changes must be provided to

the board in writing at least two weeks prior to the board meeting at which the vote is to be taken. He stated that a vote would be taken at the February board meeting and requires a two-thirds affirmative vote of the members.

He asked that any additional proposed changes be submitted to him two weeks in advance of the meeting.

### **Budget Update**

Chair Howes asked Diane Gagne to provide an update on the FY12 budget. D. Gagne referred to the handout entitled "GWBRI Financial Analysis" and noted this is a working draft. She reported that collections were higher by approximately \$100,000 from what was anticipated. D. Gagne noted the \$3.5M proposed allocation to the RI Department of Education (RIDE) as a placeholder for FY13. She reported that the current balance available to GWB to prioritize for initiatives for the remaining of this fiscal year is \$601,309.

### **JDF Funding Request for FY12 Investment Strategies (\$350,000)**

Chair Howes asked R. Brooks to provide information on the JDF funding request for FY12 investment strategies. R. Brooks stated that at its most recent meeting, the Strategic Investments Committee approved a motion to allocate up to \$250,000 of JDF funds to support short-term training and employment of unemployed and underemployed youth and adults. He said the committee indicated a desire to increase this amount based on the availability of additional unobligated JDF funds in the current fiscal year. As such, the following motion is proposed for consideration by the Board:

*Proposed Motion:* The Board shall allocate up to \$350,000 of JDF funds to support short-term training and employment of unemployed and underemployed youths and adults, with priority given to employment outcomes that can be accomplished within the current fiscal year.

C. Howes asked if there was any discussion. Topics of discussion included suggestions about working collaboratively with the Economic Development Corporation (EDC) to develop the GWB Employer Advisory Committee, gathering metrics in determining if the GWB is getting value for the funding initiatives, and determining the return on investment (ROI) which can tell the story of the work of the GWB. Other suggestions on the specific funding request included working with the Industry Partnerships and creating incentives for internships for new graduates to keep them in the state. It was noted that there may or may not be an RFP for this particular funding initiative and that this would be determined shortly.

Chair Howes asked if there was a motion to approve the resolution stated.

**VOTE on motion to approve:** G. Nee moved to approve, seconded by D. Gist. All approved. Motion to vote passes.

**VOTE** to approve the JDF Funding Request for FY12 Investment Strategies in the amount of \$350,000. All approved. JDF Funding Request for FY12 Investment Strategies in the amount of \$350,000 approved.

**VOTE on motion to approve:** G. Nee moved to approve, seconded by

D. Gist. All approved. Motion to vote passes.

**VOTE** to approve the amended proposal of the JDF Funding Request for FY12 Investment Strategies. All approved. Amended proposal for JDF Funding Request for FY12 approved.

### **RIDLT Workforce Investment Act (WIA) Annual Report PY2010 and Success Stories**

Chair Howes asked David Tremblay of the State Workforce Investment Office (SWIO) and Laura Hart (DLT) to present information on the WIA Annual Report. D. Tremblay provided an update on WIA funding and explained the components of the funding and compared allocations for program years 2009 through 2012. He discussed recent funding cuts and the consequences such as fewer training opportunities for RI job seekers. L. Hart presented the success stories of the WIA youth funding, WIA adult funding, WIA dislocated worker funding, and the WIA state set-aside funding.

### **Employer: Gregg's Restaurant**

Chair Howes asked Judith Mackay, Director of Human Resources for Gregg's Restaurant to talk about the outcomes of training from the Comprehensive Workforce Training Grant awarded to Gregg's Restaurant. J. Mackay discussed the leadership development program that was provided to managers and supervisors with the theme of "Think Like an Owner". She indicated that Gregg's hired a trainer and that employees developed skills in problem solving, team building and coaching along with other management competencies.

### **Committee Chair Reports**

Chair Howes asked Committee Chairs to provide an update on the work of the committees.

### **Adult Education**

Committee Chair Ray DiPasquale stated that the GWB Adult Education & Literacy Committee met in December and were updated about statewide performance results by Dr. P. Less of the RI Department of Education (RIDE). He indicated that part of the discussion highlighted the need for training and retraining due to the surge of adults going back to school. R. DiPasquale asked P. Less to provide information on adult learners and their success in obtaining jobs after enrolling in adult education programs.

### **Board Development Committee**

Chair Howes thanked Committee Chair Sharon Moylan for her leadership on the GWB Board Development Committee.

### **Career Pathways System Task Force (CPSTF)**

Committee Chair Brandon Melton reported on the progress of the Career Pathways System Task Force which met on January 12, 2012. He stated agenda items included an update on the work of the 2 demonstration projects (Information Technology and Health Care) and the identification of occupations for the Industry Partners to work on to create the pathways and develop linkages. He noted there were updates on the TAACCCT grant (CCRI), developing a work readiness credential (RIDE) and a discussion on the collaboration and alignment of workforce development initiatives (GWB).

### **Strategic Investments Committee/Executive Committee**

These committees were reported on previously in the meeting.

### **Youth Development Committee**

Committee Chair Brandon Melton noted the collaboration with RIDE with the Shared Youth Vision project which is co-chaired by Sharon Lee and Maureen Palumbo (DLT). He noted this as a successful initiative which has brought many of the state agencies together. He thanked the GWB for the vote on the funding of the youth centers through June 2012. He noted that a request to fund the summer youth program and the youth centers for the next fiscal year would be going to the Strategic Investments Committee in the next month or two. B. Melton mentioned there would be two upcoming youth summits this year. He noted the first public summit would include youth serving agencies and is scheduled for April 25, 2012 at the Roger Williams Park casino. He noted that a private sector summit would probably be held in the fall and would include employers, community based organizations, funders and labor.

### **Adjournment**

With no further business, Chair Howes asked if there was a motion to adjourn the meeting.

**VOTE:** R. Nangle moved to approve. M. Trueb seconded the motion.  
The vote was unanimous, the motion passed.

The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Maureen Mooney