

GOVERNOR'S WORKFORCE BOARD RHODE ISLAND

June 20, 2013

BOARD MEETING MINUTES

ATTENDANCE

BOARD MEMBERS (*DENOTES NOT PRESENT)

Mario Bueno*	Juana Horton (S)	George Nee
Timothy Byrne	Constance A. Howes	Manuela Raposo*
Robin Coia	Paul MacDonald*	Cathy Streker*
Ray DiPasquale (S)	Brandon Melton	Martin Trueb
Charles J. Fogarty(S)	Cheryl Merchant*	
Deborah Gist(S)	Sharon Moylan(S)	
Mike Grey	Robert Nangle(S)	

(S) denotes State Workforce Investment Board (SWIB) only

GWB Staff: Rick Brooks, Elizabeth Jardine, Sherri Carello, Dan Brown, Maureen Mooney

DLT Staff: Sean Fontes, Diane Gagne; Lisa D'Agostino, Nancy Olson, Sue Chomka, Laura Hart, Carlos Ribeiro

Guests: Malcolm Baxter, BIS; Irene Nedeljkovic, Economic Progress Institute; Mark Perrotti and Ann Walsh, Workforce Solutions of Providence/Cranston; Robert Kalaskowski, RI Senate; Ruth Ricciarelli, HARI; Chris Selwyn, Tech Collective, Jill Holloway, Adult Education Professional Development Center; Kathleen Kane, Saint Antoine; Heather Singleton, RI Hospitality; Karen Bradbury, Senator Whitehouse's Office

Location: RI Department of Labor and Training, conference room 73-1

Welcome and Call to Order

Chair Howes called the meeting to order at 8:03 a.m. and welcomed everyone to the Governor's Workforce Board 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 5-16-13.

VOTE on motion to approve: C. Fogarty moved to approve, seconded by M. Trueb. Motion passed unanimously.

Per Chair Howes' request, Sean Fontes, Executive Counsel, asked for declarations on any of the voting matters before the board for conflicts of interest. He explained that board members should avoid the appearance of a conflict of interest according to the RI State Code of Ethics. He stated that board members who disclose a conflict should both abstain from the vote and recuse themselves from any discussion. Chair Howes asked if there were any recusals for the vote on the Incumbent Worker Training grants. There were none presented.

Chair's Comments

Chair Howes introduced new board member Timothy Byrne. She stated there were two board members who were not in attendance due to scheduling conflicts prior to their appointment. Chair Howes stated that Cheryl Merchant and Manuela Raposo were the newly appointed board members.

Chair Howes reported that the committee chairs were appointed by the board chair according to the GWB by-laws. She stated that board member Mike Grey is the new chair of the GWB Strategic Investments & Evaluation Committee replacing former board member William McGowan who recently stepped down from the board.

*GWB Board Meeting
6-20-13*

Chair Howes mentioned that a board retreat will be planned for the fall during the month of October or November. She indicated that at the recent meeting of the Executive Committee, it was suggested that one of the topics of the retreat might be to explore further the alignment between the GWB and the Economic Development Corporation (EDC). Another suggested topic was to consider local start up companies, entrepreneurial in nature, as part of the board's collaboration efforts. Chair Howes asked for feedback from the board on the topics and format of the retreat. Beta Spring was suggested as a possible entrepreneurial company to include in this discussion. The possibility of bringing in a speaker was suggested to determine best practices.

Chair Howes reported that it is a requirement that the GWB by-laws are reviewed on an annual basis. She noted that a copy of the by-laws is available in each meeting packet and that the board would vote on the by-laws at a later meeting.

Executive Director's Report

Chair Howes asked Rick Brooks to provide the Executive Director's report.

Summer Youth

R. Brooks spoke about a recent event to announce \$2.1M for youth summer work experiences. He noted that Governor Chafee and Mayors Taveras and Fung were present at this event. He noted the summer program was a collaboration of funding between the Governor's Workforce Board and the RI Department of Human Services (DHS). R. Brooks stated that \$1.5M was allocated by the GWB and \$600,000 from DHS from the Temporary Assistance for Needy Families (TANF) funds.

He explained that the summer youth programs offer a combination of work experience, paid employment and work readiness training to approximately \$1,500 youth ages 14-24. It was mentioned that the Work Readiness Credential, currently in development, would be field tested this summer in the youth programs. A list of the 2013 Summer Youth Work Experience vendors was provided to the board.

Innovative Partnership Grants

Rick Brooks provided a brief update on the Innovative Partnership Grants noting that 10 grants were awarded and that there will be continual media attention on the work of the grant recipients to showcase their work.

Express Grants

Rick Brooks reported that the monthly listings for the May and June Express Grants were in the meeting packet. He referred to the handout in the meeting packets on the Express Grant Review process. R. Brooks stated that yesterday he received a time sensitive request from Waterson Terminal Services for a new training opportunity at the Providence Port. He explained that new state of the art cranes would be used in the shipment of specialty cargo. He noted that this would require the training of 8 crane operators and that the training would need to be completed by July 11th. R. Brooks indicated that the training outcomes would be reviewed and that he would report back to the board.

Jobs Initiatives

Rick Brooks referred to an updated report on the GWB Jobs Initiatives that was presented to the Strategic Investments & Evaluation Committee. The report was available in the board packet.

Internship Promotion

Rick Brooks provided an update on the efforts around internship programs. He explained the developing strategy to provide experiential learning opportunities for youth and adults and the outreach to the business community. He mentioned partnerships with organizations such as Atrion and RISLA and the plan to develop new online portals for businesses to learn about the internship programs. R. Brooks mentioned the plan in establishing a higher profile marketing effort. He mentioned a few components of the House version of the state budget and that it is not yet finalized.

Consent Agenda – Human Resource Investment Council (HRIC)

Chair Howes referred to the HRIC consent agenda and referred to the listing of the grant proposals in the meeting packet. She stated that at the June 12, 2013 meeting, the Strategic Investments & Evaluation Committee members recommended approval for 48 grant awards for the FY14 Incumbent Worker Training Grant Program totaling \$809, 745. It was noted that \$136, 707 in funding would be provided for the youth bonus incentives.

Chair Howes asked if there was a motion to approve the consent agenda of the Human Resource Investment Council (HRIC).

VOTE on motion to approve: G. Nee moved to approve, seconded by R. Coia. Motion to approve passed unanimously

Consent Agenda – State Workforce Investment Board (SWIB)

Chair Howes referred to the SWIB consent agenda. She stated that at the June 12, 2013 meeting, the Strategic Investments & Evaluation Committee members recommended approval of Workforce Investment Notice (WIN) 12-07 and the Local Workforce Investment Board Plans.

Chair Howes asked if there was a motion to approve the consent agenda of the State Workforce Investment Board (SWIB).

VOTE on motion to approve: B. Melton moved to approve, seconded by C. Fogarty. Motion to approve passed unanimously.

Biennial Plan Report Card

Chair Howes asked Elizabeth Jardine to report on the Biennial Plan report card. E. Jardine referred to the handout noting the report card is a visual prototype of the progress made with the goals outlined in the Biennial Plan. She reviewed the priorities of the plan and the targets. After the review, she asked for feedback on the report card format. There was a brief discussion and several questions. M. Grey suggested taking out the percentages listed in the targets initially. S. Moylan suggested that under the priority for the Public Workforce System, the placement into jobs be broken out separately. E. Jardine commented that the report card will be evolving and that she will be reporting back both to the Strategic Investments & Evaluation Committee and to the board.

Delegation of Authority to Executive Committee for July and August

Chair Howes mentioned that since there are no board meetings in July and August that the by-laws state there should be delegation of authority to the Executive Committee for those two months. She asked if there is a motion for a vote on this.

VOTE on motion to approve the Delegation of Authority to the Executive Committee moved by G. Nee moved to approve, seconded by M. Grey. Motion passed unanimously.

Election of new Vice Chair

Chair Howes reported that the board position of Vice Chair is vacant since William McGowan stepped down from the board. She explained that the by-laws state that the board must vote on the appointment of this position. Chair Howes commented that Robin Coia has been suggested for the position of Vice Chair due to her leadership role with the Youth Development Committee. She asked if there were any other nominations or a motion to accept this recommendation.

Chair Howes asked if there was a motion to approve the nomination of Robin Coia for the position of Vice Chair.

VOTE on motion to approve: B. Melton moved to approve, seconded by Mike Grey. Motion passed unanimously.

Committee Chairs Report

Chair Howes asked committee chairs for their reports.

Adult Education & Literacy Committee

Commissioner DiPasquale reported on the May 29th Adult Education & Literacy Committee meeting. He indicated there was an update on the cost of adult education programs and performance results which could be made available to the board if desired. He reported that all targets were met. R. DiPasquale stated that Dr. Philip Less reported on the new GED online testing process and the implications for R.I. There was a general discussion about the costs and administration of the new test. R. DiPasquale reported that the Adult Education committee also endorsed the \$3.8M in funding for the next fiscal year.

Employer Committee

Martin Trueb reported on the Employer Committee and the recently held Employer Advisory Group (EAG) meeting. M. Trueb reported that Commissioner Gist presented information to the EAG on graduation requirements, and RI Department of Education (RIDE) plans for career and technical education. He noted there was information provided on legislation relating to 16 year olds working in the manufacturing environment and implications from this. M. Trueb stated there was a discussion on challenges relating to internships including paid vs non paid internships and workforce safety and insurance requirements.

Chair Howes stated that information on the recent Executive and Strategic Investments & Evaluation Committee meetings was presented previously on the consent agenda.

Presentation: Tunstall/AMAC

Chair Howes introduced Seth Muraskin, Vice President of Human Resources at Tunstall/AMAC who reported on the recent partnership with the DLT and GWB, the move of its call center to Pawtucket, RI and Tunstall's commitment to hire 250 employees by April 2014. He explained the components of their employment program.

Adjournment

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

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

The meeting adjourned at 9:29 a.m.

Respectfully submitted,

Maureen Mooney