

GOVERNOR'S WORKFORCE BOARD RHODE ISLAND
September 19, 2013

BOARD MEETING MINUTES

ATTENDANCE

BOARD MEMBERS (*DENOTES NOT PRESENT)

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

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

GWB Staff: Rick Brooks, Elizabeth Jardine, Sherri Carello, Amelia Roberts, Hillary Feeney

DLT Staff: Sean Fontes, Diane Gagne; Lisa D'Agostino, Nancy Olson, Sue Chomka, Connie Parks, Scott Greco, David Tremblay

Guests: Malcolm Baxter, BIS; Cheryl Dacosta, Tech Collective; Heather Singleton, RI Hospitality; Michael Hogan, RI House Policy; Paul Harden, EDC; Ann Marie DaSilva, Chronomatic Inc.; Ruth Ricciarelli, HARI; Chris Benjamin, Dan Moriarty, Ivanno Cortes, John Mattson, Trudeau Center; Eileen Hayes, Pasquale Moretti, Amos House; Dante Del Giudice, RIC; Paula Barney, Andrea Castaneda, RIDE; Kathleen Kane, Saint Antoine; Ann Walsh, Workforce Solutions of Providence/Cranston; Karen Bradbury, Senator Whitehouse's Office; Robert Kalaskowski, Senate Policy Office; Robert C. Bromley, Senate Fiscal Office; Mark Perrotti, Workforce Solutions of Providence/Cranston; Brett LaPlante, Local 51

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

Welcome and Call to Order

Chair Howes called the meeting to order at 8:14 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 6-20-13.

VOTE on motion to approve: C. Streker moved to approve, seconded by B. Melton.
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's Comments

Chair Howes introduced newly appointed board members, Cheryl Merchant and Manuela Raposo. She stated Governor Chafee was unable to make it but plans to attend the GWB Board Retreat on October 30, 2013

Board Retreat

Chair Howes referred to the GWB Board Retreat draft agenda and discussed the timeline. She noted the theme of the retreat is to explore further the alignment between the GWB and the Economic Development Corporation (EDC). Chair Howes announced that the EDC staff has been invited to participate in the retreat and Rick Maher, President and CEO of Maher & Maher would be presenting "The Case for Collaboration: Talent as the new Global Currency." She highlighted the small group discussions at the end of the meeting to develop ideas on how the GWB can better align workforce policy and investments to support the Biennial Plan priorities and support the overall economic development in Rhode Island.

Board Resource Guide

Chair Howes announced that the 2013 Governor's Workforce Board Resource Guide will be distributed at the Board Retreat on October 30, 2013. She asked the Board members to inform Amelia Roberts of their preference for either a hard copy or electronic copy of the guide.

Board Training

Chair Howes referred to the 2013 Board Training agenda stated the training will take place on Monday, September 30, 2013 from 8:30 – 11:00 am in DLT conference room 73-1. She recommended that any Board member who has not taken the course to consider attending. Chair Howes asked the Board to inform Amelia Roberts if they plan to participate in the training.

Board Meetings "On-The-Road"

Chair Howes discussed the option of holding Board meetings at alternative locations such as career and technical centers, youth centers, and GWB funded program locations. She stated in the past, meetings have been held at CCRI and the Providence Career and Technical Center. She asked the Board to forward any suggestions for alternative sites to the GWB staff.

Board Member Committee Assignments

Chair Howes announced that Manuela Raposo has accepted the role as Chair of the Career Pathways System Taskforce, replacing Brandon Melton who will be stepping down from the Board at the end of September. She asked the board members to inform her and the GWB staff if they were interested in joining any of the committees.

Executive Director's Report

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

Budget Article 15 – Work Immersion and Non-Trade Apprenticeships

Rick Brook reported that \$500,000 has been allocated for the Governor's Workforce Board Work Immersion and Non-Trade Apprenticeship programs. He noted that the Work Immersion Program is underway and the meeting with RI college representatives took place a couple of weeks ago. R. Brooks mentioned the unemployed adults section of the program will be developed within the next few months. He also highlighted that the program was recently featured in an article in the Providence Journal. R. Brooks noted that the RFPs for the Non-Trade Apprenticeship Program will be posted within the next 2-3 weeks. He mentioned that the new initiative will be proposed and operated by the GWB Industry Partners.

Internship Promotion

Rick Brooks provided an update on the efforts around internship programs. He noted that the *bRldge.jobs* initiative has been awarded \$100,000 by the RI Foundation. The GWB, in conjunction with organizations such as RISLA and the Greater Providence Chamber of Commerce, will work to establish a broad social media marketing effort to promote internships to youth and adults across the state.

Express Grants

Rick Brooks reported that the Express Grant postcards will be mailed out shortly to notify businesses of the matching grants to assist with current employee training. He noted that this year, businesses are able to apply more than once, not exceeding the \$5,000 allotted for each grant.

Industry Partners Independent Evaluation

Rick Brooks stated that the Industry Partners independent evaluation will be starting soon to analyze and evaluate the effectiveness of the Industry Partners, whether the current sectors are appropriate, and the future goals and expectations. He noted the report from the consultant should be available by February.

GWB Annual Report

Rick Brooks reported that the staff is currently working on the GWB FY13 Annual Report. He stated it should be available at the next Board meeting.

Financial Update

Chair Howes asked Diane Gagne to provide an update on the FY13 and FY14 budget. D. Gagne referred to the financial analysis handout and discussed the available funds for FY13 and FY14. She noted the updated FY13 indirect recovery cost of \$1,187,525 and total availability of funds \$13,729,263. She stated the total funds available for FY14 are \$16,750,003. D. Gagne highlighted the budgeted expenditures and external contracts for both FY13 and FY14, noting the total external expenditures for FY13 (\$7,025,872) and FY14 (\$15,255,558). She stated the total planned or anticipated carry-forward from FY13 into FY14 is \$5,603,712, some of which is contractually obligated. D. Gagne noted the FY14 Board allocated external contracts totaling \$6,281,870 that has not yet been contracted. She noted that the total carry-forward for FY14 into FY15 that has not been obligated by the board is \$432,030. R. Nangle asked when funds are de-obligated. R. Brooks stated funds are usually de-obligated at the end of a fiscal year or the beginning of a new fiscal year. Chair Howes noted the sense of urgency to spend the non-obligated carry-over funds.

Unified Workforce Development Expenditure & Program Report

Chair Howes asked Elizabeth Jardine to provide an update on the Unified Workforce Development Expenditure and Program Report (UEP). E. Jardine stated the report will be published in November. She noted that last year's report was published in January and the Biennial Plan was published in November. E. Jardine stated the legislature staggered the due dates of the reports so the UEP data can be incorporated within the Biennial Plan. She mentioned that the UEP report this year will include narratives tables that will be easier to read. Chair Howes asked if the UEP report includes quarterly or year-end data. E. Jardine stated that the current report will use year-end data, but discussions have occurred to include quarterly data in future reports.

Committee Chair Reports

Chair Howes asked committee chairs for their reports.

Adult Education & Literacy Committee

Robert Nangle reported on the Adult Education and Literacy Committee and the final FY13 performance and JDF specific results. R. Nangle noted that a total of 2,588 students were enrolled in JDF programs with an average expense of \$1,275.27 per student. He mentioned the \$668,000 WIA incentive grant will be used for technical training and GED testing. R. Nangle highlighted the discussion of alignment between adult education providers and employers to discuss a possible disconnect. He reported that the committee approved RIDE's request to allocate \$300,000 in JDF funds to support the Professional Development Center (PDC), subject to the referral and approval by the Strategic Investments & Evaluation Committee and full board.

Employer Committee

Rick Brooks reported on the Employer Committee and the upcoming Employer Advisory Group (EAG) meeting. R. Brooks noted that the committee discussed the relationship between the Industry Partners and whether the Employer Committee should evaluate their progress. He reported the next Employer Advisory Group (EAG) meeting will be on October 10, 2013. R. Brooks highlighted the topics of the next EAG meeting: newly funded initiatives, internship promotion, and common questions and concerns about internships.

E. Jardine reported on the Work Readiness Credential Employer Focus Group discussion at the last committee meeting. She referred to the handout and highlighted the key learnings and feedback from the

focus groups. E. Jardine noted the extensive hiring process and the comments from the participants. She stated that many of the participants saw the certificate as a useful prescreening tool. E. Jardine noted that the credential would include an experiential component as well as a comprehensive assessment.

Executive Committee

Chair Howes stated that information on the recent Executive Committee meeting was presented under the Chair's comments. Chair Howes noted that a representative from the Governor's Workforce Board will need to be assigned to serve on the 13 member EDC Board.

Strategic Investments & Evaluation Committee

Consent Agenda – Human Resource Investment Council (HRIC)

Mike Grey referred to the HRIC consent agenda and referred to the FY2014 Jobs Initiative handout in the meeting packet. He stated that at the September 3, 2013 meeting, the Strategic Investments & Evaluation Committee members recommended approval of the AMAC/Tunstall request for additional Job Initiative funds totaling \$381,746 to provide retention bonuses for hiring an additional 152 unemployed/underemployed Rhode Islanders through the CCRI PACE program.

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: M. Bueno moved to approve, seconded by C. Merchant. Motion to approve passed unanimously.

Consent Agenda – State Workforce Investment Board (SWIB)

Mike Grey referred to the SWIB consent agenda. He stated that on August 7, 2013 and September 3, 2013 the Strategic Investments & Evaluation Committee members recommended approval of Workforce Investment Notices (WIN) 12-08; 12-09; 12-10; 12-11; 12-12; 12-13; 13-01; 13;02.

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: M. Grey moved to approve, seconded by C. Streker. Motion to approve passed unanimously.

Mike Grey added at the September 3, 2013 Strategic Investment and Evaluation Committee meeting, a discussion took place regarding the role of the GWB staff and the SIC committee to establish investment voting guidelines.

Career Pathways System Taskforce

Brandon Melton reported on the topics discussed at the previous Career Pathways System Taskforce meeting. He stated the committee focused on the Workforce On-Ramps initiative, employer engagement, and the approval of the general direction and layout of the Career Maps and to move forward with user testing. B. Melton asked Hillary Feeney to provide an update on the Career Maps. H. Feeney referred to the healthcare and information technology maps in the meeting packet. She gave a brief overview of the information, design, and layout of the maps. H. Feeney discussed the next steps of creating specific pathways within the maps and including information about education and training requirement. Chair Howes asked H. Feeney to present the maps to the Board as they are further developed. Sherri Carello provided an update on the integration of Industry Partners and Innovative Partners as a part of the Workforce On-Ramps initiative. S. Carello noted that meetings are currently being held to discuss the requirements of participants and contract revisions.

Chair Howes took a moment to thank B. Melton for his service and commitment to the Governor's Workforce Board.

Presentations: Amos House & Trudeau Center

E. Jardine introduced Eileen Hayes, President and CEO of Amos House. She gave a brief overview and progress report of the program. She introduced Pasquale Moretti, a current program participant. P. Moretti discussed his experience in the program and how it has impacted his life.

E. Jardine introduced Dan Moriarty, Education and Training Coordinator at J. Arthur Trudeau Memorial Center. D. Moriarty gave an overview of the program and introduced current program members, Chris Benjamin and Ivanno Cortes. C. Benjamin and I. Cortes gave a brief description of their involvement with the program and discussed how it has positively impacted their lives.

Adjournment

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

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

The meeting adjourned at 9:35 a.m.

Respectfully submitted,

Amelia-Anne Roberts