

**GOVERNOR'S WORKFORCE BOARD RHODE ISLAND**  
**November 26, 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*	Cheryl Merchant	Martin Trueb
Charles J. Fogarty(S)	Sharon Moylan (S)	
Deborah Gist(S)	Robert Nangle (S)	
Mike Grey	George Nee	
Juana Horton (S)		

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

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

**DLT Staff:** Sean Fontes, Diane Gagne, Lisa D'Agostino, Nancy Olson, Sue Chomka, Donna Murray, Laura Hart

**Guests:** Malcolm Baxter, BIS; Cheryl Dacosta, Tech Collective; Ruth Gobeille, RIMES; Robert C. Bromley, Senate Fiscal Office; Ann Walsh, Workforce Solutions of Providence/Cranston; Jen Cornwell, RIMTA; Joe McMahon, RIMTA; Heidi Collins, CCF; Nancy Barnes, CCF; Michael Hogan, RI House Policy; Robert Kalaskowski, Senate Policy Office; Jill Holloway, PDC; Armeather Gibbs, RIEDC; Kim Chouinard, RIDE; Harsha Prakash, RIMES; Linda Katz, EPI; Andrew Cortes, Building Futures

**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 September 19, 2013

**VOTE on motion to approve:** S. Moylan moved to approve, seconded by T. Byrne. 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 and Governor's Workforce Board By-Laws. He stated that board members who disclose a conflict should both abstain from the vote and recuse themselves from any discussion.

**Chair's Comments**

*Board Retreat Review*

Chair Howes referred to the meeting minutes from the Governor's Workforce Board Retreat held on October 30, 2013 and thanked everyone who attended and spent time developing ways to effectively align the Governor's Workforce Board's interests in workforce development with the Rhode Island

Economic Development strategies. Chair Howes discussed Rick Maher's presentation, noting the importance of targeting sectors and identifying competencies for each individual career pathway. She highlighted the importance of coordinating with industries to ensure that people are being trained for the skills that are necessary in the workforce.

Chair Howes further discussed the presentation from Marcel Valois, the Executive Director of the Economic Development Corporation (EDC), noting his focus on the intersection of particular industries and fields as well as the overall priorities of the EDC. She reviewed the presentation from Jared Rhodes regarding RhodeMap RI, an extensive statewide planning effort to develop a new economic, housing, and strategic implementation plan. Chair Howes also noted that Statewide Planning is utilizing the same consultants that are currently conducting the Governor's Workforce Board Industry Partnership evaluation.

She highlighted the small group discussions of barriers, the importance of post-secondary educators responding to the evolving needs of employers, and noted a few of the key recommendations to increase alignment of workforce and economic development. C. Fogarty commended the organization of the Retreat, particularly the moderator, and noted that it was a valuable exercise to energize the Board for next year's activities. Chair Howes noted that four members of EDC Board attended. M. Trueb appreciated the topic of alignment and highlighted the concerns regarding skills and educational gaps.

Chair Howes asked if there was a motion to approve the minutes of the Governor's Workforce Board Retreat held on October 30, 2013.

**VOTE on motion to approve:** G. Nee moved to approve, seconded by D. Gist. Motion passed unanimously.

#### *Unified Workforce Development Program & Expenditure Report (UEP)*

Chair Howes announced that the Unified Workforce Development Program and Expenditure was published and noted the report is comprised of FY2012 data, adding that this year's report is better organized and presented in a more digestible form. Elizabeth Jardine discussed the collaboration between agencies to develop the report, noting the importance of aligning efforts and goals across the state. Chair Howes added that the UEP Report was submitted to the Governor and legislative leaders.

#### *GWB Annual Report*

Chair Howes discussed the FY13 GWB Annual Report, noting that it was distributed at the Board Retreat on October 30<sup>th</sup>. She discussed the importance of the report as an outreach tool to illustrate the impact of the Governor's Workforce Board's programs and activities.

### **Committee Chair Reports**

#### *Employer Committee*

Chair Howes asked Martin Trueb to provide an update on the Employer Committee. M. Trueb discussed the outcomes of the Employer Advisory Group meeting on October 10, 2013, noting the increase in interaction and participation from the group members. He further discussed the continuing concern of demography and the impending number of retirees. M. Trueb highlighted the Building Futures and RIMES presentations at the last Employer meeting, commenting on the many opportunities available such as the manufacturing and construction apprenticeship programs. R. Nangle noted, in the last meeting, the committee members discussed creating a dialogue between employers, training providers, and industry partners to help connect employers with job seekers who possess the skills they are looking for. M. Trueb reinforced themes discussed at the Board Retreat, adding that employers often require job seekers to possess more advanced skills or credentials than needed.

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

Chair Howes asked Manuela Raposo to provide an update on the Career Pathways System Taskforce. M. Raposo discussed the topics of the November 14<sup>th</sup> CPSTF meeting, including the self assessment group exercise outcomes, the Career Pathways On-Ramps Program, and the current vacancies of the

taskforce. She highlighted the indicator topics that were discussed during the exercise, including the commitment to a shared vision and understanding of career pathways as well as the alignment of funding to sustain a career pathways system.

#### *Strategic Investments & Evaluation Committee*

Chair Howes asked Mike Grey to provide an update on the Strategic Investments and Evaluation Committee (SIC). M. Grey reviewed the topics discussed at the last two SIC meetings, including the procedure of accepting unsolicited proposals and the recommendation from the Adult Education committee to shift funds to support the Professional Development Center. He further discussed the Export Training Grant funding allocations for FY14 and FY15 as well as the SIC funding recommendation to support the Workforce On-Ramps Career Pathways Program. M. Grey highlighted the discussion of the Job Initiatives Program at the November 6, 2013 meeting, noting that Electric Boat will be conducting another round of hiring in Spring 2014 and AMAC/Tunstall is on track to meet their hiring goal of 239 people. M. Grey reported that 14,000 postcards were sent to Rhode Island employers to promote another round of Incumbent Worker Express Grants. He indicated that four applications were received for the college student piece of the Work Immersion Program and discussed the recent financial reports of unobligated funds.

#### Consent Agenda – Human Resource Investment Council (HRIC)

Chair Howes referred to the HRIC consent agenda and discussed the two votes that were approved by the Strategic Investments & Evaluation Committee on October 1, 2013. The committee members approved the request from the RI Department of Education (RIDE) to shift \$200,000 of Job Development Funds (JDF) to support the Adult Education Professional Development Center (PDC). He stated that the committee also approved the allocation of \$75,000 to support the Workforce On-Ramps Career Pathways Program to be used to provide incentive funds for participating Industry Partners who successfully place an On-Ramps participant in a work experience as well as support career coaching by the Rhode Island Hospitality Association. S. Fontes added that the vote on the Consent Agenda is only to be done by members of the HRIC.

Chair Howes asked if there was a motion to approve the request from RIDE to shift \$200,000 of JDF Funds to support the PDC. Mario Bueno abstained from the vote.

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

Chair Howes asked if there was a motion to approve the allocation of \$75,000 to support the On-Ramps Career Pathways Program.

**VOTE on motion to approve:** T. Byrne moved to approve, seconded by M. Trueb. Motion to approve passed unanimously.

#### Executive Director's Report

Chair Howes asked Rick Brooks to provide an update on the Governor's Workforce Board programs and activities. R. Brooks took a moment to thank the staff members of the GWB. He discussed program roles and responsibilities of the GWB in regards to planning and policy implementation. R. Brooks further discussed the evaluation of the Industry Partners contracted through 4Ward Planning, noting the primary outcomes of the evaluation such as sector analysis and a renewed focus and emphases in strengthening the connection between the Industry Partners and economic development. R. Brooks added that the Governor's Workforce Board, in conjunction with the Office of Higher Education, is currently working to revise and strengthen the proposal from the Community College of Rhode Island in response to the U.S. Department of Labor, to develop and strengthen the career pathways system. He explained the current development of a strategic response to a new initiative from the U.S. Department of Labor called the Youth Career Connect grant intended to develop another piece of the career pathways system by connecting the K-12 education system, career and technical education, post-secondary education, stackable credentials, work experiences, and businesses. R. Brooks also discussed another opportunity

for the GWB to work with the RI Economic Development Corporation and other organizations that are looking to develop a manufacturing and design center that could potentially generate additional federal funds to build and develop the manufacturing and design capacity in Rhode Island.

Rick provided a list of cross section partnerships developed within the last month by the Governor's Workforce Board Staff by participating and attending events such as National Manufacturing Day, Rhode Island College Chief Executives Club, Healthcare Career Day at New England Tech co-sponsored by Commissioner Gist and Congressman Langevin, National Governor's Association Conference, and attending meetings with the URI Business Engagement Center, URI Transportation Center, Small Business Association and the Central Rhode Island Chamber of Commerce.

### **Recommendation for Non-Trade Apprenticeship Funding**

Chair Howes asked Elizabeth Jardine to provide an update on the Non-Trade Apprenticeship Program. E. Jardine indicated that an RFP was posted in early October and three Industry Partnership proposals were received.

#### *Building Futures*

Elizabeth Jardine introduced Andrew Cortes, Director of Building Futures, to present their Non-Trade Apprenticeship program model. A. Cortes shared his enthusiasm, noting that Gilbane Building Company, who will be the employer sponsor, are looking to diversify their workforce, hire more veterans, and recruit more women into the industry. He added that, through the non-trade apprenticeship program, Gilbane will have access to recruit from specific populations. A. Cortes highlighted that the program will help establish a pathway to managerial occupations within the construction industry and explained the reverse-tuition model and idea of earn while you learn for participants who would normally need an Associates or Bachelor's degree.

#### *RIMES*

Elizabeth Jardine introduced Harsha Prakash to discuss the RIMES CNC Machinist Non-Trade Apprenticeship program. H. Prakash announced their collaboration with the Rhode Island Marine Trades Association to develop a new initiative in Rhode Island for the manufacturing industry. H. Prakash introduced Ruth Gobeille to explain the program in more detail. R. Gobeille explained that RIMES is developing a registered non-traditional apprenticeship in CNC Machining, which is a computerized numerically controlled machining process. She noted that the very refined machining process requires specific training, which was identified by their skills gap study as one of the primary needs in the industry. R. Gobeille added that the CNC machining occupation provides an extensive career pathway development process and that provides an opportunity to focus on one occupation that sets a model for moving through a career pathway experience for the manufacturing industry. Charles Fogarty commended the program, noting that Governor Chafee Governor took a strong interest in the development of non-trade apprenticeship programs.

Chair Howes asked if there was a motion to approve the Gilbane Building Company and Building Futures Registered Non-Trade Apprenticeship Program for Cost-Estimators and Construction Managers. George Nee abstained from the vote.

**VOTE on motion to approve:** M. Grey moved to approve, seconded by C. Merchant. Motion to approve passed unanimously.

Chair Howes asked if there was a motion to approve the Rhode Island Marine Extension Services Registered Non-Trade Apprenticeship Program for CNC (Computer Numerically Controlled) Machining.

**VOTE on motion to approve:** T. Byrne moved to approve, seconded by G. Nee. Motion to approve passed unanimously.

### **GWB Performance Report**

Chair Howes asked Elizabeth Jardine to provide an update on the GWB performance report. E. Jardine reviewed the initial stage of the GWB's efforts to track investments, performance, and collaborations with other state agencies. She noted the goal for performance tracking is to examine investments and how they're being spent as well as evaluate investments and activities quarterly to ensure the funds are being spent. E. Jardine stated that for newer initiatives, the GWB has developed targets and baselines to continually track throughout the year. She presented the performance tool and established targets that will be used to evaluate each program's performance based on the four priorities of the Biennial Plan. E. Jardine noted that in two to five years the GWB should have a better understanding of where the funding is going, track individual participants as they move through the workforce system, and identify quantifiable outcomes. Cathy Streker inquired about how the targets are determined. E. Jardine stated that the annual targets are determined when applications are submitted. In some cases, the targets are negotiated with the programs if the targets are set too low or too high.

### **Biennial Plan Report Card**

Chair Howes asked Elizabeth Jardine to provide an update on the Biennial Plan Report Card. E. Jardine discussed the progress of the scorecard, noting that the purpose is to illustrate the state agencies' involvement with workforce development in relation to the four biennial plan priorities and to monitor our progress over the next two fiscal years. She discussed the indicators that were established by the GWB including employer partnerships, work readiness, work readiness credentials, career pathways, public workforce systems, and the Rhode Island unemployment rate. E. Jardine further noted the measures reported within each category taken from each area of the workforce development system. She also reported that according to the scorecard, the GWB is excelling in employer partnerships. Chair Howes noted that the scorecard will be discussed at the next Strategic Investments and Evaluation Committee meeting.

### **Innovative Partnership Grant Presentations**

#### *RI Marine Trades Association*

Chair Howes introduced Jen Cornwell and Joe McMahon to present on the RI Marine Trades Association Innovative Partnership Program. J. Cornwell discussed the program details, including funding sources, training programs, and employer involvement. She noted that eight students completed the last round of training, all receiving forklift certifications from New England Tech. Within 30 days, all eight students were hired, and after 90 days, five of the eight students retained employment. Joe McMahon, a RIMTA program participant, discussed his experience in the work-readiness program and how it has led to a rewarding career.

#### *Connecting for Children and Families*

Chair Howes introduced Heidi Collins and Nancy Barnes to present on the Connecting for Children and Families culinary arts program through the Innovative Partnership Program. H. Collins discussed the background of the program and current employer partnerships. Nancy Barnes, a culinary arts program participant, discussed how she became involved in the program and how the experiential learning opportunity has further developed her soft skills. H. Collins announced that the participants will be doing a cooking demonstration at the RI Hospitality Association Stars of the Industry event on December 4, 2013.

### **Closed Session**

Chair Howes announced that the Board will vote on whether to go into closed session. Chair Howes stated that the closed session will be held pursuant to Rhode Island General Laws § 42-46-5(a)(1), as the Board will be discussing the job performance of the Executive Director, Rick Brooks, as part of his annual performance evaluation.

Chair Howes called the Executive session to order, stating that the sole item for consideration was the annual evaluation of the executive director. She noted that Article III, Section 2(I) of the Bylaws lists as a duty of the Chairperson to conduct an annual evaluation of the Executive Director. There is no State

procedure or form to be utilized, so Chair Howes worked with former board member Brandon Melton to develop a survey which asked for evaluation in the areas of Knowledge and Skill; Strategic Leadership and Planning; Ethics and Integrity; Communications; Board Relations; and Stakeholder Relations. 11 board members responded to the survey. She reviewed the results of the survey, noting that almost all responses had high ratings and few showed opportunities for improvement. She noted the comments listed on the survey and asked for additional comments from the board members. Finally, the board discussed goals for the coming year.

With no votes to take and no other matters to discuss in open session, the vote to close the executive session and end the full meeting was unanimously approved.

The meeting adjourned at 9:45 a.m.

Respectfully submitted,

Amelia-Anne Roberts