

Executive Committee Meeting

RI Department of Labor & Training

May 1, 2007

Minutes

The Executive Committee meeting was called to order by Chairman Steve Kitchin at 8:06 a.m. Members present included Paul Harden, Paul Ouellette, Frank Sullivan, Pat Talin, and Richard Westlake. Also present were WPGRI Acting Executive Director Dottie Miller, WPGRI staff Nick Ucci, and SWIO staff member Mavis McGetrick.

Minutes of April 4 2007 Executive Committee Meeting

The Committee reviewed the minutes as presented. A correction to the Chairman's name was noted.

A motion to approve the minutes as corrected was made by Paul Harden. Pat Talin seconded the motion. The motion was unanimously approved.

CHAIRMAN'S REPORT:

Letter to DLT:

Chairman Kitchin reported that he had issued a letter to the Director of the RI Department of Labor & Training stating the Board's

concerns regarding the absence of WRIS data and its impact on WPGRI performance. He noted that the letter indicated that, while he understood the issues surrounding DLT's reluctance to approve the WRIS data system contract, he wanted to go on record and state his concerns about the subsequent impact on WPGRI's performance. The Chairman noted that a response had not yet been received.

WPGRI By-Laws:

Chairman Kitchin noted that copies of the WPGRI by-laws were emailed to the committee members and included in their meeting packets. He stated that he had reviewed the by-laws during the week to check on the procedure requirements for modifying board committee titles and/or their role and focus. Steve added that as a result of the review, he confirmed that the planned committee structure changes would not require an amendment to the by-laws. He suggested that a copy of the by-laws be sent to the full Board membership prior to the May 8th meeting for the members to review. He noted that it would be good for members to have a copy to review, adding that some members may not be as familiar with them as others and that it would serve to raise everyone's awareness.

The committee reviewed the by-laws and no amendments were raised.

Steve also reported that he had written a letter to Frank Montanaro requesting nominations for two vacant Board seats that were

designated for organized labor. He added that he had not yet received a response.

DIRECTOR'S REPORT:

Draft WIA Two Year Plan:

Acting Executive Director Miller reported that the draft plan had been approved by the Planning Committee of the Governors Workforce Board on April 10th following the WPGRI Board meeting, and that it had then been approved by the Governor's Workforce Board at their April 19th meeting. She reminded the members that a public comment period was held from April 10th that was culminated with a legally posted Public Hearing on April 26th. She reported that no one attended the Public Hearing, and that very few comments were submitted during the public comment period. She also reported that the State Workforce Investment Office (SWIO) had reviewed the draft plan and asked for responses on a few questions about some plan details. She reported that she and staff had responded to the SWIO questions and that the responses and all submitted comments were included in the meeting packets for the committee members to review.

Dottie also noted that WPGRI agreed with the Providence/Cranston WIB to lower the ITA cap amount from \$4,000 to \$3,500 for the new program year. This change would be reviewed over the following six months, and would be reflected in the Final Plan.

Miller then reviewed the Draft Plan response and comment addendum packet for the members and explained that this would be attached to the draft plan to become the Final WIA Two Year Plan. She explained that the next step would be to present the Final Plan to the WPGRI Board for a vote on May 8th. The members discussed the plan content and stated their support for the document. Steve Kitchin recommended that the committee approve the Final Plan as presented.

A motion to endorse the WPGRI Final Two Year WIA Plan as presented and to forward the document to the Board was made by Pat Talin. Frank Sullivan seconded the motion. The motion was unanimously approved.

Steve Kitchin thanked the staff again for their efforts and suggested that staff include the addendum packet in the Board meeting folders for the May 8th meeting.

Adult Ed Literacy Grant

Dottie Miller then stated that she was pleased to report that The RIDE Adult Education had awarded the WPGRI a three year, \$300,000 grant

to purchase 50 computers for literacy skills upgrade centers in both Woonsocket and the Pawtucket One Stop centers. She explained that she was negotiating with Family Resources to include the center in their new employment training facility, as the One Stop Center in Woonsocket did not have sufficient space to accommodate the computers. She reported that she was very pleased, as this grant was a great asset to the clients as well as to the service centers.

Youth Center Progress

Dottie also stated that the Adult Ed grant project coincided with plans to implement youth centers in Pawtucket and Woonsocket. She added that youth 18 and over could make use of the skill upgrade computer centers in both communities. She added that planning meetings were ongoing with operator representatives for both locations.

Dottie Miller also reported that Nancy Olson had accepted a new position as the Coordinator of Development and Operations with the Governor's Workforce Board RI. Dottie added that she was very happy for Nancy, as this was a positive move for her.

COMMITTEE REPORTS:

Youth Council

Frank Sullivan reported that the Carlos Ribeiro was working to

develop contracts for the recently funded youth programs. He stated that he did not have more to report at this time.

Board Development Committee

Chairman Paul Ouellette stated that he had forwarded several resumes to Dottie Miller for private sector Board vacancies. He added that Dottie had also secured letters of recommendation from several state agency directors with nominations for those vacancies as well. He and Miller reported that they had secured nominations for most of the vacancies except organized labor. Miller stated she would submit the nominations secured at this time for consideration.

Paul Ouellette also reported that plans for the Annual Meeting were progressing well. Dottie Miller stated that they had secured the Salon 5 room at the Plaza for the event, and that a team of staff were working on the preparations.

Program Quality and Performance Committee

Committee Chair Richard Westlake reported that he was pleased that staff and Board members were focusing on the committee roles and structure at this time and that it would be beneficial for the new committee chair to have this to work with for a fresh start. He stated he was still planning on leaving the Board at the end of the Program Year. The members decided that they would continue the

conversation at the end of the meeting.

Program Development Committee

Paul Harden stated that he and Dottie Miller had met as planned with staff from Providence/ Cranston and that the result was an agreement to lower the ITA Cap to \$3,500. He added that they also agreed to review the impact of the change after six months.

Paul also commented on the proposed changes to the Board structure, noted that he was in agreement, and believed that waiting to make those changes until September was agreeable, once new Board members were in place.

Old Business:

None

New Business

Dottie Miller reviewed the materials included in the meeting packet and discussed the staff recommendations on revising the committee names and membership. The members discussed the details of the recommended changes and suggested the materials be included in the May 8 Board packets. The members also discussed the timetable for the recommendations and suggested that they be presented to the Board in May with plans to implement changes in September. Miller suggested the timetable would allow the Board Development Committee to appoint the new members to the appropriate

committees and coordinate that process with the subsequent New Board Member Orientation. Paul Ouellette stated he was comfortable with the suggested timeframe and that it would give his committee time to appoint a new committee chair to replace Richard.

There being no further discussion,

Pat Talin motioned to adjourn the meeting. Paul Harden seconded the motion.

The motion was unanimously approved.

The meeting adjourned at 9:32 a.m.

Respectfully submitted,

Dottie Miller

Workforce Partnership of Greater RI