

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

Executive Committee Meeting Minutes

January 8, 2008

Members Present: Steve Kitchin, Paul Ouellette, Joe Cannon, Pat Talin, Ernie Vergano

Members Absent: Paul Harden

Staff Present: Dottie Miller, Marsha McDowell

Guest: Mavis McGetrick, SWIO

With a quorum present, Chair Steve Kitchin called the meeting to order at 9:08 AM. A motion was entered to approve the November 6, 2007 Executive Committee meeting minutes.

VOTE: Pat Talin moved to approve, Joe Cannon seconded. The motion passed.

CHAIRMAN'S REPORT

Executive Director Position:

Chairman Kitchin stated he would prefer to delay this discussion until in the meeting.

Board Certification Update:

Chair S. Kitchin announced that as of December 20, 2007, the

Workforce Partnership of Greater Rhode Island (WPGRI) had filled its obligation to present a full slate of Board members to be certified by the State Workforce Investment Office (SWIO). He stated that the four new members were:

Allen P. Duran – Representing Organized Labor

Alexis Devine – Health Care Industry Representative

Nancy A. Roderick – Biotechnology Industry Representative

Raymond Pingitore – Representing Organized Labor

Dottie Miller stated that the other vacancy to be filled in the future would be a Department of Elderly Affairs representative, since she had heard that the current representative was to retire.

Quality Assurance Committee Chair:

Chairman Kitchin stated that Jane Nugent had been approached and had respectfully declined the opportunity to accept the role of Chair of the Quality Assurance Committee due to her workload at the United Way. Paul Ouellette stated that he would be contacting another Board member, Mike Cassidy, to ask him to consider taking the position.

RI Ethics Commission Requirements:

Chairman Kitchin then moved on to discuss the RI Ethics Commission Requirements. He added that DLT Attorney Gail Theriault had agreed to provide an overview of the RI Ethics Law

regarding Conflict of Interest at the February Board meeting. Dottie Miller added that she had worked on scheduling a training session by a representative of that Commission that would be given at the May WPGRI Board Meeting.

DIRECTOR'S REPORT

H1-B Grant Extension:

Dottie Miller announced that the Department of Labor (DOL) Employment Training Administration Region Office had informed her that their staff was in the process of approving the WPGRI request for a No-Cost Extension of the H1-B Biomanufacturing Grant through June 30, 2008. She stated that the grant balance of approximately \$200,000 would be of great benefit to all partners and could be expended between now and June 30th.

NAWB:

Dottie went on to say that she, Steve Kitchin, Paul Harden and Nick Ucci would be attending the National Association of Workforce Boards Conference in Washington, DC. from February 23 through the 26th. She added that former Representative Newt Gingrich would be the keynote speaker.

Budget Update:

Dottie Miller directed the committee's attention to the budget sheet compiled by Nick Ucci. She stated that for Program Years '05 and '06,

the Adult and Dislocated Workers funds were expended as planned. She added that their concern now was that the Adult funds were not being spent as planned partially due to \$3,500 training cap as well as other impact issues. She stated that the WPGRI would be working with Providence/Cranston and SWIO to increase the access to training and consider raising the ITA training cap to \$4,000. She noted that there were discussions about strategies for setting the training cap and reviewing equitable ways of possibly varying the cap based on industry sectors. She added that one suggestion was to build language in the WIA plan that would allow flexibility when circumstances warranted it.

FY05, FY06 Audit Update:

Acting Executive Director Miller stated that the auditors, KLR, were working with WPGRI Fiscal Manager, Janice Lepizzera and that the process was moving along as planned. She added that she believed a report should be ready by February.

Performance Update:

Dottie Miller then directed the committee's attention to the Workforce Investment Act (WIA) Performance Monitoring Report sent to the SWIO. She stated that the absence of WRIS data had continued to impact WPGRI's ability to meet their performance measures as they continued to have problems getting information from Massachusetts. She also pointed out that due to the performance calculation formula, there was a continued negative impact on youth performance

outcomes due to the poor performance of one youth provider, whose contract had been terminated over a year earlier. Steve Kitchin and Dottie discussed whether to provide this report to the Board or to wait until Quality Assurance reviewed the document. Chairman Kitchin agreed that the report should be provided to the Board in February since they had not been given such a report for several months and it may be a while before a Quality Assurance Chair was identified and the committee would meet.

Other Reports:

Dottie Miller announced that a want ad would be issued and posted over the next two weeks to recruit an administrative assistant to replace Marsha McDowell who was retiring on January 31, 2008. She explained that the Administrative Assistant position would be a Corporate position.

COMMITTEE REPORTS

Youth Council

Chair Joe Cannon reported that a Youth Council Strategy Meeting was held on December 11th to identify short and long term goals and objectives. He referred to the one page Youth Council Strategy Meeting Summary sheet contained in the meeting packet and explained that he planned to refine some of the ideas and suggestions outlined in the summary through further discussions at

the January Youth Council meeting.

He added that to date he had identified three new board member nominations for the Youth Council - Everett Amaral, Andrew Tyska, and Scott Seaback. He noted that they would be presented to the Board for a vote at the January 15th Board meeting.

Chairman Cannon added that the PY'08 Request For Proposals (RFPs) had been a success, stating that 41 proposals had been submitted in response to the RFP. He added that staff were still attempting to recruit additional reader/raters. Chairman Cannon's suggested making it a requirement that all new Board members participate as a reader/rater for one session to give them a better understanding of how the youth programs are structured and how the process works. Pat Talin stated that she had volunteered to read and stated she found it challenging. She suggested that a concise list showing the raters what to look for when rating a proposal would have been helpful. Chairman Cannon stated that the proposals would be voted on at the February 12, 2008 WPGRI Board Meeting.

Board Development

Chair Paul Ouellette reiterated that the pending vacancy of the Department of Elderly Affairs representative on the WPGRI Board would eventually have to be addressed and that Dottie Miller was monitoring that. He added that the new member orientation session was scheduled for February 7, 2008 from 8:00 to 9:30 a.m. and

confirmed that all of the members of the Executive Committee would attend. As a result, the members agreed that they would prefer to move the February Executive Committee meeting from the 5th to the 7th, immediately following the Orientation Session.

Strategic Development

Chairman Kitchin asked Dottie Miller to report for Chairman Paul Harden in his absence. Dottie reported that she and Nick Ucci had been working on a proposal called the Industry Skill Development Initiative to be presented to the Governor's Workforce Board-RI (GWBRI). She stated that she had presented the proposal to the Strategic Development Committee in December and that they had enthusiastically endorsed the concept. She added that representatives from Providence/Cranston LWIB had also participated in the development and that the initiative was to be a statewide strategy. She explained that if the initiative was funded the funds would be shared between the two Local Workforce Investment Boards (LWIBs). She explained that this initiative would expand on the work of the GWBRI and its Industry Partnerships by providing funding for training and involving the Industry Partnership representatives in the One-Stop Centers. Dottie added that the concept involved aligning training and services with industry demand. She noted that the model would lead to the development of meaningful, timely training resources and programs designed to meet

the short-and long-term labor market needs of Rhode Island's high-growth, high-wage industries.

Dottie added that the initiative included a "Greenhouse" component designed to grow the future workforce by including industry based summer job banks for youth and activities to recruit youth and raise their career awareness by involving them in the identified industries.

Chairman Kitchin suggested changing the language in the initiative to ensure all Post-Secondary Education agencies would be included, not only the community colleges. Dottie concurred and added that the Strategic Development Committee had recommended the initiative be presented to the Executive Committee. She stated that if they endorsed the initiative at this time it would be introduced to the GWBRI Planning Committee later that morning, where it hopefully would be recommended to the GWBRI Strategic Investments Committee for funding on January 10th. She explained that it would then be included in the January 15 agenda for WPGRI Board approval.

Dottie also introduced the most recent list of approved statewide Eligible Training Providers, adding that Mavis McGetrick and Janice Lepizzera along with others were continually working to add service providers to the list.

Dottie Miller gave an update on the Customized Training Program

design which would allow the LWIBs to provide employer driven training for eligible Adults and Dislocated Workers in compliance with the Workforce Investment Act (WIA). She stated that the model would allow the LWIBs to address the specific workforce needs of the local employer community with industry-driven training that directly responds to their identified skills and occupational demands. She added that, as a WIA-funded activity, it must receive final approval from the State Workforce Investment Office (SWIO).

Before the committee went into Executive Session, Dottie Miller asked whether the WPGRI Board Meetings should start at 8:30 AM rather than 8:00 AM, as it was difficult to get the crew to set up the meeting room by 8:00 AM. Members suggested canvassing Board members at the January meeting.

With no other business to be discussed, the meeting adjourned at 10:09 AM.

Respectfully submitted,

Marsha McDowell