

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

Executive Committee Meeting

May 6, 2008

Members Present: Steve Kitchin, Paul Harden, Paul Ouellette, and Pat Talin

Members Absent: Joe Cannon, Ernie Vergano, Mike Cassidy

Staff: Dottie Miller, Nick Ucci, and Gail DuPont

Guest: Mavis McGetrick

With a quorum present, Chairman Steven Kitchin called the meeting to order at 8:05 A.M. Chairman Kitchin asked the committee to review the minutes from the previous meeting on March 4, 2008.

VOTE: A motion to accept the minutes of March 4, 2008 as written was made by Pat Talin, seconded by Paul Ouellette and approved unanimously.

Chairman's Report

Steve Kitchin announced Joe Cannon will resign as Chairman of the Youth Council but will remain as a board member. Steve stated that Sue Babin will conduct the committee meetings until a new chairman can be appointed.

A motion was made to convene the Executive Committee in an executive session under RIGL 42-46-5(a)(1) to review job-related performance of staff employees.

VOTE: Pat Talin moved to approve, Paul Ouellette seconded. All approved. The motion carried.

At 8:15 a.m., the committee moved to executive session and convened in open session at 8:28 a.m. Chairman Kitchin noted that the reason for the closed session was to review the Executive Director position. He announced the resignation of Dottie Miller as Acting Executive Director and added that Dottie will remain on staff part-time as Projects Specialist.

VOTE: Steve Kitchin made a motion to accept the resignation of Dottie Miller as Acting Executive Director and to appoint Nick Ucci as Acting Executive Director effective May 13, 2008 pursuant to the rules and regulations of the state of Rhode Island. Paul Harden seconded. The motion was approved unanimously.

Board Composition

Steve Kitchin noted that, due to the resignation of Etelvina Leite, a business position on the Board has become vacant. He added that Chris Grieco has been assigned the representative of Older Workers. Steve stated that the by-laws require a minimum of 35 members and a maximum of 45 members. Pat Talin noted that, by eliminating the

business position and combining two other designations into one, a 39 member board would still retain the required ratios and adhere to the Board's by-laws.

VOTE: Pat Talin motioned to establish a 39 member board. Paul Ouellette seconded and the motion passed unanimously.

NTAR

Steve Kitchin thanked Dottie Miller and Nick Ucci for their excellent work in submitting the NTAR Grant application. He stated that the competition was strong and Rhode Island was not selected as one of the winners. Steve remarked that the three states selected were Minnesota, Maryland, and Connecticut, but that Rhode Island was one of thirteen (13) states asked to join the State Peer Leadership Network. He stated that the first conference call is scheduled for June 6, 2008.

WPGRI Accounting Policies Update

Dottie informed the Committee that she has found an addendum to the by-laws under the 14.00 Budgeting Section. She stated that this section appeared to be missing from the present copy of the by-laws and recommended that they be inserted into the document: Section 14.20 states "The Executive Director has the authority to reallocate funds of not more than ten percent (10%) in any budgetary line item." Section 14.21 Contract Program Funds states "The Workforce Partnership of Greater Rhode Island administrative staff shall have

the authority to award program funds in the amount not to exceed fifty thousand dollars (\$50,000) through modification, deobligation and/or award to an approved contractor.” Pat Talin recommended that the wording be changed to “10% in any board approved contract.”

VOTE: Pat motioned to recommend to the Board that they modify the language in the Accounting Policies and Procedures Manual as stated above and include in the 14.00 section, Sections 14.20 and 14.21. Paul Ouellette seconded and the motion was passed unanimously.

DIRECTOR’S REPORT

FY05 & FY06 Audit Update

Dottie reported that selected Board Members received a questionnaire from the auditing firm. She advised if there are any questions, please call Janice Lepizzera.

Legal Services Update

Dottie explained that only one RFP was received for legal services, adding that the Finance Committee had reviewed and rated this proposal and found it acceptable and reasonable in cost. She stated that the committee recommended to the Board that the proposal be accepted. Dottie Miller asked everyone to read a draft contract agreement to secure the services of Attorney Tom Fay. Paul Harden

requested changing the second paragraph to “GWBRI and WIB Federal Funding.” Pat Talin suggested the term “upon request” be eliminated from the second to last paragraph. Pat suggested the last sentence should read, “A copy of said policy shall be furnished to WPGRI.” Steve Kitchin noted that the contract dates must be revised.

VOTE: Pat Talin recommended approving this contract with noted changes to the board for their approval. Paul Ouellette seconded. The motion to recommend passed.

Staffing Update

Dottie announced that the Corporation hired Deborah Anthes as Project Manager beginning on May 27th. Dottie stated that she received memos from two WPGRI state employees announcing their intentions to retire in September. She added that Nick will be attending the National Association of Workforce Development Professionals Conference in Virginia in May.

COMMITTEE REPORTS

Youth Council

Chairman Steve Kitchin recused himself from the meeting. Paul Ouellette led this portion of the meeting. Nick Ucci referred everyone’s attention to the chart in their packets and stated that the Youth Council and staff had considered extending some of the

existing Youth Center contracts. He added that a review of contract language revealed that such extensions could not be completed due to the contract periods. Nick stated that modifications were made through October 31st to Northern RI Youth Center and South County Youth Center to align them with the Pawtucket Youth Center. He claimed that by making these changes, it will allow an RFP to be issued in June for 17 months for these three centers. Nick said that his goal was to have everything on the same funding cycle by March 2010 including WIA services, all the Youth Centers, Summer Programs, and other components. Nick added that this, plus other changes to the budget, had freed up enough money so that we can fund the one proposal that had met the rating threshold, but was over the \$400,000 threshold for summer programs. Nick reported that the Youth Council recommended funding the Homestead Group summer employment proposal for the amount of \$91,918.34.

VOTE: Paul Harden recommended approval for funding the Homestead Group proposal to the full board. Pat Talin seconded. The motion passed.

Nick reported that the Youth Services RFP proposals are due by June 13th. Nick stated that the Youth Council will vote on the proposal in a special meeting in August and make a recommendation to the full Board in September. He reflected that, administratively, this will align with the target date of March 2010 for Youth Services and WIA services as well.

Nick stated that he and Joe Cannon met with the Providence/Cranston Youth Council co-chairs to discuss improving collaboration. Nick reported that one of the suggestions was to form a joint RFP Committee, and that Youth Council members Evaristo Amaral, Elizabeth Gilheaney, and Joe DiPina volunteered to join the committee. Nick believed that the committee would meet later that week to review and endorse the RFP.

Board Development

Chairman Kitchin rejoined the meeting.

Paul Ouellette remarked that about half of the board is up for reappointment and stated that he will check with several individuals to reaffirm their commitment to the Board. Paul said that he will ask Alan Durand to join the Board Development Committee and Ray Pingitore to join the Youth Council. Paul stated that the Board Development Committee approved a form to be e-mailed to all members this summer in an effort to update and verify board member information. Paul presented the Board meeting schedule for 2008-2009. He recommended moving the meeting in November to the 18th because of the November 11th holiday.

Strategic Development

Nick Ucci referred to a list of ETPL programs in the packets. He verified documentation as of May 2nd of the 135 programs listed,

49% which are over the cap. Nick stated that he is in the process of conducting research and gathering information on the policies from other states to see how they handle this situation. Nick said that the Strategic Development Committee will make an assessment whether to raise the cap at their next meeting so a decision will be in place by July 1st to accommodate enrollments.

Dottie confirmed five (5) Industry Skill Development Initiative proposals were received and are in the process of being reviewed.

Old Business

Steve Kitchin asked if there was any old business to come before the committee. No old business was acknowledged.

New Business

Chairman Steve Kitchin requested financial reports be presented more frequently to this committee. He also reminded everyone that Jason Gramitt, Staff Attorney and Education Coordinator of the Ethics Commission will present a discussion at the Board Meeting on May 13, 2008.

Being no further business to come before this committee, Pat Talin moved to adjourn. Paul Ouellette seconded. Steve Kitchin adjourned the meeting at 9:45 AM. The next meeting is scheduled for June 3, 2008.

Respectfully submitted,
Gail DuPont
Administrative Assistant