

# **Workforce Partnership of Greater Rhode Island**

## **Executive Committee Minutes**

**February 3, 2009**

**Present: Steven Kitchin, Paul Ouellette, Paul Harden, Pat Talin, and Michael Cassidy.**

**Guests and Staff: Mavis McGetrick, Carlos Ribeiro, Christine Grieco, and Gail DuPont.**

**Absent: Cynthia Farrell**

**With a quorum present, Chair Steve Kitchin called the meeting to order at approximately 8:00 am and asked everyone to review the minutes from the previous meeting on January 6, 2009.**

**VOTE: Paul Harden motioned to accept the minutes as presented. Pat Talin seconded. The motion passed unanimously.**

### **CHAIRMAN'S REPORT:**

**Steve announced he attended the presentation of the Governors Workforce Board's Rhode Island Strategic Plan held at the Crowne Plaza. He suggested everyone read the Executive Summary part of the report. Steve also attended a meeting with the GWB and Workforce Solutions of Providence/Cranston regarding a joint event to be held in June. Pat Talin suggested, if the by-laws permit, scheduling WPGRI annual business meeting in May. Steve stated**

**the Senate has not acted on the Economic Stimulus package but it appears the House would pass the package. Steve feels it would be a struggle to spend the money in a short amount of time, put a burden on staff and prove to be a challenge to vendors as well.**

## **Youth Council**

**In the absence of Chair Cynthia Farrell, Carlos Ribeiro gave the report.**

**At this time, Chair Steve Kitchin recused himself and Vice-Chair Paul Ouellette assumed leadership of the meeting.**

**Carlos referred everyone to the color-coded tables included in the packets. The first table lists the forty-two proposals received, divided into components. Only two proposals did not pass the threshold. Funding requests totaled \$3,786,307.31 but after negotiations the amount was reduced to \$2,812,323.04. Unfortunately \$1,820,000 of available funds will allow only selected vendors to be funded. Carlos is requesting funding in the amount of \$944,693.61 for WIA and \$854,386.67 for JDF to serve 1,519 youth. Paul Ouellette commended Carlos for successfully revising the RFP process.**

**VOTE: Pat Talin motioned to recommend to the board to approve funding as proposed for the Youth Centers. Mike Cassidy seconded. Steve Kitchin abstained. The motion passed unanimously.**

**VOTE: Paul Harden motioned to recommend to the board to approve funding as proposed for the WIA Stand-Alone. Pat Talin seconded. Steve Kitchin abstained. The motion passed unanimously.**

**VOTE: Mike Cassidy motioned to recommend to the board to approve funding as proposed for the JDF component. Pat Talin seconded. Steve Kitchin abstained. The motion passed unanimously.**

**Steve Kitchin rejoined the meeting at this time.**

**Carlos outlined a Residency Policy which requires youths to be residents of the 37 cities and towns served by WPGRI unless they are wards of the state, under the supervision of DCYF, in the juvenile justice system, or if there are no WIA Youth Services available in the city or town in which they reside.**

**VOTE: Paul Ouellette motioned to recommend implementation of this policy to the board. Pat Talin seconded. The motion passed unanimously.**

**Carlos referred to the document listing the acceptable sources to verify an eligible disability. He noted that disability is only one of seven eligibility barriers. Carlos asked everyone to review the proposed policy as federal regulations require a written disability**

**policy. Paul Harden and Steve Kitchin requested Carlos contact all vendors regarding the importance of keeping all information secure.**

**VOTE: Mike Cassidy motioned to recommend the board approve of the disability policy.**

**Pat Talin seconded. The motion passed unanimously.**

#### **EXECUTIVE DIRECTOR REPORT:**

**WIA Agreement Modification #2 provides an additional \$160,000 WIA Adult and \$240,000 WIA Dislocated Worker funds to provide additional Core and Intensive Services to meet the increasing customer demand at the One-Stop Centers. Questions were raised when the Strategic Development Committee reviewed the modification which Chris answered at this time. 1) The abbreviation WDSU stands for Workforce Development Service Unit. 2) The abbreviation NPS/Overhead refers to non-personnel services such as rent and supplies. 3) Staffing in Newport will increase to three days a week once staff is hired. With all questions answered, the modification was put to a vote.**

**VOTE: Mike Cassidy motioned to recommend the board approve Modification #5. Pat Talin seconded. The motion passed unanimously.**

**Staffing: Chris reported all four open positions have been posted. Interviews with Chris and Bob Garofano for the fiscal position were**

conducted last week and a candidate was selected and submitted to personnel. Interviews are being conducted this week with Chris and Carlos for the position of E&T Monitor and a decision should be made by Friday. Interviews for Assistant Coordinator and Coordinator will be conducted within the next few weeks.

#### **COMMITTEE REPORTS:**

**Board Development** Paul Ouellette reports that five positions have been submitted to the Governor for his approval. Two resumes are expected shortly from the defense and financial sectors. A new member orientation with a section on ethics will be scheduled when the appointments are confirmed.

**Strategic Development** Paul Harden asked for a report on money spent for training. Chris prepared a report on the expenditures and a report on the number of participants. Available money for youth in 2009 is \$2,342,975 expended through the end of 2008 is \$1,661,748. Adult money availability in 2009 is \$2,057,848 expended through 2008 is \$1,450,376 and Dislocated Workers money available in 2009 is \$3,284,604 expended through 2008 is \$1,887,819. Customized Training and OJT programs have recently been approved. Chris reported two companies are interested in Customized Training. The number of people served is actually higher than projected. Paul reported he is working with CVS to recruit and train people for a pharmacy call center located in Woonsocket. The Providence Skill Center, CCRI, Providence/Cranston and DLT are all working together

**to train 200 people as licensed pharmacy technicians certified to a national standard.**

**Quality Assurance Mike Cassidy explained his report will be available mid-February when the final WRIS information is available. He is putting together a monitoring program for the One-Stop Centers this summer. The company that conducts the customer satisfaction survey will present their report on February 17th.**

#### **OLD BUSINESS:**

**There was no old business to come before the committee.**

#### **NEW BUSINESS:**

**Steve informed the board that he has a commitment in Newport and might not be able to begin the Board Meeting at 8:00. If Steve is delayed, Paul Ouellette will call the meeting to order. Pat Talin asked if there is a policy to cancel board meetings in case of inclement weather. Chris suggested changing the WPGRI general telephone number by 7:00 a.m. if the meeting is cancelled.**

**Paul Ouellette announced that Sandra Powell, Director of Department of Labor and Training, will be a guest of Northern RI Chambers show called Business Matters on Channel 18 at 10:00 P.M. on Tuesday evening.**

**Mike Cassidy announced that PBS Channel 36 has been showing**

**Pawtucket Rising a documentary about art development in Pawtucket.**

**VOTE: Paul Ouellette motioned to adjourn the meeting at approximately 9:55 AM. Paul Harden seconded. The motion passed unanimously.**

**Respectfully submitted,  
Gail DuPont  
Administrative Assistant**