

# **Workforce Partnership of Greater Rhode Island**

## **Executive Committee Meeting Minutes**

**October 6, 2009**

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

**Staff and Guests: Christine Grieco, Diane Vendetti, Carlos Ribeiro, Brian Gambardella, Gail DuPont, Jen Buck, Helder Videira and Lisa Rose.**

**With a quorum present, Chair Steve Kitchin called the meeting to order at 8:07 AM. He asked members to review the minutes from the September 1, 2009 meeting.**

**VOTE: Paul Harden made a motion to accept the minutes as presented. Pat Talin seconded the motion and it passed unanimously.**

### **Chairman's Report**

**Steve Kitchin read a letter drafted to thank Jane Nugent for her service to the Board.**

### **Executive Director's Report**

**Christine Grieco first reported on the PY08 4Q Rolling Report. The numbers have far surpassed the expected results. All have passed**

**the necessary 80% part of the range and some surpassed 100%.**

**Steve asked that the differential used as a margin of error be explained at the Board meeting so that it can be understood by the new Board members.**

**Paul Harden mentioned that the job placement percentage rate seems to be low for those who have received credentialed training. Some ITA providers do not provide industry approved credentials for some programs or single classes that will help people to retain employment or give them added skills. Carlos Ribeiro also responded that even for Youth who have earned the credential of a GED, if they are not employed by the first quarter after exit, it does not count.**

**The PY08 Plan/Contracted vs Actual Report shows results through May 15, 2009. The numbers of customers served have far surpassed the Annual Plan/Contract, demonstrating what an enormous job the netWORKri staff has done during this time.**

### **PY09 WPGRI Budget**

**Diane Vendetti presented information about the available numbers for WPGRI corporate budget and expenditures for the committee. She started with the Estimated Adults and Dislocated Workers budgets, covering the numbers with the Committee. She suggested that the allowed transferable 20% from Adult be moved to Dislocated Workers so that we may serve more customers. The One-Stops will be given**

**\$1.2 million, which is in line with last year. \$.4 million will be added later to reach \$1.6 million. 78% of those funds will be allocated for training with ITAs. 20% will go to OJT and Customized Training. 2% will go toward supportive service like daycare, transportation, uniforms, etc. that directly allow workers to enter or complete training.**

**The ARRA Estimated Adult and Dislocated Worker Budgets started with \$1.1 million for Adults and \$3.6 million for Dislocated Workers. 78% of that money has gone into training. The One-Stop commitment is at \$1.2 million and is expected to increase.**

**The PY09 Estimated Youth Budget shows the WIA and JDF allocations and what is needed internally. Diane will be meeting with Carlos Ribeiro to examine how the program dollars will be spent.**

**The money that has been spent is shown through August. We are waiting to receive the numbers for September. Steve Kitchin would like to see what was spent in PY08. He would also like a discussion at the next Board meeting to help the Board see how the money was used in PY08. He believes it is a good idea to transfer the 20% to Dislocated Workers and he wants a vote at the Board meeting that will approve it. He asked the members to vote to approve this budget for Adult, Dislocated Workers and Youth.**

**VOTE: Pat Talin motioned to recommend this budget for Adult,**

**Dislocated Workers and Youth to the Board for approval. Paul Ouellette seconded the motion. All voted in favor and it passed unanimously.**

### **Bio-Science for ISDI**

**Jen Buck reported that ISDI is entering its third year. This is the partners' second year. All partners have been re-funded with the exception of My Turn. My Turn will be re-examined to make sure that they fulfill their expected outcomes.**

**Approximately \$1.2 million was available to go out for bids. Three bids were received. The Rhode Island Nurses Association did not meet the RFP criteria threshold. Two new partners were added through this process. WPGRI will be funding Tech Collective Bio-Science with almost \$400,000 and WSPC will be funding the Hospital Association of Rhode Island.**

**Incumbent Worker training wage increases are expected to be low because of the economy. However, this training will allow workers to retain jobs and grow with the industry.**

**Jen is requesting that ISDI partner Tech Collective Bio-Science be funded. Steve Kitchin proposed that a motion be made to approve funding \$399,127.00 for Tech Collective Bio-Science.**

**VOTE: Paul Harden made the motion to fund ISDI partner Tech**

**Collective Bio-Science with \$399,127.00. Michael Cassidy seconded the motion and it passed unanimously.**

**Christine asked Diane to speak about the exposure gained in the biological area concerning the healthcare grant. We are not just focused on WIA and JDF; we also consider other types of programs.**

**Diane reported that after many struggles, WPGRI helped to coordinate several partners in the state who have finally come together for a healthcare initiative. There has been a very competitive application process among the states for a grant for this program. This group submitted an application on October 9, 2009. The \$4 million grant spans three years and will focus on nursing, allied health, long term care and health information technology. If awarded, the program will be managed by Quality Partners.**

### **Board Development**

**Paul Ouellette reported that there has been a good distribution of new Board members on the committees with two new members on each committee.**

**The one committee in need of members is the Finance Committee. Paul will ask long-standing members who deal with budgets and spread sheets in their businesses to consider joining that committee. Paul Harden is willing to move from the Quality Assurance Committee. Paul will ask members to join the Finance Committee at**

**the next Board meeting and then will begin personally approaching members whom he believes to be well-qualified. He will also ask for someone to fill the vacant Treasurer position on the Board. It is not a rigorous position but requires attending infrequently held Finance Committee meetings and reporting that information to the executive Committee and the Board of Directors.**

**Ethics training with Jason Gramitt is scheduled to be held in conference room 73-1 immediately following the Board meeting on November 14th. It is important for new Board and staff members to have this background knowledge.**

**Five Board members: Andrew Tyska, Darrell Waldron, Joe DiPina, Nancy Roderick and Vanessa Cooley have been reappointed. Ten members are will be coming up for reappointment in 2010.**

**The only opening we need to fill at this time is the CBO position vacated by Jane Nugent. There have been several applications which will be examined at the next Board Development meeting.**

**In the future, Board members will be requested to give very short presentations about their work depending on the length and depth of the Board Agenda.**

### **Strategic Development**

**Paul Harden reported on the CVS pharmacy Tech Call Center project.**

**The wage rate for those jobs has been set at \$12.75/hr by CVS. There will be a meeting with CVS very soon to discuss the switch from ITAs to Customized Training for these jobs. WPGRI will contract with CVS and they will contract directly with the training provider(s). There had been 750 original applicants for the positions but the application process has actually only provided 49 workers to be trained. CVS will later fill call center vacancies with store employees and then back-fill the store positions. The Call Center is expected to be up and running on December 1st, 2009.**

### **Youth Council**

**In the absence of Chair Cynthia Farrell, Carlos Ribeiro reported that since 2001, the WIA Youth per unit cost, (PUC) has declined. The number of Youth served has increased tremendously. There are also 39 vendors providing Youth programs. The Street \$ has also increased because it includes take-home wages earned by Youth.**

**This year there will be a longer time frame from when the RFPs go out on October 28th to when the bids will be required to be submitted, about the beginning of December. Proposals should be approved by March, 2010 and the programs will start in April.**

### **Quality Assurance**

**Michael Cassidy reported that Gail DuPont had presented an excellent ITA report to the Committee on September 29th. Gail was also able to show the Executive Committee how the total numbers**

served through ITAs had increase from 231 in 2007 to 699 in 2008. 309 customers have been served since July, 2009.

The ETP Approved Program Information showed that as of June 30, 2009 there were 38 schools with 198 educational options available. This provides an educational option for everyone to increase their skill levels and make themselves more valuable as employees and more marketable to potential employers. Attendance varies in different areas of interest from year to year but the variety of options is available for those customers coming into the One-Stops. As of October 1st, 2009, there are 50 schools with 256 educational options available. There are some programs that do not offer certification. Some courses offered are needed by customers to further themselves for employers but there is no certification associated with the courses.

The staff has been going out and monitoring training at the ITAs. Jen monitored 23 different training providers and spoke to one or two students at each site. Monitors look mainly at the placement record for each training provider. Most are at 60% and economic factors should be considered when looking at that level. SWIO recommends training vendors and then gives packets to the 2 WIBs which then make decisions about taking on or rejecting potential vendors. A vendor can be eliminated based upon not meeting performance measures when their agreement comes up for re-issue at the end of their contract year.

**Brian Gambardella spoke about the PY2007 and PY2008 financial audit/monitoring performance covering WIA and JDF program vendors.**

**There had been an internal fiscal issue at My Turn in Brockton. Management has made a huge effort and turned this situation around in a short time. They are now being allowed to send invoices and respond to future RFPs. Their year programmatic contract will be extended for ISDI.**

**Brian also has a concern about a similar situation that may be happening at the Woodlawn Community Center in Pawtucket. He will schedule a meeting including management there and include Michael Cassidy very soon to straighten out the situation.**

**Michael Cassidy will put together a schedule for monitoring at the One-Stop Centers and take it before the Board for volunteers.**

### **Old Business**

**The audit of the corporation is ongoing. There is a draft and the report for FY07 and FY08 is in process at KLR. There was brief discussion about hiring a different auditor for our corporation.**

### **New Business**

**There was no new business to report.**

**The next Executive Committee meeting will be held Tuesday, November 3rd.**

**VOTE: Michael Cassidy made a motion to adjourn the meeting. Paul Ouellette seconded the motion and it passed unanimously. The meeting was adjourned at 9:58 AM.**

**Respectfully submitted,  
Lisa Rose  
Administrative Assistant**