

**Workforce Partnership of Greater Rhode Island**

**Executive Committee meeting**

**Tuesday, April 5, 2011**

**Present: Steve Kitchin, Cynthia Farrell, Joe DiPina, Joe Oakes, Paul Harden, Paul Ouellette, Robin Smith**

**Staff: Christine Grieco, Carlos Ribeiro, Diane Vendetti, Erin Brouillette, Gail DuPont, Jen Buck, Judy DiGiorgio, Kathy Quattrini, Shirley Winslow**

**Guest: Mavis McGetrick**

**With a quorum present, Mr. Kitchen called the meeting to order at 8:10 am. Mr. Kitchen asked the committee to review the minutes of February 10, 2011 and March 1, 2011.**

**VOTE: Mr. DiPina made a motion to approve the minutes of February 10, 2011 as amended. Mr. Harden seconded the motion. The motion passed unanimously.**

**VOTE: Ms. Smith made a motion to approve the minutes of March 1, 2011 as amended. Mr. DiPina seconded the motion. The motion passed unanimously.**

**Executive Director's Report: Ms. Grieco explained the WPGRI Technical Assistance Plan draft. The WIA Technical Assistance and Reorganization Policy (WIN 06-05) provides for the steps to be taken in the event a Local Workforce Investment Board fails to meet WIA performance standards for any given year. First year failure results in a technical assistance plan that is focused on improving WIA performance.**

**The State Workforce Investment Office in conjunction with WPGRI and DLT staff conducted a program review to identify the program factors and/or conditions that contributed to the failure of the performance standards. The Technical Assistance Plan is a product of the review.**

**VOTE: This documented as corrected and inserted -The Quality Assurance Committee will work with the WPGRI staff to evaluate and monitor the progress of The Technical Assistance Plan to ensure the corrective actions are identified and delivered. The Executive Committee will be responsible to provided ongoing communication to the WPGRI Board of Directors. - The Executive Committee did not take a vote on the WPGRI Technical Assistance Plan draft. The draft will be presented at the Board of Directors for a final approval vote.**

**Ms. Grieco discussed the Change of Corporate 401 (k) provider. Ms. Grieco noted Ms. Brouillette researched finding a new vendor for the corporate staff's 401(k). Ms. Brouillette recommended Ameriprise to**

**be the consultant and Principal will provide the investments options. The vendor at the present time is Virtus. Ms. Brouillette is asking for a vote for a Change of Corporate 401 (k) provider from Virtus to Ameriprise and Principal.**

**VOTE: Mr. Ouellette made a motion that the Executive Committee recommends approval of the Change of Corporate 401 (k) provider on or before June 30, 2011 from Virtus to Ameriprise and Principal to forward it to the Board of Directors for final approval. Ms. Farrell seconded the motion. The motion passed unanimously.**

**Ms. Grieco explained the intention of Workforce Partnership of Greater Rhode Island Memorandum of Understanding Modification #2. This modification is intended to modify the WIA and ARRA (WPGRI non-profit 501 (c) 3 budget: 1) To deobligate ARRA funds in the amount of \$70,701. 2) Reallocation of staff charges to WIA to account for utilization of ARRA funds for training. This modification has the following effect on WIA funds relative to the contract: ARRA decrease by \$70,701 and WIA increase by \$70,701.**

**Ms Grieco is asking for a recommendation to approve the Workforce Partnership of Greater Rhode Island Memorandum of Understanding Modification #2 and forward it to the Board of Directors for final approval.**

**VOTE: Mr. Harden made a motion to recommend the Executive**

**Committee forward the Workforce Partnership of Greater Rhode Island Memorandum of Understanding Modification #2 to the Board of Directors for final approval. Mr. Oakes seconded the motion. The motion passed unanimously.**

**ITA and OJT: Ms. Quattrini reports she is contacting 200 graduates of the ITA system to see if they are working in a training related field. In reference to the OJT Ms. Quattrini is doing a follow up 90 days after the contract ends. There were 38 trainees, 28 are working, 5 are not and 5 no responses.**

**Best Practices in One Stop: Ms. Quattrini stated she called several states to get their views on Best Practices and how their One Stops monitored their data. It was noted they try to keep in touch with clients before they soft exit out. It was also noted there needs to be an increased in monitoring of the One Stops and review of figures to make sure they match GEOSOL data.**

#### **Committee Reports:**

**Board Development Committee: Mr. Ouellette noted the Board Development Committee is still looking to fill two openings.**

**Quality Assurance Committee: Mr. Oakes noted there will be a meeting in April.**

**Strategic Development Committee: Mr. Harden stated in the past**

**couple of weeks he and a couple of staff members had meetings with the Chambers in North Kingstown, South Kingston and Newport working on OJT programs. Mr. Harden is working with the staff of WPGRI planning the Board of Directors Retreat in September, 2011.**

**Finance Committee: There was no meeting in March.**

**Youth Council: There was no meeting in March.**

**New Business: Mr. Kitchin noted he attended the Tech Collective's IT Boot Camp graduation. The NAWDP Annual Conference will be held in Virginia Beach on May 16-19, 2011 Mr. Kitchin noted he will be in attendance.**

**Old Business: There was no old business to come before the Executive Committee.**

**VOTE: Mr. Ouellette made a motion to adjourn the Executive Committee meeting. Ms. Smith seconded the motion. The motion passed unanimously.**

**The meeting was adjourned at 9:45 AM.**

**Respectfully submitted,  
Shirley Winslow**