

**Workforce Partnership of Greater Rhode Island**

**Executive Committee Meeting**

**September 7, 2011**

**Present: Joseph DiPina, Steve Kitchin, Joseph Oakes, Paul Ouellette**

**Absent: Paul Harden, Robin Ann Smith**

**Staff: Christine Grieco, Diane Vendetti, Kara Aniballi**

**DLT Staff: Mavis McGetrick**

**Minutes of June 7, 2011**

**With a quorum present Chair Steve Kitchin called the meeting to order at 8:10am. Chair Kitchin requested the board review the minutes from June 7, 2011 Executive Committee meeting.**

**VOTE: Joseph DiPina made a motion to accept the minutes from June 7, 2011. Paul Ouellette seconded the motion. The motion passed unanimously.**

**Chairman's Report**

**Chair Kitchin reported Cynthia Farrell's resignation from the Youth Council, Cynthia was Chair to the Council. Although she is resigning from the Council she will remain on the Board of Directors.**

**At the September 15, 2011 Strategic Retreat Chair Kitchin will recommend to the Board to appoint Gip Cabral as the Youth Councils new Chairman.**

### **Layoffs of 501c(3)**

**Chair Kitchin brought it to the committees attention that WPGRI had to lay off the three 501c(3) corporate employees: Jennifer Cornwell, Cristin Taylor, and Shirley Winslow due to lack of funding and grants.**

**He then proceeded to tell the committee that the 501c(3) will not be closed but it will be considered dormant until WPGRI secures future grants. With the lack of funding for the 501c(3) there will be changes within WPGRI. Legal services will no longer be available to the Board of Directors meetings, there will no longer be food at Board of Directors meeting, and WPGRI will no longer be able to pay dues to the Chambers of Commerce.**

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

**Christine Grieco proceeded to update the committee on WPGRI new staff duties. Below is a list of staff and their current duties:**

**Kathy Tobin Henry: Individual Training Accounts (ITA), On the Job Training (OJT), and Youth Programs**

**Judy DiGiorgio: On the Job Training (OJT) and Individual Training Accounts (ITA)**

**Sharon Geoffrey: Monitor Adult and Dislocated Worker, and Youth**

**programs**

**Kara Aniballi: Board work and Youth programs**

**Kathy Quattrini: Researching and writing grants, Adult and dislocated monitoring, programmatically and fiscally**

**Christine then presented PY10 4th quarter performance data. WPGRI is currently passing all areas due to The State Workforce Investment Offices (SWIO) re-negotiating performance standards with the federal government.**

### **WPGRI Budget**

**Diane Vendetti presented the committee with WPGRI's JDF and WIA proposed budget for PY11. The proposed budget showed a breakdown of the WIA and JDF funds both internally and externally.**

**On May 10, 2011 the Board voted to accept the PY11 Annual Plan and voted to fund WPGRI and its work at a level of 80% of the PY10 first quarter amount for 90 days which would allow WPGRI to continue its work through September at which point a full budget would be presented. As the September Board of Directors meeting was cancelled the Executive Committee will recommend to the Board at the Strategic Retreat on September 15, 2011 to vote to extend the above through October 31, 2011.**

### **Committee Reports**

### **Board Development**

**Paul Ouellette advised the committee that he had four potential candidates to fill in a vacancy on the Board; more will be known when he receives their resumes. He also shared with the committee that Betty Pleacher will remain on the Board as a consultant.**

**Paul will be reviewing the attendance of all the board and committee meetings from PY10 with his committee to ensure all members are attending meetings.**

### **Quality Assurance**

**Joseph Oakes shared with the committee that he recently finished his monitoring of the four netWORKri One Stop Centers. He was pleased with the constancy he found within all the one-stops.**

**Joseph did find that two of the buildings were not ADA equipped. This issue was written up in his report.**

### **Strategic Development**

**In Paul Harden's absence Chair Kitchin reminded the committee about September 15, 2011 Strategic Retreat.**

### **Finance Committee**

**Joseph DiPina stated that with the 501c(3) now being dormant a final audit will be required. He will schedule a Finance Committee meeting**

**to further this discussion and make a plan of action.**

### **Youth Council**

**Chair Kitchin again stated that on September 15, 2011 he will recommend to the Board to vote on appointing Gip Cabral as Chair of the Youth Council.**

### **New Business**

**Joseph DiPina stated that RI Exeter Job Corps is currently ranked the number 1 Job Corps in the country. The committee congratulated him.**

### **Old Business**

**There being no old business Chair Kitchen called the meeting to an adjournment at 9:45 am.**

**VOTE: Joseph DiPina made a motion to adjourn the meeting. Joseph Oakes seconded the motion. The motion passed unanimously.**

**The next meeting is scheduled for October 4, 2011**

**Respectfully Submitted**

**Kara Aniballi**