

Workforce Partnership of Greater RI

Executive Committee Meeting

October 1, 2013

Present: Gip Cabral, Paul Harden, Steve Kitchin, Joe Oakes, Paul Ouellette, Lauren Slocum, Robin Ann Smith

WPGRI Staff: Kara Aniballi, Nancy Olson, Diane Vendetti

Guests: Jen Hetzel Silbert

Welcome/Call to Order

Chair Steve Kitchin called the meeting to order at 8:07 a.m. and requested the Committee review the minutes from September 4, 2013 Executive Committee meeting.

Chair Kitchin noted one grammatical error.

Vote: Paul Harden made a motion to accept the minutes as amended. Paul Ouellette seconded the motion. The motion passed with Gip Cabral and Joe Oakes abstaining from the vote.

Chairman's Report

Chair Kitchin reported he attended the quarterly workforce leadership meeting with Director Fogarty, Deputy Director D'Agostino, Rick Brooks, Bob Ricci, Janet Raymond, David Tremblay, Sue Chomka,

and Nancy Olson. Chair Kitchin stated these meetings are held to keep all parties in communications with each other.

Executive Directors Report

Executive Director Nancy Olson stated she completed the interview process with Matt Weldon and Sue Chomka for the two Assistant Coordinator positions. She will finish the paperwork this week and it will then be sent to Human Resources for the two individuals that are recommended.

Nancy proceeded to inform the Committee that she is working with Maria Ferreira from DLT's Marketing Division and WPGRI's, Sharon Geoffrey, to update WPGRI's new website. Lauren Slocum offered to help test the site before it goes live.

Nancy reported that all WPGRI staff will be getting new computers as the current ones will not have technical support past December 31, 2013. She stated GRI has the funds in the budget for them.

Board Appointments

Chair of the Board Development meeting stated Jennifer Rossi-Stephens from United Way has been appointed to the Board.

Committee Chairs/Vice Chairs

Chair Kitchin requested the Chairs of the all the committees to ensure

they have a Vice Chair so work of the Committees can ensue in the absence of the Chairs. If a committee does not have a vice chair Steve asks one be appointed as soon as possible.

Marketing Committee

At the Strategic Retreat it was suggested for WPGRI to develop a Marketing Committee. Steve requested a motion to recommend to the Board of Directors to vote on developing an Ad Hoc Marketing Committee.

Vote: Robin Ann Smith made a motion to recommend to the Board of Directors to create an Ad Hoc Marketing Committee. Joe Oakes seconded the motion. The motion passed unanimously.

Strategic Retreat

Facilitator of WPGRI's Strategic Retreat Jen-Hetzel Silbert was present to discuss her report from the Strategic Retreat. Jen proposed a template called the Dash Board to measure the progress of WPGRI's top 5 Strategic Priorities. Jen also compiled all her findings from the retreat in the 2014-15 Strategic Retreat Report.

Committee Reports

Strategic Development

Chair of the Strategic Development Paul Harden stated he is working on setting up a meeting with Workforce Solutions of Providence/Cranston and the State Workforce Board to discuss

customized training.

There were no other Committee reports.

Adjournment

Chair Kitchin requested a motion to adjourn the meeting at 9:10.

Vote: Robin Ann Smith made a motion to adjourn the meeting. Gip Cabral seconded the motion.

Respectfully submitted,

Kara Aniballi