

**GOVERNOR'S WORKFORCE BOARD RI
EXECUTIVE COMMITTEE MEETING
DECEMBER 3, 2007**

MINUTES

Members Present: Joseph MarcAurele, Brandon Melton,
Jack Warner
Members Absent: Sharon Moylan, William McGowan
Staff Present: J. Michael Koback, Maureen Mooney, John O'Hare
Location: RI Department of Labor and Training, Conference room 73-2

With a quorum present, Chair MarcAurele called the meeting to order at 9:10 a.m.

A motion was entered to approve the minutes of the 10-03-07 Executive Committee meeting.

VOTE: J. Warner moved to approve, seconded by B. Melton. All approved.

By-Laws Review & Proposed Revisions/Amendments

Chair MarcAurele turned the meeting over to M. Koback to discuss the review of the by-laws and proposed revisions and amendments.

M. Koback provided an overview of the review process which was done by an internal staff team including legal counsel G. Theriault. He mentioned that the Executive Committee is charged with reviewing the by-laws annually for any revisions. He also indicated that the changes were mainly ministerial functions relating to the laws and regulations pertaining to the HRIC/GWB executive order. Committee members were referred to the Table of Contents which indicates the changes made to the specific articles of the by-laws.

Reference was made to **page 6, section 2: Duties of the Chairperson, Item B:** indicating a proposed wording change to read: as annually authorized by the Board.

M. Koback explained the phrase *executive instruments* as meaning having the ability to sign documents, grants and contracts on behalf of the board.

He also explained that rather than having a blanket authority for signatory responsibilities, that each year at the annual meeting, a resolution will be put forth that states that the Chairperson and Executive Director are authorized to sign and execute instruments on behalf of the board for the upcoming year.

Reference was made to **page 7, section 5: Duties of the Executive Director**

M. Koback indicated these duties were taken from the job description for this position and general language typical for the duties of an Executive Director.

Reference was made to **Article IV- Committees**
Section 1: **Executive Committee Items A and B**

M. Koback noted that after reviewing the legislation it was determined that in addition to the Audit Committee, that is required by law, there is also a requirement for a Governance

Committee. He reported that since there are so few members of the Executive Committee that it does not seem to make sense to create a new committee. Therefore, Section 1: Item A was added which reads "Serving as or designating other members to serve as the Governance Committee of the Board". M. Koback further explained that the Audit Committee is similar to a budget committee, and if we were to have a formal audit done by the RI Bureau of Audits, then we would review this option further.

Joe MarcAurele raised the question if it is considered to be good governance to have an audit committee and offered that he may want to have a legal opinion on this issue. J. O'Hare indicated that under the state statute it is a requirement to have an audit committee.

The consensus after much discussion is that Article IV- Item B refers to the oversight of the funding. It was mentioned that the grant monitoring process may need to be reviewed and tightened up specifically with agencies such as the Department of Education (DOE) and the Economic Development Corporation (EDC) who receive a significant amount of grant funds. A review of the interface for monitoring the funding with these agencies should be considered.

Reference was made to **Section 2: Strategic Investments Committee:**

M. Koback discussed the Strategic Investment Committee's responsibility of awarding grant funds on behalf of the GWB. He reported that originally the board charged the Strategic Investments Committee with developing a process for awarding grants on its behalf in order to streamline the process for grant funding. He noted that the funding requests and approvals are contained in the consent agenda each month and are presented to the full board for final approval. To formalize this process as already adopted, it was important to clarify this in the by-laws. J. Warner suggested that a provision for periodic reporting on these funding approvals should be included in the by-laws. M. Koback responded that he would ensure this language would be added, referencing the WIA consent agenda. He also noted that there is sufficient time for the two week notification to the board to review the by-laws with this one correction.

A motion was entered to approve the revised by-laws with the suggested language changes.

VOTE: J. Warner moved to approve, seconded by B. Melton. All approved

Administrative Entity Agreement w/DLT

M. Koback reported on the Administrative Entity Agreement which he indicated solidifies and defines the relationship between the board and the Department of Labor and Training (DLT). Though the Executive Order and the law both state that DLT is the administrative entity to the board, this agreement was reviewed by legal counsel to further clarify the relationship. M. Koback provided an overview of the agreement for committee members noting this agreement is proposed to be in effect for five years from the date of execution.

A motion was entered to approve the Administrative Entity Agreement between the Governor's Workforce Board and the RI Department of Labor and Training.

VOTE: B. Melton moved to approve, seconded by J. Warner. All approved

Strategic Planning

M. Koback provided an update on the strategic planning process reporting that he would like the final plan to be completed by April. He mentioned collaboration with United Way, Workforce Alliance, Casey Foundation and other organizations in this process. He also reported he will be

putting together the steering committee to further develop the plan outline. The next step is to convene agency leaders and Sandra Powell has agreed to lead the effort in assembling appropriate members of the workforce cabinet. The process is moving forward and subsequently there will be a public hearing, assignment of agency writers and focus groups led by the Corporation for a Skilled Workforce (CSW). CSW will also present the Strategic plan to the board. M. Koback indicated that a public hearing will be held in either March or April followed by statewide implementation of the strategic plan.

Annual Report

M. Koback reported that by the end of December plans are for a public relations report telling the story of the GWB to be completed. The intent is to get this report to the legislature before it convenes in January. M. Koback also noted that legislation requires that an annual report is submitted in April and October as well.

Legislative Affairs Committee

M. Koback reported that a review of the statutes relating to the Governor's Workforce Board is being conducted in preparation for implementing the committee. This review includes policy, fiscal and organizational issues. Though the committee has not been fully formed, this initial review indicates that the board is a powerful body that has never fully exercised its statutory authority. In brief, M. Koback explained that the legislation indicates that every plan in the state including Higher Education, DHS, DCYF, EPC, EDC and others has to come before the board for comment and approval. After a general discussion, M. Koback concluded that it should be the intent of the board to use this authority to build collaboration and coordination.

2008 Committee Meeting Schedule

M. Koback proposed that committee chairs prepare an annual meeting schedule in advance and that each committee chair and or their assistant should work with M. Mooney on these schedules.

With no other business to discuss, the meeting adjourned at 10:15 a.m.

Adjournment

VOTE: B. Melton moved to approve, seconded by J. Warner. All approved

Respectfully submitted,

Maureen Mooney