

**GOVERNOR'S WORKFORCE BOARD RI
EXECUTIVE COMMITTEE MEETING
OCTOBER 15, 2008**

MINUTES

Committee Members Present:	William McGowan, Brandon Melton, Sharon Moylan
Committee Members Absent:	Joseph MarcAurele, Jack Warner
GWB Board Members Present:	Sandra Powell
GWB Staff Present:	John O'Hare, Nancy Olson, Maureen Mooney
DLT Staff Present:	David Tremblay
Location:	RI DLT, Conference room 72-1

In the Chair's absence and with a quorum present, Vice Chair William McGowan called the meeting to order at 8:10 a.m.

A motion was entered to approve the minutes of the 9-08-08 Executive Committee meeting.

VOTE: B. Melton moved to approve, seconded by S. Moylan. All approved.

Michael Koback Resignation

Vice Chair McGowan noted the resignation letter of former Executive Director M. Koback which was available in the meeting packets.

VOTE: S. Moylan entered a motion to accept the letter of resignation, seconded by B. Melton. All approved.

Acting Executive Director Appointment

Vice Chair McGowan reported that John J. O'Hare, currently Acting Assistant Director of Workforce Development and Administrator of the State Workforce Investment Office, has been named Acting Executive Director of the Governor's Workforce Board (GWB). Vice Chair McGowan mentioned that the GWB is fortunate to have John in this interim role noting his vast experience, organizational skills and demonstrated ability to move the timetable for both the unified and strategic plans forward.

VOTE: B. Melton entered a motion to appoint John J. O'Hare as Acting Executive Director of the Governor's Workforce Board. This was seconded by S. Moylan. All approved.

Vice Chair McGowan indicated there was a need for the Acting Executive Director to have signatory authority and that it would require a motion.

VOTE: B. Melton proposed a resolution for the Acting Executive Director to have the authority to sign contracts. This was seconded by S. Moylan. All approved.

J. O'Hare noted that in Article III of the Bylaws pertaining to the **Officers, in Section 2. Duties of the Chairperson** that the "Chairperson of the Board shall Execute instruments, as annually authorized by the Board, in the name of the Board." Since this was not yet executed, he indicated a motion was in order.

VOTE: B. Melton proposed a resolution to authorize the Chairperson of the Board to execute instruments in the name of the Board. This was seconded by S. Moylan. All approved.

Robert Paniccia Resignation

Vice Chair McGowan reported that Robert Paniccia, one of the four labor representatives for the GWB, has submitted a letter of resignation. *Note: letter is available in the committee meeting packets.* He acknowledged Bob's tenure with the Providence Police Department and his work with the labor community. He indicated that Bob was no longer affiliated with the Fraternal Order of Police in an administrative capacity, has retired, and cited other personal reasons as cause for his resignation. Vice Chair McGowan asked Maureen Mooney to draft a letter from the board thanking him for his work.

VOTE: S. Moylan entered a motion to accept the letter of resignation, seconded by B. Melton. All approved.

Search for Executive Director

Vice Chair McGowan referred to the search process for the GWB Executive Director that occurred in 2006-2007 when M. Koback was hired. J. O'Hare reported that the firm, Travis & Company was hired to conduct a national search and that the cost associated with their services was \$31,600. This firm was secured by a single source contract and was responsible for conducting the initial interviews and background checks. To complete the process, an interview committee was formed including former DLT Director Adelita Orefice, Joseph MarcAurele, Armeather Gibbs and William McGowan. The decision for the hiring of the Executive Director was made by this committee.

Vice Chair McGowan noted that the search process would be determined by Chair MarcAurele. S. Powell indicated that even though this is an independent position the hiring process must follow the State of RI hiring policies and procedures which must include the newly adopted six sigma process.

Strategic Planning Timeline/Update

Vice Chair McGowan acknowledged the hard work of the DLT and GWB staff on the strategic plan. He noted that both J. O'Hare and D. Tremblay have been instrumental in keeping the unified plan process on track and that several meetings of key constituents were held over the summer.

J. O'Hare reviewed the State Workforce Development Planning Schedule for the period of November through January and explained the various meetings and tasks to be accomplished culminating in a public hearing by late January or early February. Vice Chair McGowan emphasized the importance of maintaining this schedule and noted J. O'Hare's work in keeping both the unified plan and strategic plan on schedule.

CSW Update

J. O'Hare reported that he participated in a conference call with Nina Babich from the Corporation for a Skilled Workforce (CSW) to discuss remaining contract items. He noted there is \$21,000 left in the contract which may be utilized for the production of the plan document. He also indicated that the remaining funds could be used to fund a facilitator from CSW to present the draft strategic plan to the entire group of participants in January. Noting that CSW has been helpful in facilitating the process, Vice Chair McGowan emphasized that it is a GWB strategic plan not a CSW plan.

Unemployment Insurance Advisory Committee

S. Powell reported on the establishment of an Employment Security Advisory Council to assist the Director of the Department of Labor and Training in formulating policies and solving issues relating to unemployment insurance. She indicated that the council would be comprised of two employer and two employee representatives to be recommended by the GWB and appointed by the Governor. She noted that RI general law states that the chairs of the house and senate committees on labor, the Executive Director of the Economic Policy Council and the Director of the Department of Labor & Training serve ex-officio. Vice Chair McGowan referred this item to the full board, where Chair MarcAurele can make recommendations.

Other Business

Vice Chair McGowan requested that a December board meeting date be added in order to accommodate the schedule of the strategic plan. M. Mooney was asked to schedule this date.

J. O'Hare asked S. Moylan about the next Board Development committee meeting since the October meeting was cancelled. He suggested that the meeting consist of such agenda items as; annual review of GWB By-laws, planning of the June annual meeting, board training and the review of participation of GWB board members.

B. Melton suggested that Rick Brooks from United Nurses and Allied Professionals (UNAP) be considered for the open board appointment left vacant by the resignation of R. Paniccia. He noted R. Brook's commitment to training as an important consideration.

Adjournment

With no further business, Vice Chair McGowan asked for a motion to adjourn.

VOTE: B. Melton moved to approve, seconded by S. Moylan. All approved.

The meeting was adjourned at 9: 15 a.m.

Respectfully submitted,

Maureen Mooney