

**GOVERNOR'S WORKFORCE BOARD RI  
EXECUTIVE COMMITTEE MEETING  
JUNE 12, 2013**

**MINUTES**

Committee Members Present: Connie Howes, Robin Coia, Brandon Melton, Martin Trueb  
Committee Members Absent: Ray DiPasquale  
GWB Board members present: Charles Fogarty  
GWB Staff Present: Rick Brooks, Elizabeth Jardine, Maureen Mooney  
DLT Staff Present: Sean Fontes  
Others in Attendance: Malcolm Baxter, BIS  
Location: RI DLT, Conference room 73-2

Chair Howes called the meeting to order at 8:05 a.m.

A motion was entered to approve the minutes of the 12-4-12 Executive Committee meeting.

**VOTE:** Brandon Melton moved to approve, seconded by Robin Coia. All were in favor, the motion was approved.

**Annual Review of By-Laws**

Chair Howes informed the board of the annual review of the by-laws. She asked that committee members review the by-laws for any suggested changes. She indicated that any amendments to the by-laws required a 2/3 affirmative vote of the board and that this will occur at a subsequent board meeting.

Chair Howes highlighted a few key items pertaining to the by-laws. She referred to *page 6, section 2. I* of the by-laws noting this section states that an annual performance evaluation of the Executive Director is required. She indicated she would be asking for input from the board on the evaluation and welcomed any comments. B. Melton offered to share an evaluation form that Lifespan uses for directors. Chair Howes also noted that the by-laws state on *page 7, section 1D* that an annual performance evaluation of the board members is also required. B. Melton also offered an evaluation form for this.

**Election of New GWB Vice Chair**

Chair Howes referred to the by-laws, page 6 - section 3 – Duties of the Vice-Chairperson noting that the board is responsible for electing a Vice-Chair. She recommended Robin Coia be considered for the Vice Chair position. Chair Howes stated that Robin represents organized labor which complements the Chair's business position. She noted that Robin's leadership role with the Youth Development Committee was important in considering her for the Vice-Chair position.

C. Howes asked if there was a motion to recommend Robin Coia for the position of Vice-Chair for the Governor's Workforce Board.

**VOTE:** B. Melton moved to approve, seconded by M. Trueb. All were in favor, the motion was approved. Robin Coia recused herself from the vote.

**Appointment of new Strategic Investment & Evaluation Chair**

Chair Howes stated that according to the by-laws, the Chair of the GWB appoints the Chairpersons of the committees. She reported that Mike Grey has been asked to serve as Chair of the Strategic Investment & Evaluation Committee. She indicated that he is reviewing his work schedule to ensure he can properly serve in this position. M. Trueb offered that Bob Nangle be considered should M. Grey not be able to accept this position.

## **Open Board Seats**

Chair Howes mentioned the two new board members who attended recent GWB meetings: Timothy Byrne and Manuela Raposo. She stated that Cheryl Merchant was recently confirmed and that she is the CEO of Hope Global, a local RI manufacturing company. Chair Howes stated that C. Merchant fills the business position formerly occupied by Keith Stokes of the RI Economic Development Corporation. R. Brooks noted some additional turnover with the board stating that Brandon Melton would be leaving Lifespan in September and that consideration will be given to a successor. There was discussion about the Governor modifying the Executive Order regarding board membership to include a position for EDC.

## **Board Retreat**

Chair Howes referred to the section in the by-laws pertaining to the annual board retreat. (page 9, section 7). She stated there are plans for another retreat in the fall. R. Brooks acknowledged the attendance of the Governor for the past two retreats. He stated that the focus of the prior retreats was on prioritizing investments and developing funding criteria. He also noted that the biennial plan was a focus of last year's retreat.

R. Brooks suggested the retreat could focus on developing ways to increase the collaboration and partnership between workforce development and economic development. He stated that with the appointment of the new Executive Director of RIEDC and possible additional structures, that it is important to strengthen this approach for the state. It was suggested that the board take a deeper look at successful strategies utilized by other states with workforce development efforts. R. Brooks cited Tunstall/AMAC as a key successful strategy for workforce and economic development in Rhode Island. He suggested that the GWB look at supporting innovation start ups as a co-investor which could include social enterprises. As a topic of discussion for the retreat, he emphasized the importance of developing a strategy for job creation. Another suggestion was to bring in a speaker to discuss successful collaboration between economic and workforce development. Paul Harden of RIEDC suggested the Carolinas, Tennessee and Kentucky as examples of states that have developed creative partnerships with community colleges, workforce development and economic development organizations.

Brandon Melton suggested that a subset of the retreat agenda be focused on employer engagement. Martin Trueb suggested that a review of the work of the board for the last 5-10 years be included. The committee was in agreement that the Save the Bay location was ideal for the retreat. B. Melton suggested utilizing Amos House for catering services. There was a consensus that 4 hours is an adequate time frame for the retreat.

## **Adjournment**

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

**VOTE:** M. Trueb moved to approve, seconded by B. Melton. All approved.

The meeting was adjourned at 8:30 a.m.

Respectfully submitted,

Maureen Mooney