



**GOVERNOR'S WORKFORCE BOARD RI
EXECUTIVE COMMITTEE**

**MEETING MINUTES
SEPTEMBER 2, 2014**

Today's Vision... Tomorrow's Opportunity.

Committee Members Present: Constance Howes, Robin Coia, Martin Trueb, Mike Grey, Robert Nangle
Other Board Members Present: Charles Fogarty, Monica Dzialo
GWB Staff Present: Rick Brooks, Amelia Roberts, Sherri Carello
DLT Staff Present: Sean Fontes, Mavis McGetrick, David Tremblay
Location: RI DLT, Conference room 73-2

Call to Order

Chair Howes called the meeting to order at 8:00 a.m.

Approval of Minutes

Chair Howes asked for a motion to approve the minutes of the March 13, 2014 Executive Committee meeting.

VOTE: Mike Grey moved to approve, seconded by Martin Trueb. All were in favor, the motion passed unanimously.

Committee Assignments and Career Pathways Advisory Committee

Chair Howes asked Rick Brooks to discuss the current Board member committee assignments. Referring to the spreadsheet of committee designations, R. Brooks discussed the long-standing committees and new legislation that restructured the old Career Pathways System Task Force into the Career Pathways Advisory Committee (CPAC), of which members are no longer appointed by the Governor and does not require a quorum to hold a meeting. He noted the first meeting was held on August 22, 2014, stating one of the newest Board members, Monica Dzialo, was asked to Chair the CPAC. R. Brooks noted Jim Purcell, Commissioner of Postsecondary Education and representatives from University of Rhode Island, Rhode Island College, and CCRI attended the first meeting. Chair Howes stated Monica Dzialo was asked to attend the Executive Committee meeting to observe and decide whether to join the committee. M. Trueb inquired about the committee assignments of Deborah Gist and Charles Fogarty. M. Dzialo noted she would like to attend the Adult Education and Youth Development Committee meetings as an observer but would like to remove herself from the list as an official committee member. She will remain on the Employer and Career Pathways Advisory Committees. The committee discussed the distinction between SWIB and HRIC members.

Bylaws Update

Chair Howes asked R. Brooks to provide an update on changes to the GWB Bylaws. R. Brooks highlighted the new legislative changes and addressed the necessary changes to the Bylaws that will be updated to reflect the new legislation. He noted as of February 1, 2015, there will no longer be a distinction between SWIB and HRIC members, the Chairs of the two Local Workforce Boards will be members of the GWB, and the Secretary of Commerce will serve as the Vice-Chair of the Board. R. Brooks indicated the changes will be reflected in the Bylaws as the governing documents which incorporate the statutory requirements. He noted the

recommended changes will be completed by end of 2014 and presented to the Board for approval in January. Chair Howes asked for the changes to be presented to the Executive Committee before going to the full Board for approval. Charles Fogarty noted a discussion has taken place to amend the Executive Order to allow the two Local Workforce Board Chairs, Janet Raymond and Steve Kitchin, to begin serving on the Board and attend the Retreat.

GWB/SWIO Integration

Chair Howes asked Rick Brooks and David Tremblay to provide an overview of the Governor's Workforce Board and State Workforce Investment Office Integration. R. Brooks discussed the various policy and performance functions of the GWB and SWIO offices, noting the increasing overlap and similarities in administrative and program management responsibilities. In conjunction with legislation that removed the distinction between SWIB and HRIC Board members, R. Brooks stated the two offices will begin to coordinate and move toward functioning as a single division. D. Tremblay noted most states do not have a Job Development Fund and fund workforce development solely through federal dollars. He highlighted several of the GWB and SWIO staff members have worked in both departments. C. Fogarty noted the transition makes sense to align with the state's process to increase workforce development integration and collaboration. D. Tremblay discussed the restoration of the state set-aside and the reauthorization of the Workforce Innovation and Opportunity Act.

Consideration of additional Executive Committee responsibilities

Chair Howes asked Rick Brooks to discuss the additional planning responsibilities of the Executive Committee. He noted a few additional planning requirements at the state and federal level include the Biennial Employment and Training Plan, Unified State Plan, and a Comprehensive System Improvement report due in November 2015. R. Brooks stated the Strategic Investments and Evaluation Committee agendas leave little room for policy and planning discussions and the GWB staff would welcome greater engagement by the Board to review and vet state plans. Chair Howes noted this shift would mean the Executive Committee may have to meet more frequently, possibly bi-monthly, or as needed depending on when plans are due. M. Trueb inquired about a list of events to assist in deciding how often to meet. D. Tremblay further discussed performance measures and other plans the Executive Committee could evaluate, endorse, and provide feedback on. M. Trueb recommended longer meetings on a less frequent basis to allow for thorough assessment and evaluation of plans and policies. Chair Howes indicated the evaluation function will remain a component of the Strategic Investments Committee in regards to investment decisions but a group that has a broad overview of all programs, policies, and planning would be beneficial to measuring overall success of the Governor's Workforce Board.

Board Retreat

Chair Howes announced the Board Retreat is scheduled for October 16, 2014 at Save the Bay headquarters in Providence from 11:30 – 4 pm. She discussed the two main focuses of the agenda, including the review of the FY16-17 Biennial Employment and Training Plan and FY15 investments. R. Brooks noted the consultants will have an initial draft and recommendations for the Board members to review and provide feedback. M. Trueb asked for a draft or summary to be distributed ahead of time for Board members to review prior to the Retreat. R. Brooks announced the TPMA consultants will be at the September 18th Board Meeting to present the timeline of the Biennial Plan process. Chair Howes stated the Retreat will include a discussion on FY15 investment priorities and the allocation of additional funds as a result of the elimination of the 10% indirect cost recovery. C. Fogarty stated, the Legislature recently withdrew the \$600,000 DHS TANF funding allocated for the FY15 Summer Youth Program, adding there may be a shift from Article 15 to JDF funding for programs such as Work Immersion and Non-

Traditional Apprenticeships due to the unanticipated expense. Chair Howes asked the committee for their feedback and recommendations for Retreat invitees. R. Nangle suggested inviting members of the Board of Education and representatives from Career and Technical Education. R. Brooks suggested asking Commissioner Gist to recommend a couple of representatives to attend. The committee suggested having back up information available at the Retreat as a resource for informed decision making specifically pertaining to demographic and employment gains in diverse communities.

Annual Meeting

Due to time constraints, Chair Howes tabled the Annual Meeting discussion to the next meeting.

GWB Board Meeting Locations and Presenters

Due to time constraints, Chair Howes tabled the Board Meeting locations and presenters discussion to the next meeting.

Executive Director Annual Performance Evaluation

Chair Howes announced, last year a Survey Monkey evaluation was distributed to Board members to assess the performance of the Executive Director. She asked the committee members for feedback on other ways to conduct the survey. The committee members agreed a Survey Monkey evaluation was the most convenient method to provide feedback. Chair Howes agreed, stating a survey will be distributed to Board members shortly.

Adjournment

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

VOTE: Martin Trueb moved to approve, seconded by Robin Coia. All were in favor, the motion passed unanimously.

The meeting was adjourned at 8:58 a.m.

Respectfully submitted,

Amelia-Anne Roberts