

**Governor's Workforce Board RI
Strategic Investment Committee Meeting
March 10, 2008**

Meeting Minutes

Members Present: Joseph MarcAurele, Chair, William McGowan, Martin Trueb, Brandon Melton
Members Absent: Armeather Gibbs, George Nee and Lorna Ricci
GWB Staff Present: Michael Koback, Nancy Olson, David Francis, Maureen Mooney
Others Present: Paul Harden, Dottie Miller, Nick Ucci, Bill Holmes, Kim Weiss, Lori Norris, James Glover, Sandra Powell

Minutes of 1/31/08

Chair MarcAurele asked for a review of the meeting minutes of January 31, 2008 of the Governor's Workforce Board RI (GWBRI) Strategic Investment Committee. He then asked for a motion to approve the meeting minutes as presented.

VOTE: M. Trueb moved to approve. B. Melton seconded the motion. The vote was unanimous, the motion passed.

Funding Requests

Workforce Expansion Grant: Teknicote, Inc.

M. Koback asked P. Harden to present the funding request to the committee.

P. Harden provided an overview of Teknicote which is a powder coating company located in Cumberland with approximately 90 employees. The finished product is used to coat a variety of OEM and consumer products such as automotive parts, razor blade handles and computer hardware cabinets as well as other miscellaneous parts.

P. Harden reported that for the past year and a half, they have been considering a move to a new location in RI and that the company has a number of requirements that make it difficult to find a suitable location. For one, they require a high pressure gas line for their ovens. A building in Cumberland has been identified and the company is requesting funds to provide training for their employees and to assist in organizing the move to the new facility. The company has requested \$66,000 in funding but the recommended funding amount is \$33,000.

P. Harden mentioned that the new site has additional acreage for expansion which may lead to building an addition to the facility and eventually the company adding new employees. Until that occurs, they will remain at approximately 90 employees. This funding sets the stage for future expansion.

M. Koback mentioned his conversations with Leslie Taito (representing the advanced manufacturing sector of the Industry Partnerships) regarding this company. He noted that the company is moving from a large facility into a smaller one and that this is a different method of reorganizing their work space. He mentioned that the company has identified a plan to make use of LEAN manufacturing concepts which will enable them to streamline the operation, increase sales, expand and eventually hire more employees.

M. Koback indicated this plan allows the company to be considered for future workforce expansion and pointed out the funding will be used to set the stage for this. M. Trueb inquired if this training is intended to support an existing workforce or if it is intended to support new jobs. He asked what GWB funding option this would fall under.

M. Koback indicated this could be considered stage one of a Workforce Expansion grant and noted that we have approved similar funding requests in the past for the future development of the workforce.

B. Melton inquired about the financial viability of this company. P. Harden indicated they have discussed financing and that he will work with the company regarding this.

Chair MarcAurele noted that he has some knowledge of this company and assured the committee of a favorable credit reference.

With no further discussion, Chair MarcAurele asked for a motion to approve the funding request in the amount of \$33,000 to Teknicote, Inc.

VOTE: W. McGowan moved to approve. B. Melton seconded the motion. The vote was unanimous, the motion passed.

Apprenticeship Consultants: Coffey Consulting LLC

M. Koback provided an overview of the RFP process for the facilitation of services to work with the Apprenticeship Council and GWB Youth Development committee on the restructuring of the Apprenticeship Program. M. Koback introduced Bill Holmes, Chair of the Apprenticeship Council. M. Koback reported that 5 proposals were received in response to the RFP and were reviewed by a team of evaluators. He referred to the handout in the meeting packet: *Summary of Technical Review Scores* listing the five companies that submitted an RFP along with the rating criteria and scores. He reviewed this summary with committee members indicating that Coffey Consulting had the highest score of 88.5. Coffey Consulting has several partners who are affiliated with the apprenticeship system nationally and who have worked with a number of states. M. Koback indicated that Coffey has proposed to have the work completed within 40-50 days. He also reported on the positive reference checks conducted by C. Grieco. M. Koback reported that the consultants will work with DLT on the development of a marketing plan for the Apprenticeship Program restructuring.

M. Koback stated that the evaluation team is recommending funding in the amount of \$58,000 for the services of Coffey Consulting. M. Koback noted this breaks down into a daily rate of \$1150 which is inclusive. He noted that the \$58,000 is a cap but that services could possibly be extended or cut back if warranted.

B. Holmes mentioned he was one of the reviewers of the RFP and indicated that Coffey Consulting recently finished a similar project in NY. He has spoken to colleagues who were involved with that project and reported that he received an excellent recommendation based on their work.

With no further discussion, Chair MarcAurele asked for a motion to approve the funding request in the amount of \$58,000 to Coffey Consulting, LLC.

VOTE: W. McGowan moved to approve. B. Melton seconded the motion. The vote was unanimous, the motion passed.

Industry Skill Initiative Year II – RIDLT (LWIBs)

M. Koback noted the next item on the agenda is a funding request for year two of the Industry Skill Initiative. He reminded committee members that the Industry Skill Initiative proposal that was submitted by the two local Workforce Investment Boards (LWIBs) was approved at the last GWB board meeting. He stated this proposal was reviewed by the Planning and Evaluation Committee meeting prior to this. He reported that the work with this initiative is moving faster than originally anticipated and that the goal is to get this program implemented by July. He asked W. McGowan to update the committee on the information presented at the last Planning and Evaluation Committee meeting.

W. McGowan noted the tremendous progress accomplished to date and that the funding recommendation is for the 2nd year of the initiative. He indicated the goal is to submit the RFP for a July timeframe to assist in moving this forward. He acknowledged the hard work done by the 2 LWIBs in this collaborative effort.

D. Miller reported that the first phase of this initiative regarding the infrastructure is moving ahead. The next step is to release an RFP that would solicit the services required. She indicated that since the goal is to start this process on July 1, they are now requesting the funding to support this goal.

D. Miller discussed the specifics of the RFP which were outlined in the original concept paper. The targeted audience for the RFP is the Industry Partnerships, who through the GWB, have advanced to a level where they have completed the skills gaps study and where the infrastructure is in place to move on to the next step. She noted the RFP requests the specifics of the following 4 key areas: development and delivery of training; development of industry greenhouses; participation in the One-Stop Career Center; and career awareness productions to draw RI youth and adults to careers in high growth industries. More detail on the specifics of these key points is available both in the meeting handout and in the original concept paper.

D. Miller referred to the Request for Proposal schedule available in the meeting packets. She noted the intent is to give the Industry Partnerships enough time to develop a good proposal, to review these proposals, have the boards approve, and begin the contracts on July 1, which allows the Industry Partners an entire year to go forward.

B. Melton inquired about the vision and structure in creating sector-based One- Stop services.

D. Miller responded that this process is open, but the premise is that the Industry representatives would be a part of the One- Stop Centers. They could have a space which would allow them to be more visible to participants, they could be involved in recruiting, they could assist in staff training, and they could assist in connecting people

with training. One goal is for the partners to assist in connecting the training that is industry developed to already established training funded by federal money. She noted that there are counselors in the One- Stop Centers who are not familiar with some of the industries making it difficult for them to counsel in these areas. More visibility and involvement of the industry sectors would improve their knowledge and their ability to assist the job seeker.

B. Melton asked D. Miller if she was referring to the Industry Partners or to individual employers. She responded it could be either. She indicated the Industry Partners have been asked for input and feedback on possible linkages and structure within the One-Stop Centers. She reiterated that they are looking towards those Industry Partners who have completed the skills gap work and have the administrative capability to organize this.

B. Melton mentioned a conversation he had with the director of the One-Stop Center, Patricia McCrea, about the possibility of placing a Lifespan recruiter at the center on a regular basis. He noted that the One-Stops have a huge supply of candidates to match to their job openings. He noted that at the time it made sense to connect, but it has not happened yet. He noted that developing this linkage would be a great strategy.

W. McGowan noted that B. Melton summarized exactly the goal of the Industry Skills Initiative. He noted that the high growth industry partners have been identified as well as the skills gaps and that the intent is to streamline the process to place people into these high growth areas.

B. Melton noted that it sometimes takes 6-9 months to fill these jobs and that even entry level jobs can take 2 or 3 months. He mentioned that having resource people available who are knowledgeable of the hiring criteria would assist in lessening the time needed to fill positions.

J. MarcAurele acknowledged the hard work associated with the implementation of this initiative and the importance of it moving forward quickly. W. McGowan noted his appreciation as well.

With no further discussion, Chair MarcAurele asked for a motion to approve the funding request in the amount of \$2,270,100 for Year II of the Industry Skill Initiative.

VOTE: W. McGowan moved to approve. B. Melton seconded the motion. The vote was unanimous, the motion passed.

Annual Meeting - Keynote Speaker Fee

M. Koback reported that the Board Development committee has been working on the plans for the annual meeting. He mentioned that one idea was to bring in a professional speaker who can speak to workforce education and economic development issues and be entertaining as well. He noted they were looking for a speaker who can identify the challenges and opportunities for workforce boards, particularly concerning systems development and re-alignment. The committee asked him to research possibilities and he reported that he reviewed speakers whose fees were in the \$5,000-\$10,000 range, which is the lower end of the fee structures available.

M. Koback reported that he located a speaker to fit the criteria mentioned, but due to purchasing regulations for single source purposes, he is unable to identify the speaker until approved. He described the speaker as a futurist who can speak to issues regarding workforce development and the influences that will affect organizations. M. Koback noted that he has been in attendance at meetings for the National Association of Workforce Boards and has heard this speaker. He assured the committee that this speaker will present information in a dynamic and entertaining way. He also noted that included in the fee is a provision for the speaker to facilitate a workshop after the breakfast meeting as well as a separate meeting of board members. It was suggested by B. Melton that one idea might be to include the leaders of the Industry Partnerships in the workshop. M. Koback indicated the fee would not be more than \$10,000, including travel expenses.

With no further discussion, Chair MarcAurele asked for a motion to approve the Keynote Speaker Fee up to the amount of \$10,000.

VOTE: B. Melton moved to approve. W. McGowan seconded the motion. The vote was unanimous, the motion passed.

With no further business, the meeting adjourned at 3:40 p.m.

Respectfully submitted,

Maureen Mooney