

**Governor's Workforce Board RI**  
**Planning and Evaluation Committee Meeting**  
**March 1, 2011**

**Meeting Minutes**

Committee Members present: William McGowan, Mario Bueno, Paul MacDonald  
Committee Members absent: Pheamo Witcher  
GWB Staff present: Lisa D'Agostino, Nancy Olson, Dan Brown, Maureen Mooney  
DLT Staff present: David Tremblay, Mavis McGetrick, Jo-Anne Thibedeau, Paul Genovesi, Anwar Muhammad, Jen Buck  
Others present: Judy Jones, Poverty Institute; Richard Beneduce, Workforce Solutions of Providence/Cranston  
Location: RI Department of Labor & Training, Conference room 72-1

**Call to Order and Chair's Remarks**

Chair McGowan called the meeting to order at 10:10 a.m. and welcomed everyone. He provided an overview of the agenda.

**Meeting Minutes**

A motion was entered to approve the meeting minutes of the November 1, 2010 Planning and Evaluation Committee.

VOTE: M. Bueno moved to approve, seconded by P. MacDonald. All were in favor, the motion passed.

**Workforce Investment Notices**

Chair McGowan asked David Tremblay of the State Workforce Investment Office (SWIO) to review the WIN notices listed on the agenda.

***Workforce Investment Notice: 10-11 Changes in American Recovery and Reinvestment Act (ARRA) Dislocated Worker Allocations***

D. Tremblay explained that WIN 10-11 provides guidance on the State Workforce Investment Office plan to distribute additional ARRA Dislocated Worker monies to the Workforce Solutions of Providence/Cranston (WSPC), from the State Set-Aside Dislocated Worker funding stream. He explained that due to formula allocation, WSPC received only 23.64% of the Dislocated Worker allocation for PY08/FY09. Since WSPC has fully obligated their ARRA Dislocated Worker program allocation, the SWIO will make available to WSPC up to \$300,000 of its State Set-Aside Dislocated Worker ARRA program allocation so that WSPC can continue to serve the training needs of their dislocated workers.

With no further questions or discussion, Chair McGowan requested a motion to approve WIN notice 10-11 as presented.

VOTE: M. Bueno moved to approve, seconded by P. MacDonald. All were in favor, the motion passed.

***Workforce Investment Notice: 10-12 Use of Rapid Response Funds for Incumbent Worker Training***

D. Tremblay stated that WIN 10-12 provides guidance concerning the process and procedures to be followed for contracting with employers for incumbent worker training using rapid response funds for layoff aversion. D. Tremblay reviewed eligibility requirements for incumbent workers and employers. He asked Anwar Muhammad to provide an overview of the application process for both the employers and employees. D. Tremblay explained that the training must be technical in nature, address occupational skills and result in a WIA defined certificate (unless the training is conducted by an internal trainer) for those who successfully complete the training.

R. Beneduce from WSPC asked that through SWIO, the Planning & Evaluation Committee and the board, that the possibility of involving the local area workforce boards in the incumbent worker training and use of rapid response funds be considered.

With no further questions or discussion, Chair McGowan requested a motion to approve WIN notice 10-12 as presented.

VOTE: P. MacDonald moved to approve, seconded by M Bueno. The motion passed.

***Workforce Investment Notice: 10-13 Equipment Disposition***

D. Tremblay stated that WIN10-13 provides guidance on the disposition of equipment with WIA funds. He noted the action required for the transfer/surplus of equipment with a property value under \$5,000.

With no further questions or discussion, Chair McGowan requested a motion to approve WIN notice 10-13 as presented.

VOTE: P. MacDonald moved to approve, seconded by M. Bueno. The motion passed.

**Eligible Training Provider List (ETPL) Review**

Chair McGowan noted that the next agenda item is a review of the ETPL. He indicated this review was suggested due to discussion items relating to the presentation at the February board meeting by R. Ricciarelli from the Center for Health Professions (Hospital Association of Rhode Island). He stated that several board members had questions and issues relating to the current list. Chair McGowan suggested that an open discussion may provide a better understanding of who is on the list, the number of participants trained and the success rate of the vendors.

L. D'Agostino stated that it is important that the board has complete information in order to have a fair and unbiased accounting of the ETPL. Chair McGowan indicated the outcomes of the review will be brought back to the board.

Several questions were asked by committee members. It was determined that the ETPL is the vehicle for providing training services funded by the Workforce Investment Act (WIA). It was stated that the participant must be determined to be eligible for WIA and be appropriate for the training. J. Thibedeau of the SWIO explained the referral process from her experience as a counselor in the One Stop centers. D. Tremblay explained that the training providers must submit applications to have programs included on the ETPL which are reviewed and approved by the local workforce investment boards. It was noted that WIA pays up to \$5500 for each WIA customer and that labor market information data is used to ensure that providers from high demand occupations are represented on the list. M. Bueno raised the point that due to the high unemployment rate and the current economic climate that the LMI data might not be realistic which could be a cause of the disconnect in the ETPL. He explained the progress made with performance outcomes for adult education as a direction to follow with the ETPL.

Chair McGowan noted that the committee must report back to the board on the ETPL review. It was decided that an internal workgroup that was formed in October 2010 would continue to meet and review the ETPL. This workgroup consists of staff from the local WIBS and the SWIO and is currently working on how best to implement a performance based evaluation of training providers.

### **Plan Update**

Chair McGowan asked N. Olson to provide an update on the state strategic plan. N. Olson reported that the Workforce Cabinet met in October, 2010 and reaffirmed the agency commitments to the Plan Management Team (PMT) and its work. She reported that the first annual Unified Workforce Development Expenditure and Program Report was submitted in late December. N. Olson stated that the PMT has been meeting weekly since early January and is in the process of updating the plan. She indicated work has been completed on Goals 1, 2 and 3 and that the PMT will be addressing Goal 4 this week. The objectives of the first three goals have been populated with 85-95% of activities and accomplishments. N. Olson stated that beginning March 11<sup>th</sup>, the PMT will be working to update the plan and modify, change and rework the language. She noted that the plan was published in 2009 and the change in the economy since that time. N. Olson explained that since the intention of the plan is to be a "living" document, that it will be updated for the time period of 2011-2016. M. Bueno suggested in the review of the plan that attention should be given in evaluating the strengths, weaknesses and opportunities. Chair McGowan indicated that the group associated with the development of the strategic plan would be reconvened and provided with an update on this work. N. Olson indicated that it is planned that a facilitator will manage this meeting with the goal of further input and commitment from the participants.

### **Adjournment**

With no further business to discuss, Chair McGowan asked for a motion to adjourn the meeting. A motion was entered to adjourn the meeting of the Planning and Evaluation committee.

VOTE: M. Bueno moved to approve, seconded by P. MacDonald. All were in favor, the motion passed.

The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Maureen Mooney