

**Governor's Workforce Board RI**  
**Planning and Evaluation Committee Meeting**  
**November 8, 2011**

**Meeting Minutes**

Committee Members present:	William McGowan, Pheamo Witcher, Charles Fogarty
Committee Members absent:	Mario Bueno, Paul MacDonald
GWB Staff present:	Lisa D'Agostino, Nancy Olson, Dan Brown, Maureen Mooney
DLT Staff present:	David Tremblay, Mavis McGetrick, Paul Genovesi, Jo-anne Thibideau, Pat Leduc
Others present:	Judy Jones, Poverty Institute
Location:	RI Department of Labor & Training, Conference room 73-2

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

Chair McGowan called the meeting to order at 10:13 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 May 10, 2011 Planning and Evaluation Committee.

VOTE: C. Fogarty moved to approve, seconded by P. Witcher. All were in favor, the motion passed.

**Workforce Investment Notices (WIN)**

Chair McGowan asked David Tremblay of the State Workforce Investment Office (SWIO) to review the WIN notices listed on the agenda. Chair McGowan stated that each WIN notice would be discussed separately and voted on as a group if all were in consensus.

***Workforce Investment Notice: 11-01 Changes in Adult and Dislocated Worker Funds for PY2010***

D. Tremblay explained that this issuance provides guidance on ETA plans to adjust the FY11 portion of PY10 allocations for Adult and Dislocated Workers regarding the 0.2 percent rescission, recapture and \$1,300,000 of Dislocated Worker funds to Workforce Partnership of Greater Rhode Island (WPGRI).

***Workforce Investment Notice: 11-02 Dislocated Worker Allocations for PY2011***

D. Tremblay stated that section 133(b)(2)(B) of the WIA requires the Governor to prescribe the formula to be used in issuing allocations to the sub state grantees. He explained that in prescribing the formula, the Governor assigns the weights to a set of three formula factors. This issuance transmits the weights the Governor has assigned to the formula factors for the PY2011 Dislocated Worker allocations.

***Workforce Investment Notice: 11-03 Allocations for Adult and Youth Programs for PY2011***

D. Tremblay noted that this issuance provides Locals with the Workforce Investment Act (WIA) Adult and Youth allocations for PY2011 and additional information.

**Workforce Investment Notice: 11-04 Transparency and Integrity in Workforce Investment Board Decisions**

D. Tremblay reported that this issuance communicates expectations and transparency in decisions made by state and local workforce investment boards and officials, and requirements regarding conflict of interest.

**Workforce Investment Notice: 11-05 Program Year 2010 Renegotiated Performance Measures**

D. Tremblay indicated this issuance provides notification of re-negotiated Workforce Investment Act (WIA) performance measures for Program Year (PY) 2010.

**Workforce Investment Notice: 11-06 Program Year 2011 Performance Measures Established**

D. Tremblay stated that this issuance provides notification of the negotiated Workforce Investment Act (WIA) performance measures for Program Year (PY) 2011.

**Workforce Investment Notice: 11-07 Local Plan Modification**

D. Tremblay explained this issuance provides guidance to the local Areas in the preparation of the Program Year 2011/ Fiscal Year 2012 Budget and Service Level Plans.

**Workforce Investment Notice: 11-08 PY 2010 Data Element Validation**

D. Tremblay stated this issuance provides policy and procedures regarding the State's PY2010 data element validation process.

Chair McGowan asked if there was a motion to approve all of the 8 WIN notices.

VOTE: P. Witcher moved to approve, seconded by C. Fogarty. All were in favor, the motion passed.

**WIA Annual Report Program Year 2010**

Chair McGowan mentioned the WIA Annual Report for PY2010 was in the meeting packet and asked D. Tremblay to provide a brief overview. D. Tremblay acknowledged the work of the State Workforce Investment Office (SWIO) staff and Laura Hart, DLT Communications Manager, on this report. He noted that the Performance Charts for PY10 were summarized in the back of the report. L. D'Agostino mentioned that some of the stories highlighted in the report would be presented at the next Board meeting.

**United States Department of Labor (USDOL) Review of ETA Programs**

Chair McGowan asked D. Tremblay to provide an update on the recent review of the USDOL. D. Tremblay noted that the review is still ongoing as it is not completed in its entirety. He noted that the visit occurred last week and that under review were the WIA programs and elements of the Unemployment Insurance programs. He reported that the Feds had no concerns with the region on the processes. He did note a minimal area of concern with fiscal monitoring but that with the hire of SWIO staff member, Paul Genovesi this was resolved. D. Tremblay reported that the Feds had some concern with the Eligible Training Provider List (ETPL) in that past performance should be made available to customers in order to make informed choices.

**Eligible Training Provider List (ETPL)**

Chair McGowan asked D. Tremblay to provide an update on the ETPL, noting the concern of the board previously with the ETPL. D. Tremblay explained that the SWIO staff had been reviewing the ETPL list prior to the Board's concern. He indicated that administrative processes have been put in place and noted the work of Joanne Thibideau and Pat Leduc on the ETPL. J. Thibideau stated that as part of the PY11 application process, the vendors are informed they must supply performance data. She noted that a form has been emailed to all providers to respond to 4 questions. This data is being collected, entered in an Access database and will be posted on the SWIO website upon completion of all the data. D. Tremblay stated he hoped to have the 1<sup>st</sup> quarter performance data on the SWIO website by the end of the month. The four

areas of data collection include: number of students enrolled, number completing training, the number who obtained a job and the number who obtained training related jobs.

A suggestion was made to report back to the board on the data collection for the ETPL at the next board meeting.

## **GWB Unified Workforce Development Expenditure & Program Report**

### **Article 24: Biennial Plan**

Chair McGowan asked Nancy Olson to provide an update on the Unified Workforce Development Expenditure and Program Report. N. Olson explained the process of the data collection required for this report. She stated that this report is due annually on January 1 and covers employment and training activities of the workforce system for the preceding year ending June 30<sup>th</sup>. N. Olson provided an update on the Senior Management Work Group which has been meeting biweekly and noted that the agencies are working on the request for data. She indicated that responses have already been submitted by the Community College of RI (CCRI).

N. Olson reported on the Biennial Employment and Training Plan, which is required effective January 1, 2012 as required in Article 24. She noted this report is due on March 15<sup>th</sup>.

N. Olson stated that the Senior Management Work Group would be working on the update to the State Strategic plan. She invited Chair McGowan to attend a January meeting of the work group as he has done in the past. N. Olson stated that the Strategic Plan would be a topic of discussion at the December retreat.

## **2012 Planning & Evaluation Committee Meeting Schedule**

Chair McGowan noted that the 2012 meeting schedule for the Planning and Evaluation Committee was in the meeting packet.

### **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: C. Fogarty moved to approve, seconded by P. Witcher. All were in favor, the motion passed.

The meeting adjourned at 11:06 a.m.

Respectfully submitted,

Maureen Mooney