

Governor's Workforce Board RI Career Pathways System Task Force (CPSTF)

March 24, 2011

Meeting Minutes

Committee Members present: Brandon Melton, Chair, Rick Brooks; Andrea Castaneda, Charles Fogarty, Jill Holloway, Kevin McDevitt, William McGowan, Kathie Shields, Robin Smith

Committee Members absent: Ray Di Pasquale, Deborah Gist, Keith Stokes, Marc Amato, Jeffrey Senese, Bill Weedon

GWB Staff present: Nancy Olson, Dan Brown, Maureen Mooney

DLT Staff present: Donna Murray, Lisa Dutilly, Robert Langlais, David Tremblay, Paul Genovesi, Chris Grieco

Others Present: Paul Harden, RIEDC; Linda Katz and Judy Jones, Poverty Institute; Malcolm Baxter, United Way volunteer; Joe Winn and Jillian Salerno, Community College of RI; Sharon Lee and Philip Less, RI Department of Education; Janet Durfee-Hidalgo, Office of Higher Education; C. Holmquist and Julie Piccolo, Dorcas Place; Shannon Carroll, Genesis Center

Call to Order

Chair Melton called the meeting to order at 8:05 a.m. He welcomed everyone and provided an overview of the agenda. He stated that Donna Murray would be presenting labor market information data relevant to the taskforce. Chair Melton noted that the next CPSTF meeting will be held on April 14, 2011 at the Community College of Rhode Island (CCRI).

Minutes of Career Pathways System Task Force (CPSTF)

Chair Melton asked for a review of the meeting minutes of the February 3, 2011 CPSTF meeting. He asked for a motion to approve the meeting minutes.

Vote: R. Brooks motioned to approve the minutes of the CPSTF meeting as presented. R. Smith seconded the motion. The vote was unanimous; the motion passed.

Finalize Key Documents

Chair Melton stated that the committee will review and finalize the key documents of the CPSTF. He indicated that with a consensus these documents will be revised and adopted.

Charge of Taskforce

Chair Melton reviewed the charge of the taskforce that was presented at the first meeting. He asked for comments from committee members. After a discussion, it was decided to change the order of the action steps. Chair Melton stated that the changes will be made and brought back to the committee at the next meeting for a final review.

Definition of Career Pathways

Chair Melton reviewed the definition of career pathways that was presented at the first meeting. He asked for feedback from the committee. Since there were no suggestions or corrections the definition will be adopted as presented.

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Committee Work Plan

Chair Melton asked A. Castaneda to review the Career Pathways Work Plan. A. Castaneda reviewed and discussed the 4 steps of the plan which included the building of partnerships and environmental survey, engaging employers and conducting a gap analysis, aligning resources and coordinating partners, and designing a pilot program. She noted that the plan includes 4 quarterly updates to the Governor's Workforce Board and represents 12 months of work of the committee.

R. Smith of the Community College of RI (CCRI) was asked to provide information on the Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant Program and to explain how this grant folds into the initiatives of the CPSTF. R. Smith stated that the grant is due on April 21, 2011. She explained that the focus of the grant is for community colleges to credential students faster and better and to create industry recognized credentials with the result of students obtaining jobs. She stated this is a three year program that must be sustainable and noted that Paul Harrington is the outside evaluator for this program. R. Brooks mentioned a parallel grant, the USDOL grant for Career Pathways. He stated that the grant is due in a week and that there is great support behind the application. It was mentioned that funding for the Career Pathways grant could total between \$3.0 - \$3.5M over three years and that the TAACCT grant could total \$2.5 - \$5M over three years.

Key Performance Objectives

Chair Melton identified and reviewed the key performance objectives. The five objectives were discussed and a few changes were suggested. B. Melton stated he would incorporate these changes and bring the revised objectives to the next meeting for a final review.

Framework and Criteria for Career Pathways

Chair Melton asked Jillian Salerno of CCRI to present information on using labor market information (LMI) to inform industry selection. She reported that the LMI framework presented is based on research she obtained when working on the TAACCT grant. J. Salerno noted the key goals that relate to the CPSTF including selection of industries, understanding of employer reports on required skills, identifying gaps and assessing against employer identified gaps and needs, and ensuring that the gap between skill-level of existing workforce and entry-level criteria identified by employers is bridged.

Labor Market Data: Reporting and Analysis

Chair Melton stated that Donna Murray will be presenting on labor market data which is pertinent to the committee on developing a career pathways system. D. Murray explained that the Labor Market Information (LMI) unit is the state's central resource for the collection, analysis and dissemination of information on the Rhode Island labor market. She provided an overview of DLT LMI services and the four core programs.

D. Murray presented information and statistics on several topics including: population changes, educational attainment, RI unemployment, demand for labor, large and small employers, employment by skill and training level, on the job training, and the largest economic sectors. The presentation also included LMI information on health care and social assistance, retail trade, accommodations and food services, manufacturing, professional and technical services, and construction. The presentation generated many questions and discussion around the objectives of the CPSTF. D. Murray was asked to attend future CPSTF meetings to share pertinent LMI as the taskforce moves forward. A copy of the PowerPoint presentation is available in the meeting packet.

Review of Good to Best Practices

Chair Melton asked J. Salerno of CCRI to provide an overview of the Career Pathways elements across best practices. She reported that the information provided to committee members combined key elements from the states of Wisconsin, Washington, Oregon and Arkansas. Due to time limitations, J. Salerno provided a brief outline and Chair Melton indicated that a further review would be the first item on the agenda at the April meeting.

Next Steps

Chair Melton stated that at the next meeting, the task force will focus on 1 or 2 key industry and occupational sectors. He acknowledged the comments made earlier in the meeting, when reviewing LMI information on the largest economic sectors, that the IT sector crosses many industries. Chair Melton noted that the task force will hone in on 1 or 2 initial models and create a framework and core principals. There will be further discussion on how to organize the work of the taskforce and how to advance the work between meetings.

With no further business, Chair Melton adjourned the meeting at 10:10 a.m.

Respectfully submitted,

Maureen Mooney