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

November 10, 2011

Meeting Minutes

Committee Members present: Brandon Melton, Chair, Marc Amato, Rick Brooks, Andrea Castaneda, Jill Holloway, William McGowan, Kathie Shields Robin Smith, Keith Stokes, Bill Weedon

Committee Members absent: Ray Di Pasquale, Charles Fogarty, Deborah Gist, Kevin McDevitt, Jeffrey Senese

GWB Staff present: Lisa D'Agostino, Nancy Olson, Angelo DaFonseca, Maureen Mooney

DLT Staff present: Mavis McGetrick, Paul Genovesi

Others Present: Judy Jones, Poverty Institute; Tom Costello, Community College of RI; Ruth Ricciarelli, HARI; Kristin Lehoullier; Sarah Griffin, RISES; Jane May, CCRI; Malcolm Baxter, BIS; Sharon Lee, RIDE; Sharon Miles, CCRI; Jen Cornwell, RIMTA; Paul Harden, RIEDC; Carmen Ferguson, United Way, Chris Semonelli, Liana Fenton, Middletown Town Council

Call to Order
Chair Melton called the meeting to order at 8:07 a.m. He welcomed everyone and provided an overview of the agenda.

Minutes of Career Pathways System Task Force (CPSTF)
Chair Melton asked for a review of the meeting minutes of the September 22, 2011 CPSTF meeting. He asked if there was a motion to approve the meeting minutes.

> **Vote:** W, McGowan motioned to approve the minutes of the 9/22/11 CPSTF meeting. M. Amato seconded the motion. The vote was unanimous; the motion passed.

Industry Work Group
Chair Melton asked Tom Costello to provide an overview of the first meeting of the Industry Work Group. T. Costello reported that the info technology and health care partners work group met and developed the Building Blocks for Competency Model for each industry. He explained the specific industry-wide technical competencies, workplace competencies, academic competencies and personal effectiveness competencies. He referred to the sample Career Ladder/Lattice for Information Technology and noted that by clicking on each job title one could view examples of descriptive information about the job. He explained that by clicking on the link between each job show the critical development experiences need to move to that job on the pathway. He noted the sample career ladder/lattice for Long Term Health Care as well.

A discussion followed and it was noted that this model is a good format to use to demonstrate a career ladder as it is interactive and easy to use. T. Costello stated that the IT and health care work group were scheduled to meet again on November 22nd.

Other comments were offered and included:

- Identify jobs as well as pathways to specific jobs
- It is daunting to map out each job
- O*NET is based on history, needs to be updated with growth industries (IT)
- Identify careers and pathways relevant to Rhode Island
- Utilize Labor Market Information (LMI) data
- Be sure to capture that healthcare is a diverse sector with different types of jobs and different pathways
- There are different ways to acquire competencies (work experience, job exposure, developed skills, job training and education)
- There is not a streamlined approach on how to enter entry level positions.
- Learning is acquired in different ways.
- How do you populate the career ladder?
- What is RIDE's role as related to general competencies?
- How do we assist those not yet prepared to enter the bottom level of the model (skills gaps)
- Every individual presents different competencies
- Need for efficiency around interagency work
- Career and technical education is an important component

R. Smith acknowledged guests from Middletown who shared similar ideas on a career pathways model that highlights the importance of incorporating this model into the curriculum at the elementary level. The guests were Liana Fenton and Chris Semonelli, members of the Middletown Economic Advisory Committee. C. Semonelli also serves on the Middletown Town Council.

R. Smith mentioned the recent federal grant received by CCRI grant to improve the career development programs and acknowledged the strong partnerships including DLT/GWB. She noted that the grant has a similar focus on information technology and healthcare and that the work of the grant will align with the work of the CPSTF. She stated that an important component is to focus on contextualized education.

Relevant Integrated Skills and Education Strategy (RISES)
Chair Melton asked Sarah Griffen and Kristen Lehoullier to review the goals and scope of work of RISES and to explain how it relates to the CPSTF. S. Griffen noted the importance of aligning resources to support a career pathways system. She explained that the scope of work includes the research and analysis of regulations, policies and reporting requirements of local, state and federal workforce funding streams. B. Weedon asked for an explanation of the funding noted in the handout "Rhode Island Workforce Funding Stream Analysis 2011, which S. Griffen provided. She indicated they would be identifying regulatory or policy changes that would provide the state with greater flexibility in aligning funding streams along a career pathways continuum that serves a wide range of skill and literacy levels.

Key Next Steps
Chair Melton referred to the updated Career Pathways Work Plan and reviewed the work completed by the committee to date. He stated there is no specific end date for the work of the committee. He suggested that during the next 8 months the committee should be considering how the proposed work should be sustained. He noted that the composition of the committee could change based on the will of the members. Chair Melton indicated that the first phase should be wrapped up after 18 months of work and that recommendations would be made to the GWB. He reported that Jeff Senese has arranged for a senior faculty member at Johnson & Wales University to work on the graphic design of the Career Pathways model.

Meeting Schedule 2012

Chair Melton stated that the 2012 meeting schedule is in the meeting packet and that the next meeting would be held on January 12, 2012.

Adjournment

With no further business, Chair Melton asked if there was a motion to adjourn the meeting.

> **Vote:** W, McGowan motioned to adjourn meeting. R. Smith seconded the motion. The vote was unanimous; the motion passed.

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Maureen Mooney