

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

January 12, 2012

Meeting Minutes

Committee Members present: Brandon Melton, Chair, Andrea Castaneda, Jill Holloway, Kevin McDevitt, William McGowan, Jeffrey Senese, Kathie Shields, Robin Smith, Bill Weedon

Committee Members not present: Marc Amato, Ray Di Pasquale, Charles Fogarty, Deborah Gist, Keith Stokes

GWB Staff present: Rick Brooks, Nancy Olson, Angelo DaFonseca, Maureen Mooney

DLT Staff present: David Tremblay

Others Present: Judy Jones, Poverty Institute; Tom Costello, Community College of RI; Sarah Griffin, RISES; Sharon Lee, RIDE; Sharon Miles, CCRI; Dr. Cap Frank, CCRI; Brian Hull, City of Providence, Harvard Kennedy School

Call to Order

Chair Melton called the meeting to order at 8:03 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 November 10, 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 11/10/11 CPSTF meeting. K. McDevitt seconded the motion. The vote was unanimous; the motion passed.

Industry Work Groups (IT, Health Care)

Chair Melton asked Tom Costello to provide an overview of the recent meetings of the Industry Work Groups for IT and Health Care. T. Costello reviewed the handout listing the occupations that the work group is reviewing including registered nurse, medical assistant, community health worker, systems engineer (software), network systems and data communications analysts and computer software engineers (applications). He noted that the work group is identifying existing training programs and not creating new ones. He mentioned the data reviewed for each occupation including: project job growth, RI median wage, established credentials, pathway defined and training programs identified. He noted the use of O*NET for the definitions of job descriptions. He explained that O*Net is a database containing information on hundreds of standardized and occupation-specific descriptors and is a project of the US Department of Labor (USDOL) Employment & Training Administration. T. Costello reviewed the handouts provided to the Long-term Care, Supports and Services Competency Model (as a review) and the CPSTF Work Group: Healthcare – Medical Assistant career information.

Robin Smith emphasized the importance of aligning programs throughout the state and noted the similarities between the CPSTF work and the requirements relating to the Trade Adjustment Assistance Community College and Career Training Grants Program (TAACCCT). She asked for an opportunity to collaborate with the Information Technology and Healthcare Industry workgroups since these are the two industries selected for the grant. R. Brooks invited the

*Career Pathways System Task Force Meeting Minutes
January 12, 2012*

TAACCCT grant team to attend a meeting on Friday 1/13/12 with the career pathways work groups.

A discussion followed on topics such as the higher education requirements for clinical and technical occupations; an earn and learn model, on the job training and stackable credentials. T. Costello explained that an important component of the career pathways work is to find the gaps, examine what is already in place and the utilization of Labor Market Information (LMI) data in selecting the industry workgroups and occupations. R. Brooks mentioned that the intention of the CPSTF is to take the lessons from the 2 industry work groups and bring it back to the other Industry Partnerships.

Additional Related Initiatives

CCRI/TAACCCT Grant – R. Smith

Chair Melton asked Robin Smith to provide an update on the Trade Adjustment Assistance Community College and Career Training Grants Program (TAACCCT). R. Smith introduced Dr. Cap Frank, Program Director, who provided background on his work experience and his role with the grant program. R. Smith reported that a Curriculum Coordinator has been hired and the interview process is underway for a Program Coordinator.

R. Smith noted that CCRI will integrate basic and contextual educational practices to create a successful job readiness model and will work with the GWB industry partners. R. Smith indicated that the work plan includes the development of industry recognized stackable certificates as well as recruitment strategies and scheduling of classes to meet the needs of the participants.

RIDE/Workforce Readiness Credential – A. Castaneda

Andrea Castaneda of the RI Department of Education (RIDE) provided an overview of the handout entitled “Workforce Skills and Readiness Credentials” noting the concern by RI employers of the lack of readiness for the workplace by young adults. She noted the lack of a recognized, statewide system for workforce readiness credentialing and posed the question to the taskforce if this is something that should be considered as part of its work. She also asked if a public and private commitment for the development of a RI workforce readiness credential be pursued. A discussion followed. Key roles for each stage of developing this credential were suggested and included business and industry and the integration into public schools and adult education. A. Castaneda noted that it is crucial to work closely with major employers who are committed to be part of the hiring process. She indicated that this must be thought of as a statewide credential and noted that the RI Foundation and the chambers have supported initial development work. She noted her optimism that the development of the readiness credential would be a major step forward in directing instruction to young adults about the workplace.

Collaboration/Alignment Initiatives – R. Brooks

R. Brooks, GWB Executive Director, emphasized the importance of aligning every effort in the promotion of workforce development for the state. He mentioned he attended meetings with many organizations that are working on career pathways including the Rhode Island Foundation, Greater Providence Chamber of Commerce, and the United Way. He noted the development of the Knowledge District and the importance of supporting expansion and growth, and the creation of jobs.

R. Brooks advised taskforce members of the soon to be established GWB Employer Committee, explaining this committee would be working closely with the employer community on issues relating to the workforce.

R. Brooks noted the handout in the meeting packet regarding the Special House Commission to Study Public Higher Education Affordability and Accessibility. This document states the importance of a strong collaboration with the three public institutions of higher learning in RI and the collaboration with workforce development efforts, noting in order to be successful, the efforts must be based upon the demands of Rhode Island employers. R. Brooks noted that with education, business and workforce development working in collaboration, a culture of lifelong learning will grow in RI that will raise the skill level, competitiveness and productivity of its workforce.

As a final item, R. Brooks mentioned the USDOL Workforce Innovations Grant. He stated this grant provides funding for programs that support, evaluate and enhance workforce investment strategies. The three stated goals of the grants are: better results for job seekers and employers, greater efficiency in the delivery of quality services, and stronger cooperation across programs and funding streams. He noted the application deadline is March 22, 2012.

Key Next Steps

Chair Melton referred to the handout entitled "Career Pathways Work Plan" and step 4, Complete Initial Projects and Design Career Pathways System. He mentioned that Jeff Senese has enlisted assistance from Johnson & Wales to refine the pathways graphic which may be completed in time for the March meeting. He reviewed step 19 which calls for the identification and/or creation of education and training, curricula, instructional strategies and programs, credentials and wraparound services that will support the design of the career pathways system. Chair Melton noted that Step 5 has been added and that this step ensures the ongoing oversight, expansion and sustainability of the career pathways system.

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 March 8, 2012.

Adjournment

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

Vote: R. Smith motioned to adjourn meeting. B. Weedon seconded the motion.
The vote was unanimous; the motion passed.

The meeting was adjourned at 9:47 a.m.

Respectfully submitted,

Maureen Mooney