

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

March 8, 2012

Meeting Minutes

Committee Members present: Brandon Melton, Chair, Marc Amato, Charles Fogarty
Jill Holloway, Jeffrey Senese, Kathie Shields, Robin
Smith, Keith Stokes, Bill Weedon

Committee Members not present: Andrea Castaneda, Ray Di Pasquale, Deborah Gist, Kevin
McDevitt, William McGowan

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

DLT Staff present: David Tremblay

Others Present: Judy Jones, Economic Progress Institute; Tom Costello,
Community College of RI; Dennis Littky, College Unbound;
Malcolm Baxter, BIS; Carmen Ferguson, United Way;
Robin Adams, RI Adult Education Professional
Development Center; Ann Walsh, Workforce Solutions of
Providence/Cranston;

Call to Order

Chair Melton called the meeting to order at 8:00 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 January 12, 2012 CPSTF meeting. He asked if there was a motion to approve the meeting minutes.

Vote: J. Senese motioned to approve the minutes of the 1/12/12 CPSTF meeting. R. Smith seconded the motion. The vote was unanimous; the motion passed.

Industry Work Groups (IT, Health Care)

IT Healthcare Demonstration Projects

Chair Melton asked Tom Costello to provide an overview of the work being done on the demonstration projects for the work groups for IT and Health Care. T. Costello reviewed the work relating to healthcare and spoke about the pathways relating to medical assistants and community health workers. He mentioned first stages of vetting career pathways with employers and training providers with the use of survey monkey. There was a discussion of the next steps in the development of a career pathway for medical assistants and community health workers as well as questions and discussion on the connection to college credit and licensure. J. Senese stressed the importance of asking about credits and a connection to the community college in the survey presented. R. Smith reported that as part of the PACE grant, the goal is to develop a medical assistant certificate. She indicated that Dr. Dan Ritchie has a 3 credit pilot course ready to go which is an initial start on the career ladder for this occupation.

Kathie Shields spoke of the pathways associated with Information Technology and the types of assessment required in determining baseline needs. She mentioned the collaboration associated with the Tech Collective Boot Camp with Dorcas Place, the hospitality industry and Stepping Up. She mentioned the current assessment and development of technical skills associated with the PACE program. There was discussion and questions on badges which build the skill base towards certification in a specific area. K. Shields noted that in the IT field, employees need a collection of badges on the career pathway to start in this field. K. Shields

shared a draft of an occupational career pathway for Network Systems & Data Communications Analysts and reviewed key items.

T. Costello stated that next steps on the demo projects include the expansion of the work on the IT Healthcare demonstration projects to hospitality, construction, defense and marine trades industry.

Key Elements and Framework

T. Costello reviewed the handout entitled "Career Pathways: Six Key Elements". He indicated this document provides a clear outline for the work of the taskforce. Jill Holloway presented a handout citing information on career pathways from the Adult Career Pathways Training and Support Center. R. Smith noted the importance of systems alignment as evidenced in the PACE grant and thanked the Industry Partners for their assistance with this.

Rick Brooks commented on the Healthcare and IT demonstration projects and noted that staff is in the process of developing contracts to begin in July. He noted that the work is guided by the skills gap analysis for each industry and that a goal is to inform the education and the training system of the work.

Marc Amato raised a question on the intention of the state to close the gap for the unemployed and asked about attracting new business in the state. He noted the importance of advanced manufacturing and its role in the development of career pathways. K. Stokes spoke of the crucial factors for the growth of business within the state noting the importance of a sound tax policy, a qualified workforce and solving the current skills gap. He stated that it is a top priority to develop a well trained RI based workforce or Rhode Island companies will look for workers outside of its borders to other New England states. He stated that the skills gap is the most important priority for the state in its job recovery.

R. Brooks indicated that a manufacturing industry partnership is under consideration. He informed the taskforce members about the new GWB Employer Committee, chaired by Martin Trueb of Hasbro, and noted it is made up of GWB board members. He stated this committee will inform employers of workforce development services within the state and provide an opportunity to vet various GWB initiatives and other education and training programs. He stated that an employer advisory group would be established.

K. Stokes spoke of the start ups and entrepreneurs in the state and mentioned Beta Spring and its recent open house. He noted the importance of aligning public investments with the growth of sectors in life sciences, IT, digital media and others. He mentioned the importance of preparing a RI based workforce for this sector and stated that workers from the inner urban cities must be prepared to connect to this success.

M. Amato emphasized the importance of collaboration of the entire workforce system including higher education. R. Smith spoke of the Rhode Island Campus Compact, of which President DiPasquale is Chair, and explained it is a coalition of college and university presidents dedicated to helping campus-based community service initiatives to make positive impacts on student learning and the quality of life in the state. R. Smith indicated she would be attending the next meeting.

Career Pathways System

Chair Melton asked Jeffrey Senese to provide an update on the graphic representation of the Rhode Island Workforce System. J. Senese stated he met with Johnson & Wales faculty and reported that a student team will work on this model. He indicated it was being considered to make this graphic more dynamic which could mean including a website.

M. Amato suggested a rework of the placement of higher education and business & industry training programs to better represent the alignment of providing training to non-traditional learners.

Update on Related Initiatives

CCRI PACE Program

Robin Smith provided an overview of the CCRI Pace Program and mentioned the hiring of Cap Frank as Program Director and of 2 curriculum coordinators. She noted that final interviews are in process for 2 advisors who will be working with community based organizations and netWORKri to recruit eligible students. She stated that tracking systems have been set up and the process behind the procurement of outside evaluators is being finalized. She noted the work being done externally in integrating the career pathways programs, the alignment with the Industry Partners, and a partnership with Dorcas Place. She mentioned the cross referral process with the IT Boot Camp which is an option for someone who cannot participate in the PACE program. She commented that all adult education organizations and other community based organizations will be integral to this program. R. Smith shared the document entitled "Healthcare – Patient Care – Career Pathway Ladder" with taskforce members.

RIDE Initiatives

Chair Melton noted that A. Castaneda was not present to discuss the RIDE Initiatives noted on the agenda, but that a handout entitled "Vision for Rhode Island's System of Career and Technical Education" was available in the meeting packet for review.

USDOL Workforce Innovation Grant

Chair Melton asked David Tremblay to provide an overview of the USDOL Workforce Innovation Grant. D. Tremblay explained that this grant will drive innovation and provide better results for job seekers. He indicated it will provide better efficiency with the quality of services and promote collaboration across all funding streams. He noted that developing career pathways is a resounding theme of the grant. D. Tremblay indicated that goals include shifting policy and funding work associated with developing career pathways. He indicated work would include redesigning a portion of the netWORKri to include integration of on ramp support services to career pathways. He noted the grant requires a strong evaluation piece which is supported by 20% of the funding. The title of the grant is "On Ramps to Career Pathways".

Career Pathways System Task Force Work Plan and Key Next Steps

Chair Melton provided an update on the CPSTF work plan noting the progression of work with the 2 demonstration projects and with the graphic representation. He spoke of the public phase of the taskforce which has included meetings with the Rhode Island Foundation, United Way and the Chambers of Commerce. He indicated next steps include considering how to develop articulation agreements, how to sustain the work, how to obtain funding and the mechanism to continue the work.

Adjournment

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

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

The meeting was adjourned at 9:51 a.m.

Respectfully submitted,

Maureen Mooney