

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

**September 13, 2012**

**Meeting Minutes**

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

Committee Members not present: Marc Amato, Andrea Castaneda, Ray Di Pasquale,  
Charles Fogarty, Deborah Gist, Michael Sabitoni, Jeffrey  
Senese

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

Others Present: Judy Jones, Economic Progress Institute; Malcolm Baxter,  
BIS; Chris Selwyn, Tech Collective; Paul Harden, RIEDC;  
Alaina Johnson, Stepping Up; Deb Anthes, DHS

**Call to Order**

Chair Melton called the meeting to order at 8:10 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 13, 2012 CPSTF meeting. He asked if there was a motion to approve the meeting minutes.

**Vote:** W. McGowan motioned to approve the minutes of the 9/13/12 CPSTF meeting. K. Shields seconded the motion. The vote was unanimous; the motion passed.

**Career Pathways Demonstration Projects**

**Healthcare**

Chair Melton stated there would be a report on the career pathways demonstration projects. He asked Alaina Johnson, Executive Director of Stepping Up to provide a report on the healthcare career pathways. A. Johnson reviewed data on estimated employment and projected vacancies for the field of healthcare and social assistance. She identified and discussed the collaborations between employers, industry partners, the workforce system, higher education, adult education and the youth centers. A. Johnson talked about the education and training requirements for technician positions, patient care positions and those in administration. She provided an overview of a nursing career ladder scenario. She spoke about a single mother who was laid off after 23 years of service but who found a way to a fulfilling career in health care. She highlighted the skills set required for future caregivers. A. Johnson ended the presentation by providing examples and information of high growth-high demand jobs.

**Information Technology**

Chair Melton asked Kathie Shields, Executive Director of the Tech Collective, to provide a report on the Information Technology career pathways. K. Shields stated that mid to high level skilled workers are highest in demand for IT jobs and mentioned that continuing education/certifications are required. She noted that despite these higher level skills requirements that soft skills in the

IT field are lacking: communication, customer service, problem solving and critical thinking as well as time management. K. Shields reviewed a diagram detailing recommendations of the Tech Collective for an IT training model and another diagram featuring the development of a workforce pipeline representing Tech Collective activities. She explained the recent focus of current initiatives: creating short-term entry level training incorporating tech and soft skills with experiential learning; facilitating incumbent worker training funds to companies to incentivize movement up; advising employers on programs and services; advising individuals, programs and organizations on IT employers' current demands and needs. K. Shields ended the presentation by providing examples of the collaborations of the workforce system both public and private.

### **Key Related Initiatives**

#### **CPSTF Interim Report**

Chair Melton asked Andrea Castaneda from the RI Department of Education to provide a status report on the work of the Career Pathways System Task Force. A. Castaneda spoke of the legislative intent of the CPSTF and noted that the statutory requirements were met. She described three stages of the committee work completed including building partnerships and establishing objectives, selecting initial priority sectors and conducting gap analysis and aligning resources and coordinating partners.

#### **Workforce Innovations Grant: "On Ramps to Career Pathways"**

Chair Melton

#### **CPSTF Interim Report**

### **Key Next Steps**

### **Adjournment**

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

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

The meeting was adjourned at a.m.

Respectfully submitted,

Maureen Mooney