

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

**December 17, 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, laid off after 23 years of service, who found her way to a fulfilling career in healthcare. She highlighted the skill set required for future caregivers and ended the presentation by providing examples and information on 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 noted that continuing education/certifications are required. She stated that despite these higher level skill requirements soft skills in the IT field are lacking. These soft skills include communication, customer service, problem solving, critical thinking and time management. K. Shields reviewed a diagram detailing the recommendations

of the Tech Collective for an IT training model and another 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**

In the absence of Andrea Castenada from the RIDE, Chair Melton referred to a hand-out highlighting information from several events held in the second half of 2012 to address workforce development issues in the state. He noted that discussions at these events generated ideas to address workforce development in RI. The three main events included Make It Happen RI (Rhode Island Foundation -October 2012), Biennial Employment and Training Plan (GWB November 2012) and Publick Occurences (The Providence Journal October 2012).

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

Chair Melton asked Elizabeth Jardine of the GWB staff to provide an update on the Workforce Innovations Fund (WIF). She reviewed the responsibilities of the CPSTF relating to the WIF and noted its contributions to date. She reported on the objectives of both the CPSTF and the WIF and discussed how they were aligned.

### **CPSTF Interim Report**

Chair Melton presented the November 2012 CPSTF Status Report. He provided an overview of the taskforce structure and its initial work, the demonstration projects in IT and Healthcare, the collaborative partnerships developed and sustaining the work. He noted **Attachment A** (original membership of the CPSTF) and **Attachment B** (definitions, charge and objectives). A suggestion was made to include the current membership rather than the original membership as part of the status report.

### **Key Next Steps**

Chair Melton referred to the 2013 CPSTF meeting schedule available in the meeting packets and noted that meetings would now be held on a quarterly basis. He reported that the role of the taskforce would move to an oversight and governance role. Chair Melton indicated there would be further discussion of next steps at the February 7, 2013 meeting and that a revised report would be presented at that time.

### **Adjournment**

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

**Vote:** J. Holloway motioned to adjourn the 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