

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

May 9, 2013

Meeting Minutes

Committee Members present: Brandon Melton, Chair, Andrea Castaneda, Charles Fogarty, Jill Holloway, Kathie Shields, Robin Smith, Bill Weedon

Committee Members not present: Marc Amato, Ray Di Pasquale, Deborah Gist, Jeffrey Senese, Bill Parsons Michael Sabitoni

GWB Staff present: Elizabeth Jardine, Sherri Carello, Maureen Mooney

DLT Staff Present: David Tremblay, Lisa D'Agostino, Sarah Griffen, Sue Chomka

Others Present: Malcolm Baxter, BIS; Paul Harden, RIEDC; Ruth Gobeille, RIMES, Irena Nedeljkovic, Economic Progress Institute; Philip Less and Sharon Lee, RIDE; Alaina Johnson and Aime Brisette, Stepping Up.

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 February 7, 2013 CPSTF meeting. He asked if there was a motion to approve the meeting minutes.

Vote: C. Fogarty motioned to approve the minutes of the February 7, 2013 CPSTF meeting. W. Weedon seconded the motion. The vote was unanimous; the motion passed.

Progress to Date

Chair Melton provided a recap of the progress of the work of the taskforce to date. He stated that career pathways were defined, best practices discussed, and two industry sectors identified for the demonstration projects (healthcare and information technology). He mentioned the subsequent follow-up work with other industries including hospitality, defense and manufacturing. He acknowledged the extraordinary collaboration among state agencies including DLT, RI Department of Education (RIDE), the Community College of RI (CCRI) and the Department of Human Services (DHS). Chair Melton spoke about how the career pathways work was incorporated into the PACE and Workforce Innovations Fund grant noting this will ensure the oversight and sustainability of the CPSTF work.

Workforce Innovations Fund (WIF): "On Ramps to Career Pathways"

Chair Melton asked David Tremblay and Sarah Griffen to provide an overview of the WIF "On Ramps to Career Pathways Program". D. Tremblay spoke about the goals of the program stating that the On-Ramps program is focused on the health care and information technology pathways as chosen by the CPSTF. He indicated 1-2 more pathways will be chosen as part of the grant. He stated these pathways will be mapped in the late spring and summer of 2013. He noted this work is part of the preparation for the launch of a pilot in the one-stop career centers for the fall. Interested participants would receive work experience and coaching services through the industry partners and career center staff.

Comments from task force members are noted. Specifically J. Holloway commented that the work experience component including experiential learning and on the job training would be meaningful for the hard to serve populations. A. Castaneda acknowledged the importance of the work of the CPSTF and collaboration with the WIF grant but cautioned that the task force does not become complacent with an incomplete body of work.

S. Griffen reported that the On-Ramps Leadership team is recommending two pathways to map to the Career Pathways Task Force work. This would include hospitality and tourism and manufacturing. She spoke about the importance of the hospitality industry to Rhode Island and its projected growth. She

mentioned that manufacturing remains one of Rhode Island's top five industries for employment. She stated that the recent TAACCCT grant to New England Institute of Technology focuses on manufacturing.

Informational handouts on the WIF highlighted selection criteria for additional pathways (occupation and industry data) and occupations by industry within other SOC codes.

GWB Grants

Chair Melton asked Elizabeth Jardine to provide information on the GWB Innovative Partnership Grants recently awarded. E. Jardine discussed the connections between the goals of the WIF, the partnership grants and the biennial plan. She mentioned that the grants were required to have a work readiness and work experiential component. She indicated that \$1.2M was initially allocated to these grants and that the caliber of proposals received was high. She stated that the Strategic Investments & Evaluation Committee determined other funding available and that 10 proposals were funded for a total of \$2M.

Career Pathways System Example

Chair Melton asked Alaina Johnson, Executive Director of Stepping Up, to present information on the work of realigning the medical assistant career pathway in Rhode Island. A. Johnson provided an overview of the report on this work which she noted included a year of research, surveying, focus groups and recommendations. The report includes information about the duties of a medical assistant, skills required, the career path, challenges and future certification possibilities. The report also covers information on education options for medical assistants, training program curricula, externships, job placement and employment outlook, medical assistant job descriptions and identifying needs and gaps. A. Johnson mentioned option for apprenticeship, the Governor's proposed State Work Immersion Program and core job skills trainer workshop offered earlier in the year. There were 4 recommended system changes detailed at the end of the report.

Chair Melton asked Kathie Shields, Executive Director of Tech Collective to present information on the work of the Talent Development Pipeline, as presented in a handout. K. Shields spoke about the steps involved in the timeline including youth career awareness, education, job development, skill growth and industry development. She provided examples of each.

Key Next Steps

Chair Melton reported that the next CPSTF meeting is scheduled for September 12, 2013. He stated there will be information provided on the work readiness credential, online tools and employer engagement.

Adjournment

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

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

The meeting was adjourned at 9:38 a.m.

Respectfully submitted,

Maureen Mooney