

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

**September 12, 2013**

**Meeting Minutes**

Committee Members present: Brandon Melton, Chair, Marc Amato, Andrea Castaneda, Jill Holloway, Kathie Shields, Robin Smith, Bill Weedon  
Committee Members not present: Deborah Gist, Marcel Valois  
GWB Staff present: Elizabeth Jardine, Rick Brooks, Amelia Roberts, Hillary Feeney  
DLT Staff Present: David Tremblay, Lisa D'Agostino, Nancy Olson  
Others Present: Malcolm Baxter, BIS; Paul Harden, RIEDC

**Call to Order**

Chair Melton called the meeting to order at 8:04 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 May 9, 2013 CPSTF meeting. He asked if there was a motion to approve the meeting minutes.

**Vote:** Marc Amato motioned to approve, Kathie Shields seconded the motion. The motion was passed unanimously.

**Task Force Membership**

Chair Melton reported to the taskforce that there are a total of six vacancies that need to be filled, including a new Chair. He announced the vacancies held by the former taskforce members:

Dr. Jeff Senese, Johnson & Wales University  
Dr. Bill Weedon, Applied Radar Inc.  
Kevin L. McDevitt, Bank of America  
William McGowan, IBEW- Local 2323  
Michael Sabitoni, Local 271  
Brandon Melton, Lifespan

R. Brooks noted that all of the seats are designated by the legislation and the position of Chair is appointed by the Governor's Workforce Board (GWB). Chair Melton asked the taskforce to inform the Board of any suggestions or recommendations to fill the vacancies. R. Brooks reported that the Commission of Higher Education position is currently in flux and an acting or interim commissioner has not been established. A. Castaneda was in agreement with R. Brooks' report. Chair Melton noted that the taskforce has been in existence for almost three years and asked the members to inform the taskforce if they feel their term of service has run its course. He added that new taskforce members would provide a new perspective to the discussions. Marc Amato asked what the current role of the Career Pathways Taskforce is. Chair Melton stated that the taskforce has evolved into an approving body to provide oversight to the Career Pathways initiatives in Rhode Island.

**Workforce On Ramp, Update and Career Pathways**

**Career Pathways Update**

Chair Melton asked Elizabeth Jardine to provide an update on the landscape and intersection of Career Pathways and state efforts in Rhode Island. E. Jardine referred to the handout and highlighted several efforts and activities across the state that contain elements of Career Pathways. She discussed the main integration efforts: Workforce Readiness Credential, Articulation/Integration Efforts and Work Based Learning/Internships. She highlighted the activities and programs listed within each integration effort and the state agencies that facilitate the activities. E. Jardine spoke about the current alignment and integration efforts of the Governor's Workforce Board (GWB) and Rhode Island Economic Development Corporation (EDC). She further discussed the various work based learning programs such as the CTE programs, Workforce On Ramps, and Work Immersion program.

### **Workforce Innovations Fund (WIF): "On Ramps to Career Pathways" & Career Maps**

Chair Melton asked Hillary Feeney to provide an overview of the Career Map Pathways progress. H. Feeney began her presentation with the definition of Career Pathways versus Maps and 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. She indicated that manufacturing and hospitality pathways were chosen as part of the grant. H. Feeney further discussed the information sources and how customers and counselors will be using the maps. She presented the healthcare and information technology maps and noted the future steps to create specific pathways, include information about education and training requirements, and links and steps between related occupations. H. Feeney showed the link to My Next Move as an example of a user-friendly interface for customers to find training and educational information. D. Tremblay noted that the maps are in the beginning stages of development and the goal is to have significant web presence by next year. He added that policy decisions still need to be made regarding populating information to support the pathways.

Comments from task force members are noted. R. Smith shared her concerns regarding the broadness of the tool and who will create and maintain the training provider list. J. Holloway inquired about where the maps will subsist. She also asked about a linkage to the Lifelong Learning Portal. Marc Amato expressed concerns about similar efforts in the state and how they will align with this program. A. Castaneda was impressed with the graphics and overall layout of the maps. She recommended changing the language to a 5<sup>th</sup> grade reading level to accommodate the range in educational levels. K. Shields noted that counselors will be using the maps in addition to the participants.

Chair Melton asked if there was a motion to approve the general direction and framework of the Career Maps, and to move forward with user testing of the Career Maps as part of the Workforce On-Ramps Pilot program.

**Vote:** J. Holloway motioned to approve, seconded by M. Amato. The motion was passed unanimously.

### **Workforce Readiness Credential and Employee Outreach**

Chair Melton asked E. Jardine to provide an update on the Workforce Readiness Credential. She referred to the Employer Focus Groups handout and highlighted the key learnings, goals, and comments of the focus group participants. E. Jardine noted that the attendees were mainly representatives of the manufacturing industry. She discussed the four stages of the hiring process and stated that most of the employers felt that a more extensive hiring process would lead to better candidates. A discussion ensued regarding soft skills training and how the definition of soft skills varies by industry. E. Jardine noted that all of the focus group participants were very committed to remaining involved and were in favor of the certificate as a part of their prescreening tool.

### **Career and Technical Education**

Chair Melton asked A. Castaneda to provide an update on the Rhode Island Department of Education (RIDE) Career and Technical Education funding. She referred to the Education Categorical Funding handout and discussed the terms and conditions of the program. A. Castaneda stated that the participating schools would develop a three course program of study in one of the three areas of focus; Information Technology (IT), Medical/Healthcare (MH), and Pre-Engineering/Robotics (PE). She reviewed the FY2013 budget, noting the total 2013 RIDE investment of \$570,000. A. Castaneda will provide additional information at the next CPSTF meeting pertaining to the three course sequence for each of the participating schools.

### **Employer Engagement**

Chair Melton asked R. Brooks to provide an update on employer engagement. R. Brooks referred to the handout and quickly discussed the GWB Initiatives in relation the employer partnerships Biennial Plan priority. Due to time constraints, the specific GWB funded programs will be presented at the next meeting. R. Brooks briefly discussed the background and progress of the Work Immersion Program.

### **Adjournment**

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

**Vote:** Kathie Shields motioned to adjourn the meeting, seconded by B. Weedon. The motion passed unanimously.

The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Amelia-Anne Roberts