

**Governor's Workforce Board**  
**Strategic Investments and Evaluation Committee Meeting**  
**August 7, 2013**

**Meeting Minutes**

**Committee Members Present:** Mike Grey, Constance Howes, Brandon Melton, Mario Bueno, Martin Trueb, George Nee

**Committee Members Absent:** None

**GWB Board Members Present:** Robin Coia

**GWB Staff Present:** Rick Brooks, Elizabeth Jardine, Dan Brown, Sherri Carello, Amelia Roberts, Hillary Feeney

**DLT Staff Present:** Sean Fontes, Diane Gagne, Sue Chomka, Lisa D'Agostino, David Tremblay, Paul Genovesi, Carlos Ribeiro,

**Others Present:** Irene Nedeljkovic, Economic Progress Institute; Jim Glover, Workforce Solutions of Providence/Cranston

**Call to Order**

Chair Grey called the meeting to order at 8:34 a.m. and welcomed everyone to the meeting.

**Minutes**

Chair Grey asked for a review of the meeting minutes of the June 12, 2013 Strategic Investments & Evaluation Committee meeting. Chair Grey asked if there was a motion to approve the meeting minutes.

**VOTE:** C. Howes moved to approve, seconded by M. Trueb. All were in favor, the motion passed.

**FY13 Fiscal Update**

Chair Grey asked Diane Gagne to provide an update on the FY13 GWBRI budget. D. Gagne referred to the hand-out provided and reviewed the SFY2013 and SFY2014 breakdown of available funds, budget expenditures, and planned/anticipated carry-forward. She noted the 2013 figures have not been finalized. She will provide an updated financial analysis at the September Strategic Investments & Evaluation Committee meeting including a projected budget for SYF2015. D. Gagne further discussed the budget expenditures, specifically external contracts, noting the total external expenditures for 2013 (\$12,529,590) and 2014 (\$9,431,870). She referred to the anticipated carry-forward in 2013 (\$64,639) and 2014 (\$66,675) and suggested the projected figures will be larger once the budget is reconciled. C. Howes asked when the last reconciliation occurred. D. Gagne stated either April or May of 2013. Chair Grey asked how often reconciliations take place. D. Gagne stated reconciliations occur when the data is available. In reference to carry-forward funds, C. Howes noted the Board's goal is to spend all of the allocated funds. R. Brooks indicated that the carry-over funds could be put towards other programs. Chair Grey suggested to continue the discussion of carry-over funds at the Board Retreat.

**Updates on GWB Investments**

**Industry Partners:**

**FY14 Contracts**

Chair Grey asked Sherri Carello to provide an update on the Industry Partnerships. S. Carello referred to hand-outs and discussed the core and training activities for the Industries. She noted the total amount requested for the core component was \$1,246,504 and \$483,372 for training activities. E. Jardine stated that the Industry Partners were asked to revise their core activities budgets to reflect the \$1,200,000 allocated for funding. S. Carello also noted that some of the training activity requests

will be modified to accommodate the \$400,000 budget that has been allocated. M. Trueb asked how the additional \$46,504 requested for core activities would be addressed. R. Brooks stated that the de-obligated funds would provide flexibility in allocating funds. Chair Grey noted that the committee should be updated and informed of the movement of funds. He asked S. Carello if there was anything in particular she would like to inform the committee of. S. Carello stated all of the Industry Partners requested funds for training. R. Brooks noted that breaking down the funds into specific categories is easier for tracking purposes in terms of how the money is being spent.

#### Independent Evaluation

Chair Grey asked Rick Brooks to provide the first report on the Industry Partners Independent Evaluation. R. Brooks referred to a draft of the scope of work that would be evaluated by 4Ward Planning, an independent consulting company. R. Brooks stated the cost of the evaluation (\$12,500) would be included as part of the Capacity Building budget. R. Brooks discussed several of the areas the consulting company would evaluate: effectiveness of Industry Partners skills gap studies, sufficient partnership with the workforce development system, and future goals and expectations. M. Bueno asked what the size of the survey would be. R. Brooks stated that the survey size has yet to be determined. C. Howes noted two outcomes she would like to see from this evaluation: a rating of effectiveness and how to align with the workforce development plan. The committee agreed to move forward with the proposed independent evaluation.

#### Non-Trade Apprenticeships

Chair Grey asked Elizabeth Jardine to provide an update on non-trade apprenticeships. E. Jardine indicated \$150,000 has been allocated for non-trade apprenticeships. She noted the next steps will be to approach the Industry Partners with the RFP in mid-August and review the proposals with the GWB staff. E. Jardine stated the allocated funds could be used to fund two programs.

#### Innovative Partnership Grants

Chair Grey asked Elizabeth Jardine to provide a report on the Innovative Partnership Grants. E. Jardine referred to a hand-out of the grants updated at the beginning of August and stated that 11 jobs have been secured. She commented that seven of the 10 applicants have started implementing their programs and the remaining three will start in September. E. Jardine indicated the committee would be receiving an updated spreadsheet periodically. B. Melton noted some of the programs, such as Saint Antoine, have an existing foundation and other programs must start the initial building process.

#### Jobs Initiatives

Chair Grey asked Rick Brooks to provide an update on the GWB Jobs Initiatives. R. Brooks referred to the handout and gave an overview of the FY2013 grantees: Electric Boat/Senedia, Tunstall/AMAC, Tech Collective, and Building Futures. He indicated a total of \$1M was allocated for FY13 and FY14. R. Brooks focused the discussion on Tunstall, provided background information and updates on their progress. He stated Tunstall has hired a total of 175 employees as of August 7<sup>th</sup> and are contracted through December 31. R. Brooks stated Tunstall has hired employees more quickly than anticipated. He mentioned that of the total funds contracted for FY13, \$384,000 would likely be de-obligated. Sean Fontes reminded the committee of the recusal process. The committee agreed to table the vote until the next committee meeting when the final FY13 budget will be available.

#### Workforce Investment Notice 12-12

Chair Grey asked David Tremblay to review Workforce Investment Notice 12-12. D. Tremblay explained that WIN 12-12 allocates funds for the summer employment

opportunities for youth programs for PY2013 to be distributed to the two Local Workforce Boards. He indicated the funds are being allocated based on caseload and demographic information provided by DHS. Chair Grey asked if there was a motion to approve WIN 12-12.

**VOTE:** G. Nee moved to approve, seconded by C. Howes. All were in favor, the motion passed.

### **Workforce Investment Notice 12-08; 12-09; 12-10; 12-11; 12-13**

Chair Grey asked David Tremblay to review Workforce Investment Notices 12-08, 12-09, 12-10, 12-11, 12-13. The committee discussed the 2010 census data used in the supporting documents. Chair Grey asked if there was a motion to approve the WIN notices.

**VOTE:** C. Howes moved to approve, seconded by G. Nee. All were in favor, the motion passed.

### **Work Immersion Program**

Chair Grey asked Rick Brooks to provide an update on the Work Immersion Program. R. Brooks referred to the hand-out and reviewed the program specifics with the committee. He stated the program will benefit Rhode Island college students, unemployed Rhode Island adults, and Rhode Island businesses through temporary subsidized, paid work experiences. R. Brooks stated that the GWB will communicate with RI colleges to make students aware of this opportunity. He also discussed the program criteria. He noted the State of RI will reimburse an employer for 50% of wages paid for no more than 200 hours during a 10 week period. He recommended that the GWB reimburse wages of at least the minimum wage up to a maximum of \$20/hour, The Committee agreed with this recommendation. He also highlighted that if a business hires a participant, the State will reimburse 75% of wages paid during the work experience. He recommended that eligibility for 75% reimbursement be based on retaining the participant for 12 weeks beyond the work experience. The Committee agreed with this recommendation.

### **Internship Promotion Campaign**

Chair Grey asked Rick Brooks to provide an update on the Internship Promotion Campaign. Due to time constraints, R. Brooks suggested to postpone the discussion to the September meeting.

Chair Grey asked if there was a motion to adjourn.

**VOTE:** B. Melton moved to approve, seconded by G. Nee. All were in favor, the motion passed.

The meeting was adjourned at 10:11 am

Respectfully submitted,

Amelia-Anne Roberts