



**Governor's Workforce Board
Strategic Investments and Evaluation
Committee**

**December 10, 2015
Meeting Minutes**

Committee Members Present: Mike Grey, Chair, Suzy Alba, Mario Bueno, Constance Howes, Scott Jensen

Committee Members Absent: Channavy Chhay, Cheryl Merchant, George Nee, Janet Raymond

Other Board Members Present: Robin Coia

GWB Staff Present: Rick Brooks, David Tremblay, Sherri Carello, Amelia Roberts, Dan Brown

DLT Staff Present: Sean Fontes, Diane Gagne, Nancy Olson, Robert Kalaskowski

Other Guests Present: Malcolm Baxter, BIS; JoAnn Johnson, Tech Collective

Location: Department of Labor and Training, Conference Room 73-2

Call to Order

Chair Grey called the meeting to order at 9:06 am and welcomed everyone to the meeting.

Minutes

Chair Grey asked for a review of the November 5, 2015 Strategic Investments & Evaluation Committee meeting minutes. Chair Grey asked if there was a motion to approve the meeting minutes.

VOTE: Constance Howes moved to approve, seconded by Mario Bueno. All were in favor, the motion passed unanimously.

Real Jobs RI Performance Metrics

Chair Grey asked Robert Kalaskowski to present the proposed Real Jobs RI measures and metrics as part of a larger unified reporting effort. He explained, over the month of December, seven project teams will be meeting to develop the programmatic process for intake, eligibility, and recruitment. R. Kalaskowski further discussed tracking partnership outcomes and reporting data by funding stream, participant demographics, etc. The committee discussed how RJRI JDF participant information can be tracked in the EmployRI system along with federally funded participants. R. Brooks noted several years ago, the only type of data the GWB received from grantees was aggregate data. As of July 1, 2015, the GWB has been collecting participant level data and housed in an Access database created internally by staff. R. Brooks noted that most of the other state agencies that fund workforce development activities have separate databases that do not "speak" to one another.

R. Kalaskowski indicated that the RJRI staff have been working to determine what measures are both necessary for federal reporting, and create actionable data that can produce insightful reports to measure the progress and success of the partnerships. He reviewed the participant,

training module, employer, industry/sector, and system level measures. He discussed how the multi-dimensional reporting plan will satisfy the reporting requirements across multiple funding streams and commended the Harvard Kennedy School team on their efforts to develop a streamlined plan to track and manage partnership outcomes.

R. Kalaskowski stated the Office of Management and Budget (OMB) is very interested in a uniform reporting process of all workforce programs across the state. He shared a chart based on common data elements in the UEP that were presented to OMB. R. Kalaskowski discussed the definitional challenges with determining common measures, noting the future goal of setting common metrics and developing a unified approach to reporting workforce development efforts across the state. Chair Grey commented on the litany of measures reported in the UEP and inquired about the possibility of other agencies that are not included, to report their outcomes using a system-wide MIS database. The committee further discussed the development of a blanket system that would allow various agency systems to talk to one another.

FY17 JDF Allocations

Chair Grey asked R. Brooks to discuss the FY17 JDF allocations. Referring to the FY2016-FY2017 budget allocations worksheet, R. Brooks reviewed the FY16 funds that are not obligated or not likely to be obligated at the end of the fiscal year and the projected revenue for FY2017. He stated the committee could decide to repurpose the unobligated funds now or carry over the funds into FY17. R. Brooks noted the total program availability for FY17 is \$12,967,688 and discussed the external contract allocations for FY17. S. Jensen inquired about the capacity building line item and what those funds are intended to do. R. Brooks indicated those funds have been used to hire consultants to assist in the development of the Comprehensive System Improvement Plan, Biennial Plans, Annual Meeting, Board Retreat expenses, and have upgraded the computers for the One Stop centers.

C. Howes noted the return on investment for unallocated funds is zero and inquired about allocating the potential \$457,817 in unobligated carry-in from FY16 as conditional funding for other line items that may exhaust their FY17 allocated funds. She asked that the Board be informed of any potential need for additional funding for programs that may require it. S. Jensen inquired about how GWB staff salaries are paid. R. Brooks noted that the majority of staff salaries are paid through the JDF, with the exception of the time spent on federally funded activities. M. Bueno inquired about the Work Immersion Program and whether the allocations are expected to be fully spent. R. Brooks stated the GWB is likely going to spend all of the FY17 allocated funds. He further discussed the development of a new youth initiative that aims to connect youth centers and CTE schools to provide skills training and supportive services for out-of-school, un-employed, or underemployed youth by utilizing the CTE centers after hours.

Referring to the spreadsheet of Workforce Innovation and Industry Partnership Grantee funding allocations, R. Brooks discussed the WIG grantees that are not currently involved in Real Jobs partnerships and how to continue funding effective WIG programs. He noted the total funding to renew the WIG programs that are currently not involved in RJRI would be \$1,389,061. S. Jensen recommended talking to all of the grantees to discuss ways to consolidate programs that provide similar training. M. Bueno noted that both the WIG and Industry Partnership contracts expire on

June 30, 2016. The committee decided to continue the discussion of FY17 allocations for Workforce Innovation Grants and Industry Partnerships to the January 14, 2015 meeting.

Adjournment

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

VOTE: Suzy Alba moved to approve, seconded by Constance Howes. All were in favor, the motion passed unanimously.

The meeting was adjourned at 10:36 a.m.

Respectfully submitted,

Amelia-Anne Roberts