



Board of Directors Meeting

October 17, 2007

8:00 - 10:00 a.m.

**RI Department of Labor & Training
1511 Pontiac Avenue, Cranston, RI**

AGENDA

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| 1. Welcome and Call to Order | J. MarcAurele |
| 2. Introductions | J. MarcAurele |
| 3. Approve Minutes of 9/6/07 | J. MarcAurele |
| 4. Chairman's Report | J. MarcAurele |
| 5. Director's Report | M. Koback |
| 6. Consent Agenda (Items 1– 6)
A board member may request that any item be removed
from the consent agenda and moved to the regular agenda. | J. MarcAurele |
| 7. Committee Reports | Chairs |
| 8. RI Employment Trends & Workforce Issues | A. Orefice |
| 9. Old / New Business | |
| 10. Adjournment | |

**NEXT MEETING – THURSDAY, NOVEMBER 15, 2007
8:00- 10:00 A.M.**

OCTOBER 17, 2007 MEETING CONSENT AGENDA

**(Detailed Information Follows as Appropriate)
Items 1- 6**

Item 1: WIA Consent Agenda

Two issuances listed for Program Year '07 were issued pursuant to federal policy regarding data validation procedures and incentive funds for performance achievement. In addition, the WIA Annual Report for 2006, Customer Satisfaction Survey results, and the training plan for youth service providers are included. Hyperlinks to detailed information are provided where applicable.

Item 2: Workforce Expansion Grant

The Strategic Investments Committee met on October 1st and endorsed staff's recommendation to award a \$60,000 Workforce Expansion grant to Precision Craft Dental Laboratory to hire and train 12 new workers.

Item 3: Industry Partnerships Funding

At the Strategic Investments Committee meeting on October 1st, members approved second-year funding to three Industry Partnerships: \$150,000 to Hospital Association of RI; \$149,990 to Quality Partners of RI; and \$149,950 to Tech Collective.

Item 4: Workforce Expansion Grant Waiver Request

The Strategic Investments Committee denied a request by Equity National to waive reimbursement of \$30,961.00 in grant funds due to failure to meet contracted deliverables. (No document follows)

Item 5: 2008 Board Meeting Schedule

The Executive Committee met on October 3rd and approved the schedule of Board meetings for 2008.

Item 6: Legislative Affairs Committee

At the meeting on October 3rd, Executive Committee members approved the creation of a Legislative Affairs Committee to be chaired by Bill McGowan.

ITEM 1 – WIA Consent Agenda

A. WIA POLICY ISSUANCES:

Background: The ETA, USDOL requires that the WIA Statute and Regulations be implemented by the issuance of State Policy by the Governor. ETA, USDOL, from time to time, issues changes in policy impacting the administration of the Workforce Investment Programs in Rhode Island. These issuances are called Training and Employment Guidance Letters (TEGLs) and require that changes in State policy be implemented to conform to changes in federal policy. These policy issuances now also include policy issuances for the Job Development Fund Youth Initiatives for Program Year (PY) 2007.

REFERENCES: [All WIA Policy Issuances 1999-2007:](#)

Workforce Investment Notices

WIN NOTICE NO.	DATE	SUBJECT
07-06	9/10/07	PY 2006 Data Element Validation Procedures. This policy provides guidance to the Local Areas in the preparation for conducting data element validation monitoring of the data elements in participant records that are used to calculate aggregate reports.
07-07	10/9/07	PY 2006 Incentive Awards for Performance. This policy details the roles of the State and the Local Workforce Areas in setting and achieving performance standards. In order to receive an incentive award a Local Workforce Area must achieve at least 100% cumulative program area score for each program area and for the customer satisfaction group. In addition, a Local Area may not have any of their 17 measures fall below 85% of their negotiated performance levels. No incentive awards were issued for PY 2006.

CONSIDERATION: The policy issuances listed for PY '07 above were issued pursuant to federal policy and the funding plan of the GWBRI for PY 2007.

POSSIBLE ACTION: Review and approval of policy issuances.

B. WORKFORCE INVESTMENT ACT ANNUAL REPORT PY 2006

Background: The ETA, USDOL requires that each State's Workforce Investment Board (GWBRI) submit an Annual Report detailing statewide workforce development activities undertaken for each program year. Highlights of this years report involve the strategic investments made by the GWBRI in Adult Education, Youth, Industry Partnerships and Business Retention that encouraged the alignment of goals and resources through collaboration. These investments demonstrate the commitment of the local workforce investment boards and member agencies of the Workforce Cabinet to support the Governor's Executive Order, making the one-stops the primary deliverer of workforce development programs in the state (over 34,000 job seekers accessed workforce development programs and services, including: training, job fairs, rapid response, resume assistance, job search workshops, as well as the guidance and counsel of professional employment and training interviewers.) It is also noted that performance standards are used to track the effectiveness of both the WIA and Trade Program investments in the areas of skill attainment, employment placements, client retention and earning increases, comparing negotiated goals with real outcomes. Rhode Island achieved or exceeded all 17 negotiated WIA and the 3 national standards for the Trade Program for PY 2006.

REFERENCES: [Workforce Investment Notice 05-03](#)

CONSIDERATION: Annual Report provided was issued in compliance with federal Statute and USDOL Regulations.

POSSIBLE ACTION: Review.

C. CUSTOMER SATISFACTION SURVEY

Background: The ETA, USDOL requires that each State's Workforce Investment Board (GWBRI) collect and report selected post-program customer satisfaction data for participants and employers who receive funds under the Workforce Investment Act. The results of this report are based on a series of follow-up telephone surveys commissioned by the Rhode Island Department of Labor and Training and conducted by RKM Research and Communications, Inc. A total of 655 Network Rhode Island participants and 693 employers were interviewed through the fourth quarter of program year 2006. Both Local Areas met their performance goals for the customer satisfaction standard. There will be a detailed presentation on the findings of the report to the Local Workforce Investment Areas in January 2008.

REFERENCES: [Workforce Investment Notice 05-03](#)

CONSIDERATION: Customer Satisfaction Report provided was issued in compliance with federal Statute and USDOL Regulations.

POSSIBLE ACTION: Review.

D. TRAINING PLAN FOR YOUTH SERVICE PROVIDERS

Background: In Program Year 2007 - 2008 Rhode Island's Local Workforce Investment Boards have contracted to serve 2,600 youth. (42% of the youth served are in foster care, youth offenders, disabled youth, pregnant and parenting teens and homeless and/or runaway youth.) This unprecedented approach of leverage funding (Job Development Fund, WIA and Adult Basic Education, and Department of Children Youth and Families) is a first for Rhode Island state agencies committed to meeting the needs of the state's future workforce. Through this collaborative effort, the strategic direction for youth development calls for growth of the youth vision to include cross-departmental leveraging of funds, expanding effective and efficient services for all youth, creating multiple points of entry into the youth service delivery system, gathering input from those served and obtaining successful outcomes for multiple stakeholders. The movement towards a unified plan to serve all youth statewide, the onset of the new service delivery model, the focus on increasing successful outcomes for the hardest to serve youth all point to the timeliness of and need for training initiatives geared to the youth service provider to guide and shape best practices and eventually statewide policies and procedures for youth serving organizations.

REFERENCES:

CONSIDERATION: Funding authorized by the GWBRI August 2007 to provide training to youth providers in order to align and enhance services provided to the emerging workforce.

POSSIBLE ACTION: Review.

ITEM 2 – WORKFORCE EXPANSION GRANT

**Workforce Expansion
Grant Proposal Summary Sheet**

Name of company: Precision Craft Dental Laboratory

Industry: Dental Laboratory

Employees to be hired: 12

Job Titles: Crown & Bridge Prep Technician 1
Crown & Bridge Technician 2
Denture Prep Technician 1
Denture Technician 2
Partials Technician 2
Ceramic Technician 3
Dental Laboratory Office Staff 1

Rates of pay: \$11.10/21.50 hr.

Grant Request: \$60,000

EDC Staff Recommendation: \$60,000

Staff Comments: N/A

Background information:

Precision Craft Dental Laboratory is a full-service dental laboratory specializing in dental prosthetics, crowns, bridges, dentures and implants. Precision Craft Dental Laboratory has a training facility and full operator for training dentists, dental assistants, hygienists and dental technicians.

ITEM 3 – INDUSTRY PARTNERSHIPS FUNDING

Industry Partnership: Healthcare

Hospital Association of RI

The Center for Health Professions / Rhode Island Health Partnership Council

Executive Summary

Established in 1998, the Health Partnership Council (HPC) is a coalition of healthcare providers, labor, healthcare professional organizations, postsecondary institutions, policy makers and other stakeholders. The HPC recognizes the healthcare workforce shortage is a complex and long-term challenge. To address this challenge, two key strategies were identified:

- Increase the number and diversity of individuals choosing healthcare occupations.
- Increase the retention rates of healthcare students, new graduates and seasoned, incumbent healthcare professionals.

The HPC determined that development and implementation of The Center for Health Professions (The Center) would be an effective means to implement these critical strategies. The Rhode Island Center for Health Professions will focus on the critical issues of recruitment, education, and retention of health professionals. A primary goal for The Center will be the fostering of collaboration among members of the healthcare and education communities in order to achieve policy consensus, promote diversity in the healthcare workforce, and assist in sustaining and enhancing Rhode Island's healthcare workforce.

Mission Statement

"To promote quality healthcare for individuals who live, work and seek care in Rhode Island by advancing workforce development initiatives designed to grow and enhance the state's professional healthcare workforce."

Organization

The Health Partnership Council will serve as the advisory board to The Center. Members will meet on a quarterly basis to ensure the mission and objectives are on track.

Objective

The Center will stimulate and support sustainable alignment of resources between the healthcare industry and educational institutions.

Goals for Year Two

The Center will:

- Be the repository for workforce supply and demand data and provide policy makers with information needed to make informed decisions.
- Ensure access to cost-effective training designed to enhance skills.
- Research healthcare workforce issues related to retention and promote best practices in both academic and industry-based settings.
- Be a resource for those healthcare workers seeking to re-enter the workforce.
- Be the catalyst for Rhode Island's healthcare workforce development efforts and assist members on workforce initiatives.
- Establish mechanisms to ensure sustainability

Industry Partnership: Healthcare

Quality Partners of Rhode Island Year II Plan

Executive Summary

Through generous funding from the Governor's Workforce Board RI, Quality Partners of Rhode Island was able to accomplish significant gains in building foundations that benefit direct-care workers in healthcare. With the work underway, there is enormous potential for further growth and expansion of these workforce projects. This is largely due to the tremendous strength of the partnerships developed during the first scope of work. Quality Partners invested time and energy establishing a committed and productive industry partnership. As a result, investing in the plans created through the skills gap study will accomplish more to benefit the workers in the Long-Term Care sector.

Our industry partnership has identified a plan for the next scope of work based on the first three (of five) strategies from the skills gap study.

Strategy 1: Establishment of Long-Term Care Retention Coalition

To promote a shared partnership and strategic plan for future growth of long term care workers, create an advisory group to inform, educate and develop a strategic plan for the state. This group would additionally work with organizations to develop strategies to alleviate the barriers that prevent the advancement and entry of direct care workers.

Strategy 2: Attracting Workers to the Profession

To complete an array of activities that would not only draw individuals from a variety of settings to the profession but would help to organize and draw attention to those resources that are all ready in existence.

- Create a RI Long Term Care employment web resource that expands the capacity of the Internet to connect workers and employers. Create a shared calendar of industry trainings, & resources. Invite workers to create and post an on-line resume complete with resume building tools. Invite nursing homes to post job opportunities.

Strategy 3: Career Lattice Development

Through the Year One funding Quality Partners and our Industry Partnership created a curriculum that supports and promotes the education of not only those entering the field but those within it. Logical next steps are to coordinate the career lattice program with existing systems such as education, Department of Labor and Training, Nursing Departments and Boards, and Quality Improvement Organizations, and other national trade associations etc.

The curriculum would be placed on an Internet learning management system (LMS) to accommodate use by those RI nursing homes that were not part of the original pilot. Further, the curriculum would be shared globally through Quality Partners' extensive network throughout the country including the national QIO community.

Industry Partnership: Information Technology

Tech Collective

Executive Summary

Tech Collective (formerly RITEC), as the technology association serving Rhode Island, has over 85 information technology member companies that represent employees in this high-growth industry in our state. Tech Collective has a strong history of partnership for workforce development and therefore, is well positioned and staffed to assume a leadership role as the Industry Partner for Information Technology in Rhode Island. Tech Collective's proven track record is a demonstration of the successful fulfillment of the association's mission to build community through partnership and collaboration as well as to have a strong focus on workforce development.

The Tech Collective and INFOGroup are proposing that funding for the Information Technology Industry Partnership currently being offered by the Governor's Workforce Board be approved for Year Two. We are recommending a planned approach to increase the InfoTech community through Partnership Development and focus on the continued Collaboration within departments of the RIDLT to improve, provide, and connect the tools and resources industry will utilize to enhance the growth of the workforce in this sector.

In the area of Special Projects, we plan to improve upon our already established industry survey tool, TechnoPoll, by enhancing the data reporting, and growing the response activity.

As a result of our findings of the Skill Gap Analysis in Year One, we are proposing to establish a new initiative --an Internship Clearinghouse Program, along with continuing to work towards integrating soft skills into education at the high school, college, and professional development levels.

For Youth Program Initiatives, Tech Collective is recommending that the support and interest for the GRRL Tech (Girls Reaching Remarkable Levels) Expo be continued in order to inform and teach both young female students and teachers about the opportunities in STEM (science, technology, engineering and mathematics) careers that exist in Rhode Island. Additionally, the Tech Collective would like to build upon our new program, "Tech Path." This program offers services to high school youth to provide coordinated opportunities for job shadows, externships, and classroom speakers. In Year Two, we propose to add a component for teachers and guidance counselors to have the opportunity to participate in externships, job shadows, and industry focused events.

We are very pleased with the accomplishments of Year One, but are even more eager and excited to begin work on Year Two's initiatives.

ITEM 5 – 2008 BOARD MEETING SCHEDULE

**Governor's
Workforce
Board**
Rhode Island



Today's Vision... Tomorrow's Opportunity.

**2008
BOARD MEETING SCHEDULE**

THURSDAY, JANUARY 17th
THURSDAY, FEBRUARY 21st
THURSDAY, MARCH 13th
THURSDAY, APRIL 17th
THURSDAY, MAY 15th
THURSDAY, JUNE 26th – ANNUAL MEETING
THURSDAY, SEPTEMBER 11th
WEDNESDAY, OCTOBER 15th
THURSDAY, NOVEMBER 13th

Meeting Schedule: 8:00 – 10:00 a.m.

**Meeting Location: RI Department of Labor & Training
1511 Pontiac Avenue, Bldg. 73
Cranston, RI**

Note: The Annual Meeting on June 26 will be held at a location to be determined.

All meeting dates, times and location are subject to change

ITEM 6 – LEGISLATIVE AFFAIRS COMMITTEE

Purpose

A Legislative Affairs Sub Committee of the Governor's Workforce board is proposed for the purpose of coordinating the board's legislative agenda, serves as the focal point for the exchange of information with the General Assembly and Congress, advise the board on the implementation of state legislative and congressional directives, and provides the GWB leadership with information on congressional activities and legislation of interest or affecting the workforce development system in Rhode Island and nationally.

Structure

There are several ways state workforce investment boards around the country have organized themselves around legislative affairs work:

1. Standing Committee

(Worksource Oregon, that states' workforce board has adopted a standing committee to handle legislative affairs.)

2. Ad Hoc

(New York, California and others have convened subcommittees on an as needed basis, when for instance there was a significant legislative agenda before their legislatures.)

3. Additional responsibility of an existing board

(This might take the form of a legislative agenda item being added to the business of the policy and planning committee for example)