



## GOVERNOR'S WORKFORCE BOARD RHODE ISLAND

### BOARD MEETING MINUTES

June 18, 2015

RI Department of Labor and Training, 73-1

8:00 – 9:30 am

#### ATTENDANCE

##### **BOARD MEMBERS (\*DENOTES NOT PRESENT)**

Suzanna Alba	Mike Grey	Nina Pande
Mario Bueno*	Constance A. Howes, Chair	Stefan Pryor, Vice Chair
Timothy Byrne*	Scott Jensen	Jim Purcell
Channavy Chhay*	Steve Kitchin	Janet Raymond
Robin Coia	Paul MacDonald	Susan Rittscher
Monica Dzialo	Cheryl Merchant	Bahjat Shariff
John Gregory	George Nee	Martin Trueb

**GWB Staff:** Rick Brooks, David Tremblay, Amelia Roberts, Sherri Carello, Mavis McGetrick, Dan Brown, Paul Genovesi, Angelo DaFonesca and Brittany Morrison

**DLT Staff:** Sean Fontes, Sue Chomka, Diane Gagne and Robert Kalaskowski

**Guests:** Tim Harrigan, ProvPlan; Heather Singleton, RI Hospitality Association; Malcolm Baxter, BIS; Robin Smith, CCRI; Vanessa Cooley, RIDE; JoAnn Johnson, Tech Collective; Brian Dursi, RIMTA; Katuska Perez, Senate Policy Office; Janet Raymond, WSP/C; Doug Tingle, Office of Postsecondary Education; Dan Moriarty, Access Point Rhode Island; and Ana Rodriguez, Access Point RI Program Participant

#### Call to Order

Chair Howes called the meeting to order at 8:02 a.m. and welcomed everyone to the meeting.

#### Meeting Minutes

Chair Howes asked if there was a motion to approve the minutes of the Governor's Workforce Board's meeting held on May 21, 2015.

**VOTE:** Steve Kitchin moved to approve, seconded by John Gregory. All were in favor, the motion passed unanimously.

#### Review of Conflict of Interest

Per Chair Howes' request, Sean Fontes, Executive Counsel, asked for declarations on any of the voting matters before the board for conflicts of interest. He explained that board members should avoid the appearance of a conflict of interest according to the RI State Code of Ethics and Governor's Workforce Board By-Laws. He stated board members who disclose a conflict should both abstain from the vote and recuse themselves from any discussion.

Constance Howes recused herself from the vote to fund the Providence Center Workforce Innovation Grant, noting the Providence Center is directly affiliated with Care New England. George Nee recused himself from the vote to fund the Year Up proposal, stating his daughter is currently employed by the Year Up organization. Steve Kitchin recused himself from the vote to fund New England Institute of Technology's SAMI program, stating New England Institute of Technology is his full time employer. Janet Raymond recused herself from the vote to fund Open Doors, stating she is a board member of Goodwill Industries, a partner in the Open Doors proposal.

### **Chair's Comments**

Chair Howes' reflected on the Governor's Workforce Board 2015 Annual Meeting held at the RI Convention Center for the first time, stating there was a good turnout for the event. She also discussed keynote speaker Fred Dedrick's speech which offered insight into workforce development efforts that could be beneficial to Rhode Island in the future. She asked for comments or suggestions from board members. Cheryl Merchant offered her positive opinion of the location and also commended the relevance of F. Dedrick's speech.

Chair Howes noted the Board Retreat has been rescheduled from Thursday, October 15, 2015 to Tuesday, October 20, 2015. She also notified the board that the Comprehensive System Improvement Plan (CSIP) will be the main focus of the Retreat as it is to be presented to the General Assembly in November. Chair Howes also discussed the upcoming workforce system planning initiatives the Board will be participating in including the CSIP, Biennial Plan and Unified Workforce Development Expenditure and Program Report (UEP), as well as the State Plan required under the Workforce Innovation and Opportunity Act (WIOA). Chair Howes thanked Deputy Director David Tremblay for starting the process of aligning state and federal workforce system planning initiatives as well as ensuring both board and stakeholder participation in future planning. Lastly, Chair Howes notified the board of the online survey that will be distributed at the end of the summer to evaluate the performance of Executive Director Rick Brooks.

### **Executive Director's Report**

Chair Howes asked Executive Director Rick Brooks to provide an update on GWB programs, policy, planning, and partnerships. R. Brooks discussed the recent Workforce Innovation Grant (WIG) solicitations, noting there were a total of 23 proposals submitted, about half were returning organizations. He stated the GWB Incumbent Worker Training Grant (IWTG) informational session was recently held at the CCRI Warwick Campus. Around 90 guests attended; mostly from local businesses. He also commented on the large amount of activity occurring in the Work Immersion program especially in college students as they prepare for summer internships. R. Brooks informed the Board that the GWB Industry Partner contract renewal applications are due on Friday June 19, 2015. R. Brooks also noted GWB Summer Youth programs will be starting programming in the coming weeks. He then stated that a complete fiscal report of the year's activities with program related data will be presented in the coming months. R. Brooks discussed the CSIP timeline and referenced the timeline spreadsheet completed by Public Works provided in the board meeting packets. He also informed the Board that he will be meeting with consultants from Harvard Kennedy School to identify programs with high return on investments and measurable goals.

R. Brooks provided staffing updates, noting the GWB and the formerly SWIO offices were moving forward with a full integration of staff and may work with Hasenfelt Institute at Bryant University to address the technical challenges of that process. He announced the new GWB Coordinator of Employment and Training Programs, Kristen McKenna, will be starting full time beginning June 29, 2015 and Amelia Roberts was recently promoted to Assistant Coordinator of Employment and Training Programs. Janet Raymond asked R. Brooks about the FY16 Work Immersion budget and if the funding was confirmed. Director Scott Jensen said there would be more specific information about the allocation of funds to support the Work Immersion program in the coming months.

### **Committee Chair Reports**

#### *Employer Committee*

Chair Howes asked Martin Trueb to provide an update on the Employer Committee. Martin Trueb discussed the last Employer Committee meeting where the committee heard a presentation from the Manufacturing Industry Partnership regarding their success with the MSSC Certified Production Assistant Training Program. He stated the next step for the Employer Committee is to foster the communication between training providers and employers to create a prepared workforce. M. Trueb mentioned a meeting was scheduled to have Ryan Costella speak on the NCRC but he was unable to attend and the meeting

was cancelled. M. Trueb also expressed an interest in having Governor Raimondo present at a future Employer Advisory Group meeting on her workforce and economic development efforts and gain feedback from local businesses through interactive dialogue.

#### *Executive Committee*

Chair Howes provided an overview of the previous Executive Committee meeting. She stated the RI Foundation has provided \$40,000 towards the mapping of the state workforce development system required by the CSIP. Chair Howes also mentioned the Executive Committee's goal for the upcoming months is to educate themselves on WIOA as the date for implementation approaches.

#### *Adult Education & Literacy Committee*

Chair Howes asked Susan Rittscher to provide an update on the Adult Education and Literacy Committee. S. Rittscher went on to discuss a six month study of adult education over the last ten years completed by United Way that has analyzed state and federal funding, student outcomes, quality of adult education training, and high school level certification changes. S. Rittscher discussed the need to further align the Adult Education and Literacy Committee with Governor Raimondo's agenda for FY16.

#### *Career Pathways Advisory Committee*

Chair Howes asked Monica Dzialo to provide an update on the Career Pathways Advisory Committee. M. Dzialo noted at the last meeting, the committee was broken out into working groups according to the priority areas to discuss and brainstormed objectives to bring a holistic approach to create a dynamic Career Pathways System in Rhode Island. The three priority areas discussed were programs, policy and capacity building. She also noted that Rick provided a presentation on Real Jobs RI and Carolyn Birbiglia discussed the Career Pathways efforts throughout the state. M. Dzialo stated future Career Pathways Advisory Committee meetings will include a 5-10 minute presentation by different stakeholders explaining what they do and why they are a part of the committee. Lastly, M. Dzialo asked other board members to consider reading GWB solicitations and grant proposals in the future because she found the process to be both interesting and informative.

#### *Youth Development Committee*

Chair Howes asked Robin Coia to provide an update on the Youth Development Committee. R. Coia informed the board that the summer youth program was about to launch. She also discussed one of the main topics of the previous Youth Development Committee meeting: the need to rebrand the term "youth center." R. Coia stated that youth center programming does not only benefit low income individuals under 18, but rather youth up to the age of 24 from many different socioeconomic backgrounds. R. Coia urged members of the board to understand the importance of eliminating the stigma that youth centers are for low income youth under the age of 18. She stated another major outcome of the last Youth Development Committee meeting was the need to streamline the process for businesses to contact youth centers looking for an individual to employ.

#### *Strategic Investments and Evaluation Committee*

Chair Howes asked Mike Grey to provide an update on the Strategic Investments and Evaluation Committee. M. Grey informed the Board that there had been two Strategic Investments and Evaluation Committee meetings since the previous month's Board meeting because of the need to gather more information and further consider the solicitations for FY16 Workforce Innovation Grants (WIG). M. Grey then stated the first Strategic Investments and Evaluation Committee meeting began with a presentation by David Tremblay on the upcoming implementation of WIOA. He noted the remainder of the first meeting and the entire second meeting was devoted to determining which WIG proposals would receive funding for FY16. M. Grey added the main determining factor for approving funding was the target population each proposal intended to serve as well as the applicant organization's prior successes.

#### **Consent Agenda**

R. Brooks discussed continuing funding for current grantees and explained that there's a balance between continuing to support previously funded grantees and new innovative programs. He stated that of the 13 FY15 grantees, 11 reapplied for funding and 9 were recommended for funded for FY16. A total of 16 organizations were recommended for funding in FY16 including 7 new applicants. Chair Howes

then discussed the opportunity for organizations to apply for grants through the Real Jobs RI program. Director Jensen elaborated on Chair Howes' point, stating that the Real Jobs RI program will also have an administrative structure that will be fluid and flexible enough to meet the needs of businesses.

Chair Howes asked if there was a motion to approve the Consent Agenda recommendation from the Strategic Investments and Evaluation Committee to reallocate of \$100,000 in unobligated FY16 JDF funds to increase the total allocation for FY16 Workforce Innovation Grants from \$2.3 to \$2.4 million, provide a total of \$2,217,211 to fund sixteen FY2016 Workforce Innovation Grant proposals and use the remaining balance (\$182,789) to formalize and strengthen partnerships between Workforce Innovation Grant recipients and community-based organizations to increase training and employment opportunities for economically- disadvantaged and ethnically-diverse inner-city residents.

**VOTE:** Mike Grey moved to approve, seconded by Scott Jensen. All were in favor, the motion passed unanimously. Constance Howes abstained from the vote to fund Providence Center, George Nee abstained himself from the vote to fund Year Up, Steve Kitchin abstained from the vote to fund the New England Institute of Technology SAMI Program and Janet Raymond abstained from the vote to fund Open Doors.

#### **Innovative Partnership Presentations – Access Point RI**

Dan Moriarty, LICSW, Director of Community Outreach and Staff Development, Keystone Group, provided an overview of Access Point's program including the duration of the program, the number of participants, the credentials and college credits earned by those who complete the program, and the program's important human services focus. He discussed lack of transportation, criminal records and proficiency in English speaking as a major barriers and spoke about how Access Point aims to help participant get over those hurdles. D. Moriarty asked Ana Rodrigues, a graduate of the program to elaborate on her experience in the program. Chair Howes asked where A. Rodrigues was currently working. A. Rodrigues explained she now works at an Access Point RI day program helping individuals with disabilities.

#### **College-to-Career Data from Rhode Island's Public Colleges**

Tim Harrigan, Policy and Information Specialist for ProvPlan presented the current research into workforce data that tracks individuals starting from elementary school up to post secondary education. He discussed the RI Data HUB that produces a landscape of RI industries including where individuals with certain degrees or certifications end up in terms of employment within specific sectors.

#### **Adjournment**

With no further business, Chair Howes asked for a motion to adjourn the meeting.

**VOTE:** Mike Grey moved to approve, seconded by Cheryl Merchant. All were in favor, the motion passed unanimously.

The meeting adjourned at 9:24 a.m.

Respectfully submitted,

Amelia-Anne Roberts