

**GOVERNOR'S WORKFORCE BOARD RI  
YOUTH DEVELOPMENT COMMITTEE (YDC)  
November 17, 2008**

**Minutes**

**Members Present:** B. Melton, Chair, S. Moylan, S. Powell, L. Ricci, M. Trueb

**Members Absent:** J. Warner

**GWB Staff Present:** J. O'Hare, N. Olson, D. Francis, M. Mooney, D. Brown

**DLT Staff Present:** L. Norris, M. Palumbo, J. Cornwell, Mavis McGetrick

**Others Present:** Marilyn Coppola, Carol Corcelli, Michael Traficante, Michael Silvia,  
Richard Scherza

Chair Melton welcomed everyone and called the meeting to order at 8:35 a.m.

**Minutes of Youth Development Committee meeting**

Chair Melton asked for a review of the meeting minutes of the 9/29/08 Governor's Workforce Board Youth Development Committee (GWBRI – YDC). He then asked for a motion to approve the meeting minutes.

**Vote:** M. Trueb motioned to approve the minutes of the GWBRI-YDC meeting as presented. S. Powell seconded the motion. The vote was unanimous; the motion passed.

**Update on the Pilot Project Initiative- Cranston School Department**

L. Norris provided an update on the Cranston School Department pilot project, which was developed to embed a workforce development curriculum into the high school system. She mentioned that \$475,000 was awarded to the Cranston School district which named the New England Laborers' Construction Career Academy as the operator of this pilot project. The goal of this project is to demonstrate that work readiness intervention makes a difference in preparing young people for the workforce. This funding was awarded by the Governor's Workforce Board and based on recommendations from the Youth Development Committee.

Chair Melton asked L. Norris to introduce the guests from the Cranston School district which included: Michael Traficante, Board Chair of the New England Laborers' Construction Career Academy and Cranston School Committee Chair; Richard Scherza, Superintendent of Cranston Schools; Dr. Michael Silva, Executive Director of the Construction Career Academy; Carol Corcelli, Career Placement Specialist, Cranston Public Schools (CPS) and Marilyn Coppola, World-of-Work Coordinator, CPS.

Marilyn presented information on the pilot project detailing the process and philosophy behind the work readiness curriculum, the specifics of the World-of-Work program, and the results as they were available through September 2008.

**Work Ready Definition**

B. Melton provided an update on the work ready definition that was previously presented to the GWB YDC committee. He indicated there were a few comments on the definition from the Youth Development committee when it was presented to them at the last YDC meeting.

L. Norris indicated the definition was brought back to the business engagement group and proficiency based graduation requirement group for further discussion. Both groups indicated their support of the definition. L. Norris provided additional information to committee members on the competency model which included advanced manufacturing and retail examples. She suggested this would further clarify the competency model.

S. Powell indicated that she discussed the work ready definition with Peter McWalters and that he was supportive of the current definition. The question was asked about how the skill or competency was measured. M. Trueb noted that the representatives from the Cranston School district have demonstrated they have been able to quantify these skills by the results from their pilot program. L. Norris noted that accountability needs to be linked to standards; and in the case of the pilot project, teachers in other areas have reported improved performance. M. Trueb noted the observable impact of this project and offered his full support.

Chair Melton asked if there were any questions. Hearing none, Chair Melton asked for a motion to approve the Work Ready Definition.

**Vote:** S. Powell motioned to approve the Work Ready Definition as presented. M. Trueb seconded the motion. The vote was unanimous; the motion passed.

### **Monitoring of Youth System PY 07**

L. Norris provided a brief update on the monitoring of youth contracts. She indicated the contracts were monitored in early fall and that staff indicated a general satisfaction with the contracts. She did note that the new vendors will require more support due to potential learning curves and training issues.

M. McGetrick added that last year the first contract was not signed until mid June (2008) and that it was difficult for the vendors to handle the youth placements and to complete the required documentation. She noted that with the RFP going out earlier this year, the contracts should go out in April to allow more time for recruitment, assessments and referrals.

### **Youth RFP PY 08**

L. Norris reported that a group of potential and seasoned bidder's met over the summer to review the RFP and the process. From this feedback, a new RFP was developed into one document. She noted that at the recent bidder's conference there were more than 100 people, many who are new participants. She reported a new element was added to the RFP where employers could apply to provide training. However, they must commit to hiring the youth they train. Another new element included occupational skills training in partnership with the youth centers. L. Norris noted there is still some confusion on the RFP on the part of the vendors. She suggested they will continue to look at the RFP for refinement and share these results with the vendors on a continual basis. M. McGetrick added there were more than 75 organizations represented at the bidder's conference, which was much more than in the past.

### **Youth Vendor Training PY 08**

M. Palumbo presented information on the Statewide Youth Provider Training PY2007 and summarized specific outcomes and evaluation components. She reported that all key components were successfully implemented and that total costs were within budget. She also indicated that handouts with more detail on the outcomes and evaluation, as well as the Training Schedule for PY 2007, are available in the meeting packets.

M. Palumbo reviewed the PY 2008 Training schedule and provided an overview of the BEST Initiative. She described the Best initiative as a professional development program for youth workers that provide work-related support and training, as well as certification for youth workers.

M. Palumbo reviewed the 2008 Best curriculum outline. This training would be offered to vendors and youth center staff to assist in moving towards the statewide goal to certify youth workers. It was mentioned that this training would be offered at no cost. M. Trueb indicated he would not be in favor of this training being offered for no fee as his concern is the vendor would not be invested in the training. S. Moylan noted her agreement adding that a nominal fee would make the program available to more people. M. Palumbo mentioned that if the enrollment in the training was more than 40 people, that more than one training session would need to be scheduled for each topic. Chair Melton suggested developing selection criteria for admission to the training. After much discussion, committee members recommended that efforts be undertaken to restructure the fee and selection process. M. Trueb further recommended that staff develop the selection criteria, incorporate a minimum fee of \$50 for training and come back to the Chair with this information for his review.

Chair Melton asked for a motion to approve the recommendation that the selection criteria for the BEST training be developed, that a minimum fee for the training be established and that this information be brought back to the Chair for his review. He mentioned this would go before the Strategic Investments Committee on December 17<sup>th</sup>.

**Vote:** M. Trueb motioned to approve the Best training recommendations as presented. S. Powell seconded the motion. The vote was unanimous; the motion passed.

#### **Approval of Youth Workforce Development Statewide Training Plan**

Chair Melton asked for a motion to approve the budget for the Statewide Youth Provider Training Plan 2008 in the amount of \$116,525.66 noting that if two Best training programs were offered instead of one, the budget would need to be revised slightly.

**Vote:** M. Trueb motioned to approve the Statewide Youth Provider Training Plan 2008 budget as presented. S. Moylan seconded the motion. The vote was unanimous, the motion passed.

With no further business to discuss, Chair Melton asked for a motion to adjourn the meeting of the GWBRI-YDC meeting.

**Vote:** M. Trueb motioned to adjourn the meeting of GWBRI-YDC. S. Powell seconded the motion. The vote was unanimous; the motion passed.

The meeting adjourned 10:10 a.m.

Respectfully submitted,

Maureen Mooney