

**GOVERNOR'S WORKFORCE BOARD - RI
GOVERNANCE TASK TEAM MEETING
RI Department of Labor & Training**

**NOVEMBER 21, 2005
MINUTES**

Members Present: Sharon Moylan, Mia Caetano, Armeather Gibbs, Robert Nangle, Adelita Orefice

Staff Present: Mike Koback, Mavis McGetrick, Lori DelRossi, Val Lombardi, Esq., John O'Hare, Marsha McDowell

The meeting was called to order by Chair S. Moylan at 8:00 AM.

M. Koback reported that after meeting with Chair J. MarcAurele they refined the goal of the Governance Committee as developing and recommending procedures, bylaws, operational and committee structures that effectively and efficiently govern the activities of the Board, its members and staff.

The key focus areas are to recommend leadership in the governance structure that is consistent with the mandates of the Governor's Executive Order 05-18, and the HRIC legislation; to recommend the adoption of new bylaws consistent with the Executive Order and RI General Laws which is the HRIC legislation, because the Board functions as both; and to reinforce Board member and staff compliance consistent with the RI Open Meetings/Open Records, and Code of Ethics laws.

M. Koback stated that the structure of the Board would include appointment of a Vice Chair once by-laws are adopted, and the process of hiring an Executive Director by the Chairperson and Director of DLT, with a selection committee to include some Board members.

The Standing Committees discussed were: Executive Committee – Board governance matters would be vested in this committee; Planning/Evaluation Committee: This committee would oversee the implementation of and collaboration among various workforce development plans and policies including WIA, Wagner-Peyser, Vocational Education, etc. In addition, this committee would evaluate the effectiveness of the plans; Audit Committee: This could be part of the Planning/Evaluation Committee or an ad-hoc committee convened as needed; Youth Development Committee: Because of the Governor's focus on youth issues, and the need to prepare the next generation of skilled workers, the consensus was that this committee was needed.

Chair S. Moylan discussed with members about bringing in Dennis Michaud, a professor at Brown University to facilitate developing by-laws. M. Koback reported that several examples of other state workforce board's by-laws were reviewed for comparison. Staff used these as reference and then developed draft by-laws that also included language from the Executive Order, HRIC legislation, and Federal legislation as it pertains to the

Workforce Investment Act, and other relevant RI laws. The by-laws were reviewed by our legal counsel, who did not find any problems or inconsistencies with the authorizing legislations.

Ms.Orefice's thought was since there were draft by-laws available at this point; she would feel comfortable having Professor Michaud review them and give the committee suggestions.

Vote: A motion was entered to continue with the by-laws as presented today and ask Professor Dennis Michaud to review them and offer comments.

P. MacDonald moved to approve, seconded by A. Orefice. The motion passed.

The draft by-laws will be sent to all Board members for comments to be addressed and finalized at the next Governance Team Meeting on December 13, 2005; and sent to the full Board for formal adoption at January's Board Meeting.

The meeting adjourned at 9:45 AM.

Respectfully submitted,

Marsha McDowell