

**GOVERNOR'S WORKFORCE BOARD RI  
EXECUTIVE COMMITTEE MEETING  
JANUARY 3, 2012**

**MINUTES**

Committee Members Present: Connie Howes, William McGowan, Brandon Melton, Sharon Moylan

Committee Members Not Present: Ray DiPasquale

GWB Staff Present: Rick Brooks, Nancy Olson, Maureen Mooney

DLT Staff Present: Sean Fontes, Laura Hart, Paul Genovesi

Others Present: Malcolm Baxter, BIS, Judy Jones, Poverty Institute

Location: RI DLT, Conference room 72-1

Chair Howes called the meeting to order at 8:03 a.m.

A motion was entered to approve the minutes of the 12-6-11 Executive Committee meeting.

**VOTE:** B. Melton moved to approve, seconded by W. McGowan. All were in favor, the motion was approved.

**FY12 Budget Update**

Chair Howes asked Diane Gagne to provide an update on the FY12 budget. D. Gagne referred to the handout entitled "GWBRI Financial Analysis" and noted this is a working draft. She reported that collections were higher by approximately \$100,000 than what was anticipated. D. Gagne noted the \$3.5M proposed allocation to the RI Department of Education (RIDE) as a placeholder for FY13. She reported that the current balance available to GWB to prioritize for initiatives for the remaining of this fiscal year is \$601,309.

**Board Retreat Follow-through**

Chair Howes asked committee members for discussion on follow-up items from the board retreat and from the December 6, 2011 GWB Executive Committee meeting.

**New Board Committees – responsibilities and membership**

The first item for discussion was the creation of an Employer Advisory Committee, previously named the GWB Business Committee. It was suggested that having employers participate in this committee could assist in determining the needs of employers for hiring and training. It was recommended that the work of this committee align with the prioritization of goals of the Strategic Plan specifically: employers to attract and retain a highly skilled workforce; the adult workforce is skilled and agile; and youth are ready for work and lifelong learning.

Sean Fontes, DLT Legal Counsel offered a legal opinion on the composition of the Employer Advisory Committee. He stated his research indicated that any decisions made by this committee or any actions taken must be done by members of the board, not by the employers. With this in mind, he suggested that this committee could be advisory in nature and could make

recommendations to another GWB committee or to the board. W. McGowan suggested that the Industry Partners could be an important resource to this committee. C. Fogarty stated that employers have indicated they do not have input and that this committee would provide this opportunity.

With no further discussion, a motion was entered to approve the recommendation to rename the GWB Business Committee to the GWB Employer Advisory Committee. It was recommended that this committee consist of up to 20 members and include GWB board members and representatives of the business community. It was further recommended that the work of the committee be aligned with the State Strategic Plan and with the goals of the Governor and the RI Economic Development Corporation.

**VOTE:** B. Melton moved to approve, seconded by W. McGowan. All were in favor, the motion was approved.

### **Enlist Melanie Arthur to work with staff to align RFPs, outcome measures, and other funding streams with Board priorities**

Chair Howes asked for discussion on a proposal to enlist Melanie Arthur to work with staff to align RFPs, outcome measures and other funding streams with the Board priorities. After discussion, committee members acknowledged the successful outcomes of the facilitation of the board retreat and were favorable to this proposal.

A motion was entered to approve the recommendation to enlist Melanie Arthur for the continuation of consulting services in the amount of up to \$5000 relating to follow-up work from the facilitation of the GWB board retreat held on December 1, 2011. The scope of work would include weaving the objectives of the State Strategic Plan into future Requests for Proposals (RFPs), assisting with the process to ensure funding requests are aligned with the priorities set by the board and reviewing leveraging of alternate funding sources based on these priorities.

**VOTE:** B. Melton moved to approve, seconded by S. Moylan. All were in favor, the motion was approved.

### **Discussion of additional investment strategies in FY12**

Chair Howes asked Rick Brooks to present information on proposed investment strategies in FY12. R. Brooks suggested that in order to obtain the maximum impact of funds available to the board in the remainder of the fiscal year that short term training programs might be in order. He noted that a training program targeted at youth and adults who are unemployed or underemployed may be an effective strategy to put people to work. He suggested \$250,000 as the amount with a pre-determined employer match. R. Brooks stated that if there is a good response that a request for additional funding could be brought back to the committees and the board.

After discussion, Chair Howes asked if there was a motion to recommend the funding request for up to \$250,000 to fund FY12 investment strategies. Some of this funding may be released through an RFP and be targeted towards adults and youth who are either unemployed or underemployed. This recommendation would be brought before the GWB Strategic Investments Committee.

**VOTE:** B. Melton moved to approve, seconded by S. Moylan. All were in favor, the motion was approved.

## **Review of January Board Meeting Agenda**

Chair Howes provided an overview of the agenda for the upcoming January 19<sup>th</sup> board meeting. She mentioned that the Governor will be invited to the board meetings and that there is a request for his attendance at the January meeting. She indicated that she would like to have an employer attend each board meeting to provide feedback on funding received for training and to offer constructive suggestions to the board. Chair Howes asked committee members to let her know if they have any suggestions on specific employers to invite to the board meetings.

Chair Howes indicated that one of the agenda items for the board meeting is a follow up to the board retreat. She stated that an overall summary and next steps would be formalized and approved by the board and suggested that Melanie Arthur provide direction with this.

Chair Howes indicated that an agenda item will be an update on the Workforce Investment Act (WIA). She stated that David Tremblay will provide the update on the current financial status of WIA and the impact of some of the stories presented in the recent WIA Annual Report.

## **Committee Chair Reports**

Chair Howes asked Committee Chairs for any updates from their committees.

Committee Chair McGowan reported the next Planning and Evaluation Committee meeting is scheduled for January 10, 2012. Committee Chair Melton reported that the next Career Pathways System Task Force (CPSTF) meeting is scheduled for January 12, 2012. He mentioned that the two industry work groups (Healthcare and Information Technology) have been meeting to work on clarification of objectives for the demonstration project and that the planning team for the CPSTF meets prior to each meeting. Committee Chair Melton reported that the GWB Youth Development Committee met in December and recommended funding for the Youth Centers to operate from April 1 through June 30, 2012. He noted this request for funding would go before the Strategic Investments Committee.

Chair Howes mentioned the recently completed GWB Unified Workforce Development Expenditure and Program Report 2011 and acknowledged the work of GWB and State Workforce Investment Office (SWIO) staff. She stated it was helpful to her in understanding the infrastructure behind workforce development in the state as well as the identification of the funding streams. It was noted that this report was posted on the GWB website.

## **Adjournment**

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

**VOTE:** B. Melton moved to approve, seconded by S. Moylan. All approved.

The meeting was adjourned at 9:02 a.m.

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Respectfully submitted,

Maureen Mooney