



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

GOVERNOR'S WORKFORCE BOARD RI EXECUTIVE COMMITTEE

MEETING MINUTES DECEMBER 2, 2014

Committee Members Present: Constance Howes, Robin Coia, Martin Trueb, Mike Grey, Robert Nangle
Committee Members Absent: Monica Dzialo
Other Board Members Present: Charles Fogarty
GWB Staff Present: Rick Brooks, Robert Kalaskowski Amelia Roberts, Sherri Carello, Dan Brown
DLT Staff Present: Sean Fontes, David Tremblay
Other Guests Present: Malcolm Baxter
Location: RI DLT, Conference room 73-2

Call to Order

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

Approval of Minutes

Chair Howes asked for a motion to approve the minutes of the September 2, 2014 Executive Committee meeting.

VOTE: Mike Grey moved to approve, seconded by Robert Nangle. All were in favor, the motion passed unanimously.

By-laws Update

Chair Howes asked Sean Fontes to discuss the updates of the GWB By-laws. S. Fontes indicated the changes to the By-laws will be consistent with the amendments made to Title 28 by the General Assembly in 2014. He noted some of the major changes include updating the number of Board members from 17 to 21, amending sections in respect to Powers of Duty, and removing language pertaining to the GWB Seal. He noted the changes distributed to the committee were made to the 2011 version but indicated the changes will be reflected in the most recent version (2012) and presented at the next Board meeting. Chair Howes indicated the committee will have the opportunity to review the By-laws and provide further feedback before voting to approve them at the January 15th Board of Directors meeting. Chair Howes inquired about the reference to WIA in Article I Section 2, asking if it should be updated to WIOA. D. Tremblay noted WIOA was enacted this year but does not take effect until July 1, 2015. The committee further discussed incorporating the language from the Statute and specific changes in regards to Board objectives, the composition of the Board, the work immersion program, and the non-trade apprenticeship program. C. Fogarty noted the language in the Statute pertaining to non-trade apprenticeships will be modified. As a general observation, M. Trueb indicated that the By-laws language should be as broad as possible to allow the Board to pursue opportunities as they arise. C. Fogarty recommended changing the language to say "supporting the further development of non-trade apprenticeships." M. Grey suggested using "offer funding on a competitive basis" instead of "awarding." The committee discussed language pertaining to nondiscrimination, terms of office and duties of the Executive Director. Chair Howes reported one of the current Board members will need to be removed. She asked the GWB staff to distribute the updated 2012 version of the By-laws at least two weeks before the January Board meeting.

GWB Planning & Policy Role

Chair Howes asked Robert Kalaskowski to discuss the next steps of the FY16-FY17 Biennial Employment and Training Plan. Referring to the Performance Monitoring System Workplan, R. Kalaskowski reviewed the steps to prepare for the Biennial Plan review process including: identifying and agreeing upon measures, identifying implementation leads for each measure, and meeting with the identified leads to obtain buy-in. He further discussed the performance reporting and monitoring processes. R. Kalaskowski presented the online-based quarterly reporting form, created through JotForm, which will be sent to the identified leads to report on their progress. He showed the committee how the form is uploaded to a comprehensive dashboard, which will be presented to the Board regularly.

R. Kalaskowski provided a brief overview of the Comprehensive System Improvement Plan (CSIP), noting the Board is statutorily required to produce a plan to create a seamless, coordinated delivery of workforce services. He noted the statute is sufficiently broad and allows the GWB some latitude to design the CSIP as expansive or narrow as it prefers. R. Kalaskowski noted the target date to issue an RFP for a consultant is January 2015 and the report is due November 2015. He added the staff will be seeking feedback from the Biennial Plan Advisory Committee on some of the questions they would like to see answered through the CSIP process. R. Kalaskowski noted the Rhode Island Foundation has expressed interest in collaborating on possible topics and questions that can be addressed in the plan. The committee discussed system improvements, gaps, barriers and other deficiencies that can be addressed through the CSIP.

Chair Howes asked David Tremblay to provide an update on the GWB's role and responsibilities under federal WIOA. Referring to the State Workforce Board Functions chart, D. Tremblay discussed the expectations of the Board under WIOA relating to strategic functions, system capacity building, and system alignment and effective operations. He discussed the specific measures within each function including developing career pathways strategies, supporting effective local boards, and developing a statewide LMI system. He noted the Board currently addresses many of the functions and measures. D. Tremblay added some of the responsibilities are similar to the functions under WIA, noting many of the functions align with the priorities of the FY16-17 Biennial Plan.

GWB/SWIO Integration

To reflect the amendment to the statute to combine the HRIC and SWIB into one workforce board, R. Brooks reported the staff of the State Workforce Investment Office have been working closely with the GWB staff to look at ways to integrate and combine efforts through joint staff meetings, leadership meetings, producing a joint annual report, and exploring budgetary implications of the integration.

Future GWB Board Meeting Locations and Presenters

Rick Brooks noted the Governor's Workforce Board has been approached by Cranston Career and Technical School to host one of the Board of Director's meetings. He mentioned they hosted an Industry Partnership meeting a couple of years ago. Chair Howes noted it might be beneficial to have a couple of off-site meetings to see, firsthand, workforce development activities that are happening around the state. R. Brooks noted the staff will be meeting with the Innovative Partnership grant recipients in a couple of weeks and will inquire about possible meeting spaces for future Board meetings.

2015 Executive Committee Meeting Schedule

Rick Brooks stated the Executive Committee has historically met every three months. He noted with the committee's additional role of overseeing planning activities, it may be beneficial to meet on a bi-monthly schedule. Chair Howes recommended scheduling the meetings with as much notice as possible in a way that fits the timing of the plans. She asked the staff to distribute the schedule ahead of time and cancel meetings as needed.

GWB Annual Meeting

Rick Brooks announced the FY15 Annual Meeting will be at the RI Convention Center. He noted the theme of the meeting will focus on Career Pathways, highlighting some of the career pathways related activities that have occurred throughout the year.

Adjournment

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

VOTE: Martin Trueb moved to approve, seconded by Mike Grey. All were in favor, the motion passed unanimously.

The meeting was adjourned at 9:01 a.m.

Respectfully submitted,

Amelia-Anne Roberts