

**Governor's Workforce Board RI  
Planning and Evaluation Committee Meeting  
September 9, 2008**

**Meeting Minutes**

Committee Members present:: William McGowan, Mia Caetano-Johnson, Mario Bueno  
Committee Members absent: Sandra Powell, Saul Kaplan, Paul MacDonald  
GWB Staff present: J. Michael Koback, Nancy Olson, Maureen Mooney,  
David Francis, Dan Brown  
DLT Staff present: John O'Hare, David Tremblay  
Location: RI Department of Labor & Training, Conference room 72-1

**Call to Order and Chair's Remarks**

Chair McGowan called the meeting to order at 8:40 a.m. and welcomed everyone to the meeting. He noted the main agenda items were the WIA Policy Issuances as well as updates on the Unified Plan and the Strategic Plan.

**Meeting Minutes**

A motion was entered to approve the 5-08-08 meeting minutes of the Planning and Evaluation Committee.

VOTE: M. Bueno moved to approve, seconded by M. Caetano-Johnson. All were in favor, the motion passed.

**WIA Policy Issuances**

John O'Hare provided an overview of the WIA Policy Issuances being presented to the committee.

**WIN notice 07-24 Allocations for Youth Programs for PY 2008 from the Job Development fund; oversight and reporting requirements.**

This issuance provides Locals with the Job Development Fund (JDF) Youth Allocations for PY 2008. It also details local oversight and reporting requirements.

A motion was entered to approve WIN notice 07-24.

VOTE: M. Caetano-Johnson moved to approve, seconded by M. Bueno. All were in favor, the motion passed.

**WIN notice 08-01 Compliance with State of Rhode Island Executive Order #08-01.**

This issuance provides guidance to local workforce investment areas regarding the use of E-Verify.

A motion was entered to approve WIN notice 08-01.

VOTE: M. Caetano-Johnson moved to approve, seconded by M. Bueno. All were in favor, the motion passed.

**WIN notice 08-02 PY 2007 Data Element Validation Procedures.**

This issuance provides policy guidance regarding procedures for the State's PY 2007 data element validation process.

VOTE: M. Bueno moved to approve, seconded by M. Caetano-Johnson. All were in favor, the motion passed.

**WIN notice 08-01 Change 1**

This issuance amends WIN 08-01 by clarifying the start date for E-Verify is May 15, 2008 not July 1, 2008.

VOTE: M. Caetano-Johnson moved to approve, seconded by M. Bueno. All were in favor, the motion passed.

**Unified Plan Update**

John O'Hare, Assistant Director of Workforce Development, provided an overview of the Unified Plan and clarified to the committee the connections between the Unified Plan and the GWB Strategic Plan. He explained that the Unified Plan involves the Directors of governmental agencies that manage workforce development funds including the Department of Labor and Training (DLT), the RI Economic Development Corporation (RIEDC), the Department of Human Services (DHS), the Department of Children, Youth and Families (DCYF), the Department of Corrections (DOC), the RI Department of Education (RIDE) and the RI Board of Governors for Higher Education (RIBGHE).

J. O'Hare indicated that the purpose of the GWB Strategic Plan is to develop goals and objectives beyond the Unified Plan and to encompass a mechanism by which all of the workforce efforts in the state are aligned. He noted that the goals and objectives of the GWB were approved in June at the annual meeting and then brought to the Workforce Cabinet. The next step was for the Cabinet to establish a unified planning task team and to appoint a member of each agency to work together on this plan at a policy level. J. O'Hare mentioned that this team met aggressively over the summer and worked on developing objectives and strategies that would complement the goals and objectives of the GWB Strategic Plan. He reviewed the State Workforce Development Planning Schedule and a discussion of the timetable and tasks followed. (A copy of this schedule is in the meeting packet).

**Strategic Planning Update**

M. Koback provided an update on the progress of the Strategic Plan. He reported that the focus groups met to review the goals, objectives and strategies to ensure all of the areas were covered. M. Koback noted that the focus groups included members from labor, education, industry, employers, community based organizations, the Workforce Cabinet and education. He reported that a meeting was held last week to review the work of the focus groups and to determine what would be incorporated into the Strategic Plan. M. Koback reviewed the major goals and planning schedule with the committee. Chair McGowan indicated that a major priority of the strategic plan is to focus on obtaining high growth jobs for the state and inquired if the apprenticeship program was incorporated into the strategic plan. M. Koback indicated it was. After some discussion, it was decided it would be advantageous for the committee to have a workgroup meeting to review and comment on the strategic planning materials. Chair McGowan indicated that a meeting would be scheduled in September as well as a committee meeting in October.

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

A motion was entered to adjourn the meeting of the Planning and Evaluation committee.

VOTE: M. Bueno moved to approve, seconded by M. Caetano-Johnson. All were in favor, the motion passed.

The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Maureen Mooney