

Governor's Workforce Board RI
Planning and Evaluation Committee Meeting
October 7, 2008

Meeting Minutes

Committee Members present:: William McGowan, Mario Bueno, Sandra Powell, Paul MacDonald
Committee Members absent: Mia Caetano-Johnson, Saul Kaplan
GWB Staff present: J. O'Hare, Nancy Olson, David Francis
Maureen Mooney
DLT Staff present: David Tremblay, Lori Norris, Lisa D'Agostino
Other Staff present: Jean Robertson, RIEDC, Ken Findlay, DOC, Johan Uvin, RIDE
Location: RI Department of Labor & Training, Conference room 73-2

Call to Order and Chair's Remarks

Chair McGowan called the meeting to order at 8:35 a.m. and welcomed everyone to the meeting. Chair McGowan noted that the Unified Plan is a key item on the agenda. He indicated John O'Hare would provide an update on this plan to the committee members.

Meeting Minutes

A motion was entered to approve the 9-09-08 meeting minutes of the Planning and Evaluation Committee.

VOTE: P. MacDonald moved to approve, seconded by M. Bueno. All were in favor, the motion passed.

Unified Plan Update

J. O'Hare provided a brief background on the Unified Plan which he explained is a requirement for the Workforce Investment Act. He indicated the purpose of this plan is to integrate the resources of all departments involved in workforce development efforts in the state. He reported that the Planning & Evaluation committee initiated the discussion about this plan more than a year ago. At that time, the committee opted to execute a single state plan which was submitted and approved for a two year period that expires on June 30, 2009. The proposed Unified Plan is a substitute plan that will be used after 2009. J. O'Hare explained that the Unified Plan was reviewed by the Workforce Cabinet who authorized a working group of principals from various state agencies to continue the work on the unified planning process this past summer. J. O'Hare noted this process was completed, brought back to the Workforce Cabinet and was approved on September 17th in a draft format. The next step is to submit this plan to the GWB but it must first be presented to the Planning & Evaluation committee for its approval.

J. O'Hare indicated a brief presentation would follow and asked David Tremblay to provide an overview of the Unified Planning process. D. Tremblay noted that the presentation would include comments from Johan Uvin of the RI Department of Education (RIDE), Lori Norris of the Department of Labor & Training (DLT), Jean Robertson of the RI Economic Development Corporation (RIEDC) and Ken Findlay of the RI Department of Corrections (RIDOC). The handout of the presentation is included in the meeting packets and highlights the key points discussed.

During the Adult Education presentation, J. Uvin indicated that strategies developed by M. Bueno were not yet incorporated. These strategies were presented to the committee by way of a memo entitled: Input for Unified Workforce Development Plan. This memo outlined the steps needed to project and prepare for newly arrived immigrant populations while maintaining and enhancing the support of established immigrant communities. M. Bueno explained the ideas behind this strategy and suggested it may be most appropriately placed into the Unified Plan, in the appendix B section on page 26. J. Uvin noted it may be more pertinent to place this under a systems goal. J. O'Hare mentioned this additional strategy will be taken back to the group to determine where it most appropriately fits.

J. O'Hare reported that meetings are continuing to further refine the Unified Plan. He indicated this plan will come before the Planning and Evaluation committee in January for approval and that the next step would be a public hearing. J. O'Hare reported that the timetable for the Unified Plan is on track. He also indicated that the committee must vote today on the draft plan with the knowledge that additions may be added.

A motion was entered to support the Unified Workforce Development plan.

VOTE: P. MacDonald moved to approve, seconded by S. Powell. All were in favor, the motion passed.

Strategic Planning Process/ Update Timeline

Chair McGowan noted that coordination is crucial for the strategic planning process. N. Olson pointed out that the Unified Plan has a distinct timeline and that the timeline developed for the Strategic Plan follows the same format. D. Francis reviewed the State Workforce Development Planning Schedule for committee members. He reported that the Unified Plan will be cross-walked with the strategic planning results obtained by the consultants of the Corporation for a Skilled Workforce (CSW). These results will be presented to the Strategic Planning steering committee in November for comments and recommendations. D. Francis reviewed the meeting and approval process through January culminating in a public hearing in late January or early February.

There was further discussion on the composition of the Strategic Planning Steering Committee as well as the remaining obligations of the CSW contract. Chair McGowan suggested that remaining funds for the contract be utilized to create a finished product for the strategic plan rather than for further meeting facilitation services.

A motion was entered to support the State Workforce Development Planning Schedule.

VOTE: P. MacDonald moved to approve, seconded by M. Bueno. All were in favor, the motion passed.

Other Business

The 2009 schedule for the Planning and Evaluation committee meetings was distributed. The January 6th meeting was noted as the date the committee will approve the draft strategic plan. M. Mooney was asked to schedule a December date for the committee to meet.

Adjournment

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: Paul MacDonald moved to approve, seconded by S. Powell. All were in favor, the motion passed.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Maureen Mooney