

Governor's Workforce Board
Strategic Investments and Evaluation Committee Meeting
September 3, 2013

Meeting Minutes

Committee Members Present: Mike Grey, Constance Howes, Brandon Melton, Mario Bueno, Martin Trueb, George Nee

Committee Members Absent: None

GWB Board Members Present: Robin Coia

GWB Staff Present: Rick Brooks, Elizabeth Jardine, Dan Brown, Sherri Carello, Amelia Roberts, Hillary Feeney

DLT Staff Present: Sean Fontes, Diane Gagne, Sue Chomka, David Tremblay

Others Present: Irene Nedeljkovic, Economic Progress Institute; Malcolm Baxter, BIS; Mark Perrotti, Workforce Solutions of Providence/Cranston

Call to Order

Chair Grey called the meeting to order at 9:04 a.m. and welcomed everyone to the meeting.

Minutes

Chair Grey asked for a review of the meeting minutes of the June 12, 2013 Strategic Investments & Evaluation Committee meeting. Chair Grey asked if there was a motion to approve the meeting minutes.

VOTE: C. Howes moved to approve, seconded by M. Trueb. All were in favor, the motion passed.

Workforce Investment Notice 13-02

Chair Grey asked David Tremblay to review Workforce Investment Notice 13-02. D. Tremblay explained that WIN 13-02, in accordance with WIA Title I Section 132 (c), reallocates unobligated funds from the Dislocated Worker program (PY 2012). The State of Rhode Island's allotment is \$332.00, which will be applied to the FY13 portion of the PY12 allotments. Chair Grey asked if there was a motion to approve WIN 13-02.

VOTE: C. Howes moved to approve, seconded by M. Trueb. All were in favor, the motion passed.

Workforce Investment Notice 13-01

Chair Grey asked David Tremblay to review Workforce Investment Notice 13-01. D. Tremblay explained that WIN 13-01 is a notification of the annual performance goals, required by the Workforce Investment Act, to measure the effectiveness of the services they provide for PY 2013. D. Tremblay discussed the chart of approved performance goals with the committee. G. Nee asked how the average earnings of \$11,667 is calculated. D. Tremblay stated that it is a two quarter measure calculated using the average of the second and third quarters. Chair Grey asked if there was a motion to approve WIN 13-01

VOTE: M. Trueb moved to approve, seconded by G. Nee. All were in favor, the motion passed.

Discussion of Voting Guidelines on Individual Contracts by the Strategic Investments & Evaluation Committee

Chair Grey asked Rick Brooks to discuss the proposed guidelines for determining expenditures that should be brought to the Strategic Investments & Evaluation Committee (SIC) and/or the full Board for a vote. R. Brooks referred to the handout that was developed in consultation with Committee Chair Gray and Board Chair Howes. R. Brooks recommended that any funds awarded on the basis of a competitive Request for Proposals (RFP) would be brought to the SIC and full GWB Board for a vote. R. Brooks gave examples of competitive expenditures: Annual Incumbent Worker Training grants, Innovative Partnership grants, and Industry Partnership Grants. The committee agreed that the SIC and full Board should vote on competitive awards. R. Brooks proposed that if non-competitive contracts are less than \$100,000, the GWB staff will review the proposals and approve contracts that are consistent with Board intent. He recommended that the SIC and/or full board vote on non-competitive contracts of more than \$100,000. M. Trueb asked for examples of non-competitive contracts of more than \$100,000. R. Brooks gave Job Initiative funds as an example. The committee agreed that both the SIC and full board should vote on non-competitive contracts of more than \$100,000. R. Brooks will revise the proposed guidelines and review them with the committee at the next SIC meeting.

FY13 Fiscal Update

Chair Grey asked Diane Gagne to provide an update on the FY13 and FY14 GWBRI budget. D. Gagne referred to the hand-out and reviewed the breakdown of available funds, budget expenditures, and planned/anticipated carry-forward. She highlighted the updated FY13 carry-in of \$3,777,146 and total available funds of \$13,980,135. D. Gagne mentioned the previously reported Indirect Recovery Cost of \$1,178,800 was overstated. The actual cost is \$873,448. She further discussed the budget expenditures, specifically external contracts, noting the updated total external expenditures for 2013 (7,698,828) and 2014 (\$14,582,602). D. Gagne reviewed the breakdown of available funds for FY14 external contracts, including FY13 contractually obligated carry-in funds, board allocated carry-in funds, and FY14 board allocated funds. She noted the unobligated, anticipated carry-forward for FY14, of \$700,528. D. Gagne mentioned she will have the updated numbers for the DLT internal expenditures, COPS Debt Service (CG Building), and DOA centralizations at the October SIC meeting.

Updates on GWB Investments

Jobs Initiatives

Chair Grey asked Rick Brooks to provide an update on the GWB Jobs Initiatives. R. Brooks referred to the handout and gave an overview of the FY2014 grantees. He focused the discussion on AMAC/Tunstall and their request for additional funds. R. Brooks gave a brief update of their progress, noting Tunstall plans to hire 239 employees by April 2014. He stated the additional retention bonus funds requested by Tunstall are \$381,746. C. Howes asked what type of jobs Tunstall is hiring and training for. R. Brooks stated many of the positions are call center positions which pay around \$11.50/hr. G. Nee commented on Tunstall's success and how they have exceeded expectations. C. Howes added that Tunstall is the type of program the GWB should continue funding. Sean Fontes reminded the committee of the recusal process. Chair Grey asked if there was a motion to approve the AMAC/Tunstall request for additional Jobs Initiatives funding totaling \$381,746 to provide retention bonuses for hiring an additional 152 unemployed / underemployed Rhode Islanders through the CCRI PACE program.

VOTE: C. Howes moved to approve, seconded by G. Nee. All were in favor, the motion passed.

Industry Partners Evaluation

Chair Grey asked Rick Brooks to provide an update on the Industry Partners Independent Evaluation. R. Brooks discussed the scope of services presented in 4Ward Planning's

proposal and noted the emphasis on identifying quantifiable outcomes. The evaluation would include, but not limited to, facilitating focus groups for each of the Industry Partners, conducting interviews of businesses and representatives of the state's workforce development system, and determining the effectiveness of the Industry Partnership program through analyses of similar types of programs. R. Brooks stated the fee for services has increased from \$12,500 to \$18,000. He recommended contracting with 4Ward Planning, given their current contract with the Rhode Island Office of Statewide Planning for the RhodeMap RI strategic planning project. Chair Grey agreed that it would be beneficial to use 4Ward Planning given they are currently involved with another Rhode Island agency and the overlapping scope of work for both projects. The committee agreed to move forward with the proposed evaluation.

Work Immersion Program

Chair Grey asked Rick Brooks to provide an update on the Work Immersion Program. R. Brooks gave a brief update of the progress of the program. He discussed the pre-approval process and evaluations. He noted meeting with the college representatives last week and receiving positive feedback on the program. R. Coia asked if both private and public colleges were involved. R. Brooks stated that all of the Rhode Island colleges were present at the meeting. M. Bueno inquired about the funding amount. R. Brooks stated that \$500,000 is allocated for the program for both college students and unemployed Rhode Island adults. M. Bueno asked about the administrative costs. R. Brooks stated that the administrative costs for monitoring the program are not included in the allocated funds and will be tracked internally by the Governor's Workforce Board staff. B. Melton asked how many internships the program will support. R. Brooks stated around 250 internships.

Chair Grey asked if there was a motion to adjourn.

VOTE: G. Nee moved, seconded by B. Melton. All were in favor, the motion passed.

The meeting was adjourned at 10:31 am

Respectfully submitted,

Amelia-Anne Roberts