

**GOVERNOR'S WORKFORCE BOARD RI  
EMPLOYER COMMITTEE MEETING  
OCTOBER 25, 2012**

**MINUTES**

Committee Members Present: Martin Trueb, Chair; Mike Grey, Brandon Melton, Sharon Moylan and Robert Nangle

Committee Members Not Present: Connie Howes, Juana Horton, Cathy Streker

GWB Staff Present: Nancy Olson, Maureen Mooney

DLT Staff Present: Connie Parks, Diane Vendetti

Others Present: Judy Jones, Economic Progress Institute; Richard Beneduce, Workforce Solutions of Providence/Cranston; Malcolm Baxter, BIS

Location: RI DLT, Conference room 73-2

**Call to Order**

Chair Trueb called the meeting to order at 8:14 a.m. and welcomed everyone to the meeting.

**Meeting Minutes 6-29-12**

Chair Trueb asked for a review of the minutes of the 6-29-12 meeting. He asked if there was a motion to approve the meeting minutes.

**Vote:** R. Nangle motioned to approve the minutes of the 6-29-12 meeting. M. Grey seconded the motion. The vote was unanimous; the motion passed.

**Employer Advisory Group**

*Chamber of Commerce meetings*

Chair Trueb provided an update on the Chamber of Commerce meetings attended by Employer Committee members and by Rick Brooks, GWB Director. He spoke of the meeting that he and Connie Howes attended at the Newport Chamber of Commerce in October. Chair Trueb mentioned that C. Howes did an excellent job of providing information on the work of the board, the GWB Employer Committee and the plan to convene an Employer Advisory Group. He indicated feedback from the employers included comments on the need to fill vacant positions, unfamiliarity with the EmployRI website, and questions about obtaining grant funding. Chair Trueb mentioned the outreach to the various chambers including East Greenwich, the Northern Rhode Island Chamber, the Hispanic Chamber of Commerce and recently the Rhode Island Black Business Association (RIBBA). R. Nangle mentioned an upcoming meeting of the Chamber Coalition, which is comprised of several local chambers. R. Nangle offered to forward the meeting information to Employer Committee members. It was noted that Rick Brooks would be attending and presenting information at this meeting.

### *Formation of the Employer Advisory Group*

Chair Trueb spoke of the next step in the formation of the Employer Advisory Group. He indicated a key goal is to reach out to those employers who are not aware of (state) workforce development services. He suggested contacting the chambers for their recommendations on employers to include for the first meeting and to ask for 1 - 3 referrals. He referred to a contact list of employers from the spring Incumbent Worker Training pre-proposal conference. It was noted that these employers indicated an interest in participating in the advisory group and would be invited to the initial meetings.

After discussion, it was decided that the first two meetings should be employer organizational meetings with the goal to establish an Employer Advisory Group of 25 – 30 members. Two dates were established for these meetings: Friday, December 7<sup>th</sup> and Friday, December 14<sup>th</sup> from 1:00- 2:30 p.m. in DLT conference room 73-1. Having two meetings will ensure that Employer Committee members and all interested employers would be able to participate. It was suggested that meeting attendees be informed that the intent of the meeting is to gather suggestions and advice on the formation of the Employer Advisory Group and that the agenda be sent out with the invitation. It was emphasized that employers attending be informed they will not necessarily be a member of that group.

Comments and suggestions on forming the Employer Advisory Group included:

- Selection of employers should include multiple industries
- Geographic location should be considered
- Availability to meet (3 meetings per year)
- One and two year commitments to the Advisory Group with the intent to change the group periodically

Chair Trueb asked that a draft of the meeting minutes and the dates of the employer organizational meetings be sent to members of the Employer Committee as soon as possible.

### *Agenda*

Chair Trueb suggested the following agenda, based on discussion of committee members:

(Estimated time – leave 30 minutes in case we run over)

1. Introduction to the Governor's Workforce Board – C. Howes, M. Trueb & R. Brooks – 5 minutes  
(Identify GWB staff and committee members present)
2. Why we are here? - The GWB would like to do better outreach to the employer community to increase private sector input into the public workforce development system.  
C. Howes and R. Brooks -10 minutes
3. Discussion of employer challenges (dialogue) – 30 minutes  
(Review top 5 findings from meetings at Chambers, then discussion)
4. Wrap up – 15 minutes  
What we heard (Do we have this right?)  
Next steps (Employer Advisory Group selection process)

### *Invitation to employer organizational meeting*

- emphasize this is an opportunity for employers to make a connection for assistance
- draft agenda should be part of the invitation
- make it known that "You are our customers, what can we do for you?"
- make it simple
- more dialogue, less monologue

### *Final thoughts*

- What are employer needs for your current workforce? What are employer needs to hire additional workers?
- What do the employers need to maintain their business and to grow?
- When we bring employers to this meeting, we must take action and follow up

### **2013 Meeting Schedule**

Chair Trueb asked for comments about the 2013 meeting schedule both for the Employer Committee and for the Employer Advisory Group. It was noted that the annual schedule for the Employer Committee must be posted on the Secretary of State (SOS) website by the end of the calendar year.

#### *Employer Advisory Group*

- There will be three meetings in 2013
- The first meeting of the Employer Advisory Group will be held the last week of February
- The second meeting will be held in June
- The third meeting will be held early October (first week)

#### *Employer Committee*

There will be 5 meetings in 2012 (to follow up on each Employer Advisory Group meeting and to set the agenda for the next)

It was suggested that Thursdays or Fridays work best for the committee and that 8:00 – 9:00 a.m. works for most members

- January meeting – to confirm members of the Employer Advisory Group and set agenda for February meeting
- March meeting
- May meeting
- August meeting
- November meeting

### **Adjournment**

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

**VOTE:** R. Nangle moved to approve, seconded by M. Grey. All approved.

The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

Maureen Mooney