

## **JUNE 26, 2008 MEETING CONSENT AGENDA**

**(Detailed Information Follows as Appropriate)  
Items 1- 5**

### **Item 1: WIA Consent Agenda**

Five Workforce Investment Notices for Program Year 2007 were issued subsequent to the board meeting on May 15, 2008. (These are listed with hyperlinks for detailed information on the following page.)

### **Item 2: FY 2009 Budget**

The Strategic Investments Committee endorsed a preliminary budget for FY 2009 at the June 19, 2008 meeting. The budget assumes total revenue of \$17,640,894. Of that amount, \$8,056,514 represents current liabilities, leaving \$9,584,380 for programs and projects. A detail of endorsed funding priorities is attached.

### **Item 3: Youth Work Readiness Project**

An allocation of \$500,000 was approved and set aside by the Strategic Investments Committee at the June 19, 2008 meeting, pending formal approval by the Youth Development Committee at their June 23<sup>rd</sup> meeting. Funds will be used to pilot a work-readiness based curriculum in partnership with the RI Departments of Labor and Training and Education and the Cranston School Department.

### **Item 4: Workforce Expansion Awards**

The Strategic Investments Committee approved five awards totaling \$387,348 at the June 19, 2008 meeting. Grant recipients include: Albion Special Care, LLC for \$45,990; Duralectra-CHN for \$125,000; Hope Global for \$50,809; Infusion Resource, LLC for \$62,497; and Senesco Marine, LLC for \$103,052. Detailed information for each grantee is attached.

### **Item 5: Continuation of Board Business**

In the event it becomes necessary to conduct business during the months of July and August, the Executive Committee approved requesting a resolution from the Board that the Committee be granted the authority to act on behalf of the Board during this period.

## ITEM 1 – WIA CONSENT AGENDA

### WIA POLICY ISSUANCES

**Background:** The US Department of Labor’s Employment and Training Administration (USDOL, ETA) requires that the WIA Statute and Regulations be implemented by the issuance of State Policy by the Governor. USDOL, ETA, from time to time, issues changes in policy impacting the administration of the Workforce Investment Programs in Rhode Island. These issuances are called Training and Employment Guidance Letters (TEGLs) and require that changes in State policy be implemented to conform to changes in federal policy and communicated to the workforce development system. In addition, these communications now include policy issuances for initiatives funded by the Governor’s Workforce Board’s Job Development Fund when appropriate.

**REFERENCES:** [All WIA Policy Issuances 1999-2007](#)

### New Workforce Investment Notices

WIN NOTICE #	DATE	SUBJECT
<a href="#">07-19</a>	5/19/08	<a href="#">Changes in Adult and Dislocated Worker Funds for FY 2008</a> This issuance provides guidance on ETA plans to adjust FY08 portion of PY07 allocations regarding the previously enacted 2% “holdback.” The holdback amount will actually be 1.747%, thereby leading to an adjustment of .253% to the FY08 allocations.
<a href="#">07-20</a>	5/28/08	<a href="#">Changes in Adult, Youth and Dislocated Worker Funds for PY 2007</a> This issuance provides guidance on ETA plans to adjust FY08 portion of PY07 allocations for Adult and Dislocated Worker, and the PY07 allocations for the Youth program regarding the 250 million unexpended balances rescission.
<a href="#">07-21</a>	6/24/08	<a href="#">Allocations for Industry Skill Development Initiative funds from the Job Development Fund for PY2008/FY 2009.</a> This issuance provides Locals WIBS with the Job Development Fund (JDF) Industry Skill Development Initiative allocations for FY 2009 based on budgeted amounts from the Governor’s Workforce Board RI (GWBRI).
<a href="#">07-22</a>	6/12/08	<a href="#">Allocations for Adult and Youth Programs for PY 2008</a> This issuance provides Local WIBs with the Workforce Investment Act (WIA) Adult and Youth allocations for PY 2008.
<a href="#">07-23</a>	6/12/08	<a href="#">Dislocated Worker Allocations for PY 2008</a> Section <b>133(b)(2)(B)</b> of the WIA requires the Governor to prescribe the formula to be used in issuing allocations to the sub-state grantees. In prescribing the formula, the Governor, utilizing the most appropriate information available, shall assign weights to a set of five formula factors.

**CONSIDERATION:** The policies listed for PY 2007 above were issued pursuant to federal and GWB policy as appropriate.

**POSSIBLE ACTION:** Review and approval of policy issuances.

**ITEM 2 – FY 2009 BUDGET (2 Pages)**

**Governor's  
Workforce  
Board**  
Rhode Island



**GOVERNOR'S WORKFORCE BOARD RHODE ISLAND  
JOB DEVELOPMENT FUND - FY '08 BUDGET**

**Based on Data Ending 6/18/08**

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<b>Fiscal Year / Categories</b>	<b>Amounts</b>
<b>FY '09 New Funds (Projected)</b>	<b>10,204,668</b>
<b>FY '08 Carry-In (Unobligated)</b>	<b>2,413,658</b>
<b>FY '08 Carry-In (Obligated)</b>	<b>5,022,568</b>
<b>TOTAL FY '09 Available</b>	<b>17,640,894</b>
GWBRI Internal Operations	1,010,742
COPS/Debt Service	30,299
Indirect/Cost Sharing/Other Costs	1,992,905
FY '08 Carry-In Grants (Obligated)	5,022,568
<b>Sub-Total of Fixed Costs</b>	<b>8,056,514</b>
<b>AVAILABLE FY '09 BALANCE</b>	<b>9,584,380</b>

<b>FY '09/'10 Allocations To-Date</b>	<b>Obligations FY '09</b>	<b>Obligations FY '10</b>
<b>Available Balance</b>	<b>9,584,380</b>	<b>(TBD)</b>
<i>Less:</i>		
Adult Education / Literacy	4,500,000	0
Partnerships	1,200,000	1,670,000
Youth Development	1,000,000	2,000,000
<b>REMAINING AVAILABILITY</b>	<b>2,884,380</b>	<b>3,670,000</b>

**Governor's  
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**GOVERNOR'S WORKFORCE BOARD RI  
HRIC JOB DEVELOPMENT FUND  
FY '09 INITIAL FUNDING RECOMMENDATIONS**

<b>Category</b>	<b>FY '09 Prior Allocations</b>	<b>New Requests/ Recommendations</b>	<b>Total</b>
<b>FY '09 Allocation Priorities</b>			
Workforce Training	0	810,000	810,000
Workforce Expansion	0	824,380	824,380
Partnership Grants	1,200,000	600,000	1,800,000
Youth Strategies	1,000,000	500,000	1,500,000
Adult Education / Literacy	4,500,000	0	4,500,000
Business Retention	0	75,000	75,000
Capacity Building	0	75,000	75,000
<b>Totals</b>	<b>6,700,000</b>	<b>2,884,380</b>	<b>9,584,380</b>

### **ITEM 3 – YOUTH WORK READINESS PROJECT**

#### **Department of Labor and Training And Rhode Island Department of Education**

#### ***Workforce Readiness for Youth***

As directed by the PK-16 Council, the Departments of Labor and Training and Education are working in concert to present a reasonable set of recommendations for a workforce readiness curriculum for youth to be embedded in the second iteration of the Proficiency Based Graduation Requirements. A placeholder exists to address workforce readiness. As charged by the Director of the Department of Labor and Training and the Commissioner of Education, the following elements are to be considered and included in the recommendations set forth:

1. Definition of work ready that is endorsed by the Governor's Workforce Board
2. The recommendations and / or curriculum must be employer validated
3. The requirements of Proficiency Based Graduation Requirements are met which include literacy, personalization and project based application
4. The recommendations will be useful and applicable to both college bound students and those pursuing other life activities
5. There will be demonstration that what students learned in school was applied in a real life work context

A committee comprised of a cross section of educators, business representatives and workforce development professionals was formed to begin to frame the recommendations. At the same time, an opportunity has occurred to pilot experiential workforce development activities that will further inform and enhance the recommendations and work of the group. The Cranston School District has agreed to be a pilot site to implement a workforce readiness curriculum and activities in the junior year of school. At this point in time Cranston East, Cranston West and the Alternative Education Program are being targeted. The curriculum currently used by the International Laborers Charter School will be utilized as they have had this curriculum embedded in their schedule for several years and have demonstrated solid success in placing their students in steady, unsubsidized employment. The RI Department of Education will ensure that the curriculum is aligned with the content standards prior to its use. Students in the pilot will receive regular instruction in workforce readiness, internship experiences as well as job placement for those interested. An independent evaluator will be utilized to develop pre and post evaluation materials and determine the impact and value of workforce development as an added element to a standard schedule. Staff for the project includes an instructor for each school, job coach and job developer as well as a coordinator.

**ITEM 4 – WORKFORCE EXPANSION GRANTS (5 Pages)**

**Governor's Workforce Board RI**

Economic Development Corporation

Workforce Expansion

Grant Proposal Summary Sheet

Name of company: Senesco Marine, LLC

Industry: Ship Builder

Employees to be hired: 36

Job Titles: Welders

Rates of pay: \$13.50 per hour

Grant Request: \$103,052

Staff Recommendation: \$103,052

Staff Comments: N/A

Background information:

Senesco is the premier Northeast builder of double hulled petroleum barges and tug boats. The welding program consists of 6 weeks of hands on and classroom work in the art of Flux-core Arc welding.

## **Governor's Workforce Board RI**

Economic Development Corporation

Workforce Expansion

Grant Proposal Summary Sheet

Name of company: Albion Special Care, LLC

Industry: Assisted Living

Employees to be hired: 37

Job Titles: 1 Administrator, 1 Health Services Director RN, 1 Executive Chef, 1 Facilities Manager, 1 Administrative Assistant, 1 Admission Coordinator, 1 Activities Director, 1 Activities Coordinator, 2 First & Second Cooks, 26 LNA and Med. Technicians, 1 Licensed Practical Nurse

Rates of pay: \$11.15 - \$33.75

Grant Request: \$45,990

Staff Recommendation: \$45,990

Staff Comments:

Background information:

Albion Special Care, LLC will be RI's first specially designed Memory Care only, Assisted Living residence of 60 apartments. Company is providing specialized training to their employees about the needs of Alzheimer's patients and how to care for the patients on a day-to-day basis.

## **Governor's Workforce Board RI**

Economic Development Corporation

Workforce Expansion

Grant Proposal Summary Sheet

Name of company: Duralectra-CHN

Industry: Metal Finishing and coatings for medical, military, industrial machinery applications.

Employees to be hired: 29 (Currently has 45 employees)

Job Titles: 1 Quality Manager, 1 Quality Technician, 1 Site Buyer, 1 Sanford Process GM, 1 Sanford Process Tech, 1 Technical Manager, 2 Customer Service Op., 3 Tank/line Operators, 7 Rackers, 5 Maskers, 1 Order Entry Clerk, 1 Scheduler/Planner, 1 Night Supervisor, 1 Laboratory Technical, 1 Waste Treatment Operator, 1 Maintenance Tech.

Rates of pay: \$20,000 - \$75,000 annually

Grant Request: \$125,000

Staff Recommendation: \$125,000

Staff Comments: N/A

Background information: CHN recently merged with a company in Mass. and the new owners are planning to expand production capacity at the RI facility. The training will focus on three areas: Lean, six sigma, and ISO-9000.

## **Governor's Workforce Board RI**

Economic Development Corporation

Workforce Expansion

Grant Proposal Summary Sheet

Name of company: Hope Global, division of NFA

Industry: Engineered Textiles

Employees to be hired: 11

Job Titles: 1 Wire Drawer, 1 Cost Account Manager, 4 Mechanics, 2 Machinists, 2 Electrical Laborers, 1 Accounting Manager

Rates of pay: \$11.15 to \$35.00 per hour

Grant Request: \$50,809

Staff Recommendation: \$50,809

Staff Comments: N/A

Background information:

Expansion is the result of the acquisition of a company and the relocation of the manufacturing operations from Georgia to Cumberland.

Hope Global is a world-class, international manufacturer of engineered textiles. More than 80 percent of the Company's market base is automotive interior textile assemblies. Other applications include woven and braided products supporting aerospace, medical, apparel and commercial and industrial markets.

## **Governor's Workforce Board RI**

Economic Development Corporation

Workforce Expansion

Grant Proposal Summary Sheet

Name of company: Infusion Resource, LLC

Industry: Specialized Medical Home Care

Employees to be hired: 22 (19 to be trained)

Job Titles: 2 Infusion Pharmacist, 2 Infusion Pharmacy Technician, 2 Infusion Registered Nurse, 1 License Practical Nurse, 2 Reimbursement Specialist, 3 Intake Coordinator, 1 Reimbursement Manager, 2 Clinical Sales Liaison, 2 Sales Representative, 1 Delivery Technician, 1 Office Coordinator

Rates of pay: \$15 - \$40 per hour

Grant Request: \$78,494

Staff Recommendation: \$62,497

Staff Comments: Infusion Resource LLC is requesting \$78,494 for 22 employees. We recommend funding 19 employees deleting 3 senior positions.

### Background information:

Infusion Resource will be a regional home infusion therapy provided based in RI with plans for expansion throughout New England. Infusion therapy involves the administration of medication through a needle or catheter. It is prescribed when a patient's condition is so severe that it cannot be treated effectively by oral medications. Patients requiring home infusion therapy may need it to treat cancer, infections or gastrointestinal disorders.