



**Workforce Investment Plan
for the
Greater Rhode Island
Workforce Investment Area**

DRAFT

**For the Period
July 1, 2009 – June 30, 2010**

Workforce Investment Plan
for the
Greater Rhode Island Workforce Investment Area

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The Workforce Partnership of Greater Rhode Island

One Year Plan for Program Year 2009 Executive Summary

INTRODUCTION

The Workforce Partnership of Greater Rhode Island (WPGRI) is pleased to present its one year plan for Program Year 2009 (July 1, 2009 through June 30, 2010) in accordance with the requirements of the Workforce Investment Act (WIA) of 1998. Through its past years of experience in the legislative and philosophical mandates of the Act, the organization has grown to embrace a collaborative and regional approach to developing the skills of the area's workforce. While WPGRI has emphasized the state's high growth, high demand industries, the organization remains committed to addressing the workforce needs of Rhode Island's small business community, a vital cog in driving economic growth throughout the Ocean State. The governing Board of Directors and its administrative staff share a common vision in the goals and objectives of this plan as well as a strong commitment to ensure its effective implementation.

In its capacity as the Local Workforce Investment Board (LWIB) for the Greater Rhode Island Workforce Investment Area, encompassing thirty-seven of Rhode Island's thirty-nine communities, the organization continues to develop and oversee a complex and comprehensive system of services and programs. The organization is confident that this One-Year Plan continues to address the needs of our diverse constituencies in ways that are responsive to individuals, employers and industry groups, as well as local and regional dynamics.

The WPGRI also recognizes that changing economies, new policies, demographic and statistical shifts, and other unforeseen factors may necessitate periodic adjustments. Therefore, the organization is confident that the plan allows for sufficient flexibility to modify its approach, while remaining committed to its primary goals and objectives.

Since its inception in 1982 under the Job Training Partnership Act, the Workforce Partnership of Greater Rhode Island has lead workforce development efforts by facilitating partnerships among statewide agencies, organizations and industry sectors to develop a systemic approach to workforce, economic, and educational development. The organization remains committed to this role and believes that its efforts have positively impacted the ongoing development and dynamic impact of Rhode Island's One-Stop Career Center system, known as *netWORKri*. In all aspects of this plan, the organization will be guided by its vision and mission:

The Vision...

"The Workforce Partnership of Greater Rhode Island will collaborate with business, labor education leaders and community based organizations to establish a dynamic, outcome driven, visible resource providing measurable and comprehensive market based employment and training services.

These services will include the provision of information, technical assistance and life-long training opportunities to customers.

Employers will have access to a well trained, dependable workforce."

The Mission...

"The mission of the Workforce Partnership of Greater Rhode Island is to provide strategic leadership to meet the current and future human resource needs of Rhode Island's employers and to ensure a well trained, self-sufficient and adaptable workforce."

PLAN CONTENT

This One Year Plan for Program Year 2009 continues the elements included in the WPGRI Two Year Plan for Program years 2007 and 2008 and incorporates the Board approved modifications developed to improve services, clarify content and address changing economics and factors.

1. Defining the 6th Youth Eligibility Criteria:

- WIA Two Year Plan Page 32 states:

With the implementation of the WIA in 2000, the Workforce Partnership of Greater Rhode Island adopted a sixth eligibility criterion for youth which states: "An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment." No local policy specifying disability criteria exists beyond what is required under the Americans with Disabilities Act (ADA). The WIB will retain this criterion for purposes of this Plan.

Youth who are assessed as reading below a grade point level of 8.9 on a standardized test will continue to meet the locally defined definition of "deficient in basic literacy skills" criterion as established by the WIB in 2000.

- Approved WPGRI Policy identified in the WPGRI Local Workforce Investment Area Notice – PY 08-01 identifies the source documentation required to verify a disability as follows:

WPGRI 6TH YOUTH ELIGIBILITY CRITERIA POLICY: One or more of the following source documentation is needed to verify eligibility for WIA Youth Services using the Sixth Criterion, youth with a disability.

- Letter from Drug or Alcohol Rehabilitations Agency
- Letter from Child Study Team Stating Specific Disability
- Medical Records
- Physician's Statement
- Psychiatrist's Diagnosis
- Rehabilitation Evaluation
- Shelter Workshop Certification
- Social Services Records/Referral
- Social Security Administration Disability Records
- Veterans Affairs Letter/Records
- Vocational Rehabilitation Letter
- Workers Compensation Record

A copy of the complete policy language is attached to this Executive Summary.

2. Residency Requirement for Youth:

- The WIA Two Year Plan for 2007-2008 does not specify a residency requirement for youth.

Section 20 C.F.R. 661-120 (a) which states “Local areas should establish policies, interpretations, guidelines, and definitions to implement provisions of Title I of the Workforce Investment Act to the extent that such polices, interpretations, guidelines, and definitions are not inconsistent with the Act and the regulations issued under the Act, Federal statues and regulations governing One-Stop partner programs and with State polices.

- Approved WPGRI Policy, identified in the WPGRI Local Workforce Investment Area Notice – PY 08-02 identifies residency requirements as follows:

WPGRI RESIDENCY REQUIREMENT FOR YOUTH POLICY: Youth receiving WIA services must be residents of the 37 cities and towns served by WPGRI (all but Providence and Cranston) unless they are wards of the state, under the supervision of the Department of Children Youth and Families, in the juvenile justice system, or if there are no WIA Youth Services available in the city or town in which they reside. A copy of the complete policy language is attached to this Executive Summary.

3. Prerequisites for Enrollment in WIA Funded Training:

- Page 29 to 31 of the WPGRI Two Year Plan regarding Training Services outlines determining an “individual’s need for training” , however complications that developed and enrollment requirement procedures of several training programs led to the development of the following approved policy:
- Approved WPGRI Policy, identified in the WPGRI Local Workforce Investment Area Notice – PY 07-01 identifies enrollment requirement procedures as follows:
- WPGRI PREREQUISITES FOR ENROLLMENT IN WIA FUNDED TRAINING PROGRAMS POLICY SUMMARY: Many occupations require prerequisites for licensing and/or employment, including background investigations, motor vehicle record checks, and/or drug testing. It is now the policy of the WPGRI that occupational physical requirements be identified and that employment and occupational licensing prerequisites (i.e. drug tests, BCI’s, motor vehicle records and/or credit checks) must be completed prior to enrolling qualified Adults and Dislocated Workers in WIA-funded training programs. This policy is designed to ensure that no client is enrolled under Title I of the WIA if he/she is not eligible to complete the necessary requirements for occupational licensing and/or employment, thereby maximizing a client’s ability to successfully complete training and/or attain

gainful employment while making efficient use of the organization's training dollars. A copy of the complete policy language is attached to this Executive Summary.

4. Supportive Services Payments:

- Language on page 29 of the WPGRI's WIA Two - Year Plan states that the WPGRI did not provide Supportive Services to participants in WIA funded training. However, in order to ensure parity with policies that make Supportive Service payments available to training participants in the adjacent Providence and Cranston area and to ensure Greater Rhode Island's disadvantaged clients are better able to access WIA funded training, a similar policy was developed for the WPGRI service area.
- Approved WPGRI Policy, identified in the WPGRI Local Workforce Investment Area Notice – PY 07-02 identifies criteria for supportive services payments as follows:
- WPGRI SUPPORTIVE SERVICES POLICY SUMMARY: Adults and Dislocated Workers qualified under Title I of the WIA will be eligible for Supportive Service payments when they are necessary to enable the client to participate in WIA training activities. An eligible client may be reimbursed up to a maximum of \$300.00 for qualified supportive services, conditioned upon the submittal of proper documentation, successful completion of the client's training program and/or occupational licensing requirements, and available funding.

A copy of the complete policy language is attached to this Executive Summary.

5. In-Demand Occupations:

- According to the WPGRI Final WIA Plan, the Local Workforce Investment Board (LWIB) adheres to the state's policy that WIA funds only support training that prepares participants for the Department of Labor & Training's Demand List of Top Fifty Occupations Based on Annual Openings. Page 25 of the WPGRI WIA Two Year Plan identifies Rhode Island's acknowledges the demand driven industry sectors identified by the Department of Labor's Labor Market Information (LMI), and page 26 states that the WPGRI will only certify ITA training in those areas. Because this policy occasionally failed to recognize pockets of local demand as identified by an employer or employers, and therefore would not allow for training that prepared for those occupations, a revision of the policy of In-Demand Occupations was developed.
- Approved WPGRI Policy, identified in the WPGRI Local Workforce Investment Area Notice – PY 07-05 identifies In-Demand Occupations as follows:
- WPGRI IN-DEMAND OCCUPATIONS POLICY SUMMARY: After much consideration, the WPGRI determined that the existing definition of in-demand occupations excluded numerous occupations that are projected to provide a

significant number of job opportunities for Rhode Island workers. Moreover, the established definition excluded specialized “niche” occupations that, while small in number, play a vital role in the state’s economy and are demanded by area employers. Therefore the WPGRI, in conjunction with the Workforce Solutions of Providence Cranston LWIB, developed a three-tiered criteria policy which is more inclusive and responsive to the changing dynamics of the Ocean State economy as follows:

- **Tier 1: LMI’s Top 50 Occupations by Annual Openings and Top 50 Occupations with Largest Growth**
 - These lists include occupations that have the most projected annual openings and total job growth in Rhode Island for a ten-year period. Lists are updated on a biennial basis.
- **Tier 2: Occupations with Above-Average Rates of Growth**
 - Occupations with a projected 2014 employment level of at least 250 jobs, *AND*
 - A projected occupational growth rate is at least 1.5 times greater than the average for all occupations.
- **Tier 3: Occupations with Known Demand**
 - The Workforce Partnership of Greater Rhode Island and Workforce Solutions of Providence/Cranston will identify occupations with known, substantiated demand by the employer community and/or the local and state economy as a whole.
 - This list may include ‘niche,’ or industry- or employer-specific occupations that require specialized training.
 - This list may include in-demand occupations identified by the state’s Industry Partnerships and other high-growth sectors of the Ocean State economy.

Both Rhode Island’s LWIBs will work jointly to update these lists when appropriate.

A copy of the complete policy language is attached to this Executive Summary.

6. Individual Training Account cap :

- Page 31 of the WPGRI WIA Two Year Plan states that the organization had reduced the current Individual Training Account (ITA) cap from \$4000 to \$3500 in an effort to increase training opportunities. Subsequently, the Plan Modification Number Three reversed the maximum Individual Training Account (ITA) funding cap for eligible WIA clients in the Greater Rhode Island Area. Adults, Dislocated Workers, and other eligible individuals enrolling in an ITA-funded program under Title I of the WIA to allow a maximum funding cap of up to \$4,000.00 as identified in the WPGRI Local Area Workforce Investment Notice PY 07-03. Upon review the change did not improve client access to WIA funded training significantly. Therefore the WPGRI reviewed the costs of training and the benefits to increasing the ITA funding cap further. This resulted in a revised policy included in Modification Number Four to the plan.

- Approved WPGRI Policy, identified in the WPGRI Local Workforce Investment Area Notice – PY 07-04 identifies the ITA Funding Cap as follows: :
- WPGRI INDIVIDUAL TRAINING ACCOUNT CAP POLICY SUMMARY: Increase the maximum Individual Training Account (ITA) funding cap for eligible WIA clients in the Greater Rhode Island Area. Adults, Dislocated Workers, and other eligible individuals enrolling in an ITA-funded program under Title I of the WIA will be allowed a maximum funding cap of up to \$5,500.

A copy of the complete policy language is attached to this Executive Summary.

7. Customized Training

- Pages 29 of the WPGRI WIA Two Year Plan states that the organization has not earmarked specific funds for Customized Training. On page 30 the plan states that the requirement for a 50% match from employers as problematic.
- WPGRI Modification Number Five to the plan states that the WPGRI planned to implement both a Customized Training program and an On-The-Job training Program. The organization developed policies that were Board reviewed and approved in an effort to expand and enhance services to job-seekers and businesses, as well as to support and enhance WIA performance.
- Customized Training Program Policy:

This employer-driven program will allow both LWIBs to respond to the needs of the local employer community with training that directly responds to their identified skills and occupational needs, while creating viable employment opportunities for Rhode Island's unemployed and under-employed labor pools.

Customized Training Programs may be developed for employment positions in high-growth and high-demand occupations as defined by the LWIBs and in the state's Strategic Plan.

- **Criteria for Contracts:** Contracts will be written between the LWIB and the employer. In cases where more than one employer is involved, the contract will be written with one of the participating employers who will agree to coordinate the invoicing and reporting processes for all of the employers involved. Customized training contracts must include the following criteria:
 - The participating employer/s information and statement of need;
 - The occupation/position description and wage rate for which the training is designed;
 - A statement that the position/s are full-time (at least 32 hours per week or the industry standard) that provide wages, benefits, and working conditions

- comparable to those provided regular employees working in similar occupations;
 - The number of participants to be trained;
 - Agreement by participating employer/s to hire 100% percent of successful training completers;
 - The training provider/s information, the outline of the training/training curriculum, as well as the schedule, and location/s of the training activities;
 - A statement that the employer/s has not failed to provide agreed upon employment to participants in past contracts.
- Criteria for Participating Employers:
- Employers must be current on federal and state tax payments.
 - Employers who have failed to provide agreed upon employment to participants in past contracts will not be eligible for future funding.
 - Employers participating in a customized training program shall not displace (including a partial displacement, such as a reduction in the non-overtime work, wages, or employment benefits) any currently employed employee (as of the participation in training) as the result of hiring trained clients.
 - Customized training activities shall not impair an existing contract for services or collective bargaining agreement and no such activity that would be consistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer.
- Employer Match for Training Costs: The employer match for the cost of training will be determined by company size as follows:
- 50 or fewer employees= 90% reimbursement/10% company match
 - 51-100 employees= 75% reimbursement/25% company match
 - More than 100 employees= 50% reimbursement/50% company match
 -
 - Allowable employer match may be cash or in-kind, including:
 - Employer costs related to recruitment of candidates, such as media advertising costs, materials or staff time;
 - Employer staff time and/or material costs for direct involvement in the assessment and/or interviewing and selection of candidates;
 - Training provider costs of a contracted provider;
 - Costs of the employer company training staff while providing direct training;
 - Books, training materials, transportation, supplies, etc. required for training.

A copy of the complete policy language is attached to this Executive Summary.

8. On-The-Job-Training :

- Pages 29 and 30 of the WPGRI WIA Two Year Plan describe the LWIB's support for the benefits to employers and job-seekers of delivering On-The-Job-Training (OJT). In order to expand the delivery and quality of the OJT Program, both LWIBs have outlined specific procedures that support the policies of WIA.
- The On-The-Job Training (OJT) Program can be a hiring solution for employers who are having difficulty finding candidates with the skills necessary for positions they are seeking to fill. Typically, OJT programs are developed for one or two individuals at a time. To ensure the integrity and responsiveness of the OJT program, both LWIBs have increased their focus and resources on expanding the program across the state.

A copy of the complete policy and procedures for the On-The-Job Training are outlined by the WIA and are available upon request.

In summation, the Workforce Partnership of Greater Rhode Island One Year Plan for Program Year 2009 builds upon the strong foundation of the Two Year Plan to continue and expand services and workforce development opportunities into the next program year. The plan is again expected to be modified to allow for funding increases or decreases and fluctuations in industry demand and labor force development.

The Workforce Partnership of Greater Rhode Island will post this Draft One year Plan for public review on March 23, 2009. All comments from the public regarding its content will be reviewed and considered. A Public Hearing will be held on April 9, 2009 from 9:00 – 10:30 AM at the Department of Labor & Training, 1511 Pontiac Avenue Cranston RI in the 1st floor conference Room. All persons interested in commenting are welcome to attend.

SIGNATURE PAGE

In its capacity as the locally designated Workforce Investment Board, this plan represents the Workforce Partnership of Greater Rhode Island's efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998 and to coordinate these resources with other State and Local programs in the Workforce Partnership of Greater Rhode Island Workforce Investment Area, which includes :

This comprehensive plan is submitted for the period of July 1, 2009 through June 30, 2010 in accordance with the provisions of the Workforce Investment Act. We further certify that we will operate the Workforce Investment Act Program in accordance with this plan and applicable federal and state laws and regulations.

Local Board Chair:

Original Signature Name (printed or typed) Date

Chief Elected Official:

Original Signature Name (printed or typed) Date

WPGRI One-Year Plan PY09

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WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
One-Stop Career Centers Memorandum Of Understanding

I. Introduction

The Workforce Partnership of Greater RI (WPGRI), in its capacity as the local Workforce Investment Board (WIB) for the Greater RI Workforce Investment Area, is responsible for a number of workforce services conducted within thirty-seven of RI's thirty-nine cities and towns. The organization is governed by a volunteer board of directors and administered by staff that are either employed directly or provided under agreement with the RI Department of Labor and Training. The WPGRI's governing board of directors and staff share a vision of a high-performance workforce system built upon the One-Stop Career Centers approach promulgated by the Workforce Investment Act of 1998. This approach, driven by the needs of employers and individual customers will be available throughout the entire workforce area.

To this end, the WIB in partnership with the state, regional and local service providers identified in this document, agree to the key principles and practices outlined in this Memorandum of Understanding (MOU) to establish and maintain a local system of One-Stop Career Centers, known as "netWORKri". The parties share a common commitment to provide all customers with services and programs that are of high quality in an efficient, responsive and relevant manner.

By the authority granted the WIB under the provisions of the WIA, the Workforce Partnership of Greater RI will oversee the "netWORKri" system to ensure compliance with the intent and objectives of the WIA and this MOU. The WPGRI will monitor overall performance of the system including, but not limited to, the operator's management of the Centers and its responsiveness to the needs and expectations of the WIB, the partners and the customers. In addition, the WIB and the parties to this MOU recognize that changing economies, policy shifts and legislative mandates essentially drive the One-Stop Center system. Therefore, the WIB and the parties to the MOU agree to remain responsive to those changes in the spirit of continuous improvement.

In all matters regarding its role, the WPGRI will be guided by the following:

The Vision...

"The Workforce Partnership of Greater Rhode Island will collaborate with business, labor, education leaders and community-based organizations to establish a dynamic, outcome driven, visible resource providing measurable and comprehensive market-based employment and training services.

These services will include the provision of information, technical assistance and life-long training opportunities to customers.

Employers will have access to a well-trained, dependable workforce.

The Mission...

"The mission of the Workforce Partnership of Greater Rhode Island is to provide strategic leadership to meet the current and future human resource needs of Rhode Island's employers and to ensure a well-trained, self-sufficient and adaptable workforce."

I. Purpose

WHEREAS Congress passed the Workforce Investment Act (Public Law 105-220) ("WIA") in 1998;

WHEREAS the WIA provides a framework for a workforce preparation and employment system designed to meet the needs of businesses, job seekers and those who want to further their careers; and

WHEREAS the WIA service delivery system is based on a "One-Stop" concept where information about and access to a wide array of job training, education, and employment services is available for customers at a single location; and

WHEREAS the WIA authorizes the establishment of local Workforce Investment Boards to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS the Governor of the State of Rhode Island and the State Workforce Investment Board have established the Workforce Partnership of Greater Rhode Island, Inc. to serve as the local Workforce Investment Board, hereinafter referred to as the "WIB", for all of the state's cities and towns except the cities of Providence and Cranston; and

WHEREAS the WIB has designated the RI Department of Labor and Training as the operator of the local area's One-Stop delivery system; and

WHEREAS the WIA authorizes the WIB to develop and enter into Memoranda Of Understanding with One-Stop partners; and

WHEREAS the WIA authorizes the WIB to conduct oversight with respect to the One-Stop delivery system in the local area.

NOW THEREFORE the WIB and the parties identified in Section III enter into this Memorandum of Understanding ("MOU") for the purpose of establishing and promoting the "netWORKri" One-Stop Centers as a "single service delivery system" or "One-Stop Delivery System" under the WIA and to establish the general terms and conditions under which the system shall operate. In entering into this agreement, the parties agree to comply with the WIA and to develop the "single service delivery system" based on the following design principles:

- **Integrated** – Offer as many employment, training, and education services as possible in ways that are designed to connect work, learning, and support services where appropriate, for employers and individuals seeking jobs or wishing to enhance their skills and facilitate universal access to the system overall, while keeping the following principles in mind:

All programs have reporting, performance standards, and fiscal requirements mandated by their federal parent agency and/or state law that have to be maintained;

All programs have confidentiality requirements that must be respected and protected;

- **Comprehensive** – Providing a full and varied array of useful information with wide and easy access to needed services;
- **Customer-focused** – Creating a customer-driven system with ongoing enhancement capability that provides a means for customers to judge the quality of services and make informed choices;
- **Performance-based** -- Basing performance evaluation on the achievement of clearly defined measures;
- **Innovative** – Fostering innovation and constantly aiming to raise the system’s standards based on internal performance and accountability criteria;
- **Regional Economies** – Designing a system that reflects local, regional and statewide economic development strategies that is capable of continuous adjustment in response to shifting economic development strategies;
- **Promotes Continuous Skills Development** – Aligning activities among all initiatives to bring about systems of continuous skills development and life-long learning that are responsive to changing business needs, such as competency-based standards and assessment, ongoing individualized planning for skill development, education and training, training programs with vertical “career ladders,” and organizing learning opportunities within career clusters that reflect Rhode Island's key and emerging industries.

II. Definitions

A. For the purpose of this MOU:

1. “Partners”: Representation from those agencies and organizations deemed as either "mandated" by the WIA or "other" as included in the State or Local Plan to be deliverers of WIA or other services and programs through the One-Stop Center system.

2. "Parent Agency": The federal, state or other authority that partner agencies are answerable to for specific funding streams.
3. "Non-state party": A party to this MOU which is not a department, board, office, commission, institution or other component of Rhode Island State government.
4. "Workforce Investment Area": The designation of the local service delivery area under the Workforce Investment Act. For purposes of this MOU, the Workforce Investment Area includes all the cities and towns of Rhode Island with the exception of Providence and Cranston.
5. "WIA Applicant": An individual that has formally applied for WIA services and has received those core or other services not funded by WIA as defined in this MOU.
6. "WIA Participant": An individual that is registered and received core, intensive, or training services funded by WIA as defined within this MOU.

III. Partners

The following "required programs" participate in the "netWORKri" One-Stop Career Centers according to the RI State WIA Plan and the provisions of this MOU. "Other Programs" listed may be included voluntarily, or by invitation of the WIB.

A. Parties to the MOU

<u>Required Programs</u>	<u>Representing Agency or Organization</u>
WIA Title I Adult, Dislocated Worker, and Youth	RI Dept. of Labor and Training
Wagner-Peyser / NAFTA /Migrant Seasonal Farm Workers/ Trade Adjustment Assistant Veterans	RI Dept. of Labor and Training RI Dept. of Labor and Training
Unemployment Insurance	RI Dept. of Labor and Training
Indian and Native American Programs	RI Indian Council
Job Corps and Youth Opportunity Grants	Job Corp
Adult Education / Literacy	RI Dept. of Education
Post-Secondary Education	RI Dept. of Education
Vocational Rehabilitation	RI Dept. of Human Services
Older Workers	RI Dept. of Elderly Affairs
HUD / CSDBG	Tri-Town Community Action Agency
 <u>Other Programs</u>	 <u>Delivering Agency or Organization</u>
Family Independence Program (TANF)	RI Dept. of Human Services
Food Stamps Employment & Training	RI Dept. of Human Services



BUILDING TOMORROW'S WORKFORCE TODAY

Workforce Partnership of Greater Rhode Island

1511 Pontiac Avenue
P.O. Box 8680

Cranston, Rhode Island 02920

(401) 462-8730 · www.griworkforce.com

Local Area Workforce Investment Notice: PY07-01

Date: November 14, 2007

To: Greater Rhode Island Workforce Investment Area

From: Dottie Miller, Acting Executive Director, WPGRI

Re: Prerequisites for Enrollment in WIA-funded Training Programs

Policy Summary

- **Background:** Many occupations require prerequisites for licensing and/or employment, including client physical exams, background investigations (BCI's), motor vehicle record checks, and/or drug testing.
- **Purpose:** This policy is designed to ensure that clients enrolled under Title I of the Workforce Investment Act (WIA) are aware of and/or are eligible to complete the necessary requirements for occupational licensing and/or employment and therefore maximize successful client employment strategies and opportunities.
- **Policy:** It is the policy of the Workforce Partnership of Greater Rhode Island (WPGRI) that occupational physical requirements must be identified and discussed with the client prior to enrollment into training. In addition, all employment and occupational licensing prerequisites such as drug tests, BCI's, motor vehicle records and/or credit checks must be completed prior to enrolling qualified Adults and Dislocated Workers in WIA-funded training programs for the specific occupations.

Policy Details

- Adults and Dislocated Workers eligible to receive training services under Title I of the WIA will continue to have the opportunity to select any of the eligible providers and programs that are included on the State's eligible provider list.
- Clients must be informed of program-specific prerequisites by eligible training providers and/or *netWORKri* counselors. Clients must also be made aware of any specific occupational physical exams and/or requirements for employment.
- It will be the responsibility of the client to complete prerequisites (i.e. BCIs, drug tests) identified by the counselor.

- It is the responsibility of the eligible training provider to ensure that training program applicants have completed the prerequisites prior to enrolling them in training.
- With the exception of physical exams, clients must provide sufficient proof of prerequisite completion to *netWORKri* counselors prior to the client's enrollment in the training program under the WIA.
- Upon completion of prerequisites and at the counselor's discretion, the client may be enrolled in an eligible training program.
- The WPGRI retains the right to determine what constitutes a prerequisite based upon the requirements of each training program and professional or occupation licensing procedures.
- Following the completion of training, the cost of obtaining these prerequisites services *may* be reimbursed to the client, up to the supportive services cap of \$300, as outlined in Local Area WIN PY07-02. In the event that these prerequisite services are completed by the training provider or at a vendor under agreement with the training provider, no reimbursement will be provided to the training provider, its vendor, or the client.

The Workforce Partnership of Greater Rhode Island serves as the Local Workforce Investment Board (LWIB) for thirty-seven or the state's thirty-nine communities (excluding Providence and Cranston). The organization's mission is to provide strategic leadership to meet the current and future human resource needs of Rhode Island's employers and to ensure a well-trained, self-sufficient and adaptable workforce. If you have questions or concerns regarding this policy, please contact Dottie Miller, Acting Executive Director at (401)462-8727.



BUILDING TOMORROW'S WORKFORCE TODAY

Workforce Partnership of Greater Rhode Island

1511 Pontiac Avenue
Cranston, Rhode Island 02920
(401) 462-8730 · www.griworkforce.com

Local Area Workforce Investment Notice: PY07-02

Date: November 14, 2007

To: Greater Rhode Island Workforce Investment Area

From: Dottie Miller, Acting Executive Director, WPGRI

Re: WPGRI Supportive Services Policy for WIA Adults & Dislocated Workers

Policy Summary

- **Purpose:** The purpose of this issuance is to establish a maximum supportive service payment that may be made available to Workforce Investment Act (WIA)-eligible Adults and Dislocated Workers who are participating in WIA funded training programs, and eligible Youth who have been determined in need of such services for program participation.
- **Policy:** Effective November 14, 2007, Adults and Dislocated Workers qualified under Title I of the WIA will be eligible for selective supportive service payments when they are necessary to enable the client to participate in WIA training activities. An eligible client may be reimbursed a maximum of \$300.00 for qualified supportive services, conditioned upon the submittal of proper documentation, successful completion of the client's training program and/or occupational licensing requirements, and available funding.

Policy Details

Supportive services may only be provided to WIA-eligible Adults and Dislocated Workers for expenses specifically related to occupational and/or training program prerequisites that are necessary to obtain and maintain employment in that occupation. Title I WIA-funded assistance for supportive services cannot be provided to participants receiving only follow-up services. **Supportive services funded using Title I WIA funds should be provided only to participants that are unable to obtain supportive services through other programs providing such services.**

The WPGRI reserves the right to prioritize the categories of supportive services they will consider for reimbursement as follows:

Top Supportive Services Priority Category:

- **Health Care:** This supportive service category shall only be provided in cases where such assistance is essential for an individual to participate in or complete training, or to obtain employment. Health care supportive services include, but are not limited to: physical exams; eye exams and/or eye glasses; drug testing; safety equipment that is work related; and immunization.
- **Background Checks:** This supportive service category may be provided if the background check is a necessary prerequisite for the client to enter into and/or complete a training program or occupational licensing requirements related to that training program.
- **Licensing-related Costs:** This supportive service category, which includes the costs of occupational license processing fees and related testing fees, may be provided if these costs are not covered by an eligible training provider or assessed as part of the total cost of training.
- **Books:** Books are often included in the cost of training, however, reimbursement for books may be provided when it has been determined that books are not included in the cost of training and that the client has a definite need for such assistance in order to participate in and successfully complete a specified training program.
- **Tools:** This supportive service category may only be provided when they are a requirement for the customer's successful completion of a WIA-funded training program and the client has documentation of:
 - A bona fide job offer, *and*
 - Documentation that the employer or training program does not supply the tools, *and*
 - A specific itemized list of the required tools from the employer or training program, *and*
 - Approval of the tools purchased from the employer or program instructor.

NOTE: In using this supportive service, the service provider must exercise caution when approving WIA funds for the purchase of tools to ensure such tools will not be used to capitalize a business.

Low Priority Supportive Services Category: The areas included in this supportive services category must be carefully considered to determine their positive impact on the client's ability to obtain *and* maintain employment.

- **Transportation:** This supportive service category is to be used in cases where assistance is required in order for a customer to commute to and from work, training, or other WIA-related activities. Transportation services may include costs for public transportation when appropriate. Auto repair costs will only be allowed when it is necessary for the successful completion of training or employment and can only be for minor repairs, such as tires, brakes, water pump, etc.

- **Child Care:** This supportive service category may be provided when it has been determined that the lack of childcare is a barrier to completing WIA-funded activities.
- **Meals:** This supportive service category may be provided when it has been determined that the customer has a definite need for such assistance in order to participate in a training program. Meals can only be provided for those who are receiving training out of their local area.
- **Clothing:** This supportive service category may be provided when it has been determined that the customer has a definite need for such assistance in order to secure a job. Costs for clothing will be determined on a case-by-case basis. These services should only be provided after other resources, such as family, friends and other agencies, have been exhausted.

Other Categories:

- **Needs Related Payments:** Needs related payments are not authorized under any circumstances.
- **Other:** With the approval of WPGRI staff, other types of supportive services not included in the aforementioned categories may be provided to WIA customers on a case-by-case basis. These services must meet the definition of a supportive service as stated in the WIA Act and must also be determined to be reasonable and necessary for an individual to complete his/her training program or to obtain/retain permanent employment.

Neither eligibility for, nor participation in, a WIA-funded program creates an entitlement to supportive services.

A qualified WIA Adult or Dislocated Worker is allowed a maximum reimbursement of up to \$300.00 for qualified supportive services received in conjunction with her/his successful completion of a WIA-funded training program and/or related occupational licensing requirements.

Documentation of the need for supportive services shall be as follows:

1. For all customers, supportive service needs will be documented in the customer's case notes and in the Individual Service Strategy (ISS);
2. The best available resources to provide the supportive service based upon the eligible customer's needs must be identified; and,
3. Supportive services payments will be made only when WIA funding is available and after all other sources of funding, such as Pell Grant funds, have been exhausted.

Prior to reimbursement for supportive services, the following conditions must also be met:

1. Costs for supportive services must be verified with appropriate documentation as required above, including, but not limited to, receipts, invoices, letter from employer or eligible training provider, etc. This documentation must be copied and placed in the client's folder; *and*
2. The client must successfully complete his/her training program and/or successfully complete his/her occupational licensing requirements, or have proof of gainful employment. Certification of training program completion and/or attainment of related occupational licensing must be included in the client's folder.

The WPGRI retains the right to withhold reimbursement based upon the successful completion of all requirements listed in this policy. The WPGRI also retains the right to halt reimbursement of supportive services payments at any time in the program year based upon the availability of WIA funds, and will notify One-Stop Center management and staff should the need arise.

Inquiries

Questions related to this policy may be directed to:

Dottie Miller, Acting Executive Director	dmiller@dlt.ri.gov	(401) 462-8727
Nick Ucci, Acting Coordinator	nucci@dlt.ri.gov	(401) 462-8735

The Workforce Partnership of Greater Rhode Island serves as the Local Workforce Investment Board (LWIB) for thirty-seven or the state's thirty-nine communities (excluding Providence and Cranston). The organization's mission is to provide strategic leadership to meet the current and future human resource needs of Rhode Island's employers and to ensure a well-trained, self-sufficient and adaptable workforce. If you have questions or concerns regarding this policy, please contact Dottie Miller, Acting Executive Director, at (401) 462-8727.



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Local Area Workforce Investment Notice: PY07-03

Date: February 15, 2008

To: Greater Rhode Island Workforce Investment Area

From: Dottie Miller, Acting Executive Director, WPGRI

Re: WPGRI Individual Training Account Cap

Policy Summary

- **Purpose:** The purpose of this issuance is to change the maximum Individual Training Account (ITA) funding cap for eligible Workforce Investment Act (WIA) clients in the Greater Rhode Island area.
- **Policy:** Effective February 15, 2008, Adults, Dislocated Workers, and other eligible individuals enrolling in an ITA-funded program under Title I of the WIA will be allowed a maximum funding cap of up to \$4,000.00. Clients enrolled in ITA-funded training prior to February 15, 2008 are not eligible for additional reimbursement beyond the preexisting funding cap level.

Policy Details

Eligible Rhode Islanders can access federal WIA funds to subsidize the cost of tuition at post-secondary colleges, trade schools or other qualified educational institutions through an Individual Training Account (ITA). The Workforce Partnership of Greater Rhode Island (WPGRI) notes that, in this current economic climate, the existing ITA cap may be insufficient for many Greater Rhode Island-area clients to pursue occupational training opportunities. In an effort to remain responsive to the changing dynamics of workforce training and local economic conditions, the WPGRI has agreed to raise its Program Year 2007 (PY07) ITA funding cap from \$3,500.00 to \$4,000.00, effective February 15, 2008.

The WPGRI retains the right to modify this policy at any time.



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Local Area Workforce Investment Notice: PY07-04

Date: June 10, 2008

To: Greater Rhode Island Workforce Investment Area

From: Nick Ucci, Acting Executive Director, WPGRI

Re: WPGRI Individual Training Account Cap

Policy Summary

- **Purpose:** The purpose of this issuance is to change the maximum Individual Training Account (ITA) funding cap for eligible Workforce Investment Act (WIA) clients in the Greater Rhode Island area.
- **Policy:** Effective July 1, 2008, Adults, Dislocated Workers, and other eligible individuals enrolling in an ITA-funded program under Title I of the WIA will be allowed a maximum of up to \$5,500.00. Clients enrolled in ITA-funded training prior to July 1, 2008 are not eligible for additional reimbursement beyond the preexisting funding cap level.

Policy Details

Eligible Rhode Islanders can access federal WIA funds to subsidize the cost of tuition at post-secondary colleges, trade schools or other qualified educational institutions through an Individual Training Account (ITA). The Workforce Partnership of Greater Rhode Island (WPGRI) notes that, in this current economic climate, the existing ITA cap may be insufficient for many Greater Rhode Island-area clients to pursue occupational training opportunities. In an effort to remain responsive to the changing dynamics of workforce training and local economic conditions, the WPGRI has agreed to raise its Program Year 2008 (PY08) ITA funding cap from \$4,000.00 to \$5,500.00, effective July 1, 2008.

The WPGRI retains the right to modify this policy at any time.



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Local Area Workforce Investment Notice: PY07-05

Date: June 10, 2008

To: Greater Rhode Island Workforce Investment Area

From: Nick Ucci, Acting Executive Director, WPGRI

Re: In-Demand Occupations Policy

Policy Summary:

- **Purpose:** To develop a comprehensive list of in-demand occupations in the Rhode Island economy that will assist the Workforce Partnership of Greater Rhode Island (WPGRI) and Workforce Solutions of Providence/Cranston (WSPC) in planning more responsive and effective strategies that meet the training needs of individuals and the business community.
- **Policy:** Establish a three-tiered criteria that defines in-demand occupations throughout the Ocean State and remains responsive to changing dynamics in the Ocean State economy. The criteria tiers include LMI's Top 50 Annual and Top 50 Total Growth Occupations, occupations with above-average rates of growth, and occupations with known demand that are selected in agreement by the local workforce investment boards.

Background:

❖ **Current Definition of "High Demand Occupations"**

- Based upon LMI's Top 50 Growth Occupations by Annual Openings. These projections are for a ten-year period, currently 2004-2014.
- Includes occupations with greatest number of projected annual openings, such as Retail Salespersons (793), Wait staff (787), Cashiers (581), and Registered Nurses (565).
- List is 'incomplete' for training program planning – it excludes many occupations that are projected to provide numerous future job opportunities, such as:
 - *Dental Assistants* are expected to grow 24.1% between 2004-2014, or 252 total jobs. We also know there is a sustained demand for these workers based upon job postings, etc., yet the occupation is not on the current Top 50 list. Similarly, *Dental Hygienists* are not on the list despite a projected 21.5% (+141 jobs) rate of growth;

- *Radiologic Technologists & Technicians* are expected to grow 19.9% between 2004-2014, or 190 total jobs, but this occupation is not on the Top 50 list;
- *HVAC Mechanics & Installers* are expected to grow 19.5%, or 228 jobs, but it is not a Top 50 occupation.
- List also excludes specialized ‘niche’ occupations that may be small in number, but play a vital role in the state’s economy and are demanded by area employers.

Policy:

A Three-Tiered Approach:

This three-tiered policy defines in-demand occupations throughout the Ocean State and remains responsive to changing dynamics in the Ocean State economy. This approach would include **LMI’s Top 50 Annual and Top 50 Total Growth Occupations, occupations with above-average rates of growth, and occupations with known demand** that are selected in agreement by the local workforce investment boards.

- **Tier 1: LMI’s Top 50 Occupations by Annual Openings and Top 50 Occupations with Largest Growth**
 - These lists include occupations that have the most projected annual openings and total job growth in Rhode Island for a ten-year period. Lists are updated on a biennial basis.
 - These lists are currently used for vendors seeking to place training programs on the Eligible Training Provider List (ETPL) – adopting this would align the Local WIA plans with the ETPL requirements. *See Attachments A & B.*
- **Tier 2: Occupations with Above-Average Rates of Growth**
 - Occupations with a projected 2014 employment level of at least 250 jobs, *AND*
 - A projected occupational growth rate is at least 1.5 times greater than the average for all occupations.
 - This option would include roughly 19% (109 occupations) of the 560 occupations with available LMI data. *See Attachment C.*
- **Tier 3: Occupations with Known Demand**
 - The Workforce Partnership of Greater Rhode Island and Workforce Solutions of Providence/Cranston will identify occupations with known, substantiated demand by the employer community and/or the local and state economy as a whole.
 - This list may include ‘niche,’ or industry- or employer-specific occupations that require specialized training (i.e. power-line technicians; water filtration specialists) and may not be included in Tiers 1 or 2.
 - This list may include in-demand occupations identified by the state’s Industry Partnerships and other high-growth sectors of the Ocean State economy.
 - As of January 14, 2008, occupations that are being trained for through the ETPL, but are not listed in the current WIA plans include:
 - Help desk technician
 - Project manager
 - Web developer

- Welding
- Physical Therapist Assistant
- Clinical Laboratory Technologist
- Respiratory Therapy Program
- Pharmacy Technician
- Motor Boat Mechanics
- Maintenance and Repair Workers
- Massage Therapist
- Electric Power-line Installer and Repairers
- Pharmacy Technician
- Communications Equipment Installer / Repairer
- Motorcycle Mechanics
- Esthetician
- Biological Technician

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Local Area Workforce Investment Notice: PY08-01

Date: February 10, 2009
To: Greater Rhode Island Workforce Investment Area
From: Christine Grieco, Executive Director, WPGRI
Re: Sixth WIA Youth Eligibility Criterion

Policy Summary

Background: Section 101 (13) (C) (vi) of the Workforce Investment Act gives local Workforce Investment Boards the authority to define “an individual (including youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment” as a criterion for eligibility to receive youth services”.

Purpose: To set policy with respect to the Sixth WIA Youth Eligibility Criterion.

Policy: One or more of the following source documentation is needed to verify eligibility for WIA Youth Services using the Sixth Criterion, youth with a disability

- Letter from Drug or Alcohol Rehabilitations Agency
- Letter from Child Study Team Stating Specific Disability
- Medical Records
- Physician's Statement
- Psychiatrist's Diagnosis
- Rehabilitation Evaluation
- Shelter Workshop Certification
- Social Services Records/Referral
- Social Security Administration Disability Records
- Veterans Affairs Letter/Records
- Vocational Rehabilitation Letter
- Workers Compensation Record

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Local Area Workforce Investment Notice: PY08-02

Date: February 10, 2009

To: Greater Rhode Island Workforce Investment Area

From: Christine Grieco, Executive Director, WPGRI

Re: WIA Youth Residency Requirement

Policy Summary

Background: Section 20 C.F.R. 661-120 (a) states "Local areas should establish Policies, interpretations, guidelines, and definitions to implement provisions of Title I of the Workforce Investment Act to the extent that such polices, interpretations, guidelines, and definitions are not inconsistent with the Act and the regulations issued under the Act, Federal statues and regulations governing One-Stop partner programs and with State polices.

Purpose: To set policy with respect to the WIA Youth Residence Requirement.

Policy: Youth receiving WIA services must be residents of the 37 cities and towns served by WPGRI (all but Providence and Cranston) unless they are wards of the state, under the supervision of the Department of Children Youth and Families, in the juvenile justice system, or if there are no WIA Youth Services available in the city or town in which they reside.

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BUILDING TOMORROW'S WORKFORCE TODAY

Workforce Partnership of Greater Rhode Island Board of Directors

(as of April 14, 2009)

MEMBERSHIP SEAT	CURRENT MEMBERS	REPRESENTING
REGULAR		
Business	Evaristo Amaral	Amaral Revite Corporation
Business	VACANT	
Business	Alexis Devine	Lifespan
Business	Cynthia J. Farrell	Thundermist Health Center
Business	VACANT	
Business	Steven Kitchin	New England Institute of Technology
Business	Peter Koch	Koch Eye Associates
Business	Dorothy Mattiello	Hope Global
Business	Susan O'Donnell	The Hotel Viking
Business	Paul Ouellette	NRI Chamber of Commerce
Business	VACANT	
Business	Betty Pleacher	East Bay Chamber of Commerce
Business	Fred Ricci	Todays Office Staffing
Business	Nancy Roderick	Concordia Manufacturing
Business	Scott Seaback	RI Temps, RI Personnel Inc.
Business	Patricia Talin	HR Consultants
Business	Andrew T. Tyska	Bristol Marine
Business	Steven Wilson	Polytop Corporation
Business	VACANT	
Education	VACANT	
Education	VACANT	
Organized Labor	Allen P. Durand	IBEW LU 99
Organized Labor	Raymond Pingitore	Teamsters Local 251
Community Based Organization	Jane Nugent	United Way of RI
Economic Development	Paul Harden	RI Economic Development Corporation
Economic Development	Michael Cassidy	City of Pawtucket
ONE-STOP PARTNERS		
Older Workers/MSFW, RI Works	VACANT	
Title I/ES/NEG/TAA, Veterans	Kim Weiss	RI Department of Labor & Training
Unemployment Insurance	Raymond Filippone	RI Department of Labor & Training
Adult Ed / Literacy	Johan Uvin	RI Department of Education
Post Secondary Voc. Education	Vanessa Cooley	RI Department of Education
Vocational Rehabilitation	VACANT	
CBO / HUD / CSDBG	Joseph DeSantis	Tri-Town Community Action
Job Corps	Joseph DiPina	Job Corps
Native Americans	Darrell Waldron	RI Indian Council
OTHER		
TANF, Food Stamps	Diane Cook	RI Department of Human Services
Persons with Disabilities	Bob Cooper	Governor's Commission on Disabilities

Total Board Members: 37

Members required for Quorum: 19



BUILDING TOMORROW'S WORKFORCE TODAY

***WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
WORKFORCE INVESTMENT BOARD***

2008 – 2009

BOARD MEETING SCHEDULE

TUESDAY, SEPTEMBER 9, 2008

TUESDAY, OCTOBER 14, 2008

WEDNESDAY, NOVEMBER 12, 2008

TUESDAY, JANUARY 13, 2009

TUESDAY, FEBRUARY 10, 2009

TUESDAY MARCH 10, 2009

TUESDAY, APRIL 14, 2009

TUESDAY, MAY 12, 2009

TUESDAY, JUNE 9, 2009 – ANNUAL MEETING

MEETING SCHEDULE: 8:00 – 10:00 A.M.

***MEETING LOCATION: RI DEPARTMENT OF LABOR & TRAINING
1511 PONTIAC AVE, CONFERENCE ROOM 73-1
CRANSTON, RHODE ISLAND 02920***

NOTE: THE ANNUAL MEETING ON JUNE 9, 2009 WILL BE HELD AT A LOCATION TO BE DETERMINED.

All meeting dates, times and location are subject to change



BUILDING TOMORROW'S WORKFORCE TODAY

STANDING COMMITTEES SCHEDULE
JULY 1, 2008 – JUNE 30, 2009

<u>EXECUTIVE COMMITTEE</u>		
8:00 -10:00 A.M. - DLT CENTER GENERAL, CONFERENCE ROOM 72-1		
September 2, 2008	January 6, 2009	April 7, 2009
October 10, 2008	February 3, 2009	May 5, 2009
November 5, 2008	March 3, 2009	June 2, 2009

<u>BOARD DEVELOPMENT COMMITTEE</u>		
8:00 -10:00 A.M. - DLT CENTER GENERAL, CONFERENCE ROOM 72-1		
September 26, 2008	January 30, 2009	April 24, 2009
October 31, 2008	February 27, 2009	May 29, 2009
November 24, 2008	March 27, 2009	

<u>STRATEGIC DEVELOPMENT COMMITTEE</u>		
8:30 -10:30 A.M. - DLT CENTER GENERAL, CONFERENCE ROOM 72-1		
September 19, 2008	January 16, 2009	April 17, 2009
October 17, 2008	February 20, 2009	May 15, 2009
November 21, 2008	March 20, 2009	

<u>QUALITY ASSURANCE COMMITTEE</u>		
8:30 -10:30 A.M. - DLT CENTER GENERAL, CONFERENCE ROOM 73-2		
September 23, 2008	January 27, 2009	April 28, 2009
October 28, 2008	February 24, 2009	May 26, 2009
November 25, 2008	March 24, 2009	

<u>YOUTH COUNCIL</u>		
8:30 - 10:30 A.M. - DLT CENTER GENERAL, CONFERENCE ROOM 73-1		
September 18, 2008	January 15, 2009	April 16, 2009
October 16, 2008	February 19, 2009	May 21, 2009
November 20, 2008 (Rm. 73-2)	March 19, 2009	

EXECUTIVE COMMITTEE

Purpose/Role

The Executive Committee is responsible for the overall management, direction and oversight of the Corporation and its program of work. The Committee's primary role is to ensure the functionality and effectiveness of the Board and Corporation. Membership is limited to elected officers and chairs of both standing and ad-hoc committees. The Committee may establish subcommittees to perform any activities within its scope of responsibilities.

The Executive Committee shall:

- Establish the Corporation's strategic and operational planning cycle and calendar and oversee the implementation of the planning process.
- Periodically review and recommend amendments to the Corporation's by-laws.
- Develop and recommend the Corporation's annual operating budget.
- Establish policies and standards for personnel.
- Oversee and direct the work of all standing and ad hoc committees.
- Establish attributes and qualifications for board members.

BOARD DEVELOPMENT COMMITTEE

Purpose/Role

The Board Development Committee is responsible for the recruitment of potential members and the retention of existing members. Board membership of the partnership is critical to the success of the Corporation. It is also critical to remain in compliance with the membership mandates established by federal law and regulation(s).

The Board Development Committee shall:

- Recommend strategies that will result in the retention of the board's active and dedicated members, along with continuous board education.
- Oversee the preparation for, and hosting the annual strategic and organizational work sessions.
- Ensure membership of the Board and Youth Council remains in compliance with the membership mandates established by federal regulation(s).
- Develop and implement educational activities for Board members.
- Organize and conduct new Board members orientation sessions.
- Periodically review member attendance and participation in Board Committee meetings and activities to ensure compliance with by-laws

STRATEGIC DEVELOPMENT COMMITTEE

Purpose/Role

The Strategic Development Committee is responsible for the overall planning, development and oversight of the Corporation's program of work. The committee members shall abide by the Conflict of Interest provisions described in Article VII of the Corporation's by-laws. The Committee may also establish subcommittees to perform any of the activities within its scope of responsibilities.

The Strategic Development Committee shall:

- Review and recommend the Corporations' WIA Two-Year Plans, including any service plan modifications thereto, and oversee the implementation and progress of the delivery.
- Develop, review and recommend strategies, policies, priorities and action plans to continuously develop and improve services based on identified job seeker needs, population trends, and labor market needs.
- Develop, review and recommend strategies to align services and initiatives with the trends and demands of the high growth and high demand industries identified by state workforce and economic development partners and Labor Market Information.
- Review training program services to ensure the development of skills is based on industry standards that meet or exceed the needs of employers in the targeted industries, and best prepare participants for successful employment and career paths.

YOUTH COUNCIL

Purpose/Role

The Youth Council is a committee required by the Workforce Investment Act of 1998 (WIA) federal law established as a subgroup of the Board of Directors. The Council is responsible for the planning, development and oversight of a comprehensive service delivery strategy to positively impact the provision of activities and services to local area youth.

The Youth Council shall:

- Develop the portions of the WIA plan relating to eligible youth, as determined by the chairperson of the board.
- Develop and oversee a Request For Proposals process to solicit eligible and appropriate providers of youth activities within the Greater RI region.
- Establish standards of performance acceptability for service providers.
- Recommend the award of grants or contracts to by the board to carry out the youth activities consistent with Section 123 of the WIA

- Conduct oversight with respect to the eligible providers of youth activities in the local area to ensure their effectiveness.
- Coordinate youth activities authorized under Section 129 of the WIA in the Greater RI Workforce Investment Area.
- Establish processes to obtain input from youth in the area.
- Promote collaboration and cooperation among all agencies, organizations and institutions serving youth to leverage available resources and expand opportunities for all youth.
- Perform other duties determined to be appropriate by the chairperson of the board.

QUALITY ASSURANCE COMMITTEE

Purpose/Role

The Quality Assurance Committee is responsible for oversight of the service delivery of netWORKri, the state's one-stop career center system within the Greater RI Workforce Investment Area. Performance of the one-stop centers is critical to the Corporation both in terms of ensuring successful achievement of federally mandated performance standards and ensuring that service delivery meets the expectations of the Corporation's constituency.

The Quality Assurance Committee shall:

- Review various informational materials on performance excellence in One-Stop operations.
- Periodically review and provide input on the Memoranda of Understanding (MOU) between the Greater RI Workforce Investment Board (WIB), the program operator (DLT) and service partners.
- Identify performance measures for oversight of the One-Stop system.
- Establish strategies for evaluating the performance of the One-Stop system in terms of service delivery, the achievement of performance objectives and compliance with applicable statutes, regulations and policies.
- Review and analyze performance reports and data on customer satisfaction from each of the One-Stop centers and or program operator.
- Recommend to the Greater RI Workforce Investment Board (WIB) quality improvement activities, which may improve the performance of the One-Stop centers.
- Organize annual recognition awards for the Greater RI One-Stop Centers.



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Workforce Partnership of Greater Rhode Island Youth Council

(as of August 20, 2008)

MEMBERSHIP SEAT	CURRENT MEMBERS	REPRESENTING
Business (Board Member)	Cynthia J. Farrell, Chair	Thundermist Health Center
Business (Board Member)	Evaristo Amaral	Amaral Revite Corporation
Business (Board Member)	Alexis Devine	Lifespan
Business (Board Member)	Dorothy Mattiello	Hope Global
Business (Board Member)	Scott Seaback	RI Temps, RI Personnel, Inc.
Business (Board Member)	Andrew T. Tyska	Bristol Marine
Education (Board Member)	VACANT	
Education	Sharon Gainey	West Warwick Public Schools
Adult Ed./Literacy (Board Member)	Johan Uvin	RI Department of Education
Post-Secondary Voc. Ed. (Board Member)	Vanessa Cooley	RI Department of Education
CBO / HUD / CSDBG (Board Member)	Joseph DeSantis	Tri-Town Community Action
Job Corps (Board Member)	Joseph DiPina	Job Corps
Housing Authority		
Service Agencies (Juvenile Justice)	Elizabeth Gilheeny	RI Justice Commission
Service Agencies (ORS)	Michael Montanaro	Office of Rehabilitation Services
Service Agencies (MHRH)	Susan Babin, Vice Chair	RI MHRH – Developmental Disabilities
Organization – Youth Activity Experience	Alberto DeBurgo	Central Falls Family Self-Sufficiency
Organization – Youth Activity Experience	Lissa Dreyer	SER Jobs for Progress
Organization – Youth Activity Experience	Kathleen Stoddart	Crossroads Rhode Island
Individual – Youth Activity Experience	Andrew DeTora	Private Citizen
Parents of a WIA Youth	VACANT	
WIA Youth	VACANT	

Total Appointed Members: 19

Members required for Quorum: 10



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***Youth Council
2008 - 2009 Meeting Schedule***

<i>DATE</i>	<i>LOCATION</i>	<i>TIME</i>
<i>September 18, 2008</i>	<i>DLT - Conference Room 73-1</i>	<i>8:30</i>
<i>October 16, 2008</i>	<i>DLT - Conference Room 73-1</i>	<i>8:30</i>
<i>November 20, 2008</i>	<i>DLT - Conference Room 73-2</i>	<i>8:30</i>
<i>January 15, 2009</i>	<i>DLT - Conference Room 73-1</i>	<i>8:30</i>
<i>February 19, 2009</i>	<i>DLT - Conference Room 73-1</i>	<i>8:30</i>
<i>March 19, 2009</i>	<i>DLT - Conference Room 73-1</i>	<i>8:30</i>
<i>April 16, 2009</i>	<i>DLT - Conference Room 73-1</i>	<i>8:30</i>
<i>May 21, 2009</i>	<i>DLT - Conference Room 73-1</i>	<i>8:30</i>



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Workforce Partnership of Greater Rhode Island

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Cranston, Rhode Island 02920
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March 20, 2009

Ms. Sandra Powell, Director
Rhode Island Department of Labor & Training
1511 Pontiac Avenue
Cranston, Rhode Island 02920

Subject: Re-Certification of the Workforce Investment Board

Dear Ms. Powell:

I am requesting a conditional re-certification of the Workforce Partnership of Greater Rhode Island Workforce Investment Board. The Board was certified on June 25, 2008 for the period of July 1, 2008 through June 30, 2009. Attached is a list of the current board members and the sectors they represent. As you can see at this time there are several vacancies. Five (5) nominees for the seven vacancies have been submitted to the Governor for his approval.

The remaining two vacancies have individuals chosen for the sectors and names will be forwarded to the Governor's office upon approval of the Board. We anticipate that the nominees will subsequently be appointed to the Board within the next ninety days.

Therefore, although we are not in compliance with Section 117 (c) (2) of the Workforce Investment Act, Workforce Investment Notice 99-09, Change 1, we are requesting a conditional re-certification through December 31, 2010. This request is submitted on behalf of Governor Donald L. Carcieri, Chief Elected Official for the Workforce Partnership of Greater Rhode Island.

Please contact me at 462-8735 if you have any questions, or if you need additional information. I appreciate your attention to this important matter.

Sincerely,

Christine Grieco
Executive Director

cc John O'Hare

ASSURANCES

- 1) The Local Workforce Investment Board, including the chief elected official of the area, and providers receiving funds under Title I of the WIA, will all maintain fiscal controls and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Investment Act.
- 2) Local Workforce Investment Board will assure that it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
- 3) Local Workforce Investment Board assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act. The Board assures compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- 4) Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, regulations, written Department of Labor guidance, State guidance, and all other applicable Federal and State laws.
- 5) Local Workforce Investment Board assures that veterans will be afforded employment and training activities authorized in the Workforce Investment Act in compliance with the Jobs for Veterans Act.
- 6) The Local Workforce Investment Board assures that no funds received under WIA will be used to assist, promote, or deter union organizing.
- 7) The Local Workforce Investment Board assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
- 8) Local Workforce Investment Board will assure it will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIA; including, but not limited to the following:

General Administrative Requirements

29 CFR part 97(OMB Circular A-102) --Uniform Administrative Requirements for State and Local Governments (as amended by the Act)

29 CFR part 95 (OMB Circular A-110) as applicable -- Uniform Administrative Requirements for Institutions of Higher Education

Audit Regulations and Requirements

29 CFR part 96 (as amended by OMB Circular A-133) -Single Audit Act;

29 CFR part 99 (OMB Circular A-133) Audit Requirements for recipients of Federal Financial Assistance

Cost Principles

OMB Circular A-87 -- (as amended by the Act), Cost Principles for State, Local, and Indian Tribal Governments

OMB Circular A-122 and A-22 Cost Principles for Non-Profit Organizations as applicable.

Assurances and Certifications

SF 424 B – Assurances for Non-construction Programs;

29 CFR part 31, 32 – Nondiscrimination and Equal Opportunity Assurance (and Regulation);

Miscellaneous Provisions

CFR part 93 – Certification Regarding Lobbying (and Regulation);

29-CFR part 98 –Drug Free Workplace and Debarment and suspension; Certifications (and regulation)