



Donald L. Carcieri  
Governor  
Adelita S. Orefice  
Director

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

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1511 Pontiac Avenue  
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09.06.108  
*[Handwritten signature]*

Telephone: (401) 462-8000  
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My  
copies for  
1) Susan  
4) Paul C.  
3) Bert

September 13, 2006

06-09-22P03:36 RCVD

original  
for Workforce  
Information  
PY 05 Grant

Ms. Grace Kilbane  
Regional Administrator  
U.S. Department of Labor  
Employment and Training Administration  
John F. Kennedy Federal Building  
Room E-350  
Boston, Massachusetts 02203

Thanks  
*[Handwritten signature]*

Dear Ms. Kilbane:

Enclosed is Rhode Island's Annual Performance Report for the Program Year 2005 Workforce Information Core Products and Services Grant Plan, as required by Training and Employment Guidance Letter 33-04. The report outlines the products, services and activities for which grant funds were expended during PY 2005. This report is also being electronically submitted in .pdf format to the Boston Regional Office.

If there are any questions concerning this submittal, please contact Robert Langlais, Assistant Director for Labor Market Information, at (401) 462-8767.

Sincerely,

*[Handwritten signature of Adelita S. Orefice]*

Adelita S. Orefice  
Director  
RI Department of Labor and Training

*[Handwritten signature of Joseph Marc Aurele]*

Joseph Marc Aurele  
Chair  
Governor's Workforce Board - Rhode Island

ASO/rjl

Enclosure

**RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING**  
**PY 2005 WORKFORCE INFORMATION CORE PRODUCTS AND SERVICES GRANT PERFORMANCE REPORT**

July 1, 2005 - June 30, 2006

**A. GRANT DELIVERABLES:**

**1. Continue to Populate the ALMIS Database with state data**

<p><b>Planned Activities:</b> Populate the most current version ALMIS Database with the latest state data.</p>	<p><b>Status/Accomplishments:</b> Currently using version 2.3 of the ALMIS Database. Data tables are updated regularly as data is available. Licensing files were updated with 2004 data and sent to the NCSC in Sept. 2005 for inclusion in the Career InfoNet web site. Sent staff member to ALMIS Database training in August 2005 and July 2006.</p>	<p><b>Expenditures:</b> Approximately \$41,200 in personnel costs for this project during PY 2005. Travel/training costs equaled \$2,100.</p>
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**2. Produce and disseminate industry and occupational employment projections**

<p><b>Planned Activities:</b> A. Produce long-term industry and occupational projections. Populate the ALMIS database with projections. Disseminate projections through products and LMI web site.</p>	<p><b>Status/Accomplishments:</b> Finalized the 2004-2014 industry projections in July 2005 and reviewed them in August 2006. Occupational projections will be completed in September 2006. We will populate the ALMIS database tables and submit the results to Projections Management Partnership (PMP) upon completion. Will also load data on LMI web site and RI RED application. <i>Note: There was a delay in finishing this deliverable because national work on the Micromatrix system was not completed by the PMP as scheduled.</i></p>	<p><b>Expenditures:</b> Approximately \$50,000 in personnel costs for this project during PY 2005.</p>
<p><b>Planned Activities:</b> B. Produce and disseminate short-term industry and occupational projections. Populate the ALMIS database with projections. Submit data as required by the Projections Managing Partnership.</p>	<p><b>Status/Accomplishments:</b> Finalized and reviewed 2004-2006 Short-term projections in June 2006. Submitted results to Projections Management Partnership (PMP).</p>	<p><b>Expenditures:</b> Approximately \$20,000 in personnel costs for this project during PY 2005.</p>

**3. Provided occupational and career information for public use.**

<p><b>Planned Activities:</b> A. Collaborate with Career Resource Network staff on RI Career Anchor for high school students and the RI Career Navigator for middle school students.</p>	<p><b>Status/Accomplishments:</b> RI Career Anchor completed August 2005. The RI Career Navigator was completed in June 2006. A Teacher Guide for use with the Career Anchor and the Career Navigator was also completed in June 2006.</p>	<p><b>Expenditures:</b> Approximately \$5,000 in personnel costs for this project during PY 2005.</p>
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**3. Provided occupational and career information for public use. (continued)**

<p><b>Planned Activities:</b>                  B. Update the series of "Opportunities in..." industry brochures with the latest projections (2004-2014), occupational and wage data for users.</p>	<p><b>Status/Accomplishments:</b>                  Began preliminary work to update a series of brochures for various industries that will use the latest industry and occupational projection data highlighting the employment outlook, and wages for the industries and commonly found occupations in those industries. This process will be completed in PY 2006 since we are just completing our occupational projections through 2014. These brochures received a first place award in the NASWA LMI Communications/ Publication competition in 2004 and remain some of our most popular products.</p>	<p><b>Expenditures:</b>                  Approximately \$5,000 in personnel costs for the preliminary work on these publications.</p>
<p><b>Planned Activities:</b>                  C. Update our series of occupational information pamphlets for users with the 2004-2014 projections.</p>	<p><b>Status/Accomplishments:</b>                  Began preliminary work to update five occupational information pamphlets for users: <i>2014 Opportunities; Health Care Outlook for 2014; Expanding/Declining Industries; Jobs Requiring College Degrees; and Jobs Requiring OJT or Vocational Training. The work on these will be completed in PY 2006.</i></p>	<p><b>Expenditures:</b>                  Approximately \$5,000 in personnel costs for this project during PY 2005.</p>
<p><b>Planned Activities:</b>                  D. Produce a brochure on <i>Women's Earnings in the Ocean State</i> highlighting male/female dominated occupations from the 2000 Census along with the latest wage information.</p>	<p><b>Status/Accomplishments:</b>                  This brochure was completed and distributed to users in PY 2005 and posted on our web site.</p>	<p><b>Expenditures:</b>                  Approximately \$3,000 in personnel costs for this project during PY 2005. Cost of printing the brochure was approximately \$500.</p>
<p><b>Planned Activities:</b>                  E. Conduct a Job Vacancy Survey of RI employers.</p>	<p><b>Status/Accomplishments:</b>                  Survey of approximately 2,000 RI employers was conducted in May/June 2006. Results were compiled and prepared at the end of August 2006.</p>	<p><b>Expenditures:</b>                  Approximately \$25,000 in personnel costs for this project during PY 2005. Cost of mailing surveys and producing pamphlets/full report of results: \$2,500. Annual maintenance cost of SAS software: \$1,802.</p>

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**4. Ensure that workforce information and support required by state and local workforce investment boards are provided.**

<p><b>Planned Activities:</b>                  A. Provide support to state Workforce Information Board.</p>	<p><b>Status/Accomplishments:</b>                  Legislation was enacted this last year that reconfigured the state WIB. LMI staff worked with state WIB staff in preparing an overview of the state's labor force and the economy for the state WIB orientation.</p>	<p><b>Expenditures:</b>                  Approximately \$5,000 in personnel costs for this project during PY 2005.</p>
<p><b>Planned Activities:</b>                  B. Provide support to state in preparing labor market information for the new WIA application.</p>	<p><b>Status/Accomplishments:</b>                  LMI staff provided analyses of economic and demographic data to State WIB for various grant proposals. Also completed an update of our <i>State of the State</i> publication in October 2005.</p>	<p><b>Expenditures:</b>                  Approximately \$5,000 in personnel costs for this project during PY 2005.</p>
<p><b>Planned Activities:</b>                  C. Complete the Memorandum of Understanding with the Bureau of the Census for RI's Local Employment Dynamics (LED) program participation. Provide the Bureau of the Census with the wage record and QCEW data needed for RI to participate in the LED program with the US Census Bureau.</p>	<p><b>Status/Accomplishments:</b>                  Memorandum of Understanding (MOU) with Census Bureau for sharing data completed and signed in the fall of 2005. Attended LED meeting in January 2006 with the Census LED group. Provided historical wage record data, QCEW data and state WIB definitions to the Bureau of the Census in the spring of 2006.</p>	<p><b>Expenditures:</b>                  Approximately \$15,000 in personnel costs for this project during PY 2005.</p>
<p><b>Planned Activities:</b>                  D. Continued to work on DLT strategic plan to better serve employer community.</p>	<p><b>Status/Accomplishments:</b>                  LMI staff participated in an Agency work group to develop a strategy to inform the employer community about DLT services and how they can meet their needs. LMI has done preliminary work on an overview of LMI for Employers that will be presented to employer groups in PY 2006.</p>	<p><b>Expenditures:</b>                  Approximately \$5,000 in personnel costs for this project during PY 2005.</p>

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<p><b>4. Ensure that workforce information and support required by state and local workforce investment boards are provided. (continued)</b></p>	
<p><b>Planned Activities:</b>                  E. Participate in work groups formed around various targeted industries and grant opportunities.</p>	<p><b>Status/Accomplishments:</b>                  1. LMI staff participated in several partnerships with "high growth" industry representatives to provide information to help make decisions in applying for grant opportunities. These partnerships led to the development of several "Industry Profiles" for the Chemical, Jewelry and Financial Services industries.                  2. LMI staff participated in several meetings with the RI Department of Education and Brown University on a project to share data and resources with the goal of gauging the importance of the GED certification to RI employers. This project will continue into PY 2006.                  3. LMI staff developed a Powerpoint presentation for the Director's use in providing the State's Workforce Information Board with an overview of the importance of these industries in RI.                  4. LMI staff provided detailed information for the Construction industry and for the Dental industry in RI for use in applying for various grant opportunities.</p> <p><b>Expenditures:</b>                  Approximately \$10,000 in personnel costs for these projects during PY 2005.</p>
<p><b>Planned Activities:</b>                  F. Participate in the NASWA LMI Committee.</p>	<p><b>Status/Accomplishments:</b>                  LMI Assistant Director was a member of the NASWA LMI Committee during this program year and participated in efforts to improve LMI data and secure future funding for the program.</p> <p><b>Expenditures:</b>                  Approximately \$10,000 in personnel costs for this project during FY 2005. LMI's prorated share of NASWA annual dues for DLT was approximately \$3,000. Estimated travel costs for PY 2005: \$3,150</p>
<p><b>Planned Activities:</b>                  G. Continue publishing our monthly Employment Bulletin and the Governor's Labor Force Brief.</p>	<p><b>Status/Accomplishments:</b>                  Employment Bulletins mailed monthly to about 1,100 individuals and businesses. The Governor's Labor Force Brief provided monthly to the Governor, his staff, his Cabinet members and the RI Economic Policy Council.</p> <p><b>Expenditures:</b>                  Approximately \$15,000 in personnel costs for this project during FY 2005. Estimated cost of printing and mailing Bulletin: \$4,000.</p>

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<p><b>4. Ensure that workforce information and support required by state and local workforce investment boards are provided. (continued)</b></p>	
<p><b>Planned Activities:</b>                  H. Produce other new products to help WIBS and other workforce development professionals.</p>	<p><b>Status/Accomplishments:</b>                  1. Conducted a series of three focus groups with One-Stop Center managers to assess satisfaction with current LMI products and to solicit ideas for new, customized products.                  2. Produced Providence/Cranston WIA brochure, which provides an analysis of labor force, private sector employment and demographics for this WIA.                  3. Produced <i>RI RED Training Manual</i> for One-Stop Career staff and One-Stop customers to assist them in navigating LMI's Internet delivery system. This product was developed at the request of One-Stop managers to ease confusion about using the system. Developed RI Red Career Tips poster for display in the six One-Stop Centers. At the request of One-Stop managers, developed O*Net Desk Guide to assist counselors with occupation coding.                  4. Prepared summary reports on <i>Multiple Job Holders in the Ocean State</i>, <i>Union Membership in RI</i>, and <i>Women in RI's Economy</i>.</p>
<p><b>Expenditures:</b>                  Approximately \$10,000 in personnel costs for these projects during PY 2005. Annual printing costs: \$1,750.</p>	

<p><b>5. Maintain and enhance electronic state workforce information delivery systems.</b></p>	
<p><b>Planned Activities:</b>                  A. Maintain the LMI web site.</p>	<p><b>Status/Accomplishments:</b>                  LMI staff continued to update the LMI web site (<a href="http://www.dlt.ri.gov/lmi">www.dlt.ri.gov/lmi</a>) with the latest workforce and economic information. All LMI publications were also made available for downloading from our web site. Links to other resources were also updated during the PY.</p>
<p><b>Expenditures:</b>                  Approximately \$20,000 in personnel costs for this project during PY 2005.</p>	
<p><b>Planned Activities:</b>                  B. Maintain and enhance the RI Research and Economic Database application.</p>	<p><b>Status/Accomplishments:</b>                  LMI staff worked with the vendor during this PY to enhance the capabilities of this system. New version 7.0 was implemented in January 2006. Web site: <a href="http://www.dlt.ri.gov/rired">www.dlt.ri.gov/rired</a>. The system's Content Manager gives LMI the capability to redesign web pages and to add content via additional web links.</p>
<p><b>Expenditures:</b>                  Approximately \$25,000 in personnel costs for this project during FY 2005. Cost of annual maintenance contract on application software: \$25,604. Cost of print materials for training: \$1,000. Cost of travel for two staff members to attend annual Users' Conference: \$2,157.</p>	

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**5. Maintain and enhance electronic state workforce information delivery systems. (continued)**

<b>Planned Activities:</b> C. Continue electronic notification of availability of new information/products through <i>LMI Stat Track</i> .	<b>Status/Accomplishments:</b> Staff continued to electronically notify over 1,000 registered users when new information or new products were available on our web site.	<b>Expenditures:</b> Approximately \$2,000 in personnel costs for this project during PY 2005.
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**6. Support state workforce information training activities.**

<b>Planned Activities:</b> A. Provide training to various groups on uses of LMI data, its products and systems.	<b>Status/Accomplishments:</b> 1. Demonstrated new version (7.0) of the RI Research and Economic Database at seven sessions for netWORKri staff (about 70 people), and two Improved Career Decision Making training classes during this PY (about 24 people). 2. Conducted LMI overviews in four sessions at a <i>Partnership to Employment Conference</i> (about 120 people). 3. Provided training on Version 7.0 of RI RED to netWORKri staff and Agency's Employer Service Representatives. 4. Provided two overviews of LMI systems, information and products to graduate students in the field of counseling. (about 35 students) 5. Participated in the Governor's Commission on Disabilities cable television show, "Able Too," to promote the employment and retention of persons with disabilities. 6. Provided LMI training to high school students (200 students).	<b>Expenditures:</b> Approximately \$17,527 in personnel costs for this project during PY 2005.
<b>Planned Activities:</b> B. Provide training for LMI staff members and support for LMI Institute.	<b>Status/Accomplishments:</b> 1. LMI staff took advantage of several training opportunities during this PY. We sent one staff member to the <i>Applied Analyst Training</i> in April 2006, one to <i>ALMIS database training</i> in August 2005 and July 2006, two staff members to the <i>Geosol Users' Group conference</i> in May 2006 and two staff members to an <i>Intro to ARC GIS training</i> in August 2005. 2. Agreed to support LMI Institute with 0.5% of our One-Stop LMI grant.	<b>Expenditures:</b> Approximately \$15,000 in personnel costs for training during PY 2005. Travel costs for training: \$6,173. LMI Institute support: \$1,821.

**Total PY 2005 Expenditures: \$364,284**

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**B. CUSTOMER SATISFACTION ASSESSMENT**

Our Customer Satisfaction efforts focused primarily on direct feedback from our customers during the last program year. We also used Web Trends to get information on our web site usage.

**1. LMI web site activity** - As measured by Web Trends software

- \* During PY 2005, there were 311,168 visitor sessions on the LMI web site by 118,391 unique visitors (9,866 per month).
- \* Top pages visited: Occupational License File (24,524), Employer Handbook (14,519), Occupational Employment & Wage data (15,153), Information Employers Must Post (10,887) Projections (7,098), List of largest RI Employers (8,464), Industry & Occupational Projections (5,421) and LMI Publications center (5,876).

**2. LMI Publications - Reports, pamphlets, brochures & posters**

- \* During PY 2005, approximately 46,200 copies of reports, brochures, pamphlets and posters were distributed to our customers.

**3. Feedback from netWORKri (One-Stop Career Center) Managers**

- \* "Please send more O\*Net Desk Guides. They're a BIG hit! Thanks."
- \* "We use all your handouts when we're working with groups outside the office plus we keep a supply in our resource area."
- \* "I use RI RED all the time with my customers and various other LMI demographic information when assisting with recruiting."
- \* "We use all of the LMI, Career Resource Network and RI RED materials in our orientations and our interviewing skills and resume workshops."
- \* "Thank you for all of the labor market information that has been passed along and for responding to our ideas. LMI Rocks!"
- \* "I use and distribute RI RED brochures often. I find them a useful tool for both job seekers and employers. They are a very popular hand -out at Job Fairs and Expos."
- \* "At each weekly orientation, I show customers LMI occupational projections, wage data and *RI RED*. I also give them a copy of *Mapping a Course to Career Success* and the *RI RED* pamphlet."

**4. Feedback from other customers**

- \* "The newly formed Labor Market Information Committee of the local WIB requested a profile of the workforce area from your LMI Unit. This information has proven valuable in our planning process. We are able to use the data to target limited resources to areas that will have the greatest impact on the businesses and residents of our workforce area."
- \* Regarding the Providence/Cranston WIA Brochure - "This looks fantastic! It's very timely since we're having a Board meeting next week."
- \* "I want to tell you that I really appreciate you sending me this information. It is incredibly comprehensive and is exactly the data I need. It must have taken an enormous amount of time and effort on your part to compile and organize this report."
- \* "You need to be congratulated on your 'demystification' of RI RED. I am sure this tool will be greatly appreciated."
- \* "Words cannot express my pleasure with the format and presentation of the report you did. It is exceptional!"
- \* "Currently we have very few resources to support career interest and self-awareness. I've perused the on-line Career Navigator and it appears to be a wonderful resource for our guidance dept. from which we can develop two-year lesson plans having each student working in his/her own journal."
- \* "Wow! What a website. This tool is incredibly valuable to a newbie or seasoned worker. It is a site that will be saved as a bookmark on my computer for the rest of my career!"
- \* "The Job Analyzer in RI RED is great for a person who may be changing careers and needs to create a new resume, or the person who is



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unsure of what they want to be when they grow up."

**5. Other Recognition**

\* The following is from an Employer Service Rep who attended a Chamber of Commerce meeting. The keynote speaker was Paul Harrington from the Center for Labor Market Studies at Northeastern University - "Paul Harrington couldn't have given more accolades to our department personally mentioning (LMI staff).... He said they do all the work and he is the mouthpiece who disseminates the information to others."

**C. Recommendations for Improvements or Changes to the Suite of Core Products**

No recommendations for changes at this time.