



Workforce Investment Board Minutes

June 17, 2009

Attendees: Cathryn Addy, John Boyd, Bill Carroll, Rich Cohen, Jonathan Colman, Lee Erdmann, John Hesterberg, designee for Silvana Flattery, Lindy Lee Gold, Kim Hostetler, Jason Howey, Mark Leahy, Tom Mongellow, Rich Mullins, Bill Putt, Fernando Rosa, Brian Sardo, John Shemo, Charles Smith, Carl Stephani, Joseph Toner and Lyle Wray.

Guests: Atty. Thom Page

Staff: Tom Phillips, Alex Johnson, Pam Nabors, Jim Boucher, Julie Watson, Sandy Rodriguez, Vivian Rivera and Suzanne Dutilly

Consent Agenda Items

- **April 30 Minutes**

Rich Cohen entertained a motion to approve the minutes from the April 30 meeting.

Carl Stephani moved the motion noting the following edits:

In the Finance & Audit Report under Consent Agenda Items: rescissions should be recessions; in the One-Stop Services ARRA Allocation Plan, the word through should be thorough; and in the Governance Update on Board Member Recruitment, the upcoming class should be 2009-2012, not 2102. Bill Putt seconded the motion to approve the amended minutes. Motion carried.

- **Third Quarter Financials**
- **Board Nominations for 2009-2012**
- **2009-2010 Meeting Schedule**

The remaining Consent Agenda items were approved on a motion by Lee Erdmann. The motion was seconded by Carl Stephani. Motion carried.

Election of 2009-2010 Officers

The following slate of officers was approved as a result of a motion made by Lindy Lee Gold and seconded by Lee Erdmann: Rich Cohen, Chair; Ken Flanagan, Vice Chair; Charles Smith, Treasurer; and Carl Stephani, Secretary.

2009-2010 Committee Chairs and Vice Chairs

The following Chairs and Vice Chairs were approved for 2009-2010 as a result of a motion made by Carl Stephani and seconded by Lindy Lee Gold:

Finance & Audit: Charles Smith, Chair
Jon Colman, Vice Chair

Governance: Charles Smith, Chair
Jon Colman, Vice Chair

One-Stop Services: Bill Putt, Chair
Ken Flanagan, Vice Chair

Future Workforce Services: James Stanley, Chair

Jason Howey, Vice Chair

Legislative Advisory: Steve Cassano, Chair

Clarke King, Vice Chair

Strategic Management: Lyle Wray, Chair
Kim Hostetler, Vice Chair

FY '09-'10 Revenue Budget

Danielle Bradley, CFO explained that because the Governor has zeroed out both the Temporary Assistance to Needy Families (TANF) Jobs Re-organization and the Jobs First Employment Services (JFES) programs, CWP's 2009-2010 projected revenues are reduced to \$17,133,384. She added that amount represents funding streams that we either have letters of authorization for or contracts currently in place. She further explained that \$2,238,828 has been allocated to Administration/Operations; \$500,888 to IT/Facilities and \$14,894,556 to Program Services.

Jon Colman made a motion to accept the FY '09-'10 Revenue Budget. Lee Erdman seconded the motion. Motion carried.

FY '09-'10 Operating Budget

Danielle Bradley reviewed the budget saying it shows a three-year trend and pointed out it is a "bare bones budget" and basically reflects a \$1.1 million reduction in operating revenues. She noted the reduction in salaries because CWP has laid off one part-time and four full-time employees and added there will be no merit raises this year. In addition, employees are paying a higher percentage of their medical insurance and CWP may move second-floor staff to the third floor to save money. Tom Phillips noted that the JFES and TANF programs might be included in the state budget when it is passed, but they will not be funded at the same level. CWP Treasurer Charles Smith added that the Finance and Audit Committee has recommended that CWP not dip into its line of credit since there is no guarantee of getting the money back. He said CWP has no reserves and the Finance and Audit Committee agreed to present a budget to the Board of Directors that reflects the authority we know is coming from the state.

Jon Colman made a motion to accept the FY '09-'10 Operating Budget. John Boyd seconded the motion. Motion carried.

Recommendations of the Finance and Audit Committee to the Board

CWP Treasurer Charles Smith reviewed the recommendation that authorizes management to take the necessary action, working through the Finance and Audit Committee, to make adjustments to the adopted budget as necessary contingent on final state approval for federal and state funding for:

- The Summer Youth Employment & Learning Program
- Mortgage Crisis Job Training Program
- Jobs Funnel Program
- JFES/TANF Program

Treasurer Smith added that the Finance and Audit Committee is proposing a cascading series of authorities so the full board will not require another meeting. He amended the first recommendation to read: 1. Authorize the state funded Summer Youth Employment Program to start as planned on July 6, 2009, provided the General Assembly authorize and the Governor signs legislation resulting from the planned June 19th and 20th special session ***or other special sessions that might occur.***

Discussion then followed with Fernando Rosa asking when we would have to decide to cancel the summer program if funding is not received. Tom Phillips replied if the funding is not approved this weekend, and depending on when the money is received, we would shorten the program and increase the hours each youth works. Joe Tonner asked if the Jobs Funnel funding is cut, is there any stimulus money that could be used to keep the program running this year and next year? Tom Phillips replied that no funding had been identified that could plug the loss of the state funding for this program.

Board Chair Rich Cohen reminded members that we need to be conservative and fiscally responsible.

Jon Colman made a motion to accept the amended Recommendations of the Finance and Audit Committee to the Board. Kim Hostetler seconded the motion. Motion carried.

Governance Committee 2008-2009 Update

Charles Smith, Governance Committee Chair, reviewed the year-end report and thanked the board members who nominated new board members for the 2009-2012 term. He highlighted the Preliminary Plan for 2009-2010 and said there would be a discussion of work plan at the September Board Meeting. Rich Cohen thanked Charles and Jon Colman and all the members of the Governance Committee for their hard work and Tom Phillips added the work of this committee has been phenomenal and we are already seeing the results.

Results-based Accountability Model

Lyle Wray, Chair of the Strategic Management Committee reviewed the proposed RBA Framework noting it has been in development for the past year and it incorporates a lot of the work from the June 2008 Board Retreat in Wethersfield. Tom Phillips added that the Community Level Quality of Life Results-Self-Sufficient Adults, Healthy Economy, A Workforce that Meets the Needs of Employers and Youth Prepared for Post Secondary Education and Employment are the same areas featured in The Hartford Courant's report card that ran in the editorial section for the last two years. Lyle added that we don't control these four areas, but we will track how we are doing.

Lee Erdmann made a motion to approve the Results-based Accountability Model. Lindy Lee Gold seconded the motion. Motion carried

President & CEO Report

Tom Phillips reviewed the Top 10 Accomplishments for the 2008-2009 Program Year noting that the number 1 accomplishment is: ***In record time successfully designed and implemented a new Summer Youth Employment recruitment and certification system based on the federal WIA ARRA stimulus fund requirements, resulting in the processing of over 3,500 applications.***

The meeting was adjourned with a motion from Jon Colman. The motion was seconded by Lee Erdmann.