



Capital Workforce Partners
One Union Place / Hartford, CT 06103
Phone: (860) 522-1111 / Fax: (860) 722-2486
www.capitalworkforce.org

Workforce Investment Board Minutes

September 24, 2009

Attendees: Linda Agnew, John Boyd, Sheldon Bustow, Bill Carroll, Rich Cohen, Jonathan Colman, Christine Curtin, Lee Erdmann, Carlos Figueroa, Ken Flanagan, John Hesterberg-designee for Silvana Flattery, Gena Glickman, Deborah Gogliettino, Lindy Lee Gold, Cherie Griffith-Dunn, Kim Hostetler, Bill Putt, Jonathan Richmond, Fernando Rosa, John Shemo, John Simoneau, Charles Smith and Lyle Wray.

Guest: Sylvia deHaas Phillips, Atty. Thom Page

Staff: Tom Phillips, Alex Johnson, Danielle Bradley, Sandy Rodriguez, Vivian Rivera and Suzanne Dutilly

Consent Agenda Items

June 17 Minutes

Rich Cohen called for a motion to approve the following Consent Agenda Items including the minutes from the June 17 meeting. Jonathan Richmond moved the motion noting the following edit to the minutes:

In the Results-Based Accountability Report, the Board retreat was in June 2008, not June 2009. Jon Colman seconded the motion to approve the Consent Agenda Items and the amended minutes. Motion carried.

- FY '08-'09 Operations Goals and Objectives Accomplishments (attachment)
- FY '08-'09 Preliminary Year-End Financials (attachment)]
- Resource Development & Sustainability Plan/Grant Tracking Report (attachment)
- F Y '09 Revenue Report Mod 6 (attachment)
- 2009 Summer Youth Employment & Learning Program Overview (attachment)

Chairman's Report

Rich Cohen noted he was very proud to see how the board has transformed into a more productive board, adding it was and is a huge change and there has been a tremendous amount of effort put into the changes. He reminded members that although it seems like it is taking a long time, transitions take time. He then introduced the following new board members:

- Sheldon Bustow, Director of New Business Development, Hospital for Special Care, New Britain. Sheldon is a new member of the One-Stop Services Committee.
- Christine Curtin, Senior Diversity Consultant, Human Resources, Aetna. Christine is a new member of the Future Workforce Services Committee.
- Carlos Figueroa, Director of Talent Acquisitions/University Relations, Travelers. Carlos is a new member of the Future Workforce Services Committee.
- Gena Glickman, President, Manchester Community College
Gena is a new member of the Legislative Advisory Committee.

- Deborah Gogliettino, Senior Vice President, Human Resources, Eastern Connecticut Health Network, Manchester .Deb is a new member of the Finance & Audit and Strategic Management Committees.
- Cherie Griffith-Dunn, President & CEO, VLO Group New England, LLC, Hartford. Cherie is a new member of the Legislative Advisory Committee

One other new board member was not present at the meeting:

- Denise Whitford, Vice President, TD Bank North, Newington
Denise is a new member of the Finance & Audit Committee

Rich also introduced the 2009-2010 Committee Chairs and Vice Chairs:

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

President & CEO Report

Tom Phillips gave an overview of the adopted State Budget State noting the Governor says she may veto the implementer bills. He added we just heard that both the Jobs Funnel and Mortgage Crisis Programs were both cut. Rich Cohen noted we are adapting and moving along as best we can with what we know because this is “a moving target.”

On the federal level in relation to Workforce Development Programs, Tom noted that Congress does not seem interested in providing a Summer Youth program next year. Capital Workforce Partners enrolled over 2000 youths in our 2009 summer program; however, USDOL is pushing for stand-alone programs for youth in order to encourage more creativity in programs, is looking at revamping eligibility for youth and adults, and is saying the 1998 Workforce Investment Act (WIA) will be reauthorized early in 2010. He added USDOL wants to take a hard look at the WIBs and how they function, wants to provide more consistency in how they run, plans to totally revamp the outcome measures, and wants to make sure board members use the services of the One-Stops.

FY 2010 Operating Budget Version 2 (attachment)

CWP Treasurer Charles Smith and Danielle Bradley, CWP Chief Financial Officer noted total grant dollars are approximately \$29 million in total funds and approximately \$2.8 million for the Operating Budget reflects what we know we have in hand. Approximately two thirds of our funds are on the adult side and one-third is for youth programs.

Jon Colman made a motion to accept the FY 2010 Operating Budget Version 2. Bill Putt seconded the motion. Motion carried.

'09-'10 WIA Youth Allocations

One-Stop Services Committee Chair Bill Putt said at the June Board Meeting we were unsure of what the state was going to do regarding the Jobs First Employment Services (JFES) Program. The state had cut all JFES funds and we went through a contraction period that included layoffs and closing sites. The state budget reinstated the JFES funding and we now have implemented

the program. We did receive additional training funds, but all of these funds must be expended during this fiscal year and one-third of the year is already gone. In order to expend the money on time, two new programs were added, a career competency program at the Urban League, and A Green Program at Our Piece of the Pie,

Bill Putt made a motion to accept '09-'10 JFES Allocations. John Boyd seconded the motion. Motion carried.

Bill then reviewed the WIA Youth funding recommendations noting the new RFP is for a program for high school dropouts.

Bill Putt made a motion to accept '09-'10 WIA Youth Funding Allocations. Jon Colman seconded the motion. Motion carried.

Facilitated Discussion

Sylvia deHaas Phillips, a consultant working with the Governance Committee, said it takes approximately two years to change board policies, culture and governance. She said the Governance Committee wants to support the board by learning what the board wants and determining if we are really using this board in the best way possible. She added the committee plans to check in with the board periodically to see how things are going.

Consent Agenda- is a meeting management tool for historical documents and reports that do not need to be discussed. The meeting time can then be used for more strategic discussions. Lindy Lee Gold suggested posting committee minutes on the website so information would be easier to read and would not come all at once. Kim Hostetler suggested summarizing the financial documents on the consent agenda and added that performance documents should not be on consent agenda and should be discussed instead. Deb Gogliettino said she feels financial and operating documents should not be on consent because of fiduciary responsibilities. A simple three point criteria probably could serve all of our needs. Lyle Wray suggested a one-page document that is a request for board action and gives information that is needed in order to vote. Both Rich Cohen and Jon Colman reminded the board that all information on the agenda has been fully vetted in committees, but they both liked the suggestion of the one-page document. Gena Glickman said she has never seen the Consent Items at the top of the agenda and Jon Colman added that on the CROG agenda consent shows up after action items.

Executive Committee-Sylvia asked if the board is comfortable with the Executive Committee having less power. Gena Glickman replied that because we are a large board we need to use committees, and she likes the committee model. Tom Phillips added that all board members, except one with a health issue, are on a committee and some are one two. Bill Putt said there was more extensive discussion about financial items with the Executive Committee and now "there is less conversation at board meetings because of our size. We need to have more discussions like this one at our board meetings," he added.

Education- Sylvia said the Governance Committee is thinking of a 30-minute discussion at each board meeting. Lyle Wray suggested considering a range of issues that are workforce related. John Simoneau added the committee chairs who are reporting to the full board need to report why they did what they did on the committee level. Deborah Gogliettino asked what strategic decisions do you need our help with. Rich Cohen replied that's what we all need to decide, we used to be involved in operational things but now we can be more strategic. John Boyd cautioned that the board delegated responsibility and authority, "let's not go back, let's address new challenges that require decisions. I trust we have the right people making

decisions on the budget and I am comfortable with their recommendations.” Gena Glickman commented the new board member orientation was terrific but a follow-up would be great. Christine Curtin noted that within the context of our constituencies you might have a set of operational, strategic and financial goals to address each, or another way to slice and dice. How are we going to meet the needs of each of these constituencies? Kim Hostetler added it would be helpful to revisit the national goals and objectives for workforce investment boards. Carlos Figueroa said we need to understand our stakeholders, and he, as a new board member, is still trying to figure out who they are. He also suggested a peer mentor for new board members.

Next Steps-Sylvia said the Governance Committee will meet on October 14th to debrief and will report back at the October 22 board meeting. Rich Cohen suggested a follow-up meeting with new board members within the next three months.

The meeting was adjourned with a motion from Cherie Griffith-Dunn. The motion was seconded by Ken Flanagan. Meeting adjourned.