

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

Workforce Investment Board Meeting

DATE: February 26, 2009
TIME: 8:30 a.m. to 10 a.m.
PLACE: The Lyceum, 227 Lawrence Street, Hartford

AGENDA

Consent Agenda-Charles Smith

Action 1 Adopt December 4, 2008 minutes (attachment)

Future Workforce Services

Attachment A Summer Youth Employment & Learning Program RFQ Guidelines

Strategic Management

Attachment B Project Management Plan

Presentations

Action 2 Conflict of Interest Policy-Atty. Thom Page (attachment)

Attachment C IRS 990 Changes-Lori Budnick, Blum Shapiro (handout at meeting)

Finance & Audit-Charles Smith (This Excel document has six tabs)

Action 3 12/31/08 Statements of Financial Position and Activities (attachment)

Action 4 Second Quarter Expenditure Reports (attachment)

Action 5 Second Quarter Revenue Reports (attachment)

Governance-Jon Colman

Attachment D Work Plan Update

Strategic Management-Lyle Wray

Attachment E Results-Based Accountability Model (handout at meeting)

President & CEO Report-Tom Phillips

Federal and State Budget Implications- Update

The next Board meeting is Thursday, April 30, 2009
(this is a date change from April 23)
8:30 to 10 a.m. at The Lyceum, 227 Lawrence Street, Hartford



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DRAFT-Workforce Investment Board Minutes December 4, 2008

Note: These minutes are not official until approved by the Board at the February 26 meeting.

Attendees: Cathryn Addy, Linda Agnew, John Boyd, Bill Carroll, Rich Cohen, Bob DeLisa, Lee Erdmann, Ken Flanagan, Silvana Flattery, Elliot Ginsberg, , Lindy Lee Gold, Alan Green, Jason Howey, Clarke King, Mark Leahy, Tom Mongellow, Rich Mullins, Susan Pierson, Bill Putt, Jonathan Richmond, Fernando Rosa, John Shemo, Charles Smith, Carl Stephani, and Lyle Wray
Staff: Thomas Phillips, Alex Johnson, Pam Nabors, Nick Francis, Danielle Bradley and Suzanne Dutilly

Approval of October 30, 2008 WIB meeting minutes

Outcome/Action: A motion was made by Bill Carroll to approve the minutes. Lindy Lee Gold seconded the motion. Motion carried.

Consent Agenda Items

The following items were approved:

- Governance Committee Work Plan
- Future Workforce Services Contract Rescission Report
- Finance & Audit Committee Quarterly Financials

Legislative Advisory 2009 CWP Legislative Priorities

Tom Phillips reviewed the priorities: 1) Maintain the Current Allocation of \$5 million to Support Summer and Year-Round Youth Employment. That would appropriate \$1,625,000 for our region; 2) maintain the current \$500,000 funding for Incumbent Worker Training (\$125,000 leveraged with incentive and grant funds to our region); 3) Request \$2.5 million statewide (\$1.3 million for North Central and Eastern Connecticut) for the Mortgage Crisis Job Training Program; and allocate \$3 million to create a Prisoner Re-Entry Workforce Development Pilot Program.

Outcome/Action: A motion was made by Lyle Wray to approve the 2009 CWP Legislative Priorities. Carl Stephani seconded the motion. Motion carried.

2009 Federal Legislative Priorities

Tom Phillips reviewed the priorities noting CWP supports the proposed Second Economic Stimulus Legislation that includes the House-passed \$60 billion economic stimulus package with \$500 million in workforce funding. CWP also supports a speedy FY 09 and FY10 Appropriations budget approval process and reauthorization of the Workforce Investment Act (WIA) once the new administration is in place in order to ensure funding. Tom noted that under the Labor/HHS Appropriations bills, WIA is lumped in with Head Start, Cancer research etc., and is therefore a low priority and funding is not safe without reauthorization.

Outcome/Action: A motion was made by Lee Erdmann to approve the 2009 Proposed Federal Legislative Priorities. Carl Stephani seconded the motion. Motion carried.

Finance & Audit

Audit Report

Treasurer Charles Smith reported CWP had a clean audit with no findings. He and Rich Cohen thanked Chief Financial Officer Danielle Bradley, Senior Accountant Shelly Hoang and the CWP staff for the great job.

Outcome/Action: A motion was made by Lee Erdmann to accept the 2008 Audit Report. Carl Stephani seconded the motion. Motion carried.

Operating Budget Modifications

Treasurer Smith reviewed the Operating Budget Modifications noting the net reduction of \$119,060 resulting from the TANF rescission and final close out of previous year grants, and a net addition of \$50,621 from new grants. The total adjusted operating budget is \$2,794,109.

Outcome/Action: A motion was made by Lee Erdmann to accept the Operating Budget Modifications. John Boyd seconded the motion. Motion carried.

One-Stop Services

CWP Business Services Team Model

Committee Chair Bill Putt explained this is a strategic move on the part of CWP to add four new employees to its payroll. In the past, the contractor staff worked for either CBIA or the Greater Bristol Chamber of Commerce. Bill Carroll asked where the five would be based, and Tom Phillips replied CWP will be their home base but they will also be circulating at both the Bristol and New Britain Chambers. Bill Carroll expressed disappointment that this move was not discussed with the New Britain Chamber and Alex Johnson replied we did not ignore the New Britain Chamber, but the contract is with the Bristol Chamber. He said CWP wants to continue working with the chambers regarding manufacturing and health employers and the One-Stop system; however, the relationship will be more strategic and will provide resource opportunities for the chambers and CBIA. Bill Putt confirmed money has been set aside for specific projects with the chambers, and Tom Phillips added that CWP will continue to build its relationships with CBIA and the chambers.

Outcome/Action: A motion was made by Bill Putt to approve the CWP Business Team Model. Carl Stephani seconded the motion. Rich Mullins, Bill Carroll and Jonathan Richmond abstained. Motion carried.

Jobs First Employment Services/Career Competency Training RFP Framework

Committee Chair Bill Putt reviewed the proposed changes noting WIA funds will be used exclusively for Individual Training Accounts (ITAs); TANF funds will be used to contract for training in competencies including basic science instruction as well as math and computers. Training providers will also be responsible for job placement. Discussion followed with Rich Mullins noting CCSU does a good job of training but is not in the business of case management or placement. He proposed amending the motion to include a progress report on placement and sharing RFP information with the end user. Bill Putt said the board will be given the same quarterly reports that the One-Stop Services Committee receives.

Outcome/Action: A motion was made by Bill Putt to approve the Jobs First Employment Services/Career Competency Training RFP Framework and to include quarterly progress reports for the board. Lee Erdmann seconded the motion. Rich Mullins abstained. Motion carried.

President & CEO Report

Organizational Goals and Objectives

Tom Phillips reviewed the document noting he will report back at the end of the year on CWP's achievements in the four areas-Strategic, Operational, Financial and Professional Development. He said CWP has landed on some good strategic metrics to measure our performance.

Regional Report Card

Tom Phillips reviewed the 2008 Community Workforce Development Report Card for North Central Connecticut noting this is an update of the information that ran in *The Hartford Courant* last year and adding *The Courant* is running this information in this Sunday's newspaper. He added the community has defined three expected results that are imperative in a "healthy" workforce:

- 1) a workforce employers need
- 2) self-sufficient adults
- 3) a healthy economy

Board Chair Rich Cohen thanked all board members for their hard work and increased involvement this year. He wished all a happy and healthy holiday adding he looks forward to another great year.



CAPITAL WORKFORCE PARTNERS

Summer Youth Employment and Learning Program

2009 Contract Extension Application Framework

Premise:

2008 SYELP Providers will be asked to respond to a contract extension application for services to youth in the following communities: Hartford, East Hartford, Bloomfield, Enfield, New Britain, Manchester, Bristol, and Glastonbury. Only those communities listed will host a Summer Youth Employment and Learning Program. This does not mean that youth need to reside in those towns. However, much of CWP's funding is only offered to residents of specific communities (i.e. Hartford and New Britain).

Contract/Program Updates or Changes:

Providers will respond for funding in one or more of the following categories:

_____ **Tier I** – (Career Exploration and Competency Development for 14-16 year olds)

_____ **Tier II** – (Career and Education Planning and Competency Development for 15-17 year olds)

_____ **Tier III** – (Internships and Career Competency Completion for ages 16-19)

Program Dates

All 2009 Summer Youth Employment and Learning Programs will run from Monday, July 6th through Friday, August 14th.

Contract Design

For the SYELP in 2009 all organizations will receive one contract only for services regardless of the number of towns served or Tier level programs implemented.

Providers will be asked to respond to questions on the following topics:

- Current provider connections to secondary school small learning academies and/or growth industries
- Provider ability to administer payroll and/or stipends
- Provider ability to incur costs against administering payroll and/or stipends
- Provider ability to enter data real-time into Hartford Connects related to attendance
- Organization's ability to administer the CASAS or their plan to build capacity to do so before SYELP orientation

Providers will be asked to respond to additional questions on the topics related to the Economic Stimulus package and WIA youth funding, such as their capacity to:

- Serve out-of-school youth up to age 24
- Transition into the fall and/or year round services, possibly occupational skills training
- Serve youth primarily in internships during the summer (summer "jobs" program)

**Capital Workforce Partners
Strategic Management Committee**

Project Management Plan

Task	Start Date	End Date	Strategic Management Committee Action
Develop strategic objectives consistent with Board goals	1/30/2009	1/30/2009	Participation in facilitated development discussion
Develop performance metrics linked to strategic goals	1/30/2009	1/30/2009	Participation in facilitated development discussion
Reconcile Board goals, strategic objectives, and related performance metrics with existing Results-Based Accountability model	Feb 2009		Review and approval of staff white paper
Review and revise cross-program performance measures based upon their ability to enhance decision-making	Feb 2009		Review and approval of staff recommendations
Develop revised menu of program measures based upon their ability to enhance decision making, informed by data audit	Feb 2009		Participation in facilitated development discussion
Identify critical data development and report development agenda	March 2009		Participation in facilitated development discussion
Create report formats for strategic management committee and full board that are useful for cross-program review and decision-making	March 2009		Review of potential report formats; provision of input and suggested changes
Develop first populated report with available data	April 2009		Review actual data; develop questions based upon data review
Create recommendations for cross-program performance improvement and achievement of strategic objectives	May 2009		Review output of staff turn the curve sessions; ask follow-up questions
Finalize actions steps for improving performance and achieving strategic objectives	June		Finalization of action steps

CONFLICT OF INTEREST POLICY

OF

CAPITAL WORKFORCE PARTNERS, INC.

This conflict of interest policy is designed to help directors, officers, senior management employees and members of committees of the Board of Directors of Capital Workforce Partners, Inc. (hereinafter “CWP”) identify situations that present potential conflicts of interest and to provide CWP with a set of procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, senior management employees or committee member has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with and supplement the procedures prescribed in Connecticut General Statutes §33-1127, et seq., Workforce Investment Act §117 (g) and 29 CFR §95.42 of the US Code governing conflicts of interest for directors of nonprofit corporations, and to apply such procedures, as well, to senior management employees, officers, directors and members of committees of the Board of Directors of CWP. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in Connecticut General Statutes §33-1127, et seq., Workforce Investment Act §117 (g) and 29 CFR §95.42, the statutes and regulations shall control. All capitalized terms used herein are defined in Part 2 of this policy.

1. **Conflict of Interest Defined.** For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
 - a. **Outside Interests.**
 - i. A Contract or Transaction between CWP and a Responsible Person or Family Member.
 - ii. A Contract or Transaction between CWP and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
 - b. **Outside Activities.**
 - i. A Responsible Person doing or seeking to do business with or competing with CWP in the rendering of services or in any other Contract or Transaction with a third party.
 - ii. Responsible Person’s having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to, an entity or individual that does or is seeking to do business with or competes with CWP in the provision of services or in any other Contract or Transaction with a third party.
 - c. **Gifts, Gratuities and Entertainment.** A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:
 - i. does or is seeking to do business with, or is a competitor of CWP; or
 - ii. has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from CWP;

- iii. is a charitable, tax-exempt or non-profit organization as defined pursuant to state or federal law;
- iv. under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of CWP. The Chairperson of the Board of Directors shall determine the scope of nominal or insignificant value for the purposes herein.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. A "Responsible Person" is any person serving as an officer, senior management employee, member of the Board of Directors of CWP or member of a committee of the Board of Directors of CWP.
- c. A "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by CWP. The making of a gift to CWP is not a Contract or Transaction.

3. Procedures.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chairperson of the meeting all facts material to the Conflict of Interest. The chairperson shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting.

room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of CWP has a Conflict of Interest when he or she stands for election as an officer of the Board of Directors.

- e. Responsible Persons who are not members of the Board of Directors of CWP or committee members of Committees of the Board of Directors of CWP, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chairperson of the Board of Directors or the Chief Executive Officer any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect CWP's participation in such Contract or Transaction. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chairperson or the Chief Executive Officer, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
4. **Confidentiality.** Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of CWP. Furthermore, a Responsible Person shall not disclose or use information relating to the business of CWP for the personal profit or advantage of the Responsible Person or a Family Member.
5. **Review of policy.**
- a. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so and will abide by the provisions herein.
 - b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could give rise to a Conflict of Interest or the appearance of a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to a tax-exempt or nonprofit organization, or ownership of a business that might provide goods or services to CWP. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chairperson, the Chief Executive Officer, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
 - c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

CAPITAL WORKFORCE PARTNERS, INC.

Conflict of Interest Agreement and Disclosure Form

Name: _____

Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to or give rise to a Conflict of Interest or the appearance of a Conflict of Interest, as such is defined in CWP's Conflict of Interest Policy.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy of Capital Workforce Partners, Inc. (CWP) that is currently in effect.

I further agree to adhere to the following principle as a Senior Management Employee, Officer, Committee Member or Member of the Board of Directors of CWP:

The proper governance of CWP depends upon the Senior Management Employees, Officers, Directors and Committee Members of the Board of Directors who are either employed by or give their time for the benefit of CWP. These relationships carry with it a requirement of loyalty and fidelity to CWP. It is the responsibility of the Senior Management Employees of CWP and the Officers, Directors and Committee Members of the Board of Directors to govern the affairs of CWP with honesty and integrity, exercising the best care, skill and judgment for the benefit of CWP.

Signature: _____

Date: _____

CAPITAL WORKFORCE PARTNERS
STATEMENTS OF FINANCIAL POSITION
December 31, 2008

	<u>December 31, 2008</u>		<u>December 31, 2007</u>
ASSETS			
Cash and Cash Equivalents	\$ 36,694	\$	16,103
Grant Receivable	1,487,512		1,587,611
Contributions Receivable	643,745		84,395
Accounts Receivable	16,196		24,912
Contractor Advances and Other Assets	478,890		726,890
Property and Equipment - Net	<u>58,158</u>		<u>81,760</u>
Total Assets	<u>\$ 2,721,194</u>	<u>\$</u>	<u>2,521,671</u>
LIABILITIES AND NET ASSETS			
Liabilities			
Accounts Payable	\$ 1,005,229	\$	1,307,113
Accrued Expenses	320,007		75,885
Deferred Revenue	<u>669,432</u>		<u>568,575</u>
Total Liabilities	<u>\$ 1,994,668</u>	<u>\$</u>	<u>1,951,573</u>
Net Assets			
Unrestricted Net Assets	\$ 168,070	\$	206,764
Temporarily Restricted Net Assets	<u>558,456</u>		<u>363,334</u>
Total Net Assets	<u>726,526</u>		<u>570,098</u>
Total Liabilities and Net Assets	<u>\$ 2,721,194</u>	<u>\$</u>	<u>2,521,671</u>

CAPITAL WORKFORCE PARTNERS
STATEMENTS OF ACTIVITIES
FOR THE 6 MONTHS ENDED DECEMBER 31, 2008

	<u>December 31, 2008</u>	<u>December 31, 2007</u>
Changes in Unrestricted Net Assets		
Revenues:		
Governmental Grants	\$ 7,828,601	\$ 7,989,802
Contracted Services	854,600	1,221,931
Contributions	253,625	1,138
Gain on disposal of asset	-	-
Total unrestricted revenues	<u>8,936,826</u>	<u>\$ 9,212,871</u>
Net assets released from restrictions	715,871	432,479
Total unrestricted revenues and other support	<u>9,652,697</u>	<u>\$ 9,645,350</u>
Expenses:		
Payments to contractors	\$ 6,935,760	\$ 7,413,236
Salaries and Wages	1,175,077	985,809
Machinery, equipment and furniture	110,715	89,714
Employee benefits	399,951	283,098
Contractual services	535,265	324,729
Occupancy	270,242	314,376
Supplies and materials	67,070	29,262
Telephone	36,421	30,476
Printing	2,708	37,186
Advertising	8,587	24,796
Publications	12,111	15,809
Meetings and meals	8,343	14,444
Postage	2,724	3,691
Transportation	37,000	23,467
Miscellaneous expense	-	34,934
Equipment rental	51,899	4,486
Insurance	14,693	15,476
Depreciation	-	-
Loss on sale of property and equipment	-	-
Total expenses	<u>9,668,566</u>	<u>\$ 9,644,989</u>
Increase (decrease) in unrestricted net assets	<u>(15,869)</u>	<u>361</u>
Changes in Temporarily Restricted Net Assets		
Contributions	152,500	381,326
Net assets released from restrictions	<u>(715,871)</u>	<u>(432,479)</u>
Increase (decrease) in temporarily restricted net assets	<u>(563,371)</u>	<u>(51,153)</u>
Increase (decrease) in Net Assets	(579,240)	(50,792)
Net Assets - Beginning of Period	<u>1,305,769</u>	<u>620,878</u>
Net assets -End of Period	<u>\$ 726,529</u>	<u>\$ 570,086</u>

**CAPITAL WORKFORCE PARTNERS
OPERATING BUDGET EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009 and 2008/09 BUDGET
From July 1, 2008 through December 31, 2008**

	Original Budget 08-09	Mod 4 Budget 08-09	YTD Expenditures	% Mod 4 Budget	Variance YTD Mod 4 Budget
<u>Personnel</u>					
Salaries	\$ 1,749,503	\$ 1,707,649	\$ 875,385	51.26%	\$ 832,265
Fringe Benefits	508,751	484,288	214,582	44.31%	269,707
Total Personnel	\$ 2,258,254	\$ 2,191,937	\$ 1,089,966		\$ 1,101,971
<u>Non-Personnel:</u>					
Professional Services	\$ 157,238	\$ 222,715	\$ 104,194	46.78%	\$ 118,521
Occupancy	167,176	174,296	85,365	48.98%	88,931
Equipment Rentals	26,700	26,700	14,351	53.75%	12,349
Communication	59,053	51,814	18,663	36.02%	33,151
Materials & Supplies	30,942	30,942	21,334	68.95%	9,608
Dues & Subscriptions	16,210	18,210	12,781	70.19%	5,429
Transportation & Travel	26,690	26,690	16,356	61.28%	10,334
Staff Training & Development	31,000	15,000	5,254	35.03%	9,746
Equipment & Furniture	32,700	32,700	18,983	58.05%	13,717
Total Non-Personnel	\$ 547,709	\$ 599,067	\$ 297,283		\$ 301,784
Total Operating	\$ 2,805,963	\$ 2,791,004	\$ 1,387,249	49.70%	\$ 1,403,755
Administration Funding Available	\$ 2,844,963	\$ 2,792,281			
Administration Funding Contingency (deficit)	\$ 39,000	\$ 1,277			

**CAPITAL WORKFORCE PARTNERS
SUMMARY EXPENDITURE BUDGET REPORT
FISCAL YEAR ENDING JUNE 30, 2009**

Account Title	Mod 4 Revised		Target	YTD	Balance	Percent of Target
	Total Budget					
		Expenditures FY09	Expenditures	Available		
Administration						
Salaries	1,707,649	1,707,649	875,385	832,265	51.26%	
Fringe Benefits	484,288	484,288	214,582	269,707	44.31%	
Non-Personnel	599,067	599,067	297,283	301,784	49.62%	
Total Administration	\$ 2,791,004	\$ 2,791,004	\$ 1,387,249	\$ 1,403,755	49.70%	
CLIENT SERVICES						
Adult:						
WIA Incentive PY 2007 ON Line Learning	\$ 14,000	\$ 14,000		\$ 14,000	0.00%	
WIA Incentive PY 2007 WEPP	50,000	50,000	-	50,000	0.00%	
WIA Incentive PY 2007 Self Paced Work Skills	75,600	75,600	998	74,603	1.32%	
WIA Adult (7/1/07-6/30/09)-program carry over	163,941	163,941	163,941	0	100.00%	
WIA Adult (7/1/08-6/30/10)	1,526,809	1,526,809	542,236	984,573	35.51%	
JFES DOL	3,257,828	3,257,828	1,370,830	1,886,999	42.08%	
TANF Job Reorganization*	1,726,717	1,726,717	738,979	987,738	42.80%	
CT State Dep of Education	67,823	67,823	28,260	39,564	41.67%	
Town of Manchester-LIFE	25,000	25,000	13,784	11,216	55.14%	
HFPG-Enfield LIFE	20,000	20,000	-	20,000	0.00%	
OWC-NB, Enfield LIFE, Homelessness & Other	106,800	106,800	12,275	94,525	11.49%	
HFPG-LIFE	34,000	34,000	33,432	568	98.33%	
Community Foundation of Greater New Britain-LIFE	25,000	25,000	-	25,000	0.00%	
HFPG-Hartford Jobs Funnel	55,102	55,102	55,102	(0)	100.00%	
USDOL-Long Term Health Care Grant (3 yr)	413,126	313,261	45,505	267,756	14.53%	
Disabilities Navigator Program	135,510	135,510	46,026	89,484	33.97%	
HFPG-Supportive Housing Employment Program	57,500	57,500	-	57,500	0.00%	
Job Corp-OA renewal	86,109	86,109	28,901	57,208	33.56%	
Job Corp-CTS	95,756	95,756	34,784	60,972	36.33%	
CWEALF - Bridges III	19,654	19,654	10,967	8,687	55.80%	
Hartford Housing Authority	37,500	37,500	-	37,500	0.00%	
OWC-Hartford Construction Jobs Initiative	450,000	450,000	242,792	207,208	53.95%	
Health & Human Services YR2 and yr 3	370,800	318,550	187,068	131,482	58.72%	
Robert Wood Johnson (3 yr)	405,042	255,236	36,801	218,435	14.42%	
OWC-Workforce Initiatives	233,355	233,355	140,000	93,355	59.99%	
New England Laborers' Training Trust Fund	22,945	22,945	15,824	7,121	68.97%	
Community Partners in Action - Ex - Offender MOU	31,818	31,818	-	31,818	0.00%	
HFPG - ex offender	47,541	47,541	18,220	29,321	38.32%	
Hartford Foundation for Public Giving-Adult Literacy Project	29,501	29,501	9,988	19,513	33.86%	
Hartford Making Connections- HJF	33,405	33,405	13,365	20,040	40.01%	
WIA- State Incumbent Worker	108,815	108,815	-	108,815	0.00%	
WIA 15% Incumbent Worker	66,288	66,288	-	66,288	0.00%	
Dislocated Worker:						
WIA DW (7/1/08-6/30/10)	\$ 1,177,440	\$ 1,177,440	\$ 414,608	\$ 762,832	35.21%	
WIA DW (7/1/07-6/30/09)	130,788	130,788	130,788	(0)	100.00%	
Mortgage Crisis Job Training Program	1,087,640	1,087,640	99,236	988,404	9.12%	
Youth:						
WIA Youth (7/1/07-6/30/09)	\$ 89,921	\$ 89,921	\$ 89,921	\$ (0)	100.00%	
WIA Youth (7/1/08-6/30/10)	1,689,128	1,689,128	536,310	1,152,818	31.75%	
Private Contributions-FY2009	38,000	38,000	-	38,000	0.00%	
HFPG-Year Round Youth	166,250	166,250	49,951	116,299	30.05%	
State Summer/Year Round Funding	1,466,563	1,466,563	1,264,954	201,608	86.25%	
City of Hartford-CHIP program-FY 2007	52,341	52,341	52,341	(0)	100.00%	
City of Hartford-CHIP program-FY 2008	55,311	55,311	47,635	7,676	86.12%	
City of Hartford-CHIP program-FY 2009	142,500	142,500	-	142,500	0.00%	
Summer youth:						
Hartford Foundation-Summer 2007	\$ 316,436	\$ 316,436	\$ 316,436	\$ -	100.00%	
Private Contributions-FY2009	113,500	113,500	113,500	(0)	100.00%	
City of Hartford-current	1,000,000	1,000,000	1,000,000	-	100.00%	
Capacity Building:						
WIA Incentive FY 2008	\$ 25,540	\$ 25,540	\$ 12,675	\$ 12,865	49.63%	
American Savings Foundation/TD Bank North-Homelessness Project	16,028	16,028	\$ 16,028	-	100.00%	
OWC- SAMA (2 grants of \$285K each)	547,000	547,000	238,260	308,740	43.56%	
Hartford Foundation for Public Giving-Board Development	427	427	-	427	0.00%	
Hartford Foundation for Public Giving-Financial Assessment	25,964	25,964	6,039	19,925	23.26%	
Hartford Foundation for Public Giving-Technology Grant	30,835	30,835	\$ 30,835	0	100.00%	
FWIS - Staff	144,633	144,633	71,720	72,913	49.59%	
Total Client Services	\$ 18,109,530	\$ 17,807,609	\$ 8,281,317	\$ 9,526,292	46.50%	
Administration Contingency/ (Deficit)	1,277	1,277	0	1,277	0.00%	
Total	\$ 20,901,811	\$ 20,599,890	\$ 9,668,566	\$ 10,931,325	46.94%	

**Projected Revenues by Source
FY 2009**

As of December 31, 2008

Program	Grant Source	6/30/2008 Adopted Budget FY09	Grant Awards FY09	Additions/ Changes to Carry in	Estimated Carry In	Total Grant \$	Administration CWP	Program Operations	Total Admin/Operations	Program Services
Adult:										
241	WIA Incentive PY 2007 ON Line Learning	X	\$ 15,400			\$ 15,400	1,400	-	1,400	\$ 14,000
240	WIA Incentive PY 2007 WEPP	x	55,000			\$ 55,000	5,000	-	5,000	\$ 50,000
243	WIA Incentive PY 2007 Self Paced Work Skills	X	83,959			\$ 83,959	8,359	-	8,359	\$ 75,600
347	WIA Adult (7/1/07-6/30/09)-program carry over	x	137,392		26,549	\$ 163,941	-	-	-	\$ 163,941
348	WIA Adult (7/1/08-6/30/10)	x	1,908,511	-		\$ 1,908,511	190,851	190,851	381,702	\$ 1,526,809
426	JFES DOL	x	4,286,615	(214,331)	-	\$ 4,072,284	\$ 407,228	\$ 407,228	\$ 814,456	\$ 3,257,828
446	TANF Job Reorganization*	x	2,236,680	(78,284)	-	\$ 2,158,396	215,840	215,840	431,679	\$ 1,726,717
456	CT State Dep of Education	x	71,393	-	-	\$ 71,393	3,570	-	3,570	\$ 67,823
477	Town of Manchester-LIFE		25,000	-		\$ 25,000	-	-	-	\$ 25,000
483	HFPG-Enfield LIFE	x	20,000	-		\$ 20,000	-	-	-	\$ 20,000
483	OWC-NB, Enfield LIFE, Homelessness & Other	x			(700)	107,500	\$ 106,800	-	-	\$ 106,800
484	United Way-Hartford & Enfield LIFE	x	25,000	-	(25,000)	\$ -	-	-	-	\$ -
484	HFPG-LIFE	x	48,000	-	(14,000)	\$ 34,000	-	-	-	\$ 34,000
484	American Savings Foundation-LIFE	x	25,000	-	(25,000)	\$ -	-	-	-	\$ -
484	Community Foundation of Greater New Britain-LIFE	x	25,000	-		\$ 25,000	-	-	-	\$ 25,000
486	CBIA Manufacturing Grant	x	40,000	-		\$ 40,000	40,000	-	40,000	\$ -
492	HFPG-Hartford Jobs Funnel	x	-		55,102	\$ 55,102	-	-	-	\$ 55,102
493	USDOL-Long Term Health Care Grant (3 yr)	x	168,945	-	270,106	\$ 439,051	25,925	-	25,925	\$ 413,126
494	Disabilities Navigator Program	x	92,150	-	43,360	\$ 135,510	-	-	-	\$ 135,510
496	HFPG-Supportive Housing Employment Program	x	60,000			\$ 60,000	-	2,500	2,500	\$ 57,500
516	Job Corp-OA renewal	a	80,000	(15,279)	16,223	\$ 89,947	3,838	-	3,838	\$ 86,109
517	Job Corp-CTS	a	98,337	(18,787)	19,667	\$ 104,606	7,955	895	8,850	\$ 95,756
666	CWEALF - Bridges III	x	17,000	-	2,654	\$ 19,654	-	-	-	\$ 19,654
674	Hartford Housing Authority	x	37,500			\$ 37,500	-	-	-	\$ 37,500
836	OWC-Hartford Construction Jobs Initiative	x	500,000	(50,000)		\$ 450,000	-	-	-	\$ 450,000
866	Health & Human Services YR2 and yr 3	x	88,000	225,000	57,800	\$ 370,800	-	-	-	\$ 370,800
867	CWEALF - RWJ Supplemental	x	-		15,000	\$ 15,000	-	-	-	\$ 15,000
867	Robert Wood Johnson (3 yr)	x	158,333	-	245,701	\$ 404,034	13,993	-	13,993	\$ 390,042
876	OWC-Workforce Initiatives	x	233,355			\$ 233,355	-	-	-	\$ 233,355
883	CTDOL-21st Century Funding	a	77,622	-	(77,622)	\$ -	-	-	-	\$ -
887	New England Laborers' Training Trust Fund	x	63,150		(40,205)	\$ 22,945	-	-	-	\$ 22,945
889	Community Partners in Action - Ex - Offender MOU	x	35,000			\$ 35,000	3,182	-	3,182	\$ 31,818
890	HFPG - ex offender	x	-	37,500	15,041	\$ 52,541	-	5,000	5,000	\$ 47,541
495	Hartford Foundation for Public Giving-Adult Literacy Project	x	35,000	7,500	(12,999)	\$ 29,501	-	-	-	\$ 29,501
926	Hartford Making Connections- HJF	x	80,000	-	(46,595)	\$ 33,405	-	-	-	\$ 33,405
376/233	Carryover of Prior Year Admin	x	126,633		(54,458)	\$ 72,175	72,175	-	72,175	\$ -
886	WIA- State Incumbent Worker		114,195		(5,380)	\$ 108,815	-	-	-	\$ 108,815
336	WIA 15% Incumbent Worker	a	68,841	-	(2,553)	\$ 66,288	-	-	-	\$ 66,288
Total Adult:										

Projected Revenues by Source FY 2009 As of December 31, 2008										
Program	Grant Source	6/30/2008 Adopted Budget FY09	Grant Awards FY09	Additions/ Changes to Carry in	Estimated Carry In	Total Grant \$	Administration CWP	Program Operations	Total Admin/Operations	Program Services
Dislocated Worker:										
358	WIA DW (7/1/08-6/30/10)	x 1,471,800	-		-	\$ 1,471,800	147,180	147,180	294,360	\$ 1,177,440
357	WIA DW (7/1/07-6/30/09)	x 148,212			(17,424)	\$ 130,788	-	-	-	\$ 130,788
490	The Workplace Inc.-Insurance & Finance		-			\$ 18,750	18,750	-	18,750	\$ -
490	Mortgage Crisis Job Training Program	1,317,067	(179,427)			\$ 1,137,640	50,000		50,000	\$ 1,087,640
Total Dislocated Worker:										
Youth:										
367	WIA Youth (7/1/07-6/30/09)	x 170,928			(81,007)	\$ 89,921	-	-	-	\$ 89,921
368	WIA Youth (7/1/08-6/30/10)	x 2,111,410	-			\$ 2,111,410	211,141	211,141	422,282	\$ 1,689,128
726	HFPG-Year Round Youth					\$ 175,000	8,750	-	8,750	\$ 166,250
756	State Summer/Year Round Funding	x 1,625,000	-		(81,250)	\$ 1,543,750	77,188	-	77,188	\$ 1,466,563
888	City of Hartford-CHIP program-FY 2007	x			52,341	\$ 52,341	-	-	-	\$ 52,341
888	City of Hartford-CHIP program-FY 2008	x 42,000			13,311	\$ 55,311	-	-	-	\$ 55,311
888	City of Hartford-CHIP program-FY 2009	x 150,000				\$ 150,000	7,500	-	7,500	\$ 142,500
Summer Youth:										
726	Hartford Foundation-Summer 2007	x 332,259	-			\$ 332,259	15,823	-	15,823	\$ 316,436
736	Private Contributions-FY2008	x				\$ -	-	-	-	\$ -
736	Private Contributions-FY2009	x 89,500	-		62,000	\$ 151,500	-	-	-	\$ 151,500
746	City of Hartford-current	x 1,050,000	-		3,000	\$ 1,053,000	53,000	-	53,000	\$ 1,000,000
Total Youth & Summer Youth										
Capacity Building:										
242	WIA Incentive FY 2008	X	25,540			\$ 25,540	-	-	-	\$ 25,540
488	American Savings Foundation/TD Bank North-Homelessness Project	x 14,000	9,000		(6,972)	\$ 16,028	-	-	-	\$ 16,028
846	OWC- SAMA (2 grants of \$285K each)	x 600,000	-		(30,000)	\$ 570,000	23,000	-	23,000	\$ 547,000
877	Hartford Foundation for Public Giving-Board Development	x 0			427	\$ 427	-	-	-	\$ 427
882	Hartford Foundation for Public Giving-Financial Assessment	x 20,000			5,964	\$ 25,964	-	-	-	\$ 25,964
892	Hartford Foundation for Public Giving-Technology Grant	x 35,000	-		(4,165)	\$ 30,835	-	-	-	\$ 30,835
896-00025	FWIS - Staff	x 41,000	-		103,633	\$ 144,633	-	-	-	\$ 144,633
TOTAL										
		\$ 20,028,723	\$ 268,646		\$ 577,184	\$ 20,901,810	\$ 1,611,646	\$ 1,180,635	\$ 2,792,281	\$ 18,109,529
								\$ 2,792,281	FY 08/09 Projected Operations Revenue	
								\$ 2,791,004	FY 08/09 Projected Operations Expense	
								\$ 1,277	Surplus (deficit)	
									changed from previous report	
								\$ 2,794,440	Projected Rev as of 9/30/08	
								\$ 5,704	RWJ Admin Carry Fwd	
								\$ 11,983	US LT Health Care Grant- Admin Carry Fwd	
								\$ 638	Job Corps- Adjust admin	
								\$ 1,680	Job Corps- Adjust admin	
								\$ (21,664)	CBIA- carry forward amount	
								\$ (500)	adjusted to correct amount	
								\$ 2,792,280	Modified Projected Rev as of 12/31/08	

Captial Workforce Partners			
Projected Revenues by Source			
FY 2009			
as of December 31, 2008			
	MOD 1	MOD 2	MOD 3
American Savings Foundation/TD Bank North-Homelessness Project	(6,972)		9,000
American Savings Foundation-LIFE	(25,000)		
Carryover of Prior Year Admin	9,273	(63,731)	
Casey Foundation-Hartford Funnel program	(31,494)	(15,101)	
CBIA Manufacturing Grant	-	21,664	(21,664)
City of Hartford-CHIP program-FY 2008	12,745	566	
City of Hartford-CHIPprogram FY 2007	52,341		
City of Hartford-current	3,000		
Community Partners in Action	-	35,000	
CTDOL-21st Century Funding	-	(77,622)	
CWEALF - Bridges III & 11999 Training fund	16,034	(13,380)	
CWEALF - RWJ Supplemental	15,000		
Disabilities Navigator Program	40,738	2,622	
FWIS - Staff	59,000	44,633	
Hartford Foundation for Public Giving- ex offender	-	52,541	
Hartford Foundation for Public Giving-Adult Literacy Project	(12,999)	7,500	
Hartford Foundation for Public Giving-Financial Assessment	427		
Hartford Foundation for Public Giving-Financial Assessment	5,965	(1)	
Hartford Foundation for Public Giving-Technology Grant	(4,165)		
Hartford Housing Authority	37,500		
Hartford Jobs Funnel - OWC	(50,000)		
Health & Human Services YR2	116,374	166,426	
HFPG-Hartford Jobs Funnel	55,776	(674)	
HFPG-LIFE	(14,000)		
HFPG-Supportive Housing Employment Program	60,000		
JFES (5% recission)	-	(214,331)	
Job Corp-CTS	6,322	(933)	880
Job Corp-OA renewal	12,792	(3,789)	944
Mortgage Crisis Job Training Program			(179,427)
New England Laborers' Training Trust Fund	(34,767)	(5,438)	
OWC-NB, Enfield LIFE, Homelessness & Other	107,500		(700)
OWC-Workforce Initiatives	233,355		
Private Contributions-FY 2008	55,865	(55,865)	
Private Contributions-FY 2009	50,000	12,000	
Robert Wood Johnson	-	245,701	
SAMA/OWC	(30,000)		
State Summer/Year Round Funding (recission)	-	(82,000)	750
TANF Reorg. (3.5% recission)	-	(78,284)	
United Way/ Community Foundation-Hartford & Enfield LIFE	(25,000)		
USDOL-Long Term Health Care Grant	-	270,106	
WIA Adult (7/1/07-6/30/09)-program carry over	\$ 48,359.00	\$ (21,810.00)	
WIA DW (7/1/07-6/30/09)	(17,565)	141	
WIA Incentive	83,959		
WIA Incentive	15,400		
WIA Incentive	55,000		
WIA Incentive	-	25,540	
WIA- State Incumbent Worker			(5,380)
WIA 15% Incumbent Worker			(2,553)
WIA Youth (7/1/07-6/30/09)	(40,281)	(40,726)	
Total Modifications	\$ 860,482.00	\$ 210,755.00	\$ (198,150.00)
Total Projected Revenue by Source	\$ 20,889,205.00	\$ 21,099,960.00	\$ 20,901,810.00



February 26, 2009

Governance Committee Update to the CWP Board of Directors

The Governance Committee of the CWP Board of Directors has met on a number of occasions and has made excellent progress towards implementing the 2008-2009 Governance Work Plan. For those of you interested in the details you can access committee minutes as well as the work plan through the CWP Board member portal on the website.

Today I will give you an update on progress to date and outline what the next steps will be through June 2009.

Progress to date:

A. The governance structure of the board has been revised and includes:

- By-laws were revised and adopted to reflect changes in Board membership, size of the board, committee structure, etc.
- Board committees reconfigured to align with the strategic objectives of CWP and to reflect "best practice" in nonprofit board governance.
- A Board Member-Management Expectation document has been developed
- A Board-Management Conflict of Interest Policy has been drafted for board review and adoption today.
- The Board manual has been updated.

B. Board Communications:

- The CWP website is updated and a Board portal was developed. A website policy has been developed and recommended to the Board.
- The Board newsletter: The Governance Committee reviewed the purpose of the Board newsletter and recommended the newsletter be discontinued. Instead, it was recommended that CWP publish a newsletter for internal and external use to better inform the community concerning trends in the field, legislative issues, etc.
- In response to Board member requests a CWP "acronym cheat sheet" was developed and placed on the website to inform Board members of key terms and acronyms in the workforce development field.
- Background information on Board members was updated and will be available on the CWP website- we still need all members to respond to and complete this information.

C. Board Practices:

- A consent agenda format was implemented and a policy guiding what should be placed on the consent agenda was drafted and recommended to the Board.

- At the conclusion of each Board meeting in 2009, the Governance Committee recommended a five-to-ten minute discussion with the Board to determine the effectiveness of new practices, discuss issues, recommend alternatives, etc.
- A Board education/knowledge capacity building schedule has been drafted—Board member input is appreciated and welcomed---a training on the new 990 and the implications for CWP was presented today, with other updates provided as necessary throughout the year.
- CWP Committees have been charged with vetting each respective committee's responsibilities, how minutes are developed, and what key actions need to be shared with the Board. The expectation is that the committees will conduct the detailed analysis and the vetting process with final approval and oversight provided by the full Board.
- Board meetings will be increasingly focused on strategy discussions with less "reporting" of activities that have already occurred at the committee level.
- Board meetings have been increased to six per year or more as necessary
- The Executive Committee has been reduced and is no longer "vetting" decisions—these decisions now rest with the full Board.

Next Steps:

A. Board Recruitment:

- The Governance Committee and Management are working to recruit new Board members for the 2009-2010 fiscal year. Once the Governance Committee has developed a profile of the skills, experiences, contacts, etc. that the Board will need to replace and/or fill this will be sent to the full Board for their input and most importantly for recommendations for individuals to be placed on the Board and/or CWP Board committees.
- The Board/Consortium of Chief Elected Officials MOU will need to be amended and adopted to reflect the revisions to the Board member recommendation and appointment process.
- Additional policies recommended by the IRS regarding the new 990 form will be developed. These will include a Whistle Blower Policy and a Document Retention Policy for CWP (in addition to a Conflict of Interest Policy.)
- A new Board orientation procedure will be developed and implemented with the incoming slate of new Board members for 2009-2010.

B. Board Practices:

- A Board assessment tool will be developed and implemented by June 2009.
- A Board Succession Plan will be developed to ensure a smooth transition in Board leadership.
- Each CWP Board Committee will develop a more formal annual work plan beginning with FY 09-10.
- A set of annual goals and objectives for the Board itself will be developed beginning with FY09-10.
- The Governance Committee will work in collaboration with the Strategic Management Committee on the development of key objectives for the Governance Committee for 2009-2010.

