



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

DRAFT- Governance Committee Minutes
February 5, 2010

Attendees: John Boyd, Ken Flanagan, Elliot Ginsberg, Charles Smith and Lyle Wray

Staff: Alex Johnson, Sandy Rodriguez, Julie Geyer, Tom Phillips and Suzanne Dutilly

Call to Order:

Meeting was called to order by Co-Chair Charles Smith at 9:45 a.m.

Consent Item:

Approval of October 14, 2009 Minutes

A motion was made to accept the minutes; motion carried.

Old Business:

Discuss and Finalize Committee Work Plan

The committee reviewed the revised work plan and agreed to move Strategy 3.1-Strengthen relationship between Consortium and CWP in support of key strategies to the next fiscal year. The committee also agreed to place the revised work plan on the Consent Agenda for the February 25 Board meeting.

Finalize Proposed CWP Board Operations and Annual Calendar

Alex Johnson suggested discussing the Annual Budget Framework agenda item with this item. He noted the budget framework was prepared by the Strategic Management Committee and the proposal is to integrate all plans, including compliance plans, into one document. The Committee agreed to make the Board Operations and Annual Calendar part of the Annual Budget Framework. Charlie Smith suggested adding to the January activities-*Reaching out to Consortium members for prospective board members.*

Alex Johnson added the goal is to have a draft document to present to the board for adoption at the June 17 meeting.

New Business:

Board Member Attendance/New Member Recruitment

The committee reviewed the attendance list and list of board members whose terms are up for renewal as of June 30, 2010. Tom Phillips noted that Linda Agnew has submitted a letter of resignation and we will be getting a replacement from CTDOL. Bruce Douglas of CREC has recommend Sarah Barzee, his assistant executive director as his replacement on the board. Alan Green of the Hartford Housing Authority is not attending meetings and Tom said he is looking at another housing authority as a replacement for this mandated slot. Alex said he would contact Erin Lamanna at Pepperidge Farms about her attendance and Tom noted that Rich Mullins, whose term is up in June, has a potential conflict because he is a provider.

Discussion of CWP's Conflict of Interest Policy

The committee reviewed the list of board members who have not signed the Conflict of Interest Policy. Atty. Thom Page noted that signing the Conflict of Interest Policy is a requirement for being on the board and there should be no exceptions. The committee agreed that the policy would be restated at the February 25 Board meeting . There are currently five board members who have not signed the policy.

Review Results of Board Survey to Provide Background for Board Education

Sandy Rodriguez, CWP Communications Director reviewed the results of the Board Survey that was completed between October-December 2009 by 31 board members or 74% of the board.

Comprehension was generally good about Capital Workforce Partners and CTWorks but it appears a more clear understanding is needed of "who does what," and how the system works together toward the common goals of workforce development.

Charlie Smith noted that some of the areas where board members were confused could be incorporated in the new board member orientation and also addressed on the CWP website.

Next Meeting/Adjournment:

The meeting was adjourned at 10:45 a.m.