



Capital Workforce Partners
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Workforce Investment Board Minutes

February 26, 2009

Attendees: Linda Agnew, John Boyd, Bill Carroll, Bruce Douglas, Elliot Ginsberg, Kim Hostetler, Erin Lamanna, Tom Mongellow Rich Mullins, Susan Pierson, Rod Powell, Bill Putt, Jonathan Richmond, John Shemo, John Simoneau, Charles Smith, Carl Stephani and Lyle Wray.

Staff: Tom Phillips, Alex Johnson, Danielle Bradley, Pam Nabors, Jackie McGravey, Andy Esposito, Michael Bianchini, Suzanne Dutilly and Vivian Rivera

Guests: Atty. Thom Page; Ron Schack, Consultant, Charter Oak Group; and Lori Budnick, CPA, Blum Shapiro

Approval of Previous Minutes

A motion was made to accept the minutes from the **December 4, 2008** WIB meeting. Motion was carried.

Consent Agenda Items:

The following items were approved:

- **Future Workforce Services**-Summer Youth Employment & Learning Program RFQ Guidelines
- **Strategic Management**-Project Management Plan
- **Finance & Audit:**
 - 12/31/08 Statements of Financial Position and Activities
 - Second Quarter Expenditure Reports
 - Second Quarter Revenue Reports

Presentations

Conflict of Interest Policy - Atty. Thom Page

Atty. Page said the policy meets the IRS requirements and reminded board members that each one has a duty to disclose conflicts of interest. Carl Stephani suggested moving the Definitions (2) to (1) and making Conflict of Interest Defined (1) number 2. Elliot Ginsberg asked if a checklist of possible conflicts could be provided, and Bruce Douglas said his agency uses a template to record all conflicts and he can share that with CWP. A motion was made to accept the policy as amended above by Carl Stephani shifting numbers 1 and 2. Motion was carried.

IRS 990 Changes - Lori Budnick, Blum Shapiro

Lori went over the new changes and Board responsibilities pertaining to the new 990 Form. She highlighted details such as questions, conflict of interest, enhancement of transparency and accountability, and other requirements that are being reinforced in the new form. Lori emphasized that Capital Workforce Partners is in good shape, with a good audit committee and has the potential to refine what's already being done as far as reporting.

Governance - Jon Colman

Work Plan Update

Jon gave an update of the governance committee work plan.

Strategic Management - Lyle Wray

Results Based Accountability Model

Lyle reviewed the document noting Population Accountability is about the well-being of whole populations and Performance Accountability is about the well-being of client populations. CWP's Working Results Statements are:

- All adults in the region are self-sufficient
- All employers in the region have access to a workforce that meets their needs
- A healthy regional economy
- All young people are prepared for post-secondary education and employment

President & CEO Report

Federal and State Budget Implications- Update

Tom gave an overview of the challenges that are expected in the following months with regards to the American Recovery and Reinvestment Act (ARRA.) CWP is working diligently on allocating the stimulus dollars within the allotted timeframe set forth by the federal government. We need to address several themes such as:

- 1.) Enhancing existing programs and moving forward with new initiatives
- 2.) Balancing our capacity to address challenges, and showcase our system to prove that our programs need to continue;
- 3.) Developing a sustainability plan to show how our system will function after the stimulus.

Tom said we will bring back our recommendations at the April 30 meeting and discussion then followed with Rod Powell cautioning it is not more money to do the same thing and that CWP needs to be smart about what we start. Elliot Ginsberg added CWP also needs to think closely about the human resources involved and the value of consultants versus full-time employees. He added that the money has to be spent and we will have to show what we have done.

Bruce Douglas requested a copy of Tom's notes on the stimulus be included in the minutes that should be sent out as soon as possible.

After further discussion it was agreed that a special, after-hours, board meeting, to further discuss and refine CWP's plans regarding the ARRA funding, will be scheduled in March.

The meeting was adjourned.