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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.