



## BOARD OF DIRECTOR'S MEETING

December 14, 2016 at 8:00am **LOCATION:** CCAT, 222 Pitkin Street East Hartford CT

**CALL IN INFO:** Conference call phone in number: 1-877-336-1828 Participant Code: 68620309

### AGENDA

Time	Item	Owner
8:00am	<b>Chairman's WELCOME</b>	Tom Mongellow
8:05	<b>MISSION MOMENT – Program Overview – Q/A</b> <b>AMEP – Advanced Manufacturing Employers Partnership</b>	Board
8:15am	<b>Action 1 CONSENT</b> <ul style="list-style-type: none"><li>November 18, 2016 Minutes (attached)</li><li>Approval of Use of Unrestricted Funds: Sullivan &amp; LeShane</li></ul>	Tom Mongellow
8:20am	<b>Committee Reports</b> <b>Executive Committee</b> <ul style="list-style-type: none"><li><b>Action 2</b> Organizational Structure – BeamPines Proposal (attached)</li><li>Flexible Funds Update (attached)</li></ul> <b>Finance &amp; Audit Committee</b> <ul style="list-style-type: none"><li>Update – Whittlesey &amp; Hadley Special Scope Audit</li><li>Update – Whittlesey &amp; Hadley Financial Audit</li></ul>	Committee Chairs
8:45	<b>Acting President &amp; CEO Report</b> <ul style="list-style-type: none"><li>WIA/WIOA Performance Report (attached)</li><li>WIOA Implementation Update</li><li>Resource Development Update</li><li>Federal/State Funding Update</li></ul>	Alex Johnson
9:00am	<b>Executive Session</b>	Board
9:30am	<b>Adjournment of Board Meeting</b>	Tom Mongellow

#### Up Coming Meetings – All at 8am at CCAT

- Wednesday, January 25, 2017
- Wednesday, March 22, 2017
- Thursday, May 25, 2017
- Thursday, June 22, 2017

*Happy Holidays*



**Board of Directors Meeting**  
Friday, November 18, 2016 at 7:30am  
CCAT, 222 Pitkin Street, East Hartford CT

## **Minutes DRAFT**

**Attendees:** Bill Bishop, Jonathan Colman, George Fournier, Paula Gilberto, Elliot Ginsberg, Lindy Lee Gold, Mike Komaromi, John Nimmons, Richard McGeary, Thomas Mongellow, Bill Putt, and Jonathan Richmond, **Call In:** Bettina Armour, Renata Dixon, Peter Fraser, Susan Pierson, John Simoneau, and Lyle Wray **Staff:** Alex Johnson, Wendy Gamba, and Summer Gomes **Guests:** Attorney Kevin Greene (Halloran & Sage) **Absent:** Cathryn Addy, Ana Alfaro, Sheldon Bustow, Juan Hernandez, Mark Jacobs, Clarke King, Mark Polzella, and Sarette William

**Chairman Thomas Mongellow called the meeting to order at 7:35am**

### **Action 1 – Consent**

- September 22, 2016 Minutes – edit minutes to add Alan Curto as part of the executive session
- New Britain Procurement (attached)
- Job Corps MOU (attached)
- Rhode Island Indian Council (attached)

**Outcome:** a motion to accept consent items was made by Jonathan Colman with the edit to the 9/22/16 minutes, and seconded by Lindy Lee Gold. All were in favor; none opposed; the motion carried.

At 7:40am Chairman Mongellow asked for a motion to go into Executive Session. Inviting Alex Johnson, Wendy Gamba, Attorney Kevin Greene (Halloran & Sage)

A motion to go into Executive Session was made by Jonathan Colman, and seconded by Lindy Lee Gold. All were in favor. Board went into Executive Session.

A motion to exit out of Executive Session was made at 8:10am by Jonathan Colman, and seconded by Lindy Lee Gold. All were in favor and Board exited Executive Session.

### **ACTION**

Chairman Mongellow asked for a motion that Board approve the Confidential Severance Agreement and General Release between CWP and Mr. Thomas Phillips in the form reviews and discussed during executive session, subject to notification and lack of objection from CT DOL within 10 business days of the agreement's provision to CT DOL for its review and (2) that the Board Chairman be authorized and directed to forward the said agreement to the CT DOL for its review, and to execute the said agreement, conditional upon either notification from CT DOL on or before the last day of the review period that it has no objection, or the passage of the review period without objection.

**Outcome:** a motion was made by Jonathan Colman, and seconded by Lindy Lee Gold. All were in favor; none opposed; the motion carried.

### **Committee Reports**

**Action 2** Approve the SYELP RFP Framework – some highlights:

- No longer have a centralized application through CWP, and to direct applicants directly to providers.
- Expose and connect youth, with a priority on juniors and seniors, to career pathways through paid work experience to build a talent pipeline that meets employer needs.
- Shifts the focus of SYELP away from the numbers of applicants served, and toward increased quality and impact of services, and alignment with CWP's strategic plan.

**Outcome:** A motion to approve the SYELP RFP Framework was made by Paula Gilberto, and seconded by Lindy Lee Gold. All were in favor; none opposed; the motion carried.



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Chairman Mongellow asked for a motion to add actions 3 – 7 as consent items for acceptance.

**Action 3** Accept Future Workforce Committee FY 16 – 17 Work Plan

**Action 4** Accept Finance & Audit Committee FY 16 – 17 Work Plan

**Action 5** Accept Executive Committee FY 16 – 17 Work Plan

**Action 6** Accept Governance Committee FY 16 – 17 Work Plan

**Action 7** Accept One Stop Services Committee FY 16 – 17 Work Plan

**Outcome:** A motion was made by Jonathan Colman, and seconded by Lindy Lee Gold. All were in favor; none opposed; the motion carried.

A motion to adjourn the meeting was made by Jonathan Colman at 9:30am, seconded by Lindy Lee Gold. All in favor; none opposed; meeting was adjourned.

DRAFT



November 17, 2016

Mr. Thomas Mongellow  
Chairperson of the Capital Workforce Partners Board of Directors  
One Union Place  
Hartford, CT 06103

RE: Consulting Retainer Agreement Through 12-31-2017

Dear Mr. Mongellow,

As a follow up to our meeting, BeamPines is delighted to provide Capital Workforce Partners with consulting on talent and organizational development topics. The following represents our confirmation of the assignment as discussed:

- Consulting will be provided by Sharon Malone, President, BeamPines, unless otherwise agreed upon.
- Consulting may include, but is not limited to ad hoc leadership coaching, organizational design, succession planning, leadership development, etc.

Consulting services may be requested by you as Board Chair or by Alex Johnson, acting CEO. A time log will be kept and services will be invoiced on a monthly basis at the preferred not-for-profit client rate of \$400/hour. Payments are due in full net 30 days after invoice. Pricing will be guaranteed at this rate until the end of 2017. This rate is to be kept strictly confidential. Project pricing for specifically defined initiatives (e.g. executive search, executive assessment, employee survey) may be requested at any time and the quoted hourly rate will be used as the basis for project pricing. Out-of-pocket expenses will be invoiced at cost. No extraordinary expenses will be incurred without prior approval of the Board Chair or Acting CEO.

**BEAMPINES, INC.**

CT Office: 15 N. Main Street, Suite 100, West Hartford, CT 06107 (860) 674-9325  
Corporate Office: 41 Madison Avenue, 25th floor, New York, NY 10010 (212) 476-4100  
[www.beampines.com](http://www.beampines.com)

If the foregoing meets with your approval, please sign and date two copies of this letter, return one copy to us, and keep the other for your records. If there are any questions regarding this agreement, please feel free to contact me at (860) 674-9325 or [smalone@beampines.com](mailto:smalone@beampines.com).

We very much appreciate the opportunity to serve Capital Workforce Partners and we will work hard to exceed your expectations.

Sincerely,

**Sharon Malone**

Sharon Malone  
President, BeamPines, Inc.

Accepted on behalf of Capital Workforce Partners:

\_\_\_\_\_

Mr. Thomas Mongellow  
Chairperson of the Capital Workforce Partners Board of Directors

\_\_\_/\_\_\_/\_\_\_

Date

cc: Nicole Lewis-Stork, Finance Director, BeamPines, Inc.

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# **FUND STRATEGIES**

## **Short Term Strategies**

- Credit Card Cash Back Program
- Ticket to Work
- Banks (CRA, Foundations) (Processing Loans)
- Board Giving Strategies
- End of the Year Holiday Campaign
- Workforce Stars Event
- Birdies for Charity (Travelers Golf Tournament)

## **Longer Term**

### Fee for Service Opportunities

- Professional Services
- Disaster Recovery
- Grant Writing
- Communications
- Labor Market Intelligence Reports (customized)
- Uber Transportation Services
- Interpreter Services
- 'Background Check' Bulk Rate for Employers
- Employment Readiness Pre-Screening for Healthcare Providers

Capital Workforce Partners WIA Performance Summary

November 10, 2016

CWP Performance 15-16

PY15	Actual	Target	% Achieved
Adult Entered Employment	66.4%	62.5%	106.2%
Adult Retention (3 quarters)	86.5%	86.5%	100.0%
Adult Avg Earnings (6 months)	\$12,543	\$11,696	107.2%
DW Entered Employment	79.5%	81.9%	97.1%
DW Retention (3 quarters)	90.4%	88.8%	101.8%
DW Avg Earnings (6 months)	\$19,458	\$17,570	110.7%
Youth Placement	71.5%	75.0%	95.4%
Youth Attain Degree	89.8%	67.7%	132.6%
Youth Literacy/Numeracy	62.4%	41.3%	151.0%

State Performance 15-16

Actual	Target	% Achieved	CWP achieved as % of state achieved
68.5%	72.1%	95.0%	112%
83.6%	86.2%	97.0%	103%
\$12,069	\$12,295	98.2%	109%
80.1%	80.5%	99.5%	98%
89.6%	91.5%	98.0%	104%
\$17,790	\$17,913	99.3%	112%
79.9%	77.5%	103.1%	93%
86.1%	86.5%	99.5%	133%
60.7%	68.2%	89.0%	170%

CWP Performance First Quarter - 16-17

PY16	Actual	Target	% Achieved
Adult Entered Employment	73.8%	62.5%	118.0%
Adult Retention (3 quarters)	78.9%	86.5%	91.2%
Adult Avg Earnings (6 months)	\$10,949	\$11,696	93.6%
DW Entered Employment	78.7%	81.9%	96.1%
DW Retention (3 quarters)	85.5%	88.8%	96.3%
DW Avg Earnings (6 months)	\$18,458	\$17,570	105.1%
Youth Placement	72.5%	75.0%	96.7%
Youth Attain Degree	85.2%	67.7%	125.8%
Youth Literacy/Numeracy	41.9%	41.3%	101.5%

State Performance First Quarter - 16-17

Actual	Target	% Achieved	CWP achieved as % of state achieved
70.1%	72.1%	97.2%	121%
79.2%	86.2%	91.9%	99%
\$11,615	\$12,295	94.5%	99%
80.8%	80.5%	100.3%	96%
85.3%	91.5%	93.3%	103%
\$17,591	\$17,913	98.2%	107%
66.1%	77.5%	85.3%	113%
73.8%	86.5%	85.3%	147%
44.3%	68.2%	64.9%	156%

**Capital Workforce Partners**  
**WIA Performance Benchmark Report**  
**December 14, 2016**

PY 16 - Q1	Adult Entered Employment	Adult Retention	Adult Avg Earnings	DW Entered Employment	DW Retention	DW Avg Earnings	Youth Attain Degree	Youth Placement	Youth Lit Num
All Locations	97.2%	91.9%	94.5%	100.3%	93.3%	98.2%	85.3%	85.3%	64.9%
East	105.5%	89.1%	161.2%	121.7%	97.7%	125.2%	23.5%	81.1%	74.1%
<b>North Central</b>	<b>118.0%</b>	<b>91.2%</b>	<b>93.6%</b>	<b>96.1%</b>	<b>96.3%</b>	<b>105.1%</b>	<b>125.8%</b>	<b>96.7%</b>	<b>101.5%</b>
Northwest	73.8%	96.9%	106.9%	96.8%	101.5%	82.7%	123.5%	29.6%	71.5%
South Central	92.5%	87.2%	104.1%	104.2%	78.3%	122.7%	115.6%	65.4%	149.3%
Southwest	113.8%	105.1%	85.4%	99.2%	100.0%	98.8%	45.0%	86.6%	21.3%

CWP Meeting or Exceeding

PY 15	Adult Entered Employment	Adult Retention	Adult Avg Earnings	DW Entered Employment	DW Retention	DW Avg Earnings	Youth Attain Degree	Youth Placement	Youth Lit Num
All Locations	95.0%	97.0%	98.2%	99.5%	98.0%	99.3%	99.5%	103.1%	89.0%
East	100.9%	103.1%	118.5%	117.6%	100.3%	113.3%	87.4%	115.5%	64.9%
<b>North Central</b>	<b>106.2%</b>	<b>100.0%</b>	<b>107.2%</b>	<b>97.1%</b>	<b>101.8%</b>	<b>110.7%</b>	<b>132.6%</b>	<b>95.4%</b>	<b>151.0%</b>
Northwest	88.7%	90.3%	86.3%	102.5%	99.3%	100.3%	107.2%	90.2%	119.2%
South Central	98.5%	99.8%	119.6%	106.6%	98.3%	113.8%	109.0%	108.3%	120.4%
Southwest	96.7%	96.9%	90.6%	93.2%	99.9%	92.2%	93.3%	107.5%	68.6%

CWP Meeting or Exceeding

Meeting
Exceeding
Below