



## BOARD OF DIRECTOR'S MEETING

November 5, 2014 at 8:30am LOCATION: The Lyceum, 227 Lawrence Street, Hartford CT 06106

### AGENDA

<b>Time</b>	<b>Item</b>	<b>Owner</b>
8:30am	Welcome	Sheldon Bustow
8:35am	<b>Action 1 CONSENT</b> <ul style="list-style-type: none"><li>September 24, 2014 minutes (attached)</li><li>2014-2015 Entrepreneurial Training Procurement Report Funding Recommendation (attached)</li><li>2013/14 End of Year Financials (attached)</li></ul>	Sheldon Bustow
8:40am	<b>President &amp; CEO Report</b> <ul style="list-style-type: none"><li>US DOL Ready to Work Grant Award</li><li>WIOA Implications</li><li>Summer Youth Employment Summary</li></ul>	Tom Phillips
9:10am	Board Executive Session	Sheldon Bustow
10:00am	Adjournment of Board Meeting	Sheldon Bustow



A partner in CTWORKS

Board of Directors Meeting
Wednesday September 24, 2014
The Lyceum, 227 Lawrence Street, Hartford CT

Minutes

Attendees: Bill Bishop, Kathleen Bishop-Heroux, Sheldon Bustow, Stephen Cassano, Richard Cohen, Jonathan Colman, Mark DiLorenzo, Renata Dixon, Peter Fraser, Elliot Ginsberg, Lindy Lee Gold, Marcia Leclerc, Thomas Mongellow, Dakibu Muley, Rick Mullins, Tim Nee, Mark Pozello, Bill Putt, Fernando Rosa, Mayor Pedro Segarra, Marino Santarelli, John Shemo, John Simoneau and Lyle Wray. Staff: Thomas Phillips, Alex Johnson, Danielle Bradley, Julie Geyer, TJ Dubeansky and Summer Gomes
Absent: Batinna Armour, Karen Chadderton, Lee Erdman, Sandy Ewan, Paula Gilberto, Deborah Gogliettino, Jason Howey, Clark King, Susan Pierson, Bill Reis, Marilyn Rossetti, Mayor Erin Stewart, Joe Toner and Mark Ward.

Chairman Sheldon Bustow called the meeting to order at 12:06pm

Action 1 – Consent

- A. June 16, 2014 minutes (change John Simoneau’s name on committee leadership)
B. FY 2014-15 Meeting Schedule
C. Board/Leadership Recommendations
D. Revenue by Source Mod 1

Outcome: Motion to accept the consent items was made by Lindy Lee Gold, and seconded by Jonathan Colman. All were in favor; none opposed; the motion carried.

Chairman’s Report – Sheldon Bustow

Conflict of Interest Policy

Conflict of Interest Policy - Each Board member 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. Please sign and return to Summer.

Action 2 Election of Board Vice Chair – Kathleen Bishop is resigning as Vice Chair and from the Board on October 1st. Kathy will remain on a standing committee.

Outcome: Motion for a nomination and election of Marino Santarelli to the Vice Chair was made by Lindy Lee Gold, seconded by Fernando Rosa. All were in favor; none opposed; the motion carried.

\*\*\* We will look to fill the Sectary position within the next month

I. Committee Reports

Finance & Audit Committee

Action 3 Committee Work Plan - presented by Jon Colman

Table with 6 rows listing committee work plan items: 1. FY16 Revenue and Operating Budget Adopted by the BOD and Consortium, 2. Quarterly Financial Reports approved by BOD and Consortium, 3. FY14 Audited Financial Statements that conform to GAAP and Government Auditing Standards, 4. Fiscal Policies, SOP’s, Disaster Recovery Plan, ICR and Cost Allocation Plan are current; In compliance with TOA regarding approval of leases., 5. Employee Handbook current and in compliance with Federal & State laws; Updated Current Compensation Plan, 6. FY15 Unrestricted Funds revenue and expenditures are in compliance with policy

Outcome: Motion to accept the Committee Work Plan was made by Jonathan Colman, and seconded by Lindy Lee Gold. All were in favor; none opposed; the motion carried

## Governance Committee

### Action 4 Committee Work Plan presented by Marcia Leclerc

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|---|
| 1. Increase strategic discussions between the Board and management , that lead to key decisions   |
| 2. Build a more empowered and engaged Board in support of Capital Workforce Partners' Mission, Board Member recruitment strategies and sustainability |
| 3. Continue to Build the Connectivity between the Consortium and Board Members  |

**Outcome:** Motion to accept the Committee Work Plan was made by Marcia Leclerc, and seconded by Lindy Lee Gold. All were in favor; none opposed; the motion carried

## Strategic Management Committee

### Action 5 Committee Work Plan presented by Lyle Wray

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|--|
| 1. Ensure Capital Workforce Partners' strategic direction is aligned with its budget.                                    |
| 2. Develop Operational Dashboard   |
| 3. Continue to develop return on investment (ROI) structure as part of the Results-Based Accountability (RBA) framework. |

**Outcome:** Motion to accept the Committee Work Plan was made by Lyle Wray, and seconded by Lindy Lee Gold. All were in favor; none opposed; the motion carried

## Future Workforce Committee

### Action 6 Committee Work Plan presented by Bill Putt

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|---|
| 1. Align CWP programs for in-school youth and out-of-school, "opportunity" youth to support seamless access for youth to all CWP youth programs |
| 2. Review and redesign Summer Youth Employment & Learning Program to increase efficiency and effectiveness                                      |
| 3. Implement new in-school youth program aligned with Hartford Internship Plan  |
| 4. Develop and expand employer engagement strategy for youth to increase employment and career development opportunities                        |

**Outcome:** Motion to accept the Committee Work Plan was made by Bill Putt, and seconded by Lyle Wray. All were in favor; none opposed; the motion carried

## One Stop Services Committee

### Action 7 Committee Work Plan presented by John Simoneau

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|---|
| 1. Continuous improvement of North Central One-Stop system: Service Delivery Model for July 1, 2015 |
| 2. Continuous improvement of One-Stop System: Facilities and Locations                              |
| 3. Implement strategies to better serve Long-Term Unemployed individuals                            |
| 4. Develop a strategy to most effectively connect, engage and interact with employers               |

**Outcome:** Motion to accept the Committee Work Plan was made by John Simoneau, and seconded by Lindy Lee Gold. All were in favor; none opposed; the motion carried

## President & CEO Report – Tom Phillips presented

### Employee of the Year – Mike B – a few highlights about Mike

- Has the mental resolve to make the employee's technical environment a better place
- You see the joy in his eyes when he fixes "a tough one."
- He is everywhere – you have to wonder if there are 5 clones of him.

**New Employee** – Marianne Martinez has joined Capital Workforce Partners as Allied Health Recruitment and Placement Coordinator effective Monday, September 15<sup>th</sup>, 2014.

**Tom introduced Julie Geyer and TJ Dubeansky to present Occupational Insight Report** (attached)

\*\*\*Board of Directors went into Executive Session at 1PM until 1:30PM **OUTCOME:** schedule Board meeting first week in November

**A motion to adjourn the meeting was made by Richard Cohen at 1:35pm, seconded by Marcia Leclerc. All in favor; none opposed; the meeting adjourned.**



**2014-2015 Entrepreneurial Training  
Procurement Report & Funding Recommendation**

CWP piloted an entrepreneurial program for dislocated workers with an interest in starting a business from January 2013 through June 2014. Entrepreneurship has been identified by CWP as a strategy for serving long-term unemployed dislocated workers, and the One-Stop Committee set aside \$30,000 to procure an entrepreneurial training program modeled on the pilot to operate during FY15.

On August 28, 2014 CWP issued a Request for Qualifications (RFQ); two responses were submitted by the September 26, 2014 deadline. The responses were reviewed and scored by CWP staff, as summarized below.

Respondent	Short Description	Score
The Entrepreneur Circle	Program provider during pilot period, ready to start up immediately. Experienced working with company owners & CEOs; review/refinement of business idea is emphasized; network of successful entrepreneurs is engaged to present a final Business Roundtable and answer participants' questions about starting and running a business. Performance metric: 55% of prior participants have started a business, to date. Approach is customized and strategic.	86
URISE, llc	Experienced with urban youth, housing authority residents. Performance metrics presented are attendance, program retention, employability skills development, participant satisfaction, 75% business/feasibility plan completion. Plan for integrating how participants' business ideas into curriculum/ schedule is not clear. Good connections to business resources. Emphasis on employability/career competency not a match with dislocated workers but is a strength with other populations. Approach is educational and competency-based.	79

Recommendation

- *Award The Entrepreneur Circle a vendor contract for up to \$30,000 to operate up to four training cycles through June 30, 2015.*
- *Recommend consideration of URISE capability to Future Workforce Committee as provider of entrepreneurial skills training to opportunity youth.*

**CAPITAL WORKFORCE PARTNERS  
STATEMENTS OF FINANCIAL POSITION**

**June 30, 2014**

		<u>June 30, 2014</u>		<u>June 30, 2013</u>
<b>ASSETS</b>				
Cash and Cash Equivalents	1	\$ 849,604	\$	1,613,291
Grant Receivable	2	1,839,764		590,099
Contributions Receivable	3	1,020,021		1,668,185
Accounts Receivable		12,661		6,721
Contractor Advances and Other Assets		75,660		66,997
Property and Equipment - Net		271,646		409,287
<b>Total Assets</b>		<u>\$ 4,069,356</u>	<u>\$</u>	<u>4,354,580</u>
<b>LIABILITIES AND NET ASSETS</b>				
<b>Liabilities</b>				
Accounts Payable		\$ 2,458,636	\$	2,125,555
Accrued Expenses		311,001		419,448
Deferred Revenue		13,478		5,813
<b>Total Liabilities</b>		<u>\$ 2,783,115</u>	<u>\$</u>	<u>2,550,816</u>
<b>Net Assets</b>				
Unrestricted Net Assets: Undesignated	4	\$ 24,406	\$	102,098
Unrestricted Net Assets: Property & Equip		\$ 271,646	\$	409,287
Temporarily Restricted Net Assets	5	990,189		1,292,379
<b>Total Net Assets</b>		<u>1,286,241</u>		<u>1,803,764</u>
<b>Total Liabilities and Net Assets</b>		<u>\$ 4,069,356</u>	<u>\$</u>	<u>4,354,580</u>
1. Cash on hand is always higher at year end (State of CT closes for 1st two weeks in July so they have us draw down funds in June)				
2. Grant Receivable consists of WIA and US DOL grants				
3. Contribution Receivable consists primarily of HFPG grants				
4. Undesignated Assets-funding from various events				
5. TRNA- consists primarily of HFPG grants, Workpath and various smaller foundation grants				

**CAPITAL WORKFORCE PARTNERS**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE TWELVE MONTHS ENDED JUNE 30, 2014**

		June 30, 2014	June 30, 2013	% increase (decrease)
<b>Changes in Unrestricted Net Assets</b>				
Revenues:				
Governmental Grants		\$ 17,780,287	\$ 17,134,688	4%
Contracted Services		1,375,941	1,393,084	-1%
Contributions		33,784	36,794	0%
Gain/ (Loss) on disposal of asset		-	-	
Total unrestricted revenues		\$ 19,190,012	\$ 18,564,566	3%
Net assets released from restrictions	2	1,753,840	1,924,662	-9%
Total unrestricted revenues and other support	1	\$ 20,943,852	\$ 20,489,228	2%
Expenses:				
Payments to contractors	7	\$ 14,984,784	\$ 14,967,288	0%
Salaries and Wages		3,214,325	3,007,809	7%
Machinery, equipment and furniture	4	131,408	80,232	64%
Employee benefits		767,971	683,997	12%
Contractual services	3	423,661	371,496	14%
Occupancy		608,043	554,713	10%
Supplies and materials	5	252,322	243,376	4%
Telephone		193,796	173,973	11%
Printing		77,897	67,404	16%
Advertising		68,979	40,470	70%
Publications/ Memberships	6	59,324	52,068	14%
Meetings/Meals/ Conferences		110,283	76,508	44%
Postage		13,718	18,060	-24%
Transportation		23,429	25,657	-9%
Miscellaneous expense		33,738	37,268	-9%
Equipment rental/ repairs		2,720	2,850	-5%
Insurance		38,666	42,761	-10%
Depreciation		154,121	153,896	0%
Total expenses		\$ 21,159,185	\$ 20,599,826	3%
Increase (decrease) in unrestricted net assets	8	\$ (215,333)	\$ (110,598)	
<b>Changes in Temporarily Restricted Net Assets</b>				
Contributions	9	\$ 1,451,650	\$ 859,609	
Net assets released from restrictions	2	(1,753,840)	(1,924,662)	
Increase (decrease) in temporarily restricted net assets		\$ (302,190)	\$ (1,065,053)	
Increase (decrease) in Net Assets		\$ (517,523)	\$ (1,175,651)	
Net Assets - Beginning of Period		\$ 1,803,764	\$ 2,979,415	
Net assets -End of Period		\$ 1,286,241	\$ 1,803,764	
1. Revenue comparable to previous year				
2. Release of Walmart Youth Funding and various HFPG multi-year grants				
3. Contracted services consist with previous year				
4. Increase in equipment purchased for program purposes				
5. Higher due to various software and support services				
6. Subscriptions to various programs to support strategic development division				
7. Contracts to subcontractors consistent with previous year				
8. Decrease in net assets- spending of Undesignated fund balance and equipment that was capitalized				
9. Consists of various HFPG grants, Aspen and various other foundation grants				