



BOARD OF DIRECTOR'S MEETING

June 17, 2015 at 8:00am **LOCATION:** The Lyceum, 227 Lawrence Street, Hartford CT 06106

AGENDA

Time	Item	Owner
8:00am	WELCOME	Sheldon Bustow
8:05am	Action 1 CONSENT <ul style="list-style-type: none">• May 28, 2015 minutes (attached)• 3rd Quarter Financials (attached)	Sheldon Bustow
8:10am	Chairman's Report <ul style="list-style-type: none">• Reflections and Observations	Sheldon Bustow
8:20am	Committee Reports	
	Workforce Stars Breakfast Sponsorships Ad Hoc Committee <ul style="list-style-type: none">• Update	Tom Mongellow
	Governance <ul style="list-style-type: none">• Action 2 Election of FY 2015-16 Officers (attached)• Action 3 Appoint FY 2015-16 Standing Committee Leadership (attached)• Action 4 Approval of New Board Structure in Compliance of WIOA (attached)• By Law Change Update	Marcia Leclerc
	Finance & Audit <ul style="list-style-type: none">• Action 5 Approve FY 15-16 Budget (attached)• CohnReznick Report Update• CFO Joint Supervision Update	Jon Colman
	Future Workforce Committee <ul style="list-style-type: none">• Action 6 Approve Future Workforce Summer Youth Employment Funding Recommendations (attached)• Action 7 WIOA Youth Funding Recommendations (attached)	Jason Howey
	One Stop Services <ul style="list-style-type: none">• Action 8 One Stop Funding Recommendations (attached)	John Simoneau
9:30am	President & CEO Report <ul style="list-style-type: none">• CT DOL Update• Action 9 Approve Strategic Priority Concepts (attached)• Action 10 Approve Local Area Designations Resolution (attached)• CWP's Top Ten Accomplishments (attached)	Tom Phillips
10:00am	Adjournment of Board Meeting	Sheldon Bustow



Board of Directors Meeting
Thursday, May 28, 2015
The Lyceum, 227 Lawrence Street, Hartford CT

Minutes

Attendees: Bettina Armour, Sheldon Bustow, Jonathan Colman, Mark DiLorenzo, Renata Dixon, George Fournier, Peter Fraser, Elliot Ginsberg, Lindy Lee Gold, Jason Howey, Clarke King, Mayor Marcia Leclerc, Dakibu Muley, Rick Mullins, Tim Nee, Susan Pierson, Bill Putt, Fernando Rosa, Marilyn Rossetti, Shelly Saczynski, Marino Santarelli, John Shemo, John Simoneau, Mark Ward, and Lyle Wray.

Staff: Thomas Phillips, Alex Johnson, Wendy Gamba, Julie Watson, and Liz Saunders **Guest:** Mike & Maria Keiser

Absent: Bill Bishop, Stephen Cassano, Karen Chadderton, Lee Erdmann, Sandy Ewen, Astread Ferron-Poole, Paula Gilberto, Jim Lombella, Thomas Mongellow, Mark Polzella, Mayor Pedro Segarra, Mayor Erin Stewart, Joe Toner and Sarette Williams.

Chairman Sheldon Bustow called the meeting to order at 8:32am

Chairman's Report – Sheldon Bustow

Sheldon thanked everyone for coming and mentioned that we have one more meeting left this year and that we should look at an earlier start time for next year to help those deal with traffic issues.

Action 1 – Consent

- April 23, 2015 minutes
- Status update on Summer Youth Employment program (attachment)

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

Sheldon gave a brief introduction to the Entrepreneurial Training Program and introduced Mike and Maria Keiser.

E Circle – Entrepreneur Training for Long-Term Unemployed – Mike & Maria Keiser

- Mike gave a brief introduction of the program that has been ongoing for the last two years. 30 individuals have gone through the program with 24 starting their own business. 2 of the businesses have started to hire additional employees.
- Mike is very satisfied with the results to date. It's an 8 week program, Mike and Maria have been in business for 18 years.
- Various questions were asked from the membership including demographic info. 60% African American, 10% Hispanic and 30% Caucasian. Average age is 40 -50 years old. The types of businesses that have web design, daycare, bakery, landscaping, pet care and tutoring.

Proposed Governance/By-Law Changes

- 1. Board Reconfiguration**
- 2. Executive Committee**
- 3. Strategic Management Committee**
- 4. Development Committee (new)**
- 5. Governance Committee**

- Changes coming up under new Federal legislation WIOA verses WIA. The number required for our board has dropped dramatically from 39 members to 19 members. We discussed this at the retreat and how we might redesign the board.
- We will be starting a new Development Committee to start fundraising and developing unrestricted funds.
- The next Governance Committee meeting is June 8, 2015. We will be developing final recommendations to bring to the board on June 17, 2015. Everyone is welcome to attend. If you have any thoughts please send them to Sheldon or Marcia. Tom mentioned that under WIOA we need a new board and that needs to be submitted. There is a required deadline of July 15, 2015 and our hope is that we can get that in place by that date.

- A question was asked is there a choice of going small? One of the options is some current board members who attend committee meetings but not board meetings. We should decrease the size of the board and get more people involved with committees.
- There are concerns with reducing the size of the board. Usually on board if we have “dead weight” the responsibility falls to the chair to decide whether they should be replaced. If the board size is diminished by a lot there is a concern that this hurdle becomes more monumental. How do we get better attendance and more involvement? Marcia stated that since she has been on Governance this has been a constant battle.
- Tom stated that the Governance Committee will have a very robust work plan next year. We received great feedback from all of you on how the board could be more effective. This is just not a structural review it’s an engagement effectiveness review that will occur next year.

Committee Reports

Finance and Audit Committee – Jonathan Colman Reported

- Jon Colman reported that management is still working through the budget.
- Finance & Audit has reviewed the preliminary budget. The committee is meeting again on June 10th and they will look at the final budget to present to the Board on June 17th.
- Total revenue budget approximately \$22 million and operating \$3.2 million, same programs that we currently have in place, no significant changes.
- Attached to the agenda is a detailed listing of where CWP stands with the Cohn Reznick report. They are making progress and working through everything.
- Tom mentioned that he is not sure when the state budget will get adopted and we are carefully watching it.
- Tom stated that management is working on a communication that we can send out to our providers and stakeholders to be able to respond as soon as we can to let them know what will happen. Tom wanted the board to know the ramifications if we don’t get funding by July 1st.
- Is it possible to estimate completion dates for items on the Cohn Reznick report. Wendy will go through the report and update. Wendy reminded the board that for the Finance area it’s continued training.
- Should we think about having Cohn Reznick come back for an update?

One Stop – John Simoneau Reported

Action 2 One Stop Intensive Services Contract Update (attachment)

- John explained that there has been numerous meetings to get this in place. We are working with a \$6 million budget. Finalists were narrowed down to KRA and Career Team. Both brought very good things to the table.
- KRA and Career Team went from being competitors to being a team as they are submitting a joint proposal on how best to run the One-Stop operations.
- Management will be moving forward on negotiating a contract/pricing in early June. The budget and contract will be ready for the Board on June 17th with annual opt outs.
- There is no action needed from the Board today except to authorize management to continue to move forward. There has been a lot of time and hard work with CWP and placing internal controls. John feels this will have great value.
- Tom complimented the committee for their work and perhaps this might be another National Recognition model.

President & CEO Report TOM PHILLIPS

CT DOL Review Update

- The Board in December decided to reach out to DOL. There have been ongoing meetings, information requested and transmitted. It looks like we are at the finish line. DOL is satisfied. We should be receiving a reconciliation letter and that will be shared with the Board. Controls are in place.

WIOA Implementation

- **Consortium/Board Inter-Governmental Agreement**
 - We have been waiting on information from DOL on WIOA and just received it.
- **Re-Designation of Local Area**
 - Re-designation of local area take place first (our legal area to operate as a WIB)
 - OWC in reviewing has made a determination that we should be granted a 2 year but will grant us a one year as a probationary period. There were two points that influenced their decision. The first was that we had 2 youth measures that were not met one in 2012 and the other in 2013 (they were not the same measures). We did see an improvement between 2012-2013 but we missed 2013 by 1 youth. The second is Financial Integrity. OWC is aware of financial challenges and the money we moved into unrestricted accounts.
- **Required New State and Regional Plans**
 - Resolution was received yesterday at the Policy Board meeting. We will be working with Lyle and meeting with towns that are not part of CRCOG to get letters signed.
 - We are meeting with our Attorney tomorrow to go over the Inter-Governmental agreement
 - Board MOU will have to be redone, we will have a new Board under WIOA
 - Tom did remind everyone of the upcoming Consortium meeting on June 24, 2015

Proposed FY15-16 Board Strategic Priorities (attachment)

- **Employer Engagement Plan**
- **Flexible Cash Reserve Plan**
- **Core Services Enhancement Recommendation**
 - It was suggested that both Employer Engagement & Core Services should come before Flexible Cash Reserve. A long discussion ensued with Board members on the topic of Flexible Cash Reserve. It was reiterated that we need cash to operate. State funds come in after the programs are finished.

Workforce Stars Breakfast Update

- Tom gave a brief update and encouraged those who had not responded to please join us either as a sponsor or by purchasing a ticket.

A motion to adjourn the meeting was made by Mark Ward at 10:02am, seconded by Jason Howey. All in favor; none opposed; the motion carried. The next meeting is June 17th

CAPITAL WORKFORCE PARTNERS			
STATEMENTS OF FINANCIAL POSITION			
AS OF			
		March 31, 2015	June 30, 2014
ASSETS			
Cash and Cash Equivalents		\$ 49,551	\$ 849,604
Grant Receivable		2,155,043	1,663,796
Contributions Receivable		655,331	1,020,021
Accounts Receivable		7,833	12,661
Contractor Advances and Other Assets		65,356	75,660
Property and Equipment - Net		156,055	271,646
Total Assets		<u>\$ 3,089,169</u>	<u>\$ 3,893,388</u>
LIABILITIES AND NET ASSETS			
Liabilities			
Accounts Payable		\$ 1,717,952	\$ 2,449,727
Accrued Expenses		169,190	319,910
Deferred Revenue		22,783	13,478
Total Liabilities		<u>\$ 1,909,925</u>	<u>\$ 2,783,115</u>
Net Assets			
Unrestricted Net Assets: Undesignated		\$ (139,870)	\$ (151,396)
Unrestricted Net Assets: Property & Equip		\$ 156,055	\$ 271,646
Temporarily Restricted Net Assets		1,163,059	990,023
Total Net Assets		<u>1,179,244</u>	<u>1,110,273</u>
Total Liabilities and Net Assets		<u>\$ 3,089,169</u>	<u>\$ 3,893,388</u>

CAPITAL WORKFORCE PARTNERS			
STATEMENTS OF ACTIVITIES			
FOR THE PERIODS			
		Nine Months Ending	Twelve Months Ending
		March 31, 2015	June 30, 2014
Changes in Unrestricted Net Assets			
Revenues:			
Governmental Grants		\$ 11,872,200	\$ 17,604,319
Contracted Services		2,502,242	1,373,441
Contributions		13,137	36,284
Gain/ (Loss) on disposal of asset		-	-
Total unrestricted revenues		\$ 14,387,579	\$ 19,014,044
Net assets released from restrictions		830,964	1,754,006
Total unrestricted revenues and other support		\$ 15,218,543	\$ 20,768,050
Expenses:			
Payments to contractors		\$ 11,051,145	\$ 14,984,784
Salaries and Wages		2,224,733	3,214,328
Machinery, equipment and furniture		60,297	131,409
Employee benefits		534,173	767,971
Contractual services		293,468	423,673
Occupancy		485,838	608,043
Supplies and materials		173,233	252,308
Telephone		144,866	193,796
Printing		58,944	77,896
Outreach		17,193	68,979
Publications/ Memberships		33,757	59,323
Meetings/Meals/ Conferences		61,923	110,283
Postage		12,725	13,717
Transportation		17,047	23,429
Miscellaneous expense		7,028	33,739
Equipment rental/ repairs		1,505	2,720
Insurance		29,142	38,666
Depreciation		115,591	154,121
Total expenses		\$ 15,322,608	\$ 21,159,185
Increase (decrease) in unrestricted net assets		\$ (104,065)	\$ (391,135)
Changes in Temporarily Restricted Net Assets			
Contributions		1,004,000	\$ 1,451,650
Net assets released from restrictions		(830,964)	(1,754,006)
Increase (decrease) in temporarily restricted net assets		\$ 173,036	\$ (302,356)
Increase (decrease) in Net Assets		\$ 68,971	\$ (693,491)
Net Assets - Beginning of Period		\$ 1,110,273	\$ 1,803,764
Net assets -End of Period		<u>\$ 1,179,244</u>	<u>\$ 1,110,273</u>

CAPITAL WORKFORCE PARTNERS
STATEMENTS OF REVENUE AND EXPENDITURES - OPERATING ACCOUNTS
Fiscal Year 2014 - 2015

	Original Budget	Adjustments	Revised Budget	Nine Months Ending March 31, 2015	Variance
Operating					
Personnel					
Salaries and Wages	\$ 1,991,441	(60,000)	1,931,441	1,396,526	534,915
Fringe Benefits	535,178		535,178	280,004	255,174
Total Personnel	<u>2,526,619</u>	<u>(60,000)</u>	<u>2,466,619</u>	<u>1,676,530</u>	<u>790,089</u>
Non-Personnel					
Professional Services	142,000	60,000	202,000	192,279	9,721
Occupancy	250,727		250,727	187,574	63,153
Materials & Supplies	22,000		22,000	11,858	10,142
Communications	48,000		48,000	45,753	2,247
Printing	20,275		20,275	19,338	937
Outreach	40,000		40,000	6,810	33,190
Dues & Subscriptions	35,600		35,600	15,215	20,385
Meetings and Staff Development	40,500		40,500	14,241	26,259
Postage	4,000		4,000	1,007	2,993
Transportation & Travel	52,380		52,380	22,903	29,477
Equipment Rental	720		720	540	180
Equipment & Furniture	27,500		27,500	26,582	918
Insurance	46,414		46,414	20,455	25,959
Miscellaneous	25,000		25,000	5,517	19,483
Total Non-Personnel	<u>755,116</u>	<u>60,000</u>	<u>815,116</u>	<u>570,072</u>	<u>245,044</u>
Total Operating	<u>\$ 3,281,735</u>	<u>\$ -</u>	<u>\$ 3,281,735</u>	<u>\$ 2,246,602</u>	<u>\$ 1,035,133</u>

Capital Workforce Partners, Inc.
Projected Revenue by Source
FY 2015 - 2016

Grant Source	Multi Year Total Award	Total Grant			Awards 2015 - 2016	Adjustment to Carry In	Total Proposed Grant \$	Total Proposed Operating Budget		
		Total	2014 - 2015 Admin	Direct						
<u>One Stop Services</u>										
CT Dept of Education			FED PASS	59,971	2,999	56,972	59,971	-	59,971	2,999
JFES			STATE	5,408,986	1,081,797	4,327,189	5,454,138	-	5,454,138	1,090,828
DOL/JFES I-BEST			STATE	434,883	43,488	391,395	-	-	-	-
HFPG - IBEST	388,415		PRIVATE	129,472	-	129,472	-	-	-	-
NEG			FED PASS	414,304	37,664	376,640	-	-	-	-
HFPG- Ex Offender Retention Program			PRIVATE	60,613	6,061	54,552	71,481	-	71,481	7,148
DOL- DEI	673,764		FED PASS	336,882	-	336,882	336,882	-	336,882	-
TAACC			FED PASS	69,532	-	69,532	-	57,000	57,000	-
Board of Regents for Higher Education			FED PASS	22,500	-	22,500	22,500	5,000	27,500	-
WIA Adult FY2015			FED PASS	2,298,095	459,619	1,838,476	2,378,383	-	2,378,383	475,677
WIA Adult FY2014 Carryforward			FED PASS	225,000	-	225,000	-	69,151	69,151	13,830
WIA DW FY2015			FED PASS	2,511,689	502,338	2,009,351	2,591,270	-	2,591,270	518,254
WIA DW FY2014 Carryforward			FED PASS	300,000	-	300,000	-	502,347	502,347	100,469
Total One Stop Services				\$ 12,271,927	\$ 2,133,967	\$ 10,137,960	\$ 10,914,625	\$ 633,498	11,548,123	2,209,205
<u>Other Adult Services</u>										
Mortgage Crisis Job Training Program (GF)			STATE	720,000	72,000	648,000	666,750	-	666,750	66,675
Mortgage Crisis Job Training Program (Settlement)			STATE	117,464	5,554	111,910	-	-	-	-
HFPG Move UP!	495,000		PRIVATE	165,000	11,930	153,070	301,537	-	301,537	23,986
Total Other Adult Services				\$ 1,002,464	\$ 89,484	\$ 912,980	\$ 968,287	\$ -	968,287	90,661
<u>Jobs Funnel</u>										
UIL			PRIVATE	132,000	-	132,000	-	132,000	132,000	-
Ct State Board of ED			STATE	118,750	-	118,750	112,813	-	112,813	-
State of CT-HJF			STATE	118,750	-	118,750	29,692	-	29,692	-
HFPG Jobs Funnel			PRIVATE	-	-	-	-	-	-	-
Workforce Solutions			PRIVATE	142,264	-	142,264	20,000	-	20,000	-
OWC			STATE	-	-	-	-	-	-	-
Total Jobs Funnel Funding				\$ 772,567	\$ -	\$ 772,567	\$ 162,505	\$ 132,000	294,505	\$ -

Capital Workforce Partners, Inc.
Projected Revenue by Source
FY 2015 - 2016

Grant Source	Multi Year Total Award	Total Grant			Awards 2015 - 2016	Adjustment to Carry In	Total Proposed Grant \$	Total Proposed Operating Budget
		Total	2014 - 2015 Admin	Direct				
<u>Allied Health</u>								
H1-B Grant	FED DIRECT 4,986,817	1,246,704	113,337	1,133,368	-	-	-	-
H1-B Grant	FED DIRECT 6,695,685	1,673,921	152,175	1,521,747	-	1,673,921	1,673,921	167,392
Total Allied Health Funding		\$ 2,920,626	\$ 265,512	\$ 2,655,114	\$ -	\$ 1,673,921	\$ 1,673,921	\$ 167,392
<u>Advanced Manufacturing</u>								
Step-Up	STATE	92,736	-	92,736	-	-	-	-
Step-Up	STATE	29,600	-	29,600	-	-	-	-
Total Advanced Manufacturing		\$ 122,336	\$ -	\$ 122,336	\$ -	\$ -	\$ -	\$ -
Total Adult Services		\$ 17,089,919	\$ 2,488,962	\$ 14,600,957	\$ 12,045,417	\$ 2,439,419	14,484,836	2,467,258
<u>Future Workforce Services</u>								
<u>Summer Youth</u>								
City of Hartford- Summer Youth	CITY	1,150,000	57,500	1,092,500	1,250,000	-	1,250,000	100,000
American Savings Foundation	PRIVATE	75,000	-	75,000	80,432	-	80,432	-
Bank of America	PRIVATE	10,000	-	10,000	25,000	-	25,000	-
DOL-DCF	STATE	124,000	6,200	117,800	186,921	-	186,921	9,346
Aetna	PRIVATE	35,000	1,750	33,250	-	-	-	-
McDonald Family Trust	PRIVATE	-	-	-	-	-	-	-
Travelers/BOA	PRIVATE	-	-	-	-	-	-	-
HFPG-Summer Youth	PRIVATE	335,000	23,800	311,200	350,000	-	350,000	24,500
State Youth Employment & Training Program	STATE	1,786,500	89,325	1,697,175	1,675,781	-	1,675,781	83,789
Total Summer Youth		\$ 3,515,500	\$ 178,575	\$ 3,336,925	\$ 3,568,134	\$ -	3,568,134	217,635
<u>Future Workforce- Career Connections</u>								
<u>Other Youth</u>								
People's United		-	-	-	-	-	-	-
Travelers	PRIVATE	75,000	-	75,000	-	-	-	-
HFPG - Hartford Opportunity Youth Collaborative/SIF	PRIVATE 375,000	125,000	37,500	87,500	125,000	-	125,000	12,500
HFPG- Opportunity Youth Aspen	PRIVATE	84,992	-	84,992	-	-	-	-
Aspen Opportunity Youth Implementation	PRIVATE 500,000	100,000	10,000	90,000	100,000	-	100,000	10,000
Aspen- JFF	PRIVATE	-	-	-	270,000	-	270,000	27,000
NBCUniversal Foundation 21st Century Solutions/SII	PRIVATE	-	-	-	-	35,000	35,000	-
Total Career Connections		\$ 384,992	\$ 47,500	\$ 337,492	\$ 495,000	\$ 35,000	530,000	49,500

Capital Workforce Partners, Inc.
Projected Revenue by Source
FY 2015 - 2016

Grant Source	Multi Year Total Award	Total Grant			Awards 2015 - 2016	Adjustment to Carry In	Total Proposed Grant \$	Total Proposed Operating Budget
		Total	2014 - 2015 Admin	Direct				
<u>Year Round/Other</u>								
Hartford Board of Education- USDOE grant		CITY	120,000	5,710	114,290	-	-	-
USDOL- YouthBuild	1100000	FED DIRECT	366,667	33,333	333,333	366,667	166,666	533,333
City of Hartford- CHIP		CITY	150,000	7,500	142,500	-	-	-
Berkshire Bank		PRIVATE	10,000	-	10,000	-	-	-
CDBG- Youth Specialist		FED PASS	8,500	-	8,500	-	-	-
WIA Youth FY2015		FED PASS	2,361,846	472,369	1,889,477	2,448,401	-	2,448,401
WIA Youth FY2014 Carryforward		FED PASS	375,000	-	375,000	-	276,042	276,042
Total Year Round/Other			\$ 3,392,013	\$ 518,913	\$ 2,873,100	\$ 2,815,068	\$ 442,708	3,257,776
Total Future Workforce Services			\$ 7,292,505	\$ 744,988	\$ 6,547,517	\$ 6,878,202	\$ 477,708	7,355,910
<u>Other</u>								
Liberty Bank -Workpath		PRIVATE	-	-	-	-	2,500	2,500
Peoples Bank - Workpath		PRIVATE	-	-	-	-	2,500	2,500
Connecticut Energy - Workpath		PRIVATE	-	-	-	-	30,000	30,000
WIA Admin FY14 Carryforward		FED PASS	250,000	250,000	-	-	-	-
SAMA		STATE	570,000	28,500	541,500	570,000	-	570,000
Secure Job Planning		PRIVATE	10,000	-	-	-	-	-
HFPG Secure Job Implementation		PRIVATE	-	-	-	100,000	-	100,000
Workforce Stars Breakfast/Unrestricted Funds		PRIVATE	-	-	-	-	-	-
Total Other Grants			\$ 830,000	\$ 278,500	\$ 541,500	\$ 670,000	\$ -	670,000
TOTAL			\$ 25,212,424	\$ 3,512,449	\$ 21,689,975	\$ 19,593,619	\$ 2,917,127	22,510,746

13.60%

Change Analysis:	14-15 TOTAL	15-16 TOTAL	Inc/(Dec)	Explanation
One Stop Services	12,271,927	11,548,123	(723,804)	Sunsetting of IBEST & NEG Programs
Other Adult Services	4,817,993	2,936,713	(1,881,280)	Jobs Funnel Funding Cuts; Sunsetting of one H1B grant
Future Workforce	7,292,505	7,355,910	63,405	Opportunity Youth Increased Funding
Other	830,000	670,000	(160,000)	Treatment of FY 13 WIA Admin Carryover
			<u>(2,701,678)</u>	

Capital Workforce Partners

Governance Committee Recommendations for June 17, 2015 Board of Directors Meeting

Election of Officers

2015-16 Officers

- Marino Santarelli, Chair
- Thomas Mongellow, Vice Chair
- Jonathan Colman, Treasurer
- Bettina Armour, Secretary

Appoint FY15-16 Standing Committee Leadership Board Standing Committees

Finance & Audit

Jon Colman, Chair
Tentative - Vice Chair

Future Workforce Services

Jason Howey, Chair
Bill Putt, Vice Chair

Governance

Sheldon Bustow, Chair
Mayor Marcia Leclerc, Vice Chair

One-Stop Services

John Simoneau, Chair
Peter Fraser, Vice Chair

Legislative Advisory

Steve Cassano, Chair

Workforce Boards – Workforce Boards will maintain much of the same structures under WIA with the exception that the number of required members would be reduced. Minimum membership under WIOA:

- (10) Business Representatives (51%), including Chair
- (4) Labor Representatives (20%)
- (1) Adult Education/Literacy Representative
- (1) Vocational Rehabilitation Representative

- (1) Higher Education Representative
- (1) Wagner-Peyser Representative
- (1) Economic Development Representative

Public	
1. Economic Development	Only 1
2. CBO/Labor Rep	Require 1 of 4
3. Higher Education	Required 1
4. Labor Rep	Require 2 of 4
5. Wagner Peyser	Required 1
6. Adult Education	Required 1
7. Labor Rep	Required 3 of 4
8. Vocational Rehabilitation	Required 1
9. Labor Rep	Required 4 of 4
Private 51%	
10 Private Sector Members Required 10-19	

Operating Budget Proposal FY 15-16

	Approved FY 2014 - 2015	Nine Month Actual FY 2014 - 2015	Twelve Month Extrapolation FY 2014 - 2015	Proposed FY 2015 - 2016
Personnel				
Salaries & Wages	1,931,441	1,396,526	1,862,035	1,830,774
Fringe Benefits	535,178	280,004	373,339	368,901
Total Personnel	2,466,619	1,676,530	2,235,373	2,199,675
Non-Personnel				
Professional Services	202,000	192,279	256,372	196,000
Occupancy	250,727	187,574	250,099	250,000
Materials & Supplies	22,000	11,858	15,811	18,000
Communications	48,000	45,753	61,004	62,000
Printing	20,275	19,338	25,784	28,000
Outreach	40,000	6,810	9,080	40,000
Dues & Subscriptions	35,600	15,215	20,287	35,600
Meetings & Staff Development	40,500	14,241	18,988	40,500
Postage	4,000	1,007	1,343	4,000
Transportation and Travel	52,380	22,903	30,537	45,000
Equipment Rental	720	540	720	720
Equipment & Furniture	27,500	26,582	35,443	33,000
Insurance	46,414	20,455	27,273	34,141
Miscellaneous	25,000	5,517	7,356	25,000
Total Non-Personnel	815,116	570,072	760,096	811,960
Total Operating Expenses	\$ 3,281,735	\$ 2,246,602	\$ 2,995,469	\$ 3,011,636
Contingency				50,368

Capital Workforce Partners
SYELP Allocation Plan: June 15, 2015

Fund Availability

State DOL	\$1,591,992
City of Hartford	\$1,025,000
American Savings Foundation	\$74,820
Bank of America	\$25,000
Hartford Foundation (pending)	\$468,406
Total	\$3,185,218

Projected Slots	Tier 1	Tier 2	Tier 3	Total	Change from 2014	Total Funds	Change from 2014
Hartford							
AC ¹	0	60	0	60	0%	\$87,600	+17%
BHCA (inc. Bfd/Windsor)	66	132	210	408	+8%	\$632,022	+8%
CLP	30	15	65	110	-34%	\$169,810	-35%
CREC	0	40	6	46	+53%	\$66,640	+36%
CRT	66	90	0	156	+4%	\$213,702	+1%
OPP (inc. WH)	66	148	286	500	+3%	\$784,582	+3%
ULGH	0	30	45	75	-53%	\$120,300	-54%
RLDC	66	0	0	66	-27%	\$82,302	-27%
CWP	0	0	152	152	n/a	\$258,400	n/a
Region							
BCO	0	12	18	30	-36%	\$48,120	-38%
CREC	0	72	118	190	-16%	\$305,720	-3%
HRA	0	36	58	94	-21%	\$151,160	-22%
OIC	20	44	62	126	+13%	\$194,580	+11%
Pathways	20	0	0	20	0%	\$24,940	0%
YWCA	20	0	0	20	0%	\$24,940	0%
Town of Vernon	0	0	12	12	n/a	\$20,400	n/a
TOTAL	354	679	1,032	2,065	+1%	\$3,185,218	<1%

The slot distribution has been adjusted to maximize Tier 3 slots for these reasons:

- reduces impact of CWP/HSIP slots on vendors in Hartford
- reduces impact of increased Tier 3 cost on employers/worksites
- supports prior participant advancement/retention
- streamlines operations for regional components with numbers too small to operate multiple tiers

Year	Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3
2014	26%	39%	36%	n/a	46	54
2015	19%	32%	48%	n/a	38	64

- High performing Hartford vendor allocations are increased.
- Highest performing regional vendor is increased (OIC).
- Reductions to lower performers are proportionate to the degree of deficiencies in 2014.
- DCF slots will be allocated separately, to targeted vendors: OPP, HRA and BCO.
- DCF slots allocated to these vendors will have higher program fees, as allowed by the DCF contract.

¹ Artists Collective 2014 program was Tier 1, with a lower cost per slot.



WIOA Youth

FUNDING RECOMMENDATIONS

June 15, 2015

Background

- The RFP emphasized priority populations, career pathways, and targeted industries/sectors and was released on February 6, 2015 with proposals due on March 16, 2015.
- Funding for the top two (2) scoring proposers and one (1) proposer for youth with disabilities was approved by the Board of Directors on April 23, 2015.
- A supplemental RFP process for proposers who scored more than 60 but not 70, the minimum score required for funding approval, was approved by the Board of Directors on April 23, 2015.

Evaluation

- CWP staff met with the four (4) organizations invited to the supplemental RFP process on May 15th.
- A subset of readers from the initial round of scoring met for a rating workshop on June 9th.

Name	Initial		Supplemental	
	Rank	Score	Rank	Score
Urban League	4	66	3	75
Center for Latino Progress	3	67	4	70
Blue Hills Civic Association	5	65	5	59
Opportunities Industrialization Center	6	62	6	54

Recommendations

Rank	Proposer	Location	Priority Population(s)	Industry	Youth	Amount
1	Human Resources Agency	New Britain and Bristol	Young parents	Manufacturing and IT ¹	60	\$475,000
2	Our Piece of the Pie	Hartford	Young parents; justice-involved youth; youth aging/aged out of foster care; young men of color	Allied Health, Insurance & Finance, Manufacturing	60	\$505,000
3	Urban League	Hartford	Young men of color	Construction	30	\$365,000
4	Center for Latino Progress	Hartford	Young parents; youth aging/aged out of foster care; young men of color	Construction	30	\$280,000
5	Blue Hills Civic Association	Hartford	Young parents; men of color	Health Care	15	\$230,000
²	Chrysalis Center	Hartford	Youth with disabilities	Construction, Warehouse, and Food Services	20	\$150,000
					215	\$2,005,000

- Make awards to the three (3) top scoring proposers – Urban League, Center for Latino Progress, and Blue Hills Civic Association
 - The readers acknowledged that their scores reflect a proposal from Blue Hills Civic Association that was lacking but recommended a small award for strong program performance which includes attainment of Associates Degree and matriculation to four-year colleges.
- Ensure a seamless transition from WIA Youth to WIOA Youth
 - Hold an orientation meeting on July 10th for providers receiving WIOA Youth funding to review changes in the legislations, implications for programming, performance goals and expectations
 - Make October 1st the start date for new providers – Urban League, Center for Latino Progress, and Chrysalis Center – to adequately prepare and increase readiness
 - Use **\$30,000** to provide contract extensions with the end date of September 30th to providers will not be funded with WIOA Youth funds – CREC and Opportunities Industrialization Center
 - Develop a plan to ensure well-connected transfers and positive outcome measures of youth currently in WIA Youth programs to programs that will be funded with WIOA Youth funds

¹ HRA proposed a training track in Microsoft Office and Customer Service. We will ask them to refocus it on Information Technologies.

² Chrysalis was awarded due to its focus on youth with disabilities.

Capital Workforce Partners
FY16 One-Stop Allocation Plan
June 11, 2015

Fiscal Year: **FY15** **FY16** **Change**
Fund Availability: **7,640,974** **7,758,312** **117,338**

Staffing Contracts

-

KRA One-Stop Staffing: Career Preparation Services	5,807,705	4,300,000	(1,507,705)
¹ PENDING: Career Team One-Stop Staffing: Business Services		975,000	975,000
¹ PENDING: Career Team One-Stop Staffing: Online Learning Facilitation		678,000	678,000
PENDING: Total Career Team		1,653,000	1,653,000
Total One-Stop Staffing	5,807,705	5,953,000	145,295

Training & Technology

-

² PENDING: Career Team Technology Products	140,000	200,000	60,000
E-Circle: Business Roundtable/Entrepreneurship	30,000	30,000	-
Scholarships	816,160	855,312	39,152
JFES Subsidized Employment	400,000	400,000	-
³ JFES Training Contracts/Scholarships	0	200,000	200,000
⁴ JFES I-BEST Training Contracts	447,109	0	(447,109)
⁵ Needs Related Payments	0	120,000	120,000
Total Training & Technology	1,833,269	1,805,312	(27,957)
Total Recommended Allocations	7,640,974	7,758,312	117,338

¹ Approval of Career Team staffing contract is contingent upon successful negotiation of technology contract.

² CWP continues to negotiate price, payment structure, and product deliverables with Career Team.

³ JFES training contracts include targeted program for 18-24 year olds aligned with Opportunity Youth/SIF.

⁴ JFES I-BEST pilot ended June 20, 2015.

⁵ Needs related payments provide income support to allow customers to complete training after exhausting unemployment benefits or other financial resources.



Priorities – Five Year Vision and One Year Plan

Overarching Vision Points:

1. Be a high performing and financially stable organization that is viewed as the 'go-to' regional workforce development leader for the individuals and businesses and customers we serve.
2. Address the region's talent pipeline and economic competitiveness issues, resulting from current and forecasted demographic trends, relying on a collective impact model of service (see: http://www.ssireview.org/articles/entry/collective_impact).

Priorities:

1. **Goal:** Implement long term sustainability plan to support the organization's vision and mission

Objectives

- Create flexible cash reserve and positive fund balance to improve the organization's financial viability/stability, which relies less on uncertain restrictive government funding and allows for growth in addressing emerging needs.
- Develop appropriate business model(s) as required

2. **Employer Engagement**

Goal: Establish, enhance and increase long-term sustainable employer relationships that ensure business's workforce needs are met and that also generate flexible revenue.

Objectives

- Employers will look to CWP as their first source to meet their talent needs
- Employer needs will be well known to enhance CWP employer engagement services and inform strategies
- Build an inventory of available workforce development related resources and services in our region

3. **Core Services - Youth Opportunity Access**

Goal: Address the education and training needs of some of the 22,640 youth who are not currently in school or working to help meet our region's employer's existing and future talent needs, leveraging the emerging demographically driven labor supply challenges.

Objectives

- Develop a phased in regional strategy
- Secure broader collective impact partnerships
- Secure broader resource commitments

**RESOLUTION APPROVING AND ENDORSING
REQUEST FOR INITIAL DESIGNATION UNDER THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

WHEREAS, the 105th Congress of the United States of America enacted the federal Workforce Investment Act of 1998 (“WIA”), for the purpose of providing workforce investment activities through statewide and local workforce systems; and

WHEREAS, pursuant to WIA, the Governor of the State of Connecticut created the North Central Region (the “Local Area”), consisting of thirty-seven particular municipalities (the “Municipalities”); and

WHEREAS, the Municipalities entered into an Intergovernmental Consortium Agreement for the purpose of setting out the powers and authority of the Consortium created thereby; and

WHEREAS, among those powers are the appointment of the Directors of Capital Workforce Partners, and the overseeing of the policy decisions and workforce investment activities of Capital Workforce Partners in the Local Area; and

WHEREAS, pursuant to the Intergovernmental Consortium Agreement, the Chairperson of the Consortium is the designated Lead Elected Official of the Local Area; and

WHEREAS, the 113th Congress of the United States of America enacted the federal Workforce Innovation and Opportunity Act of 2014 (“WIOA”), to continue, with certain changes, the policies and programs created and administered under WIA; and

WHEREAS, also pursuant to WIOA and subject to certain conditions, the Governor may approve a request from the Chairperson for an Initial Designation for 2 years of the Local Area as a local workforce investment area under WIOA; and

WHEREAS, Capital Workforce Partners has agreed with the State of Connecticut Department of Labor that such request for Initial Designation of the Local Area shall be for a 1-year provisional period, with a one-year renewal subject to Capital Workforce Partners meeting certain criteria established by the Connecticut Department of Labor; and

WHEREAS, such request must be formally reviewed and endorsed by the Directors of Capital Workforce Partners; and

WHEREAS, the Directors having reviewed such request and wishing to so endorse it;

NOW THEREFORE BE IT RESOLVED, that the Directors of Capital Workforce Partners approve the submission of a request for Initial Designation of the Local Area through the Chair of the Consortium of Chief Elected Officials; and

BE IT FURTHER RESOLVED, that the Chair of the Consortium of Chief Elected Officials is authorized by Capital Workforce Partners to submit such request for Initial Designation on its official letterhead/stationary.



2014-15 TOP TEN ACCOMPLISHMENTS

- 10. WORKFORCE STARS** Successfully shared the “Capital Workforce Partners” story at another successful Workforce Stars Breakfast.
- 9. LABOR MARKET INFORMATION** Built robust internal Labor Market Information capability leading to a thorough occupational and industry analysis across multiple criteria and data points, that are used to assist our business, job seeker and partner organizations.
- 8. STEP UP** Achieved the most job placements for the state’s three Step Up programs, with over 300 formerly unemployed individuals now working.
- 7. LEGISLATIVE** Assisted in the development of two state General Assembly adopted initiatives: a) Second Chance Society IBEST to help ex-offenders reintegrate into the workforce and, b) ‘2Gen’ to help both low income parents with employment at the same time as helping their children with school performance.
- 6. EMPLOYER ENGAGEMENT** Development of a comprehensive employer engagement plan that includes a completed tracking system for over 1,600 current/past employers that received services. Ready to implement in FY 15/16, this comprehensive plan will lead to more business contacts and deeper long term relationships in support of their talent needs.
- 5. HARTFORD YOUTH** Began the five-year implementation of the comprehensive Hartford Student Internship Plan. The overall goal is to provide meaningful internships for a minimum of 60% high school juniors. This Plan is the result of a partnership with Hartford Public Schools, Metro Hartford Alliance, CBIA, City of Hartford and CWP.
- 4. GRANT CAPACITY** Generated almost \$12M in grants, far exceeding our \$2M goal. Examples include: US DOL Ready to Work, US DOL YouthBuild for New Britain, ASPEN/Social Impact Financing for Hartford Opportunities Youth etc.
- 3. FOCUSED PRIORITIES** Completed and gained Board approval of three focused strategic priorities that will support future organization’s growth, create a positive cash fund balance and long term sustainability.
- 2. BOARD GOVERNANCE** With Board guidance, reconfigured its governance structure, to improve engagement, efficiency and functionality.
- 1. ASSESSMENT AND CORRECTION** Completed a comprehensive assessment and review of financial systems and controls resulting in implementation of recommendations and corrective actions that will result in ongoing accountability and compliance.