



BOARD OF DIRECTOR'S MEETING

March 24, 2017 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	Chairman's WELCOME	Tom Mongellow
8:05am	MISSION MOMENT – Program Overview – Q/A Hear from YouthBuild Participants	Board
8:25am	Action 1 CONSENT <ul style="list-style-type: none">January 22, 2017 Minutes (attached)Amendment to the One-Stop MOU with DORS (attached)	Tom Mongellow
8:30am	Committee Reports Executive Committee <ul style="list-style-type: none">Workforce Stars BreakfastState Budget Update Action 2 Whittlesey & Hadley Special Scope Audit Finance & Audit Committee <ul style="list-style-type: none">Update Future Workforce Committee Action 3 Service Provider Selection, Service Design Change, and an update on Funding and Capacity (attached)	Committee Chairs
8:55am	President & CEO Report <ul style="list-style-type: none">Workplan	Alex Johnson
9:15am	Executive Session	Board
10:00am	Adjournment of Board Meeting	Tom Mongellow

Up Coming Meetings – All at 8am at CCAT

- Thursday, May 25, 2017
- Thursday, June 22, 2017



Minutes DRAFT

Attendees: Cathryn Addy, Ana Alfaro, Bettina Armour, Bill Bishop, Sheldon Bustow, Jonathan Colman, Renata Dixon, Peter Fraser, George Fournier, Paula Gilberto, Elliot Ginsberg, Lindy Lee Gold, Mark Jacobs, Mike Komaromi, Richard McGeary, Sandy Mello, Thomas Mongellow, John Nimmons, Susan Pierson, Bill Putt and Jonathan Richmond

Call in: John Simoneau, Sarette Williams and Lyle Wray

Staff: Alex Johnson, Wendy Gamba, Summer Gomes, and Liz Saunders **Guests:** Sharon Malone (BeamPines)

Absent: Juan Hernandez and Clarke King

Chairman Thomas Mongellow called the meeting to order at 8:03am

MISSION MOMENT – Program Overview

I BEST – Second Chance Program Video <https://www.youtube.com/watch?v=z5coYGE6N0I>

Members asked for a data report of the program. Alex Johnson indicated he is presenting an overview/data to the Criminal Justice Policy Advisory Commission's on January 26th and will send Board members a copy of his presentation and make it available on CWP's website.

Action 1 – Consent

- December 14, 2016 Minutes (attached)
- HSIP Funding Recommendations (attached)

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

Committee Reports

Finance & Audit Committee – Jonathan Colman reported

Update – Whittlesey & Hadley Special Scope Audit

Outcome: Final document should be delivered to CT DOL by the end of the week.

Update – Whittlesey & Hadley Financial Audit

Outcome: Audit will be presented to the F&A committee at its February meeting.

At 9:15 a.m. Chairman Mongellow asked for a motion to go into Executive Session, inviting Alex Johnson and Sharon Malone remain. A motion to go into Executive Session was made by Jon Colman and seconded by Lindy Lee Gold. All in favor; none opposed; Board went into Executive Session.

At 10:00am Alex Johnson was excused from Executive Session.

At 10:20am a motion to come out of Executive Session was made by Jon Colman and seconded by Bettina Armour.

Chairman Mongellow read the following resolution to appoint Alex Johnson as President & CEO.

WHEREAS, In September, 2016, Mr. Alex Johnson was appointed Acting President and CEO of Capital Workforce Partners; and **WHEREAS**, Capital Workforce Partners now wishes to appoint Mr. Alex Johnson to be its President and CEO;

NOW THEREFORE, IT IS RESOLVED that Mr. Alex Johnson be appointed to the position of President and CEO of Capital Workforce Partners; and **IT IS FURTHER RESOLVED** that the Executive Committee of the Board of Directors shall, in consultation with Mr. Alex Johnson, provide any recommendations with respect to his compensation as President and CEO to the Board of Directors, at or before its next regularly scheduled Board Meeting to be held on March 22, 2017

Outcome: a motion to appoint Mr. Alex Johnson as President & CEO effective today was made by Lindy Lee Gold, and seconded by Jonathan Colman. 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.



**2017 Summer Youth Employment and Learning Program
Procurement Report & Recommendations
March 24, 2017**

Background

The Capital Workforce Partners (CWP) Board approved a program design framework for the 2017 Summer Youth Employment & Learning Program (SYELP) at its November 18, 2016 Board meeting. The program design would shift focus away from the number of applicants served toward increased service quality and impact, and alignment with CWP’s strategic plan. The approved design included an increase from 120 to 150 hours per participant. At the time this change was adopted, anticipated program capacity was 1,200 slots at 150 hours per participant, resulting in a 28% reduction from the 2016 service level of 1,665 participants. Updated planning estimates based on the Governor’s budget put capacity at 750 slots at 150 hours per participant, a much deeper reduction of 48% from 2016 levels.

Capital Workforce Partners (CWP) issued a Request for Proposals (RFP) on January 9, 2017 to solicit responses from organizations that could demonstrate the following: financial and administrative capacity to implement the SYELP program on a cost reimbursement model, the ability to implement the program as structured in the RFP including offering two levels of job placement based on youth’s readiness (Career Preparation and Bridging), and a demonstrated history of successful employer engagement. Proposers were also given the option to propose serving a new target population of Opportunity Youth, 18-21 year-olds not working or enrolled in school.

Resource Projection and Program Design Implications

On March 7, 2017 the Future Workforce Services Committee reviewed the impact of the 52% reduction to the state Youth Employment Program in the Governor’s proposed budget. The Committee recommends that CWP return to the 120 hour program design to mitigate the impact of the budget reduction. Reducing the hours to 120 per participant will increase region-wide capacity by 155 slots or 17%, based on current planning estimates. Should final 2017 SYELP funding levels be equal to 2016, the 150 hour design would be retained.

Proposal Summary: Ratings and Rankings

Nine proposals were submitted, five based in and targeting Hartford youth, and four targeting youth from other towns in the region. Some Hartford-based proposers included services targeted to additional towns. Proposals were read and rated by two independent review committees on March 8, 2017. Reviewers considered each proposal for responsiveness to the RFP requirements, then rated it based on the evaluation criteria published in the RFP. Reviewers agreed that only proposals that scored 70 or higher would be considered eligible for funding. Proposals are grouped based on service area proposed.

Hartford-Based Proposer	Average Score	Ranking
Our Piece of the Pie	87.4	1
Center for Latino Progress	85.3	2
Community Renewal Team	84.2	3
Blue Hills Civic Association	76.75	4
Artists Collective	0	5

Regional Proposer	Average Score	Ranking
Human Resources Agency	89	1
Capitol Region Education Council	84.6	2
Opportunities Industrialization Center	74.5	3
Goodwill	59.25	4

Note: While Artists Collective was not determined to be eligible for funding, it will be a potential worksite for contracted SYELP service providers.

Recommendation

The seven proposers with passing scores are recommended for selection as eligible SYELP service providers, and the Town of Vernon will be the provider for that town’s residents. Funding and slots will be awarded after CWP has received allocations from its funders and established a budget for SYELP. Each eligible provider will be invited to enter into a Memorandum of Understanding with CWP to document its commitment to begin start-up activities in April on in-kind basis.

The eligible proposers are divided into two groups based on the capacity demonstrated in their proposals. Those with high capacity are recommended for consideration for funding up to the full capacity documented in the proposal; those with limited capacity are recommended for consideration for funding at a reduced level.

<u>Consider for Full Capacity</u>	
Service Provider	Targeted Towns
Center for Latino Progress	Hartford, East Hartford, West Hartford
Community Renewal Team	Hartford
Our Piece of the Pie	Hartford
Capitol Region Education Council	East Hartford, Enfield, Manchester
Human Resources Agency of New Britain	New Britain and Bristol
Town of Vernon*	Vernon
<u>Consider for Limited Capacity</u>	
Service Provider	Targeted Towns
Blue Hills Civic Association	Hartford, Bloomfield, Windsor
Opportunities Industrialization Center of New Britain	New Britain

* Note: Contracting with the Town of Vernon on a sole source basis was approved in 2015. The Town will focus CWP resources on participant wages and fringe, while providing in-kind staff and operating support.

Recommendation:

Approve selection of eligible SYELP providers based on passing scores at demonstrated capacity levels; and approve adjusting per participant hours from 150 to 120 if SYELP funding is reduced below 2016 levels.



SYELP Planning Estimates: 2017 Funding and Capacity Levels
March 24, 2017

Funding Projection

- Funding reductions are projected for both CTDOL and City of Hartford in 2017.
- Historically, 85% of CWP SYELP resources come from these two sources, with another 11% provided by the Hartford Foundation for Public Giving (HFPG).
- CWP management has developed the following planning estimates based on current information on those three funding sources.

Estimated Funding	2016	2017	Change (\$)	Change (%)
State DOL	\$1,698,125	\$812,500	-885,625	-52%
City of Hartford	\$1,050,000	\$820,000	-230,000	-22%
Hartford Foundation	\$350,000	\$350,000	0	0%
Total	\$3,098,125	\$1,982,500	-1,115,625	-36%

Program Capacity

- The projected funding reductions will have a substantial impact on SYELP capacity in 2017.
- Youth poverty rates from the U.S. Census are the basis of slot distribution.
- 81.5% of youth in poverty live in 8 of the region’s 37 towns; residents of those towns have priority for service.¹
- City of Hartford and HFPG resources are dedicated to Hartford residents.
- CTDOL resources are allocated to residents of those 8 cities and towns based on the distribution of youth in poverty.
- The allocation of CTDOL resources to Hartford, in addition to the dedicated resources noted above, results in a distribution of resources to the other towns at percentages well below their share of youth in poverty.

Priority City/Town	% of youth in poverty ²	% of 2017 slots
Hartford	49.7%	78%
New Britain	18.8%	8%
Bristol	5%	2%
Manchester	6.6%	3%
East Hartford	6.5%	3%
West Hartford	5.8%	3%
Enfield	4.8%	2%
Vernon	2.8%	1%
Other towns	n/a	n/a

¹ Source: 2011-2015 American Community Survey 5-Year Estimates

² Percentage reflects share among municipalities with highest youth poverty rates.

Estimated Service Distribution

Based on current information, slots will be distributed across the region as shown below.

Priority City/Town	2017 Slots	2016 Slots	Change	Change
Hartford	734	1,117	-383	-34%
New Britain ³	76	232	-156	-67%
Bristol	20	46	-26	-56%
Manchester	27	66	-39	-59%
East Hartford	26	114	-88	-77%
West Hartford ⁴	24	9	15	167%
Enfield ⁴	19	18	1	8%
Vernon	11	15	-4	-23%
Other towns	0	48	-48	-100%
Total slots	939	1,665	-726	-44%

³ American Savings Foundation directly funds three organizations to provide career competency training programs to youth in New Britain.

⁴ Increased priority in 2017 is based on poverty data from the census.