



Board Minutes 11-28-18

Attendees: Todd Andrews, Bettina Armour, Bill Bishop, Sharon Blanchette, Terry Borjeson, Sheldon Bustow, Jon Colman, Andrea Comer, Paula Gilberto, Lindy Lee Gold, Eric Hoepfner, Mike Komaromi, Jim Lombella, Richard McGeary, Thomas Mongellow, John Nimmons, Susan Pierson, Jonathan Richmond, John Simoneau, Dan Tapper, and Joseph Toner

Staff: Alex Johnson, Pamela Tonello, Jim Boucher, Julie Watson, Susan Mertz, Summer Gomes and Liz Saunders

Excused: Ana Alfaro, Renata Dixon, Mark Jacobs, Sandy Mello and Lyle Wray

Guests: Jim Spafford, Ashley Collins, Lisa Sementilli, Bibi Amin, Alex Buckholtz, Julia Eisenhaue, Andrew Rockett from Vernon Regional AE; Kevin Andersen from New Britain AE and Zandrilyn Gordon from Hartford AE.

Chairman Thomas Mongellow called the meeting to order at 8:02am

Chairman Mongellow thanked everyone for attending and welcomed our newest Board member; Eric Hoepfner, VP of Human Resources with Hartford Healthcare.

Mission Moment – Jobs Funnel and Second Chance Program – Jim Boucher and Pamela Tonello

Pamela and Jim presented both the Jobs Funnel and Second Chance Programs on behalf of Yolanda Rivera. Pamela identifies the Service Delivery Flow Chart, who the Jobs Funnel serves, the numerous accomplishments and programs of the Funnel. Jim spoke on Best Chance and the comprehensive pathway, the background, successes/opportunities, challenges and opportunities for 2019. A long conversation ensued regarding housing, stumbling blocks, the defunding of the program and no changes coming regarding funding. Ashley Collins, Retention Specialist spoke about the participants and the types of jobs this program leads to for the participants. There was a lot of passion for the Jobs Funnel. Joe Toner mentioned the Jobs Funnel is a premier organization within the United States and that in 18 years over 1200 individuals have gone through the Jobs Funnel that have been placed within the Building Trades making at least \$50,000 per year.

Consent

- September 27, 2018 Minutes
- Approve Intensive Services RFP Framework

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

Committee Reports:

Finance & Audit Committee – Jon Colman reported

Jon Colman reported that the audit went exceedingly well with no issues with our new audit firm of PKF O'Connor Davies. Here to present the audit and the 990 is Alex Buckholtz lead partner. Alex gave a brief overview of the audit and the 990. He explained to the Board that the Finance and Audit Committee received and accepted the full report. Alex stated that it was a smooth audit, credit to our team, the lines of communication were always open. We met the November 15th deadline. We received a clean, unmodified opinion which is a positive outcome.

Outcome - A motion was made by Lindy Lee Gold and seconded by Bettina Armour to accept the FY 17/18 audit. All were in favor; none opposed; the motion carried.

Outcome - A motion was made by Jon Colman and seconded by Bettina Armour to accept the 990. All were in favor; none opposed; the motion carried.

Accept 1st Quarter Financial Reports - Susan Mertz

Susan gave a quick recap of the Statements of Financial Position identifying our assets, liabilities and net assets. In addition, Susan outlined the Statement of Activities for the period ending 9-30-18. All accounts and contracts have been reconciled and we are on track with our spending. There were a couple of questions regarding the ICR

adjustment and Susan explained. It was suggested that since we are no longer in a deficit with the temporary restricted net assets that we should segregate out where the money comes from.

Outcome – A motion to accept the 1st Quarter Financial Reports was made by Lindy Lee Gold and seconded by Bettina Armour. All were in favor; none opposed; the motion carried.

Lease Update – Alex Johnson

Alex reported that with the approval of the Finance & Audit Committee he has signed a lease extension for 7 years with 2 additional 5-year renewal options in our existing space at One Union Place. Our agreement entitles us to 50 parking spaces and it includes an out clause should the need ever arise. We will receive approximately \$210,000 in leasehold improvements and hope to one day soon be able to host our Board meetings in our renovated space.

Development Committee – Jim Boucher reported

Website RFP – Jim stated that Pat Davis Design Group was chosen as the vendor to provide our website services. They will be responsible for converting our existing site to a new site by June 30, 2019. Included with the Board package was a handout of all the responsibilities the Design Group will be charged with.

Social Enterprise Project – Jim spoke on our social enterprise accelerator initiative we are working on in conjunction with the Hartford Foundation for Public Giving. We had to come up with an idea for an earned income strategy that will enable CWP to work with a consultant on implementing a business plan, including branding, marketing, business development, etc. The team consists of Bettina Armour, Sheldon Bustow, Jim Boucher and Alex Johnson.

Executive Committee – Chairman Thomas Mongellow

CT Apprenticeship Initiative - Chairman Mongellow mentioned that the \$50 million approved in last year's budget must be allocated through DOL and we are asking for \$5million. We are trying to get this item on the agenda to try and shake the money loose. The big item at the Capitol is the administration change. There are 15 policy committees.

President & CEO Report – Alex Johnson

Update on CFAO Hiring - President Johnson announced that effective November 30th Kimberly Staley will be joining Capital Workforce Partners as the Chief Administrative Officer. Kimberly brings a tremendous amount of experience, talent and resources with her.

HIGHLIGHTS DOCUMENT - Included with your meeting materials is a document highlighting our successes over the last couple of months. We have been very busy securing some additional awards from the Travelers Foundation for \$75,000 for the Hartford Student Internship project, People's United Community Foundation \$10,000 for Hartford Opportunity Youth Collaborative and Lincoln Financial Foundation for \$20,000 for Hartford Opportunity Youth Collaborative Training Funds. We have several submissions in process that total \$1,502,500.

We have the Official Opening and Ribbon Cutting Ceremony at the Bristol American Job Center at Tunxis Community College on December 4th at 11am at 430 North Main St. Bristol.

CWP in conjunction with the CT River Valley Chamber of Commerce will host an Employers Informational Session on December 4th at 8:30am at 2400 Main St. Glastonbury.

Please see the flyer for all the upcoming events. Special thanks and appreciation to Alex Johnson who was honored by OPP as a Champion of Youth for all his work with youth both on and off the job.

Susan Pierson asked Alex not to forget Adult Education with programs. Alex stated we will not forget them as we continue to embrace this work.

Chairman Mongellow asked for a motion to appoint Lindy Lee Gold as Vice-Chair of the One-Stop Services Committee. Jon Colman made a motion, Sheldon Bustow offered a second. All were in favor; none opposed; the motion carried.

At 9:32a.m. Chairman Mongellow thanked everyone for attending and asked for a motion to adjourn. Jon Colman made a motion to adjourn which was seconded by Sue Pierson. All were in favor; none opposed; the motion carried.

Approved