



Board of Directors Meeting
November 20, 2019 at 8:00am
CWP One Union Place. Hartford CT

Attendees: Todd Andrews, Bettina Armour, Bill Bishop, Terry Borjeson, Jennifer DiBella, Renata Dixon, Lindy Lee Gold, G. Duncan Harris, Eric Hoepfner, Mike Komaromi, Richard McGeary, Sandy Mello, Fiona Mohring, Phillip Montgomery, John Nimmons, Tracy Nixon-Moore, Jonathan Richmond, Jonathan Simoneau, Joseph Toner, Stephen Vaughan, and Lyle Wray

Staff: Alex Johnson, Jim Boucher, Rich Pearson, Susan Mertz, and Liz Saunders

Guests: Bibi Amin, Lisa Sementilli, and Jim Spafford

Absent: Sheldon Bustow, Jon Colman, Paula Gilberto, Tom Mongellow, Susan Pierson, and Dan Tapper

Vice-Chair Bettina Armour called the meeting to order at 8:07am

Vice-Chair Armour thanked everyone for attending and mentioned that Tom is out of state. Alex mentioned that Chairman Mongellow is spearheading a conversation with Pratt & Whitney to coordinate representation on our Board and how we connect with Pratt as we look to the second release of money for the CT Apprenticeship Initiative. More information will be forthcoming.

MISSION MOMENT: Richard Pearson – Strategic Development

Rich introduced himself to the Board. He identified CWP's mission, vision and core competencies and a partial list of Strategic Partnerships. In discussing the 4 Industry Sector Partnerships AMEP (Advanced Manufacturing Employer Partnership), MACH (Metro Hartford Alliance for Careers in Healthcare), Jobs Funnel and CAPP (Capital Area Pipeline Partnership) Rich discussed the convening, leveraging and importance of each one. Joe Toner spoke on a pilot program that the Department of Corrections and the Hartford Building Trades is doing in partnership with the Jobs Funnel. They will be going to the correction facilities and teaching those soon to be released the core curriculum. Once released the participants will be placed into a job. They are planning 2 cohorts. If this is successful in the Hartford area it could be implemented statewide. Rich mentioned that round 2 of funding for the CAPP is soon to be released and that it's very important for us to receive some of that funding for our CT Apprenticeship Initiative.

Rich McGeary asked if it would be possible to have some type of pocket card that we could give to our champions so that when asked what CWP does, everyone would be giving the same answer. Alex said that this has come up previously and it's something we are working on.

Consent

- September 25, 2019 Minutes
- Approve Revised IT Manual
- Approve Revised Employee Handbook
- Approve Revised Financial Policies & Procedures Manual
- Approve the 1st Quarter Financial Reports
- Approve the WIOA Performance Report

Outcome: John Simoneau had a question regarding approving the revisions to the manuals without seeing the manuals. Alex mentioned that we sent the revisions only and not the full manuals to save paper and they are available for anyone who would like a copy. Renata Dixon mentioned that these revisions have already passed through Finance & Audit as well as the Executive Committee. Renata explained that the Finance & Audit Committee did their due diligence in reviewing all the documents as well as the 1st quarter financials. Alex mentioned that the WIOA Performance Report is a required document and FY17 we met 5 of the measures and exceeded 4. FY18 we met 3 and exceeded 6.



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Renata Dixon made a motion to approve all the items under Consent. Tracy Nixon-Moore offered a second. All were in favor; none opposed; the motion carried.

Committee Updates -

Finance Report: Renata Dixon and Susan Mertz

Renata Dixon was happy to announce that we have a clean audit. The 990 was filed on November 15, 2019. This year we had to complete a 990T due to us offering parking to our employees. The total tax paid on the 990T was \$4564. Renata also stated that the format of the audit has changed. The auditors were very complimentary to the staff of CWP. Richard McGeary asked Renata to clarify the difference between the 990 and the 990T which she did.

Outcome – A motion was made by G. Duncan Harris and seconded by John Simoneau to approve the Audit FY 18/19. All were in favor; none opposed; the motion carried.

Governance -

Create Ad-Hoc – It was suggested through the Board Leadership Workshop sponsored by the Hartford Foundation for Public Giving that we develop an Ad-Hoc. As the Chairman Tom Mongellow is authorized to appoint an Ad-Hoc committee for Board Governance. A handout was presented to all Board members and if anyone is interested in joining the Ad-Hoc please reach out to Alex or Bettina.

Executive –

Succession Planning – Alex stated that the Executive Committee has asked him to prepare a succession plan. Alex has detailed a plan to the Executive Committee and will be presenting a short-term plan at our next meeting. A plan for his senior management team will also be put in place.

President & CEO Report – Alex Johnson reported

Governor's Workforce Council Update – Alex will be attending the first meeting of the Governor's Workforce Council tomorrow at Southern CT State University. Garrett Moran is the Chair of this Council. Alex handed out a copy of CWP's Recommendations to the Workforce Council.

CTAI (CT Apprenticeship Initiative) – Alex mentioned that we have been in close contact with DOL and that we expect that a formal solicitation will be forthcoming in mid-December to submit our application for the initiative.

Youth Summit Update – Northeast Opportunity Youth Conference hosted by State Rep. Toni Walker at the Legislative Office Building on Friday, November 22, 2019 at 9:30am an agenda of the day's activities was handed out to those in attendance. We are expecting a record crowd.

Alex Johnson reminded everyone not to forget to RSVP for the upcoming CWP Holiday party on Tuesday December 17, 2019 from 3-6pm at CWP.

Terry Borjeson mentioned that he has been in touch with Governor Lamont and DOL Commissioner Westby and the work we are doing is great and timing is right.

Vice-Chair Armour called for a motion to adjourn at 9:29am. Renata Dixon made the motion which was seconded by Stephen Vaughan. All were in favor; none opposed; the motion carried.