



Board of Directors Meeting
September 28, 2022 at 8:00am
Zoom Virtual Meeting Hartford CT

Attendees: Todd Andrews, David Beber, Katie D’Agostino, Jennifer DiBella, Lindy Lee Gold, Matt Hart, Denis Horrigan, Andrew Komarow, Richard McGeary, Sandy Mello, Fiona Mohring, Tom Mongellow, Phillip Montgomery, Fernando Muniz, Melissa Otis, Marcy Reed, Jonathan Richmond, Lisa Sementelli, John Simoneau, Urvashi Shah, Rob Steinmetz, Vinnie Valente, and Stephen Vaughan,

Staff: Alex Johnson, Kim Staley, Laura Hitt, and Liz Saunders

Absent: Sheldon Bustow, Clodomiro Falcon, Keith Grant, John Nimmons and Tracy Nixon-Moore, and Susan White,

Guests: Larry Covino, Mayor Jeff Caggiano

Chairman Richard McGeary called the meeting to order at 8:03am

Chairman McGeary welcomed and thanked everyone for taking the time to join us remotely this morning.

INTRODUCTIONS – Chairman McGeary introduced our new Board members and asked those in attendance to please say a few words.

MISSION MOMENT: Bristol Works – Larry Covino/Mayor Jeff Caggiano

Larry Covino the Treasurer for Bristol Works (Cindy Bombard – Chair, Katie D’Agostino – Vice Chair, Larry Covino – Treasurer, and Jaime Rechenberg – Secretary) gave the Board an update on the newly formed Bristol Works, A Collaborative Workforce Development Training Program.

They recently received a \$2.4 million ARPA grant to start this training program which will open its doors in January and we want to make sure all the workforce boards know that this new program is available. A handout of the program was included in everyone’s meeting packet.

Consent Agenda:

- Approve June 17, 2022 Meeting Minutes
- Approve FY22/23 Meeting Schedule
- Approve Employee Handbook Updates
- Approve CWP 2022 Salary Grades
- Approve FY23 Future Workforce Services, One-Stop Services and Finance & Audit Workplans

Outcome: Lindy Lee Gold made a motion to approve all the items under Consent. Jonathan Richmond offered a second. All were in favor; none opposed; the motion carried.

Chairman’s Report

Chairman McGeary opened with some personal thoughts on his vision for the Board and the organization. His intent is to respect the line where Alex runs the organization and Alex reports to the Board and the chair, and the Board should be focused on issues that affect Governance. He encouraged everyone to be respectful of their roles and responsibilities and highlighted the Responsibilities of Board of Directors.

1. Uphold the organization's mission and purpose -
2. Select the Chief Executive Officer -



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3. **Support the CEO in upholding the mission and purpose of CWP -**
4. **Ensure effective organizational planning -**
5. **Ensure adequate resources -**
6. **Monitor and evaluate CWP's financial performance -**
7. **Monitor CWP's programs and services -**
8. **Enhance the organization's public image -**
9. **Ensure legal and ethical integrity and maintain accountability -**
10. **Recruit new board members and assess the board's own performance –**

Finance Report: Laura Hitt & Stephen Vaughan

Review FY2022 Preliminary Expense & Revenue Budget & Financials for period ending 6-30-22 – Laura Hitt

Laura presented the pre-audited Statement of Financial Position, the Statement of Activities, and the Budget verses actual as of June 30, 2022, compared with June 30, 2021. On the Statement of Financial position the following notes were highlighted: 1.Federal drawdown to be not done by 6/30/22, funds from the City of Hartford still to be received by the end of the year, and some smaller state funds still to be received. 2.Contributions receivable are money received from foundations such as the Hartford Foundation of Public Giving, which makes up most of what is in this line item. 3.Property & Equipment net is the total equipment costs minus the accumulated depreciation. 4.Deferred revenue is high due to request of funds in advance from DOL in order to pay all final invoices at the end of the year. 5.PPP loan was partially forgiven in September of 2021 in the amount of \$240,379.04 and the balance of \$343,875.06 was paid in full in October of 2021. 6.Approximately \$49k is from unrecovered indirect costs and the rest are restricted net assets received in prior years finally expensed this year and released from restriction. There was an error noted in the Variance column under Total Liabilities. Laura stated that she would make the correction and we would send out the corrected financials to the Board as soon as the meeting was over.

On the Budget vs. Actual the following was noted; 1. Contract for new grant SAWs was not part of original budget so put us over budget at the end of the year. 2.Unable to collect enough indirect cost on many grants which reduce the amount of revenue received on those grants Plus spending down old grants where revenue was received years ago not reflected in report. Laura stated that she does not expect any major changes in these numbers.

There was a period of questions which Laura fielded and provided answers. Laura also spoke on the lease standard that will be changing. Leases will all be capitalized going forward. They will be found under assets on the statement of Financial Position. Treasurer Vaughan stated that they will be working on providing more in-depth financial reports with a legend for ease of reading.

Outcome: Lindy Lee Gold made a motion to accept the reports with the correction. Sandy Mello offered a second. All were in favor, none opposed; the motion carried.



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DEI Committee Update – Kimberly Staley/Fiona Mohring

- Kimberly and Fiona provided the committee with the progress and status of the DEI committee and their work with the Board and the staff. We have been busy for the last 2 months going through the process and assessing our current state. Improvements have been noted. There will be lots more to come and many opportunities for Board members to participate.

President/CEO Report: Alex Johnson

Career ConneCT/Good Jobs Update

- Attached in your packet is a draft framework of the Career ConneCT program summary. The Governor and the CT General Assembly have prioritized workforce development this session by investing \$110 million in programs that get people back to work in better jobs than before, while addressing the systemic issues that have been plaguing our workforce system for generations. CareerConneCT creates opportunities for students to progress in career pathways leading to jobs in Connecticut’s fastest growing industries; unemployed workers to reskill and enter new, higher-wage, careers; and communities of color to overcome systemic barriers they have faced in education, training, and employment.

ADJOURN

Chairman McGeary called for a motion to adjourn at 9:44am. Lindy Lee Gold made the motion which was seconded by Jonathan Richmond. All were in favor; none opposed; the motion carried.

APPROVED