

**Greater New Bedford Workforce Investment Board, Inc.**  
**Finance and Performance Measurement Committee**  
**10/21/09**  
**Fairhaven Homecare Conference Room**

**Finance and Performance Measurement Committee members present:** Chair Peter Muise, Co-Chair David Cabral, Edward J. Dennehy, WIB Chair David DeJesus, James Snow, Charles Simpson Jr.

**Finance and Performance Measurement Committee members absent:** John Fernandes (called), Maria Pinarreta (called), Joseph Notini

**Others in attendance:** Len Coriaty, Steven Grant, Craig Baker, Carlene LeBlanc, Norm Audette

Co-Chair David Cabral began the meeting at 3:15 pm, as Peter Muise was delayed by traffic. He announced he had the proxies for John Fernandes and Maria Pinarreta

**Consent Agenda:** Ed Dennehy moved to approve the 9/16/09 meeting minutes and the Treasurer's report. Dave DeJesus seconded and all were in favor.

**Finance Report.**

Steve Grant distributed the spending report by funding stream and in total. He reviewed the major variances by category. Salary variance was attributed to extending youth supervisors for the ARRA summer program and the payout of accrued vacation to the former Accounting Manager who left on Aug. 19<sup>th</sup>. Steve introduced the new Accounting Manager/Human Resource Coordinator, Carlene LeBlanc. Mr. Grant went on to address variances in Fringes, Premises, Consulting & Other Fees, ITA's, Group Contracts, and New Directions Contract expense. The most notable item was ITA's which appeared under-spent but that was due to the timing of training starts and portion of the training "earned." He said that when considering actual obligations we were very close to our limits with the exception of regular WIA. He said ITA money would probably run out in December.

James Snow asked about the summer supervisors being layed off and filing claims. Mr. Grant said a few claim notices came through the office and we responded that the applicants were aware that the jobs were only offered for 8 to 10 weeks.

Peter Muise asked about Connecting Activities money- if any potential for restoring funds. Len Coriaty explained that it wasn't likely and we would probably be informed of any 9C cuts by the end of October.

**Career Center Operations Report**

Ed Dennehy referred the committee to the New Directions Operations Report for October. He said there was nothing much to add to the report and would answer any questions. He did highlight that the state was providing ½ of the \$565K set-aside request for Alliant and Acushnet Co. He noted that Acushnet Co. was hiring back 50 to 60 of those laid off.

Mr. Dennehy also said 2 of the 5 State RES positions have been filled and the letters targeting dislocated works, mandating a visit to the Career Center, was scheduled to begin a few days ago.

**Monitoring Report**

Steve Grant said there was no new report from the program monitor since last month. (a report at next meeting should include adult programs as well as youth).

**Operations Review Update**

Craig Baker said a report will be going out soon with updated progress on the 22 tasks. He noted progress on additional temporary space on Dover Street, Training Pilot (Targeting Success), Quick Links on-line, Group Intakes, and Initial Assessment. He noted that several items require ongoing integration and will become part of process and procedures. He said a couple of items are on hold, including new permanent space with co-location of Career

Center, WIB and other partners, as that project requires more impetus from the Mayor and we do not have the funds.

There was a discussion on the use of ITA money. Question raised on setting aside some funds to deal with identified priority populations/industries or continuing on a first come first serve basis. Mr. Dennehy said he has been giving thought to limiting ITA use by each quarter. Ed went on to explain the process of issuing an ITA and that ITA's were not used on folks that had marketable skills. People with marketable skills can receive enhancement training which is quicker and less costly. Ed also pointed out, and members agreed, that our plan was to seek out funds over and above WIA for target populations and industries. The consensus was that it was not advisable to leave money on the table while any demand for training exists.

### **Scorecard**

Mr. Baker reviewed the 6 topics on the scorecard. Most of the discussion was around the Charter Rewrite, Zero-Based Analysis, and High Performing Board. A working group would be meeting soon on the Charter. Analysis of Zero Based budgeting would continue. Peter Muise stated that it should be a tool we use but since it is not proved valid yet we should not try to build our next budget on the concept.

Craig noted that we are close to achieving the High Performing Board status and will only have to address a few specific items from the state. Len Coriaty added that we would be able to move forward without having to convene the working group that met in the past.

### **Literacy Volunteer Program**

Mr. Baker told the committee that Mike Longo was no longer available to coordinate the pilot program. He noted that we continue to look for another coordinator or may decide to take on the task internally but that the program has definitely been delayed.

Len Coriaty said he received information from the Mayor that he will be receiving another special grant from Secretary Bump.

Meeting adjourned at 4:30pm.

Respectfully submitted,

Steve Grant  
CFO