

Finance and Performance Measurement Committee Meeting

**Greater New Bedford Workforce Investment Board, Inc.
Finance and Performance Measurement Committee
12/2/09
Fairhaven Homecare Conference Room**

Finance and Performance Measurement Committee members present: Chair Peter Muise, WIB Chair David DeJesus, Edward Dennehy, John Fernandes, Charles Simpson Jr.

Finance and Performance Measurement Committee members absent: Maria Pinarreta, Joseph Notini, Co Chair David Cabral, James Snow, Bruce Morell

Others in attendance: Len Coriaty, Steven Grant, Craig Baker

Chair Peter Muise called the meeting to order at 3:07pm. He announced he had the proxies for Maria Pinarreta, Bruce Morell, and David Cabral

Consent Agenda: Ed Dennehy motioned to approve the 10/21/09 meeting minutes. John Fernandes seconded the motion. All were in favor.

The Treasurer's Report was treated as a separate item for vote. Dave DeJesus motioned to approve the report. Ed Dennehy seconded the motion. All were in favor.

Finance Report

Steve Grant presented the Report on Financials, highlighting that the unfavorable variance in salaries was due to the full payment of ARRA temporary summer salaries, and that most of the remaining variances are due to timing of the group contracts for educational attainment and weatherization/construction training. John Fernandes asked if \$119K was unencumbered, as it appeared it was. Steve Grant explained that it is obligated and will be spent when the contracts get going.

Regarding ITA funds, he stated that WIA Dislocated Worker is almost exhausted and that Adult ITA training, although lagging, has picked up at the end of November. He added that there is a \$2.8M Statewide ARRA pot that we might be able to access in the near future for ITA training. Ed Dennehy added that to maximize the adult funds, he's been dual enrolling dislocated workers in Formula and ARRA so they can tap the additional ITA dollars.

Steve Grant said we're still waiting to use Wagner/Peyser 10% funds for an ABE pilot we are trying to get off the ground. Craig Baker explained that there is a job search in process, but that only one person applied. Len Coriaty suggested that the search be expanded to include David Ferreira and Mike Shea for leads.

Steve Grant said he hopes to get a modified integrated budget put together in December or January.

On a side note, he explained that there was bank fraud by someone using what looked to be a New Directions check. The bank is still chasing this person down. In the meantime, we have set up a new account.

He also stated that Blue Cross Blue Shield for New Directions' employees was increasing 27% in January and that the representative was reevaluating options for them.

Peter Muise asked if there was anything on the horizon that is of concern. Steve Grant replied that there are no unforeseen expenses, but that we need to keep an eye on things like whether or not we'll be able to keep the Dover Street location after the year end.

Career Center Operations Update

Ed Dennehy briefed the committee on the Operations Report for November 2009, explaining that GED classes were starting Monday and that he was still waiting for the construction training contract. He added that a few changes have been made to the Weekly Performance Report including:

- 1) ARRA totals have been added.
- 2) # of Jobs Ordered was added to reflect the actual number of jobs (instead of the number of companies placing an order, where one order from a company could include multiple positions).

In discussing jobs filled, Chuck Simpson suggested that there be some follow-up with the employer to ask if the position has been filled, whether the Career Center filled it or not. Ed Dennehy clarified that the report currently only shows jobs filled by the Career Center. Chair Muise asked whether 50% placement was good or bad. It was agreed that more data was needed to interpret the report. David DeJesus added that data might include "when filled" and "how filled". John Fernandes noted that there is a favorable "agency perspective", explaining that an agency that has 332 openings, and has already filled 178 since July 1, is actually pretty good.

Regarding the Alliant Set-Aside grant, Ed Dennehy explained that positions have been difficult to fill because we pay some of the lowest wages in the state. Over the next 6 months, he is planning to do a reevaluation of the wage levels. The last review of these levels was in 2004. He said he will look at what the state pays as well as other contemporaries. He'll also see if the South Coast Human Resources Association can assist.

Chuck Simpson asked if there was any update on the National Emergency Grant (NEG) for Alliant/Acushnet.

Craig Baker explained that, it's been a couple of months from what we were looking at as an original submission date (first week in Oct) and some things have changed, including an additional extension of unemployment. With this extension making unemployment insurance available out until almost two years, we recognize that there is a lesser need for Needs Related Payments.

He explained that the feds had fixed a placement percentage (84%) on the application spreadsheet that was much higher than anything we could ever achieve (we'd be lucky to hit 60%). Chuck Simpson expressed strong sentiment that even with our best efforts to justify why we cannot hit this fixed goal, that it just seemed so wrong to do the right thing. The sentiment of the committee was that there would be too many repercussions from not hitting that goal (and submitting the application knowing full well that we cannot hit the goal). The group felt that at this point, that submitting the application was not the right thing to do.

Ed Dennehy suggested that we plan to move forward using our awarded set-aside funds until they run out, and to ask for more if/when we need them. IN addition, if/when additional ITA \$ becomes available (maybe in Jan.) through the monies from the state's rapid response funds, we can plan to take full advantage of it for these folks.

Chuck Simpson suggested that maybe someone at CommCorp or at the WIB Association could go to war politically for this, to have more leniency with the rate at the outset.

Charter Rewrite

Craig Baker updated the committee on the progress made in the Charter Working group, explaining that there were four key issues that were isolated for discussion at the group's most recent meeting. Three of the four were discussed at this Committee meeting:

- 1) Annual Business Plan: He said the group is in favor of having the lead operator submit an annual business plan that addresses questions developed by the WIB. These questions would be in addition to (and non-duplicative of) the questions the WIB is required to answer annually in its WIA Integrated Plan that is submitted to the state. To streamline the process, the idea was to possibly have the Integrated plan be only Section I of what is asked of the operator.
- 2) Performance Goals and Metrics/Quality: He said the group agreed to maintain the 27 evidence indicators from the original charter, yet eliminate any reference to Baldrige.

Some felt that there needed to be additional assessment of these indicators. David DeJesus asked if they could be boiled down. Craig Baker said he would send the indicators to the working group for further evaluation to determine which ones should stay and go. Chair Muise also asked that if anyone has other metrics they'd like to see, to propose them.

- 3) Notification and Approval: The working group was comfortable with using "notify" and "inform" as ways for the Lead Operator to communicate its general partnership building, marketing, and grant writing activities. However, any formal MOU's with the Career Center would need WIB approval. It was recommended that language stating that "the Career Center Director shall be an employee of the Lead Operator" was supported, but that who is put into different positions at the Career Center would be left to the Lead Operator. The remaining language on this item from the original Charter is to remain.

Peter Muise expressed concern that there at least be language that allows the WIB to work its way out of a situation where there is a Lead Operator with an undesirable Executive Director/CEO.

In looking at the remaining time, the Chair suggested that the last items on the agenda be prioritized. The Charter Rewrite topic was considered the highest priority for discussion followed by the Scorecard.

Scorecard

Craig Baker provided a brief update on the scorecard due to limited time. He noted that the eligibility working group yielded few results and that the group would pick up meeting in January. He also noted that a project plan was being developed for the completion of the High Performing Board application, and that it's expected that the Executive Committee would be able to ratify it at its 1/27/10 meeting. Len Coriaty added that other boards that have received the award are now reaping the benefits and recognition.

Meeting adjourned at 4:37pm.

Respectfully submitted,
Craig Baker, COO