

Greater New Bedford Workforce Investment Board, Inc.
Finance and Performance Measurement Committee
3/03/10
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, Joseph Notini

Finance and Performance Measurement Committee members absent: John Fernandes (called), Maria Pinarreta (called), Bruce Morell (called), Charles Simpson (called), James Snow

Others in attendance: Len Coriaty, Steven Grant, Craig Baker(via phone), Richard Mello

Chair Peter Muise began the meeting at 3:14 pm. He announced he had the proxies for Chuck Simpson and Maria Pinarreta. The committee had a quorum.

Consent Agenda: Ed Dennehy moved to approve the 1/27/10 meeting minutes and the Treasurer's report. Dave DeJesus seconded and all were in favor.

Finance Report

Steve Grant reviewed the finance report. He noted that fringe benefits were still very favorable but expected to run closer to plan over the remaining months. He said that lag built up to date under consultants and pilot programs would be used to provide increased funding for Connecting Activities. This would be contracted from Wagner Peyser 10% and the WTF WIB funds. He stated that group contract spending remained very low due to the late start for ARRA Adult and Dislocated Worker programs. The final contract with BCC was just completed and will run until 3/15/2011.

Mr. Grant noted that preparation of modification to the Integrated Budget is under way. The new budget will reflect resource shifts to date and the infusion of over \$1 million from seven funding sources including Rapid Response, Youthworks, and Advanced CNA grants. These funds will carry over into FY '11.

Mr. Grant detailed some of the activity and results for the just completed audit. He noted that additional funds would be carried into the current year based on over accruals discovered during the audit. He also explained that the audit expense would be much higher than originally budgeted but that was accounted for with the yearend adjustments. It was agreed that any additional funds available would be useful for carry out to FY '11 since supplemental funding for Dislocated Worker training was just approved.

Peter Muise suggested the Auditor be contacted to firm up the pricing since we never obtained an official engagement letter. He said we should obtain a draft of management comments and set up an exit meeting if warranted. Len Coriaty said that we are forming policy now based on the extent of audit activity under the WIB's current configuration. He said that prior to assuming the fiscal agent role the WIB was only subject to a review.

Career Center Operations Report

Ed Dennehy noted that the answer to the question of OSHA 40 certification for Brownfield participants, posed at the last meeting was yes. He referred the committee to the section on Grant Activity in the operations report for more information on energy sector training. There was discussion about the lack of jobs available for Brownfield trainees. Ed said that has always been a concern since the jobs are not sustainable locally and everyone is reluctant to move for jobs. He said the advisory group would be meeting for more discussion on this subject. Peter Muise and Len Coriaty commented on losing grant opportunities due to lack of outcome. Craig Baker said there is a trend now to have employers commit to hiring participants as in the new Advanced CNA grant. Dave DeJesus said we should be more selective in going after grants just because the government makes the money available given that job prospects are so limited. Len pointed out that Brownfields was the City's grant. Ed Dennehy said they would still point to us if it fails.

Monitoring Report

Craig Baker informed the committee of a recent **Technical Assistance** type of monitoring that took place at the WIB offices. This was done to help point out any areas of concern that would impede certification when it comes up again. He said we need to work on the CEO Agreement, Bylaws, Conflict of Interest documentation, and the Unified Complaint Policy. Len Coriaty said that the policy has already gone to the Executive Committee for comment. The monitors also pointed out that WIB private sector membership was less than the required 51% but realized we were working on that.

Len pointed out that there are three certifications that we go through: WIB, Fiscal Systems, and Operations, and all are biennial.

Craig commented on a problem with one of our recent contracts for educational attainment, noting that P.A.C.E. had only 3 participants enrolled in a program that called for 15. He said we are reviewing the issue to determine the best course of action.

Charter Rewrite

Peter Muise said the Charter with the CC Lead Operator will expire on 6/30/2010 based on the extension we voted last year. He said we should have a clean document ready for final review ready by Friday, March 5th. One key point in the Charter is that it will be awarded for 4 years vs. 3. He said we may have to pause in the final awarding since there is an issue of the WIB's relationship to New Directions. Although we feel they are a Sub-recipient the City is saying they are a Vendor. If they are, in fact, a vendor, we would have to do procurement under State 30B requirements. We are waiting for the City's written opinion. We also have the issue of Ed Dennehy's pending retirement to consider. Mr. Muise said Len has reached out to our State partners and they have offered to lend technical assistance at a meeting. Len said we will see what the City attorney is focused on and have provided some 14 documents, such as RFP's, and contracts, for her review.

Joe Notini said there would be a liability issue if declared a vendor, and was the city at fault for not procuring when New Directions was separated from City.

John Fernandes said we should decide what the optimal relationship is.

After discussion on voting on the Charter AND renewing it was decided that the vote should only be on approving the language of the charter.

A motion was made by John Fernandes to hold off on any charter votes until the April meeting. In Favor -1 Opposed 5, Abstain 2.

A motion was made to approve the Charter with the final changes as previously discussed. In favor 5 (including 2 proxies), Opposed 1 (John Fernandes) Abstain 2 (Ed Dennehy, Joe Notini)

Adjourn

Noting the time the Chair asked for a motion to Adjourn. Motion by Dave DeJesus, seconded John Fernandes. All in favor.

Meeting adjourned at 4:40pm.

Respectfully submitted,

Steve Grant
CFO