

Finance and Performance Measurement Committee Meeting Minutes
Wednesday, September 16, 2009

Committee members in attendance: Committee Chair Peter Muise, Committee Vice Chair David Cabral, WIB Chair David DeJesus Jr., Edward Dennehy, Joseph Notini, WIB Vice Chair Maria Pinarreta, Charles R. Simpson, Jr. (sent written Proxy)

Committee members not in attendance: John Fernandes, Bruce Morell, James Snow

Staff in attendance: Steve Grant, Craig Baker, Bridget Alexander, Len Coriaty

Chair Peter Muise called the meeting to order at 3:22pm.

Consent agenda:

- 1) Joe Notini motioned to approve the *prior meeting minutes from 8/13/09*, as well as the *WIB Treasurer's Report through 8/31/09*. Ed Dennehy seconded the motion. All were in favor.

Reports:

1) Discussion on priority populations and industries

Craig Baker presented the latest recommendations on priority populations and industries derived from prior work stemming from the WIB leadership strategy session convened in August 2009. David DeJesus requested that the goals for the first year (research and development) be made more distinct and clear for the reader under the healthcare and clean energy targets. Bridget Alexander provided definitions for "allied health" and "clean energy".

Ed Dennehy motioned to accept the Priority Populations and Industries recommendation with the suggested edits to separate and clarify first year research and development for healthcare and clean energy. David DeJesus seconded the motion. All were in favor.

2) Recommendations for ABE/ESOL/GED and Energy awardees

Bridget Alexander presented the final scores and recommendations for two (2) separate procurements the WIB conducted over the summer. She also highlighted basic elements from the RFP that were used as a basis for the application requests. Final reader scores were used as a determining factor to recommend awards.

The final votes for recommendation to the Executive committee to fund are as follow:

- a) **GED** - award to New Directions: Maria Pinarreta motioned to accept the recommendation. Joe Notini seconded the motion. 4 – yes 0 – no 1 – abstain
- b) **Pre-GED** – award to Treatment Development Corporation: Maria Pinarreta motioned to accept the recommendation. Ed Dennehy seconded the motion. All were in favor.
- c) **ESOL** – 2 awards – one each to PACE and New Bedford Public Schools (proposal #2): David DeJesus motioned to accept the recommendation. Maria Pinarreta seconded the motion. All were in favor.
- d) **Energy Efficiency and Construction Certification Enhancement Program** - award to Bristol Community College: Maria Pinarreta motioned to accept the recommendation. Ed Dennehy seconded the motion. All were in favor.

Discussion: Chair Muise inquired about how often the WIB has funding to put out for procurement. Craig Baker explained that outside of youth WIA procurements each year, this is the first time the WIB has had significant funds (through the American Recovery and Reinvestment Act (ARRA)) to procure for additional programs. Chair Muise also asked about how the existing ABE/GED programs are funded and whether their programs would be in jeopardy of shutting down. Len Coriaty said they are not in jeopardy of closing and explained that those programs also receive

Department of Elementary and Secondary Education funding outside of the WIB. Bridget explained that the procurement process revealed new and exciting contenders for funding in our region outside of the traditional applicants.

3) Brief Financial Report (including summary of ARRA youth spending)

Steve Grant explained that the latest ARRA reporting requirements by the state are extensive. He has reached out to 16 vendors to gather critical data needed for reporting. It's causing havoc across the state as this is additional work above what we currently have had to do with traditional WIA reporting.

In presenting WIA spending (p.1), he explained that \$74,000 has already been obligated for dislocated worker. Regarding carry in dollars (p.2), most is allocated to salary and fringe of staff at New Directions. Group contracts will get rolling soon and pick up expenses once they are going. \$155K has already been spent on ARRA dislocated worker. He added that the numbers are not final as we have not been able to close out FY '09 yet. These numbers are an acceptable first blush that we presented to the Division of Career Services upon their request.

The youth report shows that we can probably go a little into November with youth wages. There are 48 youth (including 40 at Youth Build) that are in the queue (with 8 at the City). There are also efforts to keep some youth active at Brick by Brick and PAACA. The City is trying to do something more with YouthBuild. Steve Grant explained that we should be near 84% expended (ARRA Youth) by September 30, 2009.

Len Coriaty explained that the main point on the report is that the 84% expenditure is to be compared against the minimum spending threshold by the state of 60%. He added that this aggressive spending strategy was adopted by the Mayor and other locals to demonstrate the need in the area, and that there is an amplified focus on tangible outcomes (summer youth, WIA and ARRA) that will impact the WIB Association (their website), our own web site, and our reports.

4) Operations Report

Ed Dennehy reported that the phones at the Career Center had been off since the weekend. Computer services were down due to a flood on Acushnet Avenue. Verizon was working on it. Time is still being used constructively to counsel and clean up files. The Mayor was notified and knows the concerns of the repeated flooding at that location.

Ed Dennehy reported that activity was at 4,400 (up from 2,600 last year at this time) customers, and that all ARRA dislocated worker dollars (Individual Training Accounts (ITA)) have been spent. They are now spending formula funds projected to be exhausted in a month or two. He added that the state may release an additional \$2M in rapid response funds to supplement ITA funds. David DeJesus requested a breakout of what particular ITA trainings are being funded. Ed Dennehy explained that under ARRA, the specific industries are healthcare, manufacturing, computer technician, and some construction training.

Ed Dennehy highlighted the Brownfields grant, reporting that the contract is finally signed. August 30, 2009 was the first class of 20 for this non-credit course. Eighteen (18) of the participants were WIA eligible and all go through Work Certified training, and OSHA-10 plus "green training" as part of the course.

He also reported that they reached or exceeded all performance goals for FY '09, and that customer satisfaction is high as evidenced by data from 1,202 respondents to a customer survey conducted by the career center.

The Career Center will be planning to address the pandemic issue. A webinar that staff attended highlighted how to take care of staff as well as customers. The focus was on developing a contingency plan. We will need to look at what workforce skills will be in demand (and elevated) throughout the community in the event of a disaster.

5) Monitoring Report

Steve Grant presented highlights from the monitoring report, explaining that the programs are running fine and that the incident with youth using power tools at one of the programs has since been resolved.

David DeJesus suggested that the monitoring information be made available to the Mayor to show how these programs are progressing. Peter Muise added that it is extremely important to have this data available and presentable to the Mayor and others in the community to show how well we are doing.

6) Scorecard

Craig Baker handed out a draft scorecard for the committee to review. He asked for input and changes that would go into effect in October. David DeJesus explained that the scorecard is a way to anchor the committees, and that it is a tool for the Executive Committee so they do not lose track. He added that progress made on the priority populations and industries should be added as a key item to be reported at each committee meeting.

Charter Rewrite and WIA Eligibility Working Groups:

Craig Baker recommended a working group be convened to review recommendations and offer suggestions for how the Charter should be rewritten. We're on a timeline to complete this for a vote at the December quarterly meeting. He also recommended that a working group be developed to address how to reduce the burden of determining WIA eligibility. This would require looking at the law and developing recommendations to the committee. David DeJesus emphasized that the Mayor wants people in work quickly, and there is a lot of extra pressure, particularly for youth, to produce extensive documentation in a short timeframe. This is added to a 12 page eligibility form that is cumbersome. This year, we saw some 1,600 candidates go through the process. He suggested we inform our congressional delegates that our arms are tied. He suggested we identify "out of the box" thinkers that can get their arms around this. Joe Notini added that the Mayor should be articulating this problem and that he would ultimately be the one paying for misused funds. He has a vested interest. David DeJesus said we need to simply give him the talking points. Peter Muise added that it would be absurd to see an article in the Globe highlighting that a 16 year old kid needed to fill out a 12 page application just to determine eligibility, never mind get a job.

Craig Baker said he would email board members and other volunteers with the idea that we are looking for anyone willing to push the envelope on this matter. Peter Muise, Ed Dennehy, David DeJesus, and David Cabral indicated they would like to participate on at least one of the working groups.

New Business:

Bridget Alexander cautioned that the recommendations from the procurement are not the final approval, and that they will be going before the full board on September 30, 2009. She asked that there be sensitivity as to what is disclosed when talking with potential awardees.

Meeting adjourned 4:35pm.

Respectfully submitted,
Craig Baker