



MINUTES
EWIB BOARD OF DIRECTORS MEETING
TUESDAY, MAY 23, 2017
8:00 A.M.

- Members Present:** Tom Burns; Susan Hibbard; Thayne Hutchins, Jr.; Chris Jewell; Armelde Pitre; Darlene Serra; Deb Monahan; Mel Olsson; Marcy Reed; Carlee Drummer; John Murphy; Lindy Lee Gold; Lisa Arends; & Marion Lynch.
- Staff Present:** John Beauregard, Mark Hill, Virginia Sampietro, Carol LaBelle, Guy Saporito, & Sheila Taurianen.
- Others Present:** Pat Dixe, Cyndi Wells, Rich Tariff, Gumwatty Garcia, Linda Ladas, Jody Lefkowitz, Ken Petow, Nancy Cowser, Daryle Dudzinski, Kristin Hempel, & Carol Williams.
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Opening Remarks

EWIB Board Member, Armelde Pitre, announced that three (3) regional high school seniors had been selected to receive \$1,000 EWIB-Pitre STEM Leadership Scholarship: **Kayla Mathiowetz**, Waterford High School; **Lily Zhong**, East Lyme High School; and **Samantha Spreccace**, Science & Technology Magnet High School of New London. A check presentation will be held on June 19th here at EWIB.

Call to Order

Chairman Hibbard called the meeting to order at 8:15 a.m. She began the meeting by congratulating Board Member, Chris Jewell (*Collins & Jewell*) for recently being elected as the President of the Greater Norwich Chamber of Commerce.

PUBLIC COMMENT

None

ACCEPTANCE OF PREVIOUS MINUTES

A **MOTION** was made to accept the minutes of the January 24, 2017 EWIB Board of Directors meeting, as presented (*GOLD/MONAHAN*). **ACTION:** Unanimously approved.

CORRESPONDENCE

The following items were reviewed:

1. **AJC Lease Agreement** – A letter from CTDOL to Office of Policy & Management (*OPM*) forwarding the fully executed lease agreement for the consolidated southern AJC, as executed by CTDOL Commissioner. Letters in support of the consolidated location were also included from regional employers (*Electric Boat, Eastern Advanced Manufacturing Alliance (EAMA), Collins & Jewell, & Westminster Tool*).
2. **Foundation Award Letters** – The Board expressed its appreciation to the Chamber of Commerce of Eastern CT and the Community Foundation of Eastern CT for their generous donations to this year's Summer Youth Employment Program (*SYEP*).

3. **Apprenticeship Program** – Letter from EAMA officers, EB, Metal Trades Council, & Marine Draftsmen Assoc. to CTDOL requesting the Eastern CT Manufacturing Pipeline Initiative’s customized training program be designated as an apprenticeship program.
4. **EWIB Regional Study** – Performed in partnership with DataCore Partners analyzing the region’s job growth over a 2-year period.
5. **Secretary of Labor Confirmation Hearing** – Mr. Beauregard expressed the Board’s appreciation to Sen. Chris Murphy & his staff. The Senator noted the importance of the E/CT Manufacturing Pipeline Initiative during the confirmation hearing of the then Secretary of Labor nominee, Alexander Acosta.
6. **Special Act 16-12 Final Report** – The report, “*An Analysis of Eastern Connecticut’s Job Losses & Workforce Needs*,” was prepared in partnership with seCTer, and submitted to the Legislature’s Commerce Committee by Commissioners Smith & Jackson (*DECD & DOL, respectively*) as required under S.A. #16-12. The document serves as a pre-cursor to SB-731 which, if approved, would appropriate \$1.5M to Eastern CT for the continuation of manufacturing & healthcare pipeline programs.

CETC REPORT

Deb Monahan reported that CETC has not met recently as a result of Chairman Don Shubert’s resignation. The Service Design & Delivery Committee visited the New London AJC on April 11th as part of its statewide tour to identify AJC Centers’ best practices. The next meeting will be in June.

CHAIRMAN/PRESIDENTS REPORT

Mr. Beauregard provided a Program Year In Review presentation that covered the following items:

- **Strategy** – The Board’s multi-year strategy including: engaging employers, building a pipeline, implementing the Health Profession Opportunity Grant (*HPOG*) & Workforce Innovation Fund (*WIF*) grants, executing the commitments, & pursuing & engaging future funding options to sustain the initiatives.
- **16/17 Performance** – The current year’s efforts were reviewed: 1) A successful implementation of the region’s WIOA Local 5-Year Plan; 2) Achieving all federal grant metrics; 3) Executing other OJT grant commitments, achieving all metrics; 4) Expanding (*Design and Pipefitting classes begin in June and July*) and continuously improving the Pipeline Initiative; 5) Supporting the CTDOL initiative for the “*Southern*” AJC consolidation and the successful partnership with EASTCONN for Willimantic Center re-opening; 6) Supporting Youth Programs: (*State funding for 2017’s SYEP has been reduced*), support for Windham & New London ECO programs, and launch of EWIB-Pitre Scholarship program; 7) Issuing a regional economic analysis and co-authoring SA 16-12 final report.
- **17/18 Look Forward** – Mr. Beauregard reviewed the Board’s plan for executing & sustaining its momentum for the coming fiscal year including: achieving established performance benchmarks via WIOA delivery system; generating foundation funding for the SYEP; support the completion of the full AJC consolidation; pursuing & developing new “*sustaining*” funding streams for the Manufacturing Pipeline; and, timely analysis of regional economic trends.

COMMITTEE REPORTS

- **Nominating Committee Report** – Ms. Monahan reported that the Nominating Committee is recommending Thayne Hutchins (*Mohegan Indian Tribe*) as Treasurer. A **MOTION** was made to approve the Nominating Committee’s Report, appointing Thayne Hutchins as Treasurer, as presented (***GOLD/OLSSON***). **ACTION:** Approved, with Hutchins abstaining.
- **Executive Committee Report** – Chairman Hibbard reported that the group met on May 15th & was updated on the AJC consolidation, the potential impact of the State budget, Senate Bill 731, and the launch of the EWIB-Pitre STEM Leadership Scholarship.
 - **2017/2018 EWIB Budget/Revenue** – Mr. Saporito reported that the Board’s FY18 projected revenue is currently \$11.75M (*81% federal, 13.5% state, & 5.5% private*). The Committee unanimously adopted a \$1,711,485 EWIB Operating Budget, which is a 2.64% decrease from the previous year.
 - **Personnel Policies** – Recommended adjustments & additions to EWIB’s Personnel Policies made by the Board’s Independent Human Resources firm were reviewed & unanimously adopted.

A **MOTION** was made to accept the Executive Committee Report, including the FY18 Budget & recommended updates to EWIB's Personnel Policies, as presented (*PITRE/MURPHY*). **ACTION:** Unanimously approved.

▪ **Performance, Accountability, & Planning (PAP) Committee**

- **PAP Committee Meeting Report** – Committee Chairman Burns reported that the group met on May 9th where they reviewed performance & were briefed on the Board's recent application with Workforce Alliance for a USDOL Re-Entry Grant, were updated on the progress of the Manufacturing and Healthcare Pipelines, made procurement recommendations, and reviewed & acted on the Youth Committee recommendations. The Youth Committee's recommendation to maintain the 75% OSY/25% ISY split were accepted:

CATEGORY	AGENCY	FUNDING RECOMMENDATION
WIOA In-School Youth (<i>ISY</i>)	EASTCONN (<i>utilizing New London Youth Affairs & Norwich Human Services</i>)	\$287,732
WIOA Out-of-School Youth (<i>OSY</i>)	EASTCONN (<i>utilizing TVCCA, New London Adult Ed., & Norwich Adult Ed.</i>)	\$581,337

- **2017 WIOA Procurement Results**

CATEGORY	AGENCY	FUNDING RECOMMENDATION
WIOA Adult/Dislocated Worker	EASTCONN (<i>with TVCCA as Sub-Contractor</i>)	\$946,625
Information Technology	ETI	\$276,432
Jobs First Employment Services	TVCCA (<i>with EASTCONN as Sub-Contractor</i>)	\$873,780
One-Stop Operator	Cross Sector Consulting	\$84,000
Business Services	NE/CT Chamber of Commerce	\$142,231
	Chamber of Commerce of E/CT	\$102,940

The Committee authorized EWIB staff to delay or reduce (proportionately) recommended amounts, in the event of a delay and/or associated reduction from state or federal funding sources.

A **MOTION** was made to accept the Performance, Accountability, & Planning Committee Report, including approving the 2017/2018 Procurement recommendations (*Youth & PAP*), as presented (*GOLD/HUTCHINS*). **ACTION:** Approved, with Monahan abstaining.

- **Manufacturing Pipeline Sub-Committee Report** – Sub-Committee Chairman Murphy reported that the group met on Feb. 23rd & Apr. 27th. The Workforce Innovation Fund (*WIF*) Grant is exceeding all performance goals. PPA, the grant evaluator, visited in April & was pleased with the program performance so far. The program will soon be expanding to include Drafting/Design. Two (2) “*spin-off*” workgroups have been added:

- **Assessment Tool** – Performs continual review of the assessment tool & process. Mark Vesligaj is leading the review of the current educational assessment tool, and Bret Jacobson is leading the review of the Welding assessment & training program.
- **Design Pipeline** – Supports the training program for Design Engineers. The first class is planned for mid-July. Both EB & EAMA employers have expressed strong interest in hiring graduates.

A **MOTION** was made to accept the Manufacturing Pipeline report, as presented (*GOLD/ARENDS*). **ACTION:** Unanimously approved.

- **Healthcare Pipeline Sub-Committee Report** – In Sub-Committee Chairman Vlaun's absence, Virginia Sampietro reported the group met on Apr. 25th where five (5) new Advisory members were introduced. During the meeting the group was updated on the HPOG grant and discussed organizing a Healthcare Talent Pipeline. A survey was sent-out seeking to capture the top 5 positions Healthcare employers are hiring & the top 5 competencies they're seeking in candidates. A **MOTION** was made to accept the Healthcare Pipeline Sub-Committee Report, as presented (*MONAHAN/PITRE*). **ACTION:** Unanimously approved.

OLD BUSINESS

None.

NEW BUSINESS

- **Board Resolutions EWIB-17-02 thru EWIB-17-08** – A **MOTION** was made to approve EWIB Board Resolutions EWIB-17-02 thru EWIB-17-08, inclusive, as presented (*GOLD/HUTCHINS*). **ACTION:** Unanimously approved.

- **Board Member Departures** – Chairman Hibbard informed the group that Tom Burns will be leaving the Board as he is moving out-of-state. She expressed appreciation to Mr. Burns for his years serving in various leadership positions on the Board such as: Chairman of the Executive, PAP, Nominating, & Audit Sub-Committees; as well as representing the Board on several state and federal organizations. She also noted that Cynthia Lamb recently resigned & moved to Georgia.

ADJOURNMENT

A **MOTION** was made to adjourn the meeting (***GOLD/ARENDS***). **ACTION:** Unanimously approved.

The meeting adjourned at 9:28 a.m.

Meeting minutes respectfully submitted for Eastern CT Workforce Investment Board Secretary James S. Butler, by Executive Assistant, Sheila R. Taurianen.