

CAREER RESOURCES, INC.

Board of Directors Meeting

May 8, 2020

8:00am - 9:30am

AGENDA

I. Call to Order (Jim Lisher)

II. Board Actions (Jim Lisher)

Approval Minutes

Board Committee Assignments

III. Strategic Issues

- CRI's Response to COVID 19
 - Created a Virtual Scheduler
 - Purchased several new laptops for staff
 - Purchased 3,000 masks
 - Answering phones for DOL
 - Established a Virtual Community Resource Center
 - On-line Seminars
 - CBIA and SHRM
 - Computer and Soft Skills Training
 - STRIVE
 - Virtual Job Fairs
 - Re-established the Bridgeport Area Nonprofit Alliance
 - Hosted on-line EAP Counseling Session for Staff
 - Hosted staff and personal development training
 - Isaiah House Challenges
- Impact Fairfield County
- DOC update and Sylvan Ave Task Force
- SVP/BOA partnership with Healthcare

IV. Business Reports

Finance Report (Mickey Stayman/James Perkins)

- Financial Reports
- Management Discussion and Analysis
- Appointment of Auditor (Mickey Staymen)

Vote Required

- PPP Loan Funded

Pending Litigation (Scott K. Wilderman)

- Estate of Ricardo Ramos vs. Isaiah 61:1

Move Update

- On schedule for June 1, 2020
- Facing some challenges

Human Resources (Carmen Arbelo)

- COVID-19 Challenges

Marketing/Communications (Angela Pellegrino-Grant/Jill Brennan)

- Jobtoberfest 25 Years Celebration-Options (Ilsa and Mark)
- Marketing Subcommittee Update (Jill)
- In The News
 - WICC
 - CT-Post Article
 - Interview with Mayor

Fund Development (Angela Pellegrino-Grant)

- Foster Grandparents Grant
- ETA-Statewide Reentry Grant
- One Stop Operator Grant - Hartford

V. Adjournment

CAREER RESOURCES, INC.
BOARD OF DIRECTORS MEETING
March 13, 2020

MEMBERS PRESENT

Lucy Baney*	James Horan*	Sharon Martinez*
Jill Brennan*	Christopher Kunhardt*	Roger McKenzie*
Michael Burns*	James Lisher*	Michael Stayman*
Crystal Ingram*	Rev. Stanley Lord*	
Victor Fuda*	Ilsa Marrero*	

MEMBER ABSENT

Richard Dupont

STAFF PRESENT

Carmen Arbelo*	Robert Hebert*	James Perkins*
William Clark*	Angela Pellegrino-Grant*	Scott Wilderman*

GUEST

Dan Braccio*	Mark Thorsheim*
--------------	-----------------

Conference Call*MISSION MOMENT**

Board Chair, Jim Lisher, called the meeting to order at 8:02am.

Dan Braccio presented the Voter Restoration Project he coordinated. This project was made possible thru a grant from the Fairfield County Community Foundation. The Voter Restoration Project encourages formerly incarcerated or justice involved individuals to register to vote. The first piece of this project involved a public service announcement. Videographer Brian Russell created a short video featuring Secretary of State Denise Merrill speaking of the importance of voting. Material is being printed in English and Spanish

BOARD ACTIONS

The Minutes from January 10th will note that the asterisk next to the name indicates the Board Member participated via phone call. A roll call was completed at the start of the meeting and only objections to the Minutes would be voiced. There were none and the Minutes were unanimously accepted.

Mr. Lisher discussed the four Board Member nominees. Dr. Craig Donovan heads the Department of Public Administration at Kean University. Elizabeth Dupont is a supporter of second chances and serves on the NW Regional Workforce Board. She is employed by O&G Industries. O&G provided driveways at our halfway houses. Former Senator and Mayor of New Haven Toni Harp is a strong supporter of STRIVE and our third nominee. Mark Thorsheim has thirty years of experience in investment banking. He is Partner and Managing Director of DH Capital. Rev. Lord motioned to approve the four nominees and Lucy Baney seconded the motion. All were in favor.

Scott presented the following motions for voting, one of which is not on the agenda.

As a result of the impact of COVID-19, drastic changes are occurring which are causing undue burdens to our employees. Mr. Wilderman is proposing until June 30, 2020, the Board's approval on the following temporary emergency policy changes in order to promote the health and safety of the organization.

1. Any FT or PT employee who test positive for COVID-19 will receive an additional two weeks of Paid Time Off (PTO).
2. In the promotion of social distancing, and with supervisor's consent, employees can work from home. A detailed work plan must be submitted to their supervisor and approval is on a case by case basis.
3. An advancement of 6 months of PTO is provided only to staff having difficulty securing childcare. Staff in this circumstance will email Carmen Arbelo who will work with their supervisor to coordinate coverage and arrange a PTO childcare plan. PTO can be used in one-hour increments.

Roger McKenzie motioned to approve the emergency policies listed and Michael Stayman second the motion.

The next motion is to add Robert Hebert as a Co-Signatory for CRI's checks.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to applicable law, the undersigned, being the majority of the assembled Directors of the Career Resources, Inc (CRI) corporation, hereby consent to, approve Robert Hebert as co-signatory for the issuance of company checks:

The board of this corporation hereby accepted this resolution at a duly convened meeting of the board of directors of Career Resources, Inc. duly held on March 13, 2020.

Michael Burns motioned to approve Robert Hebert as co-signatory and Mr. Stayman second the motion. All were in favor.

Capital Workforce Partners is moving their American Job Center and they are seeking community partners to co-locate with them. Scott has an MOU which could lead towards leasing up to 6 offices in CWP's new AJC. CRI currently rent 5 offices from CWP for \$14,000/year. The cost for the 6 offices is \$19,000/year. Scott requested a funding or reduction out clause in any type of lease agreement. Scott would like to be granted the ability to enter negotiation with CWP. He feels the co-location is a great idea and it also aligns a lot of the work which needs to take place.

Chris motioned to approve and Lucy second the motion.

STRATEGIC ISSUES

Angela Pellegrino-Grant is reviewing the metrics from the past fiscal year in order to compile and disaggregate the information per client activity. She plans to send preliminarily specifics next week, then develop a plan to collect the rest of the metrics required to obtain a full picture of our organizational operations.

Rob Hebert and Angela spoke with Margo Walsh of Maine Works. She is willing to come on board as a consultant. She would assist us in understanding the insurance rates as we bill out the workers compensation and perhaps handle remote payroll. Rob provided a background on Maine Works to the new Board Members. We anticipate receiving funding for this program through the Impact Fairfield County.

The Dalio Foundation submitted a Request for Information (RFI) to the state of Connecticut to focus on opportunities for youth (ages 16-24) who have dropped out or have become disengaged. Dalio is committed to \$100 million and there is a matching amount with the state. Approximately 350 organizations have applied for this funding. STRIVE National together with CRI submitted an RFI highlighting how we can provide services to this population. Scott and four CRI senior managers along with three members of Social Venture Partners (SVP) visited senior managers at STRIVE National to begin the planning phase. The 5 Pillar Model was discussed. Chris anticipates one million dollars is necessary to build out the program. The focus will be on soft skills and vocational training with the expectation that this pilot program can expand to other states.

CRI recently met with the entire SVP team to discuss the current projects that we are involved with. SVP is helping us take the lead on the Dalio project. They are also supporting CRI in creating a temp agency for ex-offenders thru Maine Works or similar venues. SVP is assisting us in expanding and securing additional halfway house locations. The DOC RFP for halfway houses and other unique programs are up for bid. Our Isaiah House program will not be up for bid until 2022. One of their unique programs is creating job development and job placement opportunities for DOC in five regions which are connected to the AJC. CRI is also seeking to create another halfway house. On page 8 of the Board package is a facility on 1036 Sylvan Avenue in Bridgeport capable of housing over 30 offenders. It is currently owned by the Bridgeport Rescue Mission and is completely remodeled inside and out.

BUSINESS REPORTS

James Perkins reported on CRI's financials ending January 31, 2020. There is \$427K in Cash and \$898K in Grant Receivables. The Line of Credit is \$350,000. Per Scott's request, all the money was drawn down. Currently, there is \$54,500 in Cash and \$140K owed to the LOC. Payroll is covered for the next pay period, but \$125K is needed to pay the Cigna and other health bills at the end of the month. A detailed listing of the receivables is in the Board package. The WorkPlace paid all monies owed from December. January's expense invoices were submitted in February to our funders. The Accrued Wages, Taxes, & Benefits Payable totals of \$117K is only for five days. Refundable Grant Advances of \$261K is from the Isaiah House Program which DOC pays in advance. The YTD loss is \$36K and Depreciation is \$36K. Therefore, we break even thru January.

Scott had only one response to the RFQ for a new auditor. He is expecting another one. The Finance Committee will meet at the end of March or early April to decide on the new auditor.

Our LOC renewal was to take place in January, and we have not heard from Peoples' Bank. This is the reason why Mr. Wilderman withdrew all the money. Scott request an increase to \$400K which is non-secured. This increase was requested due to the planned CRI expansion.

The Development Committee along with the Marketing & Communication Committee developed a plan for our various giving days. There are 3 giving days throughout the state which CRI is eligible to participate in. Fairfield County Giving Day took place in February. This one is general operational fund raising since we are situated in Fairfield County. The other two are program specific. Two Board Members and a past client recorded videos supporting CRI. They were placed on our Facebook page. A total of 29 donors contributed \$5,800. This is three times the amount received from previous giving days. An additional \$1,200 was donated outside of the giving day. Scott thanked the Board Members who recorded videos.

Career Resources is involved in a litigation with the Estate of Ricardo Ramos. The incident occurred at the Isaiah House location in 2017 prior to the merger with CRI on 10/15/2018. CRI was not made aware of the opioid overdose of Mr. Ramos prior to the merger. The Estate is suing Isaiah House. As of last Friday, Career Resources was added to the lawsuit. We are working with our attorney to determine the best course of action.

CRI is moving and we plan to be in our new location at 1000 Lafayette Boulevard on June 1st. A five-year lease was signed on the 4,800 square foot space. A few programs and administrative staff are relocating to the new facility. The estimated move cost is on page 16. The largest cost is the twelve workstations to be installed and wired. The estimated total cost is \$48,000.

Human Resources- Joe Rietano underwent surgery at the beginning of March and is doing well. He is on STD for 6 weeks. The Supervisor of Education and Training Gene Corchado resigned. His replacement started on March 9th. There were two new hires for the P2E program. One for New Haven and the other located in Bridgeport. Caitlin Mongillo our Coordinator EveryOne Works Center is leaving in April. We are already seeking a replacement.

Marketing/Communications- Steve Goldstein, one of our SVP consultants, is introducing us to a web designer who will provide tweaks to our website without having to completely overhaul it. Preparation for our 25th Anniversary are underway and is being combined with the Jobtoberfest. Ilsa Marrero and Mark Thorsheim have volunteered to co-chair the Jobtoberfest.

The Annual Report is completed and looks great. Since we are not meeting in person, Scott will determine a way to distribute best them to the Board.

Career Resources was recognized by the DOL/NRWIB. The acknowledgement was for having the first apprenticeship program created with a peer recovery coach serving individual recovering from addictions.

The Commissioner DOC Newsletter also recognized the work CRI is performing.

It appears the CHEFA Press Conference scheduled for April 20th will not take place.

Fund Development-Per Angela, we purchased Constant Contact as an email marketing tool.

Applications for Hartford and Bridgeport CDBG funding were submitted to support the STRIVE Program.

An application to State Farms was denied.

\$2,500 was received from Pitney Bowes to support STRIVE.

The Hartford Foundation was funding the ReEntry Job Fair. The job fair was cancelled due to the COVID-19 issue.

The New Alliance Bank donated \$5,000 for STRIVE New Haven.

ADJOURNMENT

Chris motioned to adjourn the meeting at 9:16am. Crystal second the motion.

CAREER RESOURCES, INC.

BALANCE SHEET

March 31, 2020

ASSETS

Cash	467,934
Grant Receivables	915,062
Accounts Receivable	3,452
Prepaid Expenses	36,094
Security Deposit & Other Assets	25,750
Furniture & Equipment - Net of Depreciation	91,203
Auto - Net of Depreciation	58,935
Buildings & Improvements - Net of Depreciation	367,178
Land	184,881
Total Assets:	<u>2,150,491</u>

LIABILITIES

Accrued Vacation & Personal Time	119,656
Accrued Wages, Taxes & Benefits Payable	163,402
People's Bank Line of Credit	0
Mortgage Payable	326,935
Refundable Grant Advances	693,068
Accrued Expenses & Accounts Payable	93,566
Agency Liability-PRIDE, PR Relief	1,700
Total Liabilities:	<u>1,398,327</u>

NET ASSETS

Unrestricted Net Assets	752,164
Temporarily Restricted	0
Total Liabilities and Net Assets:	Net Assets: <u>752,164</u>
	<u>2,150,491</u>

(4)

CAREER RESOURCES, INC.

STATEMENT OF REVENUE AND EXPENSE
9 Months ended March 31, 2020

REVENUE	Operating BUDGET YTD	Operating ACTUAL YTD	VARIANCE Favorable (Unfavorable)	APPROVED ANNUAL BUDGET
Grant Revenue	6,367,701	6,143,241	(224,460)	8,490,268
Ticket to Work & GED Testing	14,250	3,189	(11,061)	19,000
Donations/Contributions (Unrestricted)	35,250	36,354	1,104	47,000
Job Fair & Other Events	3,375	18,691	15,316	4,500
Isaiah Rent & Other Revenue	26,250	77,436	51,186	35,000
Other Income	0	1,736	1,736	0
Net Assets Released from Restrictions	0	181,309	181,309	0
TOTAL REVENUE	6,446,826	6,461,956	15,130	8,595,768
EXPENSE				
Salaries	3,987,584	4,019,234	(31,650)	5,316,778
Employee Benefits	994,373	1,011,590	(17,216)	1,325,831
Payroll Taxes	358,883	403,997	(45,114)	478,510
Office Rent/Parking Costs	166,582	161,527	5,055	222,109
House Utilities	37,500	53,167	(15,667)	50,000
Marketing/Advertising/Fundraising	10,267	24,385	(14,119)	13,689
Telephone/Internet	75,000	54,537	20,463	100,000
Office Supplies	38,892	21,598	17,294	51,856
Postage	4,532	3,185	1,348	6,043
Legal / Audit / 401K / Planning	22,500	36,818	(14,318)	30,000
Program Contract Service	33,065	51,762	(18,696)	44,087
Payroll/Accounting Service	113,475	113,228	247	151,300
Travel/Mileage/Auto	32,639	33,819	(1,180)	43,519
Insurance	37,500	47,337	(9,837)	50,000
Dues/Subscriptions/Memberships	15,000	20,457	(5,457)	20,000
Equip Leases & Small Purchases	30,719	32,359	(1,639)	40,959
Office R&M & Technology Supplies	45,000	58,362	(13,362)	60,000
Facilities Repair/Maintenance	18,750	25,902	(7,152)	25,000
House-Food	45,000	68,435	(23,435)	60,000
Conferences/Meeting/Training	9,000	16,644	(7,644)	12,000
Participant/Client Costs	252,956	197,973	54,982	337,274
LOC Interest Costs	17,041	4,678	12,362	22,721
Isaiah House Debt Service	30,645	14,612	16,033	40,860
Miscellaneous Expense	7,500	3,066	4,434	10,000
Depreciation	56,250	53,501	2,749	75,000
TOTAL EXPENSES	6,440,652	6,532,171	(91,519)	8,587,536
Change in Unrestricted Net Assets	6,174	(70,215)	(76,389)	8,232
UNRESTRICTED NET ASSETS AS OF 6/30/19		822,379		
UNRESTRICTED NET ASSETS AS OF 3/31/20		752,164		
DONOR RESTRICTED NET ASSETS				
Restricted Donations/Contributions		0		
Net Assets Released from Restrictions		(181,309)		
Change in Donor Restricted Net Assets		(181,309)		
DONOR RESTRICTED NET ASSETS AS OF 6/30/19		181,309		
DONOR RESTRICTED NET ASSETS AS OF 3/31/20		0		

5

Account Receivable
(updated 4/27/20)

	Date Requested	Period billed through	Amount Invoiced	Date Received	Days Outstanding		Aging	3/31/2020	4/27/2020	0-30	31-60	61-90	91+
					billed thru	Requested							
Bridgeport - (Workplace)													
WIOA	3/17/2020	2/29/2020	137,510		31	41	14			140,190	137,510		
WIOA	4/17/2020	3/31/2020	140,190		0	10	(17)						
JFES	3/17/2020	2/29/2020	40,597		31	41	14			40,886	40,597		
JFES	4/17/2020	3/31/2020	40,886		0	10	(17)						
Coach	4/9/2020	3/31/2020	9,972		0	18	(9)			9,972	7,473		
Health	2/7/2020	1/31/2020	7,473		60	80	53						
Health	3/10/2020	2/29/2020	4,671		31	48	21						
Health	4/15/2020	3/31/2020	7,732		0	12	(15)			7,732	6,750		
Strive Health	2/7/2020	1/31/2020	6,750		60	80	53						
Strive Health	3/10/2020	2/29/2020	4,408		31	48	21				4,408		
Strive Health	4/15/2020	3/31/2020	5,722		0	12	(15)			5,722	3,621		
lpad-OS	3/16/2020	2/29/2020	3,621		31	42	15				8,673		
lpad-CP	3/16/2020	2/29/2020	8,673		31	42	15						
lpad-OS	4/17/2020	3/31/2020	4,955		0	10	(17)			4,955			
lpad-CP	4/17/2020	3/31/2020	13,112		0	10	(17)			13,112			
Sub Employment	4/13/2020	3/31/2020	7,618		0	14	(13)			7,618			
P2E		3/31/2020	22,232		0	0				22,232			
Young Adults	3/16/2020	2/29/2020	2,522		31	42	15				2,522		
Young Adults	4/17/2020	3/31/2020	2,976		0	10	(17)			2,976			
JST	3/13/2020	2/29/2020	3,558		31	45	18				3,558		
JST	4/13/2020	3/31/2020	3,835		0	14	(13)			3,835			
			<u>479,013</u>							<u>259,230</u>	<u>219,783</u>	<u>0</u>	<u>0</u>

6

Waterbury - (Northwest)									
WIOA	4/6/2020	3/31/2020	57,349	0	21	(6)	57,349		
JFES	4/6/2020	3/31/2020	48,524	0	21	(6)	48,524		
WIOA-DW	4/6/2020	3/31/2020	71,734	0	21	(6)	71,734		
Youth	4/6/2020	3/31/2020	15,050	0	21	(6)	15,050		
HPOG	4/6/2020	3/31/2020	2,438	0	21	(6)	2,438		
Opioid		3/31/2020	16,745	0	0		16,745		
			<u>211,840</u>				<u>211,840</u>	<u>0</u>	<u>0</u>

Strive - (Strive National)									
Waterbury	3/31/2020	10/31/2019	12,409	152	0	0	12,409		
Waterbury	3/31/2020	11/30/2019	11,923	122	0	0	11,923		
Waterbury	4/8/2020	12/31/2019	12,930	91	0	(8)	12,930		
Waterbury	4/8/2020	1/31/2020	18,412	60	0	(8)	18,412		
Waterbury	4/23/2020	2/29/2020	14,592	31	0	(23)	14,592		
Waterbury	4/23/2020	3/31/2020	13,026	0	0	(23)	13,026		
			<u>83,292</u>				<u>83,292</u>	<u>33,004</u>	<u>0</u>
									<u>37,262</u>

Capital Workforce Board									
One Stop	4/13/2020	3/31/2020	6,166	0	0	(13)	6,166		
Youth	4/13/2020	3/31/2020	11,313	0	0	(13)	11,313		
			<u>17,479</u>				<u>17,479</u>	<u>0</u>	<u>0</u>

Others									
CT DOL	4/13/2020	3/31/2020	6,210	0	0	(13)	6,210		
DOT		3/31/2020	52,818	0	0		52,818		
Foster Grand			44,828				44,828		
Fatherhood		3/31/2020	12,104				12,104		
CFNH		3/31/2020	7,480				7,480		
			<u>123,439</u>				<u>123,439</u>	<u>0</u>	<u>0</u>

			<u>915,062</u>				<u>915,062</u>	<u>252,787</u>	<u>0</u>
									<u>37,262</u>

7

CAREER RESOURCES

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2019 Through 3/31/2020

		<u>Current Year Actual</u>
EXPENSES		
SALARY		
5000	SALARIES	<u>4,019,233.59</u>
	Total SALARY	4,019,233.59
BENEFITS		
5010	WORKERS COMP	65,915.50
5011	LONG TERM DISABILITY	44,300.37
5012	LIFE INSURANCE	15,649.61
5013	HEALTH INSURANCE	805,792.49
5014	PENSION	28,155.70
5015	DENTAL INSURANCE	50,358.18
5180	EMPLOYEE APPRECIATION	<u>1,417.75</u>
	Total BENEFITS	1,011,589.60
PAYROLL TAXES		
5020	PAYROLL TAXES	289,860.89
5022	CT SUI TAXES	<u>114,136.00</u>
	Total PAYROLL TAXES	403,996.89
RENT		
5030	RENT/SECURITY	153,449.22
5032	PARKING	8,077.56
5035	HOUSE UTILITIES	<u>53,166.94</u>
	Total RENT	214,693.72
MARKETING/FUNDRAISING		
5040	MRKTG/PRNTG/GRAPHICS	18,124.29
5170	JOB FAIR	0.00
5450	FUNDRAISING EVENT EXPENSE	<u>6,261.05</u>
	Total MARKETING/FUNDRAISING	24,385.34
PHONE, SUPPLIES,POSTAGE		
5050	TELEPHONE	54,537.05
5060	OFFICE SUPPLIES	21,598.49
5062	POSTAGE	<u>3,184.63</u>
	Total PHONE, SUPPLIES,POSTAGE	79,320.17
LEGAL & AUDIT		
5070	LEGAL/AUDIT/PLNG	<u>36,818.00</u>
	Total LEGAL & AUDIT	36,818.00
CONTRACTORS		
5072	OUTSIDE CONTRACT SERVICES	51,761.64
5074	ACCT/PAYROLL SERVICES	<u>113,228.16</u>
	Total CONTRACTORS	164,989.80
TRAVEL,INSURANCE,DUES		
5080	TRAVEL/MILEAGE/AUTO	33,819.40
5090	INSURANCE	47,337.07
5100	DUES/SUBSCRIPTIONS/MEMBERSHIPS	<u>20,456.55</u>
	Total TRAVEL,INSURANCE,DUES	101,613.02
EQUIP LEASE/PURCHASE		
5130	EQUIPMENT LEASE	31,247.33
5140	EQUIPMENT PURCHASE	<u>1,111.25</u>
	Total EQUIP LEASE/PURCHASE	32,358.58
R&M, TECHNOLOGY		
5120	EQUIPMENT MAINTENANCE	1,612.66
5125	Van Repairs	2,824.98
5190	TECHNOLOGY SUPPLIES	53,924.11

8

CAREER RESOURCES

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2019 Through 3/31/2020

		<u>Current Year Actual</u>
	Total R&M, TECHNOLOGY	<u>58,361.75</u>
	CONFERENCE/MEETING/TRAINING	
5110	TUITION	0.00
5150	STAFF TRAINING	825.00
5160	CONFERENCE/MEETING	<u>15,819.43</u>
	Total CONFERENCE/MEETING/TRAINING	16,644.43
	PARTICIPANT	
5200	PARTICIPANT TRAINING SUPPLIES	5,140.78
5201	STIPENDS	(350.00)
5202	CLIENT-TOKENS/BUS PASSES	8,038.60
5205	WAGE SUBSIDIES	143,484.90
5210	CLIENT ACTIVITIES & ENRICHMENT	<u>20,587.37</u>
	Total PARTICIPANT	176,901.65
	FOOD,BUILDING,DRUG TESTING	
5310	FACILITIES REPAIR/MAINTENANCE	25,901.58
5315	FOOD - BUILDINGS	68,434.53
5316	DRUG TESTS	<u>17,840.18</u>
	Total FOOD,BUILDING,DRUG TESTING	112,176.29
	OTHER	
5300	MISC EXPENSE	1,279.99
5305	MOVING	1,476.72
5317	HOUSE-RESIDENT SUPPLIES	<u>3,231.20</u>
	Total OTHER	5,987.91
	MORTGAGE & LOC COSTS	
5600	INTEREST EXPENSE-Line of Credit	4,678.35
5675	Mortgage Int Exp-405 Clinton Ave	4,066.59
5680	Mortgage Int Exp-120 Clinton Ave	<u>9,964.43</u>
	Total MORTGAGE & LOC COSTS	18,709.37
	DEPRECIATION	
5500	DEPRECIATION	53,501.00
5510	Amorization Expense	<u>581.00</u>
	Total DEPRECIATION	54,082.00
	Total EXPENSES	<u>6,531,862.11</u>

9

CAREER RESOURCES
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 3/1/2020 Through 3/31/2020

Bridgeport One Stop	Current Period		Current Period Budget		Current Year		YTD Budget S	YTD Budget Variance	Total Budget S	Total Budget Variance
	Actual	Budget	Variance	Actual	Variance					
EXPENSES										
SALARIES	154,622.04	151,839.83	(2,782.21)	1,387,439.39	1,366,574.78	(20,864.61)	1,822,092.27	434,652.88		
WORKERS COMP	1,927.68	1,920.70	(6.98)	22,704.44	17,282.44	(5,422.00)	23,045.53	341.09		
LONG TERM DISABILITY	1,774.44	1,333.83	(440.61)	15,747.49	12,253.89	(3,493.60)	16,252.34	504.85		
LIFE INSURANCE	576.69	279.00	(297.69)	5,368.47	2,319.51	(3,048.96)	3,156.51	(2,211.96)		
HEALTH INSURANCE	33,376.78	32,256.88	(1,119.90)	286,027.86	289,745.51	3,717.65	386,520.45	100,492.59		
PENSION	795.14	982.77	187.63	8,975.76	8,855.65	(120.11)	11,806.96	2,831.20		
DENTAL INSURANCE	2,009.67	0.00	(2,009.67)	17,493.06	295.14	(17,197.92)	295.14	(17,197.92)		
PAYROLL TAXES	11,681.49	11,581.60	(99.89)	99,413.26	104,000.48	4,587.22	138,748.63	39,335.37		
CT SUI TAXES	7,502.57	4,793.08	(2,709.49)	34,849.80	43,148.61	8,298.81	57,528.87	22,679.07		
RENT/SECURITY	11,018.01	11,018.01	0.00	93,864.62	99,152.98	3,288.36	132,206.01	36,341.39		
PARKING	28.00	0.00	(28.00)	4,352.86	0.00	(4,352.86)	0.00	(4,352.86)		
MRKTG/PRNTG/GRAPHICS	1,500.39	42.00	(1,458.39)	4,000.39	378.00	(3,622.39)	500.00	(3,500.39)		
TELEPHONE	1,893.78	1,930.68	36.90	17,464.55	17,387.96	(76.59)	23,180.00	5,715.45		
OFFICE SUPPLIES	293.47	2,058.97	1,765.50	5,389.97	18,530.69	13,140.72	24,710.60	19,320.63		
POSTAGE	0.00	0.00	0.00	1,495.94	0.00	(1,495.94)	0.00	(1,495.94)		
LEGAL/AUDIT/PLNG	0.00	3,586.49	3,586.49	62.09	32,278.52	32,216.43	43,038.00	42,975.91		
OUTSIDE CONTRACT SERVICES	4,410.00	1,109.00	(3,301.00)	34,112.27	9,148.00	(24,964.27)	12,475.00	(21,637.27)		
ACCT/PAYROLL SERVICES	1,578.67	2,383.58	804.91	33,317.08	22,277.26	(11,039.82)	29,425.00	(3,892.08)		
TRAVEL/LEASE/AUTO	1,031.55	1,110.34	78.79	6,950.69	9,999.01	3,048.32	13,330.03	6,379.34		
INSURANCE	1,407.84	1,422.22	14.38	12,929.15	12,800.07	(129.08)	17,069.73	4,140.58		
EQUIPMENT LEASE	2,689.10	390.34	(2,298.76)	15,613.06	3,511.99	(12,101.07)	4,682.01	(10,931.05)		
CONFERENCE/MEETING	0.00	50.00	50.00	2,086.04	450.00	(1,636.04)	600.00	(1,486.04)		
TECHNOLOGY SUPPLIES	2,065.73	1,567.26	(498.47)	12,961.93	14,105.22	1,143.29	18,807.00	5,845.07		
PARTICIPANT TRAINING	0.00	1,517.00	1,517.00	(2.07)	13,649.00	13,651.07	18,200.00	18,202.07		
SUPPLIES										
WAGE SUBSIDIES	3,267.00	2,200.00	(1,067.00)	12,078.60	19,800.00	7,722.00	26,400.00	14,322.00		
CLIENT ACTIVITIES & ENRICHMENT	0.00	0.00	0.00	4,677.11	0.00	(4,677.11)	0.00	(4,677.11)		
FUNDRAISING EVENT EXPENSE	0.00	0.00	0.00	150.00	0.00	(150.00)	0.00	(150.00)		
Total EXPENSES	<u>245,450.04</u>	<u>235,373.58</u>	<u>(10,076.46)</u>	<u>2,141,523.21</u>	<u>2,117,944.71</u>	<u>(23,578.50)</u>	<u>2,824,070.08</u>	<u>682,546.87</u>		

10

CAREER RESOURCES
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 3/1/2020 Through 3/31/2020

Strive	Current Period		Current Period		Current Year		YTD Budget \$	YTD Budget Variance	Total Budget \$	Total Budget Variance
	Actual	Budget	Budget	Variance	Actual	Variance				
EXPENSES										
SALARIES	28,290.89	3,729.00		(24,561.89)	258,020.85	33,546.00	(224,474.85)	44,733.00	(213,287.85)	
WORKERS COMP	369.38	65.00		(304.38)	4,130.27	588.00	(3,542.27)	783.00	(3,347.27)	
LONG TERM DISABILITY	312.91	0.00		(312.91)	2,878.53	0.00	(2,878.53)	0.00	(2,878.53)	
LIFE INSURANCE	108.34	106.00		(2.34)	1,022.74	954.00	(68.74)	1,273.00	250.26	
HEALTH INSURANCE	5,920.32	568.00		(5,352.32)	51,283.88	5,115.00	(46,168.88)	6,822.00	(44,461.88)	
PENSION	167.18	56.00		(111.18)	1,827.41	504.00	(1,323.41)	675.00	(1,152.41)	
DENTAL INSURANCE	364.22	0.00		(364.22)	3,269.15	0.00	(3,269.15)	0.00	(3,269.15)	
PAYROLL TAXES	2,079.28	285.00		(1,794.28)	18,902.19	2,560.00	(16,342.19)	3,416.00	(15,486.19)	
CT SUI TAXES	1,343.01	74.00		(1,269.01)	6,669.92	674.00	(5,995.92)	896.00	(5,773.92)	
RENT/SECURITY	1,903.00	653.00		(1,250.00)	25,189.50	5,871.00	(19,318.50)	7,850.00	(17,359.50)	
PARKING	0.00	0.00		0.00	175.90	0.00	(175.90)	0.00	(175.90)	
TELEPHONE	72.90	75.00		2.10	3,508.23	675.00	(2,833.23)	900.00	(2,608.23)	
OFFICE SUPPLIES	761.51	50.00		(711.51)	3,304.49	450.00	(2,854.49)	603.00	(2,701.49)	
POSTAGE	0.00	0.00		0.00	14.00	0.00	(14.00)	0.00	(14.00)	
LEGAL/AUDIT/PLNG	0.00	49.00		49.00	2,825.21	448.00	(2,377.21)	595.00	(2,230.21)	
OUTSIDE CONTRACT SERVICES	0.00	0.00		0.00	72.25	0.00	(72.25)	0.00	(72.25)	
ACCT/PAYROLL SERVICES	1,286.03	163.00		(1,123.03)	13,080.48	1,467.00	(11,613.48)	1,955.00	(11,125.48)	
TRAVEL/MILEAGE/AUTO	492.50	75.00		(417.50)	7,142.07	675.00	(6,467.07)	900.00	(6,242.07)	
INSURANCE	248.00	73.00		(175.00)	5,235.28	657.00	(4,578.28)	875.00	(4,360.28)	
DUES/SUBSCRIPTIONS/MEMBERSHIPS	4,062.50	0.00		(4,062.50)	12,187.50	0.00	(12,187.50)	0.00	(12,187.50)	
EQUIPMENT LEASE	0.00	0.00		0.00	1,315.60	0.00	(1,315.60)	0.00	(1,315.60)	
EQUIPMENT PURCHASE	0.00	0.00		0.00	106.31	0.00	(106.31)	0.00	(106.31)	
CONFERENCE/MEETING	0.00	0.00		0.00	1,444.95	0.00	(1,444.95)	0.00	(1,444.95)	
TECHNOLOGY SUPPLIES	0.00	0.00		0.00	453.36	0.00	(453.36)	0.00	(453.36)	
PARTICIPANT TRAINING	0.00	0.00		0.00	1,917.99	0.00	(1,917.99)	0.00	(1,917.99)	
SUPPLIES										
STIPENDS	0.00	0.00		0.00	(350.00)	0.00	350.00	0.00	350.00	
CLIENT-TOKENS/BUS PASSES	0.00	0.00		0.00	2,643.60	0.00	(2,643.60)	0.00	(2,643.60)	
WAGE SUBSIDIES	0.00	0.00		0.00	672.10	0.00	(672.10)	0.00	(672.10)	
CLIENT ACTIVITIES & ENRICHMENT	0.00	0.00		0.00	4,242.03	0.00	(4,242.03)	0.00	(4,242.03)	
MOVING	0.00	0.00		0.00	1,407.31	0.00	(1,407.31)	0.00	(1,407.31)	
Total EXPENSES	<u>47,781.97</u>	<u>6,021.00</u>		<u>(41,760.97)</u>	<u>434,593.10</u>	<u>54,184.00</u>	<u>(380,409.10)</u>	<u>72,256.00</u>	<u>(362,337.10)</u>	

11

CAREER RESOURCES
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 3/1/2020 Through 3/31/2020

Waterbury One Stop	Current Period		Current Period		Current Year		YTD Budget \$	YTD Budget Variance	Total Budget \$	Total Budget Variance
	Actual	Budget	Budget	Variance	Actual	Variance				
EXPENSES										
SALARIES	141,122.34	135,250.34	1,181,690.86	(5,872.00)	1,217,252.98	35,562.12	1,623,004.00	441,313.14		
WORKERS COMP	1,851.18	1,758.52	19,298.15	(92.66)	15,826.44	(3,471.71)	21,100.00	1,801.85		
LONG TERM DISABILITY	1,568.20	1,636.51	12,948.10	68.31	14,725.47	1,777.37	19,635.00	6,686.90		
LIFE INSURANCE	543.00	635.76	4,576.48	92.76	5,721.72	1,145.24	7,629.00	3,052.52		
HEALTH INSURANCE	29,671.03	27,956.35	235,269.95	(1,714.68)	251,606.95	16,337.00	335,476.00	100,206.05		
PENSION	837.85	1,000.94	8,208.15	163.09	9,008.18	800.03	12,011.00	3,802.85		
DENTAL INSURANCE	1,825.39	1,704.10	14,725.19	(121.29)	15,336.70	611.51	20,449.00	5,723.81		
PAYROLL TAXES	10,699.92	9,792.18	84,592.94	(907.74)	88,129.46	3,536.52	117,506.00	32,913.06		
CT SUI TAXES	6,961.19	3,665.27	30,195.41	(3,295.92)	32,987.19	2,791.78	43,983.00	13,787.59		
MRKTG/PRNTG/GRAPHICS	0.00	176.27	1,093.23	176.27	1,586.19	492.96	2,115.00	1,021.77		
TELEPHONE	259.67	500.00	3,364.96	240.33	4,500.00	1,135.04	6,000.00	2,635.04		
OFFICE SUPPLIES	180.95	712.52	2,440.92	531.57	6,412.44	3,971.52	8,550.00	6,109.08		
LEGAL/AUDIT/PLNG	0.00	2,216.68	0.00	2,216.68	19,949.96	19,949.96	26,600.00	26,600.00		
OUTSIDE CONTRACT SERVICES	0.00	0.00	144.50	0.00	0.00	(144.50)	0.00	(144.50)		
ACCT/PAYROLL SERVICES	2,841.67	625.00	25,575.02	(2,216.67)	5,625.00	(19,950.02)	7,500.00	(18,075.02)		
TRAVEL/MILEAGE/AUTO	323.00	1,270.85	10,169.11	947.85	11,437.45	1,268.34	15,250.00	5,080.89		
INSURANCE	738.75	738.75	6,648.75	0.00	6,648.75	0.00	8,865.00	2,216.25		
DUES/SUBSCRIPTIONS/MEMBERSHIPS	0.00	0.00	1,320.00	0.00	0.00	(1,320.00)	0.00	(1,320.00)		
EQUIPMENT LEASE	325.73	416.66	2,379.62	90.93	3,750.02	1,370.40	5,000.00	2,620.38		
EMPLOYEE APPRECIATION	87.20	0.00	368.07	(87.20)	0.00	(368.07)	0.00	(368.07)		
Total EXPENSES	<u>199,837.07</u>	<u>190,056.70</u>	<u>1,645,009.41</u>	<u>(9,780.37)</u>	<u>1,710,504.90</u>	<u>65,495.49</u>	<u>2,280,673.00</u>	<u>635,663.59</u>		

(12)

CAREER RESOURCES
Statement of Revenues and Expenditures - Unposted Transactions Included in Report
From 3/1/2020 Through 3/31/2020

Isaiah	Current Period Actual	Current Period Budget	Current Period Budget Variance	Current Year Actual	YTD Budget \$	YTD Budget Variance	Total Budget \$	Total Budget Variance
EXPENSES								
SALARIES	96,871.88	92,242.00	(4,629.88)	867,843.04	830,173.00	(37,670.04)	1,106,899.00	239,055.96
WORKERS COMP	1,262.12	1,136.00	(126.12)	14,266.56	10,222.00	(4,044.56)	13,628.00	(638.56)
LONG TERM DISABILITY	1,069.19	1,086.00	16.81	9,555.72	9,768.00	212.28	13,029.00	3,473.28
LIFE INSURANCE	370.21	417.00	46.79	3,377.90	3,761.00	383.10	5,013.00	1,635.10
HEALTH INSURANCE	20,604.52	17,165.00	(3,439.52)	174,811.07	154,487.00	(20,324.07)	205,986.00	31,174.93
PENSION	571.23	667.00	95.77	6,085.45	5,999.00	(86.45)	7,997.00	1,911.55
DENTAL INSURANCE	1,244.54	1,136.00	(108.54)	10,862.53	10,209.00	(653.53)	13,611.00	2,748.47
PAYROLL TAXES	7,295.14	6,440.00	(855.14)	62,511.92	57,954.00	(4,557.92)	77,277.00	14,765.08
CT SUI TAXES	4,746.09	2,413.00	(2,333.09)	34,070.21	21,716.00	(12,354.21)	28,950.00	(5,120.21)
HOUSE UTILITIES	5,983.48	4,166.00	(1,817.48)	53,166.94	37,502.00	(15,664.94)	50,000.00	(3,166.94)
MRKTG/PRNTG/GRAPHICS	0.00	0.00	0.00	260.00	0.00	(260.00)	0.00	(260.00)
TELEPHONE	0.00	1,334.00	1,334.00	10,137.16	11,998.00	1,860.84	16,000.00	5,862.84
OFFICE SUPPLIES	0.00	1,666.00	1,666.00	6,605.87	15,002.00	8,396.13	20,000.00	13,394.13
POSTAGE	0.00	66.00	66.00	511.50	602.00	90.50	800.00	288.50
OUTSIDE CONTRACT SERVICES	344.75	0.00	(344.75)	2,725.09	0.00	(2,725.09)	0.00	(2,725.09)
ACCT/PAYROLL SERVICES	1,500.00	2,169.00	669.00	19,500.00	19,515.00	15.00	26,025.00	6,525.00
TRAVEL/MILEAGE/AUTO	421.30	334.00	(87.30)	5,306.48	2,998.00	(2,308.48)	4,000.00	(1,306.48)
INSURANCE	0.00	1,200.00	1,200.00	9,050.00	10,800.00	1,750.00	14,400.00	5,350.00
DUES/SUBSCRIPTIONS/MEMBERSHIPS	0.00	164.00	164.00	1,941.00	1,470.00	(471.00)	1,960.00	19.00
EQUIPMENT MAINTENANCE	0.00	0.00	0.00	1,612.66	0.00	(1,612.66)	0.00	(1,612.66)
Van Repairs	0.00	582.00	582.00	2,625.00	5,254.00	2,629.00	7,000.00	4,375.00
EQUIPMENT LEASE	944.92	1,000.00	55.08	8,638.53	9,000.00	361.47	12,000.00	3,361.47
EQUIPMENT PURCHASE	0.00	0.00	0.00	765.66	0.00	(765.66)	0.00	(765.66)
STAFF TRAINING	0.00	293.00	293.00	825.00	2,621.00	1,796.00	3,500.00	2,675.00
CONFERENCE/MEETING	0.00	0.00	0.00	283.89	0.00	(283.89)	0.00	(283.89)
TECHNOLOGY SUPPLIES	0.00	1,667.00	1,667.00	17,881.32	14,999.00	(2,882.32)	20,000.00	2,118.68
PARTICIPANT TRAINING	28.00	0.00	(28.00)	2,018.32	0.00	(2,018.32)	0.00	(2,018.32)
SUPPLIES								
CLIENT-TOKENS/BUS PASSES	0.00	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
CLIENT ACTIVITIES &	568.19	0.00	(568.19)	2,525.07	0.00	(2,525.07)	0.00	(2,525.07)
ENRICHMENT								
FACILITIES	4,039.74	2,916.00	(1,123.74)	25,851.58	26,252.00	400.42	35,000.00	9,148.42
REPAIR/MAINTENANCE								
FOOD - BUILDINGS	10,548.69	5,000.00	(5,548.69)	68,434.53	45,000.00	(23,434.53)	60,000.00	(8,434.53)
DRUG TESTS	1,638.00	666.00	(972.00)	15,867.02	6,002.00	(9,865.02)	8,000.00	(7,867.02)
HOUSE-RESIDENT SUPPLIES	792.37	0.00	(792.37)	3,231.20	0.00	(3,231.20)	0.00	(3,231.20)
Mortgage Int Exp-405 Clinton Ave	411.13	1,689.00	1,277.87	4,066.59	15,193.00	11,126.41	20,260.00	16,193.41
Mortgage Int Exp-120 Clinton Ave	1,043.71	1,716.00	672.29	9,964.43	15,452.00	5,487.57	20,600.00	10,635.57
Total EXPENSES	162,299.20	149,330.00	(12,969.20)	1,457,219.24	1,343,949.00	(113,270.24)	1,791,935.00	334,715.76

(13)