

# **Career Resources, Inc.**

Board of Directors Meeting (Annual Meeting)  
Friday, June 26, 2020 9:00 am to 10:00 am (BY ZOOM)  
AGENDA

Call to Order (Jim Lisher)

**Mission Moment-A year of reflection** (Scott and Jim)

- A) Survived a Pandemic
- B) Won Major Grants (CHEFA, Impact FFC, Secured AJC Operator in Hartford )
- C) Moved an Organization
- D) Defined a Basic Strategic Plan Focused on Fundraising & Sustainable Growth
- E) Expanded Board, Integrated SVP Board of Advisors

## **I. Board Actions** (Jim Lisher)

- A) Approval Minutes
- B) Election of Officers- FY 21  
Jim Lisher (Chair) Victor Fuda (Vice Chair) Treasurer (Mickey Staymen) Secretary (Roger McKenzie)

## **II. Board Committee Reports**

A. Finance (Mickey Stayman/ Scott Wilderman)

- 1) FY 20 Operations (Jim Perkins)
- 2) July 1st - 31st Budget (Board Approval Required)
- 3) PPP Loan Update
- 4) Line of Credit Update

B. Outreach & Fund Development (Sharon Martinez)

- 1) Marketing/Communications (Jill Brennan/ Angela)
- 2) Jobtoberfest (Ilsa Marrero and Mark Thorsheim)

C. Mission Impact (Victor Fuda)

- 1) Returning Citizens (Lucy Baney)
- 2) STRIVE+ (Chris Kunhardt)

## **III. Business Reports**

**Operations Overview** (Scott/ Angela)

**Move Update and Reopening** (Scott/Joe R.)

**Human Resources** (Joe Rietano)

**Litigation** (Scott) Ramos Case Status: Hearing Scheduled for 6/30/20- Motion to Dismiss)

**Development** (Angela Pellegrino-Grant)

• Dalio • Travelers • BOA • SVP • Impact Fairfield County • AT&T

**Adjournment** (Lisher)

**CAREER RESOURCES, INC.**  
**BOARD OF DIRECTORS MEETING**  
**May 8, 2020**

**MEMBERS PRESENT**

Lucy Baney*	Crystal Engram*	Ilsa Marrero*
Jill Brennan*	Victor Fuda*	Roger McKenzie*
Michael Burns*	Toni Harp*	Michael Stayman*
Craig Donovan*	James Horan*	Mark Thorsheim*
Elizabeth Dupont*	Christopher Kunhardt*	
Richard Dupont*	James Lisher *	

**MEMBER ABSENT**

Sharon Martinez	Rev. Stanley Lord
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**STAFF PRESENT**

Carmen Arbelo*	Angela Pellegrino-Grant*	Daniele Turner*
Robert Hebert*	James Perkins*	Scott Wilderman*

**\*Zoom Meeting****CALL TO ORDER**

Board Chair, Jim Lisher, called the meeting to order at 8:07am.

**BOARD ACTIONS**

Motion to approve the Minutes from March 13th CRI Board meeting by Lucy Baney and seconded by Jim Horan.

Board Member's assignments to various committees were established. The committees will be meeting to discuss their role and how to most effectively promote the agency. Everyone is expected to participate on the Fund Raising Committee.

**STRATEGIC ISSUES**

Angela Pellegrino-Grant discussed the agency's remote operation as of the last week of March. A process was developed involving our client's ability to access a job counseling portal service on our website. This was made possible with assistance from IT and our funders. We are working on remote intakes. The AJC greeters and receptionists are assisting DOL with the increase volume of unemployment calls. Secure Jobs, STRIVE, and YCA have established and are following virtual models. We are working with DOC to maintain the Isaiah program as safe as possible for both staff and residents. The FGP program has completely stopped since schools are closed.

Robert Hebert-Business Service is working remotely and conducted virtual Job Fairs in the SW and NW locations. Dr. Clark facilitated a conversation with employers over Zoom concerning open positions. The event was streamlined and posted on our social media outlets. We learned that there are a lot of open positions. A new program has been implemented called Employer Spotlight. It gives employers the opportunity to highlight their company culture and open positions. Rob conducted the first one featuring Crystal Engram of Greater Bridgeport Transit. The Fatherhood program is working remotely and processing intakes from halfway houses. The Returning Citizen staff is assisting in unemployment calls. The Isaiah program is the most concerning for the agency. The staff is working one on one with residents. Three staff members were positive for the virus and are doing well. A budget modification was submitted to DOC for extra food, cleaning supplies, and no touch thermometers had to be purchased. Cleaning regiments are done three times a day and residents are suspended. They are not allowed to look for work or visits from family. STRIVE's P2E goal of sixty participants should be reached. Our staff at Norwalk's Open Door Shelter continues to provide services remotely and in person.

Scott arranged two EAP Zoom meetings with staff to discuss any concerns involving their wellbeing during the pandemic. As many as 58 people attended. A virtual community resources center was made possible thru a grant of \$20,000 from Fairfield County Community Foundation. Grants of \$250 are given to individuals in Fairfield County effected by COVID-19. Payment is made to the vendor. Dr. Clark was featured on NBC News distributing in the north end of Hartford some of the 3,000 reusable masks purchased by CRI. Waterbury, New Haven, and Bridgeport will also receive some of the reusable masks.

Victor Fuda stated over 450K unemployment claims were submitted and 400K have been processed. Over a billion dollars was paid out in state and federal funds. See [ct.gov/DOL](http://ct.gov/DOL) for updates. An additional \$600 per week is being paid and for self-employed individuals a new application was updated.

Bridgeport Area Non-Profit Collaborative wants to regroup to discuss reopening and non-duplication of services.

Angela-Impact Fairfield County announced CRI was named as a finalist. Angela thanked the Board and especially Chris and Mickey who participated in the virtual site visit. Margo Walsh of Maine Works was also part of the virtual site visit. Beth provided a letter of support. Every finalist receives a grant. The first 2 receive \$100,000 to implement their proposed project. The other two split what every money is left over from members donations. The final step is in May and we are waiting for instructions on submitting our presentation.

The DOC RFP for new halfway houses are not being release due to the current situation. The Bridgeport Rescue Mission is still interested in working with us to acquire the facility on Sylvan Avenue. We will create a Sylvan Avenue task force to determine the possibility of purchasing the facility.

CRI is working with Bank of America and Social Venture Partners to create healthcare training thru Housatonic Community College and Norwalk Community College. The program targets individuals in the area retail or restaurant who were affected by COVID-19. CNA and Patient Care Tech training is provided with guaranteed hires by the hospitals. CRI is the fiduciary of \$125K to pilot 20 individuals.

### **BUSINESS REPORTS**

James Perkins reported on CRI's financials ending March 31, 2020. There is \$467K in Cash and \$915K in Grant Receivables. As of March, the WorkPlace owes us \$479K, Waterbury owes \$212K, STRIVE National-\$83K, CWF-\$17K, and everyone else owes \$123K. Over the last 10 days many checks were received. As of today, all of the March and some April invoices from The WorkPlace were obtained. Waterbury, STRIVE, and CWF have paid us. In Liabilities, the \$163K reflects 7 days of payroll. The \$693K is the Isaiah money received in advance. On the next page, we lost \$70,000 YTD of which \$53K is due to depreciation. We are \$17,000 in the hole. The LOC expense of \$4600 can't be charged to grants. Per Mr. Stayman, the PPP loan was received in April as cash and a liability for the loan. A little over one million dollars was received, and we expect a portion of the loan to be forgiven. We are maintaining an eye on the guidelines for this loan which continue to change. The money is kept in a separate bank account at Peoples. The PPP loan is covering the loss of revenue from working Isaiah participants and the salary of the YCA and STRIVE staff.

Carter Haynes is no longer CRI's auditor due to the increased reporting requirements and the small size of their NFP practice. CRI's RFP resulted in two responses. Scott, Jim Lisher, and Michael Stayman met with both candidates to discuss their commitment to NFP and any additional services that may be available. Bloom/Shapiro was chosen as the new auditor. The Finance Committee is recommending that the Board approve Bloom/Shapiro as CRI's new auditor. Mickey motioned to approve. Lucy and Chris seconded the motion.

### **PENDING LITIGATION**

In the pending litigation of the Isaiah program, our attorneys are pursuing action to have the case dismissed. This action is a result of CRI not being served correctly. The attorney filed a 110-page motion to dismiss. A status hearing is scheduled for late June.

### **MOVE UPDATE**

The new location at 1000 Lafayette Boulevard has been painted and carpeted. Cubicle installation is scheduled for the first week of June. They are also disposing of the cubicles at our current location for \$3,000. The move date is June 17<sup>th</sup>. Some staff from the 3<sup>rd</sup> floor are moving to first floor. The moving cost of \$35,000 is not listed in our financials.

There is no set date for staff's return to work. An alternating work schedule is in the works. Plexiglas has been installed in the Bridgeport and Waterbury AJC to provide added protection.

### **HUMAN RESOURCES**

The Families First Coronavirus Response Act (FFCRA) was created to provide guidelines on any exposure to COVID-19 and for anyone in need of childcare. I am tracking staff's usage of FFCRA hours. A doctor's is required for their file. A few staff

were exposed to the virus with test results being negative. Only three Isaiah staff tested positive. Daily cleaning is taking place at 350 Fairfield Avenue. In the Isaiah program locations, cleaning is conducted every three hours. Residents are not allowed to leave the facility except for smoke breaks and doctor visits. Anyone employed prior to the quarantine can continue to work.

Ilsa Marrero and Mark Thorsheim-The Jobtoberfest fund raising event is scheduled for October 13<sup>th</sup>. This virtual event is combined with CRI 25<sup>th</sup> Anniversary. Ticket sales, silent auction, and entertainment is being planned. A contact list from Board Members will be requested to assist in most effectively promoting the event. Full Board participation is expected.

### **MARKETING/COMMUNICATIONS**

Jill and Angela-We've had to change the focus of the audience. Facebook page and website virtual content need to be accessible to a wider audience. Steve Goldstein, Chris and Jill are working on our website to be more client focused and easier to update. The Marketing Committee will be assisting Ilsa and Mark with fund raising.

The recent purchase of Constant Contact revealed recipients were blocked from receiving emails. Scott, Jill, and Angela will discuss this issue after the meeting.

Rob Hebert was interviewed by WICC concerning our response to COVID-19. Rob was also featured on the CT Post about second chances and reentry.

Craig Donovan wrote an article on what a post COVID world would look like.

Scott did an interview with Mayor Joe Ganim which went well.

### **FUND DEVELOPMENT**

The Foster Grandparent program's renewal submitted.

DOC provided a letter of support for the \$4 million federal reenter grant. CRI partnered with Waterbury, Hartford, and the southeast workforce boards. This is a pre & post release program.

Anne Carr is soon retiring. CRI was recommended for funding to continue operating the workforce board in Hartford.

### **ADJOURNMENT**

Chris motioned to adjourn the meeting at 9:32am. All were in favor.

**CAREER RESOURCES  
FYE 6/30/21**

Source or Program Name	BUDGET	
	Revenue	% of Funding
One Stop: Bpt/Derby/Stmfd	186,475	26.1%
All Other Funds via WP	48,097	6.7%
One-Stop/WorkPlace Program Funding	234,572	32.9%
STRIVE	52,778	7.4%
Department of Corrections	146,411	20.5%
Northwest Region	196,411	27.5%
Capital Workforce Board	18,940	2.7%
Other Grants	58,409	8.2%
Interest, contribuitons, JobFair, VITA	5,875	0.8%
Other Programs	478,825	67.1%
<b>Projected Funding</b>	<b>713,397</b>	<b>100.0%</b>
<b>Entire CRI Payroll:</b>	<b>443,065</b>	
<b>Staff Benefits/Appreciation</b>	<b>150,362</b>	35.12%
STAFF	<b>593,427</b>	
<b>Other Non-Salary Expenses:</b>		
Program Consultants/Subcontractors	3,674	
Staff Training/Conferences	1,000	
Audit/Legal/Actg/Payroll/401(k)	15,108	
Rent: CRI HQ	15,039	
Rent: Hartford Strive	1,730	
Rent: Waterbury Strive	1,000	
Parking: all locations (net)	740	
Isaiah House Utilities	4,167	
Eqpmt Leases/Sm. Purchases/Tech Supplies	8,413	
Equipment Repair/Maintenance	2,083	
Office & Program Supplies	4,321	
Postage	504	
Phone/Cells/Internet	8,333	
Business Insurance	4,167	
Dues/Membership	1,667	
Marketing/Advert/PR/JobFair	1,141	
Mileage & Travel	3,627	
Isaiah House Food	5,000	
Isaiah Mortgage Debt Service	3,405	
Miscellaneous	2,727	
Participant Supt/Activ./Transp/Sply/Tmg	28,106	
Miscellaneous Isaiah Expenses	0	
DEPRECIATION(Non-Cash)	6,250	
<b>Subtotal Other Exp:</b>	<b>122,201</b>	
<b>Total Expenses:</b>	<b>715,628</b>	
<b>Net Income (Loss)</b>	<b>(2,231)</b>	
<b>Excluding Depreciation:</b>	<b>6,936</b>	

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