

**CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD**  
**Outreach and Finance Minutes of Meeting – June 18, 2019**

Pursuant to notice filed with the Secretary of State, the Connecticut Technical Education and Career System Board (hereafter “Board”) met on June 18, 2019 at Naugatuck Valley Community College 750 Chase Parkway, Waterbury, CT (Founders Hall, Room F101).

**I. Call to Order**

Ms. Keavney-Maruca called the meeting to order at 12:34pm and thanked President De Filippis for hosting today’s meeting at the NVCC.

Present: Robert Trefry, Board Member  
Patricia Keavney-Maruca, Board Member  
Daisy Cocco De Filippis, Board Member  
Karen Eichstaedt, Board Member  
Lindy Lee Gold, Board Member  
Jeffrey Wihbey, Superintendent of Schools

Absent: Commissioner Westby, Board Member  
Peter Hoecklin, Board Member  
Fitz Walker, Board Member

**II. Public Participation**

There was no public participation.

**III. Consideration of Minutes of the May 15, 2019 Meeting**

The Committee voted unanimously that the minutes of the May 15, 2019 meeting be approved.

Vote:

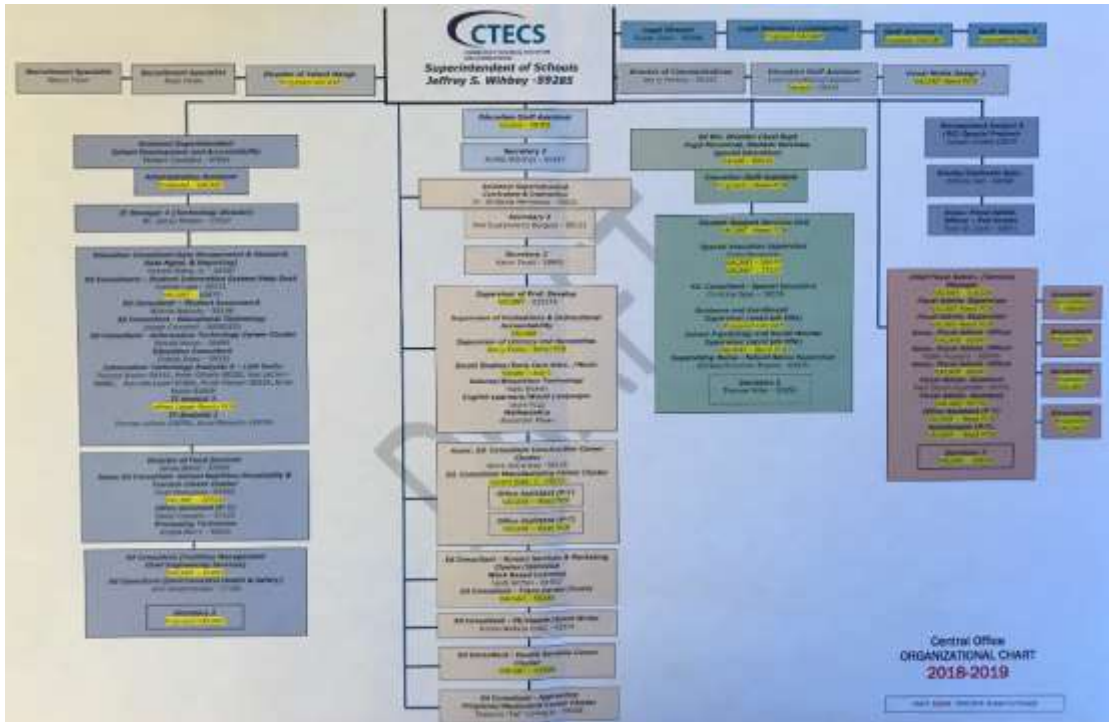
In Favor: Keavney, De Filippis, Eichstaedt, Trefry, Gold  
Opposed: 0  
Abstained: 0  
Absent: Westby, Hoecklin, Walker

Motion carried unanimously.

**IV. Strategic Planning for the Connecticut Technical Education and Career System**

**A. CTECS Organizational Chart**

Superintendent of Schools, Jeffrey Wihbey introduced the Board to the existing organizational chart to bring light to the vacancies throughout CTECS Central Office.



[Please note: The yellow highlights are vacant positions]

Questions/Discussion included: The Superintendent of Schools, Jeffrey Wihbey continued to explain the urgency to fill positions and the affect it has on the district. Superintendent Wihbey shared his work with Nora Chapman, CSDE Internal Audit Manager, and her concerns with staffing needs. Ms. Chapman has been invited to HR meetings to address the need for immediate position hires.

Board Member, Karen Eichstaedt posed the question of why vacancies are at an alarming high. Superintendent Wihbey responded by explaining the need for PCN numbers and how Kathy Demsey, CSDE Chief Financial Officer has offered to share PCN numbers, and in the mean time the use of instructional position PCN numbers.

Board Member, Patricia Keavney-Maruca shared concerns with the serious implications of the massive gap in Fiscal staffing for CTECS. Superintendent Wihbey shared issues of large amounts of money being left in school vaults because there is no staff to retrieve the funds on a scheduled basis. State Auditors were not pleased with these findings. Superintendent Wihbey continued to explain how “self-reporting” has been the initiative taken to ensure the right people know what is going on. Board Member, Lindy lee Gold, stated that although “self-reporting” is okay, it won’t stop the bleeding of the need for Fiscal and Central office staff at CTECS.

Board member, Robert Trefry suggested the need for an internal auditor at CTECS, especially with the anticipated separation from CSDE.

Board Member, Patricia Keavney-Maruca expressed her disappointment with the Board not receiving expenditure reports in several months. She goes on to explain the constraints this

brings to the forefront of the Board, not allowing for an effective or informed decision making process in order for the Board to its part for the CTECS district.

Suggestions expressed were:

- Set up meetings with DAS immediately to address vacancies
- Send a letter to Kathy Demsey, CSDE Chief Financial Officer in order to highlight the severity of staffing needs.
- Huge need for the Talent Management Position to ensure a more efficient hiring process at the school and central office level.
- A Transitional Chart detailing needs before CTECS separation for CSDE.

Discussion shifted to the topic of the rehousing of CSDE Human Resources to DAS. Superintendent Wihbey shared his distress at losing great staff to DAS. Specifically, Mr. Levy Gillespie, and Ms. Lawanda Scott, both great, caring employees in the CSDE Affirmative Action Unit.

A copy of the CTECS Organizational Chart is included in the official file of this meeting.

#### **B. Fiscal Area Reorg A and B**

Superintendent Wihbey introduced the CTECS Fiscal Area chart to the Board. He explained how the chart provides an oversight of different area needs in the Fiscal Unit. He went on to explain the need for a FAA position at each CTECS school to handle deposits of money from field trips, class dues, and production job deposits.

A copy of the CTECS Fiscal Area Reorg A and B Chart is included in the official file of this meeting.

#### **V. Adjourn**

The Committee voted unanimously to adjourn the meeting.

Vote:

In Favor:	Keavney, De Filippis, Eichstaedt, Trefry, Gold
Opposed:	0
Abstained:	0
Absent:	Westby, Hoecklin, Walker

Motion carried unanimously.

The meeting was adjourned at 1:16pm.

Prepared by: Ronke Stallings, CTECS