

3 PRIMROSE STREET  
NEWTOWN, CT 06470  
TEL. (203) 270-4221

BOARD OF FINANCE  
MINUTES  
SPECIAL MEETING  
Tuesday, April 20, 2021 at 7:30 p.m.

*This meeting was held remotely due to COVID-19 precautions and guidelines.*

*These minutes are subject to approval by the Board of Finance*

Present:, Keith Alexander, Ned Simpson, Chris Gardner, Sandy Roussas and John Madzula  
Absent: Matthew Mihalcik

Also Present: Finance Director, Bob Tait

Keith Alexander called the meeting to order at 7:31 p.m. Attendees saluted the American Flag.

**Voter Comments**

None

**New Business**

1. \$16,500 Special Appropriation from Capital & Non-Recurring to participate in the UCONN Internship and Professional Practice Program (IPP)

Sandy Roussas made a motion to approve the Special Appropriation from Capital & Non-Recurring to participate in the UCONN Internship and Professional Practice Program (IPP) in the amount of \$16,500. Chris Gardner seconded. All in favor and motion passes.

**Voter Comments**

None

**Adjournment**

Sandy Roussas made a motion to adjourn. John Madzula seconded. All members were in favor and the meeting was adjourned at 7:38pm.

Respectfully submitted,  
Kiley Morrison Gottschalk, Clerk

**Attachments**

Transfer

**Special appropriation request for \$16,500 from the capital and non-recurring fund (undesignated funds) to participate in the UConn Internship and Professional Practice Program (IPP).**

Through the IPP program Newtown will gain 585 hours of skilled support: Graduate interns work on special projects and program support for 15 hours a week for 39 weeks (August 23, 2021 – May 22, 2022). Graduate students have completed a year of rigorous graduate study and have developed significant skills in finance and budgeting, research design, statistical analysis, economics, policy analysis, human resources and other key areas of public and non-profit program management.

**Newtown's Proposed Internship Description**

The purpose of this internship is to implement the Town's new human resources module and to help with the modernization of the human resource department. This will involve reading and understanding the human resource user guide for the human resource software in order to populate personnel tables with available data as well as applicant tracking data. As far as modernization, it is desired to have all manual human resource forms converted to fillable forms which will be made available on the Town's website. The Town will look to the intern for ideas relating to modernization.

The intern will report to the Human Resource Director, Patrice Fahey.

Have a UConn MPA & MPP Graduate Intern Support Your Agency in 2021-2022  
HUMAN RESOURCES

**Garvey, David** <d.garvey@uconn.edu>

Dear Colleagues,

We are getting ready and are accepting the Intent to Participate forms for the UConn IPP Graduate MPA and MPP internship program. Through the **Internship and Professional Practice Program**, highly-skilled University of Connecticut Master of Public Administration (MPA) and Master of Public Policy (MPP) second year graduate students, on track for careers in the public and nonprofit sectors, can bring their talents to your agency's work.

### **Highly-Skilled Support for Your Agency**

To date, over **300** UConn MPA & MPP graduate interns have worked in nearly **100** state agencies, town governments and nonprofits, many repeating for multiple years. Through the IPP program your organization will gain:

- **585 Hours of Skilled Support:** Graduate interns work on special projects and program support for 15 hours a week for 39 weeks (August 23, 2021 - May 22, 2022).
- **Quantitative & Assessment Skills:** Our second year students have completed a year of rigorous graduate study and have developed significant skills in finance and budgeting, research design, statistical analysis, economics, policy analysis, human resources and other key areas of public and nonprofit program management.
- **Low Cost, High Benefit:** The low cost for an IPP graduate student to work in your agency for an entire academic year is \$16,500 (covers salary and benefits). The output is tremendous.
- **The Right Match:** You interview the graduate students. Together we find the right match of a skilled student for your organization's needs.

### **Fourteen Year Track Record**

[View our complete list](#) of all of the state agencies, town governments and nonprofits that have hired DPP Graduate Interns over the last 14 years.

[Read UConn Today article on the DPP Internship Program](#)

[Overview of the Department of Public Policy Internship Program](#)

### **Your Next Step**

**Please fill out this short [Intent to Participate Form](#) (Hyperlinked). Due Thursday, February 18, 2020.**

To ensure consideration for a skilled IPP graduate intern for your organization starting on August 23, 2020 we ask that you submit an Intent to Participate Form by February 18, 2020. **This is not a commitment by you, only an expression of intent.** You have no obligation until you interview and choose to select an IPP student.

### **Questions?**

Please feel free to call me at 860-375-0850 or contact me by email [david.garvey@uconn.edu](mailto:david.garvey@uconn.edu) .

My best,

Dave

David Garvey, Ph.D.

Director

[Nonprofit Leadership Program](#)

[Internships in Professional Practice](#)

[Engagement and Partnerships](#)

Department of Public Policy

University of Connecticut

Hartford Campus

10 Prospect Street, 4th Floor, Rm 424

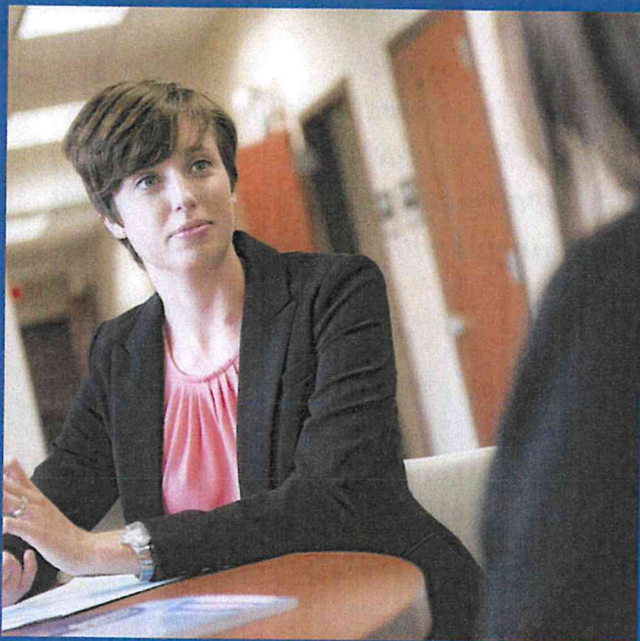
Hartford, CT 06103

Ph. 860-375-0850



# UConn

DEPARTMENT OF  
PUBLIC POLICY



*"Our department would not have been able to achieve the gains in performance that we have made this year, without the assistance of our IPP interns."*



— Anne McIntyre-Lahner,  
Director of Performance Management,  
Connecticut Department of Children and Families

**MPA and MPP Graduate  
Interns to Support Your Work**



*U.S. News and World Report*  
ranking

**9<sup>th</sup>** in Public Finance and  
Budgeting

**38<sup>th</sup>** Public Affairs Program  
in Nation

# Intern Program

*Internship and Professional Practice  
for your agency*

STATE AGENCIES • TOWN GOVERNMENTS • NONPROFITS

## HIGHLY-SKILLED SUPPORT FOR YOUR AGENCY

The Internship and Professional Practice (IPP) Program matches the Department of Public Policy's second year Master of Public Administration (MPA) and Master of Public Policy (MPP) graduate students in state agencies, municipal government and nonprofit organizations for an entire academic year.

■ **585 HOURS:** Graduate Interns work on special projects and provide program support for 15 hours a week for nine months (August 23, 2021—May 22, 2022)—a total of 585 hours for 39 weeks.

■ **QUANTITATIVE & ASSESSMENT SKILLS:** Most students have completed a year of rigorous graduate study and have developed significant skills in finance and budgeting, research design, statistical analysis, economics, policy analysis, human resources and other key areas of public and nonprofit program management.

■ **LOW COST, HIGH YIELD:** The cost for an IPP intern to work in your organization is \$16,500. We handle all the administrative paperwork and payroll details.

■ **THE RIGHT MATCH:** You interview the graduate students. Together we find the right match of a skilled student to meet your needs.

## ■ KEY PROGRAM DETAILS:

- Employers select qualified MPA and MPP students through a competitive application process.
- Classes are held in the evening, which allows the intern to work during the day.

## ■ TIMELINE (2021)

### February 18 Intent to Participate Form Due

This is not a commitment by you, only an expression of intent. You have no obligation until you choose to select an IPP student.

**March 22- April 23** Interviews, Selection and Offer Process

**August 23** Supervisor Orientation and Your Chosen IPP Graduate Intern Joins the Work of Your Organization



## EXAMPLES OF RECENT HOST ORGANIZATIONS:

### *State Agencies*

Center for Public Health and Policy  
Department of Children and Families  
Department of Economic and Community  
Development  
Department of Mental Health  
and Addiction Services  
Department of Motor Vehicles  
Office of Fiscal Analysis  
Office of Policy & Management  
Office of the State Auditors

### *Local Government*

City of Hartford  
City of New London  
City of New Haven  
Newington School Board  
Town of Barkhamsted  
Town of Enfield  
Town of Mansfield  
Town of Newington  
Town of West Hartford  
Town of Windsor

### *Nonprofit Organizations*

Achieve Hartford!  
Excel Bridgeport!  
Capitol Region Education Council  
Fidelco Guide Dog Foundation  
Governor's Prevention Partnership  
Hartford Youth Scholars Foundation  
Hartford Boys and Girls Club  
Hospital for Special Care  
New Haven Promise  
Oak Hill  
Our Piece of the Pie  
Universal Health Foundation  
YWCA Hartford Region



## WHAT SUPERVISORS ARE SAYING:

### STATE AGENCIES

*"We are extremely impressed with the caliber of UConn MPA and MPP graduate students. They are all bright, capable and passionate about doing something meaningful with their internships."*

— Barbara Becker, Training Program Coordinator  
CT Department of Revenue Services

### TOWNS AND CITIES

*"Our IPP interns at Newington Public Schools surpass expectations...and have been assets in diverse projects throughout the school district."*

— Pamela Muraca  
Assistant Superintendent of Curriculum  
Newington Board of Education

### NONPROFITS

*"Our IPP intern performed like a member of our staff in every aspect. It was as if I was able to hire an additional team member at a fraction of the cost. I highly recommend this."*

— Amanda Anish Miller  
Co-Director and Chief Development  
Officer for the Hartford Youth Scholars

## Contact us:

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