



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**
FIRST JOB | NEXT JOB | BEST JOB

EXECUTIVE COMMITTEE MEETING AGENDA
Wednesday, June 2nd, 2021 at 8:00 AM

Please join my meeting from your computer, tablet, or smartphone.
<https://zoom.us/j/95650917697?pwd=L0w1UXF3c1JXei8raDAyWno4NHZVZz09>

Meeting ID: 956 5091 7697

Passcode: 519331

You can also dial in using your phone.
Find your local number: <https://zoom.us/u/aeuZGWw1>

-
1. **Approval of Executive Committee Meeting Minutes from May 5th, 2021**
 2. **Approval of CYEP Summer Youth Employment Contracts:**
 - a. **Manufacturing Alliance Service Corp. - \$6,496.50**
 - b. **Police Activity League of Waterbury, Inc. - \$299,516.48**
 2. **Approval of City of Torrington CYEP-20-002 Contract Amendment for an additional \$8,476.70, from \$128,647.00 to \$137,123.30**
 3. **Approval of Amendment to the CARES contract for an additional DECD contract - \$896,237.50**
 4. **Approval of Amendments to DCF contracts:**
 - a. **Torrington - \$16,893.59**
 - b. **Naugatuck - \$18,000.00**
 5. **Approval of contract with the City of Waterbury for ARPA funds of \$325,000.00 to support services for Youth Employment Program**
 6. **Executive Session: Personnel Matters**
 7. **Finance Update**
 8. **Other Business**
 9. **Adjournment**



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EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, May 5th, 2021 at 8:00 AM

VIA Virtual Conference Video Call at:

<https://zoom.us/j/97226997570?pwd=VjJ5NTRCMDhpRFFJQ29XNm9PenlYdz09>

Meeting ID: 972 2699 7570

Passcode: 433790

Participating: C. Awwad, M. Hayden, B. Dupont, J. Ryan, J. Wrinn, G. LaCapra, W. Pizzuto, J. Vrabely, G. Pisani, F. Spagnolo, P. Smithwick, S. Mertz, A. Goncalves.

Meeting Commenced at 8:03AM.

- 1. Approval of Executive Committee Meeting Minutes from April 7, 2021**
A motion to approve was made by J. Vrabely and seconded by W. Pizzuto. Motion approved.
- 2. Approval of Amendment #1 to City of Torrington DCFY-20-002 Contract to increase funding by \$1,654.36 to \$11,454.36**
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 3. Approval of Contracts with:**
 - a. Connecticut Department of Aging and Disability Services Youth Employment Program – not to exceed \$625,000.00 (3 year funding contract)**
A motion to amend this item to \$850,000.00 was made by P. Smithwick and seconded by B. Dupont. Motion approved.
 - b. Connecticut Department of Labor DCF Youth Employment Program - \$78,380.00**
A motion to approve both items (item “a” as amended and item “b” as is) was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 4. Review and Approval of Memorandum of Understanding(s) and Infrastructure Funding Agreements with the following partner(s):**
 - a. CT Department of Aging and Disability Services**
 - b. CT Department of Social Services**
 - c. CT Department of Labor**
 - d. CT State Department of Education**
 - e. The Workplace: SCSEP**
 - f. The Workplace: Veterans’ Program**
 - g. Job Corps: New Haven Job Corp Center**

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Department of Social Services • Board of Education and Services for the Blind • CT Job Corp Center
Naugatuck Valley Community College • Northwestern CT Community College
Bureau of Health/Nutrition Family Services and Adult Education



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- h. New Opportunities Inc.**
- i. Naugatuck Valley Community College**
- j. Northwestern Connecticut Community College**
- k. MASC**
- l. Waterbury Housing Authority**

A motion to approve was made by P. Smithwick and seconded by J. Wrinn. Motion approved.

5. Approval of CYEP Summer Youth Employment Contracts:

****Contingent upon state funding**

- a. New Milford - Not to exceed dollar amount \$28,297.58**
- b. Danbury - Not to exceed dollar amount \$96,068.79**
- c. Torrington - Not to exceed dollar amount \$130,338.25**
- d. Wolcott - Not to exceed dollar amount \$51,968.00**
- e. Naugatuck - Not to exceed dollar amount \$147,708.94**
- f. Newtown - Not to exceed dollar amount \$31,551.96**
- g. Greater Waterbury YMCA - Not to exceed dollar amount \$131,148.52**
- h. Waterbury Boys and Girls Clubs - Not to exceed dollar amount \$24,356.00**
- i. Waterbury Police Activity League - Not to exceed dollar amount \$422,815.92**
- j. Waterbury Youth Service System - Not to exceed dollar amount \$121,592.61**

A motion to approve was made by W. Pizzuto and seconded by J. Ryan. Motion approved.

F. Spagnolo recused himself and abstained on the vote.

6. Approval of contract with Career EDGE, LLC for the use of the Career Development Platform:

- a. NRWIB Online Learning Center - May 1, 2021- April 30, 22 - \$54,000.00**
- b. CYEP Online Application Platform- May 1, 2021- April 30,22 - \$10,000.00**

A motion to approve was made by W. Pizzuto and seconded by B. Dupont. Motion approved.

7. Approval of DCF Summer Youth Employment Contracts:

- a. Naugatuck Youth Services System - \$25,000**
- b. Torrington Youth Services System - \$25,000**

(These two items correspond with item "3b".) A motion to approve was made by W. Pizzuto and seconded by G. LaCapra. Motion approved.

8. Approval of two-year contract with Shane, Navratil & Company, CPA's for Monitoring and Internal Auditing Services - \$65,569.00

A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.

9. Approval of Business Services and Employer Engagement Contracts:

- a. Chamber of Commerce of Greater Waterbury, Inc. - \$50,000.00**
- b. Greater Danbury Chamber of Commerce- \$50,000.00**



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c. Northwest Connecticut Chamber of Commerce - \$50,000.00

d. Resource Development Associates - \$50,000.00

J. Ryan recused herself and abstained from this vote. A motion to approve was made by W. Pizzuto and seconded by P. Smithwick. Motion approved.

10. Approval of Contracts with WIOA Out of School Youth Sub-recipients:

a. Naugatuck Valley Community College - \$268,571.00 (24 slots)

b. Northwestern Connecticut Community College- \$192,855.89 (17 slots)

c. Western Education Regional Adult & Continuing Education (WERACE) - \$63,512.00 (6 slots)

A motion to approve was made by J. Wrinn and seconded by J. Ryan. Motion approved.

11. Approval of WIOA Policy Updates:

a. Client WIOA Registration/Customer Flow Policy

A motion to approve was made by W. Pizzuto and seconded by J. Wrinn. Motion approved.

12. Approval of Contract with Workplace Success Group:

a. Jobs First Employment Services (JFES) Voc-Ed Training Program for TANF Participants - \$20,000.00

b. Leadership Training Program - \$18,000.00

A motion to approve was made by J. Vrabely and seconded by J. Ryan. Motion approved.

13. Finance Update

The committee was forwarded the most updated financial report, which is through April, but excluded the last round of vendor payments, as it is still early in the month and the vendor payments are not reflected in this report yet. The committee will receive an updated financial report at the next executive committee meeting, which will include the May finances.

14. Other Business

C. Awwad updated the committee regarding two legislative bills, Senate Bill 881 and Senate Bill 885. NRWIB continues to work with the Governor's office and the OWS to work on changing that language. The higher education committee yet again altered the language in those bills. C. Awwad has a conference call with the other workforce board directors to review those changes and determine whether this would hurt or help the workforce boards. C. Awwad says the workforce boards have moved this to "middle ground," and are in a better situation. The workforce board directors have had ongoing conversations with the OWS voicing their concerns. In the last month it was discovered that the OWS had gone out to bid to hire an outside consultant to align the workforce boards to do a deep dive into each of our programs, our expenditures, our salaries, the outcomes, etc., and the directors took great exception to it. The workforce boards were never aware that the OWS were doing this. The OWS has withdrawn

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their RFP, C. Awwad has been nominated by the other workforce board directors to serve as their negotiator, and at this time the OWS is stepping back and re-writing their RFP. C. Awwad has asked the OWS to take a significant overview of the workforce system, looking at each of our partners and how those partners work with us to make sure that we are, as a system, serving the clients before they start drilling into each program that the workforce boards deliver. This is a huge task and the workforce directors have made it clear that none of the boards have staff with the time to sit with an outside consultant and help them understand the work that we do. The workforce directors are continuing to negotiate the language of the newly written RFP and C. Awwad will keep the executive committee updated on any developments. C. Awwad believes the directors have made some significant headway. The APO status that the OWS sought - the administrative purposes only – would have made them untouchable, and a very powerful office. The language in the appropriation budget that came out about 10 days prior, stripped the APO status in the budget. They are under the auspices of the offices of DECD and must report to David Lehman, and we're continuing to follow that to make sure that sticks. The language of Bill 881 that C. Awwad has last seen, as most recent as the evening prior, gives the OWS APO status, but the appropriation's budget does not. The OWS needs to tie those together to make sure the APO language comes out of 881, and the workforce directors have a conversation today at 10am to make sure that happens. Senators Hartley and Osten have been instrumental in this, as they both believe this is a significant overreach on the part of the Governor, to give the OWS an APO status. There will be interesting conversations moving forward running up to the end of the session. J. Ryan applauded C. Awwad for moving in the right direction by working and talking to the right people. J. Ryan expressed her opinion that she honestly believes that the OWS is ill informed about all the wonderful things that the five workforce boards are doing, due to lack of awareness on the OWS' part. C. Awwad also updated the committee that there are a lot of funds coming into the system, such as the ARPA Funds. The president's infrastructure bill will put hundreds of millions of dollars into Connecticut coffers, and hopefully the workforce boards will be able to get people back to work. However, people have to want to go to work, and the NRWIB is developing various training programs to start recruiting people into, including the banking industry, the construction industry, and a new welding program. Chairman G. Pisani commented that it will be interesting to see what happens with the infrastructure program for two reasons: one being that it is currently difficult to find good help, and two being that materials are now becoming scarce, and prices have significantly increased. C. Awwad expressed her admiration for the NRWIB staff, commending the great work everyone is doing, especially since everyone has returned to working in the office full time again. Chairman G. Pisani shared the same admiration for the NRWIB staff.

15. Adjournment

A motion to adjourn was made by W. Pizzuto and seconded by J. Ryan at 8:38 A.M. Motion approved.

CONTRACT SUMMARY PAGE

**CYEP CONTRACT
CYEP-21-011**

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	Manufacturing Alliance Service Corp 173 Interstate Lane Waterbury, CT 06705		FEIN # 06-1370390 DUNS # 964949197
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Neil Livingston	203-574-8285	neil.livingston@mascttc.com
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	Connecticut Youth Employment Program Summer and Year Round		
	<i>Activity name or classification</i>		
Primary Service Site	173 Interstate Lane		
	<i>Street Address</i>		
	Waterbury	Ct	06705
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
Contract Type	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	State of Connecticut, Connecticut Youth Employment Program		
	<i>List source of funds</i>		
Contract Period	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$6,496.50		
	<i>Contract Amount</i>		
CT CORE #	11000-DOL-40000-12205		
	<i>CT CORE #</i>		

CONTRACT SUMMARY PAGE

CYEP CONTRACT CYEP-21-003

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	Police Activity League of Waterbury, Inc. 64 Division Street Waterbury, CT 06704		FEIN # 20-8262614 DUNS # 829893762
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Mara Ford	Executive Director	mford@waterburypal.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	Connecticut Youth Employment Summer and Year Round Program		
	<i>Activity name or classification</i>		
Primary Service Site	64 Division Street		
	<i>Street Address</i>		
	Waterbury	CT	06704
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
Contract Type	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	State of Connecticut, Connecticut Youth Employment Program		
	<i>List source of funds</i>		
Contract Period	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$299,516.48		
	<i>Contract Amount</i>		
CT CORE #	11000-DOL-40000-12205		
	<i>CT CORE #</i>		

CONTRACT SUMMARY PAGE

CYEP CONTRACT CYEP-20-002

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	City of Torrington PO Box 204 Torrington, CT 06790		FEIN # 06-6001898 DUNS # 605539618
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Greg Brisco	CEO NW CT YMCA	taysb@nwtv.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	Connecticut Youth Employment Summer and Year Round Program		
	<i>Activity name or classification</i>		
Primary Service Site	8 Church St		
	<i>Street Address</i>		
	Torrington	CT	06790
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
Contract Type	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	State of Connecticut, Connecticut Youth Employment Program		
	<i>List source of funds</i>		
Contract Period	7/1/2020	6/30/2021	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$137,123.29		
	<i>Contract Amount</i>		
CT CORE #	11000-DOL-40000-12205		
	<i>CT CORE #</i>		

Amendment # 1: To increase maximum funding from \$128,647.00 to \$137,123.30 by including an additional \$8,476.70 of Connecticut Youth Employment Program funds for a year-round program.
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Expenses	Explanation of Line Item	Total
Contractual Services		
Legal		
Independent Audit: 1% of grant fund		\$9,400.00
Other Contractual Services: Specify Below		
	SUB-TOTAL	\$9,400.00
Administrative Costs		
Salaries & Wages:		
Director of Strategic Planning- 10%		\$7,500.00
Chief Financial Officer- 2%		\$2,500.00
Contracts & Grants Manager- 10%		\$8,000.00
Manager of Accounts Payable - 12%		\$6,000.00
Fringe Benefits : 40% fringe rate all inclusive		\$9,600.00
Occupancy costs- admin		\$3,500.00
Indirect Cost Rate- federally approved ICR 5.00%		\$36,487.50
Other: Specify Below		
	SUB-TOTAL	\$73,587.50
Program Staff		
Salaries:		
Case Manager & Job Developer		\$60,000.00
Fringe Benefits : 40% fringe rate all inclusive		\$24,000.00
	SUB-TOTAL	\$84,000.00
Participant Salaries / Internships, Incentives/Stipends & Support Services		
Tuitions:		
CDL Long-Haul Trucking		\$120,000.00
Environmental Remediation		\$100,000.00
Healthcare		\$200,000.00
Childcare Provision		\$35,000.00
Workplace Success Group - Professional skills training		\$30,000.00
Stipends and Supports:		
Stipends- \$100 week per part		\$106,000.00
Support Services- bus pass, gas cards, childcare, other needs@/625per (average)		\$95,000.00
	SUB-TOTAL	\$686,000.00
Other Program Costs		
Occupancy / Rent- \$8,250 per cubicle		\$8,250.00
Recruitment & Assessments		\$35,000.00
	SUB-TOTAL	\$43,250.00
GRAND TOTAL		\$896,237.50
Total Participants Served		140
Total Cost Per Participant		\$ 6,401.70

Changes:

reduced Audit to 1% \$9400

recalculated Indirect to \$36,487.50

CONTRACT SUMMARY PAGE

DCFY CONTRACT DCFY-21-002

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	City of Torrington 140 Main Street Torrington, CT 06792-5245		FEIN # 06-6001898 DUNS # 605539618
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Greg Brisco	CEO Northwest CT YMCA	gbrisco@nwcty.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	To enhance access to youth employment opportunities for youth involved with the Department of Children and Families		
	<i>Activity name or classification</i>		
Primary Service Site	140 Main Street		
	<i>Street Address</i>		
	Torrington	CT	06792-5245
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input checked="" type="checkbox"/> Public Agency	<input type="checkbox"/> Non-Profit Agency	<input type="checkbox"/> For Profit Organization
	<i>Select one option</i>		
Contract Type	<input checked="" type="checkbox"/> Cost Reimbursement	<input type="checkbox"/> Performance	<input type="checkbox"/> Other
	<i>Select one option</i>		
Funding Source	State of Connecticut, Department of Labor DCF Youth Employment and Training Collaboration		
	<i>List source of funds</i>		
Contract Period	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$16,893.59		
	<i>Contract Amount</i>		
CT CORE #	12060-DOL-40000-90615		
	<i>CT CORE #</i>		

CONTRACT SUMMARY PAGE

**CYEP CONTRACT
DCFY-21-001**

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	Naugatuck, Borough of 13 Scott Street Naugatuck, CT 06770		FEIN # DUNS #
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Kristin Mabrouk	Executive Director	kmabrouk@naugatuckyouthserices.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	To enhance access to youth employment opportunities for youth involved with the Department of Children and Families		
	<i>Activity name or classification</i>		
Primary Service Site	Naugatuck Youth Services 13 Scott Street		
	<i>Street Address</i>		
	Naugatuck	CT	06770
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
Contract Type	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	State of Connecticut, Department of Labor DCF Youth Employment and Training Collaboration		
	<i>List source of funds</i>		
Contract Period	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$18,000.00		
	<i>Contract Amount</i>		
CT CORE #	12060-DOL-40000-90615		
	<i>CT CORE #</i>		