



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

**EXECUTIVE COMMITTEE MEETING AGENDA**

**Wednesday, August 4<sup>th</sup>, 2021 at 8:00 AM**

**Please join my meeting from your computer, tablet, or smartphone.**

<https://zoom.us/j/91686516069?pwd=cTBRMllaMnlLdkhSN05DR1dZd3duZz09>

Meeting ID: 916 8651 6069

Passcode: 587056

**You can also dial in using your phone.**

**One tap mobile**

+13017158592,,91686516069#,,,,\*587056# US (Washington DC)

+13126266799,,91686516069#,,,,\*587056# US (Chicago)

**Dial by your location**

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 916 8651 6069

**Passcode: 587056**

**Find your local number:** <https://zoom.us/j/91686516069?pwd=cTBRMllaMnlLdkhSN05DR1dZd3duZz09>

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1. **Approval of Executive Committee Meeting Minutes from July 7<sup>th</sup>, 2021**
2. **Approval of Revised Personnel Policy Pertaining to Sick Leave**
3. **Approval of CRI WIOA/JFES WJ-21-001 Contract Amendment for an additional \$2,690.00 from \$1,783,447.00 to \$1,786,137.00.**
4. **Approval of NVCC WIOA OSY-21-001 Contract Amendment for an additional \$11,190.46 from \$268,571.00 to \$302,142.38**
5. **Approval of Waterbury Youth Services CYEP-21-006 Contract Amendment for an additional \$153,153.78 from \$115,959.46 to \$269,113.24.**
6. **Approval and Adoption of the Final All Funds Budget**
7. **Finance Update**
8. **Other Business**
9. **Adjournment**



**NORTHWEST REGIONAL  
WORKFORCE INVESTMENT BOARD**  
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**EXECUTIVE COMMITTEE MEETING MINUTES**

**Wednesday, July 7<sup>th</sup>, 2021 at 8:00 AM**

**VIA Virtual Conference Video Call at:**

<https://zoom.us/j/99964712466?pwd=YlhUblhDMjRUMDEySXF2QW5CZFp0QT09>

Meeting ID: 999 6471 2466

Passcode: 243603

One tap mobile

+13017158592,,99964712466#,,,,\*243603# US (Washington DC)

+13126266799,,99964712466#,,,,\*243603# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Find your local number: <https://zoom.us/u/ac94YL6ZeQ>

***Participating: M. Hayden, W. Pizzuto, B. Dupont, J. Ryan, J. Wrinn, G. LaCapra, J. Vrabely, G. Pisani (Chair), F. Spagnolo, S. Mertz.***

***Meeting Commenced at 8:01 AM.***

- 1. Approval of Executive Committee Meeting Minutes from June 2<sup>nd</sup>, 2021**  
A motion to approve was made by J. Ryan and seconded by G. LaCapra. Motion approved.
- 2. Approval of CYEP Summer Youth Employment Contract:**
  - a. Boys & Girls Club of Greater Waterbury - \$27,784.28**  
A motion to approve was made by W. Pizzuto and seconded by J. Ryan. Motion approved.
- 3. Approval of 2<sup>nd</sup> Year Contract with CareerPath Mobile, LLC for \$15,200.00**  
A motion to approve was made by W. Pizzuto and seconded by G. LaCapra. Motion approved.
- 4. CFO Recommendation of Insurance Provider Group for services as Insurance Broker**  
A motion to approve was made by J. Wrinn and seconded by W. Pizzuto. Motion approved.



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### 5. Deputy Director Update

M. Hayden advised the committee that the NRWIB has faced nearly a \$1,000,000.00 budget cut, (\$800,000.00 of WIOA funds AND \$200,000 JFES funds), and unfortunately, on June 25<sup>th</sup>, 2021, the NRWIB laid off eleven people. M. Hayden expressed his sentiments about the situation, as he knew the staff members on both a professional and personal level for many years. The lay offs also affected many NRWIB staff members, as many of them worked with those individuals for multiple years and formed friendships throughout that time. There has been a lot of anger, sadness, and frustration around the office. C. Awwad and M. Hayden worked tirelessly to explore every option to try and keep every staff member employed, but unfortunately, ultimately there was too large of a budget cut to avoid the layoffs. Other workforce boards and even the Office of Workforce Strategy (OWS) attempted to work with and assist the NRWIB to avoid having to lay off staff, but there just was not enough funding available to fill the void created by the budget cut.

W. Pizzuto asked M. Hayden if there would be any more layoffs and M. Hayden responded that he hopes not, as S. Mertz is trying her hardest to balance the budget, and the NRWIB is faced with making a lot of decisions without a lot of money. It is unfortunate that the budget is based off a 2-year lookback, as two years ago the economy in Connecticut was thriving and there was a low unemployment rate. Presently, the unemployment rate is at approximately 8-9%, and unfortunately, individuals and companies are struggling. Two of the eleven staff members that were laid off were peer navigators working under the Opioid Grant, and unfortunately their grant was not extended in time. If/when the grant is extended, and with the DOL's permission, the NRWIB hopes to bring one of those individuals back to work, as the other has already found employment, due to the opioid crisis being so high and peer navigators being in demand.

On a positive note, M. Hayden announced to the committee that the NRWIB was awarded the CARES II funds in the amount of \$896,237.50 from the OWS/DECD. The NRWIB will be focusing on CDL training, healthcare, environmental remediation, and childcare. This will allow the workforce board to put some money back onto the streets and get individuals trained. Senator Murphy's office contacted the NRWIB regarding funds in the amount of \$650,000.00 for training purposes, and the workforce board is thankful for the opportunity and hopes for some good news pertaining to those funds in the next couple of weeks.

M. Hayden updated the committee on the organizational restructure of the NRWIB. Over the last few months, the senior staff at the workforce board have attempted to restructure the way things operate. C. Awwad felt that many tasks were getting bottlenecked with her own, and being the leader that she is, she has always been on top of everything. The goal of the restructure is to relieve her of extra responsibilities and redistribute them to M. Hayden and other appointed supervisors, including CFO, S. Mertz, Director of Strategic Planning and Development, Genny Fonseca, and Manager of Workforce Programs, James Amis. Those three supervisors will report directly to M. Hayden, and M. Hayden will report directly to C. Awwad, so that she does not constantly have fifteen people all reporting to her about multiple issues. This



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will allow C. Awwad to focus on her top priorities, such as dealing with legislation, OWS, the Next Gen Partnership, etc., and the bigger issues that the NRWIB faces. This will also allow M. Hayden to focus more on the day-to-day responsibilities of the workforce board. The new restructure has worked out well for the NRWIB thus far, and M. Hayden believes this new system will be extremely beneficial for everyone in the organization.

J. Wrinn asked M. Hayden if C. Awwad would still be participating on the Executive Committee, and M. Hayden confirmed that she will, she was just on vacation at the time.

W. Pizzuto commented that it must be a very unnerving time for all the staff members at the NRWIB, to have such a shake-up in the office. W. Pizzuto asked M. Hayden if he anticipated any re-hiring of some of the staff members that were laid off, if the NRWIB were to receive some funding back. M. Hayden responded that the individuals that were laid off worked for Career Resources, Inc., and currently the NRWIB is doing the best it can with the limited funding that is available. M. Hayden commented that if the NRWIB were to receive any additional funding, the organization would try to possibly re-hire some of the positions that were eliminated. M. Hayden re-iterated that it has been an extremely difficult time for everyone, and of course if given the opportunity, the workforce board would not be against possibly re-hiring a few of those individuals, especially in anticipation of the month of September, when the extra \$300.00 of the pandemic relief funds will end, and a high level of traffic is expected into the building. M. Hayden expects the NRWIB to be extremely busy at that time with folks seeking training and employment.

### **6. Finance Update**

S. Mertz advised the committee that included in their agenda backup documentation was the Profit and Loss Budget vs. Actual through May. That was the last month that was completed. The finance team is currently working on June and year-end adjustments in preparation for grant closeouts and the audit. The engagement letter has been signed with Mahoney-Sabol, and the NRWIB is on track for the audit in late September/early October.

### **7. Other Business**

No other business was discussed.

### **8. Adjournment**

A motion to adjourn was made by J. Ryan and seconded by J. Wrinn at 8:22 A.M. Motion approved.

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**NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD**

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**TO:** EXECUTIVE COMMITTEE  
**FROM:** SUSAN MERTZ, CHIEF FINANCIAL OFFICER  
**DATE:** JULY 26, 2021  
**RE:** EMPLOYEE HANDBOOK UPDATE  
**CC:** CATHY AWWAD

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Changes were made to the employee handbook pertaining to sick leave.

1. Page 10: letter c: number of days absent was changed from 5 to 3
2. Page 10: letter d: added:

Employees using three (3) or more days due to illness within a 30-day period may be required to provide appropriate substantiation to the Executive Director upon their return to work or before request is approved.

### **C. Personal Days**

Each full/part time regular employee who was an employee on January 1st of the pertinent year shall be granted five (5) personal days, as time off with pay, within that calendar year. The employee must have satisfactorily completed his/her ninety (90) day probationary period as a new employee. The employee shall obtain the approval of their supervisor prior to taking a personal day. A personal day may not be carried over to the following year.

### **D. Sick Leave**

Sick leave is defined as absence from work because of illness or injury (which illness or injury is not compensable under the Connecticut Workmen's Compensation Act), or absence from work for medical or dental treatment which cannot be scheduled during the employee's non-working hours.

Use and Amount - An employee absent on account of illness or injury shall notify the Executive Director and the Board's Office at the regular starting time of the workday. Employees shall be credited with sick leave eligibility for each complete calendar month in pay status, as follows:

- a. Full/part time staff employees will be credited with one and one-half working days for each completed calendar month in pay status
- b. The phrase "complete calendar month in pay status" shall mean that the employee is in pay status for at least four(4) hours each day for at least eighteen (18) working days in that month.
- c. Employees absent more than five consecutive days due to illness may be required to provide appropriate substantiation to the Executive Director upon their return to work.

### **E. Leave for Jury Duty and Witness Duty**

If you are summoned by any court to serve as a juror or witness, you will be excused from work.

Regular employees will be paid for the first five days of jury duty.

Part-time employees will be paid for the first five days that they serve on jury duty, but only paid for days that they are normally scheduled to work. A part time employee not scheduled to work on a day summoned to court will not be paid for that day.

You must provide your supervisor with a copy of the summons or subpoena as soon as you receive it. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed.

We will not make an attempt to have your service on a jury postponed except when business conditions necessitate such action

### **.F. Bereavement Leave**

In each instance encountered, each employee shall be granted leave without loss of pay, to be called Funeral Leave, in the event of a death in his/her immediate family. Such leave may start at the day of death and continue and include the day of burial, except that in no event shall said leave be in excess of (3) working days. For the purpose of this section, the phrase "immediate family" shall include the following: spouse, child, mother, father, mother-in-law, father-in-law, sister, brother, grandchild, grandmother, grandfather, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step-parents, foster parents, stepchildren, or any relative domiciled in the employee's household.

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Each full/part time regular employee who was an employee on January 1st of the pertinent year shall be granted five (5) personal days, as time off with pay, within that calendar year. The employee must have satisfactorily completed his/her ninety (90) day probationary period as a new employee. The employee shall obtain the approval of their supervisor prior to taking a personal day. A personal day may not be carried over to the following year.

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- c. Employees absent more than three(3) consecutive days due to illness may be required to provide appropriate substantiation to the Executive Director upon their return to work.
- d. Employees using three (3) or more days due to illness within a 30 day period may be required to provide appropriate substantiation to the Executive Director upon their return to work or before request is approved.

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**CONTRACT SUMMARY PAGE**

<b>WIOA/JFES CONTRACT WJ-21-001</b>
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<b>Contracting Agency</b>	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
<b>Contracting Agency Contact</b>	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
<b>Subrecipient</b>	Career Resources, Inc. 350 Fairfield Avenue Bridgeport, CT 06604		FEIN # 06-1427945 DUNS # 798971693
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
<b>Subrecipient Contact</b>	Scott Wilderman	President & CEO	wilderman@careerresources.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
<b>Program Activity</b>	Workforce Innovation Opportunity Act (WIOA) Title One Career Services and Jobs First Employment Services (JFES) Case Management for TANF Participants		
	<i>Activity name or classification</i>		
<b>Primary Service Site</b>	249 Thomaston Ave		
	<i>Street Address</i>		
	Waterbury	CT	06702
	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>Organization Type</b>	<input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
<b>Contract Type</b>	<input checked="" type="checkbox"/> Cost Reimbursement <input checked="" type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
<b>Funding Source</b>	Workforce Innovation Opportunity Act (WIOA) of 2014 (P.L. 113-128) funds and Jobs First Employment Services (JFES) funds of the Connecticut Department of Labor and other funds to the extent of the contract		
	<i>List source of funds</i>		
<b>Contract Period</b>	7/1/2021	6/30/2022	WIOA \$ 1,063,951.00
	<i>Start Date</i>	<i>End Date</i>	JFES \$ 582,391.00
<b>6Maximum Funding Amount</b>	\$1,786,137.00		HPOG \$ 16,700.00
	<i>Contract Amount</i>		ARES-DOC \$ 18,000.00
			SCSEP \$ 41,430.00
			CARES2 \$ 55,775.00
			Section 3 \$ 3,945.00
			Good Jobs \$ 3,945.00
<b>CFDA # CORE CT#</b>	17.258 WIOA Adult 17.278 WIOA Dislocated Worker 17.259 WIOA Youth		11000-DOL-40000-12212 JFES
	<i>CFDA #</i>	<i>CFDA #</i>	<i>CORE CT#</i>

*Notes: Work completed under this contract is covered under the RFQ published by Northwest Regional Workforce Investment Board issued in Dec 2020 which states, "Contracts will be written for one year followed by three one year renewable periods. Renewal will be at the option of the NRWIB. Contracts will contain additional clauses related to termination for convenience with the proper notice to provide for contractors not wishing to continue services beyond any one year period. Performance will be measured each year. Providers who do not substantially meet the US DOL performance standards applicable to the various funding streams as described in the contract document will not be renewed." This is year one of the contract.*

**Amendment # 1:** To increase maximum funding from \$1,783,447.00 to \$1,786,137.00 by including an additional \$2,690.00 of Workforce Innovation Opportunity Act (WIOA) funds for Title One Career Services.



**CONTRACT SUMMARY PAGE**

<b>WIOA CONTRACT OSY-21-001</b>
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<b>Contracting Agency</b>	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
<b>Contracting Agency Contact</b>	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
<b>Subrecipient</b>	Naugatuck Valley Community College 750 Chase Parkway Waterbury, CT 06708		FEIN # 066000798 DUNS # 075408575
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
<b>Subrecipient Contact</b>	Mitchell Holmes	Director, Business Division	mholmes@nv.edu
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
<b>Program Activity</b>	Workforce Innovation Opportunity Act (WIOA) Year Round <b>Out of School</b> Youth Program		
	<i>Activity name or classification</i>		
<b>Primary Service Site</b>	750 Chase Parkway		
	<i>Street Address</i>		
	Waterbury	CT	06708
	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>Organization Type</b>	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
<b>Contract Type</b>	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
<b>Funding Source</b>	Workforce Innovation Opportunity Act (WIOA) of 2014 (P.L. 113-128) funds		
	<i>List source of funds</i>		
<b>Contract Period</b>	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
<b>Maximum Funding Amount</b>	\$302,142.38		
	<i>Contract Amount</i>		
<b>CFDA #</b>	17.259 WIOA Youth		
	<i>CFDA #</i>		

Amendment # 1:  
 To increase maximum funding from \$268,571.00 to \$302,142.38 by including an additional \$11,190.46 of Workforce Innovation Opportunity Act (WIOA) funds for the Out of School Youth program.

## CONTRACT SUMMARY PAGE

<b>CYEP CONTRACT CYEP-21-006</b>
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<b>Contracting Agency</b>	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
<b>Contracting Agency Contact</b>	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
<b>Subrecipient</b>	Waterbury Youth Services Inc. 83 Prospect Street Waterbury, CT 06702		FEIN # 06-1219372 DUNS # 196768444
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
<b>Subrecipient Contact</b>	Laura Cummings	Director of Program Operations	lcummings@waterburyyouthservices.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
<b>Program Activity</b>	Connecticut Youth Employment Program Summer and Year Round		
	<i>Activity name or classification</i>		
<b>Primary Service Site</b>	83 Prospect Street		
	<i>Street Address</i>		
	Waterbury	CT	06702
	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>Organization Type</b>	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
<b>Contract Type</b>	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
<b>Funding Source</b>	State of Connecticut, Connecticut Youth Employment Program and City of Waterbury CDBG-Cares Act Funding		
	<i>List source of funds</i>		
<b>Contract Period</b>	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
<b>Maximum Funding Amount</b>	\$269,113.24		
	<i>Contract Amount</i>		
<b>CT CORE #</b>	11000-DOL-40000-12205		
	<i>CT CORE #</i>		

Amendment # 1: To increase maximum funding from \$115,959.46 to \$269,113.24 by including an additional \$153,153.78 of City of Waterbury CDBG Cares Act and Connecticut Youth Employment Program funds.
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Northwest Regional Workforce Investment Board Budget		ends 6/30/24					4/1/21-3/31/25					7/1-12/31				
Description	GL #	ACI 2.0	STATE JOBS FUNNEL	CARES 2 \$896,237.50	GOOD JOBS	SECTION 3	CDBG	Unreserved Unrestricted	WHISP	Home Works Incl UW 25K	SCSEP-Dept Aging Distance Learning	ARES DOC	Youth Build	CHEFA	TOTAL	
Grant Funds Available		\$ 1,400,000.00	\$ 53,838.00	\$ 896,237.50	\$ 30,210.08	\$ 60,000.00	\$ 159,125.00	\$ 171,573.77	\$ 1,910,889.00	\$ 63,967.98	\$ 196,450.00	\$ 18,000.00	\$ 839,095.00	\$ 85,692.00	\$ 14,576,087.80	
Rollover Funds Available		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000.00	\$ -	\$ 1,018,429.11	
Rollover Funds to next year		\$ (750,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (171,573.77)	\$ (1,456,030.75)	\$ -	\$ (98,350.00)	\$ -	\$ (839,095.00)	\$ -	\$ (4,944,111.21)	
		\$ 650,000.00	\$ 53,838.00	\$ 896,237.50	\$ 30,210.08	\$ 60,000.00	\$ 159,125.00	\$ -	\$ 454,858.25	\$ 63,967.98	\$ 98,100.00	\$ 18,000.00	\$ 32,000.00	\$ 85,692.00	\$ 10,650,405.70	
<b>Salaries</b>									\$ 450,577.25							
Salaries		\$ 37,200.58	\$ 15,000.00	\$ 24,000.00	\$ 12,769.90	\$ 10,388.10	\$ 4,705.00	\$ -	\$ 61,918.00	\$ -	\$ 22,880.00	\$ -	\$ 17,500.00	\$ -	\$ 1,427,145.50	
Fringes		\$ 10,224.00	\$ 4,500.00	\$ 9,600.00	\$ 4,852.56	\$ 3,947.48	\$ 1,795.00	\$ -	\$ 24,767.20	\$ -	\$ 8,008.00	\$ -	\$ 6,650.00	\$ -	\$ 537,188.52	
Rent, Sec, Cle, Record Storage & Storage Facility	62000	\$ -	\$ -	\$ 3,000.00	\$ 1,688.82	\$ 1,373.83	\$ -	\$ -	\$ 8,580.00	\$ -	\$ 7,200.00	\$ -	\$ -	\$ -	\$ 179,648.74	
Telephone	64000	\$ -	\$ -	\$ 500.00	\$ 158.95	\$ 129.31	\$ -	\$ -	\$ 423.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 16,808.17	
Advertising-legal notices	65000	\$ -	\$ -	\$ -	\$ 1,992.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500.30	
Dues & Subscriptions	66000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,750.00	
Office Supp/Equip	68000	\$ -	\$ -	\$ -	\$ 236.22	\$ 469.15	\$ -	\$ -	\$ 885.10	\$ -	\$ 1,815.50	\$ -	\$ -	\$ -	\$ 58,392.66	
Cost of Meetings	68001	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500.00	
Postage	70000	\$ -	\$ -	\$ -	\$ 350.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	
Travel & Mileage	72000	\$ -	\$ -	\$ -	\$ 216.63	\$ 88.70	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 9,588.34	
Staff Training	74000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	
Insurance	76000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,711.09	
Recruitment	76200	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	
Monitoring Fees-MR	77000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000.60	
Audit Fees	78100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000.00	
Legal Fees	78200	\$ -	\$ -	\$ 9,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,900.00	
Payroll Service/ADP	78300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,700.00	
Web Page/ Qsend IT on Grant budget/software	78500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,621.94	
Purchased services- PSC	78600	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	
Purchased services - NPAC Nick Augell	78600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchased services - Program admin	79000	\$ -	\$ -	\$ -	\$ -	\$ 30,096.82	\$ -	\$ (30,096.82)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Operating Expenses</b>		\$ 57,424.58	\$ 19,500.00	\$ 81,500.00	\$ 26,265.08	\$ 46,693.38	\$ 8,000.00	\$ (30,096.82)	\$ 97,147.30	\$ -	\$ 41,653.50	\$ -	\$ 24,150.00	\$ -	\$ 2,452,455.84	
Balance Available		\$ 592,575.42	\$ 34,338.00	\$ 814,737.50	\$ 3,945.00	\$ 13,306.62	\$ 151,125.00	\$ 30,096.82	\$ 357,710.95	\$ 63,967.98	\$ 56,446.50	\$ -	\$ 7,850.00	\$ 85,692.00	\$ 8,197,949.85	
<b>Program Cost</b>																
Career Resources	80002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Career Resources	80002	\$ -	\$ -	\$ 55,775.00	\$ 3,945.00	\$ 3,945.00	\$ -	\$ -	\$ -	\$ -	\$ 41,430.00	\$ 18,000.00	\$ -	\$ -	\$ 1,783,447.00	
One Stop Occupancy	83000	\$ -	\$ -	\$ 9,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00	\$ -	\$ -	\$ -	\$ 325,000.00	
JFES Case Mgmt	80006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
JFES Case Mgmt Occupancy	80008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
JFES Contracts	80006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	
Youth -Contracts	80006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344,468.45	
CHD Center for Human development																
One Stop Operator Contract	80006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	
Summer Youth- Contracts	80006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,198,456.36	
Contracts for services	80006	\$ 190,000.00	\$ 16,617.14	\$ 485,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,967.98	\$ -	\$ -	\$ 3,326.19	\$ -	\$ 862,911.31	
ITA Training	80000	\$ -	\$ 15,015.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ 568,035.03	
Provider Expenses - Other Career Edge/future works, ACT, content watch, Carr	80001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 113,074.58	
IWT	82000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OJT	80005	\$ 62,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,583.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 601,082.05	
Supportive Services-including UBER WIOA/JFES	80007	\$ 75,000.00	\$ 900.00	\$ 95,000.00	\$ -	\$ -	\$ 5,625.00	\$ -	\$ 12,000.00	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 85,692.00	\$ 440,722.00	
Provider Expense - Other Transitional Jobs / ITA exceptions/subsidized stipends	80009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 504,467.29	
Subsequent Year Funding (unbudgeted/projected unspent funds)	81000	\$ 263,905.42	\$ -	\$ 106,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 109,000.00	
		\$ 263,905.42	\$ -	\$ 26,725.00	\$ -	\$ 9,361.62	\$ -	\$ -	\$ -	\$ -	\$ 2,595.07	\$ -	\$ -	\$ -	\$ 1,109,255.01	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Program Expenses</b>		\$ 591,405.42	\$ 32,532.14	\$ 778,250.00	\$ 3,945.00	\$ 13,306.62	\$ 151,125.00	\$ -	\$ 342,583.05	\$ 63,967.98	\$ 51,775.07	\$ 18,000.00	\$ 6,326.19	\$ 85,692.00	\$ 8,164,919.08	
<b>Total Expenses prior to idc</b>		\$ 648,830.00	\$ 52,032.14	\$ 859,750.00	\$ 30,210.08	\$ 60,000.00	\$ 159,125.00	\$ (30,096.82)	\$ 439,730.35	\$ 63,967.98	\$ 93,428.57	\$ 18,000.00	\$ 30,476.19	\$ 85,692.00	\$ 10,617,374.93	
<b>Exclusions</b>																
Summer Youth Participant, Support and Contracts		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,207,700.00	
ITA/IWT and Supportive Services		\$ 591,405.42	\$ 15,915.00	\$ 95,000.00	\$ 30,210.08	\$ 60,000.00	\$ 5,625.00	\$ -	\$ 12,000.00	\$ 63,967.98	\$ -	\$ -	\$ -	\$ 85,692.00	\$ 1,905,402.73	
<b>Total Exclusions from Base</b>		\$ 591,405.42	\$ 15,915.00	\$ 95,000.00	\$ 30,210.08	\$ 60,000.00	\$ 5,625.00	\$ -	\$ 12,000.00	\$ 63,967.98	\$ -	\$ -	\$ -	\$ 85,692.00	\$ 3,113,102.72	
<b>Net Expenses for IDC Allocation</b>		\$ 57,424.58	\$ 36,117.14	\$ 764,750.00	\$ -	\$ -	\$ 153,500.00	\$ (30,096.82)	\$ 427,730.35	\$ -	\$ 93,428.57	\$ 18,000.00	\$ 30,476.19	\$ -	\$ 7,155,648.45	
<b>Indirect cost rate allocation</b>		\$ 1,170.00	\$ 1,805.86	\$ 36,487.50	\$ -	\$ -	\$ -	\$ -	\$ 15,127.90	\$ -	\$ 4,671.43	\$ -	\$ 1,523.81	\$ -	\$ 351,557.71	
Total costs		\$ 650,000.00	\$ 53,838.00	\$ 896,237.50	\$ 30,210.08	\$ 60,000.00	\$ 159,125.00	\$ (30,096.82)	\$ 454,858.25	\$ 63,967.98	\$ 98,100.00	\$ 18,000.00	\$ 32,000.00	\$ 85,692.00	\$ 10,620,308.89	
Balance Available		\$ -	\$ 0.00	\$ -	\$ (0.00)	\$ (0.00)	\$ -	\$ 30,096.82	\$ (0.00)	\$ -	\$ 0.00	\$ -	\$ 0.00	\$ -	\$ 30,096.81	

## Northwest Regional Workforce Investment Board, Inc.

## Profit &amp; Loss Budget vs. Actual

July 2020 through June 2021

07/27/21

Accrual Basis

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
41000 · WIOA	3,439,328.34	4,253,890.70	-814,562.36	80.9%
41200 · WIOA Carry-Over	497,511.61	497,511.61	0.00	100.0%
42000 · JFES	1,495,097.00	1,595,097.00	-100,000.00	93.7%
44000 · WIOA Demo Grants	302,859.69	603,309.83	-300,450.14	50.2%
45000 · Grant Funds-Other	1,999,824.11	2,693,994.00	-694,169.89	74.2%
45001 · Grant Funds-Other Additional	55,727.00	234,013.00	-178,286.00	23.8%
45500 · Unreserved/Unrestricted	1,001.07			
45510 · INTEREST EARNED	1,321.20	0.00	1,321.20	100.0%
47000 · Youth Employment Programs	1,228,616.46	1,462,630.00	-234,013.54	84.0%
48000 · Good Jobs Ordinance	70,372.26	89,676.50	-19,304.24	78.5%
49000 · US DOL Grants	448,729.66	1,557,400.82	-1,108,671.16	28.8%
<b>Total Income</b>	<b>9,540,388.40</b>	<b>12,987,523.46</b>	<b>-3,447,135.06</b>	<b>73.5%</b>
<b>Gross Profit</b>	<b>9,540,388.40</b>	<b>12,987,523.46</b>	<b>-3,447,135.06</b>	<b>73.5%</b>
<b>Expense</b>				
51000 · Salaries	1,335,365.17	1,374,104.37	-38,739.20	97.2%
55000 · Fringe Benefits	447,292.69	481,475.14	-34,182.45	92.9%
62000 · Rent/Util/Sec/Clean	165,601.48	166,605.82	-1,004.34	99.4%
63900 · Infrastructure Cost Recovery	-4,709.16			
64000 · Telephone	15,664.11	21,772.41	-6,108.30	71.9%
65000 · Advertising/Printing	7,674.48	12,116.99	-4,442.51	63.3%
66000 · Dues & Subscriptions	11,240.53	10,673.36	567.17	105.3%
68000 · Office Supplies/Equipment	64,444.37	73,119.01	-8,674.64	88.1%
68001 · Cost of Meeting	250.00	5,698.20	-5,448.20	4.4%
70000 · Postage	1,754.57	6,659.50	-4,904.93	26.3%
72000 · Travel & Mileage	1,338.83	19,261.01	-17,922.18	7.0%
74000 · Staff Training	4,619.73	13,593.29	-8,973.56	34.0%
76000 · Insurance	17,489.50	20,160.00	-2,670.50	86.8%
76200 · Outreach/Recruitment	7,138.80	18,338.00	-11,199.20	38.9%
77000 · Consultants	15,612.50	23,581.00	-7,968.50	66.2%
78100 · Prof Services Audit	20,000.00	22,550.00	-2,550.00	88.7%
78200 · Prof Services Legal	12,707.74	28,186.00	-15,478.26	45.1%
78300 · Payroll Service	4,096.85	4,953.51	-856.66	82.7%
78500 · Purchased Services	31,012.91	55,027.57	-24,014.66	56.4%
78600 · Purchased Services PSA	59,532.52	73,750.00	-14,217.48	80.7%

## Northwest Regional Workforce Investment Board, Inc.

## Profit &amp; Loss Budget vs. Actual

July 2020 through June 2021

07/27/21

Accrual Basis

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
79000 · Program Admin	0.00	0.00	0.00	0.0%
79999 · Indirect Cost Rate	0.00	101,111.91	-101,111.91	0.0%
80000 · Providers	611,838.36	942,992.89	-331,154.53	64.9%
80001 · Provider Expense-Other	969,615.57	1,577,795.00	-608,179.43	61.5%
80002 · Career Services	2,370,725.51	2,164,303.38	206,422.13	109.5%
80004 · OneStop Operator	121,537.64	120,000.00	1,537.64	101.3%
80005 · OJT	112,662.40	824,184.79	-711,522.39	13.7%
80006 · Provider Expense-Contracts	1,922,297.04	2,809,651.79	-887,354.75	68.4%
80007 · Supportive Services	163,390.99	635,616.60	-472,225.61	25.7%
80009 · Provider Expense-ITA Exception	186,630.32	516,209.33	-329,579.01	36.2%
80010 · Subsequent Year Funding	0.00	414,593.06	-414,593.06	0.0%
81000 · Stipend	24,128.50	16,032.75	8,095.75	150.5%
82000 · Provider Expense-IWT	8,816.70	84,677.27	-75,860.57	10.4%
83000 · Operational Expenses-(CRI)	287,821.93	325,000.00	-37,178.07	88.6%
<b>Total Expense</b>	<b>8,997,592.58</b>	<b>12,963,793.95</b>	<b>-3,966,201.37</b>	<b>69.4%</b>
<b>Net Income</b>	<b>542,795.82</b>	<b>23,729.51</b>	<b>519,066.31</b>	<b>2,287.4%</b>