



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

**Northwest Regional Workforce Investment Board
Board of Directors Meeting Minutes
Thursday, December 14th, 2023, at 12:00 PM
In Person at NRWIB
249 Thomaston Ave, Waterbury CT**

***In attendance:** Joe Vrabely (Chair), Mayor Paul Pernerewski, Mike Palmerie, Lindy Gold, Anthony Canu, Beth Dupont, Cindy Rafael, Derroll Barrett, Michelle Caffé, George Lacapra, William Rybczyk, Shawna Edwards, Michael Rooke, Giuseppe Pisani, William Pizzuto.*

***Also in attendance:** Erica Soares on behalf of (Chief Fernando Spagnolo), Alexis Rodriguez, Heather Pelletier, Renee Venturino, Stephen Barbieri, Susan Domanico, Tracey McKaveny.*

***Staff in attendance:** Susan Mertz, Cathy Awwad, Genny Fonseca, Ana Goncalves, Pam Larosa, Pam Collins, Nina Lombardi, Denise Babcock, Jay Dunn.*

The meeting commenced at 12:10 PM.

1- Approval of Minutes from June 8th and Sept 14th, 2023, Board of Directors' meeting.

A motion to approve was made by L. Gold and seconded by M. Rooke. Motion approved.

2- Audit Presentation by MahoneySabol PY22.

Tracey McKaveny presented a summary of the audit, which she said was conducted successfully and resulted in no findings.

The federal and State Single audits were performed in accordance with uniform guidance, state of CT and applicable grant and contracts agreements. Review of October financial statements. No findings were detected. Revenue and statements of Cash Flows were discussed.

A motion to approve and place on file was made by W. Pizzuto and seconded by A. Canu. Motion approved.



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3- NRWIB Committee Reports and Updates:

a. Committees

- **Executive**

Joe Vrabely

J. Vrabely welcomed both the new Mayor of Waterbury Paul Pernerewski as a new board member, as well as the new Danbury Mayor Roberto Alves who joined the Executive Committee of Lead Elected Officials.

J. Vrabely announced that former mayor Neil O’Leary will be joining the NRWIB staff as Director of Governmental and Strategic Partnerships.

- **Personnel**

Giuseppe Pisani

None reported

- **Youth**

Fernando C. Spagnolo

C. Awwad reported the planning of a new Youth Event with a collaboration with PAL, and the release of a new RFP for the Youth In-School program.

- **Finance**

Dr. William Pizzuto

None reported

- **One Stop**

Joseph Wrinn

J. Wrinn not in attendance.

- **Disability**

JoAnn Ryan

J. Ryan not in attendance.

b. DOL Update

Michelle Caffè

M. Caffè reported that the numbers of employment services continue to be on the rise. DOL department is presently fully staffed and the Business Engagement Unit / AJC Business Services Unit is working on a mini job fair in January. They anticipate the participation of 10+ employers.

c. Career Resources Inc Update

Denise Babcock

D. Babcock reported on the hiring of new staff and the successful holding of multiple AJC recruitment events in different locations, many companies were present.

She also said that the CRI staff participated in a training given by The Connection on “Engaging Clients in Crisis”
CRI launched the “Career Launch Camp” which started this past October for individuals needing help with resume writing, job search skills, interview techniques, mock interviews etc...



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d. President & CEO Update

Cathy Awwad

C. Awwad welcomed Mayor Pernerewski (Waterbury) and Mayor Alves (Danbury) to the Executive Committee of the Consortium of Lead elected officials. She confirmed that an informational notebook has been provided to all newly elected mayors and first selectmen.

C. Awwad spoke of her Geographic Solutions User Conference attendance in Monterey CA. She is part of an ongoing work group focused on creating a central data system that can be queried for outcomes across all workforce programs. She also confirmed the ongoing recruitment efforts for participants across CareerConneCT, EPA Brownfields, Job Funnel, Apprenticeship Connecticut, and standard WIOA programming.

C. Awwad described how clients appreciated the Thanksgiving luncheon that the board hosted with Career Resources.

C. Awwad expressed concerns about the new WIOA authorization language adopted, as it indicates the mandatory allocation of 50 percent of funding to ITAs, excluding the operations costs. This is alarming because, without an increase in the allocation, the services could be impacted.

C. Awwad mentioned that Chris D'Orso could not attend the meeting, however, he sent over a report included in the packet provided named "WHA 2023 Annual Report" which contains updates on West Grove Street Redevelopment, William Begg Building, and Lawrence crest.

4- Update and presentation on Regional Sector Partnerships.

A. Goncalves discussed the RSP initiatives, the new proposal for the RSP websites, and VR Goggles' successful utilization in events and career fairs. A two-minute video produced by Jay Dunn was played to the committee.

B. Dupont added pointers on the objectives she sees in the new RSP construction initiative. She described who is O&G Industries and brought up the fact that the state's focus on other industry sectors has precluded a recognition that the construction industry is also in need of significant workforce development. It has been observed that demand is there; scarcity of skilled workers will impact productivity and labor underruns.

5- Approval of meetings schedule (Full board, Executive, Finance & Youth).

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



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6- Financial Report.

S. Mertz assured the board that the year's audit concluded successfully because of the collaboration between Mahoney Sabol and the finance team, all information required was provided and there were no issues.

She informed them that Included in the attendee's package are the financials as of 10/31/23, she also explained that the titles have been changed from "Balance Sheet" to: Statement of Financial Position" and the document "Profit and Loss" changed to "Statement of Activities". This change aligns with the audit financial statements. The statement of activities AF Budget vs Actual has been included. The AF budget includes all funds available; it includes carryover funds including WIOA, ACI2, CareerConneCT, and funds awarded this fiscal year (including WIOA, JFES, and RSP). The budget in QB includes the funding received this year.

S. Mertz reported that all accounts have been reconciled and grant reports have been submitted in a timely way, she said that the indirect cost rate proposal will be submitted at the end of next week, on which she would provide an update at the March meeting.

S. Mertz took a moment to recognize the finance team: Alex, Aurelija, Maryann and Mike. It is their hard work and dedication that have contributed to a successful audit.

A motion to approve and place on file was made by A. Canu and seconded by G. Lacapra. Motion approved.

7- Other Business.

None mentioned.

8- Adjournment.

Meeting ended at 1:00 PM.

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