



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

Wednesday, November 3rd, 2021, at 8:00 AM

Held VIA Virtual Conference Video Call at:

<https://us06web.zoom.us/j/82382878596?pwd=RENPa213aDJaNmVZVlJnWnEwaE9kZz09>

Meeting ID: 823 8287 8596

Passcode: 697793

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Participating: C. Awwad, M. Hayden, G. Pisani (Chair), W. Pizzuto, J. Wrinn, J. Vrabely, G. LaCapra, J. Ryan, P. Smithwick, S. Mertz.

Meeting Commenced at 8:01 AM.

*A motion was made by J. Ryan and seconded by G. LaCapra to add item 8b on the agenda: "Approval of Incumbent Worker Training Contract with Belimo Air Control USA Inc. for \$22,500.00." The original item number 8: "Approval of CYEP-21-012 Contract with the City of Torrington for \$40,000," was made item 8a. Motion approved.

1. Approval of Executive Committee Meeting Minutes from October 6th, 2021

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

2. Update on Revised Flex Schedule and Remote Work Policy

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

3. Approval of Personal Service Contract with Social Marketing Scene, LLC, for Outreach and Recruitment not to exceed \$5,000.00

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



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- 4. Approval of CYEP- 21-003 Contract Amendment with Police Activity League of Waterbury, Inc. for an additional \$14,804.26 from \$276,938.63 to \$291,742.89**
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 5. Approval of CYEP- 21-008 Contract Amendment with the Borough of Naugatuck for an additional \$10,451.74 from \$133,898.60 to \$144,350.34**
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 6. Approval of CYEP- 21-010 Contract Amendment with the Boys and Girls Club of Greater Waterbury for an additional \$21,420.52 from \$27,784.28 to \$49,204.80**
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 7. Approval of CYEP- 21-006 Contract Amendment with Waterbury Youth Services, Inc. to decrease funding by \$67,707.06 from \$269,113.24 to \$201,406.18**
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 8. a. Approval of CYEP-21-012 Contract with the City of Torrington for \$40,000.00**
A motion to approve was made by J. Wrinn and seconded by P. Smithwick. Motion approved.
b. Approval of Incumbent Worker Training Contract with Belimo Air Control USA Inc. for \$22,500.00.
A motion to approve was made by J. Wrinn and seconded by P. Smithwick. Motion approved.
- 9. Approval of DCFY-21-001 Contract Amendment with Borough of Naugatuck for an additional \$6,755.65 from \$4,958.07 to \$11,713.72**
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 10. Approval of DCFY-21-002 Contract with Waterbury Youth Services, Inc. for \$16,480.21**
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 11. Approval of DCFY-21-003 Contract with the City of Torrington for \$15,000.00**
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 12. Finance Update**
The executive committee accepted the financial report as submitted. No motion necessary.
- 13. Other Business**
C. Awwad advised the committee to expect an audit report to be presented at the December 9th Board of Directors' meeting, which will be held in person at the Wyndham Southbury at noon. C. Awwad discreetly informed the committee that, in a break from the way things are normally done, lunch will be provided at the close of the business meeting, as immediately following the Board meeting the NRWIB will host a secret retirement celebration for Kathy Maness. This will



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help get Kathy Maness on location and allow for a decent sized venue. C. Awwad has invited the commissioners that Kathy has worked with, all the NRWIB and CRI staff will be in attendance, as well as the Board of Directors. Kathy Maness has been with iterations of the NRWIB agency for forty-seven years and has earned the recognition. The governor has been contacted for a proclamation, Scott Wilderman will be in attendance, and Kathy's replacement will be announced that day as well. C. Awwad believes the set up will be very nice and Kathy will be pleasantly surprised. There will be an option for a hybrid version of the Board meeting as well, for people who are opposed to attending in person. The individuals from the workforce board in the Virgin Islands will also be joining the Board meeting virtually, and the NRWIB has had a lot of success working with them in a peer-mentoring type role. C. Awwad reiterated that the Board meeting will start at 12pm and then at the very end Chairman G. Pisani and her will recognize K. Maness and the partition in the room where the meeting will be held will open to reveal the surprise retirement celebration. Kathy Maness' last day will be December 31st, 2021.

C. Awwad also informed the committee that the Next Gen Manufacturing Sector Partnership is doing very well and both the NRWIB and the partnership are very pleased about that. The NRWIB staff has been working hard, and the organization has been approached by the Office of Workforce Strategy to consider taking on a statewide role in the execution of a transportation program in terms of helping job seekers and newly employed individuals get to work.

C. Awwad advised the committee that the NRWIB staff will go through the list of the recent election outcomes and there will be some 'changing of the guards' of Lead Elected Officials in major municipalities. Mayor O'Leary of Waterbury was not up for re-election, Dean Esposito will take over for Mayor Cavo, Mayor Carbone was successfully re-elected, Mayor Hess was re-elected, and Mayor Bass was re-elected, which make up the NRWIB's Executive Committee. The NRWIB will make sure to notify the incoming newly elected officials of the workforce board and the opportunity to work with the organization.

14. Adjournment

A motion to adjourn was made by G. LaCapra and seconded by W. Pizzuto at 8:23am. Motion approved.