



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

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Wednesday, July 6<sup>th</sup>, 2022, at 8:00 AM**

**Held VIA Virtual Conference Video Call at:**

<https://us06web.zoom.us/j/89889177517?pwd=TmtDd2ZxZTN4NTV2Y3paSk85dXdOdz09>

Meeting ID: 898 8917 7517

Passcode: 006251

*Participating: M. Hayden, J. Vrabely (Chair), W. Pizzuto, F. Spagnolo, R. Richard, J. Wrinn, J. Ryan, P. Smithwick, B. Dupont, S. Mertz*

*Meeting Commenced at 8:01 AM*

- 1. Approval of Executive Committee Meeting Minutes from June 8<sup>th</sup>, 2022**  
A motion to approve was made by P. Smithwick and seconded by J. Ryan. Motion approved.
- 2. Approval of revision to Personnel Policy pertaining to Substance Abuse Policy**  
A motion to approve was made by W. Pizzuto and seconded by P. Smithwick. Motion approved.
- 3. Approval of CT WHISP IWT-22-001 contract with Altek Electronics, Inc. for One Workforce H-1B Incumbent Worker Training Program, IPC Certification Training courses for 55 employees in the amount of \$29,458.04**  
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 4. Approval of CT WHISP IWT-22-002 Contract with Parker Medical, Inc. for One Workforce H-1B Incumbent Worker Training Program, IPC/WHMA-A-620 Instructor Certification for ONE Employee in the amount of \$3,000.00**  
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 5. Confirmation of approval of CYEP-21-014 Contract with New Opportunities, Inc. for a start-up work for the summer program year 22-23 in the amount of \$3,000.00**  
No motion necessary. Motion was approved via electronic vote conducted on June 17, 2022.
- 6. Approval of Personal Services Contract with Northeast Growth Partners, LLC, to provide technical assistance to the Next Gen Manufacturing Partnership, not to exceed \$10,000, from July 1<sup>st</sup>, 2022 through December 30<sup>th</sup>, 2022**  
A motion to approve was made by J. Ryan and seconded by W. Pizzuto. Motion approved.
- 7. Approval of ACI-22-001 Contract with CareerPath Mobile, LLC for web-based engagement and an assessment platform for participants, in the amount of \$15,200.00**  
A motion to approve was made by J. Ryan and seconded by P. Smithwick. Motion approved.



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**8. Finance Update**

A motion to receive and place on file was made by W. Pizzuto and seconded by J.Ryan. Motion approved.

**9. Other Business**

No other business was conducted.

**10. Adjournment**

A motion to adjourn was made by J.Wrinn and seconded by P. Smithwick at 8:15am. Motion approved.

**AJC (R) "A proud partner of America's Job Center Network."**

Department of Labor • Career Resources, INC • Bureau of Rehabilitative Services  
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