



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

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, October 4th 2023

<https://us06web.zoom.us/j/88109698172?pwd=116axuiJqMo6ktb0SIAZbisaO63oR.1>

Meeting ID: 881 0969 8172

Passcode: 260020

Participating members: Joseph Vrabely (Chair), Giuseppe Pisani, Chief Fernando Spagnolo, Joann Ryan, Patricia Smithwick, Joe Wrinn, William Pizzuto, Beth Dupont.

Participating staff: Catherine Awwad, Genny Fonseca, Susan Mertz.

The meeting was called into order at 8 AM.

1. Approval of Executive Committee Meeting Minutes from August 2nd, 2023.

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

2. Approval of contract with The Siemon Company, in the amount of \$9,000.00 from October 9th, 2023, through June 30th, 2024.

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

3. Approval of contract with Transfr Inc, in the amount of \$15,000.00 from October 16th, 2023, through October 15th, 2024.

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

4. Finance Update



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CFO S. Mertz reported that all accounts have been reconciled and grants have been submitted in a timely manner. She added that her team is currently still cross-training and mentioned that the fiscal monitoring continues to be doing great. The auditors will be on site for the rest of the week and offsite work will continue until Thanksgiving weekend.

A motion to receive and place on file was made by Chief Spagnolo and seconded by G. Pisani.

5. Other Business

CEO C. Awwad gave an update on attending the US Conference of Mayors in DC, where she initiated many meetings and conversations about WIOA and other new programs. She also reported that the EDA recompet application and partnership with Hartford, have been successfully submitted. C. Awwad announced that she would be attending the Geographical Solutions Annual Workforce Technology conference in California, from October 15th to 19th.

6. Adjournment

A motion to adjourn at 8:15 a.m. was made by Chief Spagnolo and seconded by J. Wrinn.
Motion approved.