



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

**EXECUTIVE COMMITTEE MEETING AGENDA**

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

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

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United States: [+1 \(408\) 650-3123](tel:+14086503123)

**Access Code:** 263-528-509

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1. **Approval of Executive Committee Meeting Minutes from February 3<sup>rd</sup>, 2021**
  2. **Approval of addition of new Program to EPTL list – MASC:**

<b>Introduction to Plastics</b>	<b>\$7,220.00</b>
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  3. **Approval of Amendment #2 to Town of Newtown CYEP-20-005 Contract to increase funding by \$1,059.61 to \$23,424.70**
  4. **Approval of contract with CT Adult and Disability Services for Older Worker Virtual Training Program of \$196,450.00 effective April 1, 2021 – December 31, 2022**
  5. **Approval of contract revision with Waterbury Police Activity League to reduce funding to \$92,965.79 for YouthBuild Program**
  6. **One Stop Committee Recommendation to move into contract negotiations with the Northwest Connecticut Chamber of Commerce for services as the One Stop Operator**
  7. **Approval of a Memorandum of Understanding with the Department of Aging and Disability Services for the Disability Innovation Fund**
  8. **Finance Update**
  9. **Other Business**
  10. **Adjournment**



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**EXECUTIVE COMMITTEE MEETING MINUTES  
Wednesday, February 3<sup>rd</sup>, 2021 at 8:00 AM**

**VIA Virtual Conference Video Call at:**

**<https://global.gotomeeting.com/join/848091629>**

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 848-091-629

***Participating: C. Awwad, B. Dupont, M. Hayden, G. LaCapra, J. Pisani, J. Ryan, P. Smithwick, F. Spagnolo, J. Vrabely, J. Wrinn, S. Mertz, A. Goncalves.***

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

- 1. Approval of Executive Committee Meeting Minutes from January 6<sup>th</sup>, 2021**  
A motion to approve was made by J. Wrinn and seconded by P. Smithwick. Motion approved.
- 2. Approval of Modification No. 1 to 2019-2022 MOU/IFA with the Department of Labor**  
A motion to approve was made by P. Smithwick and seconded by G. LaCapra. Motion approved.
- 3. Approval of MASC CYEP-20-011 Contract Amendment for an additional \$6,183.44, from \$4,582.80 to \$10,766.24**  
A motion to approve was made by J. Wrinn and seconded by P. Smithwick. Motion approved.
- 4. Approval of Policy: Guidelines Regarding Basic Skills Assessment**  
A motion to approve was made by G. LaCapra and seconded by P. Smithwick. Motion approved.
- 5. Finance Update**  
No motion necessary.
- 6. Other Business**  
\*Under discussion, C. Awwad informed the committee that the workforce boards got together, applied, and were successfully granted a \$10,000,000 H1B grant for entry level workers.
- 7. Adjournment**  
A motion to adjourn was made by J. Wrinn and seconded by P. Smithwick at 8:20 A.M. Motion approved.

## MEMORANDUM

FROM: Sharon Casey, Contract Monitor

TO: Cathy Awwad, Ana Goncalves

DATE: March 23, 2021

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The current vendors have submitted an application for new program(s) approvals on the WIOA Eligible Training Program list.

### Manufacturing Alliance Service Corporation (MASC)

<u>Program</u>	<u>Amount</u>
<b>Introduction to Plastics</b>	<b>\$7,220.00</b>

210 Hours/7 week course

**CONTRACT SUMMARY PAGE**

<b>CYEP CONTRACT CYEP-20-005</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>	Town of Newtown 12 Berkshire Road Sandy Hook, CT 06482		FEIN # 06-6002048 DUNS # 010131092
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
<b>Subrecipient Contact</b>	Kristin Larson	Grant Specialist	larsonk@newtown.k12.ct.us
	<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>	12 Berkshire Road		
	<i>Street Address</i>		
	Sandy Hook	CT	06482
	<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		
	<i>List source of funds</i>		
<b>Contract Period</b>	7/1/2020	6/30/2021	
	<i>Start Date</i>	<i>End Date</i>	
<b>Maximum Funding Amount</b>	\$23,424.70		
	<i>Contract Amount</i>		
<b>CT CORE #</b>	11000-DOL-40000-12205		
	<i>CT CORE #</i>		

Amendment # 1:  
To increase maximum funding from \$19,401.00 to \$22,365.09 by including an additional \$2,964.09 of Connecticut Youth Employment Program funds.

Amendment # 1:  
To increase maximum funding from \$22,365.09 to \$23,424.70 by including an additional \$1,059.61 of Connecticut Youth Employment Program funds.



Original Contract Number: 21SDRSCSNRWILK  
 Amendment Number: \_\_\_\_\_  
 Maximum Contract Value: \$196,450.00  
 Contractor Contact Person: Catherine Awwad Tel: (203) 574-6971  
 SDR Program: Jennifer Gorman Tel: (860) 424-5643

**STATE OF CONNECTICUT**  
**PURCHASE OF SERVICE CONTRACT**  
 (“POS”, “Contract” and/or “contract”)  
 Effective July 1, 2019 revised October 19, 2018

The State of Connecticut DEPARTMENT OF AGING AND DISABILITY SERVICES

Street: 55 FARMINGTON AVENUE

City: HARTFORD State: CT Zip: 06105

Tel#: (860) 537-2589 (“Agency” and/or “Department”), hereby enters into a Contract with:

Contractor’s Name: NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD,

Street: 249 THOMASTON AVENUE

City: WATERBURY State: CT Zip: 06702

(“Contractor”), for the provision of services outlined in Part I. The Agency and the Contractor shall collectively be referred to as “Parties”. The Contractor shall comply with the terms and conditions set forth in this Contract as follows:

<b>Contract Term/Effective Date</b>	This Contract is in effect from 04/01/2021 through 12/31/2022.
<b>Statutory Authority</b>	The Agency is authorized to enter into this Contract pursuant to § 4-8 and 17B-650a as applicable of the Connecticut General Statutes (“C.G.S.”).
<b>Set-Aside Status</b>	Contractor <input type="checkbox"/> IS or <input checked="" type="checkbox"/> IS NOT a set aside Contractor pursuant to C.G.S. § 4a-60g.
<b>Contract Amendment</b>	The parties, by mutual agreement, may amend Part I of this contract only by means of a written instrument signed by the Agency and the Contractor, and, if required, approved by the Office of the Connecticut Attorney General. Part II of this Contract may be amended only in consultation with, and with the approval of, the Office of the Connecticut Attorney General and the State of Connecticut, Office of Policy and Management (“OPM”) in accordance with the section in this Contract concerning Contract Amendments.

All notices, demands, requests, consents, approvals or other communications required or permitted to be given or which are given with respect to this Contract (collectively called “Notices”) shall be deemed to have been effected at such time as the Notice is hand-delivered, placed in the U.S. mail, first class and postage prepaid, return receipt requested, sent by email, or placed with a recognized, overnight express delivery service that provides for a return receipt. All such Notices shall be in writing and shall be addressed as follows:

<b>If to the Agency:</b>	State of Connecticut, Department of Aging and Disability Services 55 Farmington Avenue Hartford, CT 06105 Attention: Jennifer Gorman	<b>If to the Contractor:</b>	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury CT 06702 Attention: Catherine Awwad
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A party may modify the addressee or address for Notices by providing fourteen (14) days’ prior written Notice to the other party. No formal amendment is required.

## CONTRACT SUMMARY PAGE

**YOUTHBUILD  
CONTRACT  
YB-18-002**

<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>	Police Activity League of Waterbury, Inc 64 Division Street Waterbury, CT 06704		FEIN # 20-8262614 DUNS # 829893762
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
<b>Subrecipient Contact</b>	Chief Fernando Spagnolo	President	fspagnolo@waterburypal.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
<b>Program Activity</b>	Workforce Innovation Opportunity Act (WIOA) YOUTHBUILD Project		
	<i>Activity name or classification</i>		
<b>Primary Service Site</b>	64 Division Street		
	<i>Street Address</i>		
	Waterbury	CT	06704
	<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 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. 113-28) YOUTHBUILD funds		
	<i>List source of funds</i>		
<b>Contract Period</b>	4/15/2019	5/31/22	
	<i>Start Date</i>	<i>End Date</i>	
<b>Maximum Funding Amount</b>	\$92,965.79		
	<i>Contract Amount</i>		
<b>CFDA #</b>	17.274		
	<i>CFDA #</i>		

Notes:  
 Amendment # 1:  
 To decrease maximum funding from \$150,024.00 to \$92,965.79 by deobligating \$57,058.21 of Workforce Innovation Opportunity Act (WIOA) of 2014 (P.L. 113-28) YOUTHBUILD funds



**NORTHWEST REGIONAL  
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**One Stop Committee Recommendation for:**

**Workforce Innovation and Opportunity Act**  
**One Stop Operator**

The One Stop Committee formally recommends that the Executive Committee of the Northwest Regional Workforce Investment Board authorize the Executive Director to move into contract negotiations with the Northwest Connecticut Chamber of Commerce. The Northwest Connecticut Chamber of Commerce was determined to be the most responsible bidder after the One Stop Committee met and reviewed the proposals received in response to the request for quotes for the Workforce Innovation and Opportunity Act (WIOA) One Stop Operator that was let on January 18<sup>th</sup>, 2021.

Dated: March 29, 2021

**MEMORANDUM OF UNDERSTANDING**

BETWEEN

**THE STATE OF CONNECTICUT DEPARTMENT OF AGING AND DISABILITY SERVICES**

AND

**NORTHWEST REGIONAL INVESTMENT BOARD, INC.**

FOR

**THE CONNECTICUT CAREER ADVANCEMENT PROJECT**

This Memorandum of Understanding (“MOU”) is entered into between the STATE OF CONNECTICUT DEPARTMENT OF AGING AND DISABILITY SERVICES (“ADS”), located at 55 Farmington Avenue, Hartford, CT 06105 and NORTHWEST REGIONAL INVESTMENT BOARD, INC. (“NRWIB”), located at 249 Thomaston Avenue, Waterbury, CT 06702.

I. PURPOSE

The purpose of this MOU is to establish a collaborative partnership with the Northwest Regional Investment Board (NRWIB) as listed above related to the Disability Innovation Fund: Model Demonstration Project (CFDA)/Assistance Listing Number 84.421C) and to affirm a shared commitment to assisting with the objectives of the ADS Connecticut Career Advancement Project.

II. PROJECT OBJECTIVES

The Connecticut Career Advancement Project (CCAP) will facilitate greater gains in career advancement and self-sufficiency for individuals with disabilities. CCAP will assist CT citizens with disabilities to advance in high-demand, high-quality careers either with their current employer or with a new advancement opportunity through the following objectives:

- A. Creation of Career Advancement Teams – Development and implementation of regional ADS project teams, led by the new role of a dedicated Career Pathways Coordinator. The teams will also include a Career Advancement Recruiter, Business Outreach Staff and Community Work Incentives Coordinator. The teams are designed to better prepare participants to navigate currently available CCAP partner programming and to work jointly with partners to create new programming.
- B. Career Pathways in High Demand Career Clusters – The creation of Career Advancement Teams in each region will provide the dedicated capacity required to collaborate with our partners in building effective Career Pathways Systems in high-demand, high-quality career clusters. The Teams will initially focus on the career clusters of Healthcare,



IT/Business Services and Advanced Manufacturing and will look to expand to nine career clusters in total as the 5-year project concludes.

- C. Customizable Career Advancement Programming – Key to the success of CCAP is work with partners in building customizable training options that are intended to fill existing gaps within career pathways identified to be essential to continued career advancement. These training opportunities will be in addition to the available educational and credential attainment opportunities readily available within career clusters. Customizable trainings include on-the job training, sector-based training, work-based learning, and apprenticeship opportunities.
- D. Equity, Access and Removing Barriers – Career Advancement Teams will work with businesses and MOU Partners to continually assess the accessibility of the programs and readiness resources within each framework to achieve maximum participation and success rates for individuals with disabilities.
- E. Self-sufficiency and Benefits Counseling – Achieving a credential in a high wage high demand field is a way for individuals receiving public assistance and/or social security disability insurance benefits to sustain earnings at an amount sufficient to replace benefit income and achieve economic independence. Benefits counseling ensures that consumers can make informed decisions regarding vocational goals, potential earnings and health insurance needs.

### III. CCAP PARTNER RESPONSIBILITIES

CCAP Partners shall:

- A. Commit to assisting ADS and the pursuit of CCAP objectives on behalf of CT citizens with disabilities.
- B. Collaborate with ADS on development of CCAP pilot programming designed to build skills and mitigate barriers. This includes prerequisite preparatory services to gain skills, experience, and increased participation to existing workforce development programs.
- C. Participate with ADS in building customizable career advancement training programs in high wage, high demand career clusters. Customizable programming includes, but is not limited to, on-the job training, sector-based training, work-based learning, and apprenticeship opportunities.

### IV. ADS RESPONSIBILITIES

ADS shall:

- A. Establish ADS Career Advancement Teams in each region, led by a Career Pathways Coordinator, to better assist citizens with disabilities in preparing for and navigating career pathways and career advancement opportunities.

- B. Commit to providing technical assistance resources to CCAP Partners to aid in the pursuit of CCAP objectives on behalf of CT citizens with disabilities.
- C. Collaborate with CCAP Partners on development of CCAP pilot programming designed to build skills and mitigate barriers. This includes prerequisite preparatory services to gain skills, experience, and increased participation to existing workforce development programs.
- D. Participate with CCAP Partners in building customizable career advancement training programs in high wage, high demand career clusters. Customizable programming includes, but is not limited to, on-the job training, sector-based training, work-based learning, and apprenticeship opportunities.

V. NONDISCRIMINATION

All parties will comply with all relevant federal and state laws, rules, and regulations concerning nondiscrimination. The parties agree and certify that in performance of this MOU, the parties will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental disability, intellectual disability, learning disability or physical disability, including, but not limited to, blindness.

VI. TERM OF AGREEMENT

This MOU is effective from the date of execution of the Parties through the conclusion of the five-year model demonstration grant award period on 12/31/2026. Agreement is contingent upon ADS being awarded the Disability Innovation Fund: Model Demonstration Project (CFDA)/Assistance Listing Number 84.421C.

VII. TERMINATION OF MOU

Termination Without Cause. This MOU may be terminated by ADS or NRWIB without cause upon thirty (30) days written notice to the partnering agency.

Notice of Breach and Termination for Cause. In the event of a party's failure to comply with a term of this MOU, the non-breaching party will provide notice to the breaching party of the breach. Upon thirty (30) days after such notice, if such breach is not cured to the non-breaching party's satisfaction, the non-breaching party may proceed to termination by serving a notice of termination upon the breaching party, which shall immediately terminate the MOU.

VIII. MISCELLANEOUS

- A. Amendment. The Parties agree to amend this MOU as necessary to comply with state or federal law or to achieve the purposes of the MOU. Revisions to the MOU's objectives or services must be approved in writing by both parties. A formal amendment, in writing, shall not be effective until executed by the agencies on the MOU, and shall be required for extensions to the final date of the MOU period, and any other revision determined material by the parties.
- B. Construction. This MOU shall be construed as broadly as necessary to implement and comply with the all applicable state and federal privacy, confidentiality and security statutes and regulations. Any ambiguity in this MOU shall be resolved in favor of a meaning that complies, and is consistent with, such statutes and regulations.
- C. Assignment. Neither party shall assign any right, benefit or responsibility under this MOU without the other party's written consent.
- D. Mutual Responsibilities. All parties will communicate as necessary to successfully manage this MOU. They will work in good faith together to fulfill the purpose of the MOU, which is to facilitate greater gains in career advancement and self-sufficiency of individuals with disabilities.

IX. CCAP CONTACT LIAISON

All notices, requests and communications, unless specifically required to be given by a specific method, shall be made to the contact liaison listed below:

CCAP Project Director

Mark Henry  
Department of Aging and Disability Services  
Bureau of Rehabilitation Services  
55 Farmington Avenue Hartford, CT 06105  
Email: Mark.Henry@ct.gov

X. SIGNATURES

**CONNECTICUT DEPARTMENT OF AGING AND  
DISABILITY SERVICES**

**NORTHWEST REGIONAL WORKFORCE  
INVESTMENT BOARD, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Northwest Regional Workforce Investment Board, Inc.

04/05/21

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
41000 · WIOA	1,899,599.11	4,241,407.01	-2,341,807.90	44.8%
41200 · WIOA Carry-Over	497,511.61	497,511.61	0.00	100.0%
42000 · JFES	848,984.98	1,595,097.00	-746,112.02	53.2%
44000 · WIOA Demo Grants	157,182.08	578,818.83	-421,636.75	27.2%
45000 · Grant Funds-Other	1,892,893.35	2,928,007.00	-1,035,113.65	64.6%
45001 · Grant Funds-Other Additional	234,013.00	234,013.00	0.00	100.0%
45500 · Unreserved/Unrestricted	1,001.07			
45510 · INTEREST EARNED	1,022.89	0.00	1,022.89	100.0%
47000 · Youth Employment Programs	1,016,586.46	1,462,630.00	-446,043.54	69.5%
48000 · Good Jobs Ordinance	55,381.05	89,676.50	-34,295.45	61.8%
49000 · US DOL Grants	373,729.66	1,557,400.82	-1,183,671.16	24.0%
<b>Total Income</b>	<b>6,977,905.26</b>	<b>13,184,561.77</b>	<b>-6,206,656.51</b>	<b>52.9%</b>
<b>Gross Profit</b>	<b>6,977,905.26</b>	<b>13,184,561.77</b>	<b>-6,206,656.51</b>	<b>52.9%</b>
<b>Expense</b>				
51000 · Salaries	962,931.29	1,350,471.12	-387,539.83	71.3%
55000 · Fringe Benefits	337,361.70	486,075.59	-148,713.89	69.4%
62000 · Rent/Util/Sec/Clean	95,935.56	164,287.52	-68,351.96	58.4%
63900 · Infrastructure Cost Recovery	-2,754.25			
64000 · Telephone	10,802.17	20,158.31	-9,356.14	53.6%
65000 · Advertising/Printing	2,688.46	10,916.99	-8,228.53	24.6%
66000 · Dues & Subscriptions	9,835.98	10,672.57	-836.59	92.2%
68000 · Office Supplies/Equipment	31,819.31	79,329.42	-47,510.11	40.1%
68001 · Cost of Meeting	0.00	6,458.20	-6,458.20	0.0%
70000 · Postage	1,373.56	7,640.08	-6,266.52	18.0%
72000 · Travel & Mileage	790.27	22,740.92	-21,950.65	3.5%
74000 · Staff Training	1,769.00	13,941.18	-12,172.18	12.7%
76000 · Insurance	13,249.98	19,300.00	-6,050.02	68.7%
76200 · Outreach/Recruitment	119.40	18,568.00	-18,448.60	0.6%
77000 · Consultants	10,862.50	31,545.05	-20,682.55	34.4%
78100 · Prof Services Audit	20,000.00	22,550.00	-2,550.00	88.7%
78200 · Prof Services Legal	12,307.74	22,478.00	-10,170.26	54.8%
78300 · Payroll Service	2,974.58	3,952.00	-977.42	75.3%
78500 · Purchased Services	20,162.66	55,852.09	-35,689.43	36.1%
78600 · Purchased Services PSA	42,140.56	96,750.00	-54,609.44	43.6%
79000 · Program Admin	0.00	0.00	0.00	0.0%
79999 · Indirect Cost Rate	0.00	7,632.39	-7,632.39	0.0%
80000 · Providers	345,150.86	993,856.95	-648,706.09	34.7%
80001 · Provider Expense-Other	1,517,833.58	1,851,777.65	-333,944.07	82.0%
80002 · Career Services	1,569,631.43	2,134,505.75	-564,874.32	73.5%
80004 · OneStop Operator	82,484.35	125,750.41	-43,266.06	65.6%
80005 · OJT	87,769.79	824,184.79	-736,415.00	10.6%
80006 · Provider Expense-Contracts	1,451,039.41	2,804,334.78	-1,353,295.37	51.7%
80007 · Supportive Services	144,307.89	638,013.60	-493,705.71	22.6%
80009 · Provider Expense-ITA Exception	150,837.96	520,515.33	-369,677.37	29.0%
80010 · Subsequent Year Funding	0.00	414,593.06	-414,593.06	0.0%
81000 · Stipend	19,180.00	16,032.75	3,147.25	119.6%
82000 · Provider Expense-IWT	8,816.70	84,677.27	-75,860.57	10.4%
83000 · Operational Expenses-(CRI)	187,984.61	325,000.00	-137,015.39	57.8%
<b>Total Expense</b>	<b>7,139,407.05</b>	<b>13,184,561.77</b>	<b>-6,045,154.72</b>	<b>54.1%</b>
<b>Net Income</b>	<b>-161,501.79</b>	<b>0.00</b>	<b>-161,501.79</b>	<b>100.0%</b>