



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

Wednesday, January 5th, 2022, at 8:00 AM

Held VIA Virtual Conference Video Call at:

<https://us06web.zoom.us/j/81675029007?pwd=SUtyRmYrWTAwMHJTRnlmeC9JbjdCQT09>

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Participating: C. Awwad, M. Hayden, J. Vrabely (Acting Chair), J. Wrinn, G. LaCapra, B. Dupont, P. Smithwick, F. Spagnolo, S. Mertz

Meeting Commenced at 8:02 AM.

**J. Vrabely chaired the meeting as Chairman G. Pisani was unable to chair due to illness.*

- 1. Approval of Executive Committee Meeting Minutes from November 3rd, 2021**
A motion to approve was made by P. Smithwick and seconded by J. Wrinn. Motion approved.
- 2. Approval of ACI-21-001 Contract with Manufacturing Alliance Service Corp for Danbury High School Pre-Apprenticeship Training in the amount of \$4,165.20**
A motion to approve was made by F. Spagnolo and seconded by G. LaCapra. Motion approved.
- 3. Update and Approval of the WIOA/JFES WJ-21-001 Contract Adjustment to Career Resources, Inc. Budget for 2021-2022 in the amount of \$2,072,864.25**
A motion to approve was made by J. Wrinn and seconded by G. LaCapra. B. Dupont abstained from the vote. Motion approved.
- 4. Approval of WIOA-21-008 Contract Amendment with Workplace Success Group for an additional \$20,000.00 from \$18,000.00 to \$38,000.00**
A motion to approve was made by J. Wrinn and seconded by P. Smithwick. Motion approved.
- 5. Approval of Contract with Earth Environmental Consultants, LLC, for environmental technician training in the amount of \$31,439.00**
A motion to approve was made by P. Smithwick and seconded by B. Dupont. Motion approved.
- 6. Approval of Personal Services Contract with Evan Berns to provide technical assistance to the Next Gen Manufacturing Partnership not to exceed \$5,000.00 from January 1st, 2022 through June 30th, 2022**
A motion to approve was made by J. Wrinn and seconded by P. Smithwick. Motion approved.

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7. Finance Update

S. Mertz advised the committee that the Profit and Loss Budget vs. Actual through November, 2021 was an attachment to the agenda. The expenditures were reviewed, and all of the NRWIB's grant reporting was timely. A motion to receive and place on file was made by F. Spagnolo and seconded by G. LaCapra. Motion approved.

8. Other Business

C. Awwad updated the committee that the date for the federal compliance monitoring will be April 4th, 2022, and will be a two-week exercise. The NRWIB staff has been notified. The NRWIB has been extremely busy, the CareerConneCT portal is open, and the staff continues to work on those applications – one statewide for transportation, and one to develop a formal statewide program for weatherization training as well as environmental remediation training.

C. Awwad will update the committee on the Regional Sector Partnerships (RSP), as they move forward. The NRWIB is expanding its staff, and has made an offer to Patrick Donnelly, who is the former chief of staff to the mayor of Hamden, and will be joining the NRWIB team as the Director of Special Projects and Grants. Patrick has significant background in contracts, grants, and RFP processes, and is very familiar with ARPA funds. He will join the team and help the NRWIB with the CareerConneCT and RSP work. C. Awwad advised the committee that there is so much work, the NRWIB doesn't have staff with any more capacity at the administrative level, so the organization is bringing Patrick on, who will be a very strong addition to the team and will start next Wednesday. The NRWIB is very pleased about his onboarding. The NRWIB continues to look for a replacement for Kevin Canady, the former ACI Coordinator.

9. Adjournment

A motion to adjourn was made by P. Smithwick and seconded by J. Wrinn at 8:14am. Motion approved.

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