



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

EXECUTIVE COMMITTEE MEETING AGENDA
Wednesday, December 6th, 2023

Please join the meeting from your computer, tablet, or smartphone.
<https://us06web.zoom.us/j/83244120706?pwd=HixSTdcSi6M5WYCxaUZFLjnvBHlklb.1>

Meeting ID: 832 4412 0706 Passcode: 857970

1. Approval of Executive Committee Meeting Minutes from November 1st, 2023.
2. Approval of employment contract renewal for James Amis from 1/1/2024 through 12/31/2024.
3. Approval of contract with Neil O’Leary: Municipal Consulting Services. LLC from 12/15/2023 through 12/31/2024 with the amount of \$48,000.00.
4. Approval of contract with Industrial Heater Corporation, for the training of 10 employees from 12/06/2023 through 06/30/2024, in the amount of \$10,762.00 through WHISP.
5. Approval of Good Jobs Challenge contract with Hispanic Coalition of Greater Waterbury, INC, for career training services from 12/06/2023 through 12/31/2025.
6. Approval of meetings schedule for 2024.
7. Update on youth programming.
8. Other Business.
9. Adjournment.



**NORTHWEST REGIONAL
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EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, November 1st 2023

Please join the meeting from your computer, tablet, or smartphone.

<https://us06web.zoom.us/j/83445877710?pwd=QeP6kLqGGaLscldfVBbYMGillyqaD.1>

Meeting ID: 834 4587 7710

Passcode: 678598

Attendees: J. Vrabely, J. Wrinn, G. Lacapra, P. Smithwick, B. Depont, J. Pisani, W. Pizzuto
Staff: Cathy Awwad, Genny Fonseca, Susan Mertz.

The meeting commenced at 8 am.

A motion to approve adding item 5a was made by J. Pisani and seconded by B. Dupont.
Motion approved.

1. Approval of Executive Committee Meeting Minutes from October 4th, 2023.

A motion to approve was made by W. Pizzuto and seconded by B. Dupont. Motion approved.

2. Approval of addition of a new program to the ETPL List – MASC Inc.

MASTERCAM/CNC II, 150 Hours \$4950.00

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

3. Approval of lease extension for Danbury American Job Center Satellite office for a 3-year term at \$2327.50 per month.

A motion to approve was made by B. Dupont and seconded by J. Pisani. Motion approved.



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- 4. Approval of contract with Dymax Corporation for the training of 14 employees from 11/06/2023 through 06/30/2024 in the amount of \$42,000.00.**
- 5. Approval of contract with Forum Plastics LLC for the training of 4 employees from 11/06/2023 through 12/31/2023 in the amount of \$2,563.00.**

A motion to approve item 4 & 5 was made by W. Pizzuto and seconded by P. Smithwick.
Motion approved.

5a - Approval of Memorandum of Understanding with CT Dept. of Labor for the US Department of Labor Office of Disability and Employment Policy Equitable Transition Model (ODEP ETM) Demonstration Grant.

C. Awwad reported that once this grant included the NRWIB, all the paperwork got processed and submitted timely. Currently awaiting the MOU to move forward.

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

6. Update on youth programming.

C. Awwad confirmed that a WIOA In-School Youth Program RFP is being developed and written to help youth/ students in risk of being disconnected while in school preventing them from being engaged.

7. Finance Update

CFO S. Mertz presented reports reflecting the balance sheet and PNL ending in Sept 30th, she confirmed that all accounts have been reconciled, expenses have been reviewed, and grant reports



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were submitted in a timely manner. She also added that the audit is being held and will be ready to be presented in December.

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

8. Executive session: Personnel and Pending Litigation.

9. Other Business

None reported.

10. Adjournment

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

EMPLOYMENT AGREEMENT
Northwest Regional Workforce Investment Board
PROGRAM SUPPORT SPECIALIST

THIS AGREEMENT is made and entered into as of the 1st day of January 1, 2024 by and between James Amis (“Program Support Specialist”) and Northwest Regional Workforce Investment Board (“Corporation”), a Connecticut nonprofit corporation.

RECITALS

WHEREAS Corporation desires to employ the Employee from the date set forth above (the “Effective Date”) until expiration of the term of this Agreement.

WHEREAS Employee is willing to be employed by Corporation on the terms and subject to the conditions set forth in this Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained herein, the parties agree as follows:

1. EMPLOYMENT. Corporation hereby employs Program Support Specialist to exercise all ordinary and necessary duties as its Program Support Specialist and Program Support Specialist hereby accepts and agrees to such employment, subject to the general direction, approval and control of the Corporation Board of Directors. The duties of the Program Support Specialist shall be those set forth in Job Description-Program Support Specialist attached as Exhibit “A” to this Agreement, subject to the general direction, approval and control of the Corporation Board of Directors as referenced above.

2. BEST EFFORTS. Program Support Specialist agrees that he will, at all times, fully, industriously, and to the best of his ability, experience and talent, perform all of the duties that may reasonably be required pursuant to the terms hereof to the reasonable satisfaction of the Corporation Board of directors. Such duties shall be rendered through a hybrid agreement that includes at the primary administrative office for Corporation and remotely as the interests, needs, business, or opportunity of Corporation may require. The President and CEO shall conduct a performance review of Program Support Specialist annually following the end of each year of employment.

3. TERM OF EMPLOYMENT. The term of this Agreement shall commence as of January 1, 2024 and shall continue through December 31, 2024. Subsequently, this Agreement shall be deemed automatically renewed and extended for sequential one-year terms, unless either party hereto gives the other party hereto written notice not to extend and renew at least thirty (30) days prior to the expiration of the term then in effect.

4. COMPENSATION. Corporation shall pay Program Support Specialist, and Program Support Specialist shall accept from Corporation as full compensation for **Program Support Specialist’s** services hereunder, as follows:

a. Compensation for January 1, 2024, through December 30, 2024, shall be paid at an hourly rate of \$45.50 for 21 hours per week.

All such compensation shall be payable in accordance with the normal payroll cycle for Corporation employees. Salary payments shall be subject to withholding and other applicable federal, state and local taxes. Program Support Specialist shall receive annual salary reviews, after which the Corporation Board of Directors may increase Program Support Specialist's compensation set forth herein.

6. BENEFITS. As additional compensation for services provided hereunder, Corporation shall provide, and Program Support Specialist shall be entitled to receive, the following:

a. Vacation. Program Support Specialist shall be entitled to 18 days of vacation annually. Annual vacation accrual for the Program Support Specialist shall be calculated based on the calendar year. Program Support Specialist may roll over up to 5 days per year of unused vacation. In the event the Corporation terminates this Agreement without cause pursuant to paragraph 7 below, then Program Support Specialist shall be allowed to cash out all unused vacation then on the books.

b. Health Insurance. Program Support Specialist and his immediate family will be entitled ONLY to the group dental insurance, and vision insurance which are no less favorable than are offered to Corporation employees, and as amended from time to time.

c. Retirement, Pension or Profit Sharing Plan. Program Support Specialist will be entitled to all rights, benefits and privileges under the Corporation's SIMPLE IRA which may now be in effect or which may hereafter be adopted; Program Support Specialist shall have the same rights and privileges to participate in such plans and benefits as any other employee.

d. Reimbursement of Expenses Related to Business Expenses, Professional Meetings, Seminars, and/or Conventions. During the term of this Agreement, Corporation will reimburse Program Support Specialist for reasonable expenses incurred in connection with Corporation's business, including travel expenses, food, and lodging incurred in conjunction with professional meetings, seminars, and/or conventions at the IRS- approved rates.

e. Indemnification. In the event that the Program Support Specialist is made a party or threatened to be made a party to any action, suit, or proceeding, whether civil, criminal, administrative or investigative (a "Proceeding"), other than any Proceeding initiated by the Program Support Specialist or Corporation related to any contest or dispute

between the Program Support Specialist and Corporation or any of its affiliates with respect to this Agreement or the Program Support Specialist's employment hereunder, by reason of the fact that the Program Support Specialist is or was a director or officer of Corporation, or any affiliate of Corporation, or is or was serving at the request of the Corporation as a director, officer, member, employee or agent of another corporation or a partnership, joint venture, trust or other enterprise, the Program Support Specialist shall be indemnified and held harmless by Corporation to the fullest extent applicable to any other officer or director of Corporation/to the maximum extent permitted under applicable law and Corporation's bylaws from and against any liabilities, costs, claims and expenses, including all costs and expenses incurred in defense of any Proceeding (including attorneys' fees).

f. All Other Benefits. Program Support Specialist will be eligible for all other benefits which are no less favorable than are provided to other members of the Corporation that are referenced in the Corporation Employee Handbook, including but not limited to life insurance, sick, bereavement and civil leave, and paid holidays.

7. TERMINATION WITHOUT CAUSE. Either Corporation or the Program Support Specialist may terminate this Agreement at any time by giving not less than ninety (90) days' written notice to the other, specifying the effective date of termination. If the Program Support Specialist's employment is terminated under this provision, whether by Corporation or by the Program Support Specialist, the Program Support Specialist shall perform his normal duties for Corporation during the written notice period, unless the Corporation Board of Directors determines otherwise. In any event, salary and benefits will continue during the notice period pursuant to this Agreement in the event of termination under this provision.

8. TERMINATION FOR CAUSE. During the term of employment, Corporation may terminate the employment of the Program Support Specialist for "Cause" by giving the Program Support Specialist prior written notice of such termination, with reasonable specificity of the details thereof. For the purposes of this Agreement, "Cause" shall include but not be limited to (a) the Program Support Specialist's willful disregard of lawful instructions of Corporation which are consistent with the Program Support Specialist's position and duties set forth herein; (b) the Program Support Specialist's willful neglect of duties; (c) the Program Support Specialist's willful actions which may reasonably be expected to result in material damage to Corporation; (d) the Program Support Specialist's abuse of alcohol or other drugs or controlled substances; (e) the Program Support Specialist's material breach of any of the terms or conditions contained herein; (f) the conviction of the Program Support Specialist of a felony; or (g) the Program Support Specialist's theft, embezzlement, or misappropriation of funds from Corporation. If the Program Support Specialist's employment is terminated by Corporation pursuant to this provision, the Program Support Specialist shall receive no severance. A termination pursuant to 8(a), (b), (c), (d), or (e) above shall take effect thirty (30) days after the giving of the notice contemplated hereby unless the Program Support Specialist shall during such thirty (30) day period remedy to the reasonable satisfaction of the Corporation Board of Directors the disregard, neglect, willful actions, abuse, or material breach specified in such notice. A termination pursuant to 8(f) or (g) above shall take effect immediately upon the giving of the notice contemplated hereby.

9. TERMINATION DUE TO DISABILITY. In the event that, during the term of this Agreement, Program Support Specialist should, in the reasonable judgment of the Corporation Board of Directors, fail to perform Employee's duties under this Agreement because of illness or physical or mental incapacity ("Disability"), and such Disability continues for a period of more than three (3) consecutive months, Corporation will have the right to terminate Program Support Specialist's employment under this Agreement by written notification to Program Support Specialist and payment to Program Support Specialist of all accrued salary and incentive compensation to the extent earned, vested deferred compensation (other than pension plan or profit sharing plan benefits, which will be paid in accordance with the applicable plan), and all accrued vacation pay all to the date of termination. Any determination by the Corporation Board of Directors with respect to Program Support Specialist's Disability must be based on a determination of competent medical authority or authorities, a copy of which determination must be delivered to the Program Support Specialist at the time it is delivered to the Corporation Board of Directors. In the event the Program Support Specialist disagrees with the determination described in the previous sentence, Program Support Specialist will have the right to submit to the Corporation Board of Directors a determination by a competent medical authority or authorities of Program Support Specialist's own choosing to the effect that the aforesaid determination is incorrect, and that Program Support Specialist can perform Program Support Specialist's duties under this Agreement. If, upon receipt of such determination, the Corporation Board of Directors wishes to continue to seek to terminate this Agreement under the provisions of this paragraph, the parties will submit the issue of Program Support Specialist's Disability to Dispute Resolution in accordance with paragraph 12 of this Agreement.

9. CONFIDENTIALITY OF PROPRIETARY INFORMATION. Except to the extent required to comply with applicable laws or order of a court or a government agency, the Program Support Specialist agrees to hold confidential all proprietary and confidential matters related to Corporation Programs, its business operations and patients, both during and after termination of employment with Corporation Programs.

10. NOTICE. Any notice required or desired to be given under the terms of this Agreement shall be in writing, shall be effective upon receipt, and shall be delivered to the parties at the following addresses:

If to Corporation: Catherine Awwad
President and Chief Executive Officer
249 Thomaston Avenue
Waterbury, CT 06702

If to Program Support Specialist: James Amis
178 East Plymouth Road.
Terryville, CT 06786

Or such other address as the parties shall have designated for notices to be given to him or it by notice given in accordance with this paragraph.

11. GOVERNING LAW, DISPUTES, AND VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.

12. DISPUTE RESOLUTION. Either party may commence the following dispute resolution process upon seven (7) days' written notice to the other party if there is a controversy, claim or material breach of this Agreement. The parties shall first attempt to resolve any dispute(s) through good faith negotiations. If the dispute arising in connection with this Agreement or breach thereof cannot be resolved by direct negotiations, then the parties shall submit such dispute(s) to mediation. Any party desiring mediation may begin the process by giving the other party a written request to mediate which describes the issues involved and invites the other party to join in naming a mutually agreeable mediator and setting a timeframe for the mediation meeting. The parties and the mediator may adopt any procedural format that seems appropriate for the particular dispute. The contents of all discussions during the mediation shall be confidential and non-discoverable in subsequent arbitration or litigation, if any. If the parties can agree upon a mutually acceptable resolution to the disagreement, it shall be reduced to writing, signed by the parties, and the dispute shall be deemed resolved. The costs of mediation shall be divided equally among the parties to the dispute. If the dispute is not resolved through mediation a party may pursue resolution in a court of competent jurisdiction located in Waterbury, Connecticut. Program Support Specialist consents to personal jurisdiction in Connecticut and waives all defenses to such jurisdiction and venue.

13. WAIVER. The waiver of either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation thereof.

14. ENTIRE AGREEMENT. This Agreement contains the entire agreement between the parties hereto and supersedes any prior agreement or understandings. No change, addition or amendment shall be made except by written agreement signed by the parties hereto.

15. COUNTERPARTS. This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original.

16. ASSIGNMENT. This Agreement is personal to Program Support Specialist and may not be assigned or transferred, nor may any of the duties and responsibilities of Program Support Specialist assigned or transferred without the written consent of Corporation.

17. PARTIES IN INTEREST. Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies on any persons other than the parties to it and their respective permitted successors and assigns.

18. PARAGRAPH HEADINGS. The headings of paragraphs in this Agreement are for reference only and shall not affect the meaning, construction, or interpretation of this Agreement.

19. SEVERABILITY. If any of the provisions, or portions thereof, of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

20. ATTORNEYS' FEES. In the event litigation shall be instituted to enforce any provision of this Agreement, the prevailing party in such litigation shall be entitled to recover reasonable attorneys' fees and expenses incurred in such litigation in addition to any other recovery to which such party may be legally entitled.

21. OPPORTUNITY TO REVIEW AND CONSULT WITH ATTORNEY. Program Support Specialist acknowledges that he has had an opportunity to consult with an attorney before signing this Agreement.

IN WITNESS WHEREOF, the effective date of this Agreement is January 1, 2024.

Corporation:

Northwest Regional Workforce Investment Board

Program Support Specialist

By: _____

Its: President and CEO _____

Date: _____

James Amis, Program Support Specialist

Date: _____

STATE OF Connecticut)
) ss.
County of _____)

On this ____ day of _____, 2022, before me, the undersigned, a notary public in and for the State of Connecticut, appeared _____, to me known to be the President and Chief Executive Officer, of Northwest Regional Workforce Investment Board, the corporation that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

WITNESS my hand and official seal hereto affixed the day and year first above written.

NOTARY PUBLIC for Connecticut
My commission expires _____

STATE OF Connecticut)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that James Amis is the person who appeared before me and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this ____ day of _____, 2022.

NOTARY PUBLIC for Connecticut
My commission expires _____

PROFESSIONAL SERVICES CONTRACT

Agency Work Contract No. _____ **PSC-23-08**

**SERVICE CONTRACT FOR INDIVIDUALIZED TUTORING
BETWEEN
NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD
AND
Neil O’Leary Municipal Consulting Services, LLC**

This Service Contract is made and entered into by and between the Northwest Regional Workforce Investment Board, hereinafter referred to as the "AGENCY", and the below named "CONTRACTOR,"

Contractor Name	Neil O’Leary Municipal Consulting Services, LLC
Address	137 Eastridge Drive
City, State & Zip Code	Waterbury, CT 06708
Phone	203-228-3018
Email	olearymcs@gmail.com
FEIN#	93-4098543

PURPOSE

The purpose of this Service Contract is to provide services to the agency in furtherance of intergovernmental and employer engagement for the ongoing development of partnerships and programs related to any and all workforce activities undertaken by the AGENCY.

SCOPE OF WORK:

The contractor will be compensated the sum of \$4,000 per calendar month for work to include but not limited to:

- Contractor will serve as a key liaison and relationship broker with municipal, state and federal elected officials as well as all workforce-related federal, state and local agencies in conjunction with the NRWIB President and CEO.
- Contractor will assist with the development and implementation of new workforce development strategies including the expansion of the Regional Sector Partnerships in manufacturing and healthcare. Additionally, the contractor will assist with the development and launch of a Regional Sector partnership in construction that will include a focus on clean energy.
- Contractor will assist in the developing of new partnerships with employers across multiple industry sectors for the ongoing creation and enhancement of career pathways with a focus on youth and young adults and the prime age populations.

FINANCIAL OBLIGATION – EFFECTIVE DATES

The CONTRACTOR shall be financially compensated from unrestricted funding in the amount of **\$4,000 a month up to a maximum funding amount of \$48,000** for the period beginning on December 15, 2023 and continuing to the ending date of December 14, 2024 consistent with this contract.

The financial obligations of the AGENCY are hereby made expressly conditional upon funds being budgeted and otherwise made available to the AGENCY by Federal, State, local and/or private funding sources. In the event that such funds become unavailable to the AGENCY, this contract shall terminate immediately upon the CONTRACTOR’s receipt of notice by U.S. mail, return receipt requested. Upon receiving such notification, the CONTRACTOR will be reimbursed for all allowable costs incurred to complete services as of the date of notification. The AGENCY is not liable for and will not reimburse any expense for activity that occurs after the notification of termination.

BILLING PROCEDURES, COMPENSATION AND PAYMENT

The AGENCY shall pay an amount not to exceed \$48,000.00 for the performance of all things necessary for, or incidental to, the performance of work as set forth in the Scope of Work. CONTRACTOR shall provide AGENCY a valid W-9 Request for Taxpayer Number and Identification Form (attachment #1) for the facilitation of payments. An invoice template will be provided for the purpose of payment requests.

CONTRACTOR shall be reimbursed monthly upon receipt of a detailed invoice. Each invoice shall provide a narrative of the activities, actions and outcomes spent in performance of scope of work. The CONTRACTOR shall produce written reports or other written documents (deliverables) as may be otherwise requested. The AGENCY will pay the CONTRACTOR upon receipt of these and properly completed invoices which shall be submitted to the AGENCY monthly.

CONTRACTOR shall submit invoices by the 5th of each month with appropriate back-up documentation and signatures. Payment shall be considered timely if made by the AGENCY within thirty (30) days after receipt of properly completed invoices. Payment shall be sent to the address designated by the CONTRACTOR. No payments in advance or in anticipation of services or supplies to be provided under this Service Contract shall be made by the AGENCY.

TERMINATION

The AGENCY may, in its sole discretion, terminate the Service Contract or withhold payments claimed by the CONTRACTOR for services rendered if the CONTRACTOR fails to satisfactorily comply with any term or condition of this Service Contract. Either party may, at any time during the term of this Service Contract, or any extension thereof, terminate this Service Contract by giving thirty (30) days written notice of its intent to terminate. During the thirty (30) day period, the parties agree to attempt to resolve the matter(s), which precipitated the request for termination. If the party giving the termination notice does not withdraw the notice, this Service Contract shall terminate upon expiration of the thirty (30) day notice.

INDEMNIFICATION & LEGAL REMEDIES

CONTRACTOR shall defend, indemnify, and hold harmless AGENCY and its officers, agents and employees from and against any and all claims, liabilities, judgments, fines, assessments, penalties, awards, or other expenses, of any kind or nature whatsoever, including without limitation, attorney's fees, costs of investigation, litigation or dispute resolution, which are alleged to arise, in whole or in part, out of any act or omission by CONTRACTOR, its agents, servants or employees, including subcontractors or other persons or entities hired by the CONTRACTOR. The CONTRACTOR also acknowledges that AGENCY has agreed to indemnify and hold harmless the State of Connecticut in its agreement with the State, therefore, the CONTRACTOR will also indemnify and hold the State harmless for any such claims against it that are alleged to arise, in whole or in part, out of any act or omission by the CONTRACTOR, its agents, servants or employees, including subcontractors or other persons or entities hired by the CONTRACTOR. The AGENCY, incorporated in the State of Connecticut, holds home jurisdiction for any legal remedies.

CONTRACT MANAGEMENT

The Service Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this Service Contract.

Service Contract Manager for CONTRACTOR is:		Service Contract Manager for AGENCY is:	
Contractor Name:	Neil O'Leary Municipal Consulting Services, LLC	Agency Name:	Northwest Regional Workforce Investment Board
Contact Person:	Neil M. O'Leary	Contact Person:	Catherine Awwad
Address:	137 Eastridge Drive	Address:	249 Thomaston Avenue
City, State, Zip:	Waterbury, CT 06708	City, State, Zip:	Waterbury, CT 06702
Phone:		Phone:	(203) 574-6971
Fax:		Fax:	(203) 573-8951
Email Address:		Email Address:	catherine.awwad@nrwib.org

ASSURANCES

AGENCY and the CONTRACTOR agree that all activity pursuant to this Service Contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

REFERENCE TO ATTACHMENTS AND CITED PROVISIONS

All attachments, schedules, exhibits, provisions, assurances, certifications, statutes, rules, regulations, or conditions referred to herein, and any amendments thereto, are incorporated herein as if set forth in this Service Contract.

ENTIRE AGREEMENT

This Service Contract, including referenced exhibits represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Service Contract shall be deemed to exist or to bind any of the parties hereto.

APPROVAL

This Service Contract shall be subject to the written approval of the AGENCY'S authorized representative and shall not be binding until so approved. The Service Contract may be altered, amended, or waived only by a written amendment executed by both parties.

THIS SERVICE CONTRACT, consisting of 3 pages, is executed by the persons signing below who warrant that they have the authority to execute the Service Contract.

[NEIL O'LEARY MUNICIPAL CONSULTING
SERVICES, LLC]

[NORTHWEST REGIONAL WORKFORCE
INVESTMENT BOARD]

Signature
Neil M. OLeary
Title
President
Date

Signature
Catherine N. Awwad,
Title
President and CEO
Date

CONTRACT SUMMARY PAGE

CT WHISP CONTRACT CT WHISP IWT-23-005
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Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, President & CEO	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
EMPLOYER	Industrial Heater Corporation 30 Knotter Dr. Cheshire, CT 06410		FEIN# 06-1317742
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
EMPLOYER Contact	Yolanda Valentin	203-250-0599	yvalentin@industrialheater.com
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	One Workforce H-1B Incumbent Worker Training Program, "Excel, Drive Works, Accounts Receivable Management, Accounts Blueprint Reading" training for ten (10) employees.		
	<i>Activity name or classification</i>		
Primary Service Site	30 Knotter Dr.		
	<i>Street Address</i>		
	Cheshire	CT	06410
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input checked="" type="checkbox"/> For Profit Organization		
Contract Type	<i>Select one option</i>		
	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	This contract is funded under USDOL Federal Award Id. No. HG-35906-21-60-A9, with funded from H-1B Job Training Grants CFDA #: 17.268, as part of the project entitled H-1B One Workforce Grant Program		
	<i>List source of funds</i>		
Contract Period	12/06/2023	06/30/2024	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$10,762.00		
	<i>Contract Amount</i>		
CFDA #	17.268		
	<i>CFDA #</i>		

MEMORANDUM OF AGREEMENT
BETWEEN
NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD
249 THOMASTON AVE, WATERBURY, CT, 06702
AND
HISPANIC COALITION OF GREATER WATERBURY, INC.
135 EAST LIBERTY ST., WATERBURY, CT, 06706
FOR
STRENGTHENING SECTOR PARTNERSHIPS INITIATIVE
GOOD JOBS CHALLENGE - INDIVIDUAL TRAINING ACCOUNT(S)

FUNDING: INDIVIDUAL TRAINING ACCOUNTS VIA SSPI
PERIOD OF PERFORMANCE: 12/06/23 – 12/31/2025
(FUND EXPENDITURE END DATE: 06/30/2025)

Purpose: This agreement is entered into by Northwest Regional Workforce Investment Board, Inc. (NRWIB) and the Hispanic Coalition of Greater Waterbury, Inc., hereinafter referenced as “Subcontractor”, for the provision of career training services for clients, funded via the State of Connecticut Strengthening Sector Partnerships Initiative.

I. NRWIB Terms and Conditions

- a. **Funding/Determination**: Northwest Workforce Investment Board, Inc., will:
 1. **Individual Training Accounts**:
 - Allocate funding on a per-client-basis to Subcontractor for the provision of Individual Trainings (ITAs) consisting of the responsibilities/outcomes defined within the ITA Form, Attachment #1; not to exceed cost-per-client as approved by the NRWIB; and the SSPI-GJC ITA Policy, Attachment #2. (*Attachments to be numbered so forth as ITA issuance may occur under this agreement, e.g. 1b, 1c, 1d, 1e, etc.*)
 2. Determination of Service Type: **INDIVIDUAL TRAINING ACCOUNTS**. (*Completed by NRWIB*)
- b. **Scope of Services**: Subcontractor will complete the activities and deliverables as defined within the ITA Form, Attachment #1 (and/or subsequent ITA issuances) dependent on determination of service-type.
- c. **Reporting Requirements**: Subcontractor will report individual participant outcomes to the NRWIB as they occur. All reports should be emailed to the following NRWIB staff members:
 1. Ana Goncalves, Director of Strategic Planning & Development, ana.goncalves@nrwib.org
 2. Patrick Donnelly, Director of Workforce Programs, patrick.donnelly@nrwib.org



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**

FIRST JOB | NEXT JOB | BEST JOB

NRWIB COMMITTEE MEETING SCHEDULES FOR YEAR 2024

Board of Directors' Meetings

All meetings are held quarterly on the second Thursday Each Month @ 12PM

March 14, 2024

June 13, 2024

September 12, 2024

December 12, 2024

Executive Committee Meetings

All meetings are held on the first Wednesday of every month @ 8AM

January 3, 2024

February 7, 2024

March 6, 2024

April 3, 2024

May 1, 2024

June 5, 2024

July 3, 2024

August 7, 2024

September 4, 2024

October 2, 2024

November 6, 2024

December 4, 2024

Finance Committee Meetings

All meetings are held quarterly on the first Thursday of each month @ 9AM

March 7, 2024

June 6, 2024

September 5, 2024

December 5, 2024

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



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**

FIRST JOB | NEXT JOB | BEST JOB

NRWIB YOUTH COMMITTEE MEETING SCHEDULE FOR PY 2024

Youth Committee Meetings

All meetings are held in person @ 8AM on the third Thursday of the following months:

February 15, 2024

May 16, 2024

August 15, 2024

November 21, 2024

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
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