



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

**Northwest Regional Workforce Investment Board
Board of Directors Meeting Minutes**

Thursday, December 11, 2025, at 12:00 PM

249 Thomaston Ave Waterbury CT, 06702

Lunch will be provided.

In attendance: P. Pernerewski, G. LaCapra, Jr., B. Dupont, W. Pizzuto, F. Spagnolo, C. Olson, C. Rafael, D. Michaud, J. Pisani, J. Vrabely, J. Wrinn, L. Gold, M. Caffè, M. Palmieri, R. Richard, S. Edwards, T. Shafer, M. Rooke

Also in attendance: C. Awwad, G. Fonseca, S. Mertz, P. Collins, P. LaRosa

1. Approval of Minutes from September 11, 2025.

A motion to approve was made by J. Pisani and seconded by M. Rooke. Motion approved.

2. Audit Presentation- Mahoney Sabol.

A motion to accept the audit as presented was made by J. Pisani and seconded by M. Rooke. Motion approved.

3. NRWIB Committee Reports and Updates:

a. Committees

- i. Personnel
- ii. Youth
- iii. Finance
- iv. One Stop
- v. Disability

b. DOL- Michelle Caffè

c. One-Stop Center Director Update- Wanda Lary

d. President & CEO Update- Cathy Awwad

4. Update on METAL Program provided by Patrick Donnelly.



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5. Approval of Fee-for-Service Engagement Agreement with Manufacturing Alliance Service Corp for financial and administrative services for \$5,500 per month.
A motion to approve was made by L. Gold and seconded by M. Rooke. Motion approved.
6. Approval of Adult Education Remediation no-cost contract extensions through June 30, 2026:
 - a. Western CT Regional Adult Education
 - b. Naugatuck Adult & Continuing Education
 - c. EdAdvance
 - d. New Milford Adult Education
 - e. Waterbury Adult Continuing EducationA motion to approve was made by J. Pisani and seconded by W. Pizzuto. Motion approved.
7. Approval of modification of Career Resources, Inc. WIOA contract for a reduction of \$43,709 for a new contract total of \$964,382.
A motion to approve was made by J. Vrabely and seconded by J. Pisani. B Dupont abstained. Motion approved.
8. Approval of modification of Career Resources, Inc. JFES contract for a reduction of \$100,811 for a new contract total of \$1,348,167.
A motion to approve was made by J. Vrabely and seconded by J. Pisani. B Dupont abstained. Motion approved.
9. Approval of contract with Neil O'Leary Municipal Consulting Services, LLC from December 15, 2025 through December 14, 2026 for a total of \$48,000.
A motion to approve was made by L. Gold and seconded by M. Palmieri. Motion approved.



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10. Approval of Employment Contract- James Amis: Program Support, in the amount of \$26,360.88 from 1/1/26 through 6/30/26.

A motion to approve was made by L. Gold and seconded by J. Pisani. Motion approved.

11. Approval of contract modification with 3Lane RSP Website Maintenance Services to extend term through June 30th, 2026, and increase budget by \$5,040.00.

A motion to approve was made by M. Palmieri and seconded by J. Vrabely. Motion approved.

12. Approval of contract with MASC for CYEP Afterschool Manufacturing Program \$11,405 from 12/8/25 through 3/31/26.

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

13. Approval of contract with EdAdvance for AI integration services not to exceed \$10,000 12/11/2026 through 06/30/2026

A motion to approve was made by L. Gold and seconded by J. Wrinn. Motion approved.

14. Approval of ETM contract with CT Retail Merchant Assoc for \$8,000 for Customer Service training 12/8/2026 through 06/30/2026.

A motion to approve was made by W. Pizzuto and seconded by M. Rooke. Motion approved.

15. Creation of Workforce Housing Subcommittee.

A motion to approve was made by J. Pisani and M. Rooke. Motion approved.

16. Discussion regarding potential hybrid option for BOD meetings.

All agreed to move forward with hybrid option for future board meetings.

17. Financial Report.

Provided by S. Mertz.

18. Other Business.

No other business conducted.

19. Adjournment.