



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**
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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.