



**NORTHWEST REGIONAL  
WORKFORCE INVESTMENT BOARD**

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**EXECUTIVE COMMITTEE MEETING MINUTES**

**Wednesday, October 6<sup>th</sup>, 2021, at 8:00 AM**

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

<https://us06web.zoom.us/j/87653392276?pwd=UXZtUFFsQXFRCtQ0bnVYMFkzVGhZdz09>

**Meeting ID: 876 5339 2276**

**Passcode: 060281**

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**Participating: M. Hayden, W. Pizzuto, B. Dupont, J. Wrinn, J. Vrabely, G. Pisani (Chair), F. Spagnolo, P. Smithwick, J. Ryan, S. Mertz**

**Meeting Commenced at 8:00 AM.**

- 1. Approval of Executive Committee Meeting Minutes from August 4<sup>th</sup>, 2021**  
A motion to approve was made by W. Pizzuto and seconded by P. Smithwick. Motion approved.
- 2. Ratification of Approval of Updated Incumbent Worker Training (IWT) Policy**  
A motion to approve was made by J. Vrabely and seconded by P. Smithwick. Motion approved.
- 3. Approval of Creative Awnings & Structures LLC, CT WHISP IWT-21-002 Contract for \$2,125.00 for One Workforce H-1B Incumbent Worker Training Program**  
A motion to approve was made by W. Pizzuto and seconded by P. Smithwick. Motion approved.
- 4. Approval of H-O Products Corp. CT WHISP IWT-21-003 Contract for \$5,000.00 for One Workforce H-1B Incumbent Worker Training Program**  
A motion to approve was made by J. Ryan and seconded by P. Smithwick. Motion approved.

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**5. Approval of Wittmann Battenfeld, Inc. CT WHISP IWT-21-004 Contract for \$21,250.00 for One Workforce H-1B Incumbent Worker Training Program**

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

**6. Approval of Belle Academy of Cosmetology Programs**

A motion to approve was made by W. Pizzuto and seconded by J. Wrinn. Motion approved.

**7. Finance Update**

The executive committee accepted the financial report as submitted. No motion necessary.

**8. Other Business**

M. Hayden advised the committee that staff member Angelo Santa Maria, who has been an employee of the NRWIB for six years and is the CT WHISP (Information Technology) Career Navigator, will be resigning effective Friday, October 15<sup>th</sup>, 2021. M. Hayden expressed that Angelo was a great addition to the NRWIB from the beginning. Angelo worked on the TechHires grant, which was a four-year grant and highly successful. M. Hayden also voiced that Angelo had been a great career navigator, had done tremendous work with the customers and participants on the various grants that he worked on, and he will be missed. J. Wrinn asked M. Hayden if the NRWIB would be throwing Angelo a “farewell” gathering and M. Hayden confirmed that it would. The staff wished to send him off the right way and M. Hayden wanted to make sure he was recognized for all his time at the NRWIB and all the relationships he built along the way. J. Wrinn expressed his admiration for Angelo and wanted to personally thank him as he was the one who inspired his son to go into I.T., and because of that his son is now getting his degree in cyber security. M. Hayden voiced that he had received countless emails from participants throughout the years commending Angelo for how involved and engaged he was with them. J. Wrinn commented that he will be tough to replace, and M. Hayden agreed. The job description for Angelo’s position had been posted to Indeed, but it will be tough to fill, as Angelo was very self-sufficient. He showed up every day and did the job, and M. Hayden didn’t have to micromanage him. He will surely be missed. W. Pizzuto asked M. Hayden to give Angelo his best regards.

M. Hayden also informed the committee that C. Awwad is on the mend and recovering slowly but surely. M. Hayden believed C. Awwad would return to work at the end of October, but he advised her to take her time and that everything had been running smoothly at the NRWIB. All the staff had stepped up, especially considering how “lean” the number of staff was since the layoffs occurred, and M. Hayden expressed his appreciation for everyone’s hard work. M. Hayden commended S. Mertz for handling all the finances so well and expressed that everything went well with the audit that took place. Even though C. Awwad is yearning to get back into the office, M. Hayden believed it was important for her to go through a full recovery and not rush back. The committee agreed.

J. Ryan advised the committee that she and M. Hayden attended a wonderful ceremony the day prior in Torrington. M. Hayden expressed that it was great to see J. Ryan, Mayor Carbone, and other dignitaries in the Northwest region, specifically Torrington. The ceremony commemorated Pat Mayfield who was born and raised in Waterbury and was with the



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Department of Labor for thirty-five years. She became the Commissioner in 2006 until she passed away in 2010. A hydroponic center was named after her in Torrington through New Opportunities, Inc. The organization received some funds through DECD and built a wonderful greenhouse in Technology Park and M. Hayden expressed that it was quite the production. A lot of great things will be happening out there and the NRWIB will be looking to partner with New Opportunities, Inc. to acquire some job opportunities. The event was wonderful for both Pat and her family, it was well attended, and M. Hayden was happy to be there. W. Pizzuto expressed that Pat was a wonderful woman, and M. Hayden agreed and commented that many people in the region and the state knew Pat and what she stood for, and everyone knew what her community meant to her. Unfortunately, M. Hayden didn't get the chance to meet Pat, but he had heard nothing but great things about her.

**9. Adjournment**

A motion to adjourn was made by W. Pizzuto and seconded by J. Vrabely at 8:17am. Motion approved.

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