



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

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Wednesday, August 4<sup>th</sup>, 2021 at 8:00 AM**

**VIA Virtual Conference Video Call at:**

<https://zoom.us/j/91686516069?pwd=cTBRMllaMnlLdkhSN05DR1dZd3duZz09>

Meeting ID: 916 8651 6069

Passcode: 587056

**One tap mobile**

+13017158592,,91686516069#,,, \*587056# US (Washington DC)

+13126266799,,91686516069#,,, \*587056# US (Chicago)

**Dial by your location**

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 916 8651 6069

Passcode: **587056**

Find your local number: <https://zoom.us/u/adGJ6jD3yp>

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

**Meeting Commenced at 8:01 AM.**

- 1. Approval of Executive Committee Meeting Minutes from July 7<sup>th</sup>, 2021**  
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 2. Approval of Revised Personnel Policy Pertaining to Sick Leave**  
A motion to approve was made by W. Pizzuto and seconded by B. Dupont. Motion approved.
- 3. Approval of CRI WIOA/JFES WJ-21-001 Contract Amendment for an additional \$2,690.00 from \$1,783,447.00 to \$1,786,137.00.**  
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.
- 4. Approval of NVCC WIOA OSY-21-001 Contract Amendment for an additional \$11,190.46 from \$268,571.00 to \$302,142.38.**  
A motion to approve was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.



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

**5. Approval of Waterbury Youth Services CYEP-21-006 Contract Amendment for an additional \$153,153.78 from \$115,959.46 to \$269,113.24.**

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

**6. Approval and Adoption of the Final All Funds Budget**

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

**7. Finance Update**

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

**8. Other Business**

J. Vrabely asked S. Mertz if there was any feedback from the Chittenden Group, as they were a long-time vendor of the NRWIB, and there was a changeover in the property and casualty insurance policy. S. Mertz responded that the Chittenden Group did reach out to her asking why the reason for the change, and she advised them that while the NRWIB was happy with their services, the Executive Committee opted for a change.

J. Vrabely asked M. Hayden how the overall function of the organization was running, since the NRWIB experienced such a dramatic cutback in funding. M. Hayden informed J. Vrabely that the organization had been running standardly, however, during their annual performance evaluations, the staff were made aware that this is a time when everyone is expected to step up and take on extra responsibilities, if need be. M. Hayden explained that the staff had been very receptive to the situation and understood that due to lack of funding, they would not be receiving a raise in salary at this time. M. Hayden believes that the new organizational structure that assigned supervisor titles to James Amis, Susan Mertz, and Genny Fonseca has been very helpful.

M. Hayden advised the committee that currently there isn't a large volume of people entering the building for services, however, he believes that there will be a rush come September when the \$300.00 PUA income check comes to an end, and the public resumes seeking employment and training services. M. Hayden believes that at that time, the NRWIB will get a real idea of what it will be like to handle the heavy workload with a shortage of staff. A long-term career navigator which was an employee from the Torrington office that was originally going to be laid off was willing and accepted a position with CRI at the Waterbury office, which has helped tremendously. The current CRI staff are all ambitious doers and go-getters, and M. Hayden is confident that they will get the job done, given the short number of staff they have.

M. Hayden also advised the committee that unfortunately, due to funding cuts, the NRWIB had to lay off Larry Devito, who was a long-time employee. While the organization had hoped for the Jobs Funnel funds of \$350,000.00, the NRWIB only received \$53,000.00 of those funds, which wouldn't even cover the salary or fringe benefits. It was a very hard decision for the organization to make, as well as asking another staff member to step up and take on Larry's



**NORTHWEST REGIONAL  
WORKFORCE INVESTMENT BOARD**

FIRST JOB | NEXT JOB | BEST JOB

old roles and responsibilities. For several weeks C. Awwad and M. Hayden made multiple attempts to acquire the \$350,000.00 in funds, including having conversations with Senator Hartley, Kelli Vallieres and the Office of Workforce Strategy (OWS), and other legislators, but unfortunately, they were unsuccessful. The situation was a huge disappointment, to no lack of effort on the NRWIB's part, and a very hard decision to make. The NRWIB staff member Joe Diorio will be taking on Larry Devito's old role and responsibilities. Joe is familiar with Larry's Jobs Funnel program and had been working closely with him, so M. Hayden believes there won't be any issues there.

G. Pisani asked M. Hayden if he anticipates any near future setbacks or provisions due to the recent spike in Covid-19 cases, especially concerning the in-person meetings and the mandatory mask policy. M. Hayden explained that the mask policy was reinstated and that all staff must wear a mask whenever leaving their cubicle or office, and in all public areas. All mask signage has also been reposted around the office. As for whether the September full Board of Directors' meeting will be held virtually or in person, M. Hayden will have an update for the committee about that at a later time. As for the Department of Labor, the doors are still open to the public as of current, but the majority of individuals coming in are inquiring about unemployment benefits, not job and/or educational training programs. The DOL is staff is operating at 50% capacity and will continue to do so. If approved by their manager, state employees have the opportunity to telework from home 100% of the time through the end of December 2021. For now, the NRWIB staff will continue to come into the office every day, continue to wear masks, and continue to social distance.

**9. Adjournment**

A motion to adjourn was made by W. Pizzuto and seconded by P. Smithwick at 8:23AM. Motion approved.