



**Northwest Regional Workforce Investment Board
Board of Directors Meeting Agenda
Thursday, September 8th, 2022, at 12:00PM
In Person at the American Mural Project
90 Whiting St, Winsted, CT 06098
Lunch will be provided**

- 1. Approval of Minutes from June 9th, 2022 Board of Directors' meeting**
- 2. NRWIB Committee Reports and Updates:**
 - a. Committees**
 - Personnel - Giuseppe Pisani
 - Youth - Fernando C. Spagnolo
 - Finance – Dr. William Pizzuto
 - One Stop - Joseph Wrinn
 - Disability – JoAnn Ryan
 - b. DOL – Stephen Romano**
 - c. One-Stop Center Director Update – Denise Babcock**
 - d. President & CEO Update – Cathy Awwad**
- 3. Approval of CT WHISP IWT-22-003 Contract with Forum Plastics, LLC for One Workforce H-1B IWT Program, to provide basic and advanced “Blueprint Reading” training for fourteen (14) employees, in the amount of \$10,460.00, from 09/08/2022 through 12/31/2022**
- 4. Approval of ACI-22-002 Contract with Northwestern Connecticut Community College for Fall Manufacturing Training Program, for twenty (20) students total, in the amount of \$37,612.00**
- 5. Approval of CT WHISP IWT-22-004 Contract with Inertia Dynamics, LLC/Altra Motion, Inc. for One Workforce H-1B IWT Program, to provide basic and advanced “Blueprint**



Reading” training for twenty-two (22) employees, in the amount of \$10,890.00, from 10/01/22 through 12/31/22

- 6. Approval of WCCI JF-22-001 Contract with Industrial Management & Training Institute for OSHA 30, CORE, basic plumbing, basic HVAC, and basic electrical training program for up to 10 participants, in the amount of \$38,720.00 from 09/08/22 through 12/31/22**
- 7. Approval of ARPA-SLFRF-22-002 Contract with Carroll Building, LLC, for Transitional Housing Authority Workforce Re-Entry Program for Waterbury residents, in the amount of \$81,000.00**
- 8. Approval of Professional Services Contract NRWIB-PSC-21-05 with Robert Coatta for WIOA Youth Program Development & Support, in the amount of \$31,900.00, beginning on 03/29/2022 and ending on 06/30/2023**
- 9. Approval of Approval of Revision to ByLaws**
- 10. Regional Sector Partnership Update**
 - a. EDA Good Jobs Challenge Awarded the NRWIB a total of \$4,435,546.20**
 - i. Manufacturing RSP - \$2,076,881.91**
 - ii. Healthcare RSP - \$2,358,664.29**
- 11. Financial Report – Cathy Awwad, President & CEO**
- 12. Other Business**
- 13. Adjournment**

***We invite you to stay for the day and join us for our Manufacturing Regional Sector Partnership networking event at 4pm, which will include a Virtual Reality Goggles demo. The American Mural Project has workspace, WiFi, and electrical connections readily available for your convenience. We hope to see you there!**



**Northwest Regional Workforce Investment Board
Board of Directors Meeting Agenda
Thursday, June 9th, 2022, at 12:00PM
In Person at the Northwest Regional Workforce Investment Board
249 Thomaston Avenue,
Waterbury, CT**

In Attendance: N. Brown, K. Lucey, L. Gold, R. Richard, M. Rooke, J. Vrabley, M. Palmerie, W. Pizzuto, F. Spagnolo, E. Hawthorne, S. Jannetty, C. Rafael, G. Pisani, J. Ryan, S. Romano, T. Canu, D. Lepore (on behalf of Mayor O'Leary)

Also In Attendance: C. Awwad, M. Hayden, G. Fonseca, J. Amis, D. Babcock, M. McCreedy, M. Caffé, P. LaRosa, A. Fellows, S. Domanico, T. Cunningham, B. Amin, S. Barbieri, S. Mulvehill, J. Reho, D. Collins

Meeting commenced at 12:01 PM

1. Approval of Minutes from March 10th, 2022

Motion: L. Gold; Second: W. Pizzuto

2. Recommendation of Slate of Officers – Nomination Committee Report – Patricia Smithwick

Motion: W. Pizzuto; Second: F. Spagnolo

3. Approval of Update to 4-year Local Plan – Updated attachment at the following link:

https://www.nrwib.org/application/files/2516/5410/7899/NRWIB_Modified_Local_WIOA_Plan_Draft_For_Public_Comment.pdf

Motion: W. Pizzuto; Second: J. Vrabley

4. NRWIB Committee Reports and Updates:

a. Committees

- Personnel - JoAnn Ryan – No report**
- Youth - Fernando C. Spagnolo – SYEP Program is beginning shortly with some changes following the COVID pandemic**
- Finance – Dr. William Pizzuto – No report**
- One Stop - Joseph Wrinn – No report**
- Disability - Joseph Vrabley – No report**



- b. DOL – Stephen Romano – ReEmploy CT will be launching in a few weeks and changes will be happening soon to the way everyone files UI**
 - c. One-Stop Center Director Update – Denise Babcock – see in agenda**
 - d. President & CEO Update – Cathy Awwad**
- 5. Approval of Contracts**
 - a. JFES – \$1,462,111.00**
 - b. WIOA - \$4,148,735.00**
 - c. CYEP - (Tentative)**
 - d. DCF - \$80,500.00**

Motion: W. Pizzuto; Second: M. Palmeri
- 6. Approval of Subcontracts:**
 - **WIOA Out of School Youth:**
 - **Naugatuck Valley Community College - \$284,236.00**
 - **Northwestern Connecticut Community College – \$231,840.74**
 - **WHISP – Career Resources – PY 22- 23 - \$78,540.00**

Motion: W. Pizzuto; Second: J. Ryan
- 7. Approval of One-Stop Operator Contract: Northwest CT Chamber of Commerce - \$125,000.00**

Motion: W. Pizzuto; Second: L. Gold; Abstain: J. Ryan
- 8. Approval of new provider and new program for the State of CT ETPL:**
 - a. St. Vincent DePaul Mission of Waterbury, Inc., Culinary Job Training Program - \$4,000.00**

Motion: W. Pizzuto; Second: E. Hawthorne
- 9. Approval of Contract with Career Resources for WIOA Career Services and JFES Case Management – \$2,166,182.00**

Motion: L. Gold; Second: M. Palmeri
- 10. Approval of Annual Grant of Authority 2022-2023**

Motion: L. Gold; Second: W. Pizzuto



11. Approval of All-Funds Budgets for Program Year 2022-2023

Motion: L. Gold; Second: M. Rooke

12. Approval of the 2022-2023 Cost Allocation Plan - Please Refer to Bound Notebook

Motion: L. Gold; Second: M. Rooke

13. Approval of Annual IFA Amendment for Current MOUs with American Job Center Partners:

- a. State Department of Education**
- b. Aging and Disability Services**
- c. CT Department of Labor**
- d. The Workplace – SCSEP**
- e. New Haven Job Corps**
- f. New Opportunities, Inc**
- g. Naugatuck Valley Community College**
- h. Northwestern Community College**
- i. The Workplace for Veterans and Families**

Motion: M. Palmeri; Second: W. Pizzuto; Abstain: M. Rooke

14. Designation of “Industries with Significant Labor Market Demand” for the Purpose of Funding ITA’s in Excess of the \$4,000. maximum PY 22

Motion: W. Pizzuto; Second: L. Gold

15. Approval of Master Services Agreement with Transfr, Inc., for career pathway exploratory VR goggles effective July 1, 2022, through June 30, 2023 - \$16,000.00

Motion: W Pizzuto; Second: F. Spagnolo

16. Renewal of Conflict-of-Interest Policy

Motion: W. Pizzuto; Second: M. Palmeri

17. Financial Report- Susan Mertz, CFO

18. Other Business

19. Adjournment

Meeting adjourned at 12:47 PM

MEMORANDUM

FROM: Denise Babcock, VP of Operations-Northwest

TO: Cathy Awwad, NRWIB

DATE: September 2, 2022

CAREER RESOURCES, INC. ONE STOP REPORT

ACCOMPLISHMENTS

- Staff newly hired: (1) WIOA/CareerConnect Career Navigator
- Staff member promoted from Senior Career Navigator to WIOA Program Supervisor: Pam Collins
- Danbury staff continues to meet with customers in New Milford monthly at the Town Hall by appointment to deliver basic information on services provided at the American Job Center
- Information Sessions continue to be held virtually.
- CTHires was compromised and shutdown from June 27th to July 22. Data entry in CTHires was stopped until 7/22/22. However, we continued to run our WIOA info sessions and our staff continued to meet with customers. Staff is still catching up on entering data in the system.
- Staff participated in a Job Fair hosted by Greater Danbury Chamber and the Northwest Region Board on 6/29/22 at the Danbury Mall
- Staff participated in a Job Fair hosted by the Northwest Connecticut Chamber of Commerce, Northwest Region Board and the American Job Center on 6/30/22. It was held at Torrington City Hall.
- Staff participated in the 15th Annual Free Back to School Supply Event on 7/30/22 hosted by Torrington PAL. It was held at Franklin Plaza
- Staff participated in National Night Out on 8/2/22 on Grand Street in front of City Hall. Hosted by Waterbury PAL.

PY22 Program Year

Total ITA's issued for PY 22 (July 1, 2022- Sept 2, 2022)

PROGRAM	ITA's	AMOUNT
WIOA – Adult	13	\$30,674.47
WIOA – DLW	11	\$27,762.00
Apprenticeship CT Initiative (ACI)	10	\$39,500.00
Apprenticeship CT 2.0 – Plastics	3	\$20,985.00
Total	37	\$118,921.47

CONTRACT SUMMARY PAGE

CT WHISP CONTRACT
CT WHISP IWT-22-003

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	Forum Plastics, LLC 105 Progress Lane Waterbury, CT 06705		FEIN# 61-1773061 CT Tax ID: 95-253-33
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
EMPLOYER Contact	Lisa Leonard	203-754-0777	lleonard@forummolding.com
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	One Workforce H-1B Incumbent Worker Training Program, Basic and Advanced “BLUEPRINT READING” training for FOURTEEN employees.		
	<i>Activity name or classification</i>		
Primary Service Site	105 Progress Lane		
	<i>Street Address</i>		
	Waterbury	CT	06705
	<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	09/08/2022	12/31/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$10,460.00		
	<i>Contract Amount</i>		
CFDA #	17.268		

CFDA #

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CONTRACT SUMMARY PAGE

ACI CONTRACT ACI-22-002
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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>
SUBCONTRACTOR	Northwestern Connecticut Community College Park Place East, Winsted, CT 06098		FEIN # 06-1311451
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
SUBCONTRACTOR Contact	Laura McCarthy Director of Academic Success Center	860-738-6351	LMcCarthy@nwcc.commnet.edu
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	Fall Manufacturing Training Program supporting up to twenty (20) students total, with thirteen (13) students receiving instruction in Manufacturing Process/Lab, Blueprint Reading, and Introduction to CNC and receiving NIMS certification upon successful completion. Seven (7) additional students will receive instruction in only Blueprint Reading and Introduction to CNC and will receive certification from Northwestern Connecticut Community College upon successful completion.		
	<i>Activity name or classification</i>		
Primary Service Site	Northwestern Connecticut Community College, Park Place East		
	<i>Street Address</i>		
	Winsted	CT	06098
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
	<i>Select one option</i>		
Contract Type	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	CT Department of Labor, Apprenticeship CT Initiative Public Act No 18-178 funds		
	<i>List source of funds</i>		
Contract Period	08/28/2022	12/31/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$37,612.00 – ACI		
	<i>Contract Amount</i>		
CT CORE #	12034-DOL40000-40221		
	<i>CT CORE #</i>		

CONTRACT SUMMARY PAGE

CT WHISP CONTRACT
CT WHISP IWT-22-004

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	Inertia Dynamics, LLC/Altra Motion 31 Greenwood Industrial Park Rd New Hartford, CT 06057		FEIN# 20-4221420 CT Tax ID: 10244598001
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
EMPLOYER Contact	Erin Vaughn	860-238-4760	Erin.vaughn@altramotion.com
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	One Workforce H-1B Incumbent Worker Training Program, Basic and Advanced "BLUEPRINT READING" training for TWENTY-TWO employees.		
	<i>Activity name or classification</i>		
Primary Service Site	31 Greenwood Industrial Park Rd		
	<i>Street Address</i>		
	New Hartford	CT	06057
	<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	10/01/2022	12/31/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$10,890.00		
	<i>Contract Amount</i>		
CFDA #	17.268		

CFDA #

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CONTRACT SUMMARY PAGE

WCCI Job Funnel CONTRACT
JF-22-001

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	Name of entity		
Contracting Agency Contact	Catherine N. Awwad, President & CEO	203-574-6971 x 426	catherine.awwad@nrwib.org
	Name	Phone	e-mail
Subcontractor	Industrial Management & Training Institute		FEIN: 06-1253689
	FEIN/DUNS Number		
Subcontractor Contact	Kim Nguyen	203-753-7910	kimng@imtiusa.com
	Name	Phone	e-mail
Program Activity	NCCI/WCCI - State Job Funnel – OSHA 30, CORE, basic plumbing, basic HVAC and Basic Electrical training program for 184 hours. The program requires minimum of 6 participants and up to 10 participants.		
	Activity name or classification		
Primary Service Site	233 Mill Street		
	Street Address		
	Waterbury	CT	06706
	City	State	Zip
Organization Type	<input type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input checked="" type="checkbox"/> For Profit Organization		
Contract Type	Select one option		
	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	Select one option		
Funding Source	CT DOL NCCI/WCCI - State Job Funnel contract # JF 40150 12108 23 4315		
	List source of funds		
Contract Period	09/08/2022	12/31/2022	
	Start Date	End Date	
Maximum Funding Amount	\$38,720.00		
	Contract Amount		
CFDA #	11000-DOL40000-12586		

CFDA #

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CONTRACT SUMMARY PAGE

**ARPA-SLFRF Contract
ARPA-SLFRF-22-002**

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>
Subrecipient	Carroll Building, LLC 99 Brookside Road Waterbury CT 06708		FEIN # 52-2445381
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Ralph Monti	Owner	Ralphmonti99@gmail.com
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	State and Local Fiscal Recovery Fund for Transitional Housing Re-Entry Program for Waterbury Residents		
	<i>Activity name or classification</i>		
Primary Service Site	99 Brookside Road		
	<i>Street Address</i>		
	Waterbury	CT	06708
	<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	State and Local Fiscal Recovery Funds (SLFRF) component of the American Rescue Plan Act 2021 via the City of Waterbury		
Contract Period	<i>List source of funds</i>		
	09/08/2022	6/30/2024	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$81,000.00		
	<i>Contract Amount</i>		
CFDA #	21.027 State and Local Fiscal Recovery Funds (SLFRF)		

CT CORE #

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PROFESSIONAL SERVICES CONTRACT

Agency Service Contract No. NRWIB-PSC-21-05

**SERVICE CONTRACT FOR
WIOA YOUTH PROGRAM DEVELOPMENT & SUPPORT
BETWEEN
NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD
AND
ROBERT COATTA**

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 individual, hereinafter referred to as "CONTRACTOR,"

Contractor Name	Robert Coatta
Address	90 Applegate Unit 76
City, State & Zip Code	Southington, CT 06489
Phone	860-681-8627
E-mail Address	Bob.coatta@nrwib.org

Amendment #1

- Changed "Work Contract" to "Service Contract".
- Increased contract value to \$31,900.
- Extended period of performance through 06/30/2023.
- Added required language to "Financial Obligations".
- Added/revised required language to/within sections "Billing Procedures, Compensation and Payment", Termination, Indemnification & Legal Remedies, Products Developed In Whole Or In Part With Workforce Innovation And Opportunity Act (WIOA) Funds" And "Reference To Attachments And Cited Provisions".

PURPOSE

The purpose of this Service Contract is to facilitate the development of successful WIOA Youth Programming for the AGENCY and to support assistance to AGENCY employees engaged in the administration of said WIOA Youth Programming.

SCOPE OF WORK

Bob Coatta will provide development and support assistance to AGENCY's WIOA Youth Programs and employees engaged in the administration of said programs.

FINANCIAL OBLIGATION – EFFECTIVE DATES

The contracting party shall be financially obligated from funding under the Workforce Innovation and Opportunity Act (WIOA) of 2014 (P.L. 113-128) funds, and/or other funding through the Northwest Regional Workforce Investment Board, to provide WIOA Youth Programming development and support assistance for a maximum funding amount of \$31,900 for the period beginning on 03/29/2022 and continuing to the ending date of 06/30/23 (66 weeks) consistent with this contract.

Financial obligations of the AGENCY are hereby made expressly conditional upon funds being appropriated, 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.

COMPENSATION AND PAYMENT

AGENCY shall pay an amount not to exceed \$31,900.00 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. CONTRACTOR'S compensation for work performed shall be based on the following rates and/or in accordance with the following terms:

The Contractor shall be paid the rate of \$55.00 per hour at a maximum of 8 hours per week for work performed. This contract is for a maximum of 580 hours at the rate of \$55.00 per hour.

BILLING PROCEDURES, COMPENSATION AND PAYMENT

AGENCY shall pay an amount not to exceed \$31,900 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.

CONTRACTOR shall be reimbursed monthly upon receipt of a detailed invoice. Each invoice shall provide a log of the hours spent in performance of services and a brief narrative of the services provided for the month. 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 following each task completion.

CONTRACTOR shall submit invoices by the 5th of each month with appropriate back-up documentation and signatures. Payment will be contingent on availability of funds. 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. **All invoices shall include the "contract number" shown on the cover page of this Agreement.**

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 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:	Robert Coatta	Agency Name:	Northwest Regional Workforce Investment Board
Address:	90 Applegate Unit 76	Address:	249 Thomaston Avenue
City, State, Zip:	Southington, CT 06489	City, State, Zip:	Waterbury, CT 06702
Phone:	860-681-8627	Phone:	(203) 574-6971
Fax:		Fax:	(203) 573-8951
Email Address:	Bob.coatta@nrwib.org	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.

PRODUCTS DEVELOPED IN WHOLE OR IN PART WITH WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FUNDS

This workforce product was funded through a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timelines, usefulness, adequacy, continued availability or ownership. This product is copyrighted by the institution that created it.

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 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, including attachments, 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 and 1 attachment, is executed by the persons signing below who warrant that they have the authority to execute the Service Contract.

[BOB COATTA]

[NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD]

Signature

Signature

Bob Coatta

President & CEO

Title

Date

Title

Date

BYLAWS

Article I: General

Section 1: Name. This organization shall be known as Northwest Regional Workforce Investment Board, Inc. (the “Corporation”).

Section 2: Non-Stock Corporation. The Corporation is organized pursuant to the Non-stock Corporation Act of the State of Connecticut, Chapter 602 of the Connecticut General Statutes.

Section 3: Authority. The Corporation shall conduct and engage in activities as set forth in:

(i) the Workforce Innovation and Opportunity Act, Public Law 113-128, as from time to time amended and applicable federal regulations promulgated thereunder (which Workforce Innovation and Opportunity Act as amended, and applicable regulations are referred to hereinafter collectively as “WIOA”); (ii) Connecticut General Statutes sections 31-3j through 31-3r inclusive and Connecticut Public Act 99-195, both as amended, from time to time, and regulations promulgated under those State statutes (which State statutes and regulations are referred to hereinafter collectively as the “Act”); and

(iii) applicable Federal and State guidance and/or policy documents (which Federal and State guidance and policy documents, together with WIOA and the Act, and together with any and all related laws and regulations are referred to hereinafter collectively as the “Workforce Laws”); (iv) any agreements in effect from time to time between the Corporation and the chief elected officials (“CEOs”), of the Northwest Regional local workforce investment area (the “Local Workforce Investment Area”), as designated by the Governor of the State of Connecticut (“Governor”), in accordance with WIOA (the “Agreement”); (v) the agreements among the CEOs of the Local Workforce Investment Area, as they may be amended, supplemented or replaced from time to time (the “CEO Agreements”); and (vi) any

memorandum of agreement among the Corporation, State of Connecticut Department of Labor and the CEOs in effect from time to time (the “Memorandum”).

Section 4: Purpose. The Corporation shall function as the Northwest Regional Workforce Investment Board under WIOA and shall carry out the functions and duties of a local workforce investment board as set forth in the Workforce Laws, including, but not limited to, §106 of WIOA. It shall provide leadership in workforce development by assessing the needs of individuals and employers and integrating regional resources, including employment, education, training and human services, to provide the region with a productive and competitive workforce. It shall provide policy guidance for, and exercise oversight with respect to, activities under the local plan for its Local Workforce Investment Area.

Section 5: Local Workforce Investment Area. The Corporation shall conduct its business in the Local Workforce Investment Area. The Governor may modify the Local Workforce Investment Area from time to time. The Local Workforce Investment Area shall consist of Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Wolcott, and Woodbury.

Section 6: Office. The Corporation’s principal office shall be located within the City of Waterbury, County of New Haven and State of Connecticut. The Corporation shall maintain such other offices and facilities as it deems necessary to the pursuit of its purpose.

Article II: Board of Directors

Section 1: Duties of the Board of Directors. The Board of Directors, on behalf of the Corporation, shall fulfill the functions of a local workforce investment board under the Workforce Laws, including but not limited to those duties set forth in WIOA §106, which duties include but are not limited to developing and submitting a local plan for the Local Workforce Investment Area to the Governor, in partnership with the consortium of CEOs of the Local Workforce Investment Area. The Board of Directors shall also establish priorities, and provide policy guidance for, and exercise oversight with respect to, activities under the local plan for the Local Workforce Investment Area. The Board of Directors may engage in such other activities as required by or as necessary and proper to carry out the purposes, duties, and responsibilities of the Corporation under the Workforce Laws, the Agreement, the CEO Agreements, and the Memorandum and may engage in other activities including, but not limited to solicitation and acceptance of contributions and grant funds from any source.

Section 2: Composition of Board of Directors. The Board of Directors shall be comprised of not more than thirty (30) and not less than twenty-four (24) members and shall be comprised of such business representatives and non-business representatives as shall be required by the Workforce Laws and the Agreement, duly appointed to the Board of Directors in accordance with the terms of the CEO Agreements and Section 5 of this Article II.

Section 3: Residence. Members of the Board of Directors shall reside in, and shall be representative of, the municipalities that constitute the Local Workforce Investment Area.

Section 4: Terms of Office. The terms of Directors shall be at the pleasure of the Executive Committee of the CEO Agreement. At each annual meeting commencing with the first annual meeting following the appointment of the initial Directors, Directors shall be appointed to succeed those Directors no longer choosing to serve. Each Director so appointed shall serve until his or her successor has been duly qualified and appointed.

Section 5: Appointment of Directors. Nominations to the Board shall be in accordance with the Workforce Laws, including but not limited to WIOA §106, and the CEO Agreements. Pursuant to the CEO Agreements, the appointments of the private sector members to the Local Workforce Investment Board shall be allocated amongst the Consortium members pursuant to the population-based methodology and each member's municipal population, as is more particularly prescribed in Exhibit A attached herein. This population-based formula shall be based upon the then current federal census data for the member municipalities. The Executive Committee of the Chief Elected Officials shall appoint private sector members to the Board based upon the submission of names for their consideration following a nomination process as required under the Workforce Innovation and Opportunity Act. Private sector members shall be from local business, local business organizations, and trade associations. Directors appointed to the Board of Directors on or before September 1 of each year shall be eligible to vote for officers at the Board's annual meeting. Appointment to fill vacancies shall be made as soon as is practicable after a vacancy occurs. Any vacancy on the Board of Directors shall be filled in the same manner as the original appointment.

Section 6: Registration. Any Director who wishes to resign from the Board of Directors shall do so in writing and such resignation shall become effective as of the date set forth in said written resignation. Resignations not specifying an effective date shall be effective upon receipt of such a letter

by the Secretary. Vacancies created by resignation shall be filled in the manner prescribed in Section 5 of this Article II.

Section 7: Removal. (a.) Any Director may be removed for cause by vote of (2/3)-thirds of the members of the Board of Directors present and voting at a meeting called for that purpose at which a quorum is present. Any Director(s) may present a complaint in writing to the Chair, who shall convey said complaint to the Director against whom the complaint was made. The Director complained against shall have opportunity to be heard by the Board of Directors prior to any vote on a resolution for his or her removal. If such complaint is made against the Chair, the Vice Chair shall preside over any meeting of the Board of Directors at which the removal of the Chair is deliberated.

(b.) Directors who are unable to attend to duly called meetings of the Board of Directors may send a designee in her or her stead to any meeting of the Corporation; said designee shall be entitled to vote. If a Director (or designee) is absent for three (3) consecutive regular meetings of the Board of Directors for reasons that the Board deems insufficient, such individual may be removed as a Director of the Corporation by a (2/3)-thirds vote of the Board of Directors. Vacancies created by removal shall be filled in the manner prescribed in Section 5 of this Article II.

Section 8: Mayor of City of Waterbury. For so long as the City of Waterbury is the Grant Recipient for the Northwest Regional Workforce Investment Area, the Mayor of the City of Waterbury shall be a voting member of the Corporation. He or she may send a designee in her or her stead to any meeting of the Corporation; said designee shall be entitled to vote.

Section 9: Ex-Officio Members of the Board of Directors. ADHOC members of the Youth Committee who are not members of the Board of Directors shall be ex-officio, non-voting members of the Board of Directors.

Section 10: Advisory Representatives. Advisory representatives may be appointed from time to time to advise the Board of Directors in areas of special concern.

Article III: Officers

Section 1: Officers. The Board of Directors shall elect a Chair, a Vice-Chair, and a Secretary from among those Directors who are private sector business representative Directors and shall elect a Treasurer and such other officers as the Directors from time to time deem appropriate, which officers may be either business representative Directors or non-business representative Directors.

Section 2: Executive Director. The Board of Directors shall appoint an Executive Director who shall report to the Corporation through the Chair. The Executive Director shall keep the Corporation's records, distribute announcements of meetings, disseminate information, and perform such additional duties in furtherance of the stated purposes of the Corporation as the Board of Directors may, from time to time, determine. The Executive Director may be removed at any time, either with or without cause, by majority vote of the Board of Directors.

Section 3: Terms. The Chair, Vice-Chair, Secretary, and Treasurer shall serve concurrent terms of two (2) years commencing at the annual meeting. Each may be elected to no more than two (2) consecutive two-year terms.

Section 4: Duties. The duties of the Officers of the Corporation shall be such as are specified below and such as usually pertain to such offices, as well as such as may be prescribed from time to time by the Board of Directors.

(a.) Chair. Except as provided in Article II, Section 7 (a), the Chair shall preside at all meetings of the Board and of the Executive Committee, as described in Article IV, Section 3. The Chair shall appoint all committees of the Corporation and shall designate their respective chairs. The Chair shall be an ex-officio member with all the rights and privileges associated thereto of all committees except the Nominating Committee as described in Article III, Section 4. The Chair shall: (i) provide policy leadership to the Corporation; (ii) fix the agenda for the Corporation meetings with the advice and counsel of the Executive Committee and Executive Director and subject to the requirements of the Freedom of Information Act of the State of Connecticut (the "FOIA"), and the sunshine provision of WIOA, as the same may be amended from time to time (the "WIOA Sunshine Provision"); (iii) be a principal spokesperson on behalf of the Corporation; and (iv) adhere to an assure compliance with policies of the Corporation.

(b) Vice Chair. The Vice Chair of the Corporation shall fulfill the duties and responsibilities in the absence or disability of the Chair. In addition, the Vice Chair shall, with the advice and counsel of the Executive Director and such others as he or she shall deem appropriate, oversee development of the annual work plan budget for Corporation consideration.

(c) Treasurer. The Treasurer shall serve as the Corporation's financial liaison with the City of Waterbury acting in the capacity of the grant recipient. He or she shall oversee the development of

the administrative budget and project and program budgets not dependent upon tax revenues, review accounts routinely, and report to the Corporation regularly on the financial condition of the organization.

(d) Secretary. The Secretary shall maintain minutes to Corporation and Executive Committee meetings, cause all meetings to be distributed by the Executive Director in a timely fashion, and perform all other duties incident to the office, including overseeing compliance with the requirements of the FOIA and the WIOA Sunshine Provision.

Section 4: Nomination and Election.

(a) Nomination. Not less than fifteen (15) days prior to the annual meeting of the Board of Directors, the Chair shall appoint a Nominating Committee and designate its Chair. The Nominating Committee shall consist of five (5) members of the Board of Directors of the Corporation, three (3) of whom shall be representatives of private sector business. The Nomination Committee shall nominate candidates for Chair, Vice-Chair, Secretary, Treasurer and such other officers as the Board of Directors may deem appropriate, which nominations shall be considered by the Board of Directors at its annual meeting. The Nominating Committee shall confirm each candidate's willingness to serve and shall communicate its slate to the Board of Directors in writing not less than five (5) days in advance of the Board's annual meeting.

(b) Election. As its annual meeting, the Board of Directors shall entertain the Nominating Committee's slate of nominations plus nominations from the floor, if any, and elect a Chair, Vice-Chair, Secretary, and Treasurer and such other officers to positions for which nominations have been entertained by majority of the Directors present and voting, so long as a quorum is present.

Section 5: Vacancies. In the event the office of Chair becomes vacant, the Vice-Chair shall serve as the Chair for the remainder of the unexpired portion of the term. The Executive Committee shall recommend to the Board of Directors a nominee to fill the unexpired portion of the term in any vacancy in any other office and the vacancy shall be filled by majority vote of the Directors present and voting at a meeting called for that purpose at which a quorum is present.

Article IV: Committees of the Corporation

Section 1: Enumerated. There shall be an Executive Committee, a Youth Committee, a Finance Committee, a Personnel Committee, a One-Stop Committee and a Disability Committee as prescribed under WIOA and such other committees as shall be necessary or useful in the effective pursuit of the Corporation's goals, objectives, and priorities, as determined by resolution of the Board of Directors. The Board of Directors may, by separate resolution, create such ad hoc groups as it may deem necessary or useful, whose chairs need not be members of the Executive Committee. All committee appointments shall be for terms concurrent with that of the appointing officer, or as specified in the resolution of the Board of Directors making such appointment. Committees may include individuals who are not members of the Corporation.

Section 2: Authority. Except for the Executive Committee, committees of the Board of Directors exist to investigate relevant matters, present findings and make recommendations to the Board of Directors, and, as directed by the Board of Directors, implement policy. They shall not express policies or opinions on behalf of the Corporation or the Board of Directors, or take actions in furtherance of a viewpoint that has not first been adopted by the Board of Directors.

Section 3: Executive Committee.

(a) Powers, Duties. Between meetings of the Board of Directors, the Executive Committee may exercise all powers and duties ascribed to the Board of Directors except to amend bylaws, but shall not act in conflict with actions or policies of the Board of Directors. Reports of action taken by the Executive Committee shall be distributed to the Board of Directors at the next meeting of the Board of Directors. The Executive Committee shall also monitor the Corporation's operations and review the performance of the Executive Director.

(b) Composition. The Executive Committee shall consist of the Corporation's duly elected officers, the Chairs of all standing committees enumerated in Section 1 of this Article V. Each member of the Executive Committee shall have one (1) vote. The Executive Director shall be an ex-officio member of the Executive Committee and shall be entitled to participate in discussions, but shall not be counted for the purposes of determining whether a quorum is present and shall not be entitled to vote upon any matter presented to the Executive Committee for a vote.

(c) Voting. All action shall be taken and questions decided by the affirmative vote of not less than a majority of the members of the Executive Committee present at any duly called meeting at which a quorum is present. Meetings may be held in person, by conference call, other electronic medium or any combination of the foregoing. For voting and quorum purposes, a member of the Executive Committee shall be recognized whether present in person, by telephone or other electronic media.

Section 4: Youth Committee.

(a) Powers, Duties. The duties of the Youth Committee shall include: (i) assist with developing the portions of the local plan relating to eligible youth, as determined by the Chair; (ii) subject to the approval of the Board of Directors and consistent with the provisions of WIOA: (A) recommending eligible providers of youth activities, to be awarded grants or contracts on a competitive basis by the Board of Directors to carry out the youth activities; and (B) conducting oversight with respect to the eligible providers of youth activities, in the local area; (iii) coordinating youth activities authorized in the local area; and (D) other duties determined to be appropriate by the Chair.

(b) Composition. Members of the Youth Committee shall be appointed by the Board of Directors in cooperation with Executive Committee of the Chief Elected Official Consortium and shall consist of: (i) member(s) of the Board of Directors with special interest or expertise in youth policy; (ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies; (iii) representatives of local public housing authorities; (iv) a parent of eligible youth seeking assistance under this subchapter; (v) individuals, including former participants, and representatives of organization, that have experience relating to youth activities; and (vi) representatives of the Job Corps, as appropriate. In addition, the Youth Committee may include such other individuals as the Chair, in cooperation with the Executive Committee of the Chief Elected Official Consortium, determines to be appropriate.

(c) Voting. All members of the Youth Committee shall be voting members that are members of the Board of Directors.

Section 5: Additional Committees

One-Stop Committee.

(a) This committee shall, in accordance with Workforce Laws and with the advice counsel of the Executive Director and Corporation staff, prepare a workforce training plan each year that reflects the needs and priorities of the Local Workforce Investment Area and propose the allocation of financial resources related thereto for consideration by the Board of Directors not later than at its July meeting.

(b) This committee shall, with the advice, counsel, and assistance of the Executive Director and Corporation staff, define key performance indicators if not otherwise set forth in contracts with the Corporation and monitor or cause to be monitored the performance of grant recipients and contractors, and shall make its assessments known to the Board of Directors periodically.

(c) This committee shall obtain employer and client participation in the Corporation programs, identifying emerging workforce needs in the marketplace, and assess employer and individual satisfaction with the Corporation's programs.

(d) This committee shall be composed of persons from the education and business communities within Local Workforce Investment Area, including, but not limited to, regional community-technical colleges and regional vocation-technical schools, and shall develop, conduct and manage worker training activities and perform such other duties as may be delegated to it by the Board of Directors and/or mandated by provisions of the Act.

Disability Committee:

- (a) Provision of services to individuals with disabilities, including issues relating to compliance with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

Article V: Meetings

Section 1: Annual Meeting. The annual meeting of the Board of Directors shall be held at the place, on the day and at the hour designated in the call therefor.

Section 2: Regular Meetings. The Board of Directors shall meet in regular session not less frequently than quarterly to transact such business as properly may come before such meeting. Regular meetings of the Board shall be held at such places within the Local Workforce Investment Area and at such times as may be designated by the Chair, except as provided in Section 5 of this Article V.

Section 3: Special Meetings. Special meetings of the Board of Directors for any proper purpose(s) may be called at any time by the Chair or by petition to the Secretary signed by five (5) Directors. A special meeting shall be held on such date, and at such time and place within the Local Workforce Investment Area as may be designated by the Chair, provided that meetings called pursuant to a petition shall be convened not less than five (5) no more than ten (10) business days after the petition's receipt.

Section 4: Notice. The Chair shall cause written notice of every meeting of the Board of Directors, stating the purpose or purposes for which the meeting is being called, and the date, time, and place of the meeting, and shall otherwise conform to the provisions of the FOIA and the WIOA Sunshine Provision. The notice shall be delivered either personally, by electronic transmission, or by mail to each member not less than five (5) days before the meeting.

Section 5: Quorum. The presence at any meeting of one (1) more than one-half (1/2) of the then current number of Directors of Committee members, as applicable, shall constitute quorum. The

presence of a quorum shall permit the Board of Directors or the Committee to conduct business. In the event a quorum is not present at a meeting of the Board of Directors, the Chair, or if the Chair is not present, those assembled shall fix the date, time, and place for its' rescheduling. If a quorum is not present at a meeting of a Committee, the Committee Chair, or if the Committee Chair is not present those Committee members assembled, of that Committee shall fix the date, time, and place for its' rescheduling.

Section 6: Presiding Officer. The Chair of the Board of Directors shall preside at all meetings of the Board of Directors. In his or her absence, the Vice-Chair shall preside. In neither is in attendance, the Directors present at a meeting at which a quorum is present shall, by majority vote, elect a temporary presiding officer to conduct the meeting.

Section 7: Voting. All action shall be taken and questions decided by the affirmative vote of not less than a majority of the Directors present at any duly called meeting at which a quorum is present, unless otherwise provided in these bylaws. For voting purposes, a Director shall be recognized whether their ballot was cast in person or by mail, telephone, or other electronic media.

Section 8: Executive Session. The Board of Directors, a Committee, or any subcommittee of the Board of Directors, may enter into Executive Session by the affirmative vote of two-thirds (2/3) of the membership present and voting at a meeting at which a quorum is present. An Executive Session may be convened under FOIA.

Section 9: Conflict of Interest. All Directors shall adhere to any conflict of interest policy adopted by the Corporation. A Certificate of Compliance with such policy shall be filed by each Director each year. Any Director who does not file such Certificate shall not be in good standing and, as such,

shall not be entitled to participate in any meeting or vote, until such Certificate is filed. Directors shall update such Certificate as necessary.

Section 10: Directors' Action Without Meeting. If the Directors severally or collectively consent in writing to any action taken or to be taken by the Corporation, such action shall be as valid as though it had been authorized at a meeting of the Board of Directors. The Secretary of the Corporation shall file such consent or consents with the minutes of the meetings of the Board of Directors.

Section 11: Designated Ex-Officio Representatives. In the event that a Director is unable to attend or participate in a meeting of the Board of Directors, he or she may name another person who holds a leadership and/or decision making position in the entity that the Director represents to serve as his or her designated representative by filing a written authorization with the Board of Directors. Any such designee shall not be counted for the purpose of determining the presence of a quorum at the meeting and shall not be entitled to vote, but may otherwise participate in the meeting.

Article VI: Electronic Participation

Provided full compliance with and adherence to all applicable requirements of the FOIA and the WIOA Sunshine Provision, members of the Board of Directors or of the Executive Committee can participate in meetings of their respective bodies by means of a conference telephone or similar communications equipments affording all persons participating in the meeting the ability to hear each other, and participation in the meeting by means of electronic equipment shall constitute presence in person.

Article VII: Procedure

Meetings shall be governed by the latest edition of Robert Rules of Order except if contrary to these bylaws, the Agreement, the CEO Agreements, the Memorandum or a policy of the Corporation.

Article VIII: Amendments to the Bylaws

These bylaws may be amended or repealed or new bylaws may be enacted at any meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of Directors present and entitled to vote thereon. Any bylaw provision proposed for amendment, repeal or adoption shall be presented to the Board of Directors at a regularly scheduled meeting or at a special meeting call for such purpose and considered by the Board of Directors for at next regularly scheduled meeting of the Board.

Article IX: Effective Date

Unless the resolution approving such changes shall otherwise provide, these bylaws shall become effective upon approval of two-thirds (2/3) of the Directors present at a regular meeting of the Board of Directors, provided that a quorum is present.

Enacted: June 14, 2012

Updated: June 14, 2018

Updated: March 11, 2021

BYLAWS

Article I: General

Section 1: Name. This organization shall be known as Northwest Regional Workforce Investment Board, Inc. (the “Corporation”).

Section 2: Non-Stock Corporation. The Corporation is organized pursuant to the Non-stock Corporation Act of the State of Connecticut, Chapter 602 of the Connecticut General Statutes.

Section 3: Authority. The Corporation shall conduct and engage in activities as set forth in:

- (i) the Workforce Innovation and Opportunity Act, Public Law 113-128, as from time to time amended and applicable federal regulations promulgated thereunder (which Workforce Innovation and Opportunity Act as amended, and applicable regulations are referred to hereinafter collectively as “WIOA”); (ii) Connecticut General Statutes sections 31-3j through 31-3r inclusive and Connecticut Public Act 99-195, both as amended, from time to time, and regulations promulgated under those State statutes (which State statutes and regulations are referred to hereinafter collectively as the “Act”); and
- (iii) applicable Federal and State guidance and/or policy documents (which Federal and State guidance and policy documents, together with WIOA and the Act, and together with any and all related laws and regulations are referred to hereinafter collectively as the “Workforce Laws”); (iv) any agreements in effect from time to time between the Corporation and the chief elected officials (“CEOs”), of the Northwest Regional local workforce investment area (the “Local Workforce Investment Area”), as designated by the Governor of the State of Connecticut (“Governor”), in accordance with WIOA (the “Agreement”); (v) the agreements among the CEOs of the Local Workforce Investment Area, as they may be amended, supplemented or replaced from time to time (the “CEO Agreements”); and (vi) any

memorandum of agreement among the Corporation, State of Connecticut Department of Labor and the CEOs in effect from time to time (the “Memorandum”).

Section 4: Purpose. The Corporation shall function as the Northwest Regional Workforce Investment Board under WIOA and shall carry out the functions and duties of a local workforce investment board as set forth in the Workforce Laws, including, but not limited to, §106 of WIOA. It shall provide leadership in workforce development by assessing the needs of individuals and employers and integrating regional resources, including employment, education, training and human services, to provide the region with a productive and competitive workforce. It shall provide policy guidance for, and exercise oversight with respect to, activities under the local plan for its Local Workforce Investment Area.

Section 5: Local Workforce Investment Area. The Corporation shall conduct its business in the Local Workforce Investment Area. The Governor may modify the Local Workforce Investment Area from time to time. The Local Workforce Investment Area shall consist of Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Wolcott, and Woodbury.

Section 6: Office. The Corporation’s principal office shall be located within the City of Waterbury, County of New Haven and State of Connecticut. The Corporation shall maintain such other offices and facilities as it deems necessary to the pursuit of its purpose.

Article II: Board of Directors

Section 1: Duties of the Board of Directors. The Board of Directors, on behalf of the Corporation, shall fulfill the functions of a local workforce investment board under the Workforce Laws, including but not limited to those duties set forth in WIOA §106, which duties include but are not limited to developing and submitting a local plan for the Local Workforce Investment Area to the Governor, in partnership with the consortium of CEOs of the Local Workforce Investment Area. The Board of Directors shall also establish priorities, and provide policy guidance for, and exercise oversight with respect to, activities under the local plan for the Local Workforce Investment Area. The Board of Directors may engage in such other activities as required by or as necessary and proper to carry out the purposes, duties, and responsibilities of the Corporation under the Workforce Laws, the Agreement, the CEO Agreements, and the Memorandum and may engage in other activities including, but not limited to solicitation and acceptance of contributions and grant funds from any source.

Section 2: Composition of Board of Directors. The Board of Directors shall be comprised of not more than thirty-two (32) and not less than twenty-four (24) members and shall be comprised of such business representatives and non-business representatives as shall be required by the Workforce Laws and the Agreement, duly appointed to the Board of Directors in accordance with the terms of the CEO Agreements and Section 5 of this Article II.

Section 3: Residence. Members of the Board of Directors may reside in the region, and shall be representative of, the municipalities in which their company is located, that constitute the Local Workforce Investment Area.

Section 4: Terms of Office. The terms of Directors shall be at the pleasure of the Executive Committee of the CEO Agreement. At each annual meeting commencing with the first annual meeting following the appointment of the initial Directors, Directors shall be appointed to succeed those Directors no longer choosing to serve. Each Director so appointed shall serve until his or her successor has been duly qualified and appointed.

Section 5: Appointment of Directors. Nominations to the Board shall be in accordance with the Workforce Laws, including but not limited to WIOA §106, and the CEO Agreements. The Executive Committee of the Chief Elected Officials shall appoint private sector members to the Board based upon the submission of names for their consideration following a nomination process as required under the Workforce Innovation and Opportunity Act. Private sector members shall be from local business, local business organizations, and trade associations.

Directors appointed to the Board of Directors on or before September 1 of each year shall be eligible to vote for officers at the Board's annual meeting. Appointment to fill vacancies shall be made as soon as is practicable after a vacancy occurs. Any vacancy on the Board of Directors shall be filled in the same manner as the original appointment.

Section 6: Resignation. Any Director who wishes to resign from the Board of Directors shall do so in writing and such resignation shall become effective as of the date set forth in said written resignation. Resignations not specifying an effective date shall be effective upon receipt of such a letter by the Secretary. Vacancies created by resignation shall be filled in the manner prescribed in Section 5 of this Article II.

Section 7: Removal. (a.) Any Director may be removed for cause by vote of (2/3)-thirds of the members of the Board of Directors present and voting at a meeting called for that purpose at which a

quorum is present. Any Director(s) may present a complaint in writing to the Chair, who shall convey said complaint to the Director against whom the complaint was made. The Director complained against shall have opportunity to be heard by the Board of Directors prior to any vote on a resolution for his or her removal. If such complaint is made against the Chair, the Vice Chair shall preside over any meeting of the Board of Directors at which the removal of the Chair is deliberated.

(b.) Directors who are unable to attend to duly called meetings of the Board of Directors may send a designee in her or her stead to any meeting of the Corporation; said designee shall be entitled to vote. If a Director (or designee) is absent for three (3) consecutive regular meetings of the Board of Directors for reasons that the Board deems insufficient, such individual may be removed as a Director of the Corporation by a (2/3)-thirds vote of the Board of Directors. Vacancies created by removal shall be filled in the manner prescribed in Section 5 of this Article II.

Section 8: Mayor of City of Waterbury. For so long as the City of Waterbury is the Grant Recipient for the Northwest Regional Workforce Investment Area, the Mayor of the City of Waterbury shall be a voting member of the Corporation. He or she may send a designee in her or her stead to any meeting of the Corporation; said designee shall be entitled to vote.

Section 9: Ex-Officio Members of the Board of Directors. ADHOC members of the Youth Committee and any other standing committee, who are not members of the Board of Directors shall be ex-officio, non-voting members of the Board of Directors.

Section 10: Advisory Representatives. Advisory representatives may be appointed from time to time to advise the Board of Directors in areas of special concern.

Article III: Officers

Section 1: Officers. The Board of Directors shall elect a Chair, a Vice-Chair, and a Secretary from among those Directors who are private sector business representative Directors and shall elect a Treasurer and such other officers as the Directors from time to time deem appropriate, which officers may be either business representative Directors or non-business representative Directors.

Section 2: President & CEO. The Board of Directors shall appoint a President & CEO who shall report to the Corporation through the Chair. The President & CEO shall keep the Corporation's records, distribute announcements of meetings, disseminate information, and perform such additional duties in furtherance of the stated purposes of the Corporation as the Board of Directors may, from time to time, determine. The President & CEO may be removed at any time, either with or without cause, by majority vote of the Board of Directors.

Section 3: Terms. The Chair, Vice-Chair, Secretary, and Treasurer shall serve concurrent terms of two (2) years commencing at the annual meeting. Each may be elected to no more than two (2) consecutive two-year terms.

Section 4: Duties. The duties of the Officers of the Corporation shall be such as are specified below and such as usually pertain to such offices, as well as such as may be prescribed from time to time by the Board of Directors.

(a.) Chair. Except as provided in Article II, Section 7 (a), the Chair shall preside at all meetings of the Board and of the Executive Committee, as described in Article IV, Section 3. The Chair

shall appoint all committees of the Corporation and shall designate their respective chairs. The Chair shall be an ex-officio member with all the rights and privileges associated thereto of all committees except the Nominating Committee as described in Article III, Section 4. The Chair shall: (i) provide policy leadership to the Corporation; (ii) fix the agenda for the Corporation meetings with the advice and counsel of the Executive Committee and President & CEO and subject to the requirements of the Freedom of Information Act of the State of Connecticut (the “FOIA”), and the sunshine provision of WIOA, as the same may be amended from time to time (the “WIOA Sunshine Provision”); (iii) be a principal spokesperson on behalf of the Corporation; and (iv) adhere to an assure compliance with policies of the Corporation.

(b) Vice Chair. The Vice Chair of the Corporation shall fulfill the duties and responsibilities in the absence or disability of the Chair. In addition, the Vice Chair shall, with the advice and counsel of the President & CEO and such others as he or she shall deem appropriate, oversee development of the annual work plan budget for Corporation consideration.

(c) Treasurer. The Treasurer shall serve as the Corporation’s financial liaison with the City of Waterbury acting in the capacity of the grant recipient. He or she shall oversee the development of the administrative budget and project and program budgets not dependent upon tax revenues, review accounts routinely, and report to the Corporation regularly on the financial condition of the organization.

(d) Secretary. The Secretary shall maintain minutes to Corporation and Executive Committee meetings, cause all meetings to be distributed by the President & CEO in a timely fashion, and perform all other duties incident to the office, including overseeing compliance with the requirements of the FOIA and the WIOA Sunshine Provision.

Section 4: Nomination and Election.

(a) Nomination. Not less than fifteen (15) days prior to the annual meeting of the Board of Directors, the Chair shall appoint a Nominating Committee and designate its Chair. The Nominating Committee shall consist of five (5) members of the Board of Directors of the Corporation, three (3) of whom shall be representatives of private sector business. The Nomination Committee shall nominate candidates for Chair, Vice-Chair, Secretary, Treasurer and such other officers as the Board of Directors may deem appropriate, which nominations shall be considered by the Board of Directors at its annual meeting. The Nominating Committee shall confirm each candidate's willingness to serve and shall communicate its slate to the Board of Directors in writing not less than five (5) days in advance of the Board's annual meeting.

(b) Election. As its annual meeting, the Board of Directors shall entertain the Nominating Committee's slate of nominations plus nominations from the floor, if any, and elect a Chair, Vice-Chair, Secretary, and Treasurer and such other officers to positions for which nominations have been entertained by majority of the Directors present and voting, so long as a quorum is present.

Section 5: Vacancies. In the event the office of Chair becomes vacant, the Vice-Chair shall serve as the Chair for the remainder of the unexpired portion of the term. The Executive Committee shall recommend to the Board of Directors a nominee to fill the unexpired portion of the term in any vacancy in any other office and the vacancy shall be filled by majority vote of the Directors present and voting at a meeting called for that purpose at which a quorum is present.

Article IV: Committees of the Corporation

Section 1: Enumerated. There shall be an Executive Committee, a Youth Committee, a Finance Committee, a Personnel Committee, a One-Stop Committee and a Disability Committee as prescribed under WIOA and such other committees as shall be necessary or useful in the effective pursuit of the Corporation's goals, objectives, and priorities, as determined by resolution of the Board of Directors. The Board of Directors may, by separate resolution, create such ad hoc groups as it may deem necessary or useful, whose chairs need not be members of the Executive Committee. All committee appointments shall be for terms concurrent with that of the appointing officer, or as specified in the resolution of the Board of Directors making such appointment. Committees may include individuals who are not members of the Corporation.

Section 2: Authority. Except for the Executive Committee, committees of the Board of Directors exist to investigate relevant matters, present findings and make recommendations to the Board of Directors, and, as directed by the Board of Directors, implement policy. They shall not express policies or opinions on behalf of the Corporation or the Board of Directors, or take actions in furtherance of a viewpoint that has not first been adopted by the Board of Directors.

Section 3: Executive Committee.

(a) Powers, Duties. Between meetings of the Board of Directors, the Executive Committee may exercise all powers and duties ascribed to the Board of Directors except to amend bylaws, but shall not act in conflict with actions or policies of the Board of Directors. Reports of action taken by the Executive Committee shall be distributed to the Board of Directors at the next meeting of the Board of

Directors. The Executive Committee shall also monitor the Corporation's operations and review the performance of the President & CEO.

(b) Composition. The Executive Committee shall consist of the Corporation's duly elected officers, the Chairs of all standing committees enumerated in Section 1 of this Article V. Each member of the Executive Committee shall have one (1) vote. The President & CEO shall be an ex-officio member of the Executive Committee and shall be entitled to participate in discussions but shall not be counted for the purposes of determining whether a quorum is present and shall not be entitled to vote upon any matter presented to the Executive Committee for a vote.

(c) Voting. All action shall be taken, and questions decided by the affirmative vote of not less than a majority of the members of the Executive Committee present at any duly called meeting at which a quorum is present. Meetings may be held in person, by conference call, other electronic medium or any combination of the foregoing. For voting and quorum purposes, a member of the Executive Committee shall be recognized whether present in person, by telephone or other electronic media.

Section 4: Youth Committee.

(a) Powers, Duties. The duties of the Youth Committee shall include: (i) assist with developing the portions of the local plan relating to eligible youth, as determined by the Chair; (ii) subject to the approval of the Board of Directors and consistent with the provisions of WIOA: (A) recommending eligible providers of youth activities, to be awarded grants or contracts on a competitive basis by the Board of Directors to carry out the youth activities; and (B) conducting oversight with respect to the

eligible providers of youth activities, in the local area; (iii) coordinating youth activities authorized in the local area; and (D) other duties determined to be appropriate by the Chair.

(b) Composition. Members of the Youth Committee shall be appointed by the Board of Directors in cooperation with Executive Committee of the Chief Elected Official Consortium and shall consist of: (i) member(s) of the Board of Directors with special interest or expertise in youth policy; (ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies; (iii) representatives of local public housing authorities; (iv) a parent of eligible youth seeking assistance under this subchapter; (v) individuals, including former participants, and representatives of organization, that have experience relating to youth activities; and (vi) representatives of the Job Corps, as appropriate. In addition, the Youth Committee may include such other individuals as the Chair, in cooperation with the Executive Committee of the Chief Elected Official Consortium, determines to be appropriate.

(c) Voting. All members of the Youth Committee shall be voting members that are members of the Board of Directors.

Section 5: Additional Committees

One-Stop Committee.

(a) This committee shall, in accordance with Workforce Laws and with the advice counsel of the President & CEO and Corporation staff, prepare a workforce training plan each year that reflects the needs and priorities of the Local Workforce Investment Area and propose the allocation of financial resources related thereto for consideration by the Board of Directors not later than at its July meeting.

(b) This committee shall, with the advice, counsel, and assistance of the President & CEO and Corporation staff, define key performance indicators if not otherwise set forth in contracts

with the Corporation and monitor or cause to be monitored the performance of grant recipients and contractors, and shall make its assessments known to the Board of Directors periodically.

(c) This committee shall obtain employer and client participation in the Corporation programs, identifying emerging workforce needs in the marketplace, and assess employer and individual satisfaction with the Corporation's programs

(d) This committee shall be composed of persons from the education and business communities within Local Workforce Investment Area, including, but not limited to, regional community-technical colleges and regional vocation-technical schools, and shall develop, conduct and manage worker training activities and perform such other duties as may be delegated to it by the Board of Directors and/or mandated by provisions of the Act.

Disability Committee:

- (a) Provision of services to individuals with disabilities, including issues relating to compliance with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

Article V: Meetings

Section 1: Annual Meeting. The annual meeting of the Board of Directors shall be held at the place, on the day and at the hour designated in the call therefor.

Section 2: Regular Meetings. The Board of Directors shall meet in regular session not less frequently than quarterly to transact such business as properly may come before such meeting. Regular

meetings of the Board shall be held at such places within the Local Workforce Investment Area and at such times as may be designated by the Chair, except as provided in Section 5 of this Article V.

Section 3: Special Meetings. Special meetings of the Board of Directors for any proper purpose(s) may be called at any time by the Chair or by petition to the Secretary signed by five (5) Directors. A special meeting shall be held on such date, and at such time and place within the Local Workforce Investment Area as may be designated by the Chair, provided that meetings called pursuant to a petition shall be convened not less than five (5) no more than ten (10) business days after the petition's receipt.

Section 4: Notice. The Chair shall cause written notice of every meeting of the Board of Directors, stating the purpose or purposes for which the meeting is being called, and the date, time, and place of the meeting, and shall otherwise conform to the provisions of the FOIA and the WIOA Sunshine Provision. The notice shall be delivered either personally, by electronic transmission, or by mail to each member not less than five (5) days before the meeting.

Section 5: Quorum. The presence at any meeting of one (1) more than one-half (1/2) of the then current number of Directors of Committee members, as applicable, shall constitute quorum. The presence of a quorum shall permit the Board of Directors or the Committee to conduct business. In the event a quorum is not present at a meeting of the Board of Directors, the Chair, or if the Chair is not present, those assembled shall fix the date, time, and place for its' rescheduling. If a quorum is not present at a meeting of a Committee, the Committee Chair, or if the Committee Chair is not present those Committee members assembled, of that Committee shall fix the date, time, and place for its' rescheduling.

Section 6: Presiding Officer. The Chair of the Board of Directors shall preside at all meetings of the Board of Directors. In his or her absence, the Vice-Chair shall preside. In neither is in attendance, the Directors present at a meeting at which a quorum is present shall, by majority vote, elect a temporary presiding officer to conduct the meeting.

Section 7: Voting. All action shall be taken and questions decided by the affirmative vote of not less than a majority of the Directors present at any duly called meeting at which a quorum is present, unless otherwise provided in these bylaws. For voting purposes, a Director shall be recognized whether their ballot was cast in person or by mail, telephone, or other electronic media.

Section 8: Executive Session. The Board of Directors, a Committee, or any subcommittee of the Board of Directors, may enter into Executive Session by the affirmative vote of two-thirds (2/3) of the membership present and voting at a meeting at which a quorum is present. An Executive Session may be convened under FOIA.

Section 9: Conflict of Interest. All Directors shall adhere to any conflict of interest policy adopted by the Corporation. A Certificate of Compliance with such policy shall be filed by each Director each year. Any Director who does not file such Certificate shall not be in good standing and, as such, shall not be entitled to participate in any meeting or vote, until such Certificate is filed. Directors shall update such Certificate as necessary.

Section 10: Directors' Action Without Meeting. If the Directors severally or collectively consent in writing to any action taken or to be taken by the Corporation, such action shall be as valid as though it had been authorized at a meeting of the Board of Directors. The Secretary of the Corporation shall file such consent or consents with the minutes of the meetings of the Board of Directors.

Section 11: Designated Ex-Officio Representatives.

In the event that a Director is unable to attend or participate in a meeting of the Board of Directors, he or she may name another person who holds a leadership and/or decision making position in the entity that the Director represents to serve as his or her designated representative by filing a written authorization with the Board of Directors. Any such designee shall not be counted for the purpose of determining the presence of a quorum at the meeting and shall not be entitled to vote, but may otherwise participate in the meeting.

Article VI: Electronic Participation

Provided full compliance with and adherence to all applicable requirements of the FOIA and the WIOA Sunshine Provision, members of the Board of Directors or of the Executive Committee can participate in meetings of their respective bodies by means of a conference telephone or similar communications equipments affording all persons participating in the meeting the ability to hear each other, and participation in the meeting by means of electronic equipment shall constitute presence in person.

Article VII: Procedure

Meetings shall be governed by the latest edition of Robert Rules of Order except if contrary to these bylaws, the Agreement, the CEO Agreements, the Memorandum or a policy of the Corporation.

Article VIII: Amendments to the Bylaws

These bylaws may be amended or repealed or new bylaws may be enacted at any meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of Directors present and entitled to vote thereon. Any bylaw provision proposed for amendment, repeal or adoption shall be presented to the Board of Directors at a regularly scheduled meeting or at a special meeting call for such purpose and considered by the Board of Directors for at next regularly scheduled meeting of the Board.

Article IX: Effective Date

Unless the resolution approving such changes shall otherwise provide, these bylaws shall become effective upon approval of two-thirds (2/3) of the Directors present at a regular meeting of the Board of Directors, provided that a quorum is present.

Enacted: June 14, 2012
Updated: June 14, 2018
Updated: March 11, 2021
Proposed: September 8, 2022

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09/01/22

Accrual Basis

Northwest Regional Workforce Investment Board, Inc.
Profit & Loss Budget vs. Actual
July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
Income				
42000 · JFES	0.00	1,462,111.00	-1,462,111.00	0.0%
44000 · WIOA Demo Grants	0.00	0.00	0.00	0.0%
45000 · Grant Funds-Other	0.00	561,872.79	-561,872.79	0.0%
45510 · Interest Earned	33.41			
47000 · Youth Employment Programs	0.00	1,103,386.00	-1,103,386.00	0.0%
48000 · Good Jobs Ordinance	4,987.08			
Total Income	5,020.49	3,127,369.79	-3,122,349.30	0.2%
Gross Profit	5,020.49	3,127,369.79	-3,122,349.30	0.2%
Expense				
51000 · Salaries	125,959.33	316,393.85	-190,434.52	39.8%
55000 · Fringe Benefits	31,489.53	145,048.94	-113,559.41	21.7%
61000 · Background check/Drug testing	152.00			
62000 · Rent/Util/Sec/Clean	748.28	36,664.69	-35,916.41	2.0%
64000 · Telephone	741.50	2,098.37	-1,356.87	35.3%
65000 · Advertising/Printing	169.36	964.00	-794.64	17.6%
66000 · Dues & Subscriptions	1,750.00	2,412.00	-662.00	72.6%
68000 · Office Supplies/Equipment	967.77	15,162.07	-14,194.30	6.4%
68001 · Cost of Meeting	0.00	0.00	0.00	0.0%
68500 · IT	3,779.05	17,134.34	-13,355.29	22.1%
69000 · Bank Fees	47.00			
70000 · Postage	64.55	289.15	-224.60	22.3%
72000 · Travel & Mileage	0.00	6,200.00	-6,200.00	0.0%
74000 · Staff Training	254.17	828.00	-573.83	30.7%
76000 · Insurance	0.00	10,461.48	-10,461.48	0.0%
76200 · Outreach/Recruitment	3,794.00	337.85	3,456.15	1,123.0%
77000 · Consultants	95.00	10,890.00	-10,795.00	0.9%
78000 · Professional Services	0.00	0.00	0.00	0.0%
78200 · Prof Services Legal	0.00	0.00	0.00	0.0%
78300 · Payroll Service	0.00	1,261.00	-1,261.00	0.0%
78600 · Purchased Services PSA	2,735.00	0.00	2,735.00	100.0%
79999 · Indirect Cost Rate	0.00	97,561.61	-97,561.61	0.0%
80000 · ITA/ITV	18,362.50	36,000.00	-17,637.50	51.0%
80001 · Provider Expense-Other	0.00	0.00	0.00	0.0%
80002 · Career Services	164,378.87	667,337.00	-502,958.13	24.6%
80003 · Participant Tutoring	752.64	8,000.00	-7,247.36	9.4%
80004 · OneStop Operator	9,926.86	0.00	9,926.86	100.0%
80005 · OJT	-6,010.13	0.00	-6,010.13	100.0%
80006 · Provider Expense-Contracts	275,107.57	1,270,537.92	-995,430.35	21.7%
80007 · Supportive Services	4,300.84	65,101.41	-60,800.57	6.6%

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Accrual Basis

Northwest Regional Workforce Investment Board, Inc.
Profit & Loss Budget vs. Actual
July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
80009 · Subsidized Payroll	25,935.80	45,000.00	-19,064.20	57.6%
80010 · Subsequent Year Funding	0.00	61,248.84	-61,248.84	0.0%
80011 · Provider Exp- Cohort Training	0.00	165,964.00	-165,964.00	0.0%
81000 · Stipend	8,100.00	20,000.00	-11,900.00	40.5%
82000 · Provider Expense-IWT	-22,500.00	0.00	-22,500.00	100.0%
83000 · Operational Expenses-(CRI)	5,780.34	111,173.27	-105,392.93	5.2%
85000 · Participant Software	16,000.00	13,300.00	2,700.00	120.3%
Total Expense	672,881.83	3,127,369.79	-2,454,487.96	21.5%
Net Income	-667,861.34	0.00	-667,861.34	100.0%

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Accrual Basis

Northwest Regional Workforce Investment Board, Inc.

Balance Sheet

As of July 31, 2022

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10100 · All Funds Checking	336,422.32
10200 · Good Jobs Checking	196,752.94
10400 · Unrestricted Checking	276,480.28
10500 · Benefits Checking	98.93
10600 · Bank of America Checking	6,895.00
10800 · 18 month CD - Danbury Savings	105,601.79
10900 · Payroll Checking NEW	2,592.63
Total Checking/Savings	924,843.89
Accounts Receivable	
11000 · Accounts Receivable	175,317.31
11009 · Accounts Rec-Infrastructure	3,383.99
Total Accounts Receivable	178,701.30
Other Current Assets	
11250 · Due From CT DOL	239.75
13000 · Prepaid Expenses	66,970.82
Total Other Current Assets	67,210.57
Total Current Assets	1,170,755.76
Fixed Assets	
16100 · Equipment	11,578.00
17100 · Accum Deprec-Equipment	-11,578.00
Total Fixed Assets	0.00
TOTAL ASSETS	1,170,755.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	575,441.36
Total Accounts Payable	575,441.36
Credit Cards	
21500 · Credit Card/VISA - *2122/0969	5,156.01
21600 · Mastercard - 2323	1,831.41
21700 · Staples Credit Plan	937.80
Total Credit Cards	7,925.22

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Accrual Basis

Northwest Regional Workforce Investment Board, Inc.

Balance Sheet

As of July 31, 2022

	Jul 31, 22
Other Current Liabilities	
20002 · YE Accrued Expenses	45,345.60
23000 · Advances from Grantors	218,328.84
24500 · Accrued Vacation	111,783.65
25000 · Due to Funding Source	257,823.49
33300 · Suspense	85,051.42
Total Other Current Liabilities	718,333.00
Total Current Liabilities	1,301,699.58
Total Liabilities	1,301,699.58
Equity	
39005 · Retained Earnings	536,917.52
Net Income	-667,861.34
Total Equity	-130,943.82
TOTAL LIABILITIES & EQUITY	1,170,755.76