



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

EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, May 4th, 2022, at 8:00 AM

Held VIA Virtual Conference Video Call at:

<https://us06web.zoom.us/j/86064189804?pwd=R0hpT3JUSENYRUdFSnVmZFU4QmJqQT09>

Meeting ID: 860 6418 9804

Passcode: 661987

Participating: C. Awwad, M. Hayden, G. Pisani (Chair) J. Ryan, J. Vrabely, P. Smithwick, B. Dupont, J. Wrinn, S. Mertz

Meeting Commenced at 8:00 AM

**A motion to add item 5b. "An amendment to contract NRWIB-PSC-21-04 with Northeast Growth Partners, LLC's Evan Berns, for an additional \$5,000.00 through June 30th, 2022," to the agenda was made by J. Wrinn and seconded by J. Ryan. Motion approved.*

1. Approval of Executive Committee Meeting Minutes from April 6th, 2022

A motion to approve was made by J. Wrinn and seconded by P. Smithwick. Motion approved.

2. Approval of the following policies:

- a. Acceptable Use Policy**
- b. Data Retention Policy**
- c. Anti-Virus and Malware Policy**

A motion to approve the above three policies was made by J. Wrinn and seconded by J. Ryan. Motion approved.

3. Report on Comprehensive Consolidated Review

A motion to receive and place on file was made by J. Ryan and seconded by P. Smithwick. Motion approved.

4. Approval of Amendment to the Department of Aging and Disability Services Contract for an additional \$10,849.00 from \$196,450.00 to \$207,299.00

A motion to approve was made by P. Smithwick and seconded by J. Wrinn. Motion approved.

5. a.) Approval of ARPA-SLFRF-21-003 Contract with Police Activity League of Waterbury, Inc., for the State and Local Fiscal Recovery Fund supplement for Connecticut Youth Employment Summer Program in the amount of \$87,055.92

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



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

b.) Approval of amendment to the contract NRWIB-PSC-21-04 with Northeast Growth Partners, LLC's Evan Berns, for an additional \$5,000.00 through June 30th, 2022, to provide assistance to the manufacturing regional sector partnership

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

6. Set date for Nominations Committee Meeting

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

7. Finance Update

S. Mertz advised the committee that the Profit and Loss Budget vs. Actual for July 2021 through March 2022, was an attachment to the agenda. The indirect cost recorded would be at 46% spent compared to the budget, which is right on track compared to the prior year. The balance sheet attachment showed that all accounts have been reconciled, there were no surprises, and S. Mertz advised the committee that if anyone had questions to please contact her. S. Mertz also informed the committee that the NRWIB hired a new staff accountant, Natasha Liriano, who is getting trained on grant reporting and assisting S. Mertz on bank reconciliations and account analysis, and she is doing very well. A motion to receive and place on file was made by J. Ryan and seconded by P. Smithwick. Motion approved.

8. Other Business

M. Hayden commended C. Awwad for a job well done on the NRWIB'S consolidated federal compliance review. M. Hayden expressed his appreciation for C. Awwad as a leader, commenting that C. Awwad made sure the agency was prepared, and that the review went as well as possible - and it showed. No other business was discussed.

9. Adjournment

A motion to adjourn was made by J. Wrinn and seconded by P. Smithwick at 8:22am. Motion approved.