



**NORTHWEST REGIONAL  
WORKFORCE INVESTMENT BOARD**

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**BOARD OF DIRECTOR'S MEETING AGENDA**

**Thursday, March 11<sup>th</sup>, 2021 at 12:00 PM**

**VIA GoToMeeting**

Thu, Mar 11, 2021 12:00 PM - 1:30 PM (EST)

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

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United States: +1 (571) 317-3122

Access Code: 350-395-237

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1. **Approval of Minutes December 10, 2020**
  2. **Approval of Revision to Bylaws (to clean up the language to be consistent with the name "Treasurer," on page 6 of the existing Bylaws)**
  3. **Recommendation of the One-Stop Committee regarding the outcome of the RFP review for the Career Services Provider**
  4. **Update on CT – WHISP grant**
  5. **Updates:**
    - a. **Executive Director Update**
    - b. **DOL – American Job Center Director**
    - c. **Career Resources Vice President Update**
    - d. **Committees**
      - **Personnel**
      - **Youth**
      - **Finance**
      - **Disability**
  6. **Financial Report**
  7. **Other Business**
  8. **Adjournment**

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Bureau of Health/Nutrition Family Services and Adult Education



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**Board of Director's Meeting**

**Thursday, December 10, 2020 @ 12:00 PM**

<https://global.gotomeeting.com/join/326041101>

**United States: +1 (408) 650-3123 / Access Code: 326-041-101**

**In attendance:** J. Wrinn, R. Bessette (on behalf of F. Spagnolo), N. Brown, W. Coleman, B. Dupont, A. Florez, S. Jannetty, G. LaCapra, K. Lucey, M. Rooke, C. Rafael, R. Richard, J. Ryan, F. Spagnolo, W. Pizzuto, S. Romano, W. Starbuck, L. Gold, B. Mattiello, E. Berns, R. Venturino,

**Also in attendance:** A. Blancato, B. Amin, F. Hardy, H. Pelletier, J. Reho, J. Amis, J. Huzina, K. Swol, K. Maness, M. Polzella, M. Sabol, M. Rubin, P. LaRosa, S. Barbieri, S. Domanico, T. McKaveney, T. Cunningham

**Staff in attendance:** C. Awwad, M. Hayden, C. Chasse, G. Fonseca, S. Mertz, A. Goncalves

Meeting began at 12:00PM

**1. Approval of Minutes September 10, 2020.**

A motion to approve the minutes from the September 10, 2020 Board of Directors meeting was made by F. Spagnolo and seconded by B. Mattiello. Motion approved.

**Skipped to number 12d on the agenda because F. Spagnolo needed to leave the meeting early due to conflicting appointments in his schedule.**

**12d. Update: Youth Committee.**

F. Spagnolo informed the members that a Youth Committee meeting was held on December 8<sup>th</sup>, 2020. With the departure of Bob Coatta and the onset of the pandemic crisis, the WIB has engaged in creative thinking and in transformations in shifts to service both Youth and Adult components of their program. The vendors servicing the youth attended the meeting. F. Spagnolo commended C. Awwad for the exceptional work that was done to provide a summer youth program and to continue to provide an in-school year youth employment program. Together they have put technology in place and established ways to deliver lesson plans and opportunities virtually. F. Spagnolo touched on the pitfalls that the Youth Committee faced and how those hurdles were handled and cleared. F. Spagnolo believes there is a good foundation to continue this program in a virtual atmosphere. The Youth Committee discussed the in-school program RFP that they are getting ready to launch. They will continue to meet regularly. F. Spagnolo found it important and unique to have all the vendors at the meeting to discuss how the performance of the WIB is positively impacting the program.



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**F. Spagnolo had to exit meeting and R. Bassette continued to participate on his behalf.**

**C. Awwad welcomed the new board members: Evan Berns from Seitz, LLC, Shannon Jannetty from Kimberly Clark, and Adriana Florez from Trinity Saint Mary's Hospital.**

**2. Audit Presented by Mahoney Sabol - PY 2020:**

*M. Sabol and T. McKavene from Mahoney Sabol gave a presentation regarding the Federal and State Single Auditor's Report for year ending December, 2020. A digital copy of T. McKavene's presentation was provided to all board members present. A hard copy of the finalized Financial Statements will be mailed to all present board members via USPS once the bound copies are received by NRWIB in the mail. In summation, there were no noncompliance issues found, T. McKavene reported that the NRWIB had a clean audit which was consistent with all state and federal laws – the financial statements were free from material misstatement whether due to fraud or error, no material non-compliance of laws and regulations were reported, and no significant deficiencies or material weaknesses over financial reporting reported. Audit timing went as planned (even given the COVID crisis which has caused delays everywhere else), and there were no difficulties in performing the audit.*

C. Awwad would like to receive and accept the audit report so that the NRWIB can then complete the process by filing it with all the requisite agencies. A motion to approve the Audit Report, as described above, was made by J. Wrinn and seconded by L. Gold. Motion approved.

**3. Approval of Revision to Bylaws.**

C. Awwad stated that it was discovered during the contracting process of DECD for the CARES Act money that there was an error with the language in the existing Bylaws when referring to the position of Treasurer on page 6 of the Bylaws - the reference to "Chief Financial Oversight Officer," which is another name for "Treasurer." The NRWIB is 'cleaning' up that language with this revision. Under the NRWIB's Bylaw requirements, the change is presented at this meeting but cannot be voted on until the next Board of Directors meeting. The Board will vote on these changes at the Board of Directors meeting in March. The only change being made is to clean up the language to be consistent with the name "Treasurer," on page 6 of the existing Bylaws. The motion will be made at the March meeting.

**4. Update on Revision to Fiscal Policies and Procedures.**

The NRWIB has added the position of Chief Financial Officer. Therefore, the Policies and Procedures need to be revised to reflect this change, address the Finance Committee, and some additional internal controls. C. Awwad stated that although we had hoped to bring to the Board a fully revised Fiscal Policy and Procedure for consideration today,



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due to delays caused by the COVID pandemic, a comprehensive document is not yet ready, and NRWIB plans to present it at the next Executive Committee meeting in January. A copy will be circulated to the full Board of Directors at that time for their review as well. No motion necessary.

**5. Approval of Amendments to CYEP and CACYEP Contracts:**

**a) Waterbury Police Activity League – increase of \$25,876.34 in CHEFA Funding to support year-round programming.**

C. Awwad stated that our Summer Youth Program is now in its year-round component and will be fully expended by the end of this fiscal year. Waterbury Police Activity League had some additional youth that they would like to serve. Funding was available under the CHEFA summer and year-round program that could be allocated to PAL to do so. An increase in their current contract is being made with the additional CHEFA money in the amount of \$25,876.34. A motion to approve Amendments to CYEP and CACYEP Contracts with an increase of \$25,876.34 in CHEFA Funding to support year-round programming was made by J. Wrinn and seconded by C. Rafael. Motion approved. R. Bessette abstained.

**6. Approval of Revised Personnel Policy.**

C. Awwad informed the Board that as the NRWIB moves to prepare for the federal compliance monitoring anticipated to happen next year, it is reviewing all of its policies and procedures, and a revision of the Personnel Policy has been completed. The language has been 'cleaned' up, and confirmation was made that NRWIB is conforming to all the new regulations. It will be provided to all staff members for their review and signature, confirming awareness. There are no significant changes of the material nature. Most changes are to 'clean' up the language and incorporate our remote work policy that was in place prior to the pandemic. There is a second pandemic remote work policy that was approved that NRWIB does not seek to amend or incorporate into the personnel policy as it hopes to do away with the pandemic remote work policy in the near future. A motion to approve the revised Personnel Policy was made by L. Gold and seconded by J. Wrinn. Motion approved.

**7. Approval of new website hosting company – The WORX Group.**

C. Awwad informed the Board that during the pandemic the NRWIB learned that its media and interaction with the public is driven by its website and social media content. It is now harder to work on the current platform and, therefore, an RFP was made by NRWIB for a new website host. Proposals from a multitude of web hosting and web design companies were submitted, reviewed, and scored by NRWIB staff. Interviews were also held. A decision was made to contract with the WORX Group to develop and implement a new and more robust and interactive website. C. Awwad asked the Board



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to draw it's attention to the new website that the City of Waterbury has put up as an example and representation of the WORX Group's work that can be anticipated for the NRWIB's new website once it is launched. A motion to approve the WORX Group as the new website hosting company was made by J. Wrinn and seconded by C. Rafael. Motion approved.

**8. Approval of Meeting Schedule for 2021 (Full Board, Executive Committee, Finance Committee)**

The Board is given the opportunity to review and approve all the committee meeting dates scheduled for 2021. Upon the Board's approval, Outlook calendar invites will be sent out to all members of the committees for advance scheduling. C. Awwad plans to work with the Chief of Police, F. Spagnolo, to establish dates for the Youth Committee meetings in 2021. A motion to approve the Meeting Schedule for 2021 (Full Board, Executive Committee, Finance Committee) was made by J. Wrinn and seconded by C. Rafael. Motion approved.

**9. Approval of WIOA Contract Modification # 2 - Increase in Dislocated Worker Funding \$290,379.00. Increasing contract to \$4,241,407.00.**

C. Awwad informed the Board that as of today, the NRWIB has expended all its Dislocated Worker funding for the ITAs and OJTs. The DOL was able to find additional funding for this of \$290,000.00. This funding will go a long way in serving constituents in the region as serving the NRWIB tries to recover from the pandemic. A motion for the approval of WIOA Contract Modification # 2 - Increase in Dislocated Worker Funding \$290,379.00, increasing contract to \$4,241,407.00, was made by J. Wrinn and seconded by L. Gold. Motion approved.

**10. Approval of contract extension for WIOA Demonstration Grant through March 31, 2021.**

C. Awwad informed the Board that the NRWIB has been working with some demonstration money for the area of out-of-school youth, doing retail training and customer service skills. The pandemic has hindered their ability to do additional training, and DOL has allowed the NRWIB to extend these contractual dollars through March 31, 2021. The NRWIB is working with a vendor to train students remotely and were able to successfully run a class in October 2020. The NRWIB is looking to do this again to spend the funding before the timeframe expires. A motion for the approval of a contract extension for WIOA Demonstration Grant through March 31, 2021 was made by L. Gold and seconded by J. Wrinn. Motion approved.



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**11. Approval of contract extension with Connecticut Merchant Retail Association through March 31, 2021.**

C. Awwad informed the Board that this is a contract with Connecticut CRMA Retail Merchant Association for the delivery of customer service credential skills. There are two stackable credentials the participants will receive. C. Awwad believes the NRWIB will be very successful in recruiting another class before the funds expire at the end of March, 2021. A motion for the approval of a contract extension with Connecticut Merchant Retail Association through March 31, 2021 was made by J. Wrinn and seconded by C. Rafael. Motion approved.

**12. Updates:**

**a. Executive Director Update.**

C. Awwad updated the Board that the NRWIB has been overly cautious with staff's health to be able to conduct business and has continued to hold meetings virtually. She thanked the staff for their continued efforts on behalf of the constituents here in the region. Secondly, C. Awwad updated the Board on the Governor's Workforce Development Council. The strategic plan was released on October 8<sup>th</sup>, 2021. Chairman Garrett Moran has stepped down and the new chairman is Mark Argosh, the President of Social Venture Partners. C. Awwad encourages the Board to look at the new robust and aggressive workforce development plan for the state. There is a legislative package that is being put together in hopes of securing funding to move much of this forward as we continue to leverage our Workforce Investment Act (WIOA) and JFES dollars in support of this strategy as well. The NRWIB has applied EPA Brownfield clean-up grant on behalf of the city of Torrington, where some economic development is happening to remediate two buildings that will house a manufacturing firm. NRWIB will know in early January if the application was successful. C. Awwad updated the Board on the CARES Act money: this workforce board houses \$1,600,000 of the CARES Act money, of which \$1,400,000.00 has been shared across the state in the form of supportive services for clients that need a multitude of additional services including: technology through the issuance of Chromebooks and Wi-Fi devices, assisting clients that are behind on rent and other bills (the NRWIB can cover up to a month of that), and transportation needs to and from work. These funds are currently being expended across the state and they do wind down on December 30<sup>th</sup>, 2020. The NRWIB will continue to work with other workforce boards to assure that all these dollars can go to the participants that need them. The NRWIB has also developed the NextGen Manufacturing partnership strategy. NRWIB's core team, (that included a number of economic developments officials, local chambers, training providers such as community colleges), met over a period of three workshops and have selected



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manufacturing. C. Awwad happily reports that they continue to reach out and are met with great success in securing industry champions to move that partnership forward, and the Board will get more updates regarding this as they get ready to launch. C. Awwad notes that MASC has hired a new executive director, Cindy Zoldy, and NRWIB believes that MASC will reach unprecedented heights under Cindy's leadership. C. Awwad thanked all of the adult-ed providers who contributed to developing an application to submit to the "Re-Think Adult-Ed Challenge." The NRWIB will have an update whether the application was successful soon. An RFP was sent out for the NRWIB delivery of career services. That contract is \$2,500,000 on an annual basis. Our current provider is Career Resources. The NRWIB is statutorily required to complete this process every four years and it is underway now. The One-Stop Operator RFP will be released in January. The NRWIB will be under upcoming compliance monitoring and in preparation is making sure all policies and procedures are in place. C. Awwad is happy to participate and thanks the DOL for working with us on our internal review in preparation.

**b. DOL – American Job Center Director Update.**

S. Romano updated the Board that the American Job Center in Waterbury has been closed to the public because of the high COVID percentage rates in the region. They continue to monitor this and, working with the DOL, have been able to provide a lot of services virtually. The American Job Center has their virtual workshop scheduled posted for their North Central Region in their CT Hires business system and have been referring a lot of job seekers to that. They also have an online link on their website where any customer can process the link and send the American Job Center an email and receive a reply with any employment services they need. This has been in place for a month now and their numbers are increasing. They are also back to their virtual service delivery of RESEA, which is a program where unemployment insurance recipients are mandated to participate in a half-day employment readiness program where they are evaluated for their job readiness, and made sure that they are compliant with all the rules and regulations of unemployment insurance. The participants are assigned to a mandatory re-employment activity. This has been taking place for a few weeks now and helps everyone in the system because the American Job Center refers many people to the various grant programs. The program has launched, been working well, and slowly increasing. The American Job Center also continues to meet as a business services unit, (a work group), every month and those meetings have been going well. The first partner meeting will be held virtually on December 11<sup>th</sup>, 2020 with all the mandated partners at the American Job Center. S. Romano also provided some

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unemployment insurance updates regarding the PEUC program and the PUA programs. Their last paid week will be week ending December 26<sup>th</sup>, 2020. Aside from the standard 26 week unemployment program will be the Extended Benefits Program and that's based on a three month unemployment rate of 6.5% or less, and when that occurs that program will have a last payable week as well. There are no current updates on that end date as of today.

**c. Career Resources Vice President Update.**

K. Maness updated the Board that the American Job Center staff is still working on staggered days, with the two teams working in the office on the appropriate day and then telework on the alternating day. The Staff continues to contact the customers by phone, Zoom meetings, and email to deliver the wheel of services. K. Maness continues to have weekly staff meetings via Zoom. The career navigators are now training to get certified to conduct the CASAS training virtually and all the career navigators will be certified to conduct testing. The customers should start E-Testing by the end of the month. Currently, the ITAs issued for a PY2021 which started July 1<sup>st</sup>, 2020 and it will be through December 4<sup>th</sup>, 2020 are: WIOA Adults – 14 ITAs, WIOA Dislocated Workers: 16 ITAs, the construction funnel – 2 ITAs, the Apprenticeship Connecticut Initiative Program – 5 ITAs, the Opioid Grant – 7 ITAs, and the Homeworks grant – 1 ITA, for a total of 61 ITAs. The total of money disbursed is \$167,734.00.

**d. Committees:**

- **Personnel**

There were no updates on the Personnel Committee.

- **Youth**

See F. Spagnolo's update reported above (12d).

- **Finance**

W. Pizzuto updated the Board that on December 8<sup>th</sup>, 2020 the Finance Committee reviewed the draft audit report by Mahoney Sabol for 2020, reviewed the budget versus the actual expenditures, and spoke of revising financial policies and procedures that were mentioned today with intent involving the Chief Financial Officer. The finance committee spoke of the agency utilizing tools such as using a credit card versus a debit card. Due to the exposure of a debit card, a credit card may be a better option. The audit was forwarded to the full Board and Mahoney Sabol gave their audit report presentation at this meeting today. There was no material non-compliance of laws, and the regulations report showed that there were no significant deficiencies or material weaknesses.

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- **Disability**

There was no update on the Disability committee.

**13. Financial Report.**

Reviewed. No motion necessary.

**14. Other Business.**

No other business conducted.

**15. Adjournment.**

Meeting adjourned at 1:00pm.

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**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



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

One Stop Committee Recommendation for:

Workforce Innovation and Opportunity Act (WIOA) Title I Career Services for  
Adults and Dislocated Workers and Jobs First Employment Services (JFES)  
Case Management

The One Stop Committee formally recommends that the Board of Directors of the Northwest Regional Workforce Investment Board authorize the executive director to move into contract negotiations with Career Resources, Inc. Career Resources, Inc. was determined to be the most responsible bidder after the One Stop Committee met and scored the proposals received in response to the request for proposals for the Workforce Innovation and Opportunity Act (WIOA) Title I Career Services for Adults and Dislocated Workers and Jobs First Employment Services (JFES) Case Management that was let on November 2<sup>nd</sup>, 2020.

Dated: March 9, 2021

# MEMORANDUM

FROM: Kathy Maness, VP of Operations-Northwest

TO: Cathy Awwad, NWRWIB

DATE: March 2, 2021

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## CAREER RESOURCES, INC. ONE STOP REPORT

### ACCOMPLISHMENTS

- AJC continues the staggering of staff with 2 teams, (X) team and (O) team. Each team works in the office on the appropriate day of the week. Telework is done on the alternating day.
- Staff continues to contact their customers by phone, zoom meetings, email and in person appointments to deliver services.
- The AJCs are now open by appointment only. The staff continues to use the COVID protocol for entering the building.
- Weekly staff meetings continue through Zoom.
- In person CASAS testing has resumed. Each AJC has a limited number of customers for each test day due to the COVID protocol on spacing. All Career Navigators are certified to administer the CASAS test.

### Current Program Year

Total ITA's issued for PY 18-19 (July 1, 2020 – February 28, 2021)

<b>PROGRAM</b>	<b>ITA's</b>	<b>AMOUNT</b>
WIOA – Adult	13	\$34,287.00
WIOA – DLW	29	\$100,432.00
Construction Funnel	2	\$16,000.00
Apprenticeship CT Initiative (ACI)	11	\$67,125.00
Opioid Grant	17	\$45,175.00
HomeWorks	2	\$4,569.00
<b>Total</b>	<b>74</b>	<b>\$267,588.00</b>

## Northwest Regional Workforce Investment Board, Inc.

03/01/21

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

July 2020 through February 2021

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
41000 · WIOA	1,350,613.00	4,241,407.01	-2,890,794.01	31.8%
41200 · WIOA Carry-Over	497,511.61	497,511.61	0.00	100.0%
42000 · JFES	772,560.10	1,595,097.00	-822,536.90	48.4%
44000 · WIOA Demo Grants	125,840.24	578,818.83	-452,978.59	21.7%
45000 · Grant Funds-Other	2,192,698.25	2,871,485.70	-678,787.45	76.4%
45001 · Grant Funds-Other Additional	234,013.00	234,013.00	0.00	100.0%
45500 · Unreserved/Unrestricted	1,001.07			
45510 · INTEREST EARNED	750.08	0.00	750.08	100.0%
47000 · Youth Employment Programs	1,067,444.84	1,462,630.00	-395,185.16	73.0%
48000 · Good Jobs Ordinance	43,647.52	89,676.50	-46,028.98	48.7%
49000 · US DOL Grants	373,729.66	1,553,004.32	-1,179,274.66	24.1%
<b>Total Income</b>	<b>6,659,809.37</b>	<b>13,123,643.97</b>	<b>-6,463,834.60</b>	<b>50.7%</b>
<b>Gross Profit</b>	<b>6,659,809.37</b>	<b>13,123,643.97</b>	<b>-6,463,834.60</b>	<b>50.7%</b>
<b>Expense</b>				
51000 · Salaries	809,214.49	1,348,842.19	-539,627.70	60.0%
55000 · Fringe Benefits	266,374.22	484,691.76	-218,317.54	55.0%
62000 · Rent/Util/Sec/Clean	31,697.11	164,287.52	-132,590.41	19.3%
63900 · Infrastructure Cost Recovery	-2,089.48			
64000 · Telephone	9,904.17	20,158.31	-10,254.14	49.1%
65000 · Advertising/Printing	2,428.26	10,868.27	-8,440.01	22.3%
66000 · Dues & Subscriptions	9,715.98	10,672.57	-956.59	91.0%
68000 · Office Supplies/Equipment	30,049.64	79,712.82	-49,663.18	37.7%
68001 · Cost of Meeting	0.00	6,458.20	-6,458.20	0.0%
70000 · Postage	1,155.09	6,607.75	-5,452.66	17.5%
72000 · Travel & Mileage	754.34	18,738.61	-17,984.27	4.0%
74000 · Staff Training	1,624.00	17,809.53	-16,185.53	9.1%
76000 · Insurance	13,249.98	19,300.00	-6,050.02	68.7%
76200 · Outreach/Recruitment	119.40	18,568.00	-18,448.60	0.6%
77000 · Consultants	10,862.50	31,545.05	-20,682.55	34.4%
78100 · Prof Services Audit	20,000.00	22,550.00	-2,550.00	88.7%
78200 · Prof Services Legal	12,307.74	22,478.00	-10,170.26	54.8%
78300 · Payroll Service	2,668.10	3,952.00	-1,283.90	67.5%
78500 · Purchased Services	20,162.66	55,852.09	-35,689.43	36.1%
78600 · Purchased Services PSA	33,153.65	96,750.00	-63,596.35	34.3%
79999 · Indirect Cost Rate	0.00	2,811.56	-2,811.56	0.0%
80000 · Providers	269,719.36	997,003.50	-727,284.14	27.1%
80001 · Provider Expense-Other	1,494,520.19	1,851,777.65	-357,257.46	80.7%
80002 · Career Services	1,377,531.59	2,134,505.75	-756,974.16	64.5%
80004 · OneStop Operator	72,255.07	125,750.41	-53,495.34	57.5%
80005 · OJT	78,850.98	846,308.38	-767,457.40	9.3%
80006 · Provider Expense-Contracts	1,340,644.14	2,804,334.78	-1,463,690.64	47.8%
80007 · Supportive Services	138,592.24	581,763.60	-443,171.36	23.8%
80009 · Provider Expense-ITA Exception	143,255.21	500,515.33	-357,260.12	28.6%
80010 · Subsequent Year Funding	0.00	414,593.06	-414,593.06	0.0%
81000 · Stipend	18,686.25	16,032.75	2,653.50	116.6%
82000 · Provider Expense-IWT	8,816.70	83,404.53	-74,587.83	10.6%
83000 · Operational Expenses-(CRI)	124,966.57	325,000.00	-200,033.43	38.5%
<b>Total Expense</b>	<b>6,341,190.15</b>	<b>13,123,643.97</b>	<b>-6,782,453.82</b>	<b>48.3%</b>
<b>Net Income</b>	<b>318,619.22</b>	<b>0.00</b>	<b>318,619.22</b>	<b>100.0%</b>