



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**
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EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, January 4th, 2023, at 8:00 AM

Held Via Virtual Conference Video Call at:

<https://us06web.zoom.us/j/81403642256?pwd=SXFNNUpUHNTOfIDVW1Wd0RSYjFWUT09>

The meeting ID was: 814 0364 2256

Participating members: Giuseppe Pisani (Chair), JoAnn Ryan, Joseph Vrabely, Joe Wrinn, Patricia Smithwick, Beth Dupont, Ralph Richard.

Participating staff: Cathy Awwad, Michael Hayden, Susan Mertz, Nina Lombardi.

Joe Vrabely called the meeting into order at 8:02 AM.

1. Approval of Executive Committee Meeting Minutes from November 30th, 2022.

A motion to approve was made by P. Smithwick and seconded by B. Dupont.
Motion approved

2. Approval of CareerconneCT subcontract with EWIB. \$1,595,712.00 from July 1st, 2022, to June 30th, 2026.

President and CEO C. Awwad explained that CareerconneCT is a statewide project. Each Workforce Board was assigned to a certain sector, EWIB (Eastern Conn. Workforce Investment Board) has manufacturing. They were provided with a large amount of money that they then subcontract out to the other workforce boards for the delivery of training and case management. This is our funding through EWIB which is a retroactive contract starting July 1st, although we won't have any expenses to build to it because it's for training going forward through June 30th of 2026. We are working with EWIB as people enter the portal that are interested in manufacturing training in our region. They'll be referred to us back. If they select training in our region, then we would be responsible for paying for the



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training and that's what these funds are for to pay for manufacturing training over the next three years for the **CareerconneCT** program.

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

3. Approval of the Environmental Protection Agency (EPA) agreement for the Brownfields Job Training (JT) grant program. \$500,000.00 over 5 years.

C. Awwad congratulated staff that submitted the competitive application to the EPA (Environmental Protection Agency) probably about five months ago, we secured \$500,000.00 to do brownfield job training over the next five years, and the predominance of the money will be used to train people in Waterbury because that is where the application was centered up. C Awwad added that there is hope to be able to run a couple of cohorts up in the Torrington area, we just have to ask the grant officer, so we'll be looking to finalize our contract with the EPA in the next few weeks. We're supposed to have a call with them. But again, this was another addition to our budget and to the tune of half a million dollars.

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

4. Ratification of the Memorandum of Understanding with the CT Department of corrections effective January 1st, 2023.

C. Awwad said that back in September of 2021 it was brought before the committee an MOU with the Department of Corrections that has languished until recently, it ended up being revised as opposed to what they approved back in September of 2021. Although It is a non-financial element, we wanted to be sure to confirm the ratification changes. It was signed yesterday and now we'll be able to do some work with those folks within the Department of Corrections pre-release will be having staff undergo certain training that they have to have to be



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able to enter the facilities, mainly Cheshire correctional and Manson youth to do some pre-release work in the area of job readiness and job training.

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

5. Approval of MOA with Capital Workforce Partners for the implementation of the CareerconneCT: July 1st, 2022 through June 30th, 2023. \$185,262.00.

C. Awwad explained that the workforce board again under **CareerconneCT** is charged with managing the CDL and the IT programming, they opted to do things a little differently than the EWIB. They're only providing money for staff as opposed to money for training. The significant difference in the dollars is because we'll only be managing those people that are in this region. Capital workforce will be paying for the training directly to the providers.

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

**6. Approval of the addition of a new program to the ETPL list – Belle Academy of Cosmetology, LLC:
Barbering 1000 Hours \$16,924.00**

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

7. Financial Updates.

CFO Suzan Mertz explained the attached balance sheet reports through November 30th. Our accounts are up to date and reconciled. Grant reports have been submitted timely. The profit and loss budget versus actual as previously stated in the December Board meeting. The budget reflects the monies we have received in the current year. The next statement, the profit and loss budget



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versus actual is our “all funds” budget and this includes all our funding available from carryover from previous years and the addition of the new grants received this year. Neither budget has been updated to include the money in the contracts that the committee has just approved. So, our 18 million budget would be even higher.

Motion to receive and place on file was made by J. Pisani and seconded by J. Ryan. Motion approved.

8. Other Business.

C. Awwad announced that Mike Hayden will be offboarding in a few weeks to pursue other opportunities, and Genny Fonseca will replace him. She also mentioned that Patrick Donnelly will be replacing Jim Amis as Manager of the Workforce Program, while Jim became a part-time employee (As agreed upon during the last Personnel Committee Meeting).

Current CFO Mike Hayden thanked everyone again even if he spoke with each one of them separately on the phone and informed them of his decision.

9. Adjournment.

A motion to adjourn was made by J. Pisani and seconded by J. Ryan at 8:16 am. Motion approved.