



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

Wednesday, November 2nd, 2022, at 8:00 AM

Held Via Virtual Conference Video Call at

<https://us06web.zoom.us/j/87146742983?pwd=WnQ3OFR5NTVad0dUK2RKdTdnNFR3UT09>

Meeting ID: 871 4674 2983

Passcode: 955602

*Participating: Giuseppe Pisani, George LaCapra, William Pizzuto, JoAnn Ryan, Ralph Richard, Fernando Spagnolo, Patricia Smithwick, Beth Dupont, Joseph Wrinn.
Also Attending: Cathy Awwad, Michael Hayden, and Suzan Mertz.*

1. Approval of Executive Committee Meeting Minutes from October 5th, 2022

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

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2. Executive Session: Purpose: To discuss contract negotiations

3. Ratification of Approval of WCCI Job Funnel Contract JF-22-002 contract with Earth Environmental Consultants, LLC, for a training program that began on October 17th, 2022, for a variety of OSHA/LEAD/Construction/Other Training, for a maximum of 20 participants, in the amount of \$42,752.00.

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

4. Approval of CT WHISP IWT-22-006 Contract with Parker Medical, Inc., for One Workforce H-1B Incumbent Worker Training Program, Root Cause Analysis, and Corrective Action Training for (4) employees in the amount of \$7,960.00.

The contract front face page will get corrected to reflect 4 participants instead of 18 and will get redistributed. A motion to approve was made by J. Wrinn and seconded by P. Smithwick Motion approved.



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5. Approval of License Agreement for AJC location in Torrington.

We will be relocating effective January 1st, co-locating with DSS, Mike Hayden will be meeting with the telephone and wiring company on 11.3.22. The agency is saving money on the location cost. The movers will operate the week before Christmas.

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

6. Finance Update.

Packet presented the financial report to the members. S. Mertz reported that she has created more general ledger accounts to better utilize the accounting software and to reduce reliance on the excel spreadsheets as recommended by federal monitoring procedures, this will also assist our funders in better reading our reports. The negative net income shown is due to the delay by CT DOL in reimbursing our WIOA & JEFS invoices (4 Weeks delay), most of our September expenses were not reimbursed until Oct 11th.

The balance sheet shows a negative balance in the "cash all funds checking" due to NRWIB running checks to submit to DOL with our closeout packages. However, we held those checks while waiting for our funds from DOL (September Expense) once funds were received in October, we released them to DOL.

The finance team has been working hard on both the Audit and state monitoring which are happening simultaneously. Ms. Mertz reported that the team is wrapping all up timely.

She also said that she received the audit draft, and she anticipates having it finalized in the next few weeks which is going according to plans.

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

7. Other Business.

C. Awwad reminded us that the board meeting did move from DEC 8th to DEC 7th, and a notice was sent out which will allow auditors the opportunity to attend and present.



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Cathy needs an executive meeting as certain things need to be run by the executive members before getting presented to the full board. Since Beth Dupont cannot be present 7th, C. Awwad proposed November 30th, notice will be sent. Finance committee 9 am DEC 1st to receive audit report. Since it must be revised and reviewed before being presented to the full board.

Cathy mentioned that we are still waiting for our Career connect contract. We have been told that we cannot expect our regional sector partnership contract anytime soon, attorney general office decided that expenditures to that contract will not be allowed to be made retroactive which will make us scale dollars down a bit as we wait for the contract to take effect which is very unfortunate and disappointing news.

J Wrinn reported that the Job Fair at the Danbury mall was very successful and encourages more to be conducted at the same location as it is deemed a great venue. C. Awwad added that 68 vendors did show up to the fair. In conclusion, she thanked Mr. Lacapra for chairing the meeting on behalf of Mr. Vrabely.

8- Adjournment.

A motion to adjourn was made by J Wrinn and seconded by Smithwick at 8:45 am. Motion approved.