



WIB

Dutchess County Workforce Development Board

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“Building Partnerships for Workforce Solutions”

DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD MEETING

FEBRUARY 23, 2017

8:00 AM

Agenda

- Review and Adoption of Prior Meeting Minutes
- Report of Chair Sheila Appel
- Motions:
 - Accept the Elect officer to the Workforce Development Board
 - At Large: Michael McCormack
 - Exodus Contract
 - Extension to Accept the Actions of the Executive Committee
 - Discrimination and Grievance Policy
 - Motion to Accept the Actions of Executive Committee to Amend Policy
 - Title I Program RFP
 - Need volunteers to score RFP for Program
 - One Stop Systems Operator Procurement
- Update:
 - Career Center Report Vicky Nardelli
 - Youth One Stop Report Louise McLoughlin
- Treasurer Report

ADJOURN

Our Mission:

To foster a skilled and competitive workforce by promoting an understanding of workforce trends and issues in a dynamic economy and to facilitate lifelong learning for individuals and businesses.

- The customer service indicators are the set of measures that the state applies.
- Participant statistics for July 1, 2015 – June 30, 2016
 - Total Participants 4,141, total new enrollees since July 1st 3,505. Overall the number of people being served at the Career Center has gone down dramatically.
- Participant statistics for July 1, 2015 – June 30, 2015
 - Total Youth Participants 103, total new enrollees 62.
- SYEP
 - The TANF Program has ended. We funded 145 slots this year. Most of the contacts spent down but some programs did not expend their entire contract. The unspent money will go back to DCFS.
- Exodus
 - Timeframe wise Exodus is a very small contract, six months. They have the opportunity to be extended past December 31st or extend or fund it with additional dollars through June 30th.
 - An option to expend the money is to have employees at the career center be responsible for identifying eligible individuals, “formally incarcerated individuals”.
- Youth
 - The Youth One Stop has been signing a lot of ITA’s and sending youth to training.
- Poughkeepsie Alliance Workforce Programs
 - *S. Appel*: The Poughkeepsie Alliance mission is an organization that was born out of a group of caring business men, women, and residents of the city of Poughkeepsie that basically said we need to take back our city. What came to light about six months ago it was clear that in some of the conversations that leadership was having in the city of Poughkeepsie particularly with small businesses were saying we can’t find people for jobs. We have sat down with Mid-Hudson Regional and just last week we had the opportunity to sit down with the new Vice President of Human Resources for Health Quest. We wanted to make sure we were meeting with the two largest employers in the health care industry. We found that there are a lot of needs. We then asked them to tell us what skills they need? What is the succession planning? They need skilled workers. We are focusing on the health care industry right now.

- RFP Updates

| | | |
|-------------------|--|-----------------------------------|
| | <ul style="list-style-type: none"> ○ Title I Adult & Dislocated Worker Programs <ul style="list-style-type: none"> ▪ The programs that run at the career center are going to be RFP'd. I have written a draft of the RFP. It went to the State and just yesterday I received feedback to make sure it was in compliance. Hopefully the RFP will go out in early November. There will be a required letter of intent to bid so that the board can identify a review committee that is absolutely completely conflict free. ▪ The recommendation will be in April for the award. ○ One Stop Operator <ul style="list-style-type: none"> ▪ This is the oversight for the system and coordinating all of the partners working out of the career center and seeing that the MOU is being followed. ○ Youth <ul style="list-style-type: none"> ▪ The Youth program has to be RFP'd. In this iteration, my recommendation would be to RFP every three years. In my letter to the county executive, I think that the RFP should be evaluated with the lens of what the county wants to do with their youth programming in the future. <p>Refer to handout.</p> | |
| Treasure's Report | <p><i>Laraine Kautz:</i></p> <ul style="list-style-type: none"> ▪ Program Year July – September 2016 <ul style="list-style-type: none"> ▪ The WIB budget is going to be under budget until the new Executive Director is hired otherwise it is on target. ▪ The One Stop budget is on target. ▪ We are expecting to receive our final NOA. <p>Refer to handout.</p> | |
| Other Business | <p><i>Michael McCormack:</i></p> <ul style="list-style-type: none"> ▪ Motion to adjourn | Motion made, seconded and passed. |

DC WIB
Profit & Loss Budget vs. Actual WIB
July 2016 through June 2017

| | <u>Jul '16 - Jun 17</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------|-------------------------|-------------------|-----------------------|--------------------|
| Expense | | | | |
| Non-Personnel | | | | |
| Advertising / Marketing | 35.80 | 200.00 | -164.20 | 17.9% |
| Board Expenses | 58.80 | 500.00 | -441.20 | 11.76% |
| Consultants | 33,657.25 | 86,775.40 | -53,118.15 | 38.79% |
| Insurance | 8,548.42 | 13,400.00 | -4,851.58 | 63.79% |
| IT (Computer Services) | 3,095.00 | 9,500.00 | -6,405.00 | 32.58% |
| Legal Expenses | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Meetings / Conferences | 7,002.86 | 15,000.00 | -7,997.14 | 46.69% |
| Memberships | 0.00 | 7,825.00 | -7,825.00 | 0.0% |
| Mileage / Parking / Tolls | 707.85 | 1,500.00 | -792.15 | 47.19% |
| Office Equipment | 689.10 | 3,500.00 | -2,810.90 | 19.69% |
| Office Supplies | 580.50 | 2,000.00 | -1,419.50 | 29.03% |
| Postage / Delivery | 387.20 | 300.00 | 87.20 | 129.07% |
| Program Materials | 152.16 | 1,000.00 | -847.84 | 15.22% |
| Record Storage | 0.00 | 0.00 | 0.00 | 0.0% |
| Rent / Property Taxes | 649.00 | 1,100.00 | -451.00 | 59.0% |
| Staff Training | 1,333.75 | 1,500.00 | -166.25 | 88.92% |
| Telephone / Internet | 59.90 | 200.00 | -140.10 | 29.95% |
| Travel (Meals/Rooms/Etc.) | 748.59 | | | |
| Total Non-Personnel | 57,706.18 | 145,300.40 | -87,594.22 | 39.72% |
| Personnel | | | | |
| Benefits | 22,339.16 | 40,064.29 | -17,725.13 | 55.76% |
| Payroll Taxes / Insurance / Fee | 7,514.26 | 16,506.00 | -8,991.74 | 45.52% |
| Salaries | 89,480.68 | 194,293.82 | -104,813.14 | 46.05% |
| Total Personnel | 119,334.10 | 250,864.11 | -131,530.01 | 47.57% |
| Total Expense | 177,040.28 | 396,164.51 | -219,124.23 | 44.69% |

Profit & Loss Budget vs. Actual One Stop

July 2016 through June 2017

| Expense | Jul '16 - Jun 17 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|-------------------|-------------------|--------------------|---------------|
| Non-Personnel | | | | |
| Consultants | 3,847.56 | 5,500.00 | -1,652.44 | 69.96% |
| Educational Materials | 0.00 | 500.00 | -500.00 | 0.0% |
| Insurance | 0.00 | 600.00 | -600.00 | 0.0% |
| IT (Computer Services) | 3,650.00 | 11,500.00 | -7,850.00 | 31.74% |
| Meetings / Conferences | 400.00 | 5,000.00 | -4,600.00 | 8.0% |
| Mileage / Parking / Tolls | 1,520.33 | 4,000.00 | -2,479.67 | 38.01% |
| Office Equipment | 2,338.71 | 7,000.00 | -4,661.29 | 33.41% |
| Office Supplies | 3,122.54 | 5,500.00 | -2,377.46 | 56.77% |
| Postage / Delivery | 0.00 | 400.00 | -400.00 | 0.0% |
| Program Materials | 60.00 | 3,000.00 | -2,940.00 | 2.0% |
| Record Storage | 144.05 | 500.00 | -355.95 | 28.81% |
| Rent / Property Taxes | 19,769.05 | 47,446.00 | -27,676.95 | 41.67% |
| Staff Training | 1,220.00 | 3,000.00 | -1,780.00 | 40.67% |
| Telephone / Internet | 851.94 | 3,000.00 | -2,148.06 | 28.4% |
| Travel (Meals/Rooms/Etc.) | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Website Development | 1,333.95 | 1,000.00 | 333.95 | 133.4% |
| Total Non-Personnel | 38,258.13 | 99,446.00 | -61,187.87 | 38.47% |
| Personnel | | | | |
| Benefits | 62,249.75 | 118,376.26 | -56,126.51 | 52.59% |
| Payroll Taxes / Insurance / Fee | 16,150.85 | 32,483.91 | -16,333.06 | 49.72% |
| Salaries | 167,559.81 | 280,348.01 | -112,788.20 | 59.77% |
| Total Personnel | 245,960.41 | 431,208.18 | -185,247.77 | 57.04% |
| Total Expense | 284,218.54 | 530,654.18 | -246,435.64 | 53.56% |

Funding Report - January 24, 2017

| Program Year Funding | Available as of 1/24/2017 | Signed ITA's | Signed OJT | Signed Contracts | 20% Carry-n PY17 | Combined Operating Balance | Current Unobligated |
|----------------------|------------------------------|-----------------|---------------|---------------------|------------------|-------------------------------|---------------------|
| Adult | | | | | | 1.24.17 | |
| Carry-In Py15 | \$ 84,292.92 | | | | | | |
| Py16 | \$ 428,645.14 | | | | | | |
| | \$ 437,543.69 | \$ 103,658.05 | \$ 26,062.36 | \$ 25,032.32 | \$ 85,729.03 | \$ 145,428.81 | \$ 51,633.12 |
| DW | | | | | | | |
| Carry-In Py15 | \$ 79,709.83 | | | | | | |
| Py16 | \$ 423,657.63 | | | | | | |
| | \$ 433,511.97 | | | | | | |
| Youth | | | | | | | |
| Carry-In Py15 | \$ 114,194.17 | | | | | | |
| Py16 | \$ 496,373.40 | | | | | | |
| | \$ 501,284.24 | \$ 28,346.00 | | \$ 314,999.98 | \$ 50,000.00 | \$ 17,005.81 | \$ 90,932.45 |
| Admin | | | | | | | |
| Carry-in | \$ 55,572.53 | | | | | | |
| Py16 | \$ 149,852.91 | | | | | \$ - | |
| | \$ 134,952.18 | | | | \$ 29,970.58 | \$ 85,383.51 | |
| DCLDC | | | | | | | |
| | \$ 36,314.00 | | | \$ - | | \$ 15,130.83 | |
| TANF | | | | | | | |
| Py 16 | \$ 377,063.00 | | | \$ - | | \$ - | \$ - |
| Total | \$ 2,245,675.53 | \$ 177,432.45 | \$ 45,730.46 | \$ 347,869.91 | | \$ 541,863.94 | |
| TAA | | | | | | | |
| FY14 | \$ - | \$ 3,800.00 | | | | | |