

Dutchess County Workforce Development Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

"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 ChairSheila Appel
- Motions:
 - o Accept the Elect officer to the Workforce Development Board
 - At Large: Michael McCormack
 - Exodus Contract
 - Extension to Accept the Actions of the Executive Committee
 - o Discrimination and Grievance Policy
 - Motion to Accept the Actions of Executive Committee to Amend Policy
 - o Title I Program RFP
 - Need volunteers to score RFP for Program
 - o One Stop Systems Operator Procurement
- Update:
 - o Career Center Report
 - o Youth One Stop Report

Vicky Nardelli 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.

"Building Partnerships for Workforce Solutions"

DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD MEETING OCTOBER 27, 2016

MEETING NOTES

In attendance: Michael McCormack; Chair, Sheila Appel, Laine Belmonte, Gary Courtney, Reinaldo Diaz, Garrett Dyal, Thomas Frost, Linda Hannigan, Laraine Kautz; Executive Director, Paul Mancarella, Louise McLoughlin, Daniel O'Shea, Virginia Stoeffel and Sherre Wesley

Guests: Nancy Bell, Frank Castella, Jacky Cooper, Audra Gerty, Simone Wakefield and Marilyn Yerks

A quorum was present.

Report of Chair	 Michael McCormack: Review and Adoption of Prior Meeting Minutes Laraine Kautz; Executive Director has resigned from 	Motion made, seconded and passed.
	 Laraine Kautz; Executive Director has resigned from 	_
	the Dutchess County Workforce Investment Board. Thank you Laraine for what you have done for the WIB, for the county, for all of your services. Laraine is moving on to Dutchess Community College. Congratulation from the Board. Motions to Elect Officers to the Dutchess County Workforce Development Board - Effective November 1, 2016 Chairman: Sheila Appel First Vice Chair: Debra Long Second Vice Chair: Aida Rodriguez Treasurer: Linda Hannigan Secretary: Mary Jane Bertram Refer to handout.	Motion made, seconded and passed.
Report of the Executive	Laraine Kautz:	
Director	 Approve Demand Occupations We worked with Johny Nelson to update our demand occupations list for our Local Workforce Development Area. 	Motion made, seconded and passed.
	 Adopt Monitoring Policy & Procedures The monitoring policy reflects the changes and requirements of the WIOA and the Uniform Administrative, Cost Principles, and Audit Requirements for Federal Awards. Updates PY15 Performance / Activity We passed all of our common measures both at the career center and the youth program. 	Motion made, seconded and passed.

- The customer service indicators are the set of measures that the state applies.
- o 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.
- o 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.

o 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".

o 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

	O Title I Adult & Dislocated Woulson Draggers	
	 Title I Adult & Dislocated Worker Programs 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.	
	o One Stop Operator	
	• 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.	
	o Youth	
	 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.	
	Refer to handout.	
Treasure's Report	Laraine Kautz:	
	 Program Year July – September 2016 	
	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.	
0.1 P	Refer to handout.	
Other Business	Michael McCormack:	3.5
	■ Motion to adjourn	Motion made,
		seconded and passed.

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

2:17 PM 01/24/17 Cash Basis

	71 nnf - 91, Inf	Budget	\$ Over Budget	% of Budget
Expense				
Non-Personnel				
Advertising / Marketing	35.80	200.00	-164.20	17.9%
Board Expenses	58.80	200.00	-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	29.0%
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%
	20000	27.000	000	
Total Expense	177,040.28	396,164.51	-219,124.23	44.69%

DC WIB Profit & Loss Budget vs. Actual One Stop

2:18 PM 01/24/17 Cash Basis

1
$\overline{}$
0
N
ð
Ĕ
3
7
_
0
\preceq
5
=
2
+
016
\equiv
\sim
"
_
3
5

Expense Jul '16 - Jun 17 Budget \$ Over Budget Non-Personnel 3,847.56 5,500.00 -1,652,44 Consultants 0,00 500.00 -500.00 Insurance 0,00 600.00 -500.00 IT (Computer Services) 3,650.00 11,500.00 -7,850.00 IT (Computer Services) 3,650.00 11,500.00 -5,000.00 IT (Computer Services) 3,650.00 17,500.00 -6,000.00 Meetings / Conferences 400.00 5,000.00 -2,478.67 Office Supplies 1,520.33 4,000.00 -2,478.67 Program Materials 0.00 4,000.00 -2,590.00 Rent / Property Taxes 19,769.05 47,446.00 -2,590.00 Rent / Property Taxes 19,769.05 47,446.00 -2,148.06 Travel (Meals/Rooms/Etc.) 0.00 1,500.00 -1,780.00 Website Development 1,220.00 1,500.00 -1,180.00 Website Development 1,332.56 1,600.00 -6,1187.87 Payroll Taxes / Insurance					
autiants ational Materials ational Materials and adional Materials and adional Materials and		Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
autants autants automat Materials automat Materials automat Materials automat Materials automat Materials automat Materials automat Services) age / Parking / Tolls by / Conferences automater Services) age / Parking / Tolls by / Conferences automater Services) age / Parking / Tolls by / Conferences automater Services) age / Parking / Tolls by / Conferences age / Delivery and Materials and Mat	Expense				
ational Materials ational Materials o.00 ance o.00 ance o.00 o.00	Non-Personnel				
arional Materials 0.00 ance 0.000 600.00 my Londersels 3,650.00 11,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,200.	Consultants	3,847.56	5,500.00	-1,652.44	%96.69
ance 0.00 600.00 Imputer Services) 3,650.00 11,500.00 ge / Parking / Tolls 1,520.33 4,000.00 ge / Parking / Tolls 1,520.33 4,000.00 s Leuipment 2,338.71 7,000.00 s Supplies 3,122.54 5,500.00 ge / Delivery 0.00 400.00 am Materials 60.00 3,000.00 d Storage 144.05 500.00 d Property Taxes 19,769.05 47,446.00 Property Taxes 1,220.00 3,000.00 Hone / Internet 851.94 3,000.00 Hone / Internet 851.94 3,000.00 Personnel 38,258.13 99,446.00 Personnel 38,258.13 99,446.00 fis 62,249.75 118,376.26 es 167,559.81 280,348.01 cs 167,559.81 280,348.01 cs 167,559.81 280,554.18 cs 1431,208.18 -148	Educational Materials	0.00	500.00	-500.00	%0.0
3,650.00 11,500.00 11,500.00 11,500.00 11,500.00 11,500.00 1,520.33 1,520.33 1,520.33 1,520.33 1,500.00 1,520.33 1,22.54 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,200.00 1,200.00 1,200.00 1,200.00 1,200.00 1,500	Insurance	0.00	00.009	-600.00	%0.0
ngs / Conferences 400.00 5,000.00 ge / Parking / Tolls 1,520.33 4,000.00 s Equipment 2,338.71 7,000.00 s Supplies 3,122.54 5,500.00 ge / Delivery 0.00 400.00 ge / Delivery 60.00 3,000.00 am Materials 60.00 3,000.00 d Storage 144.05 500.00 Property Taxes 19,769.05 47,446.00 I Meals/Rooms/Etc.) 0.00 1,220.00 hone / Internet 851.94 3,000.00 Personnel 38,258.13 99,446.00 66.76 Personnel 38,258.13 99,446.00 66.76 its 62,249.75 118,376.26 67 its 62,249.75 148,376.26 67 es 167,559.81 280,348.01 -118 onnel 245,960.41 431,208.18 -138	IT (Computer Services)	3,650.00	11,500.00	-7,850.00	31.74%
ge / Parking / Tolls 1,520.33 4,000.00 s Equipment 2,338.71 7,000.00 s Supplies 3,122.54 5,500.00 ge / Delivery 0.00 400.00 am Materials 60.00 3,000.00 d Storage 144.05 500.00 Property Taxes 19,769.05 47,446.00 Property Taxes 19,769.05 47,446.00 I (Meals/Rooms/Etc.) 0.00 1,500.00 ite Development 1,333.95 1,000.00 Personnel 38,258.13 99,446.00 -6 its 62,249.75 118,376.26 -6 its 62,249.75 148,376.26 -6 es 167,59.81 280,348.01 -118 onnel 245,960.41 431,208.18 -188	Meetings / Conferences	400.00	5,000.00	-4,600.00	8.0%
Fequipment 2,338.71 7,000.00 supplies 3,122.54 5,500.00 ge / Delivery 0.00 400.00 am Materials 60.00 3,000.00 d Storage 144.05 500.00 Property Taxes 19,769.05 47,446.00 Property Taxes 19,769.05 47,446.00 Iraining 1,220.00 3,000.00 Hone / Internet 851.94 3,000.00 Personnel 38,258.13 1,000.00 Personnel 38,258.13 99,446.00 its 62,249.75 118,376.26 its 62,249.75 118,376.26 es 167,559.81 280,348.91 onnel 245,960.41 431,208.18 284,218.54 530,654.18 -246	Mileage / Parking / Tolls	1,520.33	4,000.00	-2,479.67	38.01%
s Supplies 3,122.54 5,500.00 ge / Delivery 0.00 400.00 am Materials 60.00 3,000.00 rd Storage 144.05 500.00 Property Taxes 19,769.05 47,446.00 Fraining 1,220.00 3,000.00 hone / Internet 851.94 3,000.00 Hone / Internet 1,333.95 1,000.00 Personnel 38,258.13 99,446.00 -6 Personnel 38,258.13 99,446.00 -6 its 62,249.75 118,376.26 -6 its 62,249.75 118,376.26 -6 es 167,559.81 280,348.01 -11 es 167,559.81 431,208.18 -18 onnel 245,960.41 431,208.18 -246	Office Equipment	2,338.71	7,000.00	-4,661.29	33.41%
ge / Delivery 0.00 400.00 am Materials 60.00 3,000.00 d Storage 144.05 500.00 d Property Taxes 19,769.05 47,446.00 Property Taxes 19,769.05 47,446.00 I raining 1,220.00 3,000.00 I chone / Internet 851.94 3,000.00 I (Meals/Rooms/Etc.) 0.00 1,500.00 Personnel 38,258.13 99,446.00 -6 its 62,249.75 118,376.26 -6 its 62,249.75 118,376.26 -6 es 167,559.81 280,348.01 -11 es 167,559.81 241,208.18 -18 connel 245,960.41 431,208.18 -246	Office Supplies	3,122.54	5,500.00	-2,377.46	%27.99
am Materials 60.00 3,000.00 -2 d Storage 144.05 500.00 144.05 500.00 1,220.00 3,000.00 -2 d Mone / Internet 851.94 3,000.00 -2 d Mone / Internet 851.94 3,000.00 1,500.00 1,333.95 1,000.00 1,333.95 1,000.00 1,38,258.13 38,258.13 39,446.00 -6 d Mone / Internet 852,249.75 118,376.26 -56 d Mone / Internet 852,249.75 118,376.26 -56 d Mone / Internet 852,249.75 118,376.26 -56 d Mone / Internet 85 d Mone / Internet 852,249.75 118,376.26 -56 d Mone / Internet 85 d Mone / Int	Postage / Delivery	0.00	400.00	-400.00	%0.0
d Storage	Program Materials	00.09	3,000.00	-2,940.00	2.0%
Property Taxes 19,769.05 47,446.00 -27 Training 1,220.00 3,000.00 -2 hone / Internet 851.94 3,000.00 -2 I (Meals/Rooms/Etc.) 0.00 1,500.00 -1 ite Development 1,333.95 1,000.00 -1 Personnel 38,258.13 99,446.00 -61 its 62,249.75 118,376.26 -56 II Taxes / Insurance / Fee 167,559.81 280,348.01 -112 onnel 245,960.41 431,208.18 -185 284,218.54 530,654.18 -246	Record Storage	144.05	500.00	-355.95	28.81%
Training 1,220.00 3,000.00 -1 hone / Internet 851.94 3,000.00 -2 I (Meals/Rooms/Etc.) 0.00 1,500.00 -1 ite Development 1,333.95 1,000.00 -61 Personnel 38,258.13 99,446.00 -61 its 62,249.75 118,376.26 -56 its 167,559.81 280,348.01 -112 onnel 245,960.41 431,208.18 -185 284,218.54 530,654.18 -246	Rent / Property Taxes	19,769.05	47,446.00	-27,676.95	41.67%
hone / Internet 851.94 3,000.00 -1 (Meals/Rooms/Etc.) 0.00 1,500.00 -1 tite Development 1,333.95 1,000.00 -61 Personnel 38,258.13 99,446.00 -61 its 62,249.75 118,376.26 -56 I Taxes / Insurance / Fee 16,150.85 32,483.91 -116 es 167,559.81 280,348.01 -185 onnel 245,960.41 431,208.18 -246	Staff Training	1,220.00	3,000.00	-1,780.00	40.67%
(Meals/Rooms/Etc.)	Telephone / Internet	851.94	3,000.00	-2,148.06	28.4%
ite Development 1,333.95 1,000.00 Personnel 38,258.13 99,446.00 -61 its 62,249.75 118,376.26 -56 Il Taxes / Insurance / Fee 16,150.85 32,483.91 -16 es 167,559.81 280,348.01 -112 onnel 245,960.41 431,208.18 -185 284,218.54 530,654.18 -246	Travel (Meals/Rooms/Etc.)	0.00	1,500.00	-1,500.00	%0.0
## 18,258.13 99,446.00 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.26 ## 18,376.3	Website Development	1,333.95	1,000.00	333.95	133.4%
its Il Taxes / Insurance / Fee 16,150.85 118,376.26 Il Taxes / Insurance / Fee 16,150.85 32,483.91 es 167,559.81 280,348.01 245,960.41 431,208.18 284,218.54 530,654.18	Total Non-Personnel	38,258.13	99,446.00	-61,187.87	38.47%
its 62,249.75 118,376.26 Il Taxes / Insurance / Fee 16,150.85 32,483.91 es 167,559.81 280,348.01 245,960.41 431,208.18 284,218.54 530,654.18	Personnel				
Il Taxes / Insurance / Fee 16,150.85 32,483.91 es 167,559.81 280,348.01 onnel 245,960.41 431,208.18 284,218.54 530,654.18	Benefits	62,249.75	118,376.26	-56,126.51	52.59%
onnel 245,960.41 280,348.01 284,218.54 530,654.18	Payroll Taxes / Insurance / Fee	16,150.85	32,483.91	-16,333.06	49.72%
onnel 245,960.41 431,208.18 284,218.54 530,654.18	Salaries	167,559.81	280,348.01	-112,788.20	29.77%
284,218.54 530,654.18	Total Personnel	245,960.41	431,208.18	-185,247.77	57.04%
284,218.54 530,654.18				8	
	Total Expense	284,218.54	530,654.18	-246,435.64	53.56%

80% check

Funding Report - January 24, 2017

		The second secon		DUD'	runung neport - January 24, 2017	7107 47		***************************************		
Progra	Program Year Funding	Funding	Available as of	Signed	Signed	Signed	20% Carry-n PY17	(Combined		Current Unobligated
			1/24/2017	ITA's	TLO	Contracts		Operating Balance	3alance	
Adult								1.24.17	-	Avenue of the control
Carry-In Py15	1 Py15 \$	\$ 84,292.92	\$		4					*****
	PY16 \$	\$ 428,645.14								***************************************
			\$ 437,543.69	\$ 103,658.05	\$ 26,062.36 \$	25,032.32	\$ 85,729.03	\$ 145,4	145,428.81	\$ 51,633.12
) MQ										***************************************
Carry-Ir	Carry-In Py15 \$	\$ 79,709.83	- \$		where treescentives.	**************************************	***************************************			
	PY16 \$	\$ 423,657.63	\$ 433,511.97			PACIFIC PACIFI	TANDAN PARAMETERS AND			***************************************
			\$ 493,511.97	\$ 45,428.40	\$ 19,668.10 \$	7,837.61	\$ 84,731.53	\$	278,914.98	\$ 56,931.35
Youth							Personal designation of the contraction of the cont	dent contraction		the same and
Carry-In Py15		\$ 114,194.17			200	and the same of th				***
	PY16 \$	\$ 496,373.40								
			\$ 501,284.24	\$ 28,346.00	\$	314,999.98	\$ 50,000.00	\$ 17,0	17,005.81	\$ 90,932.45
Admin						7 444404444 1444044444444444444444444444		and a		10000 - 1000 - 100
Ö	Carry-in \$	\$ 55,572.53	- \$					and the second		
	PY16 \$	\$ 149,852.91	\$ 134,952.18					\$	1	
			\$ 134,952.18				\$ 29,970.58	\$ 85,3	85,383.51	***
DCLDC										, 10000000 p. 100000000000000000000000000
	O,F	\$ 36,314.00	\$ 15,130.83	at the same and th	\$			\$ 15,1	15,130.83	
TANF						AND THE PROPERTY OF THE PROPER				***************************************
	PY 16 \$	\$ 377,063.00	- \$		\$	and the second s		\$		
Total	V ,	\$ 2,245,675.53	\$ 1,567,292.08	\$ 177,432.45	\$ 45,730.46 \$	347,869.91		\$ 541,8	541,863.94	, Annual Company (1997)
TAA										
	-		AND			**************************************		-	mpuu	

3,800.00

3,800.00 \$

٠

FY14 \$