



WIB Dutchess County Workforce Investment Board

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

“Building Partnerships for Workforce Solutions”

EXECUTIVE COMMITTEE MEETING

FEBRUARY 22, 2017

AGENDA

- Welcome Sheila Appel
 - Approve prior meetings minutes

- Motion: Elect officer to the Workforce Development Board
- Motion: Adopt the Discrimination and Grievance Policy

- One Stop – Career Center Vicky Nardelli
 - Budget
 - Career Staff Functions

- Budget Updates

- Executive Session
 - Executive Director

ADJOURN



Dutchess County Workforce Investment Board

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“Building Partnerships for Workforce Solutions”

EXECUTIVE COMMITTEE

OCTOBER 13, 2016

MEETING NOTES

In attendance: Michael McCormack; chair, Linda Hannigan, Laraine Kautz; Executive Director; (DCWIB) and Virginia Stoeffel

Guests: Marilyn Yerks

Agenda Item	Discussion	Action
Report of the Chair	<p><i>Michael McCormack:</i></p> <ul style="list-style-type: none"> ▪ Motion to approve the September minutes. 	Motion was made, seconded and passed.
Executive Director’s Report	<p><i>Laraine Kautz:</i></p> <ul style="list-style-type: none"> ▪ Contract Updates <ul style="list-style-type: none"> ○ Exodus <ul style="list-style-type: none"> ▪ This contract with Exodus is for six months ending December 31, 2016. They are not getting up to speed. There was a discussion about cancelling the contract. I contacted the county’s attorney’s office for guidance. The guidance was to suspend the contract and cancel it if needed. So we suspended it. We met with Exodus extensively to try to get them up and running. After meeting several times we lifted the suspension but they are still not ready to run the program. ▪ The contract is for \$120,000 with \$65,000 in DW and \$55,000 is Adult. ▪ <i>Stephanie Renino</i> will monitor them on Monday to see their assessments and job plans. ▪ They may not be able to get all the people needed to expend this contract. ▪ The contract can be extended past December and give them another six months or it can be released. The money has to be spent by June 30, 2017. ○ SYEP <ul style="list-style-type: none"> ▪ All of the summer youth programs reports are due this month. ▪ We served over 145 youth. ▪ There will be some money that will be unspent. ○ Chamber Foundation <ul style="list-style-type: none"> ▪ The Chamber carried over from last year \$108,000 of unspent money. 	

	<ul style="list-style-type: none"> ▪ They indicated that we can expect a budget modification as they did received additional funding from DCFS for other workforce programs which will have an impact on YOS. ▪ Youth spending is on target for this year but we are closely watching the Out of School Youth requirement (75%) and the Work Experience requirement (20%). ▪ RFP Updates <ul style="list-style-type: none"> ○ Adult/Dislocated Worker Program <ul style="list-style-type: none"> ▪ I will have a draft of our Adult/DW program ready soon and will send it to the NYSDOL for review. It is looking like a November release. ▪ Officers of the Board <ul style="list-style-type: none"> ○ <i>Debra Long</i> volunteered to be first vice chair. ○ <i>Aida Rodriguez</i> volunteered to be second vice chair. <p>Refer to handout.</p>	
Treasurer's Report	<p><i>Laraine Kautz:</i> Budget July – September 2016</p> <ul style="list-style-type: none"> ▪ The WIB's and One Stop's budgets are on target. ▪ Our postage went over because we returned our machine when we moved and then we found that we should not have done that. So we are renting it again and the \$300 on the postage line will be for the year. ▪ We opened up the ITA training and we have some OJT's. We do not have all of our money yet. The NOA's should come at the end of this month. ▪ We will do a motion to authorize the WIB to move money if they need to. ▪ We will do a motion to adopt a new monitoring policy to update the WIOA language. 	
Other Business	<p><i>Laraine Kautz:</i></p> <ul style="list-style-type: none"> ▪ I am resigning as Executive Director of the DCWIB. I will be moving on to Dutchess Community College. <p><i>Michael McCormack:</i></p> <ul style="list-style-type: none"> ▪ Motion to adjourn 	Motion made, seconded and passed.



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“Building Partnerships for Workforce Solutions”

EXECUTIVE COMMITTEE

DECEMBER 8, 2016

MEETING NOTES

In attendance: Sheila Appel; Chair, Mary Jane Bertram, Linda Hannigan, Debra Long and Virginia Stoeffel

Guests: Audra Gerty, Michael McCormack, Stephanie Renino, Timothy Vermillion and Marilyn Yerks

Agenda Item	Discussion	Action
Chair	<p><i>Sheila Appel:</i></p> <ul style="list-style-type: none"> ▪ <i>S. Appel</i> thanked the Staff for carrying the weight in the absence of an Executive Director. ▪ <i>M. McCormack</i> and I have had some conversations related to the search for the new Executive Director. We will discuss further in executive session. 	
Reports	<p><i>Stephanie Renino:</i></p> <ul style="list-style-type: none"> ▪ Special Grants <ul style="list-style-type: none"> ○ Jobs Waiting Grant - This is a regional grant that is centered on healthcare. It’s an opportunity to assist some people that are long-term unemployed, help them through a job readiness program, and after completion of the boot camp they have various options that they can take. Such as ITA training in healthcare, possible OJT, work tryouts, etc. <i>Donnovan Beckford</i>, Executive Director; Westchester Putnam Workforce Investment Board, would like Dutchess County to run a boot camp. The career center is looking for participants. There will be an orientation on December 20th. Along with that is funding to support another staff position. The position can be full-time or part-time. ○ Tech Hire Grant - This is a regional grant so all counties are involved. With Tech Hire you are looking at a specific population, youth 17 – 24, anyone receiving public assistance ages 22 – 29, and any other career center user. ▪ Exodus <ul style="list-style-type: none"> ○ Their contract is due to expire December 31, 2016. Five individuals have been placed, all Adults. Those five individuals are not due to finish until January and February. No Dislocated Workers have been placed. ○ This is a \$120,000 grant. There are a couple of options to expend the grant: 	

- Let the grant deadline expire. The money will then revert back to discretionary funds for the career center to use toward ITA's and OJT's. The money must be spent by June 30, 2017.
- The contract can be extended to January 31, 2017.
- *V. Stoeffel*: After all the work is done I recommend that the money be moved to the career center.
- M. Bertram* agreed. *M. McCormack*: I think we need to have a discussion with the County Executive's office before any action is taken.
- RFP Program
 - One Stop Center Career Services Provider – This is for who will deliver the program and currently it is the WIB staff. We were able to do that because we were granted a waiver from the State. The intent was to procure the program only once to avoid any impact to the delivery of services. But unless the Grant Recipient (the County) provides the program services, we must procure at a minimum once every four years.
 - RFP to be released on December 12th
 - With the notion, is this something that the County will be willing to take back so that we don't have to go out to issue an RFP every four years.
 - Letter of Intent – January 19th
 - Proposals due March 7th
- MOU
 - Under WIA, a MOU was required however it was never enforced. For WIOA, a MOU must be in place. It must be negotiated and signed by all the required partners that provide services in individual counties. Required partners include Title I, Title II, Title III, Title IV, Career/Tech Ed, SCSEP, Job Corps, Native American, Migrant/Seasonal Worker, Veterans, YouthBuild, Trade Act, Community Action, Housing Authority, Unemployment and TANF.
- One Stop Operator
 - The operator needs to be competitively selected.
 - It is a local board decision to define the role of the systems operator.
 - You need to decide whether or not you are going to fund the One Stop's System Operator with money attached to it or no money attached to it. There are some counties that are not putting any money into it and there are others that are putting a nominal amount.
 - System Operator Roles
 - Coordinates MOU implementation
 - Convene partners regularly to build affiliation

	<ul style="list-style-type: none"> and commitment ▪ Assess satisfaction of customers and partners with the system ▪ Work with partners to continuously improve the system ▪ Expand partnership and increase integrated service delivery ▪ Arrange and offer cross-partner frontline staff training ▪ Report to the board, stakeholders, and partners on system activities ○ The System Operator does not <ul style="list-style-type: none"> ▪ Convene system stakeholders to develop local plan ▪ Prepare and submit local plans ▪ Be responsible for oversight of itself ▪ Manage or significantly participate in the competitive selection process for one stop operators ▪ Select or terminate one stop operators and youth providers ▪ Negotiate local performance accountability measures ▪ Develop/submit budget for local board in the local area ○ The One Stop System Operator provides the oversight for the entire system. They work with all of the required partners and in some cases those non-mandated partners that are part of the system to ensure that the WIOA system is working. ○ This must be in place by July 1, 2017. <p>Refer to handout.</p>	
Finance	<p><i>Marilyn Yerks:</i></p> <ul style="list-style-type: none"> ▪ Budget Updates – Profit & Loss reports for the WIB and One Stop ○ There is nothing noteworthy except the executive director’s position and the manager position at the One Stop. ○ The NOA’s did come through. ○ Adult <ul style="list-style-type: none"> ▪ Signed-Contracts \$70,711.05, Combined-Operating Balance \$58,703.71 and Current Unobligated \$249,140.92. ○ DW <ul style="list-style-type: none"> ▪ Signed-Contracts \$71,208.95, Combined-Operating Balance \$214,931.58 and Current Unobligated \$141,406.65. ○ Youth <ul style="list-style-type: none"> ▪ Signed-Contracts \$414,593.44, Combined-Operating Balance \$17,289.98 and Current Unobligated \$87,928.90. ○ The money must be spent by June 30, 2017. 	

	Refer to handout.	
Other Business	<i>Sheila Appel:</i> <ul style="list-style-type: none"> ▪ Executive Session <ul style="list-style-type: none"> ○ Executive Director ▪ Motion to adjourn <p>Committee went into Executive Session.</p>	Motion made, seconded and passed.



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EXECUTIVE COMMITTEE

JANUARY 12, 2017

MEETING NOTES

In attendance: Sheila Appel; Chair, Mary Jane Bertram, Debra Long and Virginia Stoeffel

Guests: Michael McCormack

Agenda Item	Discussion	Action
Chair	<i>Sheila Appel:</i> <ul style="list-style-type: none">▪ Motion: Approve Transitional Work Experience for formerly incarcerated Dutchess County residents Contract Amendment Refer to handout.	Motion made, seconded and passed.
Other Business	<i>Sheila Appel:</i> <ul style="list-style-type: none">▪ Executive Session<ul style="list-style-type: none">○ Discuss resumes for Executive Director’s position.▪ Motion to adjourn Committee went into Executive Session.	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					