



# WIB Dutchess County Workforce Development Board

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**“Building Partnerships for Workforce Solutions”**

## DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD MEETING

APRIL 27, 2017

8:00 AM

### Agenda

- Review and Adoption of Prior Meeting Minutes Sheila Appel
  
- Executive Director’s Report Louise McLoughlin
  - TANF SYEP
    - Bidders Conference April 28<sup>th</sup>
    - Need volunteers for RFP Committee
  - RFQ Systems Operator
  
- Motions: Louise McLoughlin
  - Policies – YOS Incentive
    - Need for Incumbent Worker & Functional Agreement Policy
  - Budget – Motion to Transfer Funds
  
- Discussion Louise McLoughlin
  - Need to Continue Training & Offering OJT’s to Customers
  
- Treasurer Report Marilyn Yerks
  
- Executive Session Sheila Appel

**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 FEBRUARY 23, 2017

MEETING NOTES

In attendance: Sheila Appel; Chair, Laine Belmonte, Mary Jane Bertram, Theresa Giovanniello, Linda Hannigan, Paul Mancarella, Michael McCormack; Louise McLoughlin, Daniel O’Shea, Kevin Smith, Virginia Stoeffel and Sherre Wesley

Guests: Edmund Applegate, Nancy Bell, Maria Hernandez, Vicky Nardelli, Shirée Portis, Stephanie Renino and Tim Vermillion

A quorum was present.

Table with 3 columns: Agenda Item, Discussion, Action. Row 1: Report of Chair, Discussion by Sheila Appel regarding staff thanks and executive director search, Action: Motion made, seconded and passed. Row 2: Motions, Discussion by Sheila Appel regarding board officer election and Exodus contract extension, Action: Motion made, seconded and passed.

	<ul style="list-style-type: none"> <li>▪ Discrimination and Grievance Policy <ul style="list-style-type: none"> <li>○ Motion to Accept the Actions of Executive Committee to Amend Policy <ul style="list-style-type: none"> <li>▪ The executive committee accepted the policy change to reflect the complaint officer as generic rather than continuously changing the policy.</li> <li>▪ <i>L. McLoughlin</i> abstained from the vote.</li> </ul> </li> <li>○ Motion to accept the amended policy</li> </ul> </li> <li>▪ Title I Program RFP <ul style="list-style-type: none"> <li>○ Need volunteers to score RFP for Program – Members that volunteered: <i>T. Giovanniello, L. McLoughlin, M. McCormack, Sheila Appel</i> and <i>Mary Jane Bertram</i>.</li> </ul> </li> <li>▪ One Stop Systems Operator Procurement <ul style="list-style-type: none"> <li>○ <i>S. Renino</i>: It needs to be competitively procured and we can go one of two routes. We can go out to a RFQ which is a request for quotes. If we don't get any responses we can sole source. Or we can send out a Request for Proposal (RFP). The One Stop Systems Operator is not the same as the Center Operator. The systems operator is systems wide. It is somebody to really oversee the entire system. Convening meetings for all the workforce partners, convening all the stakeholders to ensure shared understanding of current asset and barriers, reporting to the board, etc. You can procure that with or without money attached. With that being said we did receive estimates for our allocations for next year and there are cuts across the board. However, they are just estimates. We do not have final numbers yet. In light of the fact that there might be cuts it might be prudent to try to procure the systems operator without any money attached. But this is something the board needs to discuss. <i>S. Appel</i> said to RFQ it and many of the members agreed.</li> </ul> </li> </ul> <p>Refer to the handout.</p>	<p>seconded and passed.</p> <p>Motion made, seconded and passed.</p>
<p>Career Center Report</p>	<p><i>Vicky Nardelli:</i></p> <ul style="list-style-type: none"> <li>▪ We are writing ITAs but the only thing we are struggling with right now is understanding some of the budget lines. Right now I am not going to write ITAs for Adult until we sort out the funding.</li> <li>▪ The WIB and One Stop are going to have a meeting to go over the funding.</li> <li>▪ We are getting very little Dislocated Workers (DW) coming into the One Stop. Everything is for Adults.</li> <li>▪ As of 1/24/17 we have less than \$9,000 for Adult and about \$50,000 for DW. We have a plan to reach out to DW's so we can spend some of that money.</li> <li>▪ We have about \$25,000 worth of ITAs sitting in the office right now.</li> </ul>	
<p>Youth One Stop Report</p>	<p><i>Louise McLoughlin:</i></p>	

	<ul style="list-style-type: none"> <li>▪ Working with 98 Youth <ul style="list-style-type: none"> <li>▪ Focus on OSY</li> <li>▪ On Track with Enrollment</li> </ul> </li> <li>▪ Youth enrolled in HSE classes at the Chamber and attending <ul style="list-style-type: none"> <li>▪ 3 are testing this month</li> <li>▪ 6 Youth are enrolled in CNA classes (6 just graduated and are looking for employment with our staff)</li> </ul> </li> <li>▪ OSY enrollments <ul style="list-style-type: none"> <li>▪ Setting up a training for working with youth with autism</li> </ul> </li> <li>▪ Restaurant Crawl <ul style="list-style-type: none"> <li>▪ Culinary graduate (and current employee) is setting up a training</li> <li>▪ Needs to get on the ETPL list</li> <li>▪ We will offer a restaurant crawl to youth so they can see the different types of food service opportunities for employment</li> </ul> </li> <li>▪ Restaurant Crawl - Working on getting a lower cost culinary class started on the ETPL.</li> </ul>	
Treasure's Report	<p><i>Linda Hannigan:</i></p> <ul style="list-style-type: none"> <li>▪ Program Year July 2016 – June 2017 <ul style="list-style-type: none"> <li>○ Funding Report – January 24, 2017 – Current Unobligated <ul style="list-style-type: none"> <li>▪ Adult \$51,633.12</li> <li>▪ DW \$56,931.35</li> <li>▪ Youth \$90,932.45</li> </ul> </li> </ul> </li> </ul> <p>Refer to handout.</p>	
Other Business	<p><i>Sheila Appel:</i></p> <ul style="list-style-type: none"> <li>▪ MOU – April 1<sup>st</sup> is our first deadline for the first part of the MOU. <i>S. Renino:</i> It is for the service delivery portion. An extension from USDOL has been granted on the infrastructure cost sharing portion of the MOU. <ul style="list-style-type: none"> <li>▪ There will be a webinar tomorrow from 9:30am – 11:30am if you want to have a better understanding of what this MOU entails. The WIB will forward the invite to the board members.</li> </ul> </li> <li>▪ Motion to adjourn</li> </ul>	Motion made, seconded and passed.

**DC WIB**  
**Profit & Loss Budget vs. Actual**  
July 1, 2016 through April 14, 2017

	<u>Jul 1, '16 - Apr 14, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Non-Personnel</b>				
Advertising / Marketing	1,664.77	200.00	1,464.77	832.39%
Audit	0.00	0.00	0.00	0.0%
Board Expenses	200.76	500.00	-299.24	40.15%
Conference Events	1,500.00	0.00	1,500.00	100.0%
Consultants	54,477.50	92,275.40	-37,797.90	59.04%
Educational Materials	0.00	500.00	-500.00	0.0%
Furniture	0.00	0.00	0.00	0.0%
Hosting / Licenses	0.00	0.00	0.00	0.0%
Insurance	8,548.42	14,000.00	-5,451.58	61.06%
IT (Computer Services)	10,891.00	21,000.00	-10,109.00	51.86%
Legal Expenses	0.00	1,000.00	-1,000.00	0.0%
License Renewal	0.00	0.00	0.00	0.0%
Meetings / Conferences	7,402.86	20,000.00	-12,597.14	37.01%
Memberships	325.00	7,825.00	-7,500.00	4.15%
Mileage / Parking / Tolls	2,690.20	5,500.00	-2,809.80	48.91%
Moving Costs	0.00	0.00	0.00	0.0%
Office Equipment	4,931.36	10,500.00	-5,568.64	46.97%
Office Supplies	4,805.45	7,500.00	-2,694.55	64.07%
Postage / Delivery	687.20	700.00	-12.80	98.17%
Program Materials	212.16	4,000.00	-3,787.84	5.3%
Public Relations / Promotions	0.00	0.00	0.00	0.0%
PY12 Expenses Paid in PY13	0.00	0.00	0.00	0.0%
Record Storage	230.48	500.00	-269.52	46.1%
Rent / Property Taxes	32,564.48	48,546.00	-15,981.52	67.08%
Staff Training	2,435.25	4,500.00	-2,064.75	54.12%
Subscriptions	0.00	0.00	0.00	0.0%
Telephone / Internet	1,424.36	3,200.00	-1,775.64	44.51%
Travel (Meals/Rooms/Etc.)	748.59	1,500.00	-751.41	49.91%
Website Development	1,393.85	1,000.00	393.85	139.39%
Non-Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total Non-Personnel</b>	<b>137,133.69</b>	<b>244,746.40</b>	<b>-107,612.71</b>	<b>56.03%</b>
<b>Personnel</b>				
Benefits	112,722.55	158,440.55	-45,718.00	71.15%
Payroll Taxes / Insurance / Fee	37,804.10	48,989.91	-11,185.81	77.17%
Salaries	344,271.79	474,641.83	-130,370.04	72.53%
Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total Personnel</b>	<b>494,798.44</b>	<b>682,072.29</b>	<b>-187,273.85</b>	<b>72.54%</b>
<b>TOTALS</b>	<b>631,932.13</b>	<b>926,818.69</b>	<b>-294,886.56</b>	<b>68.18%</b>

**DC WIB -- CC**  
**Profit & Loss Budget vs. Actual**  
July 1, 2016 through April 14, 2017

	<u>Jul 1, '16 - Apr 14, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Non-Personnel</b>				
Advertising / Marketing	795.00	0.00	795.00	100.0%
Audit	0.00	0.00	0.00	0.0%
Board Expenses	0.00	0.00	0.00	0.0%
Conference Events	1,500.00	0.00	1,500.00	100.0%
Consultants	4,870.61	5,500.00	-629.39	88.56%
Educational Materials	0.00	500.00	-500.00	0.0%
Furniture	0.00	0.00	0.00	0.0%
Hosting / Licenses	0.00	0.00	0.00	0.0%
Insurance	0.00	600.00	-600.00	0.0%
IT (Computer Services)	5,939.00	11,500.00	-5,561.00	51.64%
Legal Expenses	0.00	0.00	0.00	0.0%
License Renewal	0.00	0.00	0.00	0.0%
Meetings / Conferences	400.00	5,000.00	-4,600.00	8.0%
Memberships	0.00	0.00	0.00	0.0%
Mileage / Parking / Tolls	1,856.65	4,000.00	-2,143.35	46.42%
Moving Costs	0.00	0.00	0.00	0.0%
Office Equipment	3,410.21	7,000.00	-3,589.79	48.72%
Office Supplies	4,122.97	5,500.00	-1,377.03	74.96%
Postage / Delivery	300.00	400.00	-100.00	75.0%
Program Materials	60.00	3,000.00	-2,940.00	2.0%
Public Relations / Promotions	0.00	0.00	0.00	0.0%
PY12 Expenses Paid in PY13	0.00	0.00	0.00	0.0%
Record Storage	230.48	500.00	-269.52	46.1%
Rent / Property Taxes	31,630.48	47,446.00	-15,815.52	66.67%
Staff Training	1,101.50	3,000.00	-1,898.50	36.72%
Subscriptions	0.00	0.00	0.00	0.0%
Telephone / Internet	1,364.46	3,000.00	-1,635.54	45.48%
Travel (Meals/Rooms/Etc.)	0.00	1,500.00	-1,500.00	0.0%
Website Development	1,393.85	1,000.00	393.85	139.39%
Non-Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total Non-Personnel</b>	<u>58,975.21</u>	<u>99,446.00</u>	<u>-40,470.79</u>	<u>59.3%</u>
<b>Personnel</b>				
Benefits	85,049.58	118,376.26	-33,326.68	71.85%
Payroll Taxes / Insurance / Fee	26,871.27	32,483.91	-5,612.64	82.72%
Salaries	232,494.05	280,348.01	-47,853.96	82.93%
Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total Personnel</b>	<u>344,414.90</u>	<u>431,208.18</u>	<u>-86,793.28</u>	<u>79.87%</u>
	<u>403,390.11</u>	<u>530,654.18</u>	<u>-127,264.07</u>	<u>76.02%</u>



**DC WIB -- WIB**  
**Profit & Loss Budget vs. Actual**  
July 1, 2016 through April 14, 2017

	<u>Jul 1, '16 - Apr 14, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Non-Personnel</b>				
Advertising / Marketing	869.77	200.00	669.77	434.89%
Audit	0.00	0.00	0.00	0.0%
Board Expenses	200.76	500.00	-299.24	40.15%
Conference Events	0.00	0.00	0.00	0.0%
Consultants	49,606.89	86,775.40	-37,168.51	57.17%
Educational Materials	0.00	0.00	0.00	0.0%
Furniture	0.00	0.00	0.00	0.0%
Hosting / Licenses	0.00	0.00	0.00	0.0%
Insurance	8,548.42	13,400.00	-4,851.58	63.79%
IT (Computer Services)	4,952.00	9,500.00	-4,548.00	52.13%
Legal Expenses	0.00	1,000.00	-1,000.00	0.0%
License Renewal	0.00	0.00	0.00	0.0%
Meetings / Conferences	7,002.86	15,000.00	-7,997.14	46.69%
Memberships	325.00	7,825.00	-7,500.00	4.15%
Mileage / Parking / Tolls	833.55	1,500.00	-666.45	55.57%
Moving Costs	0.00	0.00	0.00	0.0%
Office Equipment	1,521.15	3,500.00	-1,978.85	43.46%
Office Supplies	682.48	2,000.00	-1,317.52	34.12%
Postage / Delivery	387.20	300.00	87.20	129.07%
Program Materials	152.16	1,000.00	-847.84	15.22%
Public Relations / Promotions	0.00	0.00	0.00	0.0%
PY12 Expenses Paid in PY13	0.00	0.00	0.00	0.0%
Record Storage	0.00	0.00	0.00	0.0%
Rent / Property Taxes	934.00	1,100.00	-166.00	84.91%
Staff Training	1,333.75	1,500.00	-166.25	88.92%
Subscriptions	0.00	0.00	0.00	0.0%
Telephone / Internet	59.90	200.00	-140.10	29.95%
Travel (Meals/Rooms/Etc.)	748.59	0.00	748.59	100.0%
Website Development	0.00	0.00	0.00	0.0%
Non-Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total Non-Personnel</b>	<b>78,158.48</b>	<b>145,300.40</b>	<b>-67,141.92</b>	<b>53.79%</b>
<b>Personnel</b>				
Benefits	27,672.97	40,064.29	-12,391.32	69.07%
Payroll Taxes / Insurance / Fee	10,932.83	16,506.00	-5,573.17	66.24%
Salaries	111,777.74	194,293.82	-82,516.08	57.53%
Personnel - Other	0.00	0.00	0.00	0.0%
<b>Total Personnel</b>	<b>150,383.54</b>	<b>250,864.11</b>	<b>-100,480.57</b>	<b>59.95%</b>
<b>TOTALS</b>	<b>228,542.02</b>	<b>396,164.51</b>	<b>-167,622.49</b>	<b>57.69%</b>

Funding Report - April 17, 2017

Program Year Funding	Available as of 4/17/2017	Signed ITA's	Signed OJT	Signed Contracts	20% Carry-n PY17	Combined Operating Balance	Current Unobligated
<b>Adult</b>							
Carry-in Py15 \$ 84,292.92							
PY16 \$ 428,645.14							
	\$ 340,657.43	\$ 81,730.68	\$ 39,172.36	\$ 22,530.00	\$ 85,729.03	\$ 110,547.39	\$ 947.97
<b>DW</b>							
Carry-in Py15 \$ 79,709.83							
PY16 \$ 423,657.63							
	\$ 338,407.55	\$ 21,896.00	\$ 2,455.41	\$ 2,930.00	\$ 84,731.53	\$ 72,589.46	\$ 153,805.15
<b>Youth</b>							
Carry-in Py15 \$ 114,194.17							
PY16 \$ 496,373.40							
	\$ 395,286.83	\$ 22,765.00		\$ 261,737.00	\$ 50,000.00	\$ 11,939.61	\$ 48,845.22
<b>Admin</b>							
Carry-in \$ 55,572.53							
PY16 \$ 149,852.91							
	\$ 71,318.24						
	\$ 71,318.24				\$ 29,970.58	\$ 4,657.49	\$ 36,690.17
<b>DCLDC</b>							
	\$ 6,052.30					\$ 6,052.30	
<b>TANF</b>							
PY 16 \$ 377,063.00							
<b>Total</b>	\$ 2,245,675.53	\$ 126,391.68	\$ 41,627.77	\$ 287,197.00	\$ 250,431.14	\$ 205,786.25	
<b>TAA</b>							
FY15 \$ -	\$ 3,126.20	\$ 3,126.20					



80% check

Tracking Actual Operation Costs Against Planned Allocations

	Planned WIB Budget	4/17/2017 Actual to date	Balance	Planned DOS Budget	4/17/2017 Actual to Date	Balance
AD	\$ 67,902.51	\$ 25,894.91	\$ 42,007.60	\$ 224,128.24	\$ 146,489.45	\$ 77,638.79
DW	\$ 76,016.29	\$ 43,626.22	\$ 32,390.07	\$ 260,079.63	\$ 206,950.24	\$ 53,129.39
Y	\$ 12,000.00	\$ 2,690.23	\$ 9,309.77	\$ 7,446.31	\$ 27.47	\$ 7,418.84
AM	\$ 161,780.82	\$ 93,228.48	\$ 68,552.34	\$ 14,000.00	\$ 56,822.85	\$ (42,822.85)
DCLDC	\$ 36,314.00	\$ 30,261.70	\$ 6,052.30	\$ -	\$ -	\$ -
T	\$ 42,150.89	\$ 41,739.66	\$ 411.23	\$ 14,407.31	\$ 14,407.31	\$ -
	\$ 396,164.51	\$ 237,441.20	\$ 158,723.31	\$ 520,061.49	\$ 424,697.32	\$ 95,364.17