



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 APRIL 20, 2017 AGENDA

- Welcome Sheila Appel
 - Approve prior meetings minutes (February & March)
- MOU Updates L. McLoughlin / S. Renino
- RFQ Updates Louise McLoughlin
- Exodus Stephanie Renino
- Budget Updates M. Yerks / L. McLoughlin
- One Stop – Career Center Louise McLoughlin
 - ITA’s
 - Dislocated Worker Event
- Budget Amendment M. Yerks / L. McLoughlin
- Policies Changes for April Board Meeting Louise McLoughlin
- Motions for April Board Meeting Louise McLoughlin
- RFP Update (SYEP) Louise McLoughlin
- RFP Title 1 Program Adult/DW Louise McLoughlin

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“Building Partnerships for Workforce Solutions”

EXECUTIVE COMMITTEE

FEBRUARY 22, 2017

MEETING NOTES

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

Guests: Frank Castella, Vicky Nardelli, Shirée Portis and Timothy Vermillion

Agenda Item	Discussion	Action
Chair	<p><i>Sheila Appel:</i></p> <ul style="list-style-type: none"> ▪ Thank you to the WIB and One Stop staff for all the work that is being done in the absence of an Executive Director. ▪ Motion to approve the October, December and January minutes. <i>M. McCormack</i> abstained from the approval of the December minutes. <i>L. Hannigan & M. McCormack</i> abstained from the approval of the January minutes. ▪ The good news is we are close to hiring an Executive Director. Thank you to the executive committee that has been working with me in this process. 	Motion was made, seconded and passed.
Motions	<ul style="list-style-type: none"> ▪ Elect Officer to the Workforce Investment Board <ul style="list-style-type: none"> • Michael McCormack agreed to fill the At Large seat on the Board. ▪ Adopt the Discrimination and Grievance Policy <ul style="list-style-type: none"> • The policy was changed to reflect the complaint officer as generic rather than continuously changing the policy. 	<p>Motion was made, seconded and passed.</p> <p>Motion was made, seconded and passed.</p>
One Stop – Career Center	<p><i>Vicky Nardelli:</i></p> <ul style="list-style-type: none"> ▪ Budget <ul style="list-style-type: none"> • The biggest concern is the budget because I have been told that there is pretty much no training money left for Adults. We have never run out of money for Adults in the past. I will ask <i>Marilyn Yerks; CFO</i>, to set up a meeting with me so that I have a clear explanation of how the money is reported as it is so critical right now for training. I am concerned about not spending 80% of our funding so I need clarification. • I have a few questions on the budget lines. I am just wondering if there had been any budget amendments since it was put in place. Such as <i>Laraine's</i> salary, benefits, etc. <i>V. Nardelli:</i> What happens to the money from benefits if everyone is not using it? She will ask <i>M. Yerks</i>. <i>S. Appel:</i> There is also money left 	

	<p>over from the Exodus contract that we need clarification on.</p> <ul style="list-style-type: none"> • One Stop budget – there is \$5,000 budgeted for “meetings/conferences” and we only spent \$400. What would we spend that money on? <i>V. Nardelli</i> to get clarification on that as well. ▪ Career Staff Functions <ul style="list-style-type: none"> • To be discussed at a later time. <p>Refer to handout.</p>	
Budget Updates	<p><i>Linda Hannigan:</i></p> <ul style="list-style-type: none"> ▪ Budget Updates – Profit & Loss reports for the WIB and One Stop – <i>S. Appel</i> will ask <i>M. Yerks</i> for an updated budget. <p>Refer to handout.</p>	
Other Business	<p><i>Frank Castella:</i></p> <ul style="list-style-type: none"> ▪ I have a request from the chamber to extend our youth contract for one year. The current contract expires at the end of this fiscal year. Employment and Training Administration Advisory System link: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14_Acc.pdf <i>S. Appel</i> to bring the request to the new executive director to be further discussed. <p><i>Sheila Appel:</i></p> <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>	<p>Motion made, seconded and passed.</p>



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“Building Partnerships for Workforce Solutions”

EXECUTIVE COMMITTEE

MARCH 30, 2017

MEETING NOTES

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

Guests: Frank Castella, Louise McLoughlin, Vicky Nardelli, Stephanie Renino and Marilyn Yerks

Agenda Item	Discussion	Action
Chair	<p><i>Sheila Appel:</i></p> <ul style="list-style-type: none"> ▪ Sheila thanked <i>Marilyn Yerks, Stephanie Renino, Shiree Portis</i> and the staff at the Career Center (<i>Suzanne Chance, Julia Davidson, Meghan Lambert, Ann Lucente-Purdy, Maryann McKenzie, Richard McKinney, Vicky Nardelli, Sol Rodriguez, Jannette Swanson and Patricia White</i>) for stepping up to the challenge and keeping things going in the absence of an Executive Director. 	
Welcome	<p><i>Sheila Appel:</i></p> <ul style="list-style-type: none"> ▪ Welcome the new Executive Director of the DCWIB, <i>Louise McLoughlin</i> ▪ We formally welcome you to the Dutchess County Workforce Investment Board. <p><i>Louise McLoughlin:</i></p> <ul style="list-style-type: none"> ▪ I'm very happy to be here. ▪ <i>S. Renino</i> and I will be in Albany on Tuesday for the Executive Director's meeting. ▪ I will be working with DCFS, the commissioner and deputy commissioner to talk about responsibilities. ▪ <i>Laraine Kautz</i> has left a list of things for me to do. 	
Updates	<p><i>Stephanie Renino:</i></p> <ul style="list-style-type: none"> ▪ MOU Updates <ul style="list-style-type: none"> ○ All the required partners must be party to a memorandum of understanding (MOU) in regards to at least this first part, service delivery piece. I am waiting to hear from <i>Nancy Bell</i> to confirm who the signatory and negotiator is for the housing authority employment and training piece. If the required partner does not provide services for participants in your county, they do not need to be a party to the MOU. <i>Nancy</i> was able to get me contact information for the Native American program, the Second Chance Act, to confirm whether or not they operate here in Dutchess. 	

- We have an updated draft of the MOU template that came out in March. I am following the template as far as progressing forward. What we've got in progress right now is gathering the points of contact, who is the signatory and who is the negotiator.
- For the Title I Program the signatory is the Chief Executive Officer; *Marcus Molinaro* and the negotiator would be the local Workforce Development Board.
- We are working on gathering all service locations and resources because each local area needs to have a systems map. Every point of access is the right access to the workforce system. The system then defines the type of center for each partner agency: Are you the comprehensive career center, are you specialized, are you a center that deals with veterans, etc. What services are available in that location?
- Common Identifier for Branding – Every single partner has to use either American Job Center or a proud partner of the American Job Center.
- In April, we are looking to complete:
 - Applicable Career Services Coordination Delivery Referral Assisting Customers
 - Applicable Career Services Systems Operating Budget – How much are you currently budgeting for these services?
 - In May we want to have the signatures to the MOU.
- This has to be in place by July 1, 2017.
- *S. Appel* acknowledged all the work *S. Renino* has put into this MOU process and she really appreciates it.
- RFP Updates
 - Title I Adult & Dislocated Worker Program – March 7th was the deadline for submissions. We received one response and a copy of that response was forwarded to the evaluation committee.
 - We will schedule a date for an oral presentation from the respondent.
- RFQ Updates
 - The RFQ was released on March 13th. The responses were due March 29th and we did not receive any requests. That means we can go directly to a sole source however the results of our requests have got to be validated by NYSDOL.
 - The local Workforce Development Board may say that they want to be the systems operator but that would require approval by the local CLEO and the Governor.

Refer to handout.

<p>One Stop – Career Center</p>	<p><i>Vicky Nardelli:</i></p> <ul style="list-style-type: none"> ▪ ITA's <ul style="list-style-type: none"> ○ We wrote one Dislocated Worker (DW) ITA for \$1,800 and we have six Adult. Some are ready to go and some not quite. ▪ Dislocated Worker Event <ul style="list-style-type: none"> ○ We want to try and come up with an event for DW. The date we are looking at is May 4th but right now we are gathering information. We were thinking of having the training providers there and I asked <i>R. McKinney</i> to try and get some local businesses so we can talk about the funding for DW's. ▪ OJT's <ul style="list-style-type: none"> ○ <i>R. McKinney</i> reached out to Hatfield and all of the due diligence came back. He hasn't spoken with them about specific numbers or whether it will be Adult or DW. ○ 4th State Metals – <i>R. McKinney</i> left a message with <i>Issac</i> but he hasn't heard back from him yet. ○ Unshattered has three women that they want to do OJT's for. Each contract would be for three months for a total of \$15,600 in Adult money. ▪ Updates of things that have been going on at the Career-Center <ul style="list-style-type: none"> ▪ Since February 1st we've had some registrations. ▪ In March we've had about eight workshops with 76 participants. ▪ We are continuing at the libraries every month. We are doing workshops at different libraries each month. ▪ Hudson Valley Help Wanted Job Fair was very successful. ▪ Hudson Valley Job Fair at DCC on April 12th. ▪ Job Club starts on April 12th at Adriance Library and runs for six weeks. 	
<p>Budget Updates</p>	<p><i>Marilyn Yerks:</i></p> <ul style="list-style-type: none"> ▪ Budget Updates – Profit & Loss reports for the WIB and One Stop <ul style="list-style-type: none"> ○ For the current unobligated, the DW money is deobligation money from the Exodus contract. ○ Staff is putting 95% of their time into DW. ○ What is not used, part of it can move back into Adult. ○ Youth is fine. I spoke with <i>Audra Gerty</i> about the left over money that we could use for training. We decided that we would wait until <i>Louise</i> started and then she would decide what to do with the money. ○ Admin is fine. ○ We do have \$21,000 of deobligated money. The big concern is the training money for Adult and DW. ▪ As far as the overall WIB & One Stops Budgets, due to 	

	<p>all the changes in staff, etc. <i>M. Yerks</i> suggests that <i>Louise</i> look over the budgets.</p> <p>Refer to handout.</p>	
<p>Other Business</p>	<p><i>Louise McLoughlin:</i></p> <ul style="list-style-type: none"> ▪ WIOA Common Measures <ul style="list-style-type: none"> ○ The common measures for WIOA have changed. In the second quarter after exit and in the fourth quarter after exit we have to show that the youth in the second quarter they're either employed or enrolled in secondary education and in the 4th quarter it's employment. ○ There are no incentives for them to give us documentation of employment. What we would like to do is similar to Ulster County and that is to have a follow-up survey sent out. We would like to have a follow-up policy which has dollars attached to it. For the employment piece, in the first quarter after exit we put \$10, the 2nd quarter we put \$25, the 3rd quarter is \$10 and the 4th quarter is \$25. <p><i>Louise McLoughlin:</i></p> <ul style="list-style-type: none"> ▪ Motion to adjourn. 	<p>Motion made, seconded and passed.</p>

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
Adult							
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
DW							
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
Youth							
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
Admin							
Carry-in	\$ 55,572.53						
PY16	\$ 149,852.91						
	\$ 71,318.24						
	\$ 71,318.24				\$ 29,970.58	\$ 4,657.49	\$ 36,690.17
DCLDC							
	\$ 36,314.00					\$ 6,052.30	
TANF							
PY 16	\$ 377,063.00						
Total	\$ 2,245,675.53	\$ 126,391.68	\$ 41,627.77	\$ 287,197.00	\$ 250,431.14	\$ 205,786.25	\$ -
TAA							
FY15	\$ -	\$ 3,126.20	\$ 3,126.20				

80% check

Tracking Actual Operation Costs Against Planned Allocations

	4/17/2017		Balance	4/17/2017		Balance
	Planned WIB Budget	Actual to date		Planned DOS Budget	Actual to Date	
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

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>
Non-Personnel				
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%
Total Non-Personnel	<u>137,133.69</u>	<u>244,746.40</u>	<u>-107,612.71</u>	<u>56.03%</u>
Personnel				
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%
Total Personnel	<u>494,798.44</u>	<u>682,072.29</u>	<u>-187,273.85</u>	<u>72.54%</u>
TOTALS	<u>631,932.13</u>	<u>926,818.69</u>	<u>-294,886.56</u>	<u>68.18%</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>
Non-Personnel				
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%
Total Non-Personnel	<u>78,158.48</u>	<u>145,300.40</u>	<u>-67,141.92</u>	<u>53.79%</u>
Personnel				
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%
Total Personnel	<u>150,383.54</u>	<u>250,864.11</u>	<u>-100,480.57</u>	<u>59.95%</u>
TOTALS	<u>228,542.02</u>	<u>396,164.51</u>	<u>-167,622.49</u>	<u>57.69%</u>

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>
Non-Personnel				
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%
Total Non-Personnel	<u>58,975.21</u>	<u>99,446.00</u>	<u>-40,470.79</u>	<u>59.3%</u>
Personnel				
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%
Total Personnel	<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>