



WIB

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 HELD AT 3 NEPTUNE ROAD, POUGHKEEPSIE NY 12601 OCTOBER 24, 2019 AGENDA

1. Call to Order, establish quorum

- Welcome Sheila Appel
- Review and Adoption of Prior Meeting Minutes (June 27, 2019)

Motion:	
2 nd :	
YES:	
NO:	
Abstained from voting:	
PASSED:	
CERTIFIED:	

2. Present Motions:

Sheila Appel

MOTIONS

A. Approval of Amended PY18 ONE STOP OPERATING BUDGET

Motion:	
2 nd :	
YES:	
NO:	
Abstained from voting:	
PASSED:	
CERTIFIED:	

B. Approval of Amended PY18 DCWIB OPERATING BUDGET

Motion:	
2 nd :	
YES:	
NO:	
Abstained from voting:	
PASSED:	
CERTIFIED:	

MOTIONS

- DW to ADULT FUNDS TRANSFER

Motion:	
2 nd :	
YES:	
NO:	
Abstained from voting:	
PASSED:	
CERTIFIED:	

APPROVED POLICIES SINCE JUNE 2019

- Transitional Jobs Policy
- Adult and Dislocated Worker Supportive Services Policy

3. Executive Director’s Report

Louise McLoughlin

- Fiscal Report
- Sole Source Supportive Services
- RFP WIOA Adult, Dislocated Worker
- SYEP Report
- Level Up Dutchess Update
- Career Center Update
- City of Beacon Grant
- Apprenticeships

4. Discussion

Sheila Appel

- Automatic Door (Career Center)
- Failure to approve our requests to hang monitors in Computer Lab and Workshop Room #1
- Small office- usability

5. New Business

ADJOURN

Motion:	
2 nd :	
YES:	
NO:	
Abstained from voting:	
PASSED:	
CERTIFIED:	



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DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD MEETING HELD AT 3 NEPTUNE ROAD, POUGHKEEPSIE NY 12601 JUNE 27, 2019 MINUTES

Members Present: Sheila Appel; Chair, Laine Belmonte, Mary Jane Bertram, Duane Brown, Garrett Dyal, Nicole Fenichel-Hewitt, Theresa Giovanniello, Rich Kleban, Paul Mancarella, Louise McLoughlin; WIB, Kevin Smith, Elizabeth Spira, Brandon Walker and Jessica Woodson

Members Excused: Reinaldo Diaz, Linda Hannigan, William Jeffries, Donald Lucarello, Michael McCormack, Rita McPeck and Sherre Wesley

Also Present: Cecilia Cook, Pamela Edington, Cassandra Jackson, Kadiyah Lodge, Aneasa Nugent, Angela Patella, Stephanie Renino, Karen Williams and Ashley Wright

1. Call to Order, establish quorum

- Welcome Sheila Appel
- Review and Adoption of Prior Meeting Minutes (May 30, 2019)

Motion:	Jessica Woodson
2 nd :	Theresa Giovanniello
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram

2. Present Motions:

Sheila Appel

MOTIONS

A. Approval of ONE STOP OPERATING BUDGET

Motion:	Theresa Giovanniello
2 nd :	Elizabeth Spira
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram

B. Approval of DCWIB OPERATING BUDGET

Motion:	Theresa Giovanniello
2 nd :	Kevin Smith

YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: Mary Jane Bertram	

3. Executive Director's Report

Louise McLoughlin

- Fiscal Report
- RFP WIOA Adult, Dislocated Worker
- Career Center Lease
- Opioid Grant, Partnership and Collaboration
- WDDP Grant Presentation
- Permission to sign OCFS contract for WDDP Grant
- CFA Workforce

4. Executive Session

Sheila Appel

Motion:	Paul Mancarella
2 nd :	Jessica Woodson
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: Mary Jane Bertram	

5. New Business

ADJOURN

Motion:	Paul Mancarella
2 nd :	Theresa Giovanniello
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: Mary Jane Bertram	

Dutchess County Workforce Investment Board

Motion Presented to the Board
October 24, 2019

Adopt the Program Year 18 Operating Budget for Career Center Staff and Activities Funded by the Workforce Innovation & Opportunity Act

Whereas the incorporated entity Dutchess County Workforce Investment Board operates on a fiscal year commencing on July 1 and ending on June 30; and

Whereas the Dutchess County Workforce Investment Board also establishes a budget for the Career Center Activities funded by WIOA on a fiscal year commencing on July 1 and ending on June 30; and

Whereas the current operating budget was adopted on June 28, 2018; and

Whereas the Executive Director has updated the tentative budget with actual known expenses; and

Whereas the Executive Committee met on October 10, 2019 and approved a motion to adopt the amended DCWIB Operating Budget as amended and

Now therefore, the Dutchess County Workforce Investment Board approves the attached amended budget for fiscal year PY2018 for the DCWIB.

Dutchess County Workforce Investment Board

Motion Presented to the Board
October 24, 2019

Adopt the Program Year 18 Amended DCWIB Operating Budget

Whereas the incorporated entity Dutchess County Workforce Investment Board operates on a fiscal year commencing on July 1 and ending on June 30; and

Whereas the current operating budget was adopted on June 28, 2018; and

Whereas the Executive Director has updated the tentative budget with actual known expenses; and

Whereas the Executive Committee met on October 10, 2019 and approved a motion to adopt the amended DCWIB Operating Budget as amended and

Now therefore, the Dutchess County Workforce Investment Board approves the attached amended budget for fiscal year PY2018 for the DCWIB.

DUTCHESS COUNTY
WORKFORCE INVESTMENT BOARD
October 24, 2019

Motion Regarding: Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Transfer Requests and Administration to Program Funds Transfer Requests

Whereas, the Dutchess County Workforce Investment Board operates on a fiscal year commencing on July 1 and ending on June 30; and

Whereas, the New York State Department of Labor has provided allocations to Dutchess County for the operation of Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker Program Funds for the Program Year 2019; and

Whereas, the New York State Department of Labor has issued Technical Advisory #16-3 on March 10, 2016 outlining the policy on the recapture of funds from local areas which do not achieve the required accrued expenditure rates by the end of each fiscal year; and

Whereas, the New York State Department of Labor has also issued Technical Advisory #17-6 on June 15, 2017 outlining the procedure for local areas to request a transfer from WIOA Adult and Dislocated Worker funds, Administration funds and originating program funds; and

Whereas, implementing the procedure for Technical Advisory #17-6 will allow the local area to reach the required spending goals of Technical Advisory #16-3, thereby protecting funds from recapture; and

Whereas, Technical Advisory states it is acceptable for the LWDB to provide a blanket approval to transfer funds at any given time during a defined program year, thereby eliminating the need for multiple LWDB approval; and

Now therefore, the Dutchess County Workforce Investment Board gives the Executive Director the authority to complete transfer requests for this purpose as long as the transactions are reported and never result in any eligible participant being denied services, including training services due to a lack of funds.



ADULT AND DISLOCATED WORKER SUPPORTIVE SERVICES POLICY – AMENDED 9-12-19

BACKGROUND

Program applicants and participants shall be informed by their case manager that supportive services may be available through the local workforce system including system partners, service providers and community based programs.

Supportive services for all eligible adults, dislocated workers are defined in WIOA Sections 3(59), 134(d)(2), and (3). Supportive services include assistance with transportation, child care, dependent care, housing, uniforms and other appropriate work attire, work-related tools, (including such items as eye glasses and protective eye wear), and are necessary to enable individuals to participate in WIOA Title I activities.

According to the Federal Register, supportive services are funded by WIOA only when these services are not available through other agencies and that the services are necessary for the individual to participate in WIOA funded Title I activities. Supportive Services are subject to funding constraints and may not be available.

Eligible activities include Adult and DW Employment and Training Activities

PROVISIONS

The following provisions, with prior approval have been established by the DCWIB when funding is available for Supportive Services:

TRANSPORTATION: Public transportation fare and gas cards may be available and minor car repairs may be supported with three documented price quotes (phone quotes not acceptable).

CLOTHING & EQUIPMENT: Work clothing, such as uniforms, boots and business attire can be requested. Equipment such as stethoscopes, blood pressure cuffs, helmets, gloves, protective eyewear may be requested. The cost may not exceed the actual cost of the tools and equipment required by the training or occupation. An employer requiring a new employee to have his/her own equipment to begin work must provide written documentation. A list of specific equipment or books required of the participant for training and not included in the tuition should be identified in official website or official printed materials of the institution that can be provided to the WIOA staff.



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LICENSING & TESTING FEES: Physicals and fingerprinting fees for employment, HazMat endorsement, and drug testing related to employment, are eligible for WIOA funding when verified by the employer and documentation has been provided. State testing, certification and/or licensing fees related to training are eligible for WIOA funds. If a participant fails to earn the credential, they may request additional funding for a retake.

CHILDCARE/ELDER CARE: Funding for dependent care may be available after alternative funding streams such as the Department of Community and Family Services, are exhausted.

In order to qualify for any supportive service the participant must be actively participating in a funded DCWIB program and he, she or they may not qualify for services from other programs providing such services. The service must be reasonably required based on the individual’s need, as outlined in the Individual Employment Plan or Individual Service Strategy. A participant who fails to remain active in their funded service by missing one or more sessions, will not be permitted to access supportive services. Funding approval must be approved by the DCWIB Executive Director prior to the start of any childcare/eldercare service.

Total Payments Per Participant

The total amount of funding allowed per participant shall not total more than the total training account limit allowed under the Individual Training Award Policy. The DCWIB Executive Director is permitted to allow for additional funding on a case by case basis, but prior written approval must be received before continuing any supportive services..

SUBJECT TO AVAILABLE FUNDING



Dutchess County Workforce Investment Board

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TRANSITIONAL JOBS PROGRAM POLICY, INTERNSHIP or OTHER WORK EXPERIENCES - Amended 9-12-19

Transitional Jobs

A Transitional Job is a time-limited work experience in the public, private, or nonprofit sector designed for individuals with barriers to employment and are either chronically unemployed or have inconsistent work history. The experience is designed to help (re)establish a work history, demonstrate success in the workplace and develop the skills that lead to entry into and retention of unsubsidized employment. (20 CRF 680.190 and 680.195)

Internship or Other Work Experiences

An internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experiences may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. (20 CRF 680.180)

Eligibility

In accordance with Sections 134(d)(5) and 129(c)(2)(C) of The Workforce Innovation and Opportunity Act (WIOA), this policy is to be used for individuals who are 18 years of age or older and classified as an Adult or Dislocated Worker and who are eligible for WIOA funding.

Structure

All Transitional Job, Internships or Other Work Experience opportunities must be structured with a job description and training plan that align to the participant’s stated employment goals. Positions do not have to be available positions within the organization and there is no requirement that they lead to permanent employment. The designated Career Center staff or partner staff must provide regular support to the participant and communicate with the participant at a minimum of once a week. Support and communication may consist of WIOA defined Career Services, soft skills training, referrals to other supportive services or leads on permanent employment opportunities. Communication should be face-to-face and may not consist of emails, voice or text messages. Communication should be documented in the participant’s folder and activities and services should be documented in OSOS. If the participant successfully completes the work experience the designated staff must ensure the participant has an updated resume and at least one professional reference.



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A Transitional Job opportunity averages eight to twelve weeks long, 20-25 hours per week but may be as long as 6-months. Individuals receive at least NYS minimum wage (hourly rates above minimum wage need prior approval from the DCWIB Executive Director). The hourly rate cannot be more than that paid to any employee in the same or similar position.

Veteran’s Priority Provisions

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements.

This policy does not govern the Summer Youth Employment Program administered by the Dutchess County Workforce Investment Board.