



# 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

### EXECUTIVE COMMITTEE MEETING - 3 NEPTUNE ROAD, POUGHKEEPSIE NY

**March 12, 2020**

**8:30 AM**

#### AGENDA

1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes (January 9, 2020)

Sheila Appel

Motion:	
2 <sup>nd</sup> :	
YES:	#-
NO:	#-
Abstained from voting:	
PASSED:	YES/NO
CERTIFIED:	
DATE:	

2. Executive Director’s Report

Louise McLoughlin

Activity:

- DC Legislature
- Training in Albany with USDOL and NYSDOL (Stephanie)
- NYC to Tour a Career Center- focus on Healthcare
- Training in Albany with OCFS on Level Up grant (Karen and Aneasa)
- Skills Summit in Washington DC- Capital Hill (Stephanie)
- Invest in Skills NY in Albany
- Meetings
  - Meet with Crepini at iPark for a possible OJT/Incumbent Worker Training
  - Meet with Veterans (MHA and County) to discuss Way to Work
  - Think Jobs Committee Meetings- main event is June 3, 2020 at FDR
  - Angeline from Hair on Hudson- new training provider
  - NYSDOL Updates (conference calls- every other week)
  - Path to Promise Meetings- Youth Summit Role
  - Site visits from OCFS (2)
  - WDI and DCC to discuss Workforce and Apprenticeships
  - Met with Smart Staff- implementation of their new grant
  - NYATEP quarterly meeting
  - Mid- Hudson Regional Hospital WMCHHealth Network (Kadiyah covered)
  - Regional meeting (phone) to discuss CFA
  - Hand in Hand: The Domestic Employers Network (NY Health Foundation Transportation Grant)
  - WDI to discuss Workforce Study
  - Veterans Affairs with WEDC and Ron

A proud partner of the



- Karen Smallwood (Assistant Commissioner of Youth Services)
- Site visit to FDR for Think Jobs (Kadiyah and Nancy)
- Met with Red Hook Community Center (Nancy)
- Youth Bureau and Coordinating Council Board Meetings and Grant Award Meeting
- Perkins Planning Meeting at DCC (Kadiyah covered)
- Design Thinking at IBM
- Day One (with Ron and Sarah)
- FOTA review
- Drone Training Provider
- SYEP Bidder's Conference

**REPORT:**

Fiscal Report

Grants:

- Opioid Grant (current and future)
- Way to Work Dutchess
- CFA Regional and Dutchess

- Center Upgrades- Technology Boost
- Rent DCWIB/Center
- WDB Board Members (reappointments)
- RFP WIOA Adult, Dislocated Worker
- SYEP- RFP Content, Timeline, Name, Readers
- COVID-19 Implications

3. Discussion New Business

Sheila Appel

**ADJOURN**

Motion:	
2 <sup>nd</sup> :	
YES:	#-
NO:	#-
Abstained from voting:	
PASSED:	YES/NO
CERTIFIED:	
DATE:	



# WIB Dutchess County Workforce Development Board

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“Building Partnerships for Workforce Solutions”

## DUTCHESS COUNTY WORKFORCE DEVELOPMENT

### EXECUTIVE COMMITTEE MEETING - 3 NEPTUNE ROAD, POUGHKEEPSIE NY

JANUARY 9, 2020

8:30 AM

#### MEETING MINUTES

**Members Present:** Sheila Appel; Chair, Theresa Giovanniello, Linda Hannigan, Paul Mancarella, Louise McLoughlin; WIB and Jessica Woodson

**Members Excused:** Mary Jane Bertram and Michael McCormack

**Also Present:** (Guests) Nancy Dewitt and Stephanie Renino

#### 1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes (November 14, 2019)

Sheila Appel

Motion:	Jessica Woodson
2 <sup>nd</sup> :	Linda Hannigan
YES:	#-4
NO:	#-0
Abstained from voting:	0
PASSED:	<u>YES/NO</u>
CERTIFIED:	Paul Mancarella
DATE:	January 9, 2020

#### 2. Executive Director’s Report

Louise McLoughlin

- Fiscal Report
- NYS DOL Training 1.23.19 & 1.24.19
- Local Plan
- Opioid Grant (current and future)
- Level Up- participant eligibility
- Way to Work Dutchess
- Painting- waiting to learn the date from NYSDOL, Monitors have not been hung up  
No news on a date for the Automatic Door (Career Center)
- Rent DCWIB
- WDB Board Members (reappointments)
- RFP WIOA Adult, Dislocated Worker

#### 3. Discussion New Business

Sheila Appel

**ADJOURN**

Motion:	Jessica Woodson
2 <sup>nd</sup> :	Linda Hannigan
YES:	#-4



NO:	#-0
Abstained from voting:	0
PASSED:	YES/NO
CERTIFIED: Paul Mancarella	
DATE: January 9, 2020	

DCWIB

Updated 12.10.2019

PY19 Budget 7.1.2019 to 6.30.2020

	Approved Budget	Jan-20	Feb-20	Expended to Date	Remaining in Budget	% Expended
<b>Personnel</b>						
Salaries	\$ 229,378.90	\$ 33,507.17	\$ 23,978.93	\$ 150,903.50	\$ 78,475.40	66%
Benefits	\$ 64,094.73	\$ 8,821.74	\$ 6,307.79	\$ 35,208.67	\$ 28,886.06	55%
Payroll Taxes/Insurance/Fees	\$ 22,438.15	\$ 4,796.85	\$ 2,839.05	\$ 15,575.46	\$ 6,862.69	69%
Admin Fees - Staffline	\$ 1,312.38	\$ 416.08	\$ 206.83	\$ 1,411.96	\$ (99.58)	108%
<b>Total Personnel</b>	\$ 317,224.16	\$ 47,541.84	\$ 33,332.60	\$ 203,099.59	\$ 114,124.57	64%
<b>Non-Personnel</b>						
Advertising/Marketing	\$ 500.00			\$ -	\$ 500.00	0%
Board Expenses	\$ 1,500.00			\$ 1,200.00	\$ 300.00	80%
Conference Events	\$ 4,500.00			\$ 2,958.40	\$ 1,541.60	66%
Consultants	\$ 500.00		\$ 500.00	\$ 4,785.00	\$ (4,285.00)	957%
Insurance	\$ 15,000.00			\$ 12,340.43	\$ 2,659.57	82%
IT	\$ 11,364.55	\$ 984.45	\$ 969.50	\$ 7,874.70	\$ 3,489.85	69%
Legal Expenses	\$ 2,000.00			\$ -	\$ 2,000.00	0%
Memberships, dues, subs	\$ 11,500.00		\$ 1,500.00	\$ 2,408.99	\$ 9,091.01	21%
Mileage/Travel	\$ 8,360.75	\$ 2,138.29	\$ 2,409.89	\$ 13,427.25	\$ (5,066.50)	161%
Office Equipment	\$ 4,006.00	\$ 489.00	\$ 11,504.19	\$ 13,063.19	\$ (9,057.19)	326%
Office Supplies	\$ 3,000.00	\$ 348.84	\$ 138.97	\$ 1,528.25	\$ 1,471.75	51%
Postage	\$ 500.00			\$ -	\$ 500.00	0%
Program Materials/Publications	\$ 750.00			\$ -	\$ 750.00	0%
Rent	\$ 26,101.68	\$ 462.25	\$ 359.00	\$ 8,648.44	\$ 17,453.24	33%
Staff Trainings/Meetings	\$ 7,500.00		\$ 339.15	\$ 3,479.15	\$ 4,020.85	46%
Telephone/Internet	\$ 2,710.00	\$ 258.83	\$ 164.67	\$ 1,598.02	\$ 1,111.98	59%
Website Update	\$ 1,000.00			\$ 2,531.25	\$ (1,531.25)	253%
<b>Total Non Personnel</b>	\$ 100,792.98	\$ 4,681.66	\$ 17,885.37	\$ 75,843.07	\$ 24,949.91	75%
<b>Total</b>	\$ 418,017.14	\$ 52,223.50	\$ 51,217.97	\$ 278,942.66	\$ 139,074.48	67%

Career Center  
 PY19 Budget 7.1.2019 to 6.30.2020 Updated 2.29.2020

	Approved Budget	Amendment	Jan-20	Feb-20	Expended to Date	Remaining in Budget	% Expended
<b>Personnel</b>							
Salaries	\$ 276,024.85		\$ 27,465.57	\$ 23,434.86	\$ 181,790.25	\$ 94,234.60	66%
Benefits	\$ 115,249.58		\$ 5,509.86	\$ 6,661.05	\$ 48,335.30	\$ 66,914.28	42%
Payroll Taxes/Insurance/Fees	\$ 37,939.50		\$ 3,910.56	\$ 3,286.69	\$ 18,410.97	\$ 19,528.53	49%
Admin Fees	\$ 3,267.74		\$ 410.38	\$ 319.28	\$ 2,423.51	\$ 844.23	74%
	\$ -						
	\$ -						
<b>Total Personnel</b>	\$ 432,481.67		\$ 37,296.37	\$ 33,701.88	\$ 250,960.03	\$ 181,521.64	58%
<b>Non-Personnel</b>							
Advertising/Marketing	\$ -						
Conference Events	\$ 1,500.00			\$ 2,447.55	\$ 500.00	\$ 1,000.00	33%
Consultants	\$ -			\$ 2,447.55	\$ 2,447.55	\$ (2,447.55)	#DIV/0!
Office Supplies	\$ 4,000.00		\$ 680.32	\$ 767.45	\$ 3,238.58	\$ 761.42	81%
Memberships	\$ -				\$ 6,100.00	\$ (6,100.00)	#DIV/0!
IT	\$ 10,689.91		\$ 763.50		\$ 12,758.96	\$ (2,069.05)	119%
Staff Trainings/Meetings	\$ 2,000.00		\$ 2,000.00		\$ 5,565.00	\$ (3,565.00)	278%
Mileage/Expenses/Travel	\$ 5,000.00		\$ 124.84		\$ 1,937.81	\$ 3,062.19	39%
Office Equipment	\$ 4,816.00		\$ 10,160.07		\$ 34,175.42	\$ (29,359.42)	710%
Postage	\$ 200.00				\$ -	\$ 200.00	0%
Program Materials/Publications	\$ 800.00				\$ 1,018.00	\$ (218.00)	127%
Rent	\$ 52,720.69		\$ 7,907.62		\$ 26,381.80	\$ 26,338.89	50%
Telephone/Internet	\$ 1,980.00		\$ 179.94		\$ 990.57	\$ 989.43	50%
Website Update	\$ 5,000.00				\$ 2,531.25	\$ 2,468.75	51%
<b>Total Non Personnel</b>	\$ 88,706.60	\$ -	\$ 21,816.29	\$ 3,215.00	\$ 97,644.94	\$ (8,938.34)	110%
<b>Total</b>	\$ 521,188.27		\$ 59,112.66	\$ 36,916.88	\$ 348,604.97	\$ 172,583.30	67%