



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

EXECUTIVE COMMITTEE MEETING - 3 NEPTUNE ROAD, POUGHKEEPSIE NY

SEPTEMBER 12, 2019

8:30 AM

AGENDA

1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes (July 11, 2019)

Sheila Appel

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

2. MOTIONS

TRANSITIONAL JOBS, INTERNSHIPS & OTHER WORK EXPERIENCES (AMENDED) (ADULT & DW)

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

SUPPORTIVE SERVICES (AMENDED) (ADULT & DW)

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

3. Executive Director's Report

Louise McLoughlin

- SYEP Report
- Career Center Updates
- Level Up Dutchess
- Fiscal Report
- CFA Workforce (Partners)
- RFP WIOA Adult, Dislocated Worker
- Strategic Plan
- WDB New Board Members

4. Discussion

Sheila Appel

Rent (DOL)- Automatic Door (Career Center)

5. New Business

ADJOURN

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



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DUTCHESS COUNTY WORKFORCE DEVELOPMENT

EXECUTIVE COMMITTEE MEETING - 3 NEPTUNE ROAD, POUGHKEEPSIE NY

JULY 11, 2019

MEETING MINUTES

Members Present: Sheila Appel; Chair, Mary Jane Bertram, Theresa Giovannello, Linda Hannigan, Paul Mancarella, Louise McLoughlin; WIB and Jessica Woodson

Members Excused: Michael McCormack

Also Present: Stephanie Renino (Guest)

1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes (May 2019)

Sheila Appel

Motion:	Mary Jane Bertram
2 nd :	Jessica Woodson
YES:	#-6
NO:	#-0
Abstained from voting:	0
PASSED:	<u>YES</u> /NO
CERTIFIED: Mary Jane Bertram	
DATE: July 11, 2019	

2. Executive Director’s Report

Louise McLoughlin

- SYEP Report- Universal Application Status
- Career Center Updates
- Status of WDDP grant
- Fiscal Report on Closeout of PY2018- 80%, New PY18 Allocations, PY19 Allocations
- CFA Workforce (Partners)
- RFP WIOA Adult, Dislocated Worker
- Strategic Plan
- WDB New Board Members

3. Discussion

Sheila Appel

Rent (DOL)- Automatic Door (Career Center)

4. New Business

ADJOURN

Motion:	Jessica Woodson
2 nd :	Theresa Giovannello
YES:	#-6
NO:	#-0

Abstained from voting:	0
PASSED:	<u>YES/NO</u>
CERTIFIED: Mary Jane Bertram	
DATE: July 11, 2019	

Dutchess County Workforce Investment Board

Motion Presented to the Executive Committee
September 12, 2019

Adopt the Amended Transitional Jobs Program Policy

Whereas the Dutchess County Workforce Investment Board (DCWIB) provides local input to Workforce Innovation & Opportunity Act (WIOA) policies; and

Whereas Sections 134(d)(5) and 129(c)(2)(C) of WIOA authorize the local development area to spend Adult and Dislocated Worker funds on transitional jobs/work experiences; and

Whereas the Adult and Dislocated Worker transitional job experiences cannot exceed ten percent of the program funding; and

Whereas the DCWIB has written the Transitional Jobs Program Policy for the program providers to follow; and

Whereas the DCWIB may, from time to time amend its policies to reflect the economic conditions and the funding and training priorities of the County or federal and state regulations; and

Now therefore, the Dutchess County Workforce Investment Board Executive Committee adopts the Transitional Jobs Program Policy and directs DCWIB Staff to implement same for the Adult, Dislocated Worker programs.

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



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

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.

Dutchess County Workforce Investment Board

Motion Presented to the Executive Committee
September 12, 2019

Adopt the amended Adult and Dislocated Workers Supportive Services Policy

Whereas the Dutchess County Workforce Investment Board (DCWIB) provides local input to Workforce Innovation & Opportunity Act (WIOA) policies; and

Whereas the DCWIB is required to have a Supportive Services policy; and

Whereas the DCWIB may, need to amend its policies to reflect the economic conditions and priorities of the County or federal and state regulations; and

Now therefore, the Dutchess County Workforce Investment Board Executive Committee adopts the Youth Supportive Services Policy and directs DCWIB Staff to implement same for all DCWIB funded programs.

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



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

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