



Dutchess County Workforce Development Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Driving economic growth through Workforce Partnerships”

Board Meeting
May 28, 2026



1. Call to Order, establish quorum Sheila Appel

2. Welcome Sheila Appel
 Moment for Paul Mancarella
 Welcome New Board Member

3. Motion(s)
 - Motion to approve the minutes February 19, 2026, Board Meeting.
 - Motion to approve the PY26 WIOA Operating Budget.
 - Motion: Accept and ratify the actions approved by the Executive Committee as outlined in the Executive Committee April 2026 Consent Agenda; approve the recommendations and expenditures presented in the May 2026 Consent Agenda; and authorize the Procurement/Contract Committee and/or Executive Committee to review, select, and approve vendors and contracts associated with the Adult/DW and Youth Workshop RFPs currently in process.
 - Motion to approve the PY26 WIOA Youth Services Contract with the Chamber Foundation in the amount of \$450,000.
 - Motion to approve the PY26 One-Stop Center Operator Contract with S. Ugolini Consulting, LLC in the amount of \$55,000.
 - Motion to approve the Contract and Procurement Committee recommendation and/or Executive Committee approval for the PY26 WIOA System Operator upon completion of the RFP review process.
 - Motion: To authorize the Executive Director and/or designated fiscal staff to submit requests to the New York State Department of Labor for transfers of WIOA Title I-B Adult, Dislocated Worker, and Administration funds, as permitted under NYSDOL Technical Advisory #17-6, for Program Year 2025, in compliance with all applicable federal and state requirements.

4. Executive Directors Report
 - Fiscal Report
 - PY26 Allocations (attached)
 - Operating Budget as of 5/18/26 (attached)
 - Current Cash Budgets and Obligations (attached)
 - NYSDOL/USDOL- MONITORING/AUDIT – no unresolved findings
 - HUGE THANK YOU to our NEW Committee: Procurement & Contracts Committee
 - PROGRAM
 - SYEP 2026
 - Childcare Coalition
 - Way to Work Program Update (In Parking Lot of 191 Main Street, Poughkeepsie, NY)

5. New Business Sheila Appel

6. Adjourn Sheila Appel

**PY26 DRAFT
OPERATING BUDGET**

	PY25	PY26
	7/1/25-6/30/26	7/1/26-6/30/27
	Approved	Draft
3 Neptune Personnel (DCWIB)		
Salaries	\$ 335,365.95	\$ 341,613.96
Fringe	\$ 112,281.34	\$ 113,360.01
Total 3 Neptune	\$ 447,647.29	\$ 454,973.97
191 Main St Personnel (DCWORKS)		
Salaries	\$ 362,153.97	\$ 307,829.36
Fringe	\$ 143,571.25	\$ 133,063.84
Total 191 Main Street	\$ 505,725.22	\$ 440,893.20
Total Personnel All Locations		\$ 895,867.17
Non Personnel		
Advertising	\$ 1,000.00	\$ 1,000.00
Audit	\$ 500.00	\$ 500.00
Board Expenses	\$ 1,500.00	\$ 1,500.00
Conference Events	\$ 30,000.00	\$ 30,000.00
Consultants	\$ 5,000.00	\$ 5,000.00
Insurance	\$ 15,000.00	\$ 15,000.00
IT	\$ 57,000.00	\$ 60,000.00
Legal Expense	\$ 500.00	\$ 500.00
Memberships	\$ 50,000.00	\$ 50,000.00
Mileage	\$ 8,000.00	\$ 8,000.00
Office Equipment	\$ 15,000.00	\$ 12,000.00
Office & COVID Supplies	\$ 8,000.00	\$ 8,000.00
Laptops	\$ 15,000.00	\$ 15,000.00
Leases-VR GLASSES	\$ 5,000.00	\$ 5,000.00
Postage	\$ 500.00	\$ 500.00
Program Expense	\$ 1,500.00	\$ 1,500.00
Rent Neptune	\$ 30,000.00	\$ 30,000.00
Rent 191 Main	\$ 81,767.64	\$ 81,767.64
Staff Training	\$ 10,000.00	\$ 1,000.00
Telephone/Internet	\$ 5,000.00	\$ 5,000.00
Website Maintenance	\$ 2,000.00	\$ 2,000.00
Total Non-Personnel	\$ 342,267.64	\$ 333,267.64
	\$ 1,295,640.15	\$ 1,229,134.81

CONSENT AGENDA

EXECUTIVE COMMITTEE APRIL 2026 MEETING

Recommendation	Total Amount	Contract Amount	Breakdown
Accept Bonadio & Co., LLP for QuickBooks cleanup services	\$36,000	\$36,000.00	Cleanup/corrections, historical reconciliation and reporting from January 2020-present, documentation, project closeout; payments in \$500 increments; option to renew through 2026
Accept recommendation for Website Design Services	\$25,000	\$25,000.00	Website design services as advised by the Procurement Committee and deemed necessary and reasonable
Accept recommendation for SCION conference services	\$66,000.00	\$66,000.00	Regional conference, training workshops, awareness efforts, and pilot programs supporting individuals with disabilities and mental health conditions
Accept awards for Dutchess County Early Learning Coalition consultant services	\$110,819 potential total		Adirondack Executive Services: up to \$34,000; The International Knowledge Exchange/The New Possible: up to \$41,820 (\$22,500 ELN grant + \$19,320 WIOA); Bank Street College of Education: up to \$30,000; Gatherround Consulting: up to \$4,999
Adirondack Executive Services	\$34,000.00	\$34,000.00	Primarily logistics and facilitation
The International Knowledge Exchange/The New Possible	\$41,820.00	\$41,820.00	Facilitation, support
Bank Street College of Education	\$30,000.00	\$30,000.00	Facilitation, data analysis, supports
Gatherround Consulting	\$4,999.00	\$4,999.00	Meeting and sub committee support
Approve travel fee	\$1,000	\$1,000.00	Travel fee approval
Approve issuance of RFPs	N/A	N/A	No dollar amount attached

CONSENT AGENDA MAY 2026 Meeting

Recommendation	Total Amount	Contract Amount	Breakdown
Build Within- AI Support for DCWORKS	\$41,000.00	TBD	AI
Consultadd Public Services or Aviara Labs LLC	\$5,000.00	TBD	File System
Supportive services	\$6,000 admin + client expenses	TBD	Give permission to Contract & Procurement committee to approve the vendor and total.
Open Hub	\$66,000 (58,000 Participants plus \$8,000 staff training)	TBD	For every 10 people there will be 23 trainings at \$499 per training- this is for 50 people plus staff training for AI and data
BOCES	\$33,643.00	TBD	Skills readiness and workforce preparation program providing trade math, certification prep, and teacher aide training for up to 100 WIOA-eligible adults, youth, and dislocated workers.
Visionary	\$24,500.00	TBD	Websites Redesign
Accept recommendation of Procurement/Contract Committee and/or Executive Committee			
Adult/DW Workshop RFP	TBD	Multiple Contracts	DCWIB is seeking organizations to provide:
Youth Workshop RFP	TBD	Multiple Contracts	workforce workshops, youth programming,

Current Available Cash-Obligations-Balances

PY	TYPE	Sum Total Amt	New total		SPEND	Total	Notes	OBLIGATIONS	80%
PY23	NY SCION (OMH)	\$ 3,528.55			\$2,528.55				
PY24	Adult - Formula	\$ 142,556.96	\$21,359.31	\$ 121,197.65	\$ 117,750.00	\$ 3,447.65	will spend based on accrued expenses		
PY24	Dislocated Worker	\$ 183,992.35	\$17,633.52	\$ 166,358.83	\$ 109,600.00	\$ 56,758.83	will spend based on accrued expenses		
PY24	Youth-Formula	\$ 114,286.47	\$10,319.70	\$ 103,966.77	\$ 114,286.47	\$ -	Will be fully spent with payroll		
PY24	RETI	\$ 42,578.38			\$42,578.38		Will be close		
PY24	RR - NY SCION	\$ 100,000.00					Will be used in PY26		
PY24	NY SCION (OMH)	\$ 71,200.00			\$71,200		Working to contract 65,000		
PY25	Adult - Formula	\$ 468,723.67					Almost fully Obligated we have RFPS out	\$ 368,100.50	\$ 374,978.94
PY25	Dislocated Worker	\$ 541,065.65					Fully Obligated with contracts	\$ 438,124.00	\$ 432,852.52
PY25	Youth-Formula	\$ 571,878.23					Fully Obligated with contracts	\$ 484,000.00	\$ 457,502.58
PY25	Administration	\$ 48,842.52							
PY25	NY SCION (OMH)	\$ 30,000.00			\$ 30,000.00		May have to give back		

Obligations ITA OJT

Adult	\$ 175,081.00
DW	\$ 201,876.50
Youth	\$ 9,216.00
OJTs	\$ 43,228.00

Contracts

	\$ 413,039.00
	\$ 27,000.00
	\$ 386,039.00
Adult	\$ 193,019.50
DW	\$ 193,019.50

OVERALL OBLIGATIONS

Adult	\$ 368,100.50
DW	\$ 438,124.00

This is a fiscal monitoring sheet showing available funding, expenditures, and contracted obligations for the Adult and Dislocated Worker programs to ensure funds are appropriately committed and spent within required timelines. The Adult and Dislocated Worker (DW) funding sheets reflect two different compliance priorities based on program year. PY24 funding must be fully spent by the closeout deadline, while PY25 funding must be fully obligated through contracts, ITAs, OJTs, and other workforce activities to ensure timely expenditure in the following program year.

For PY24, the Adult Program currently has \$142,556.96 available, with projected expenditures totaling approximately \$117,750 and the remaining balance expected to be fully spent through accrued expenses. The Dislocated Worker Program currently has \$183,992.35 available, with projected expenditures of approximately \$109,600 and the remaining balance also expected to be fully utilized through existing obligations and accrued costs. This demonstrates that PY24 funding is actively being managed to ensure all funds are fully spent within required timelines.

For PY25, the focus shifts from expenditure to obligation. The Adult Program currently has \$468,723.67 available and is described as “almost fully obligated,” with active RFPs still out to commit the remaining balance. Current Adult obligations total approximately \$368,100.50, representing substantial commitment of available funds toward workforce services, training, and contracts.

	PY25	PY25
	Final	YTD
3 NEPTUNE STAFF		
Salaries	\$ 335,365.95	\$ 199,290.95
Fringe	\$ 112,281.34	\$ 75,770.94
Total 3 Neptune	\$ 447,647.29	\$ 275,061.89
Offset Wages		\$ 122,721.93
Offset Fringe		\$ 38,434.28
Total Offset		\$ 161,156.21
191 MAIN STREET STAFF		
Personnel		
Salaries	\$ 362,153.97	\$ 206,755.82
Fringe	\$ 143,571.25	\$ 86,429.41
Total 191 Main Street	\$ 505,725.22	\$ 293,185.23
Total Personnel All Locations		\$ 568,247.12
Non Personnel		
Advertising	\$ 1,000.00	\$ 393.97
Audit	\$ 500.00	\$ -
Board Expenses	\$ 1,500.00	\$ -
Conference Events	\$ 30,000.00	\$ 8,683.46
Consultants	\$ 5,000.00	\$ 926.55
Insurance	\$ 15,000.00	\$ -
IT	\$ 57,000.00	\$ 38,096.35
Legal Expense	\$ 500.00	\$ -
Memberships	\$ 50,000.00	\$ 29,662.18
Mileage	\$ 8,000.00	\$ 1,476.03
Office Equipment	\$ 15,000.00	\$ 7,947.22
Office & COVID Supplies	\$ 8,000.00	\$ 1,439.94
Laptops	\$ 15,000.00	\$ -
Leases-VR GLASSES	\$ 5,000.00	\$ -
Postage	\$ 500.00	\$ -
Program Expense	\$ 1,500.00	\$ -
Rent Neptune	\$ 30,000.00	\$ 17,349.50
Rent 191 Main	\$ 81,767.64	\$ 48,611.13
Staff Training	\$ 10,000.00	\$ 2,912.00
Telephone/Internet	\$ 5,000.00	\$ 1,990.83
Website Maintenance	\$ 2,000.00	\$ 126.36
Total Non-Personnel	\$ 342,267.64	\$ 159,615.52
TOTAL		
TOTAL BUDGET	\$ 1,295,640.15	\$ 727,862.64

PY26 PROJECTED ALLOCATIONS FOR DUTCHESS COUNTY

Program	PY 2026 Allocation	PY 2025 Allocation	Change	% Change
Adult Program	\$389,727	\$520,804	(\$131,077)	-25.17%
Dislocated Worker Program	\$566,507	\$601,184	(\$34,677)	-5.77%
Youth Program	\$496,093	\$635,420	(\$139,327)	-21.93%
Adult, DW & Youth Combined	\$1,452,328	\$1,757,408	(\$305,081)	-17.36%
<p>Dutchess County experienced funding reductions across all WIOA formula allocations for PY2026 compared to PY2025. The combined Adult, Dislocated Worker, and Youth allocation decreased by approximately 17.4%, with the largest reduction occurring in the Adult Program at 25.2%. Youth funding declined by 21.9%, while Dislocated Worker funding saw a smaller decrease of 5.8%.</p>				



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“Driving economic growth through Workforce Partnerships”

The Dutchess County Childcare & Early Learning Coalition is being led and convened by the **Dutchess County Workforce Investment Board (DCWIB)** as part of a broader workforce and economic development strategy focused on strengthening the county’s childcare infrastructure and supporting working families.

The coalition has grown into a broad cross-sector partnership bringing together stakeholders from workforce development, education, government, childcare providers, higher education, economic development, and community organizations.

Organizations and Sectors Participating

The coalition includes representation from:

- **Childcare providers and early learning centers**
 - Center-based childcare operators
 - Family childcare providers
 - Preschool and early education professionals
- **Educational institutions**
 - Dutchess Community College
 - SUNY/CUNY partners
 - BOCES
 - Early childhood education training programs
 - Workforce training and credentialing organizations
- **Government and public sector agencies**
 - Dutchess County government
 - Dutchess County Workforce Investment Board (DCWIB)
 - Economic development representatives
 - Public policy and planning stakeholders
- **Higher education and research partners**
 - City University of New York representatives participating in compensation and workforce discussions
 - Researchers and policy experts studying universal childcare systems



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- **Business and workforce stakeholders**
 - Employers concerned about workforce participation and retention
 - Economic development leaders
 - Labor market analysts utilizing Lightcast workforce data
- **Community and advocacy organizations**
 - Family support organizations
 - Child advocacy groups
 - Community-based nonprofits
- **Regional and national collaborators**
 - Delegates from Dutchess County and the State of Maryland participating in the Universal Child Care Solutions Conference and Quebec study visit to examine universal childcare implementation models

What the Coalition Is Working On

Current coalition efforts are focused on:

- Expanding access to childcare and early learning slots
- Building a qualified childcare workforce
- Increasing compensation and retention in the field
- Developing career pathways and training systems
- Learning from universal childcare models such as Quebec’s system
- Coordinating policy, funding, and implementation strategies across sectors

The coalition has established a shared vision of:

- “A space for every child”
- Training enough early learning professionals to meet demand
- Elevating compensation to retain skilled educators

Current Working Topics and Committees

Recent coalition meetings and conferences have included work on:

- Compensation analysis for childcare workers



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- Pay scale lattice development
- Workforce recruitment and retention
- Training and educator career pathways
- Funding and governance models
- Universal childcare implementation strategies
- Study visits to Quebec to examine best practices firsthand

State Investment and Universal Childcare Initiative

The coalition’s work also aligns directly with Governor Kathy Hochul’s statewide push toward universal childcare in New York. In January 2026, Governor Hochul announced that Dutchess County was selected as one of only three counties in New York State to participate in a major universal childcare pilot initiative as part of the Governor’s broader **\$4.5 billion statewide investment in childcare expansion and affordability.**

Under the pilot program, Dutchess County is expected to receive **\$20 million in state funding** to expand childcare access, particularly for children ages 0–3, with the goal of creating approximately **1,000 new childcare seats** for local families.

This initiative recognizes childcare as essential workforce infrastructure and positions Dutchess County as a model community for innovative childcare solutions. The Governor’s office specifically highlighted the importance of partnerships between county government, providers, workforce organizations, educational institutions, and community coalitions in developing scalable childcare systems.

The investment builds upon the work already underway through the DCWIB-led coalition, including workforce development strategies, compensation analysis, provider support, career pathway development, and long-term planning for a universal early learning and childcare system.

Closing Statement

“Under the leadership of the DCWIB, this coalition has become more than a childcare initiative — it is a workforce and economic development strategy. We are convening childcare providers, educators, higher education partners, employers, policymakers, researchers, and community organizations to build a long-term childcare and early learning system that supports children, working families, and the regional economy. Through collaboration, workforce planning, and national best-practice research, including our Quebec study visit, the coalition is positioning Dutchess County as a leader in innovative childcare solutions.”