



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 ON ZOOM

3 NEPTUNE ROAD, POUGHKEEPSIE NY

March 25, 2021/8:00 AM

### MINUTES

**MEMBERS PRESENT:** Sheila Appel; Chair, Laine Belmonte, Mary Jane Bertram, Garrett Dyal, Theresa Giovanniello, Linda Hannigan, Nicole Fenichel-Hewitt, Richard Hooley, Rich Kleban, Donald Lucarello, Paul Mancarella, Louise McLoughlin; WIB, Rita McPeck, Angela Patella, Elizabeth Spira, Brandon Walker and Jessica Woodson


**Members Excused:** Duane Brown, Reinaldo Diaz, Michael McCormack and Kevin Smith

**Also Present:** Stephanie Renino

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

Sheila Appel

- Welcome
- Review and Adoption of Prior Meeting Minutes (October 22, 2020)
- **MOTION to accept October’s meeting minutes**

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	16
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: March 25, 2021	DocuSigned by:  2166A4C5BDF948A...

#### 2. Present Motions:

Sheila Appel

#### MOTION- DCWIB WIOA Operating Budget PY20 (Amended)

The effects of COVID-19 are seen in our budget with some lines under spent and other lines requiring additional dollars. The reduction in WIOA payroll expenses reflects offsets from other funding streams.

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Paul Mancarella
YES:	16
NO:	0
Abstained from voting:	0
PASSED:	YES

CERTIFIED: March 25, 2021	DocuSigned by: <i>Mary Jane Bertram</i> 2166A4C5BDF948A...
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**MOTION- One Stop Operating Budget PY20 (Amended)**

The effects of COVID-19 are seen in our budget with some lines under spent and other lines requiring additional dollars. The reduction in WIOA payroll expenses reflects offsets from other funding streams.

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Nicole Fenichel-Hewitt
YES:	17
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: March 25, 2021	DocuSigned by: <i>Mary Jane Bertram</i> 2166A4C5BDF948A...

**MOTION- Transitional Jobs Policy- (Amended)**

Removes specific barriers and allows eligible Adult, DW and Out of School Youth the opportunity to participate.

Motion:	Jessica Woodson
2 <sup>nd</sup> :	Theresa Giovannello
YES:	16
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: March 25, 2021	DocuSigned by: <i>Mary Jane Bertram</i> 2166A4C5BDF948A...

**MOTION- OJT Policy (Amended)**

Increased hourly wage to comply with new minimum wage laws. Increased wage to \$15 per hour. Executive Director can adjust this case-by-case if needed.

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Brandon Walker
YES:	16
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: March 25, 2021	DocuSigned by: <i>Mary Jane Bertram</i> 2166A4C5BDF948A...

**3. Executive Director's Report****Louise McLoughlin**

- **MOU process** (draft submitted to NYSDOL on time and returned with corrections to be made)

- **Fiscal Report** (Stephanie Renino)
  - Presentation of budget amendments (DCWIB/Center)
  - Report on WIOA 80% spend down
- **LDC Rent** (permission to sign rent agreement)
- **Looking to PY21 Funding**
  - Projections
  - Flat Funding
- **OCFS funding** stagnant at 40% of total allocation
  - Challenges
    - Still at 5% hold back- which we may be able to overcome by gaining county permission to use workforce funding that we have gained permission to use for this purpose
    - Still not forward funding- which is harder to overcome
    - Permission to talk to county and see if they are able to help
- **Ongoing program monitoring** (WIOA Adult, DW and Youth)
- **RFQ/RFP Report**
  - Need SYEP Readers
    - RFP Deadline: 4/2/2021
    - Review Committee Meets: 5/26/201 (agency presentations)
  - Need WIOA Youth Readers
    - RFP Deadline: 4/23/2021
    - Review Committee Meets: 5/11/2021 (agency presentations)
- Annual/Not Annual **Look Back Report**

#### 4. General Discussion

Sheila Appel

#### DISCUSSION TOPICS

##### Questions:

1. Are we the “county-wide workforce “institute”?”
2. If we are the central hub for workforce development in Dutchess County, what should our focus be to ensure that we are pulling as many partners together to work on the “challenges” we uncovered in Design Thinking?

#### BACKGROUND

The last year has opened our eyes to new possibilities regarding customer services. Our target audience is customers (individuals unemployed or underemployed) and business. Our partners are employers, community partners, educators, funders, policymakers and economic development. So how do we and our partners collaborate, empower and provide knowledge to our target audience (our brand essence)? We do this first by identifying the needs of the community. We did this in 2020 pre-Covid-19 in a Design Thinking Session hosted by Sheila Appel at IBM.

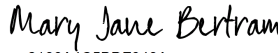
#### Design Thinking Session February 2020 (Notes)

The bullet points represent the “buckets” to discuss.

- Transportation and Housing
- **Establishing Career Pipelines (Aviation, Trades, Medical Technician, Advanced Manufacturing)**
- Repatriating Seniors
- Informing Communities (Explaining incentives, educating the public and data collection)
- Childcare (24 hour, affordable, good location, educate businesses)
- **\*County wide workforce institute**

- Internships (house them in one place for the summer, college dorms, summer boot camps for youth)
- **Social and EQ Skills (soft skills development, new curriculum for Emotional Intelligence in elementary school)**
- Innovation (Hire out of high school and link students to DCC, students have to stay X number of years, consolidate programs).
- **Education and Training (Retrain skilled trainers and the students)**
- Employer Collaboration with Education (requires flexibility, enhance supportive services, field trips, mentorships by bringing seniors in to talk with young adults, legal internship programs, employers identify the skills they want, infographics- pull all of that information, problem solving- work in teams, portal to get all the information into, list of skills that are needed, housing, sector-based strategies, newsletter, job fair/expo/NDEAM, bring in hospitality and tourism.
- **Business (can't find skilled workers, need to keep current employees, address the skills gap, incumbent worker training, role of business in creating skilled workers, identify and overcome the constraints- healthcare, union contracts, staffing levels, federal regulation/reduction on reimbursement, population decline, How and What do we need to change and improve to continue.**
- Path to Promise (follow the mode- Strategies to work through this: Who, What, Outcome, Change Team-small group).

**MOTION TO Adjourn**

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Brandon Walker
YES:	17
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: March 25, 2021	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>    <small>2166A4C5BDF948A...</small> </div>



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“Building Partnerships for Workforce Solutions”

## DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD MEETING 3 NEPTUNE ROAD, POUGHKEEPSIE NY 12601

June 24, 2021

### MEETING MINUTES

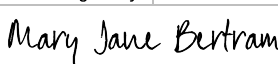
**MEMBERS PRESENT:** Sheila Appel; Chair, , Mary Jane Bertram, Christy Caridi, Theresa Giovannello, Linda Hannigan, Johnnieann Hansen, Nicole Fenichel-Hewitt, Richard Hooley, William Jeffries, Rich Kleban, Donald Lucarello, Louise McLoughlin; WIB, Rita McPeck, Angela Patella, Elizabeth Spira, and Brandon Walker

**Members Excused:** Laine Belmonte, Duane Brown, Reinaldo Diaz, Garrett Dyal, Paul Mancarella, Michael McCormack, Kevin Smith and Jessica Woodson

**Also Present:** Stephanie Renino, WIB

1. Call to Order, establish quorum


- Welcome Sheila Appel
- Review and Adoption of Prior Meeting Minutes (March 25, 2021)

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Elizabeth Spira
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 06.24.2021	DocuSigned by:  2166A4C5BDF948A...

2. Present Motions:

Sheila Appel

#### MOTION- DCWIB Operating Budget PY21

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Linda Hannigan
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 06.24.2021	DocuSigned by:  2166A4C5BDF948A...

DS  
 Typo correction PY21 not PY22/23/2021  
 MJB

### MOTION- One Stop Operating Budget PY22

Motion:	Rita McPeck
2 <sup>nd</sup> :	Angela Patella
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 06.24.2021	DocuSigned by: <i>Mary Jane Bertram</i> 2166A4C5BDF948A...

### 3. Executive Director's Report

Louise McLoughlin

- a. MOU process \
  - Re-submitted changes per NYSDOL feedback
  - Waiting on final acceptance by NYSDOL
- b. Demand Occupation List
- c. Center Staff Supervision- tightening up the 2017 Policy  
 The Center Operator will provide and be responsible for the following:
  - Direct supervision of the Center Manager
  - Supervision to second line Center staff
  - The achievement of positive outcomes for adult and dislocated workers served by the program using the established performance accountability measures including the primary indicators for performance and additional indicators of performance as adjusted by New York State Department of Labor (NYSDOL).
  - To coordinate services with other partners within the one-stop center.
  - Work with the system operator.
  - To follow all Workforce Development Board Policies
- d. Fiscal Report (Stephanie Renino)
- e. LDC Rent Agreement
- f. RFP's (Bidder's Conference Report back)
- g. Met with Commission for the Blind
- h. PY21 Allocations- still not final
- i. OCFS funding stagnant at 40% of total allocation
  - Requested extension of one-year
- j. 2021 Look Back Report DRAFT

## k. SYEP ALLOCATIONS:

<b>Contract</b>	<b>2021 Allocation</b>	<b>2020 Amount Awarded</b>
<b>Cornell Cooperative Ext</b>	\$16,755	\$ 23,251.00
<b>Family Services</b>	\$27,990	\$ 66,289.00
<b>North East Community Center</b>	\$54,944	\$ 54,944.00
<b>Nubian Directions</b>	\$57,609	\$ 57,609.00
<b>Poughkeepsie Farm Project</b>	\$20,180	\$ 20,180.00
<b>REAL Skills</b>	\$20,000	\$ -
<b>Red Hook Community Center</b>	\$27,980	\$ 27,980.00
<b>The Art Effect - MadLab</b>	\$55,654	\$ 55,654.00
<b>The Art Effect - Spark Media Project</b>	\$66,960	\$ 66,960.00
<b>The Boys and Girls Club</b>	\$6,000	\$ -
<p>\$10,000 CUT FROM OCFS</p> <ol style="list-style-type: none"> <li>1. Flat funding for NECC, Nubian, Spark, MadLab and Pok Farm Project</li> <li>2. Fund Cornell and Family Service's ask as it was less than last year</li> <li>3. Increase Red Hook funding to get more money into rural areas</li> <li>4. Fund Real Skills at Entry Level this year</li> <li>5. Enter into a contract with Boys and Girls club for services to supervise the youth (include food and some office supplies)- the DCWIB pays the youth wages</li> <li>6. Hold back funding for youth wages for 20 additional youth in Pok and Beacon-number based on applications received</li> </ol>		

## l. WIOA YOUTH ALLOCATIONS

<b>Contract</b>	<b>AWARD</b>	<b>RFP "ASK"</b>
<b>Cornell Cooperative Ext</b>	\$333,676	\$333,676
<b>Family Services</b>	\$71,320.12 +	\$340,000
<b>Direct to the Youth in Wages and for Training</b>		
<b>Work Experience (minimum)</b>	\$60,000	
<b>Training (minimum)</b>	\$35,000	

## m. 2021 Look Back Report DRAFT

## 4. Discussion

Sheila Appel

**DISCUSSION TOPIC****1. Youth Forecast/Adult Forecast without training****2. Design Thinking Session February 2020 (Notes)**


- Business can't find skilled workers
  - Need to keep current employees
  - Address the skills gap
  - Encumbent worker training
  - Role of business in creating skilled workers

- Identify and overcome the constraints- healthcare, union contracts, staffing levels, federal regulation/reduction on reimbursement, population decline, How and What do we need to change and improve to continue.
- Establishing Career Pipelines (Aviation, Trades, Medical Technician, Advanced Manufacturing)
- Education and Training (Retrain skilled trainers and the students)

**Background:** The last year has opened our eyes to new possibilities regarding customer services. Our target audience is customers (individuals unemployed or underemployed) and business. Our partners are employers, community partners, educators, funders, policymakers and economic development. So how do we and our partners collaborate, empower and provide knowledge to our target audience (our brand essence)? We do this first by identifying the needs of the community. We did this in 2020 pre-Covid-19 in a Design Thinking Session hosted by Sheila Appel at IBM.

5. New Business

**ADJOURN**

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 06.24.2021	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>2166A4C5BDF948A...</small> </div>





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**DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD MEETING  
HELD AT 3 NEPTUNE ROAD, POUGHKEEPSIE NY 12601 AND ON ZOOM  
SEPTEMBER 30, 2021  
MINUTES**

**Members Present:** Sheila Appel; Chair, Laine Belmonte, Mary Jane Bertram, Christi Cardi, Garrett Dyal, Theresa Giovannello, Linda Hannigan, Johnnieanne Hansen, Nicole Fenichel-Hewitt, William Jeffries, Rich Kleban, Paul Mancarella, Louise McLoughlin; WIB, Rita McPeck, Angela Patella, Brandon Walker

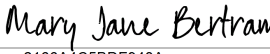
**Members Excused:** Reinaldo Diaz, William Jeffries, Richard Hooley, Donald Lucarello, Michael McCormack, Elizabeth Spira and Jessica Woodson

**Also Present:** Stephanie Renino (WIB), Michele Caraway and Jason Schetelick

1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes (June 24, 2021)

Sheila Appel

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Nicole Fenichel-Hewitt
YES:	13
NO:	0
Abstained from voting:	2 (MJBertram & PMancarella)
PASSED:	YES
CERTIFIED: 9.30.2021	DocuSigned by:  2166A4C5BDF948A...

2. Executive Director's Report

- Basic Skills Deficiency Policy passed September EC meeting
- Fiscal Report (Stephanie Renino)
- SYEP Report
- Gun Violence Prevention Initiative

Louise McLoughlin

3. Discussion

Sheila Appel

**DISCUSSION TOPIC**

**Panel:**

Cindy Marsh-Croll  
Frank Castella

Women's Enterprise Development Center  
Dutchess County Regional Chamber of Commerce

Johnnieanne Hanson  
Melaine Rottkamp  
Ron Hicks  
Sarah Lee

Council of Industry  
Dutchess County Tourism  
Dutchess County Government  
Think Dutchess and LDC (unable to attend)

4. New Business

**ADJOURN**

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 9.30.2021	DocuSigned by: <i>Mary Jane Bertram</i> 2166A4C5BDF948A...



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“Building Partnerships for Workforce Solutions”

**DUTCHESS COUNTY WORKFORCE DEVELOPMENT BOARD MEETING  
HELD AT 3 NEPTUNE ROAD, POUGHKEEPSIE NY 12601 AND ON ZOOM  
DECEMBER 9, 2021  
MINUTES**

**Members Present:** Sheila Appel; Chair, Laine Belmonte, Mary Jane Bertram, Michele Caraway, Garrett Dyal, Theresa Giovanniello, Linda Hannigan, Johnnieanne Hansen, Nicole Fenichel-Hewitt, Rich Kleban, Paul Mancarella, Louise McLoughlin; WIB, Rita McPeck, Donald Lucarello, Jason Schetelick, Elizabeth Spira, Brandon Walker and Jessica Woodson

**Members Excused:** Christi Cardi, Reinaldo Diaz, William Jeffries, and Michael McCormack

**Also Present:** Stephanie Renino (WIB)

1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes (September 30, 2021)

Sheila Appel

Motion:	Elizabeth Spira
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 12.09.2021	DocuSigned by: <i>Mary Jane Bertram</i> 2166A4C5BDF948A...

2. Executive Director's Report

Louise McLoughlin

- Fiscal Report- presentation of fiscal report by Stephanie Renino  
Stephanie reviewed the approved budgets and explained where the organization is on spending at almost the half-way point. The WIB is at 32% of personnel costs and 35% of operating costs and the One Stop is at 29% and 26% respectively. Stephanie spoke about staffing changes that have affected spending. Stephanie reported that we are currently at 70% expended on SYEP. The Summer Youth Employment program was extended from 9/3/21 to 12/31/21. Youth are still working in 5 agencies. We do not have all the agencies most recent reports. Way to Work Dutchess is expended at 43% of the overall budget. Stephanie explained the challenges of purchasing cars within the contract budget during the COVID-19 pandemic. Stephanie reviewed our outlook sheet and explained that we are on target to meet our 80% of our allocations
- Think Dutchess Job Fair (October 2021 and February 2022)  
Louise McLoughlin reported (and Rich Kleban agreed) that the partnership worked well for our

recent job fair. We had more than 225 job seekers and over 70 businesses in attendance. The question was asked if any matches were made and Rick reported that there were reports of jobs. The next job fair is February 8, 2022 at the Poughkeepsie Grand Hotel.

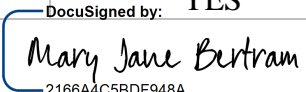
- **GVP Update**  
Due to a loss of staff and only one participant, the DCWIB sole sourced the GVP initiative. The new program is staffing up and we will have a report at the next meeting.
- **NYSDOL Compliance update**  
The DCWIB is in full compliance with NYSDOL. Our Board Recert was submitted early and accepted.

3. General Discussion

Sheila Appel

EDAC Committee – The DCWDB will assume the role of the Education & Workforce Committee of the Dutchess County Economic Development Advisory Council. Moving forward the Education & Workforce Committee will be seamlessly integrated into the vision and agenda of the Workforce Development Board of Dutchess County.

**ADJOURN**

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Michelle Caraway
YES:	17
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 12.09.2021	DocuSigned by:  2166A4C5BDF948A...