



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

APRIL 8, 2021/8:30 AM

#### MINUTES

**Member's Present:** Sheila Appel, Mary Jane Bertram, Theresa Giovanniello, Linda Hannigan, Paul Mancarella, Louise McLoughlin DCWIB, Jessica Woodson

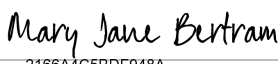
**Member's Excused:** Michael McCormack

**Also Present: (Guests):** Stephanie Renino, Johnnieanne Hansen, Pati Dyne

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

- Welcome
- Introductions of new Board Members
- Review and Adoption of Prior Meeting Minutes (February 11, 2021)

Sheila Appel

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 4/8/2021	DocuSigned by:  2166A4C5BDF948A...

#### 2. Executive Director's Report

Louise McLoughlin

- MOU process (2<sup>nd</sup> submission completed)- MOU draft is completed, I notified NYSDOL that it will go to our County Executive and Dutchess County “legal” last and it may take 6 weeks on our end. I was told “okay”. We were able to engage all partners.
- Fiscal Report (Stephanie Renino)
  - 80% Report, projections indicate Dutchess County is on track to obligate 80% of required funds.
- LDC Rent- Waiting to hear back from LDC that they agree with our final percentage.
- OCFS funding stagnant at 40% of total allocation
  - Options moving ahead
  - Challenges due to lack of funding
- RFP's (Bidder's Conference Report back)
  - SYEP applications are back the following organizations submitted proposals: Board members who do not have a conflict of interest will be given the opportunity to be part of the SYEP Recommendation Committee. Currently we have Paul Mancarella, Theresa Giovanniello, Mario Johnson, Melissa Clark and Gully Stanford. The proposals will go out to the committee in the next week (or so). Oral Presentations are May 26, 2021 From 9-12:30.

- The WIOA Youth RFP is out. It is due back on April 28, Oral Presentations are 5/11/2021 at 1:00 PM. The transition meeting is set for June 14, 2021.
- Met with Commission for the Blind – their staff will be coming into the Center to train our team on working with the site impaired.

### 3. General Discussion

Sheila Appel

### Adjourn

Motion:	Jessica Woodson
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: 4/8/2021	<div>DocuSigned by:</div> <div>Mary Jane Bertram</div> <div>2166A4C5BDF948A...</div>

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**“Building Partnerships for Workforce Solutions”****DUTCHESS COUNTY WORKFORCE DEVELOPMENT****EXECUTIVE COMMITTEE MEETING - 3 NEPTUNE ROAD, POUGHKEEPSIE NY****January 14, 2021/8:30 AM****MINUTES**
**Member's Present: Sheila Appel, Paul Mancarella, Jessica Woodson, Mary Jane Bertram, Linda Hannigan, Theresa Giovannello, Louise McLoughlin DCWIB**
**Member's Excused: Michael McCormack**
**Also Present: (Guests): Stephanie Renino, Kadiyah Lodge, Nancy DeWitt**

## 1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes (November 12, 2020)

Sheila Appel

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<small>DocuSigned by:</small>  <small>2166A4C5BDF948A...</small>

## 2. Executive Director's Report

Louise McLoughlin

- Fiscal Report (Stephanie Renino)  
Review of WIOA funding streams PY19 and PY20, Think Jobs 2020, Way to Work 2020, SYEP 2020 and Level Up Dutchess 2020 funding and remaining balances. Deputy Director reported that she has made multiple requests to NYSDOL for a rent invoice for 191 Main Street and is concerned that this will be an issue when the County closes its books for 2020. The ED and Deputy Director will work together to get the invoice.
- Introduction of the New Business Services Team- “Business Information Group” (Kadiyah Lodge and Nancy DeWitt)
- Branding and Name change for One Stop (Louise McLoughlin and Nancy DeWitt)  
Presentation of Branding Platform finalized after DCWIB Board and staff input- this is an internal document that will lead our community efforts to spread the word on the business services and individual services offered in Dutchess County by the DCWIB. Discussed a name change for the 191 Main Street location as the community is not fully aware of the services being offered.
- OJT Policy (Louise McLoughlin and Kadiyah Lodge)
  1. Wage and 2. Percentage to Employer  
Discussion on former OJT policy not matching the December 2020 increase in minimum wage. The ED raised the wage dollar amount, in late December, to keep the DCWIB in compliance (based on the COVID relief policy changes agreed upon at the October 2020 Board meeting- this allowed the ED to make emergency changes to policy to remain in compliance. This authority expired in December 2020 and the ED did not request an

extension). After discussion, the EC requested that the ED work with the staff on a recommendation for the February 2021 EC meeting.

- Needs of youth in our community (“Do what we do all in one place”)
 

ED present information on the recent SNUG zoom event that brought over 100 people together to discuss the best ways to assist our youth and young adults in the City of Poughkeepsie.

Discussion on leveraging our funding to work with youth and young adults in the community.

This led into a discussion on a youth sub-committee.
- Sub-committee Discussion
 

Reminder of our current committees:

Standing Committees (System’s Operator- Theresa Giovanniello is Committee Chair – meets several times per year and Center Operator- Mary Jane Bertram is Committee Chair- meets as needed)

New sub-committees agreed upon- Youth and Business Services

ED was directed to set up meetings for a youth and business services sub committees of the board for further discussion on the best ways to serve these groups within our community.
- COLA increases are being processed for DCWIB staff and staff at the One Stop changes to the HR handbook were presented.
- LDC Rent
 

Discussion will take place later this month.

### 3. General Discussion

Sheila Appel

- Congratulations to Theresa Giovanniello for being honored as an Athena Awardee in Dutchess County.
- Thank you to Jessica Woodson for her assistance at the Think Jobs Roundtable.
- The Executive Committee acknowledged the hard work of the DCWIB and One Stop staff and asked the ED to let the staff know, on behalf of the DCWIB Board, that their hard work is noticed and appreciated.

### Adjourn

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Mary Jane Bertram
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	

DocuSigned by:

*Mary Jane Bertram*

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## DUTCHESS COUNTY WORKFORCE DEVELOPMENT

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

June 10, 2021/8:30 AM

#### MINUTES

**Members Present:** Sheila Appel, Mary Jane Bertram, Theresa Giovanniello, Linda Hannigan, Louise McLoughlin  
DCWIB, Jessica Woodson


**Members Excused:** Paul Mancarella

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

1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes (May 20, 2021)

Sheila Appel/Linda Hannigan

Motion:	Jessica Woodson
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	3
NO:	0
Abstained from voting:	0
PASSED: Yes	
CERTIFIED: June 10, 2021	DocuSigned by:  2166A4C5BDF948A...

2. Executive Director's Report


Louise McLoughlin

- Fiscal Report (Stephanie Renino)
  - 2021 Draft Budget
- OCFS Status Report
- Discuss current RFP's and RFQ's
- 2021 Look Back Report DRAFT

3. General Discussion

Sheila Appel

#### Adjourn

Motion:	Linda Hannigan
2 <sup>nd</sup> :	Jessica Woodson
YES:	3
NO:	0
Abstained from voting:	0
PASSED:	Yes
CERTIFIED: June 10, 2021	DocuSigned by:  2166A4C5BDF948A...



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## DUTCHESS COUNTY WORKFORCE DEVELOPMENT

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

**March 11, 2021/8:30 AM**

#### MINUTES

**Member's Present:** Sheila Appel, Paul Mancarella, Jessica Woodson, Mary Jane Bertram, Linda Hannigan, Theresa Giovanniello, Louise McLoughlin (DCWIB)

**Member's Excused:** Michael McCormack

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

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

- Welcome
- Review and Adoption of Prior Meeting Minutes (February 11, 2021)

Sheila Appel

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Paul Mancarella
YES:	6
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<div> <div>DocuSigned by:</div> <div>Mary Jane Bertram</div> <div>2166A4C5BDF948A...</div> </div> <div>3/12/2021</div>

#### 2. 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- Projections were reported- at this point they are just projections and we will work on the budget based on flat funding until we have confirmed allocations
- OCFS funding stagnant at 40% of total allocation  
 PERMISSION WAS GRANTED to send a letter seeking more information on the 5% hold back, the forward funding, to speak to the County regarding the 5% and forward funding challenges on continuing this grant opportunity.
  - Need to send letter by tomorrow stating intentions (permission to write that we are interested but need more details on forward funding and the 5% holdback)
  - 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- completing the OSOS portion of adult, dislocated worker and youth program monitoring- beginning the file review of the WIOA youth program.
- Changes to ITA Policy/OJT Policies- we are looking to the policies and will recommend changes to reflect community needs post covid
- RFQ/RFP Report
  - Received 22 responses to the Action Plan/Logo RFQ, have narrowed it down to two- hope to meet with both agencies in order to make the selection
  - SYEP RFP went out and we will need readers (Paul Mancarella and Theresa Giovanniello agreed to be readers and approved the ED in asking Melissa Clark from United Way, Mario Johnson from the PCSD and Gully Sandford from the community)
- Annual/Not Annual Look Back Report- A rough draft was presented. It was pointed out that the graphics when possible need to be real people from the community and represent our diversity.

### 3. General Discussion

Sheila Appel

### Adjourn

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	12/2021



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## DUTCHESS COUNTY WORKFORCE DEVELOPMENT

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

May 20, 2021/8:30 AM

#### MINUTES

**Members Present:** Mary Jane Bertram, Theresa Giovanniello, Linda Hannigan, Louise McLoughlin DCWIB, Jessica Woodson


**Members Excused:** Sheila Appel, Paul Mancarella

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

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

- Welcome
- Review and Adoption of Prior Meeting Minutes (April 8, 2021)

Mary Jane Bertram

Motion:	Jessica Woodson
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	4
NO:	0
Abstained from voting:	0
PASSED: Yes	
CERTIFIED: May 20, 2021	DocuSigned by:  2166A4C5BDF948A...

#### 2. Executive Director's Report

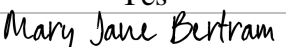
Louise McLoughlin

- PY21 Allocations- still not final
- Fiscal Report (Stephanie Renino)
  - 80% Report
- OCFS funding stagnant at 40% of total allocation
  - Requested extension of one-year
- 2021 Look Back Report DRAFT
- Discuss current RFP's and RFQ's

#### 3. General Discussion

Mary Jane Bertram

#### Adjourn

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Jessica Woodson
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	Yes
CERTIFIED: May 20, 2021	DocuSigned by:  2166A4C5BDF948A...







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## DUTCHESS COUNTY WORKFORCE DEVELOPMENT

### EXECUTIVE COMMITTEE MEETING

### 3 NEPTUNE ROAD, POUGHKEEPSIE NY AND ZOOM

**November 9, 2021/8:30 AM**

### MINUTES


**Members Present:** Sheila Appel, , Theresa Giovannello, Linda Hannigan, Paul Mancarella, Mike McCormack, Louise McLoughlin DCWIB, Jessica Woodson

**Members Excused:** Mary Jane Bertram

**Also Present: (Guests):** Ron Hicks, Stephanie Renino

1. Call to Order, establish quorum

- Welcome Sheila Appel
- Review and Adoption of Prior Meeting Minutes (October 14, 2021)

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Mike McCormack
YES:	4
NO:	0
Abstained from voting:	0
PASSED: Yes	
CERTIFIED: November 9, 2021	
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2. Guest – Ron Hicks, Deputy County Executive Strategic Planning

3. Executive Director's Report

Louise McLoughlin

- Fiscal Report
- Think Dutchess Job Fair
  - Number of Attendees
  - Strategy to increase attendance
- GVP Update
  - SYEP2 into Level Up2
- Logo and Branding
  - Select color
  - Approval of Center name: Dutchess County Employment & Training Center
- COVID-19
  - Vaccine Status
  - Requirements in office

## 4. General Discussion

Sheila Appel

**Adjourn**

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Jessica Woodson
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED: November 9, 2021	<div>DocuSigned by: <i>Mary Jane Bertram</i> 2166A4C5BDF948A...</div>



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## DUTCHESS COUNTY WORKFORCE DEVELOPMENT

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

**September 9, 2021/8:30 AM**

#### MINUTES

**Members Present:** Sheila Appel, , Linda Hannigan, Paul Mancarella Louise McLoughlin DCWIB, Jessica Woodson

**Members Excused:** Mary Jane Bertram, Theresa Giovanniello

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

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

- Welcome
- Review and Adoption of Prior Meeting Minutes (May 20, 2021)

Sheila Appel

Motion:	Linda Hannigan
2 <sup>nd</sup> :	Jessica Woodson
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	Yes
CERTIFIED: 9/9/2021	DocuSigned by: <i>Sheila Appel</i> C97A5EFDA2F3460...

#### 2. Motions- BASIC SKILLS DEFICIENCY POLICY

Motion:	Linda Hannigan
2 <sup>nd</sup> :	Paul Mancarella
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	Yes
CERTIFIED: 9/9/2021	DocuSigned by: <i>Sheila Appel</i> C97A5EFDA2F3460...

#### 3. Executive Director's Report

Louise McLoughlin

- Fiscal Report (Stephanie Renino)
- SYEP Report
- Gun Violence Prevention Initiative
  - SYEP 2
  - LEVEL UP 2
- BASIC SKILLS DEFICIENCY- required for Local Plan Submission

#### 4. General Discussion

Sheila Appel

## 5. Adjourn

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Jessica Woodson
YES:	3
NO:	0
Abstained from voting:	0
PASSED:	<div>DocuSigned by: Yes Sheila Appel</div>
CERTIFIED: 9/9/2021	C97A5EFDA2F3460...

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