



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”

Executive Committee

January 7, 2026

Attendees: Sheila Appel, Linda Hannigan, Theresa Giovanniello, Mary Jane Bertram, Michael McCormack

Staff: Louise McLoughlin

1. Welcome, Call to Order, establish quorum Sheila Appel
Ms Appel called the meeting to order and welcomed everyone. She thanked the staff for the work they do on behalf of the Board and the people of Dutchess County.

Ms Appel Asked for a motion to accept the September 11, 2025 EC minutes. The results are in the chart below.

2. Motion(s)
 - Motion to accept September 11, 2025, Executive Committee meeting minutes

Motion: Michael McCormack	
2 nd : Mary Jane Bertram	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 1/7/2026

Ms. Appel asked Dr. McLoughlin for an explanation of the following policy. Dr. McLoughlin explained that a 2011 TA requires the DCWIB to seek both Board and NYSDOL approval before issuing staff bonuses. This came up in our recent FOTA audit. After consultation with NYSDOL, it was determined that this will be allowable if the DCWIB votes on a retroactive policy and sends NYSDOL a retroactive request. This request has been drafted and reviewed by NYSDOL. Doing this plus approving the employee bonuses that were issued in July of 2025 will resolve the finding.

- Motion to accept Retroactive Bonus Policy

Motion Theresa Giovanniello	
2 nd : Linda Hannigan	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 1/7/2026

Dr. McLoughlin said that we have to go into Executive Session to hear about the individuals who received the bonuses and for the EC to ask questions before we vote on approving the bonuses.

- Motion to GO INTO EXECUTIVE SESSION

Motion Michael McCormack	
2 nd : Mary Jane Bertram	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 1/7/2026

▪ Motion to RETURN FROM EXECUTIVE SESSION

Motion Sheila Appel	
2 nd : Michael McCormack	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 1/7/2026
2B6F76E1CCC841E...	

▪ Motion to Retroactively Accept Bonuses from July 11, 2025 payroll

Motion Mary Jane Bertram	
2 nd : Linda Hannigan	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 1/7/2026
2B6F76E1CCC841E...	

Dr. McLoughlin recommended that the DCWIB accept an ongoing bonus policy.

▪ Motion to accept ongoing Bonus Policy

Motion Theresa Giovanniello	
2 nd : Mary Jane Bertram	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 1/7/2026
2B6F76E1CCC841E...	

Dr. McLoughlin explained that our Closeout Policy needs to be revised in order to resolve a potential NYSDOL FOTA finding (we are not sure as the letter has not been issued) but it is our understanding that this will resolve the finding.

▪ Motion to accept Closeout Policy

Motion Sheila Appel	
2 nd : Michael McCormack	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 1/7/2026
2B6F76E1CCC841E...	

Dr. McLoughlin explained that in an abundance of caution she is requesting that our Employee Handbook be approved. There might be a further modification but the changes made for the 2026 version of the handbook will help us potentially resolve a FOTA finding.

▪ Motion to accept Employee Handbook

Motion Theresa Giovanniello	
2 nd : Linda Hannigan	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 1/7/2026
2B6F76E1CCC841E...	

Ms. Appel Asked for the ED Report

Dr. McLoughlin explained that she is seeking approval for two procedures. While these are not policies and do not require a board vote they are related to finances so she would like the EC to review and approve. Sheila Appel reminded Dr McLoughlin that data security is as important as inventory control.

3. Executive Directors Report

- Seeking approval for Closeout Policy Procedure

Approval Mary Jane Bertram	
2 nd : Linda Hannigan	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	YES
CERTIFIED:	1/7/2026

DocuSigned by:

Mary Jane Bertram

2B6F76E1CCC841E...

- Seeking approval to accept the Inventory Control Procedure

Approval Linda Hannigan	
2 nd : Michael McCormack	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	YES
CERTIFIED:	1/7/2026

DocuSigned by:

Mary Jane Bertram

2B6F76E1CCC841E...

Dr. McLoughlin said this concludes her report.

Ms. Appel thanked Dr. McLoughlin for her report and asked if there was any new business, hearing none, she asked for a motion to adjourn:

Motion Mary Jane Bertram	
2 nd : Micheal McCormack	
YES:	5
NO:	0
Abstained from voting:	
PASSED:	YES
CERTIFIED:	1/7/2026

DocuSigned by:

Mary Jane Bertram

2B6F76E1CCC841E...