



Dutchess County Workforce Development Board

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"Driving economic growth through Workforce Partnerships"

Board Meeting Minutes

May 28, 2026

Members in Attendance: Laine Belmonte, Jodi DeLucia, Nicole Fenichel-Hewitt, Theresa Giovanniello, Janice Green, Linda Hannigan, Jaime Hyla, Peter Jordan, Richard Kleban, Jeanne Lipscomb, Michael McCormack, Theresa Morley, Chris Murley, and Jessica Treybick.

Members Excused: Sheila Appel, Adam Albertelli, Mary Jane Bertram, Jim Devitt, Garrett Dyal, Johnnieanne Hansen, LaQuesha Matthews-Reed, and Brandon Walker.

Others in Attendance: Dr. Louise McLoughlin (Executive Director), A. Dushaj, S. Portis, T. Ragni, and DCWORKS staff.

1. Call to Order, establish quorum

Michael McCormack

Chair Sheila Appel was excused; Mr. Michael McCormack presided over the meeting. Mr. McCormack called the meeting to order at 8:02 AM and a quorum was established.

2. Welcome

Michael McCormack

Mr. McCormack welcomed everyone to the Board Meeting and asked for a moment of silence for long-term board member Paul Mancarella. He then welcomed the Board's new member, Janice Green, and asked her to introduce herself.

3. Motion(s)

Michael McCormack

Mr. McCormack asked for a motion to approve the minutes of the February 19, 2026 Board Meeting. He stated that the minutes are in the board packet and reflect the discussions, actions, and motions taken during that meeting, and requested a motion to approve them as presented. Theresa Giovanniello made the motion, and Jaime Hyla seconded it. The motion carried.

Motion:	Theresa Giovanniello
2nd:	Jaime Hyla
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Signed by: <i>Mary Jane Bertram</i> 2B0F70E1CCC841E...

Mr. McCormack asked Dr. McLoughlin to explain the motion to approve the PY26 WIOA Operating Budget. Dr. McLoughlin asked Ms. Dushaj to explain the motion. Ms. Dushaj stated that the PY26 Draft Operating Budget reflects a decrease in overall operating expenses from \$1.296 million in PY25 to approximately \$1.229 million for Program Year 2026. The budget maintains core operational and program support functions while reducing costs primarily through lower personnel expenses at the 191 Main Street (DCWORKS) location. Most non-personnel expenses remain consistent with the prior year, with continued investment in IT, memberships, conferences, and facility operations. Reductions in staff training and office equipment contribute to overall savings while maintaining essential workforce

development services and organizational operations. Jessica Treybick made a motion, which was seconded by Jaime Hyla. The motion carried.

Motion:	Jessica Treybick
2nd:	Jaime Hyla
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Signed by: <i>Mary Jane Bertram</i>

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. (See attached Consent Agenda — it was read to the Board by Dr. McLoughlin. Mr. McCormack asked if there were any questions and there were none.)

Motion:	Jaime Hyla
2nd:	Theresa Giovanniello
YES:	12
NO:	0
Abstained from voting:	2
PASSED:	YES
CERTIFIED:	Signed by: <i>Mary Jane Bertram</i>

Motion to approve the PY26 WIOA Youth Services Contract with the Chamber Foundation in the amount of \$450,000.

The Dutchess County Workforce Development Board issued the WIOA Youth RFP on April 9, 2026, with mandatory Letters of Intent due April 30, 2026 at 4:00 PM and proposals due May 12, 2026. Despite the procurement being publicly released and reissued, the WIB did not receive any Letters of Intent or significant interest from potential providers other than the Chamber Foundation. Given the limited response and the fact that the Chamber Foundation currently holds a contract with additional renewal options available, staff recommended that the Board exercise the contract renewal rather than pursue a sole-source procurement process. This approach allows staff to spend the next month refining and strengthening the scope of work and program expectations while ensuring continuity of youth services without unnecessary delays or administrative burden.

Motion:	Linda Hannigan
2nd:	Michael McCormack
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Signed by: <i>Mary Jane Bertram</i>

Motion to approve the PY26 One-Stop Center Operator Contract with S. Ugolini Consulting, LLC in the amount of \$55,000.

The Dutchess County Workforce Development Board issued the WIOA System Operator and Center Operator RFP on April 9, 2026, with mandatory Letters of Intent due April 30, 2026 at 4:00 PM and proposals due May 12, 2026. Following minimal interest and no meaningful responses, the RFP was reissued on May 1, 2026, extending the Letter of Intent deadline to May 25, 2026 and the proposal deadline to June 1, 2026. Despite the reissue, the Board received little substantive interest for the Center Operator role. Given the operational need to ensure continuity of services at DCWORKS and the existing contract relationship with S. Ugolini Consulting for One-Stop Operator services, staff recommended proceeding with the available contract renewal/extension option rather than pursuing a sole-source procurement process. This approach allows the Board and staff to focus on refining the scope of work, strengthening performance expectations, and ensuring uninterrupted workforce services while avoiding additional procurement delays and administrative burden.

Motion:	Nicole Fenichel-Hewitt
2nd:	Theresa Giovanniello
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i>

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.

The original RFP was issued on April 9, 2026, reissued on May 1, 2026, and the reissued RFP is scheduled to close on June 1, 2026.

Motion:	Theresa Giovanniello
2nd:	Jaime Hyla
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i>

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.

Mr. McCormack asked Dr. McLoughlin to explain this motion. She explained that it authorizes the Executive Director and/or designated fiscal staff to submit requests to NYSDOL for the transfer of WIOA Title I-B Adult, Dislocated Worker, and Administration funds during Program Year 2025, as permitted under NYSDOL Technical Advisory #17-6. The transfer authority provides Local Workforce Development Boards with flexibility to align funding resources with changing workforce

and participant service needs throughout the program year. Transfers between Adult and Dislocated Worker funding streams, as well as transfers of Administration funds back to originating program funds, help ensure effective utilization of available resources while maintaining compliance with federal and state regulations. Approval allows staff to respond efficiently to programmatic and fiscal needs, maximize service delivery, and ensure continued access to workforce services for eligible participants.

This motion was **tabled for more discussion at the next meeting of the Executive Committee Meeting.**

4. Executive Director's Report

Dr. Louise McLoughlin

Mr. McCormack asked Dr. McLoughlin for her Executive Director's report. Dr. McLoughlin asked Ms. Dushaj to give the fiscal report.

Fiscal Report

Ms. Dushaj reported that 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%.

PY26 Allocations

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%

Operating Budget as of 5/18/26

The PY25 budget reflects a total annual budget of approximately \$1.3 million, with \$727,863 spent year-to-date, or about 56% of the total budget. Personnel costs remain the organization's largest expense, totaling \$568,247 YTD across both locations, while non-personnel expenses are currently at \$159,616 and generally tracking within budget. Major operational investments include IT, memberships, rent, and conference/events, with several budget lines still showing little or no spending, indicating room for planned expenditures later in the fiscal year.

Current Funding Levels

This fiscal monitoring sheet tracks available funding, projected expenditures, and contracted obligations for the Adult and Dislocated Worker programs to ensure compliance with spending and obligation timelines. PY24 funds are being actively managed to ensure they are fully spent by the closeout deadline, while PY25 funds are substantially obligated through contracts, ITAs, OJTs, and workforce activities to support continued program operations and participant services.

NYSDOL/USDOL – Monitoring/Audit

The NYSDOL PY24 Consolidated Annual Fiscal Review identified several administrative and procedural findings related primarily to documentation, procurement, inventory tracking, and fiscal processes. Importantly, the review identified no questioned costs or misuse of funds, and many of the

findings reflected procedural or documentation issues rather than financial mismanagement. Since the review, DCWIB worked collaboratively with NYSDOL to address all findings through updated policies, strengthened internal controls, improved documentation procedures, and additional board oversight measures. All findings have now been fully resolved and corrective actions accepted by NYSDOL.

In addition, DCWIB participated in a USDOL monitoring review this year. The review was focused on NYSDOL oversight and statewide administration of workforce programs, with Dutchess County and New York City selected as local areas for review. At this time, DCWIB is awaiting scheduling of the final exit conference and any formal feedback or recommendations.

Procurement & Contracts Committee

Dr. McLoughlin recognized and thanked the new Procurement and Contracts Committee for their time and commitment. Staff worked through several approaches to improve communication and oversight and have established a streamlined process using Google Forms, which allows the team to efficiently share information, collect feedback, document decisions, and maintain records. This process has improved communication, documentation, and oversight while ensuring continued board involvement and compliance with NYSDOL procurement and oversight requirements. Under this process:

1. RFPs are first shared with the committee for review and input.
2. DCWIB staff then evaluate and score proposals and identify the top contenders.
3. The committee receives the top proposals along with staff scoring sheets through Google Forms for independent review.
4. The committee can then approve the recommendation, request additional information, or ask to meet with potential vendors before a final decision is made.

Program

SYEP 2026

The following Summer Youth Employment Program (SYEP) 2026 allocations were presented to the Board:

Agency / Program	Amount to Fund	Number of Youth
Charlia Frank Inc.	\$30,000.00	10
City of Beacon Recreation – Rec Crew	\$16,501.27	6
Community Matters 2 (CM2)	\$110,000.00	20
Cornell Cooperative Extension – Green Teen	\$30,000.00	11
North East Community Center (NECC) – Teen Jobs	\$30,000.00	11
Nubian Directions II – YEOP	\$74,000.00	20
Positive About Possibilities	\$10,000.00	4
Poughkeepsie Farm Project – Green Jobs for Youth	\$25,000.00	11
REAL Skills Network – Peer Mentors	\$10,000.00	8
Red Hook Community Center (RHCC)	\$48,000.00	15
The Art Effect – MADLab	\$70,140.00	15
The Art Effect – Spark Studios	\$59,170.00	15

Childcare Coalition

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. The Board reviewed the handout.

Way to Work Program Update

As part of the Way to Work Program update, four participants gave brief impact statements to the Board describing how receiving a vehicle helps them get to work.

5. New Business

There was no new business.

Michael McCormack

6. Adjourn

There being no further business, Mr. McCormack asked for a motion to adjourn.

Michael McCormack

Motion:	Theresa Giovannello
2nd:	Jaime Hyla
YES:	14
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Signed by: Mary Jane Bertram

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