



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

Meeting Minutes

June 22, 2026

Attendees: Sheila Appel, Mary Jane Bertram, Theresa Giovannello, Linda Hannigan, and Michael McCormack.

Staff: Louise McLoughlin, Amanda Dushaj, Taylor Ragni, and Shiree Portis.

Excused: None.

Ms. Appel called the meeting to order, established that a quorum was present, and welcomed everyone.

Ms. Appel asked for a motion to accept the April 15, 2026 Executive Committee meeting minutes and asked if there were any questions. Ms. Giovannello made the motion and Mr. McCormack seconded it. The motion passed.

Motion to accept April 15, 2026, Executive Committee meeting minutes

Motion: Theresa Giovannello	
2nd: Michael McCormack	
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Signed by: <i>Mary Jane Bertram</i>

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Ms. Appel introduced the Consent Agenda and asked Dr. McLoughlin to explain it. Dr. McLoughlin explained that the Consent Agreement seeks the Committee’s permission to allocate additional funding based on the recommendations of the Contract and Procurement Committee and to write contracts to the vendors detailed below. She reviewed the contract extensions — vendors that responded to the new RFP but whose awards are essentially extensions of existing work — along with the new contracts to be written in response to RFPs, the SCION mini-contracts, and the Youth Workshop RFP proposals. Dr. McLoughlin noted that each item had been reviewed and recommended by the Contract and Procurement Committee and was deemed necessary and reasonable.

Ms. Appel asked if there were any questions and then asked for a motion to accept the Consent Agenda. Ms. Giovannello made the motion and Ms. Hannigan seconded it. The motion passed.

Motion: Theresa Giovannello	
2nd: Linda Hannigan	
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Signed by: <i>Mary Jane Bertram</i>

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Consent Agreement***Contract Extensions (responded to the new RFP but essentially an extension):***

Vendor	Contract Amount	Description
Ashworth Creative	\$15,000	Extension of contract for call-to-action pieces
JDRIII — Communication & Organizational Maturity Development	\$10,300	8 training sessions for DCWORKS staff and 10 coaching sessions for DCWORKS management
Community Family Development (CFD)	\$9,500 (increased in response to RFQ)	Childcare coalition coordination & strategic planning
GatherRound Consulting	\$9,500 (increased in response to RFQ)	Coalition engagement, film screening/panel, speaker series
Poughkeepsie Children's Cabinet (PCC)	\$9,500 (increased in response to RFQ)	Coalition admin, committee leadership, pilot planning
Northwell/Vassar Brothers Medical Center/PCT Program	\$61,350	4-week job readiness program with PCT Certification

Contracts to be written in response to RFPs:

Vendor	Contract Amount	Description
Build Within	\$41,000	AI support for DCWORKS
Consultadd Public Services	\$5,000	File system
Supportive Services	\$6,000 + client expenses	Participant supportive services (C&P Committee approves vendor/total)
Visionary	\$24,500	Website redesign

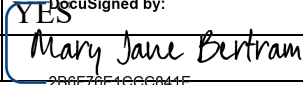
SCION — Mini Contracts:

Vendor	Contract Amount	Description
Ashworth Creative	\$10,000	SCION disability-inclusive employment campaign
Yulia Ovchinnikova, Heather Pitcher, Tracy Powell Rudy, Amy Brombos	\$19,250	SCION keynote speaker

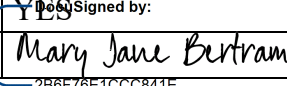
Youth Workshop RFP — Proposals:

Vendor	Proposed Amount	Description
Adirondack Executive Services	\$30,000 now, with permission to renew once more for \$30,000 if funding is available	Youth Work Immersion (Section 2) — to be negotiated based on RFP submission
Adirondack Executive Services	\$12,000	Youth Entrepreneurial Track A
My True Prosperity	\$16,000	Youth entrepreneurial tracks + workshops
OpenHub Corp	\$29,940	Youth Tech & AI workshops

Ms. Appel presented the 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. This item had been tabled at the May Board meeting for consideration by the Executive Committee. Ms. Giovanniello made the motion and Ms. Appel seconded it. The motion passed.

Motion: Theresa Giovanniello	
2nd: Sheila Appel	
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	 2B6F76E1CCC841E...

Ms. Appel presented the motion to authorize the Executive Director and/or designated fiscal staff to submit a request to the New York State Department of Labor for a waiver of the 80% obligation requirement applicable to WIOA Title I-B Adult and Dislocated Worker funds for Program Year 2025, as permitted under NYSDOL Program Guidance Letter #26-01 and the underlying Workforce Development System Technical Advisory #16-03, in compliance with all applicable federal and state requirements. Ms. Hannigan made the motion and Ms. Giovanniello seconded it. The motion passed.

Motion: Linda Hannigan	
2nd: Theresa Giovanniello	
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	 2B6F76E1CCC841E...

Approvals

The Executive Committee approved the reissuance of the System Operator RFP and the reissuance of the Supportive Services RFP.

EXECUTIVE DIRECTOR'S REPORT

Ms. Appel asked Dr. McLoughlin for the Executive Director's report.

Fiscal Report — Remaining Cash Budget

Dr. McLoughlin explained the remaining cash budget, reviewing the funds that must be spent, accrued, or obligated ahead of the applicable NYSDOL deadlines. She noted that a total of \$319,601.32 in PY24 and related funds must be spent or accrued by June 30, 2026; that PY25 Adult, Dislocated Worker, and Youth formula funds must be 80% obligated by June 30, 2026, representing approximately \$1,265,334.04 to obligate; and that PY25 Administration funds and the RR–NY SCION award carry later deadlines in 2027. Dr. McLoughlin explained that staff are actively working to collect invoices and obligate the remaining funds appropriately and within the required timelines.

Spend or accrue by June 30, 2026:

Program Year	Description	Amount
PY24	Adult – Formula	\$56,718.52
PY24	Dislocated Worker – Formula	\$94,251.53
PY24	Youth – Formula	\$67,640.05
PY24	RETI	\$12,800.09
PY25	NY SCION (OMH)	\$30,000.00
PY24	NY SCION (OMH)	\$58,191.13
	Total	\$319,601.32

Obligate 80% by June 30, 2026:

Program Year	Description	Total Amount	Amount to Obligate
PY25	Adult – Formula	\$468,723.67	\$374,978.94
PY25	Dislocated Worker – Formula	\$541,065.65	\$432,852.52
PY25	Youth – Formula	\$571,878.23	\$457,502.58
	Total to obligate		\$1,265,334.04

Other funding:

Program Year	Description	Amount	Deadline
PY25	Administration	\$34,313.90	Spend by June 30, 2027
PY24	RR – NY SCION	\$100,000.00	Spend or accrue by June 30, 2027

Board Composition

The Committee reviewed the general Board composition and the Executive Committee composition (see attached DCWIB Board PY26 roster). After discussion, Mr. Michael McCormack was asked to serve as Second Vice Chair and accepted. Ms. Mary Jane Bertram will reach out to Ms. Johnnieanne Hansen of The Council of Industry to ask whether she would be willing to take the open First Vice Chair seat previously held by Paul Mancarella.

NEW BUSINESS

There was no new business.

Adjourn

There being no further business, Ms. Appel asked for a motion to adjourn. The meeting was adjourned.

Motion: Mary Jane Bertram	
2nd: Theresa Giovannello	
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Signed by: Mary Jane Bertram 2B6F76E1CCC841E...