



DCWIB Dutchess County Workforce Development Board

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“Building Partnerships for Workforce Solutions” DUTCHESS COUNTY WORKFORCE DEVELOPMENT EXECUTIVE COMMITTEE MEETING- DRAFT

March 13, 2025 /8:30 AM

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

Guests: Louise McLoughlin and DCWIB team

The meeting was called to order and quorum was established at 8:36 by Mary Jane Bertram. Ms. Bertram welcomed the Board members and DCWIB staff and thanked the DCWIB staff for their commitment to the organization.

1. Motions (2)

Ms Bertram asked for a motion to accept the January 24, 2025, meeting minutes. Theresa Giovanniello made a motion to accept the January 24, 2025, meeting minutes, the motion was seconded by Linda Hannigan. The motion passed unanimously.

Motion:	Theresa Giovanniello
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	

Ms Bertram asked Dr. McLoughlin to explain the motion to modify WIOA Youth Work Experience. The policy was reviewed on the screen and the words written in red were explained. The words “work immersion” and the sentence “Similar work experiences may be approved by the Executive Director” were added to the policy that was originally approved in 2017. As new opportunities become available for youth to experience hands-on work, the DCWIB’S ED wants to be sure that we can move quickly. Ms. Bertram asked if there were any questions. Ms. Hannigan asked why the policy was retroactive to January 1, 2025, and if there was any precedent for this. Dr. McLoughlin explained that a provider for immersive work experiences was identified through the RFP process and approved by the board in December. The program started in January. It came to the WIB’s attention that the words “work immersion” were not in the policy. While this did not prohibit the youth from participating and potentially being paid, it is cleaner to add the new terminology. Ms. Hannigan asked if there was precedent and Dr. McLoughlin explained that a similar policy change/update was done for youth in the GVP program. Ms. Hannigan said that she would like to add the phrase “approve retroactively to 1/1/2025”. Ms. Bertram asked for a motion, Theresa Giovanniello made a motion, Linda Hannigan seconded the message. Ms. Bertram asked if there was any further discussion, hearing none, she asked for approval. The motion passed.

Motion:	Theresa Giovanniello
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	
CERTIFIED:	

2. Executive Director’s Report

FISCAL REPORT

Dr. McLoughlin asked the Associate Director of Finance to report on the FOTA review, WIOA operating budget, WIOA cash budgets. Here is the report: NYSDOL has almost completed our most recent FOTA review. To avoid an unresolved finding two checks, need to be written, by the County. These checks stem from last year's audit and therefore were anticipated. While we worked closely with NYSDOL on last year swaps, not all of our programming was closed out and it was determined by NYSDOL that the DCWIB had ordered money that went unspent. In PY20, ER funds were commingled with PY20 DW funds, resulting in a shortfall of \$3,113.46 in expenses. Upon reviewing Logos, we identified remaining revenue of \$3,533.02, which we believe includes the \$3,113.46 shortfall. In order to avoid an unresolved finding, we will need to issue a check to NYSDOL in the amount of \$3,113.46. The funds have been identified in the county's LOGOS system and are available to pay back to the state. A memo will be sent to County requesting the funds. The second check is for funds that were previously identified for a NYSDOL payback and the funds were being held by county, until GVP fully closed out and they were given instruction to issue the check. In PY21, GVP funds were commingled with PY21 YOUTH funds, resulting in a shortfall of \$361.40 in expenses. Upon reviewing Logos, we identified remaining revenue of \$361.40. In order to avoid an unresolved finding, we will need to issue a check to NYSDOL in the amount of \$361.40. A memo will be sent to County requesting the release of the check. The WIOA Operating Budget is in the packet. We are on track for spending. The overage in the office equipment line is due to the needed upgrades for the digital literacy program and a budget modification will be requested at a future meeting. The WIOA cash budgets from People Soft show we have plenty of funding for our operating budget. All of the PY23 formula funding (adult/dw/youth) must be spent by 6/30/25 and we are on track for spending this down. The PY24 formula funding must be spent or obligated to 80% by 6/30/2025. We will present the adult/dw obligations at the March board meeting. Dr. McLoughlin went on to explain the chart labeled Youth Projections and Plan, line by line (see below) and asked if there were any questions. The Youth Employment Program chart was reviewed which outlines the budget requests and number of youth to be served. These agencies are under contract for these services. The WIB is currently working with a local accounting firm on a quote for some work in quick books, we hope to have more to report in the next meeting.

PROGRAM REPORT

Dr. McLoughlin moved on to the program report. The Dutchess County Childcare Coalition holds its meetings on the first Wednesday of the month. These meetings are hybrid. The conference room is at full capacity and the zoom screen is filled. There are two upcoming public events. In May there is a business roundtable event and in June a summit. In addition, the DCWIB is working with local partners on a pre-apprenticeship in food service and with our local foundations and the Poughkeepsie Children's Cabinet on education and best practices for the non-profit community, as well as a renewable energy program with Central Hudson, utilizing RETI funding. Our annual workshop in partnership with United Way is June 11, 2025. Our Systems partner meeting will be held on March 19 at 191 Main Street. The SYEP RFP is out and we do need volunteers to read and score the applications.

Ms. Bertram asked if there was any new business, questions or comments. Theresa Giovannello asked about the time for the June 11th event. Dr. McLoughlin responded with 8:30 AM to 1:00 PM. Ms. Bertram asked if there were any additional comments, hearing none she asked for a motion to adjourn. Theresa Giovannello made a motion to adjourn and Linda Hannigan seconded the motion. The motion passed.

Motion:	Theresa Giovannello
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	



Youth Work Experience Policy- Amended 1/1/2025

Background: The Workforce Innovation Opportunity Act (WIOA) of 2014 requires a wider array of services to be provided for eligible youth.

Purpose: To establish policy for the work experience component of WIOA law for youth enrolled in the Youth One Stop in Dutchess County New York. To recognize that youth often have broad interests and may need to try different things to lock down on a career choice and to understand that youth enrolled in the Youth One Stop often need additional support including wrap around supportive services to achieve their goals.

Policy:

As per WIOA §129(c)(4), at least 20% of all WIOA youth funds must be used for paid and unpaid work experience programming.

WIOA encourages youth service providers to enroll youth in paid work experience whenever possible. Youth participants in work experience must have an up-to-date Individual Service Strategy (ISS) reflecting the need for work experience.

Eligibility - Active youth enrolled in the Youth One Stop. Participation in a Work Experience opportunity is contingent on the continued availability of funding.

Required Paperwork for Work Experience - comments are to be entered into OSOS and copies maintained in paper file

- Career Zone needs to be completed and verified (staff must review CZ screens to determine that modules were completed before entering comment into OSOS);
- Individual Service Strategy with Action Steps that match the career area of the work experience;
- Knowledge, Skills and Abilities (KSA) assessment;
- Proof of customer choice;
- Signed agreement with youth stating the circumstances of the work experience and the potential earnings with clear steps to reach their goal and complete the work experience;
- Signed worksite Agreement;
- Job Description;
- Youth under 18 need to provide original working papers that are kept on site while the youth is working. In addition, weekly time sheets, monthly employer evaluations and sign in sheets for all training, workshops and activities that are part of the work experience must be maintained

Types of Work Experience - On-the-Job Training Opportunities, Summer Employment, Internships, Job Shadows as well as qualified pre-apprenticeship programs.



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Qualification for Work Experience - Work Experience must pair academic and occupational education.

Education Component

- Occurs concurrently or sequentially;
- Educator must be competent to train (if part of an ITA, educator must be on the ETPL list);
- May take place inside or outside the workplace

Occupation Component

- May be paid or unpaid;
- Must use labor market data when the youth is paid to determine the correct rate of pay;
- Occupation must be on the regional demand occupation list- to align with the skill needs of industries in the regional economy;
- Summer Youth Employment opportunities are encouraged

Length of Work Experience - The time frame of the work experience should be tailored to the youth’s needs/goals as expressed in the Individual Service Strategy and should match the number of hours required within the field of the study if applicable and should make sense based on the work environment and type of work being performed. **Similar work experiences may be approved by the Executive Director.** Time Guidelines-

- On-the Job Training - should not exceed 220 hours or 12 weeks;
- Summer Youth Employment- should not exceed 200 hours or 8 weeks;
- Internships/**Work Immersions** - should not exceed 75 hours or 5 weeks;
- Job Shadowing - should not exceed 12 hours or 4 weeks

If a youth must exceed these hours prior written approval must be obtained from the Dutchess County Workforce Investment Board (WIB).

Rate of Pay - Youth must be paid the same wage as a current employee of the workplace within the same title/role/length of experience. Youth must (at least) be paid the NYS minimum wage. If a youth is to be paid more than the NYS minimum wage prior WIB written approval must be obtained. Salary, hours and work conditions must be in accordance with Federal and State Labor Laws.

Eligible Sites - Work Experience sites should be vetted by program staff and follow NYS Laws Governing the Employment of Minors. If a youth is already working at a job site the youth is not eligible to receive a WIOA funded work experience program unless it is for a new position that requires additional skills. A Work Experience opportunity cannot be used to replace an existing employee or position.

Allowable Work Experience Expenditures include the following:

- Wages/stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;



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- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

Reference:

WIOA sec 129(c)(2)(C)

Federal Register Vol 81, No 161- 681.600, 681.590, 681.480, 681.590

TEN 17-15 Career Pathways

TEGL 8-15 Costs that Count Towards Work Experience

Plus additional guidance as it comes down from USDOL and/or NYSDOL

Current Operating Budget as of 3-5-2025

	PY24	PY24
	Final	YTD
3 NEPTUNE STAFF	w 3%	
Salaries	\$ 374,301.38	\$ 154,305.20
Fringe	\$ 118,767.00	\$ 55,343.59
Total 3 Neptune	\$ 493,068.38	\$ 209,648.79
191 MAIN STREET STAFF		
Personnel		
Salaries	\$ 417,604.64	\$ 175,980.13
Fringe	\$ 138,719.20	\$ 49,251.98
Total 191 Main Street	\$ 556,323.84	\$ 225,232.11
Total Personnel All Locations	\$ 1,049,392.22	\$ 434,880.90
TOTAL PERSONNEL ALL LOCATIONS MINUS OFFSETS		
Non Personnel		
Advertising	\$ 1,800.00	\$ 152.33
Audit	\$ 1,000.00	\$ -
Board Expenses	\$ 2,000.00	\$ -
Conference Events	\$ 25,000.00	\$ 13,875.88
Consultants	\$ 10,000.00	\$ -
Insurance	\$ 15,000.00	\$ 10,827.00
IT	\$ 50,000.00	\$ 38,174.37
Legal Expense	\$ 1,000.00	\$ -
Memberships	\$ 45,000.00	\$ 36,425.00
Mileage	\$ 9,000.00	\$ 594.68
Office Equipment	\$ 9,000.00	\$ 14,766.50
Office & COVID Supplies	\$ 8,000.00	\$ 3,077.25
Laptops	\$ 15,000.00	\$ -
Leases-VR GLASSES	\$ 5,000.00	\$ -
Postage	\$ 750.00	\$ -
Program Expense	\$ 3,000.00	\$ -
Rent Neptune	\$ 35,000.00	\$ 15,915.52
Rent 191 Main	\$ 85,000.00	\$ 40,883.82
Staff Training	\$ 10,000.00	\$ -
Telephone/Internet	\$ 3,500.00	\$ 2,769.69
Website Maintence	\$ 1,000.00	\$ -
Total Non-Personnel	\$ 335,050.00	\$ 177,462.04
TOTAL BUDGET	\$ 1,384,442.22	\$ 612,342.94

Available 11

Unit	Dept	Bud Ref	Program	Desc	Sum Total Amt	Spend by:	Obligate by:
WIA01	36230	PY24	140	Administration	\$	114,920.20	6/30/2026
WIA01	36230	PY23	110	Adult - Formula	\$	70,759.80	6/30/2025
WIA01	36230	PY24	110	Adult - Formula	\$	426,056.16	6/30/2026 6/30/2025
WIA01	36230	PY23	120	Dislocated Worker - Formula	\$	94,990.16	6/30/2025
WIA01	36230	PY24	120	Dislocated Worker - Formula	\$	579,863.24	6/30/2026 6/30/1935
WIA01	36230	PY23	346	NY SCION (OMH)	\$	30,000.00	12/31/2025
WIA01	36230	PY24	201	RETI	\$	242,239.80	11/30/2025
WIA01	36230	PY22	345	RR - NY SCION	\$	3,874.85	12/31/2024
WIA01	36230	PY23	345	RR - NY SCION	\$	100,000.00	12/31/2025
WIA01	36230	PY23	130	Youth-Formula	\$	328,505.22	6/30/2025
WIA01	36230	PY24	130	Youth-Formula	\$	518,908.26	6/30/2026 6/30/2025

YOUTH PROJECTIONS & PLAN

CONTRACTS & EXPENSES	Amount	STATUS	EXPLANATION/DETAILS
DC Chamber Foundation	\$388,961.00	Contract in place	Annual contract to run program
Smart Staffing Group	\$60,000.00	Contract in place	Annual Pay for Performance Contract to provide work experience and job
TRANSFR VR	\$90,000.00	Checking on renewal- need to go to RFP?	Leasing of VR Technology
VR Programming	\$4,950.00	Contract in place	Creating career and training programs utilizing available technology
Youth Work Immersion Experience	\$30,000.00	Contract in place	Monthly immersive youth work experiences
Youth Entrepreneurial	\$20,000.00	Contract(s) in place	Entrepreneurial programming and development of business plan
Open Hub- Digital Literacy	\$30,000.00	Contract in place	5 day program for 67 individuals
Vassar Hospital	\$29,448.00	Agreement in place- contracts are per person	Work Experience Job Readiness Training for 12 individuals
TOTAL	\$653,359.00		

AGENCY	BUDGET REQUESTED	# OF YOUTHS	Youth Wage	Max Allocation based on Number of Youth	Non Youth Wage
CM2	\$106,268.75	15	\$34,870.50	\$55,350.00	\$20,479.50
NECC	\$15,030	5	\$11,623.50	\$18,450.00	\$6,826.50
ART EFFECT	\$154,828	42	\$97,637.40	\$154,980.00	\$57,342.60
CM2/Next Gen	\$61,618	15			
Art Effect	\$10,000	0			
RHCC	\$25,844	8			
Allocated	\$373,588.25	85	Admin	\$56,038.24	
To Allocate	\$364,096.15	115			