



# Dutchess County Workforce Development Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

## DCWIB Board Minutes September 26, 2024 3 Neptune Rd, Poughkeepsie NY 8:00 AM- 10:00 AM

**Attendees:** Theresa Giovanniello, Adam Albertson, Liz Spira, Jeane Lipscomb, Brandon Walker, Rich Kleban, La Quesha Matthews-Reed, Paul Mancarella, Theresa Morley, Jessica Treybick, Nicole Fenichel-Hewitt

**Guests:** Louise McLoughlin, Associate Director of Finance, Taylor O'Donnell, Shiree Portis

### CALL TO ORDER, ESTABLISH QUORUM

Paul Mancarella called the meeting to order. The ED confirmed that we had quorum. Mr. Mancarella welcomed everyone to the meeting and thanked everyone for attending and called the meeting to order. He asked if everyone had time to look at the minutes from the June 2024 Board Meeting. Everyone had. He asked for questions or comments. There were no questions. Mr. Mancarella called for a motion to accept the June Board minutes. Theresa Giovanniello made the motion. Brandon Walker seconded the motion. The motion carried.

### MOTIONS

Motion to accept June 27, 2024 DCWIB Board Meeting Minutes

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Brandon Walker
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 12/3/2024

Mr. Mancarella asked Dr. McLoughlin to explain the next motion. Dr. McLoughlin explained that the PY23 Modified Budget is being presented to reflect the actual spending in each budget line in PY23. Mr. Mancarella asked for questions. Hearing none, he called for a motion. Mary Jane Bertram made a motion; Theresa Giovaniello seconded the motion. The motion carried.

Motion to accept PY23 Modified Budget

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 12/3/2024

Mr. Mancarella asked for an explanation of the next motion. The ED explained that the System Operator Contract is an extension of a previous RFP and is required under the WIOA law. The System Operator assists the local area with communication among partners. Mr. Mancarella asked if there were any questions. Hearing none he asked for a motion. Theresa Giovaniello made a motion to extend the current contractee's contract for one more year, Nicole Fenichel-Hewitt seconded the motion. The motion passed unanimously.

Motion to extend System Operator Contractor for an additional year.

Motion:	Theresa Giovaniello
2 <sup>nd</sup> :	Nicole Fenichel Hewitt
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: <i>Mary Jane Bertram</i> 2B6F76E1CCC841E... 12/3/2024

Mr. Mancarella asked the ED to go through the PY24 Operating Budget. Most of the budget lines are in line with the PY23 budget however we are feeling increased prices likely due to the impact of the current economy. Three budget lines were increased more than others. There are increases in Conference Events, IT and Memberships. During COVID the DCWIB let several of our memberships lapse, these have been renewed and new organizations identified. In addition, staff did not attend in person conferences as much during the recent pandemic and in the months after. Due to new staffing and the need for training, additional funding was added to the conference events line to catch up on training and train new staff. The DCWIB is seeing an increase in IT costs. Last year we spoke to another IT provider and asked for a price for services. After several meetings, the quote came in higher than what we were currently paying for less services. This could be looked at again in PY24 if costs continue to go up. Mr. Mancarella asked for a motion regarding the PY22 Modified Budget. Mary Jane Bertram made the motion and Theresa Giovaniello seconded the motion. The motion passed.

Motion to accept PY24 Budget

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Theresa Giovaniello
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: <i>Mary Jane Bertram</i> 2B6F76E1CCC841E... 12/3/2024

**EXECUTIVE DIRECTOR’S REPORT**

The Current Operating Budget is tracking across most of our expense lines. The ED reported that as we come out of the COVID-19 Pandemic the needs of the organization changed including the need for staff training. Adjustments were made to the PY24 budget and it seems to be more reflective of our current spending. The ED reviewed the current WIOA cash budgets that are available to us in People Soft, the NYSDOL accounting system.

The DCWIB is working with the Center operator on creating a pre-apprenticeship. The Dutchess County Childcare Coalition has approximately 50 members and will be doing a presentation at the NYATEP conference in Rochester in October. The ED presented a design thinking workshop to both NYSDOL and DCFS and used the success of our childcare coalition as the example. The DCWIB is on track for spending the full YEP (Youth Employment Program) and SYEP (Summer Youth Employment Program) allocations.

The ED Reviewed the Performance Measures issued by the state (see report). Dutchess County passed all measures except one of the youth measures. We are currently working to increase our percentages in this measure.

**ADJOURN**

Mr. Mancarella asked if there was any new business, hearing none, he asked for a motion to

adjourn. A motion was made by Mary Jane Bertram and Nicole Fenichel-Hewitt seconded the motion. Mr. Mancarella asked for approval and the motion was approved and the meeting was adjourned.

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Nicole Fenichel-Hewitt
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 12/3/2024

DocuSigned by:  
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