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Dutchess County Workforce Investment Board
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"Driving economic growth through Workforce Partnerships"

Board Meeting Minutes

September 24, 2026

Members in Attendance: Laine Belmonte, Jodi DeLucia, Jim Devitt, Garrett Dyal, Nicole Fenichel-Hewitt, Theresa Giovanniello, Linda Hannigan, Jaime Hyla, Richard Kleban, Michael McCormack, Chris Murley, and Brandon Walker.

Members Excused: Sheila Appel, Adam Albertelli, Mary Jane Bertram, Janice Green, Johnnieanne Hansen, Peter Jordan, Jeanne Lipscomb, LaQuesha Matthews-Reed, Theresa Morley, and Jessica Treybick.

Others in Attendance: Dr. Louise McLoughlin (Executive Director), A. Dushaj, representatives of Northwell Health/Vassar Brothers Medical Center and program participants, 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 8:05 AM and a quorum was established.

2. Welcome **Michael McCormack**

Mr. McCormack welcomed everyone to the Board Meeting.

3. Motion(s) **Michael McCormack**

Mr. McCormack asked Dr. McLoughlin to explain the motions.

Motion to approve the minutes of the May 28, 2026 Board Meeting. Dr. McLoughlin stated that the minutes are in the board packet and reflect the discussions, actions, and motions taken during that meeting, and a motion was requested 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:	12
NO:	0
Abstained from voting:	0
PASSED:	YES DocuSigned by:
CERTIFIED:	Mary Jane Bertram 2B8F78E1CCC841E...

Motion: To approve the September 2026 Consent Agenda (see attached Consent Agenda). Dr. McLoughlin explained each item:

- **Modified PY25 Budget.** The PY25 final budget as of June 30, 2026 amends the PY25 operating budget of $1,295,640.15 to actual year-end expenditures of $954,738.87. Personnel totaled $665,874.66 across both locations and non-personnel totaled $288,864.21.
- **Modified WIOA Youth Stipend & Incentive Policy.** Effective September 24, 2026, active WIOA youth may receive incentives of up to $1,000 per program year and up to $500 while in follow-up, with a

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$2,000 lifetime cap. Stipends may not exceed $1,000 in a 12-month period, with a $1,500 lifetime cap. All payments are subject to the availability of WIOA funds.

- **OJET Wraparound (Supportive) Services & Other Allowable Expenses Policy.** This program-specific policy, adopted under TA #26-02 and PGL #26-02, sets eligibility, documentation, and a $5,000 per-participant annual limit for wraparound services, stipends, and incentives for participants in State-funded clean energy training and SUNY/CUNY programs. Internal control procedures for approval, segregation of duties, device recovery, and monitoring accompany the policy.
- **New Record Retention and Disposition Policy.** Adopted under TA #16-02, the policy requires records to be kept seven years after their trigger date and then securely destroyed, with every destruction logged. Corporate records such as bylaws and board minutes are kept for the life of the organization, and Legal Holds suspend destruction when needed. It replaces the prior Record Retention Quick Reference and Procedure; internal procedures are available upon request.

Mr. McCormack asked if there were any questions and there were none.

Motion:	Theresa Giovanniello
2nd:	Richard Kleban
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

4. Executive Director's Report **Dr. Louise McLoughlin**

Mr. McCormack asked Dr. McLoughlin for her Executive Director's report.

Fiscal Report

Current PY26 Operating Budget as of 9/4/26. Ms. Dushaj reported that the PY26 operating budget totals $1,238,134.81, with $151,780.36 (12.3%) spent year-to-date. Personnel costs remain the largest expense at $121,041.73 YTD across both locations (13.5% of budget), and non-personnel expenses total $30,738.63 (9.0%). Spending is tracking within budget at this early point in the program year, with several lines, including Rent 191 Main, Laptops, and Staff Training, not yet drawn on.

Current Cash Budgets and Obligations. Dr. McLoughlin reviewed the available WIOA cash budgets. PY25 funds must be spent by June 30, 2027, and PY26 funds must be obligated by June 30, 2027. The small PY24 RETI balance of $734.20 will be returned, with $324,765 of that grant spent.

Program	PY	Available	Action
RETI	PY24	$734.20	Give back
RR – NY SCION	PY24	$69,146.67	Spend by 6/30/2027
NY SCION (OMH)	PY26	$34,615.00	Spend by 6/30/2027
Adult – Formula	PY25	$373,451.95	Spend by 6/30/2027
Adult – Formula	PY26	$77,134.99	Obligate by 6/30/2027
Dislocated Worker	PY25	$441,849.24	Spend by 6/30/2027
Dislocated Worker	PY26	$182,739.74	Obligate by 6/30/2027
Youth – Formula	PY25	$537,972.88	Spend by 6/30/2027
Youth – Formula	PY26	$446,483.84	Obligate by 6/30/2027
Administration	PY25	$5,919.04	Spend by 6/30/2027
Administration	PY26	$78,484.30	Obligate by 6/30/2027

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Checks Received from Vendors. Ms. Dushaj explained that the checks received from vendors represented overpayments made to Day One and a returned advance from Smart Staffing Group. These funds had to be returned to NYSDOL.

Progress of Bonadio. Ms. Dushaj reported on progress with Bonadio. Bonadio has completed January through March 2025 and is now in a rhythm.

NYSDOL – No Unresolved Findings. Dr. McLoughlin reported that DCWIB has no unresolved fiscal findings from NYSDOL.

NYSDOL Performance Negotiation Results. Dr. McLoughlin explained the performance negotiation process. Dutchess met 12 of 15 WIOA primary indicators for PY 2025. The three measures below satisfactory (Adult employment in the second and fourth quarters after exit, and Dislocated Worker credential attainment) are tied largely to serving the high-barrier priority populations NYSDOL directed local areas to serve; 74.8% of Dutchess Adult participants meet priority criteria, compared with 61.6% statewide. DCWIB negotiated lower, more achievable goals with NYSDOL on all six measures it challenged, and negotiations are now complete.

Measure	State proposed (PY26 / PY27)	Final negotiated (PY26 / PY27)
Adult – Employment, 2nd quarter after exit	60.0% / 60.5%	55.0% / 56.0%
Adult – Employment, 4th quarter after exit	60.0% / 60.5%	57.0% / 57.5%
Adult – Measurable Skill Gains	75.0% / 75.5%	73.0% / 73.5%
Dislocated Worker – Credential Attainment	60.5% / 61.0%	58.0% / 60.0%
Dislocated Worker – Measurable Skill Gains	65.0% / 65.5%	63.0% / 64.0%
Youth – Measurable Skill Gains	53.0% / 53.5%	50.0% / 52.0%

All other goals were accepted as proposed.

Program

Business Impact Statement. Representatives from Northwell Health/Vassar Brothers Medical Center, together with several participants from the recent program, gave impact statements to the Board.

ED Report. Dr. McLoughlin referred the Board to her written Executive Director's Report in the board packet, which covers the Dutchess County Early Childhood Coalition, SYEP/YEP 2026, upcoming events, DCWIB initiatives and partnerships, DCWORKS, and WIOA performance and accountability.

5. New Business **Michael McCormack**

There was no new business.

6. Adjourn **Michael McCormack**

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

Motion:	Richard Kleban
2nd:	Jaime Hyla
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E...

The meeting adjourned at 9:00 AM.