



Dutchess County Workforce Development Board

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

DCWIB BOARD MEETING MINUTES

December 12, 2024

Attendees: Sheila Appel, Paul Mancarella, Theresa Giovanniello, Linda Hannigan, Rich Kleban, Nicole Fenichel-Hewitt, Laine Belmonte, Johnnieanne Hansen, Jeanne Lipscomb, LaQuesha Matthews-Reed, Brandon Walker

Guests: Louise McLoughlin, Shiree Portis, Taylor O’Donnell, Sara Ugolini, Maryann McKenzie-Cameron, Tashena Dixon, Dana Politis, Rachel Adler, plus Associate Director of Finance

CALL TO ORDER, ESTABLISH QUORUM AND WELCOME

Sheila Appel

Ms. Appel called the meeting to order at 9:01 AM and established quorum. She welcomed everyone to the meeting and introduced our guests.

MOTIONS

Motion to accept September 26, 2024 Executive Committee Meeting Minutes.

Ms. Appel asked if everyone had the opportunity to review the meeting minutes from the previous Board meeting. Receiving head nods, Ms. Appel asked if there were any questions or corrections. Hearing none, Ms. Appel asked for a motion to approve the September 2024 Board Minutes. Paul Mancarella made the motion, Theresa Giovaniello seconded the motion. Ms. Appel asked for all in favor, opposed or abstentions (see below), and the motion passed.

| | |
|------------------------|----------------------|
| Motion: | Paul Mancarella |
| 2 nd : | Theresa Giovanniello |
| YES: | 11 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | DocuSigned by: YES |
| CERTIFIED: | Mary Jane Bertram |

Mary Jane Bertram
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Ms. Appel asked Dr. McLoughlin to give the background for the next three motions.

Dr. McLoughlin explained that the DCWIB went to RFP for youth services for work immersion and entrepreneurial training. Following our procurement policy, we received three bids for services. Dr. McLoughlin also explained that this is to support our current youth contractor, which has had difficulty submitting claims or monthly spending reports, on time. As of today, we have not received any claims for PY24, after repeated requests. We are concerned that we will be underspent for youth as we need to spend all of our PY23 youth money and obligate 80% of our PY24 youth money. These RFP’s will help us reach our spending goals, while ensuring that the youth receive the services required in the WIOA Youth Program Elements. These amounts work within our approved budget.

Motion to accept Adirondack Services for WIOA Youth Work Immersion Experience for the amount of \$30,000.

Dr. McLoughlin stated that this contract is specific for work experience, a required spending element and will offer up to 6 work/career tours beginning in January and extending to June 2025 for WIOA enrolled youth. Youth will be taken on tours of local businesses (agencies/government) based on youth surveys of career interests. These tours will be “all day” and will be focused on industries that will offer “hands-on” experiences.

Ms. Appel asked if there were any questions. Hearing none, she asked for a motion. Theresa Giovannello made the motion which was seconded by Linda Hannigan. The motion passed.

| | |
|------------------------|---------------------|
| Motion: | Theresa Giovannello |
| 2 nd : | Linda Hannigan |
| YES: | 11 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | DocuSigned by: YES |
| CERTIFIED: | Mary Jane Bertram |

Motion to accept Bright Minds Business Leaders to perform services for youth, adults and dislocated workers for virtual entrepreneurial skills training for the amount of \$11,893.

Dr. McLoughlin explained that Bright Minds Business Leaders offers online entrepreneurial training for youth. The DCWIB would like to contract with Bright Minds to offer the educational part of entrepreneurial training and some virtual brainstorming with the youth and business plans. In addition, interested adults and/or dislocated workers will be able to attend the online education sessions to learn how to start a business.

Ms. Appel asked if there were any questions regarding Bright Minds. Hearing none, she asked for a motion. Rich Kleban made a motion. Theresa Giovannello seconded the motion. The motion passed.

| | |
|------------------------|---------------------|
| Motion: | Rich Kleban |
| 2 nd : | Theresa Giovannello |
| YES: | 11 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | DocuSigned by: YES |
| CERTIFIED: | Mary Jane Bertram |

Dr. McLoughlin stated that Adirondack Services also applied to provide services for youth entrepreneurial skills training. Ms. Nelson, the president of Adirondack Services, will work (take lead) with Bright Minds on this project and provide in person (monthly) and virtual (as needed) services for WIOA enrolled youth. She will offer brainstorming sessions for business idea development and assist the youth with writing their business plans. In addition, if there is interest, she will run a “Shark Tank” like event.

Motion to accept Adirondack Services to perform services for youth for entrepreneurial skills training for the amount of \$12,000.

Ms. Appel asked if there were any questions. No questions were raised. Theresa Giovannello made a motion to accept Adirondack Services, which was seconded by Paul Mancarella. The motion passed.

| | |
|------------------------|--|
| Motion: | Theresa Giovannello |
| 2 nd : | Paul Mancarella |
| YES: | 11 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | YES |
| CERTIFIED: | DocuSigned by: <i>Mary Jane Bertram</i> 2B6F76E1CCC841E... |

Ms. Appel asked for the Executive Director’s Report

EXECUTIVE DIRECTOR’S REPORT

Louise McLoughlin

FISCAL

- Current Operating Budget/Current Cash Budgets WIOA/Final YEP and SYEP
The Associate Director of Finance gave the fiscal report. She explained that we are on track with spending and provided a copy of the operating budget.

She reviewed the current cash budgets and explained that PY23 adult, dislocated worker and youth allocations need to be spent by 6/30/2025. The adult and dislocated worker allocations should be spent down by mid-February. We are working on a plan for the youth money and have been waiting for the youth provider to submit their claims. The claim submissions will give us a better understanding of where we stand. We have asked repeatedly for the claims and have been given dates that we were to receive the reports- all of these dates have been missed. PY23 SCION is our allocation for 1/1/2024-12/31/2024, we are on track for spending. PY23 SCION OMH does not need to be spent down this year or next year. We are working on a plan and looking for guidance on how this allocation should be utilized. PY24 Admin, Adult, DW and youth needs to be 80% allocated by 6/30/2025. We expect to meet this requirement. The PY24 RETI allocation is “new money” and is to be used for a renewable energy training program. These funds are to be spent by November 2025.

YEP and SYEP are non-WIOA programs. Both of these contracts will be fully spent and our contract obligations will be met with the Dutchess County Department of Community and Family Services. We will offer a final report at the next Board meeting along with final reports on Way to Work and Think Jobs.

- NOA’s
Dr. McLoughlin reported that our final allocation of WIOA Money (Adult, DW, Admin) will be put in front of the Dutchess County Legislature this month. We expect the money to be available later this month. The second meeting of the month of December includes our resolution to accept the

\$250K of RETI money. We expect this funding to be available in mid- January. Dr. McLoughlin reminded the Board that the NOA's are in the Agenda packet. She explained that the DCWIB has had several meetings with several business partners including Central Hudson and Onsemi.

In January a resolution for the rescission of TAA money will be presented to the DC Legislature. Dr. McLoughlin explained that the DCWIB/DCWORKS is a pass through for these training dollars. We do not work with the individuals directly. To our knowledge both individuals affected by this rescission have completed their training and the remainder of the unspent money will be returned to NYSDOL.

- “Mini Contracts”- less than \$4,999

Dr. McLoughlin explained that we have written a few “mini contracts”. Following our procurement policy these contracts fall below the RFQ/RFP threshold and we are simply required to document necessity and reasonableness. Contracts were written for WIOA Youth Recruitment, Train the Trainer and VR Career Readiness Pathways. We are also seeking, if there are no objections, to learning how we can renew the VR programming and glasses that we have been using. Hearing no objections, Dr. McLoughlin continued that we will reach out to NYSDOL and learn what the next steps are and how we should do the procurement as this is a different process than our normal procurement steps. It does follow our policy but then there is a more stringent set of procedures that we must follow.

- Dr. McLoughlin reported that NYSDOL is asking for a waiver of the 75% OSY youth enrollment for PY25. Initially DCWIB was “for the waiver” but now with WIOA reauthorization, we will have to look at all of the potential pluses and minuses. Dr. McLoughlin will provide additional details as this unfolds.

- Dr. McLoughlin asked for some “leniency” to Toot Our Own Horn. The Associate Director of Finance was asked to participate in a statewide NYSDOL SYNERGY panel on Best Fiscal Practices in August of this year. She went on to report that the NYSDOL Synergy Team asked Dutchess County to provide a statewide training on using Design Thinking. Dr. McLoughlin did a solo session on using Design Thinking to increase the Adult Priority of Service Performance Measure. One of the participants of this session from OTDA reached out and asked if Dutchess County would apply to speak at the New York Public Welfare Conference in January in Albany. A proposal was submitted and Dr. McLoughlin will be offering a “Using Design Thinking to increase partnerships” with Commissioner Marzouka and Deputy Commissioner Giovaniello. In October Dr. McLoughlin offered a training session for the DCFS leadership group. At the fall NYATEP conference Dr. McLoughlin participated in a panel discussion on the accomplishments of the Dutchess County Childcare Coalition of which DCWIB is the founding member and the agency which takes “point”.

- Pre-Apprenticeship Program

Dr. McLoughlin explained that we will be offering, at DCWORKS, self-paced learning labs, digital literacy workshop along with Northstar and Coursera courses. NYSDOL provides access to

Northstar and 12,000 classes through Coursera which is appreciated by DCWORKS staff and program participants.

- Performance

Dr. McLoughlin stated that the current performance negotiations are in the packet. The DCWIB ED worked with NYSDOL to determine our performance goals for the next two PY years. The negotiations felt fair and the goals are achievable. Dr. McLoughlin said that it is important to note that we found issues with the WIOA youth reporting. Our youth provider was not recording activities in OSOS so we were getting a zero. The Center manager discussed the problem with the youth provider and explained what they were missing in the state data reporting system, OSOS. She reviewed with the youth provider the steps involved to fix the problem. Dr. McLoughlin spoke to Mr. Castella yesterday and he is aware of the issue and is working on it. Dr. McLoughlin expects that this will be resolved satisfactorily and does not expect any long-term repercussions.

- RFP for Childcare Coalition

The DCWIB is putting out a RFP for the Childcare Coalition seeking assistance with the Childcare Roundtable and Summit as well as meetings in 2025. This is a necessary and reasonable expense as it aligns with the NYSDOL recent survey of businesses and job seekers which stated that the lack of affordable/quality childcare is a barrier to employment and employment retention. The Coalition is working on three key points: 1- ensuring a universal system in Dutchess County for everyone regardless of income, family structure, number of children or location, 2- training 2,106 potential future educators (employees) to provide 10,348 slots for children in the county and 3- to elevate compensation in the field.

- Dr. McLoughlin told the Board that the DCWIB was asked to be part of the Poughkeepsie Choice Neighborhoods: Joint Task Force. We are participating in the People Committee.

Dr. McLoughlin told Ms. Appel that this concludes her report. Ms. Appel gave accolades to the Executive Director and the team at both the DCWIB and DCWORKS. She thanked everyone for the work they do for the people and businesses in the County.

ADJOURN

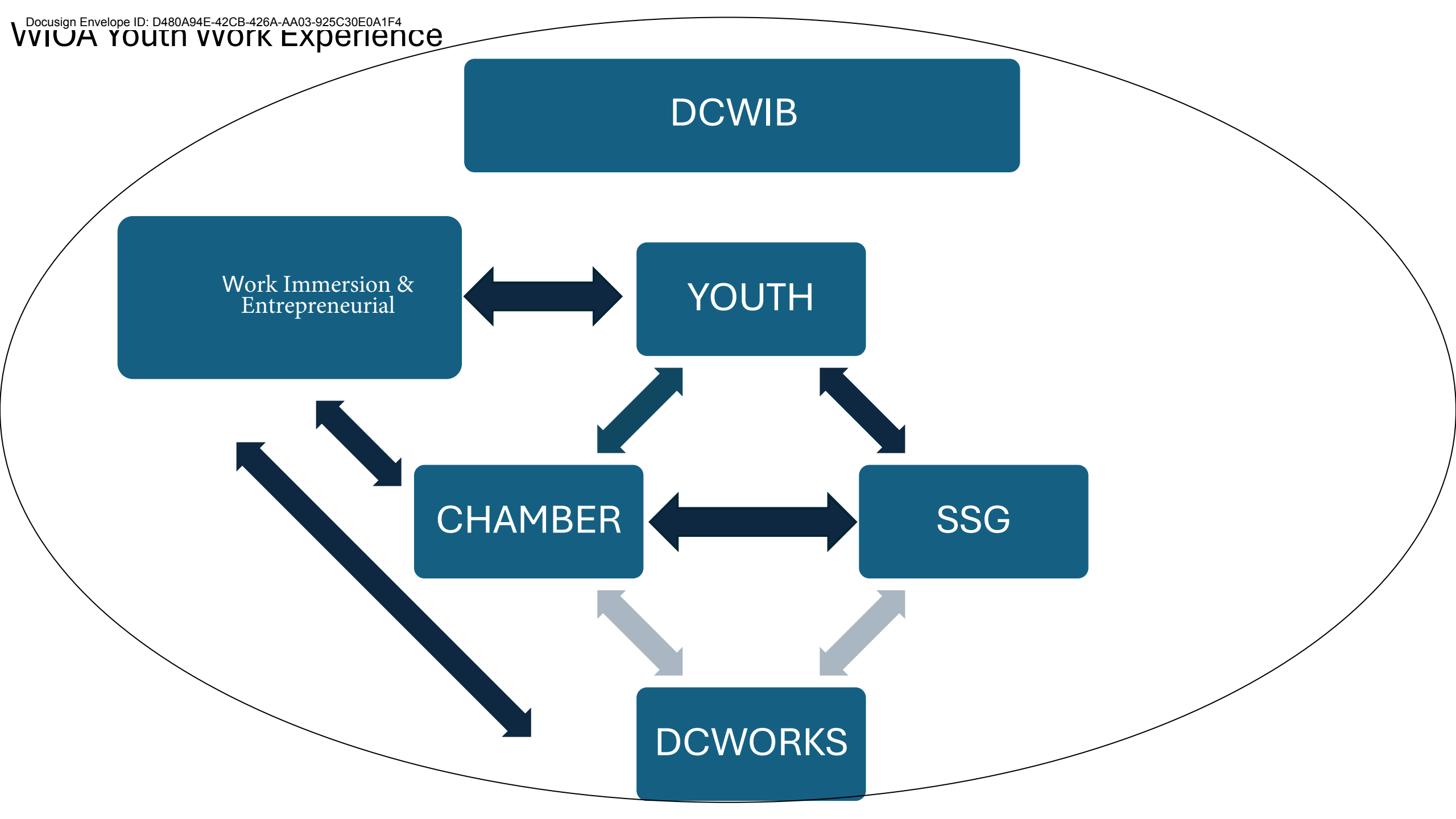
Sheila Appel

Ms. Appel asked if there were any comments or new business. Hearing none she asked for a motion to adjourn. Paul Mancarella made a motion to adjourn which was seconded by Brandon Walker. The motion passed.

| | |
|------------------------|--|
| Motion: | Paul Mancarella |
| 2 nd : | Brandon Walker |
| YES: | 11 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | YES |
| CERTIFIED: | DocuSigned by: <i>Mary Jane Bertram</i> 2B6F76E1CCC841E... |

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WVIA Youth Work Experience





BUDGET

| Youth Work Immersion Experience | | | |
|---|--|------------------------------------|---------------------|
| <i>Program Development</i> | 1. Work with DCWIB and Youth-Out-of-School (YOS) Staff to identify in-demand occupations in Dutchess County and use their input to develop site visits and/or job shadow experiences | Consultancy Fees for 6 experiences | \$ 1,880.00 |
| | 4. Develop Agenda, Curriculum and schedule work and/or work shadow experiences | Consultancy Fees for 6 experiences | \$ 2,200.00 |
| <i>Program Logistics</i> | 1. Coordinate transportation to sites | Consultancy Fees | \$ 2,400.00 |
| | 2. Coordinate meals and refreshments for visits days | | \$ 2,400.00 |
| | 3. Create agendas, coordinate with employers, identify speakers and forward to DCWIB, YOS Staff and Youth ahead of visits/shadow experiences | Consultancy Fees for 6 experiences | \$ 6,220.00 |
| <i>Site Visits</i> | Host site visits / work shadowing experience for Out-of-School Youth | Consultancy Fees for 6 experiences | \$ 2,600.00 |
| | Transportation and meals | Bus rental, restaurants | \$ 10,200.00 |
| <i>Travel Costs/Expenses</i> | Hotel, meals, mileage reimbursement | Travel Expenses for 6 experiences | \$ 2,100.00 |
| Youth Work Immersion Experience Total: | | | \$ 30,000.00 |

Bright Minds Business Leaders Virtual Program

SECTION 4 - Budget

| | | | |
|----------------------------------|---------|--------------|---------------------|
| 15 Youth | | | |
| Cohort Leads | 2 | \$ 2,000.00 | \$ 4,000.00 |
| Zoom | 2 | \$ 22.00 | \$ 44.00 |
| Portion of Intern Manager Salary | 0.167 | \$ 24,000.00 | \$ 4,008.00 |
| Portion of CPO Salary | 0.04175 | \$ 92,000.00 | \$ 3,841.00 |
| | | | |
| Total | | | \$ 11,893.00 |

More Documentation below!

BUDGET

| Youth Entrepreneurial Program | | | |
|--|---|---|---------------------|
| <i>Information Sessions</i> | 1. Identify dates for program information session and work with DCWIB and YOS Staff to identify in-demand occupations in Dutchess Co. | Consultancy Fees for 6 Entrepreneurial Sessions | \$ 2,480.00 |
| | Develop Curriculum and schedule training Entrepreneurial Sessions/Workshops | Consultancy Fees for 6 Entrepreneurial Sessions | \$ 4,000.00 |
| | Work with Youth to create business plans | Consultancy Fees for 6 Entrepreneurial Sessions | \$ 4,800.00 |
| <i>Travel Costs/Expenses</i> | Hotel, meals, mileage reimbursement | Travel Expenses for 6 experiences | \$ 720.00 |
| Youth Entrepreneurial Programs Total: | | | \$ 12,000.00 |

DCWIB FISCAL REPORT
DECEMBER 2024

DCWIB/DCWORKS Operating Budget as of 12/6/2024

| | PY24 | PY24 |
|---|------------------------|----------------------|
| | Final | YTD |
| 3 NEPTUNE STAFF | w 3% | |
| Salaries | \$ 374,301.38 | \$ 104,618.49 |
| Fringe | \$ 118,767.00 | \$ 33,494.25 |
| Total 3 Neptune | \$ 493,068.38 | \$ 138,112.74 |
| | | |
| 191 MAIN STREET STAFF | | |
| Personnel | | |
| Salaries | \$ 417,604.64 | \$ 107,097.79 |
| Fringe | \$ 138,719.20 | \$ 32,189.36 |
| Total 191 Main Street | \$ 556,323.84 | \$ 139,287.15 |
| | | |
| Total Personnel All Locations | \$ 1,049,392.22 | \$ 277,399.89 |
| | | |
| | | |
| | | |
| 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 | \$ 7,883.88 |
| Consultants | \$ 10,000.00 | \$ - |
| Insurance | \$ 15,000.00 | \$ 10,827.00 |
| IT | \$ 50,000.00 | \$ 27,725.35 |
| Legal Expense | \$ 1,000.00 | \$ - |
| Memberships | \$ 45,000.00 | \$ 35,175.00 |
| Mileage | \$ 9,000.00 | \$ 530.28 |
| Office Equipment | \$ 9,000.00 | \$ 10,686.31 |
| Office & COVID Supplies | \$ 8,000.00 | \$ 2,427.55 |
| Laptops | \$ 15,000.00 | \$ - |
| Leases-VR GLASSES | \$ 5,000.00 | \$ - |
| Postage | \$ 750.00 | \$ - |
| Program Expense | \$ 3,000.00 | \$ - |
| Rent Neptune | \$ 35,000.00 | \$ 8,775.85 |
| Rent 191 Main | \$ 85,000.00 | \$ 20,441.91 |
| Staff Training | \$ 10,000.00 | \$ - |
| Telephone/Internet | \$ 3,500.00 | \$ 2,256.17 |
| Website Maintence | \$ 1,000.00 | \$ - |
| Total Non-Personnel | \$ 335,050.00 | \$ 126,881.63 |
| TOTAL BUDGET | \$ 1,384,442.22 | \$ 404,281.52 |

Current available WIOA funding

| Available | | 10 | | | | | | |
|-----------|-------|-----------------|---------|-----------------------------|---------------|------------|-------------|--|
| Unit | Dept | Bud Ref/PY Year | Program | Description | Sum Total Amt | Spend by | Obligate by | |
| WIA01 | 36230 | PY24 | 140 | Administration | \$ 151,811.22 | 6/30/2026 | 6/30/2025 | |
| WIA01 | 36230 | PY23 | 110 | Adult - Formula | \$ 148,924.89 | 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 | \$ 174,458.73 | 6/30/2025 | | |
| WIA01 | 36230 | PY24 | 120 | Dislocated Worker - Formula | \$ 579,863.24 | 6/30/2026 | 6/30/2025 | |
| WIA01 | 36230 | PY23 | 346 | NY SCION (OMH) | \$ 30,000.00 | 12/31/2028 | | |
| WIA01 | 36230 | PY24 | 201 | RETI | \$ 250,000.00 | 11/30/2025 | | |
| WIA01 | 36230 | PY22 | 345 | RR - NY SCION | \$ 12,913.36 | 12/31/2024 | | |
| WIA01 | 36230 | PY23 | 130 | Youth-Formula | \$ 541,477.45 | 6/30/2025 | | |
| WIA01 | 36230 | PY24 | 130 | Youth-Formula | \$ 518,908.26 | 6/30/2026 | 6/30/2025 | |

Source- NYSDOL People Soft, 12/6/2024t

| YOUTH EMPLOYMENT PROGRAM (YEP) BUDGET | | | |
|--|---------------------|---------------------|---------------------|
| 1/1/2024-6/30/2024 | | | |
| YEP | Allocations | Contracts | Actual |
| TOTAL BUDGET | \$456,172.00 | \$456,172.00 | \$456,172.00 |
| Admin | \$68,425.00 | \$56,095.89 | \$56,095.89 |
| Agencies | \$387,747.00 | \$400,076.11 | \$370,577.32 |
| DCWIB Program | | | \$29,498.79 |
| Total | \$456,172.00 | \$456,172.00 | \$456,172.00 |

| SYEP- SUMMER YOUTH EMPLOYMENT PROGRAM | | | |
|--|---------------------|---------------------|---------------------|
| 6/24/24-9/30/24 (agency contracts) | | | |
| SYEP | Allocations | Contracts | Actual |
| Allocation | \$601,494.00 | \$601,494.00 | \$601,494.00 |
| Program | \$511,269.90 | \$513,307.76 | \$486,999.10 |
| Admin | \$90,224.10 | \$88,186.24 | \$90,224.10 |
| DCWIB Program | | \$0.00 | \$24,270.80 |
| Total | \$601,494.00 | \$601,494.00 | \$601,494.00 |

Columns

Allocations Column- The planned budget based on 15% Admin to the WIB and the remainder to agency partners through the RFP process

Contracts Column- The planned budget based on RFP responses, agency presentations and YEP/SYEP committee recommendations

Actual Column- The DCWIB reconciles the agency budgets at the end of the contract. During the contract period, DCWIB keeps track of spending. The remaining amount is DCWIB admin and programming. Examples of DCWIB programming include uniforms and supplies for the youth, Youth Summit, staff time performing programming functions.

Way To Work, SCION & Think Jobs Budget/ YTD Spent

| | | | |
|---------------------------|----|------------|--------------|
| Way to Work 2024: | | | |
| Allocation: | \$ | 351,519.98 | |
| Budget | | | |
| Payroll: | \$ | 79,428.00 | |
| Fringe: | \$ | 28,594.13 | |
| Program: | \$ | 243,497.00 | |
| | | | |
| Spending to Date: | \$ | 170,453.17 | |
| Payroll: | \$ | 62,706.97 | |
| Fringe: | \$ | 24,815.02 | \$ 87,521.99 |
| Program: | \$ | 202,332.13 | |
| | | | |
| Total Spent: | \$ | 289,854.12 | |
| | | | |
| Remaining Balance: | \$ | 61,665.86 | |

| | | |
|---------------------------|--------------------------|------------|
| SCION PY22: | <i>Spend by 12/31/24</i> | |
| Budget: | \$ | 100,000.00 |
| | | |
| Spending to Date: | | |
| Payroll: | \$ | 69,402.60 |
| Program: | \$ | 15,206.04 |
| | \$ | 84,608.64 |
| | | |
| Remaining Balance: | \$ | 15,391.36 |

| | |
|---------------------------------|--------------|
| Think Jobs | |
| Contract Amount: | \$ 17,846.00 |
| Payroll | \$ 10,486.00 |
| Staff Travel | \$ 50.00 |
| Furniture/Equip | \$ 370.00 |
| Program Supplies | \$ 150.00 |
| Printing | \$ 145.00 |
| Occupancy/Rent | \$ 957.00 |
| Insurance | \$ 245.00 |
| <i>Communications/Marketing</i> | \$ 592.00 |
| Roundtable | \$ 4,851.00 |
| Total: | \$ 17,846.00 |

Roundtable event-
November 2024

**NYS Department of Labor
Division of Employment & Workforce Solutions**

**NOTICE OF OBLIGATIONAL AUTHORITY (NOA)
Renewable Energy Training Initiative (RETI)
The effective date for this funding is 12/01/2024 to 11/30/2025**

| | |
|--------------------|--|
| Program: | Renewable Energy Training Initiative |
| NOA Number: | RETI PY24-1 |
| Grantor: | Governor of New York through the NYS Department of Labor |
| State General Fund | 10000 |

Local Workforce Development Area (LWDA) Subrecipient Information

| | |
|-----------------------------|---------------------------|
| LWDA Name: | Dutchess County |
| LWDA Assigned Number: | 60 |
| UEI Number: | D3RRG8P2LNQ4 |
| Subrecipient Contact: | Susan J. Serino |
| Subrecipient Contact Title: | Dutchess County Executive |

| Program | Prior Approved Level | Change (per this NOA) | New Level |
|----------------------|----------------------|-----------------------|--------------|
| RETI - Year 1 (PY24) | \$0.00 | \$250,000.00 | \$250,000.00 |
| RETI - Year 2 (PY25) | \$0.00 | \$0.00 | \$0.00 |
| RETI - Year 3 (PY26) | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | \$0.00 | \$250,000.00 | \$250,000.00 |

NYSDOL Contact Information

| | |
|----------------------|-----------------|
| Representative Name: | Nicholas Gratch |
| Phone Number: | (315) 479-3239 |

Approval Signature: *Kerry Douglas-Duffy* 11/25/2024
 Kerry Douglas-Duffy
 Director,
 Bureau of Workforce Innovation & Quality

Reporting, Performance and Outcomes

Enter the overall goals for the duration of the program as well as quarterly goals set forth by the LWDB. All other goals should be determined based on reaching the Placement in Employment. Total recruitment goals for the entirety of this program are as follows:

- o Outreach & Recruitment: 100 individuals
- o Registration, Assessment, and Service Strategy Development: 50 individuals
- o Workforce Preparation Services (Soft Skills): 40 individuals
- o Entered in Training: 18 individuals
- o Placement in Employment/Work Experience: 10 individuals
- o Wraparound services: 10 individuals

| Activity (new enrollees) | GOAL | Sep.-Oct. | Nov.-Jan. | Feb.-Apr. | May-July |
|--|-------------|------------------|------------------|------------------|-----------------|
| Outreach & Recruitment | 100 | 5 | 30 | 40 | 25 |
| Register, Assess, and Service Strategy Development | 50 | 2 | 15 | 20 | 13 |
| Workforce Preparation (Soft Skills) | 40 | 2 | 15 | 15 | 8 |
| Entered in Training | 18 | 0 | 5 | 7 | 6 |
| Placements | 25 | 0 | 5 | 10 | 10 |
| Wraparound services | 10 | 0 | 0 | 5 | 5 |

Renewable Energy Training Initiative - Project Plan Budget*

Local Area Name: Dutchess County
 Impacted Cities/Towns: Poughkeepsie
 Funding Amount: 250000
 Participants: 40
 Cost per Participant Cap: \$6,250

*Please note that it is understood that this budget is preliminary and subject to change as the program is implemented. Local areas are not required to adhere to the budget limits per line (except 10% admin cap), provided that spending conforms to these cost categories.

| | Category | Peoplesoft Reporting Code | Peoplesoft Description | Budget Amount | # of Units/ Participants Receiving/ FTEs | Budget Narrative | Instructions |
|----|--|---------------------------|---|---------------|--|--|---|
| 1 | Program Staffing and Outreach Costs (Salaries, Fringe, related facility costs, staff travel, outreach and recruitment costs) | 513700 | Career Services | \$ 109,000 | 1FTE and 1PTE | Staff and fringe for one full time and one part time staff, this includes business engagement | For program duties including participant outreach and recruitment, enrollment, assessment, counseling, placement in training and jobs, case management. Include Staff titles, staff duties that benefit participants. Include cost of contracted program staff if used. |
| 2 | Administration up to 10% | 516000 | Admin | \$ 25,000 | 2PTE | Fiscal, legal and HR management duties | For fiscal, legal, HR management duties only. |
| 3 | Equipment (State definition: \$1,000 or greater value with useful life over 1 year, must be pre-approved by NYS DOL) | 516102 | Technology | \$ - | N/A | | Training model or training lab equipment. |
| 4 | Participant payments for activities | 512100 / 514000 | Transitional jobs/Stipends and incentives | \$ 22,000 | 6 | Transitional job wages and fringe for participants working. Includes stipends and incentive payments. Transitional job contracts with the expectation that a successful TJ candidate will be offered employment beyond the TJ contract period. | Includes Transitional Job wages and fringe for participant work performed, stipends, and participant achievement incentive payments. |
| 5 | Customized Training | 513400 | Customized Training | \$ - | N/A | | Designed to meet the special requirements of an employer, with a commitment by the employer to employ the individual upon successful completion of the training. |
| 6 | Work Experience | 518000 | Work Experience | \$ - | N/A | | Planned, structured learning experience that takes place in a workplace for a limited period of time. |
| 7 | On-the-Job Training (OJT) participant wage reimbursement to employers | 513500 | OJT | \$ 35,000 | 4 | Up to 70% of participant wages with the expectation that employment will continue after the OJT period if the participant performs successfully. | Up to 90% of participant wages with the expectation that employment will continue after the OJT period if the participant performs successfully. *When budgeting for a Registered Apprenticeship, enter only OJT costs in this category.* |
| 8 | Classroom Training | 513100 | Training General | \$ 50,500 | 18 | Training for clean energy occupations including job-specific skills, professional credentials and certifications, business relevant computer literacy and job preparation workforce services. | Connect participants to comprehensive and customized clean energy occupational training and will include job-specific skills, professional credentials and certifications, business-relevant computer literacy, and job preparation workforce services. *When budgeting for a Registered Apprenticeship, enter only Related Instruction costs in this category.* |
| 9 | Wraparound Services and Assistance with work and/or training-related expenses | 515000 | Supportive Services | \$ 8,500 | 10 | Wrap around services including but not limited to transportation, housing, childcare, food, mental health services, substance use treatment, life skills training and ESL. In addition work and/or training related expenses can be included such as union fees, uniforms, work boots, protective eye gear, school supplies and electronic devices for participants. | Wraparound services, including but not limited to: oTransportation; oHousing; oChildcare; oFood; oMental health services; oSubstance use treatment; oLife skills training; and oEnglish as a Second Language (ESL). Assistance with work and/or training-related expenses includes union fees, uniforms, work boots, protective eye gear, school supplies, and electronic devices for participants (if such electronic devices are \$999 or less per unit). Include multiple rows if needed. |
| 10 | Other participant needs | 516107 | Other | \$ - | N/A | | Includes items not covered under other categories, including: Participant meals and snacks served during program activities to support attendance, engagement, and learning. Extraordinary participant travel needs such as bus rental to activities. |
| | Total Costs | | | \$ 250,000 | | | |

MINI CONTRACTS



Dutchess County Workforce Development Board

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

WIOA YOUTH RECRUITMENT SCOPE - \$4,200

The contractee will recruit youth ages 18-24 for the WIOA Youth program.

Contractee will provide event coordination and execution. Contractee will collect contact information from potential WIOA youth members including name, address, phone and email. Once each event has commenced, the contractee will provide follow-up with potential youth referring to DCWORKS when appropriate.

Contractee will provide youth with necessary supplies.

WIO YOUTH VR PROGRAMMING

TIME RANGE: 11/1/2024-6/30/2025

CONTRACT AMOUNT: \$4,750

SCOPE:

Working with DCWORKS staff, contractee will:

- Develop Career Pathways utilizing TRANSFR VR technology.
- Utilize the Dutchess County Demand Occupation List, or the Regional Demand Occupational List to identify career pathways
- Design a “program” for older youth that will give them clear instructions on how to use the technology for career exploration (10-15 career explorations, broken down by industry)
- Design a training program for identified careers using the technology to practice skills important to employers (5-10 training programs)
- Final Product
 - Working with our Associate Director of Communications material will be provided to be uploaded on the website.
 - Using graphics, an attractive PDF will be provided
 - End product will be interactive and immersive and may be be “paired” with other work experience activities.

SCOPE TRAIN THE TRAINER \$4,950

- a. "Scope of Services" - The Client and SYLVIE NELSON agree that this contract shall be for the purpose of creating a Train the Trainer Mentor/Mentee Training manual and;
- b. Best practices must be utilized in development of the training and;
- c. This compact training program should focus on both specific training content (i.e. best practices) and “how to” teach this content to others and;
- d. This is the initial Train the Trainer manual and should be a general guide that can be changed/updated to serve special population such as people with a disability, youth, disenfranchised adults and youth etc. and;
- e. Training will include “plug ins” for other special populations and;
- f. Focus for this training is for people in or entering pre-apprenticeships, apprenticeships



Pre-Apprenticeship Program

- Digital Literacy Assessment
- Career Assessments
- Identify training needs

Assessment

- KSA's
- Soft Skills
- Required Training
- Job Descriptions

- Open Hub Training'
- Northstar Training
- Basic Computer Skills
 - Word/Excel
 - Typing
- Coursera

Training (non-technical)

- VR Technology
- Virtual and hands-on workshops
- Self-paced study

- Formal Training
- On-the-Job Training
- Job Shadows
- Internships
- Employer Directed Trainings

Training (technical)

- Providers on ETPL list
- Both formal and informal OJT's
- Unique trainings dictated by employer need

HIRED!

- Workshops
 - Interview Prep
 - Landing the Job
 - Job Retention

PRE-APPRENTICESHIP

| STEPS | ACTIVITY | DESCRIPTION |
|-------------------------------|---|--|
| ASSESSMENT | Digital Literacy | Northstar Digital Literacy Assessments |
| | Career Assessments | Career Zone |
| | Training Needs | Identify current/missing KSA's (knowledge, skills and abilities), soft skills, required training for career goals |
| TRAINING-NON-TECHNICAL | ACTIVITY | DESCRIPTION |
| | Career Search | Utilizing VR technology |
| | Digital Literacy Hands-on Training | Open Hub Workshop Series |
| | Self-paced Trainings | Coursera |
| | Self-paced Digital Literacy training | Self-paced Study utilizing Northstar Digital Literacy Online workshops |
| | Basic Computer Skills training | DCWORKS led workshops on Microsoft Word, Excel and PPT |
| | Keyboarding | Self-paced keyboard training via Northstar workshops |
| | Job Readiness Workshops | DCWORKS led workshops on Resume Writing, Job Search, Applying for Jobs as well as workshops on how to apply for scholarships and funding, state and county jobs, using social media for networking and other |
| Entrepreneurial Workshops | Virtual and hands on programming to learn how to start a business | |
| TRAINING-TECHNICAL | ACTIVITY | DESCRIPTION |
| | Formal training leading to industry recognized credential | ETPL Training providers |
| | On-the-Job training | Both formal and informal |
| | Job Shadow/Internship | Participant and business led job shadows and internships (both subsidized and unsubsidized) |
| Employer directed training | Will take many forms | |
| HIRED | ACTIVITY | DESCRIPTION |
| | Interview Prep | One-to-one workshops to prepare for interviewing |
| | Landing the Job | Developing the skill-set to accept a job, on-board and start |
| | Job Retention | Learning how to navigate the workplace. |

| Dutchess | Program Year 2022 | | | | | | | | |
|--|-------------------|-----------------|-------------------|-------------------------|-----------------|-------------------|---------------|-----------------|-------------------|
| | WIOA Adults | | | WIOA Dislocated Workers | | | WIOA Youth | | |
| | 2022 Proposed | 2022 Negotiated | 2022 Adjusted | 2022 Proposed | 2022 Negotiated | 2022 Adjusted | 2022 Proposed | 2022 Negotiated | 2022 Adjusted |
| WIOA Performance Measures | | | | | | | | | |
| Employment (Second Quarter after Exit) | 63.5% | 63.5% | 60.3% | 55.5% | 55.5% | 64.8% | 61.0% | 61.0% | 57.0% |
| Employment (Fourth Quarter after Exit) | 59.5% | 59.5% | 60.1% | 58.0% | 58.0% | 64.0% | 59.0% | 59.0% | 65.5% |
| Median Earnings | \$6,400.00 | \$6,000.00 | \$6,008.00 | \$7,000.00 | \$6,800.00 | \$6,538.00 | \$3,500.00 | \$3,400.00 | \$2,689.00 |
| Credential Attainment Rate | 57.5% | 55.0% | 58.1% | 47.5% | 47.5% | 42.5% | 58.5% | 54.0% | 47.9% |
| Measurable Skill Gains | 51.0% | 51.0% | 53.8% | 51.0% | 51.0% | 51.8% | 51.0% | 51.0% | 46.9% |

| | Program Year 2023 | | | | | | | | |
|--|-------------------|-----------------|-------------------|-------------------------|-----------------|-------------------|---------------|-----------------|-------------------|
| | WIOA Adults | | | WIOA Dislocated Workers | | | WIOA Youth | | |
| | 2023 Proposed | 2023 Negotiated | 2023 Adjusted | 2023 Proposed | 2023 Negotiated | 2023 Adjusted | 2023 Proposed | 2023 Negotiated | 2023 Adjusted |
| WIOA Performance Measures | | | | | | | | | |
| Employment (Second Quarter after Exit) | 64.0% | 64.0% | 61.9% | 56.0% | 56.0% | 53.2% | 61.5% | 61.5% | 56.4% |
| Employment (Fourth Quarter after Exit) | 60.0% | 60.0% | 60.2% | 58.5% | 58.5% | 53.8% | 59.5% | 59.5% | 55.7% |
| Median Earnings | \$6,500.00 | \$6,400.00 | \$5,559.00 | \$7,100.00 | \$7,000.00 | \$7,480.00 | \$3,600.00 | \$3,400.00 | \$4,123.00 |
| Credential Attainment Rate | 58.0% | 57.0% | 66.1% | 48.0% | 48.0% | 55.1% | 59.0% | 55.0% | 68.8% |
| Measurable Skill Gains | 51.5% | 51.5% | 48.3% | 51.5% | 51.5% | 52.6% | 51.5% | 51.5% | 39.7% |



2025 Annual Summary Request for Proposals

The Dutchess County Workforce Investment Board (DCWIB) is hereby accepting proposals for the preparation and facilitation of two (2) Childcare Summits and the creation of the 2025 Annual Summary / White Paper. The objective of the white paper is to inform and educate individuals and businesses in Dutchess County regarding the challenges faced by the local childcare sector and propose actionable solutions. The work is expected to commence on January 1, 2025.

ISSUE DATE

December 9, 2024

DUE DATE FOR RFP RESPONSE FORM

December 27, 2024

CONTACT

Dutchess County Workforce Investment Board
Attn: 2025 ANNUAL SUMMARY - RFP
3 Neptune Road
Poughkeepsie, NY 12601
E-Mail: taylor@dcwib.org

Please be advised that all matters concerning this RFP are to be directed in writing to the above-listed contact.

Read this RFP carefully.

This RFP does not commit the DCWIB to accept proposal(s) submitted, nor is the DCWIB responsible for costs incurred by the respondent(s) in preparing responses to this RFP. The DCWIB reserves the right to reject any and/or all proposals, to accept and/or reject any or all items in the proposals and to award the contract in whole or in part as deemed to be in the best interest of the DCWIB. The DCWIB reserves the right to negotiate with respondent(s) after the proposal(s) is (are) reviewed, if deemed to be in the best interest of the DCWIB.

The DCWIB reserves the right to delay, amend or reissue the RFP at any time. The RFP is issued by the DCWIB and is subject to federal and state laws. The DCWIB encourages small business, minority-owned firms, and women businesses to submit a proposal or to be hired as sub-contractor(s) should it is needed.

BACKGROUND:

The DCWIB, incorporated under the name Dutchess County Workforce Investment Board Inc., was created for the purpose of accepting and utilizing federal and state funds. The DCWIB was founded as a private non-profit organization in 2000 and authorized pursuant to an agreement with the County Executive with members appointed by the County Executive.

With a board comprised of a majority of private business representatives, along with economic development, education, labor and community representatives, the DCWIB works with its partners to formulate strategies for workforce development that meet the needs of business and help job seekers find sustaining employment. The functional responsibility of the DCWIB is to provide policy guidance and exercise oversight with respect to Workforce Development in Dutchess County.

The mission of the DCWIB is to foster a skilled and competitive workforce by promoting an understanding of workforce trends and issues in a dynamic economy and to facilitate lifelong learning for individuals and businesses.

The role of the DCWIB includes:

- Convening system stakeholders to develop the local plan;
- Preparing and submitting local plans;
- Managing the competitive selection process for the One-Stop Systems Operator;
- Selecting or terminating the One-Stop Systems Operator and youth providers;
- Negotiating local performance accountability measures, and
- Developing/submitting budget for the local Workforce Development Board (WDB).

DCWORKS, a proud partner of the American Job Center network, provides services to jobseekers and businesses that include developing job seeking skills, resume writing, career assessment, computer training, short term classroom training, and on-the-job training for employed workers.

The Dutchess Workforce System includes a network of workforce partners and the workforce-related services they provide in the Career Center and across the Dutchess Workforce System.

PURPOSE

The Dutchess County Workforce Investment Board, Inc. (DCWIB) seek proposals from qualified businesses (Contractor) for the planning and execution of the 2025 Annual Chilcare Summary. The selected Contractor will be responsible for developing and finalizing detailed agendas for both Summits, identifying, recruiting, and coordinating speakers for each Summit, preparing and providing necessary materials, including printed materials, presentations, and other resources relevant to the Summits, participating in monthly planning meetings leading up to the Summits and facilitating the actual events of both Summits, ensuring smooth operation and engagement of participants.

The contract awarded from this RFP is anticipated to begin January 1, 2025 and end December 31, 2025. DCWIB reserves the right to extend the contract for up to three additional one-year periods, resulting in up to four one-year contracts. Contract extensions may be based on funding availability, satisfactory performance, and any other factors that DCWIB, in its sole discretion, deems appropriate.

SCOPE AND BUDGET

Summit Part One

The first Childcare Summit will be held on June 25, 2025, at Locust Grove from 8:00 AM to 5:00 PM. The selected Contractee will be responsible for the following:

1. Planning the Summit: Coordinating all logistical and operational aspects of the event.
2. Creation of the Agenda: Developing and finalizing the Summit agenda.
3. Coordinating Speakers: Identifying, recruiting, and managing the participation of speakers for the Summit.
4. Providing Materials: Preparing and distributing any necessary materials for the event, including printed documents and presentations.
5. Attending and Facilitating: Being present at the Summit to facilitate the event, ensuring its smooth execution, and engaging with participants.
6. Performing All Management Tasks: Overseeing the organization and execution of the Summit, handling all necessary management duties to ensure a successful event.

Total Compensation for Summit Part One

- Professional Services (Planning, Agenda Creation, Speaker Coordination, Materials, Facilitation, Management): **\$11,800.00**
- Food, Accommodation, and Travel Expenses: **\$4,750.00**

Summit Part Two:

The selected Contractee will be responsible for the following tasks related to:

1. **Arranging Site Visits:** Coordinating and organizing site visits within Dutchess County in preparation for the Summit.
2. **Providing Materials:** Preparing, printing, and distributing all necessary materials for the event, including documents, presentations, and any other relevant resources.
3. **Performing All Management Tasks:** Overseeing the organization and execution of the Summit, managing all logistics, coordination, and other tasks required to ensure the event is successful.

Total Compensation for Summit Part Two

- Professional Services (Planning, Agenda Creation, Site Visits, Materials, Facilitation, Management): **\$13,800.00**
- Food, Accommodation, and Travel Expenses: **\$3,100.00**

Roundtable

The selected Contractee will be responsible for the following in connection with the Roundtable:

1. **Attendance:** Attending the Roundtable event.
2. **Participation:** Actively engaging in Roundtable discussions, contributing insights and ideas as appropriate.
3. **Networking:** Engaging in networking opportunities to foster connections and relationships with other participants.
4. **Support:** Providing any necessary support during the event, assisting with tasks as needed to ensure a productive and efficient session.

Total Compensation for the Roundtable

- Professional Services (Attendance, Participation, Networking, Support): **\$5,700.00**
- Accommodation and Travel Expenses: **\$1,900.00**

Monthly Childcare Coalition Meetings

The selected Contractee will be responsible for the following tasks related to the Monthly Childcare Coalition Meetings:

1. **Attending Coalition Meetings:** Participating in each monthly Childcare Coalition meeting, contributing to discussions and collaborating with the team.
2. **Attending Subcommittee Meetings:** Attending 3 to 4 subcommittee meetings as required, engaging in relevant discussions and activities.
3. **Analysis and Action Plan Development:** Collaborating with the Executive Director of the DCWIB and the Childcare Coalition team to analyze key issues and develop an action plan for addressing identified goals.

Total Compensation for the Monthly Childcare Coalition Meetings

- Professional Services (Attendance, Analysis, Action Plan): **\$12,825.00**
- Subcommittee Meetings (Attendance, Participation, Collaboration): **\$10,800.00**

White Paper Development

The selected Contractee will be responsible for the following tasks related to the creation of the White Paper:

1. **White Paper Creation:** Developing a 6 to 12-page White Paper that addresses the challenges of establishing and maintaining a robust daycare/childcare system in Dutchess County, New York.
2. **Childcare Coalition Report:** Providing a detailed report on the roles and responsibilities of the Dutchess County Childcare Coalition since its inception in January 2024, outlining its functions, impact, and activities.
3. **Educational and Stakeholder Engagement:** Ensuring the White Paper is designed to educate, market, and engage stakeholders throughout 2025 and into 2026.
4. **Alignment with Childcare Accord(s):** Ensuring the content of the White Paper aligns with the goals and objectives of the Dutchess County Childcare Accord(s).

Total Compensation for White Paper Development

- Professional Services (White Paper Creation, Report, Stakeholder Engagement): **\$10,000.00**

RFP PROCEDURE:

- Responses must be a minimum of 6 pages and a maximum of 12 pages
- Responses must be received by **4 p.m., December 27, 2024** and may be submitted via email to taylor@dcwib.org;
- Questions may be submitted in writing to taylor@dcwib.org
- Answers to all questions will be posted on the DCWIB website: www.dcwib.org



Dutchess County
Workforce Investment Board
Request for Information---RFQ Response Document

| | |
|--------------------------------|--|
| Name of Entity/Organization | |
| Street Address | |
| City, State, Zip | |
| Primary Contact Name and Title | |
| Phone Number | |
| Email Address | |