Docusign Envelope ID: 88F68EFE-22DB-8BB6-8316-DEE489821072

**Dutchess County Workforce Investment Board**
3 Neptune Road, Suite A21, Poughkeepsie, NY 12601
Phone: (845) 463-0517 | admin@dcwib.org | www.dcwib.org

"Driving economic growth through Workforce Partnerships"

# Executive Committee
# Meeting Minutes
### September 10, 2026

**Attendees:** Mary Jane Bertram, Theresa Giovanniello, Linda Hannigan, Johnnieanne Hansen, and Michael McCormack.

**Staff:** Dr. Louise McLoughlin and DCWIB Staff.

**Excused:** Sheila Appel.

Chair Sheila Appel was excused; Mr. McCormack presided over the meeting. Mr. McCormack called the meeting to order at 8:35 AM, established that a quorum was present, and welcomed everyone.

Mr. McCormack asked for a motion to accept the June 22, 2026 Executive Committee meeting minutes and asked if there were any questions. Ms. Giovanniello made the motion and Ms. Hansen seconded it. The motion passed.

**Motion to accept June 22, 2026, Executive Committee meeting minutes**

| | |
|---|---|
| Motion: | Theresa Giovanniello |
| 2nd: | Johnnieanne Hansen |
| YES: | 5 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | YES |
| CERTIFIED: | DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E... |

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

**Youth Work Experience Policy (YOS-WEX-2026-01).** Dr. McLoughlin explained that the revised policy governs the design, eligibility, duration, worksite standards, and wage rate of youth work experiences, and operates jointly with the Youth Incentive and Stipend Policy. It clearly separates wages, stipends, and incentives, sets standard durations and completion standards for each type of work experience (for example, Summer Youth Employment at 200 hours or 8 weeks), and sets the wage-rate hierarchy, with rates above 150% of minimum wage ($24.00 per hour) requiring prior written Board approval. 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: | DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E... |

**Youth Incentive and Stipend Policy (YOS-INC-2026-01).** Dr. McLoughlin explained that the revised policy governs the amount, caps, documentation, and approval of every stipend and incentive payment. Incentives

Docusign Envelope ID: 88F68EFE-22DB-8BB6-8316-DEE489821072

are capped at $1,000 during program participation and $650 during follow-up, for a lifetime maximum of $1,650 per participant. The follow-up maximum was raised so the published follow-up payment schedule can be paid in full, and no amount a participant can currently earn is reduced. 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: | DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E... |

**Record Keeping Policy.** Dr. McLoughlin presented the proposed Record Retention and Disposition Policy. After discussion, the Committee tabled the vote on this policy. Ms. Hannigan asked Dr. McLoughlin to research Dutchess County record keeping policy and to incorporate it in the DCWIB policy.

**OJET Wraparound (Supportive) Services Policy.** Dr. McLoughlin explained that this program-specific policy, adopted under TA #26-02 and PGL #26-02, sets the criteria for wraparound services for participants in State-funded clean energy training and SUNY/CUNY programs. Total wraparound services may not exceed $5,000 per participant per program year, within the PGL #26-02 caps of up to $3,000 per clean energy training cycle, $2,500 per academic year for two-year SUNY/CUNY programs, and $5,000 per academic year for four-year programs. Duplication of services is prohibited. Ms. Hansen made the motion and Ms. Giovanniello seconded it. The motion passed.

| | |
|---|---|
| Motion: | Johnnieanne Hansen |
| 2nd: | Theresa Giovanniello |
| YES: | 5 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | YES |
| CERTIFIED: | DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E... |

**EXECUTIVE DIRECTOR'S REPORT**

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

**Fiscal Report — PY26 Operating Budget as of 9/4/26.** The PY26 operating budget totals $1,238,134.81, with $151,780.36 (12.3%) spent year-to-date. Personnel costs total $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.

**Fiscal Report — PY25 Amended 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. The amended budget will go to the full Board on the September Consent Agenda.

**SYEP.** SYEP 2026 funded 12 community programs with $512,811 to place 143 Dutchess County youth in summer jobs, from a total allocation of $601,000. The season closed with the SYEP Youth Summit on August 7 at the BOCES Conference Center, with about 160 youth attending.

**YEP.** Dr. McLoughlin reported that DCWIB has received its Youth Employment Program (YEP) allocation of $922,143, and the RFP will go out shortly.

Docusign Envelope ID: 88F68EFE-22DB-8BB6-8316-DEE489821072

**NEW BUSINESS**

There was no new business.

**Adjourn**

There being no further business, Mr. McCormack asked for a motion to adjourn. The meeting was adjourned at 9:38 AM.

| | |
|---|---|
| Motion: | Theresa Giovanniello |
| 2nd: | Johnnieanne Hansen |
| YES: | 5 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | YES |
| CERTIFIED: | DocuSigned by: Mary Jane Bertram 2B6F76E1CCC841E... |