



# Dutchess County Workforce Development Board

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

## “Building Partnerships for Workforce Solutions”

Executive Committee or Board Meeting

June 26, 2025

## “Building Partnerships for Workforce Solutions”

**Members in Attendance:** Sheila Appel, Mary Jane Bertram, Linda Hannigan, Theresa Giovanniello, Michael McCormack, Adam Albertelli, Nicole Fenichel-Hewitt, Johnnieanne Hansen, Rich Kleban, Jeanne Lipscomb, LaQuesha Matthews-Reed, Michael McCormack, Theresa Morley, Jessica Treybick, Brandon Walker

**Members excused:** Paul Mancarella, Laine Belmonte, Garrett Dyal, Peter Jordan,

**Others in attendance:** Louise McLoughlin, and DCWIB Staff. Sara Ugolini and DCWORKS Staff

Sheila Appel called the Dutchess County Workforce Investment Board to order, quorum was established and Ms. Appel welcomed everyone to the meeting. Ms. Appel thanked the Executive Director of the DCWIB and her team and the team at DCWORKS for the support and services we provide to the community on behalf of the Board. Ms. Appel asked for a motion to accept the March 27, 2025 board minutes. Linda Hannigan made a motion, Mary Jane Bertram seconded the motion, the motion carried.

### Motion to accept March 27, 2025, Board meeting minutes

Motion:	Linda Hannigan
2 <sup>nd</sup> :	Mary Jane Bertram
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

DocuSigned by:

Mary Jane Bertram

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9/22/2025

Ms. Appel said that there is a motion on the table to approve the Consent Agenda from the June 12, 2025 Executive Committee meeting. Dr. McLoughlin went through each item on the Consent Agenda using the attached handout. Sheila Appel asked if there were any questions. Hearing none, she asked for a motion. Mary Jane Bertram made a motion which was seconded by Linda Hannigan, the motion passed.

- Motion to accept Consent Agenda of June 12, 2025, Executive Committee Meeting
  - Center Operator
  - ETPL Policy
  - Industry Credential Non-Degree Policy
  - SYEP Allocations

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Linda Hannigan
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

DocuSigned by:

Mary Jane Bertram

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9/22/2025

Ms. Appel asked for a motion to accept the PY25 Operating Budget. The Associate Director reviewed the Budget line by line comparing to last year. Linda Hannigan made the motion seconded by Mary Jane Bertram. The motion carried.

- Motion to accept PY 25 Operating Budget (approved on June 12, 2025, Executive Committee Meeting, requires Board vote per our by-laws)

Motion:	Linda Hannigan
2 <sup>nd</sup> :	Mary Jane Bertram
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

DocuSigned by:

Mary Jane Bertram


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9/22/2025

Ms. Appel asked the EC for an explanation of the next motions. Dr. McLoughlin explained that based on RFP responses, the following motions are being asked to be approved. These include accepting the Chamber Foundation as the primary provider of WIOA Youth Service and CM2 as a secondary provider. Smart Staffing Group has a contract for Pay for Performance for WIOA Employment Services that needs to be extended. The supporting paperwork (attached) was reviewed line by line. Ms. Appel asked for motions for the Youth Services contracts.

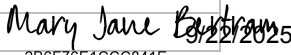
- Motion to accept the Chamber Foundation as our Primary Provider of WIOA Youth Services

Motion:	Sheila Appel
2 <sup>nd</sup> :	Linda Hannigan
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

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- Motion to accept Community Matters 2 as a secondary provider of WIOA Youth Services

Motion:	Johnnieanne Hansen
2 <sup>nd</sup> :	Brandon Walker
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

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- Motion to extend Smart Staffing Groups Youth Work Experience from 6/30/25 to 6/30/26 for the remaining balance of their contract (approximately \$33,000)


Motion:	Michael McCormack
2 <sup>nd</sup> :	Mary Jane Bertram
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

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Dr. McLoughlin asked for an extension of Open Hub's Digital Literacy Contract. The motion carried.

- Motion to extend Open Hub's Digital Literacy Contract for \$72,000. Move from a Letter of Commitment to a contract. Issued a new RFP and Open Hub responded. The goal here is to ensure that procurement is followed.


Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Linda Hannigan
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

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Dr. McLoughlin asked for a motion to accept funding for community Nexus, Adirondack Executive Services and FSH Technologies utilizing SCION/OMH funding. The budget which was approved by NYSDOL was reviewed and each of the potential contractees went through the RFP process. The motion passed unanimously.

- Motion to accept funding recommendations to Community Nexus for \$7,000 for a June 2025 conference, to Adirondack Executive Services for \$35,000 to run a fall conference for SCION/OMH and to FSH Technologies to update and publish the DCWIB's Neurodiversity Hiring Hub.

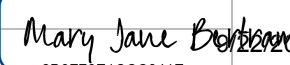
Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Johnnieanne Hanson
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

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The following motion was read to the Board, the attached grid was reviewed and explained. and there were no questions:

- Motion to accept PY2025 Contract Grid
  - Time Extension Joe Ross \$4,941 for staff training
  - Modify budget and extend time Adirondack Executive Services \$18,000 for WIOA Youth Work Immersion
  - Modify budget and extend time True Prosperity \$11,893 for WIOA Youth Entrepreneurial
  - Modify budget and extend time Adirondack Executive Services \$4,950 for WIOA Youth Entrepreneurial
  - Add contract for Poughkeepsie Children's Cabinet \$4,950 Childcare Coalition
  - Add contract for Community Family Development \$4,950 Childcare Coalition
  - Add contract for Childcare Care Council of Dutchess and Putnam \$4950 Childcare Coalition
  - Add contract for Straus Center for Children and Families \$4,950 Childcare Coalition Theory of Change Workshops
  - Modify budget and extend time for United Way \$4,995 for Leadership Development
  - Modify budget and extend time for United Way \$4,995 Workshop execution
  - Add contract for Ashworth Design \$12,600 for marketing assistance

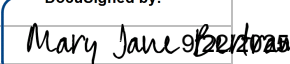
Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Mary Jane Bertram
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

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Dr. McLoughlin asked for permission to submit additional recommendations to the Executive Committee if there was remaining available funds. The motion was approved.

- Motion to accept Executive Committee recommendations to enter contracts with businesses/organizations who submitted recent RFP's and to extend contracts that are expiring June 30, 2025 based on funding availability and need.

Motion:	Brandon Walker
2 <sup>nd</sup> :	Adam Albertelli
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

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#### Executive Director's Report

Louise McLoughlin

Dr. McLoughlin went through each of the attachments included with the fiscal report, line by line including the WIOA Fiscal Report, and the YEP Budget.

- WIOA Fiscal Report
  - Current WIOA Cash Budgets
  - Current WIOA Operating Budget
  - PY25 Allocations
  - Q3 Performance
  - NYSDOL FOTA Fiscal Monitoring Results- Dr. McLoughlin explained that FOTA is doing a review of our fiscal operating procedures due to a new TA regarding indirect

costs. The DCWIB does not use indirect costs, however there is still an extensive review of policy/procedure. We are still in the midst of this review and keep providing more documents as requested.

- NON-WIOA Fiscal Report


- The YEP Budget was reviewed to date. We are on track for spending.

Dr. McLoughlin asked the Board to review the Demand Occupation List and Local Plan and answered questions. This list was produced with the assistance of NYSDOL and DCWORKS.

- Demand Occupation List/Local Plan

Ms. Appel thanked Dr. McLoughlin for her report and asked if there was any new business. Hearing none there was a motion to adjourn.

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Mary Jane Bertram
YES:	15
NO:	0
Abstained from voting:	0
PASSED:	YES

DocuSigned by:  
  
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