

Please address all public comments to admin@dcwib.org by 11:00 AM on July 7, 2025.

Dutchess County

Local Plan

July 1, 2025 – June 30, 2029

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Strategic Planning Elements

Local Workforce Development Area (LWDA) in-demand occupation lists are now maintained on the Labor Market Information for Workforce Planning [webpage](#) under the **Occupations in Demand** section. To submit an updated in-demand occupation list, LWDBs must utilize **Attachment A: In-Demand Occupation List Template**, update the spreadsheet, and submit it to LWDB@labor.ny.gov. The list will then be added to the corresponding region's in-demand occupation list on this webpage.

I attest that the list of the LWDA's in-demand occupations was last updated on [specify date in the text box below].

6/22/2025

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

This information was shared at the DCWDB Board Meeting on 6/27/25.

- a. Provide an analysis of regional economic conditions, including:
 - i. Existing and emerging in-demand sectors and occupations; and

NARRATIVE:

In preparation for this plan, Dutchess County has analyzed labor market data to identify areas of growth and specific industry trends. Dutchess County seeks to attract and retain quality jobs in mature and emerging clusters. Dutchess County is a hub for innovation and entrepreneurial endeavors and supports major industries. Focuses include advanced manufacturing, aviation, craft food and beverage manufacturing/agri-business, semi-conductor, IT- office and transportation/logistics.

The largest industries in Dutchess County are health care and social assistance, government, retail trade, educational services, accommodations and food services, construction, manufacturing, administrative and support and waste management and remediation services, other services related to public administration, transportation and warehousing, as well as professional, scientific and technical services.

We have 26,249 companies employing our workers throughout the county. Our top 10 employers are IBM, Marist College, Vassar College, Wappingers Central School District, Nuvance Health, Dutchess Community College, SUNY, the Culinary Institute of America, Global Foundries and Vassar Brothers Hospital.

The top job postings are coming from Nuvance Health, United Health Group, Optum, Westchester Medical Center, Bard College, the State of New York, and Vassar College.

Our top growing occupations include healthcare support, management, healthcare practitioners and technical, business and financial operations, building and grounds maintenance and food preparation and serving.

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Targeted industries in Dutchess County include:

Renewable Energy

Electric Power Distribution (221122)

Fuel Dealers (457210)

Wired Telecommunications Carriers (517111)

Remediation Services (562910)

Local Education and Training

Elementary and Secondary Schools (903611 and 6111110)

Vocational Rehabilitation Services (624310)

IT AND RELATED IT INDUSTRIES

Software Developers, Applications (15-1132)

Computer User Support Specialists (15-1151)

Network and Computer Systems Administrators (15-1142)

ADVANCED MANUFACTURING

Maintenance and Repair Workers, General (49-9071)

Welders, Cutters, Solders and Brazers (51-4121)

Computer controlled machine tool operators metal and plastic (51-4011)

Computer Hardware Engineer (17-2061)

HEALTHCARE

PCA (39-9021)

Home Health Aid (31-1011)

CNA (31-1014)

Registered Nurses (29-1141)

Dental Assistants (31-9091)

Medical Assistant (31-9092)

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AVIATION

Commercial Pilots (53-2012)

Aircraft Mechanics and Service Technicians (49-3011)

ADMINISTRATIVE and SUPPORT SERVICES

Janitors and Cleaners (37-2011)

Security Guards (33-9032)

Customer Service Representative (43-4051)

Bookkeeping, Accounting and Auditing Clerks (43-3031)

Office Clerks (43-9061)

ii. The employment needs of businesses in those sectors and occupations.

In demand skills in Dutchess County include nursing, merchandising, medical records, marketing, auditing, selling techniques, medication administration, nursing care, restaurant operations and inventory management.

16% of the jobs posted do not require formal education. 41% of jobs posted require a high school diploma or equivalency. 8% require some college, 2% require an associate's degree, 27% require a bachelor's degree and 6% require a graduate degree or higher.

We are seeing an increase in demand in health care year over year. However, all sectors need more of everything.

Unique Job Postings- 87,651 Median Advertised Salary- \$24.68

IT AND RELATED INDUSTRIES-

Jobs decreased by 1.1% over the most recent five-year period however it is projected to increase by .7% over the next year. Median earnings are \$48.65/hr with average earnings at \$54.52/hr. 1,095 individuals completed their education in the field. Jobs grew in both the city and town of Poughkeepsie, Hopewell Junction, Wappingers Falls, Beacon, Red Hook, Pawling, Lagrangeville and Fishkill. The industry is dominated by males who outnumber females 3 to 1.

ADVANCED MANUFACTURING

AVIATION

HEALTHCARE

ADMINISTRATIVE SUPPORT SERVICES

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- b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and those employing individuals in in-demand occupations.

In June 2025, in Dutchess County there are 11,041 unique job postings from 2,133 employers. The average days of a posting is 24 days. The median advertised salary is \$26.40 per hour. Job Postings versus hires, shows us that not all jobs are being posted. In the time period January 2025 through May 2025, 2,208 jobs were posted (monthly) while 5,873 individuals were newly hired, per month, during the same time period. These new hires represented 798 occupations.

While many of the top posted occupations and job titles are in the health care sector, it is important to note that there are many other sectors requiring workers. Health care dominates now as there has been an influx of health providers and not enough workers. Other sectors are experiencing similar trends but may not be advertising/posting “help wanted” notices at the same level as health care and are likely recruiting workers in other ways.

Top Posted Occupations: registered nurses, retail salespersons, heavy and tractor trailer truck drivers, first line supervisors of retail sales workers, medical and health service managers, home health aides, licensed practical and licensed vocational nurses, teaching assistants, nurse practitioners and customer service representatives.

Top Posted Job Titles: Registered Nurses, CDL-A truck Drivers, Licensed Practical Nurses, Direct Support Professionals, Medical Assistants, Registered Nurse Supervisors, Assistant Managers, Retail Sales Associate, Administrative Assistants, Speech Language Pathologist, Delivery Drivers, Pharmacy Technicians, Personal

In Demand Skills include” nursing, merchandising, medical records, medication administration, marketing, auditing, nursing care, restaurant operation, selling techniques. inventory management. Effective communication, workflow management, food safety and sanitation, electronic medical records, project management, housekeeping, cash handling and product knowledge. It is necessary to point out that skill growth relative to market is rapidly growing in nursing, marketing, auditing, restaurant operation and project management, and lagging in selling techniques.

Top Qualifications sought by employers: Possessing a valid driver’s license is the TOP qualification sought by employers in Dutchess County followed by registered nurses, basic life support certification, licensed practical nurse, first aid certification, CDL license, AED certification, LCSE, patient care technicians and teaching certificates.

The top two companies used by employers seeking workers are indeed.com and dejobs.org. Other websites used include ny.gov, craigslist.org, recruitfront.com, gr8jobs.net, nuvancehealth.org, disabledperson.com, myworkdayjobs.com and healthyjobs.com to fulfill their hiring needs.

(Source Lightcast, 2025)

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c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

The population in Dutchess County in June of 2025 is 297,711 and is projected to grow by 1.3% (3,041) over the next 5 years. As of April 2025, the 16+ civilian non-institutionalized population is 245,071 with 93,682 not in the labor force. The labor force consists of 151,389 individuals of which 147,385 are employed and 4,004 unemployed. 3.8% of the unemployed are less than 22 years of age, 5.6% are between 22-24 years of age, 24.5% are between 25-35 years of age, 21.8% are between 35-44 years of age, 17.7% are between 45-54 years of age, 9.8% are 55 to 59 years of age, 8.5% are between 60-64 and 8.09% are over 65 years of age.

Dutchess County, NY has 54,032 millennials (ages 25-39). Retirement risk is high in Dutchess County with 102,566 individuals retiring soon (the national average for an area this size is currently 89,702). There are 11,694 veterans which is below average for an area this size, average is 14, 701.

(Source- Lightcast, June 2025 and NYSDOL, May 2025)

ii. Information on any trends in the labor market; and

Total Regional employment is 126,920 and is projected to grow by 2,804 over the next 5 years. Median household income is \$97,000 which makes affordable housing difficult to acquire for ALICE (Asset Limited Income Constrained Employed)

(Source- Lightcast, June 2025)

iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

Concerning educational attainment, 21.4% of Dutchess County, NY residents possess a bachelor's degree (0.1% below the national average), and 10.0% hold an associate's degree (1.2% above the national average). 3% of the population have less than a 9th grade education, 5.3% completed a portion of 9th through 12th grade, 24.6% hold a high school diploma or equivalency and 16.4% have had some college. 19.2% hold a graduate degree or higher.

(Source- Lightcast, June 2025)

d. Provide an analysis of workforce development activities, including education and training, in the region.

i. Identify strengths and weaknesses of these workforce development activities.

The ETPL list (Eligible Training Provider List) is updated frequently and offerings change based on the needs of the community concentrating on the needs of the individual and the needs of the business community. Career center staff works closely with individuals to identify career pathways and then works with training providers to add existing

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training to the ETPL list or to develop training to fit an identified need. The business community is actively involved in education and training and works with the DCWIB staff and DCWBD Board and Career Center staff to identify both current and future workforce needs.

ROBUST TRAINING AND PROVIDER LIST

Dutchess County is active with numerous education and training activities. Currently there are 34 training providers on the ETPL list with 268 course offerings in Dutchess County.

Aviation Program at Dutchess Community College provides an immersion experience for students in a state-of-the-art Aviation Education Center.

WORLD CLASS COLLEGES INCLUDE:

Dutchess Community College, Marist College, Vassar College, Bard College and the Culinary Institute of America.

EDUCATION LEVELS ARE A STRENGTH

High School Equivalency classes are taught by both BOCES and Dutchess Community College and are available at locations throughout the County. Classes are offered throughout the day, including evening classes. In addition, classes are offered in Spanish.

PARTNERSHIPS & COLLABORATION

The many partners working together in the employment and training system meet on a quarterly basis. Goals include creating a universal referral form, establishing one point of access for participants and working together with local business owners and managers to discuss the needs and training programs to fill current and anticipated future job needs.

- ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses? Please explain.

Dutchess County has the capacity to address the education and skill needs of the local workforce including individuals with barriers to employment. The One Stop Career Center offers comprehensive services to job seekers including assessments, career counseling, skills training, resume development, hands-on job search workshops, mock interview practice, job placement and follow up services. Individuals with barriers to employment such as English Second Language learners, individuals who are basic skills deficient, individuals with a disability, individuals who have been incarcerated, individuals who are homeless are “met where they are” and are provided services tailored to their specific needs. Partner referrals are made when an individual expresses the need for additional assistance. The DCWDB works closely with our identified target populations which includes individuals on TANF and veterans.

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- e. Describe the LWDB's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The DCWDB's mission is to foster a skilled, flexible and competitive workforce that meets the needs of employers while offering individuals a living wage. This is done by promoting an understanding of workforce trends and issues in a dynamic economy and to facilitate lifelong learning for individuals and businesses.

- i. How do the local area's workforce development programs, including programs provided by partner agencies, support this strategic vision?

By meeting regularly with local employers and facilitating discussions the DCWDB works to ensure that the strategic vision and goals are met. The success of this first step is contingent on follow up and by working closely with the educators and the business community to create dynamic and effective training that addresses the full needs of the employer.

The success of our workforce requires engaged individuals in what can be a life-long process of learning and developing new skills. Career Center staff work together to bring meaningful programming to the participants and listen closely to the needs of the job seeker. By developing Career Pathways, Career Center staff can assist the individual to set goals based on customer choice. Working with the unemployed and the under-employed to understand the possibilities and to set goals that are flexible, Center staff begins to maintain a strong, viable workforce.

- ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

Through the MOU process, DCWDB has worked diligently with our partners to understand their visions and goals and is working to incorporate these partners into the Career Center on a regular basis. Through our Systems Partner Meetings and our Across the Systems staff training, Dutchess County employment and training partners come together to create a roadmap to success for Dutchess County. The focus is on the customer and we are working to reduce and ultimately eliminate the duplication of services*. A referral system has been agreed upon by the partners and is utilized. The long-term goal is to increase the presence of our partners in the Career Center.

*Duplication of services- The DCWDB recognizes that many agencies offer similar services, often in different ways, to better serve the individual and does not include these unique services in the definition of "duplication of services".

- f. Describe the LWDB's goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

Performance Accountability is measured in a variety of ways.
COMMON MEASURES AND PERFORMANCE INDICATORS
NYSOL negotiates the common measures with local areas based on who is being served. These performance measures are watched closely and DCWDB works to meet and/or exceed these goals for adults, dislocated workers and youth. In addition, the number of

youth served and the type of youth served are central to our youth programming in Dutchess County. The DCWDB prides itself on serving the hardest to serve youth and maintains robust caseloads in our Youth One Stop.

PERFORMANCE ACCOUNTABILITY EXTENDS TO THE WORKFORCE

The DCWDB is committed to provide a full range of wrap around services to employers. In addition to programs such as On-the- Job Training, the Board recognizes the importance of maintaining a skilled and trained workforce. Therefore, accountability extends to our relationship to the business community and our ability to assess current employer needs while preparing for the future. To support regional economic growth and self-sufficiency for our County's workforce, the DCWDB strives to pair employers with skilled workers.

Local Workforce Development System

- a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area's workforce development system, including:

- i. Core programs;

WIOA Title Core Program- Career Center and/or Partners

Title I Adult & Dislocated Worker- Smart Staffing and Career Center

Title II Youth- The Chamber Foundation, Smart Staffing and the Career Center

Title II Adult Ed- BOCES

Title III Wagner-Peyser NYS DOL local

Title IV Access VR- Access-VR and the Commission for the Blind

- ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

Dutchess Community College (DCC)

NOTE: The DCWDB Executive Director sits on the DCC Perkin's Career and Technical Education Advisory Committee.

- iii. Other workforce development programs, if applicable.

Other Workforce Development Programs:

Temporary Assistance for Needy Families: Department of Community and Family Services

Youth Build: Nubian Directions II

Re-entry Employment Opportunities: Exodus and Project Moore

Migrant and Seasonal Workers: Pathstone

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Community Action: E & T DC Community Action

- b. Describe how the local area will ensure continuous improvement of services and service providers.

PARTNERS

Through quarterly partner meeting led by our System's Operator the workforce system in Dutchess County is streamlining its approach to customer service.

CAREER CENTER/ONE STOP STAFF AND YOUTH ONE STOP STAFF

Staff identifies gaps on the ETPL provider list and works with local educators to increase offerings based on customer and employer needs.

- c. Describe how service providers will meet the employment needs of local businesses, workers, and jobseekers.

The DCDWB continues to provide information to the partners to foster the breaking down of silos to ensure that the employment needs of employers, workers and job seekers are met. Eligible providers can meet employment needs by using available information and by providing services to individuals.

USING INFORMATION

Using Labor Market Data Information and the Demand Occupation List to offer relevant training, Developing and updating Career Pathways, Using information from Job Postings to analyze job trends

OFFERING SERVICES

Referring eligible students to the One Stop for career counseling, Referring individuals to the One Stop for Training funding, Having a presence at the One Stop

- a. Describe the roles and resource contributions of the Career Center partners.

NYS DOL local:

Co-located. Share workshops.

Access-VR and the Commission for the Blind:

Contribution: Referrals and staff education

Dutchess County Department of Community and Family Services

Contribution: Referrals

Partners Contributing to the Referral Process include:

Delaware Valley Job Corps, New Directions II (Nubian), Exodus and Project Moore Pathstone, Dutchess County Community Action and BOCES

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Workforce Development and Career Pathways

- a. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

Working with local employers and educators, the DCWDB utilizes a career pathway to work model. Taking a no-wrong-path philosophy, the Board concentrates on the needs of the employer, worker and job seeker. Job seekers have the ability to participate in transitional jobs and on-the-job training, when combined with a training component a pipeline is created- Training to Employment.

Partnerships are key to the success of the Career Pathways approach. Co-enrollment is encouraged in instances where an individual can benefit from distinct services offered by a partner agency (example co-enrollment in Acces-VR).

- b. Describe how the LWDB will improve access to activities leading to recognized postsecondary credentials.

Micro Credentials are an important component to establishing a competitive workforce. Dutchess Community College (DCC) is located in the heart of Dutchess County and offers many courses leading to postsecondary credentials. Career Center staff is available to discuss options with interested individuals, focusing first on customer choice. DCC has materials available for individuals at the Career Center. DCC offers High School Equivalency classes and DCC staff is available to talk to youth about attending college. In addition, there are many colleges in Dutchess County and the surrounding area.

Information is available at the Center and online. BOCES offers recognized postsecondary credentials.

- i. Are these credentials transferable to other occupations or industries (i.e., “portable”)? If yes, please explain.

Most credentials are transferable to other occupations or industries. Someone trained as a Certified Nursing Assistant could work as a Medical Office Assistant or a Direct Care Worker. Someone trained in Bookkeeping and attaining a credential could go on and get their Associate's degree in Accounting or could go into business and work as a supervisor or manager in a business or agency.

Career Center staff are trained to help individuals identify and articulate their transferable skills. These are incorporated in a resume, used on a job interview and used to change or advance their skills in a training program (certificate or degree).

- ii. Are these credentials part of a sequence of credentials that can be accumulated over time (i.e., “stackable”)? If yes, please explain.

Credentials are definitely stackable, in the same way that a high school diploma, leads to an Associate's degree, to a Bachelor's degree to a Graduate degree and ultimately a Doctorate degree, training programs have a progression. Someone on a college

pathway may find they start in Business and end up in Accounting, or start in Psychology and end up in Public Administration. The same is true of stacking credentials. Someone with a certificate in Bookkeeping may find themselves working in a hospital where they become interested in being a Surgical Technician. A benefit of career pathways is that there is not a single answer and customer choice plays a significant role. There are thousands of ways to stack credentials and each pathway is the right way to go.

The newest trend is micro credentialing. These are courses that an individual takes and stacks in order to be more competitive in the workplace. It also benefits business, as these workers come equipped with valuable skills.

Access to Employment and Services

- a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

Individuals with barriers to employment are a priority for the Board and the partners in Dutchess County. One of the goals of the System's Operator and the quarterly partner meetings is to develop a referral system to ensure a continuity of service. The DCWIB's first priority is veterans on TANF, second is anyone on TANF, third is all veterans and fourth is low-income individuals.

The use of technology has expanded our services. Remote services and Virtual services have increased our ability to service job seekers and businesses. Using platforms such as Zoom- we are able to provide "face-to-face" services. In addition, job seekers and incumbent workers can take advantage of online courses to increase their skill set.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

Resources have been allocated to support remote learning. Utilizing the online platform, and programs such as Zoom- job seekers and businesses can access our services.

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake care management information system.

- d. NYSDOL's OSOS is currently used and will continued to be used by Dutchess County to track all customer activities and efforts for workers and job seeker

- e. Provide a description and assessment of the type and availability of programs and services provided to Adults and Dislocated Workers (DWs) in the local area.

All of the required employment and training activities (WIOA Sec. 134(C)) are available in Dutchess County. Basic Career Services, Individualized Services and Business Services are available.

BASIC CAREER SERVICES

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Resource room usage and access to job search software, resume writers and resource room materials including videos and brochures.

Internet access to <https://www.dutchessonestop.org> and other job information and training searches systems.

Outreach, intake and orientation to information and other services available through the One Stop Job Center System.

Assistance with applying for benefits.

Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs.

Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including the following:

Job vacancy listings by labor market area

Information on job skills necessary to obtain those jobs. Information related to local occupations in demand and the earnings and skill requirements for such occupations.

Provision of performance information and program cost information on eligible providers of training services including adult education, vocational rehabilitation programs, youth employment and training activities, post-secondary vocational education activities and vocational education activities available to school dropouts.

Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the Job Center delivery system in the local area.

Provision of accurate information relating to the availability of supportive services, including child care and transportation available in the local area and referral to such services, as appropriate.

Provision of information regarding filing claims for unemployment compensation.

Assistance in establishing eligibility for welfare-to-work activities available in the local area and programs of financial aid assistance for training and education programs that is not funded under WIOA and is available in the local area.

INDIVIDUALIZED CAREER SERVICES

Assessment of knowledge, skills and abilities. Review and discussion of assessment results as the first step in identifying a career path.

Explanations of the services and stages within the career pathway process to ensure customer understanding.

Individual job development. Job Clubs.

Screened referrals.

Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities under Title I who are placed in unsubsidized employment, for not less than twelve (12) months after the first day of employment as appropriate.

Provision of comprehensive and specialized assessments of the skill levels and service needs including diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

Group and/or individual counseling and career planning.

Individual employment plans, to identify the employment goals, appropriate

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achievement objectives and appropriate combination of services for the participant to achieve the employment goals.

Case management for participants seeking training services.

Short-term pre-vocational services and workshops including, development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment.

Stand-alone GED/HSED training or literacy activities related to basic workforce readiness.

Internships and apprenticeships. Work experience - Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time, which may be paid or unpaid. A work experience workplace may be in private-for-profit, non-profit or public-sector organization.

BUSINESS SERVICES

Occupational Skills Training.

Programs combining workplace training with related instruction.

On the Job Training (OJT) - Subsidized wages paid to business to promote skill development and placement.

Partnering with training programs operated by the private sector. Skill upgrading and retraining.

Entrepreneurial training.

Apprenticeships -providing referrals and assistance with enrollments.

Adult education and literacy activities provided in combination with services described above.

Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. Business outreach in sectors to assess the needs of the business community (sector based).

Customer Service for Business Members on OJT and Customized Training Accounts.

FOLLOW UP SERVICES

Available for 12 months following the participant's first date of employment.

Follow up services can be useful for participants in order to maintain employment. Title I staff can provide workplace information and tips for success in a workplace environment. Additionally, follow up services provide a continuing link between the participant and workforce system; these services allow the One Stop to assist with other services the participant may need once he or she obtains employment. Examples may include assistance with employer benefits, health insurance, and financial literacy and budgeting assistance.

SUPPORTIVE SERVICES

Supportive services may be available for eligible Title I participants defined in WIOA Sections 3(59), 134(d)(2), and (3) and based on our current Local Policy.

RAPID RESPONSE SERVICES

Assist in providing Rapid Response services. Rapid Response activities are necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible following either permanent closure, mass layoff, or a natural or

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other disaster resulting in a mass job dislocation.

Business Services in a coordinated effort with system partners and the Economic Development Advisory Council the provider of services will help employers find workers with the necessary skills or the training programs that can prepare talent. In conjunction with NYSDOL Regional Business Service teams, collaboration will be required to meet the needs of regional employers or programs.

- f. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

Public Transportation is available on the Route 9 corridor and throughout the county, Dutchess County is working to increase rural transit access. Workers and job seekers have access to route maps and schedules at the Career Center. Information can also be found online. Referrals are made to partners who provide bus passes for job search, training, interviews and work. Transportation services may be available based on our Supportive Services Policy.

- g. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

Upon execution, the Memorandum of Understanding for Service Delivery outlines the roles of partners within the employment and training system in Dutchess County.

DCWDB has cooperative agreements that enhance the quality and availability of services to people with disabilities. Currently quarterly partner meetings are held to provide Across the Systems Training for WIOA partners and other employment and training services providers in the region. The intent of these meetings is to educate front line staff to better serve all workers and job seekers in the system.

- a. Describe the direction given to the One-Stop System Operator to ensure priority for Adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The DCWDB establishes priority populations that currently include TANF recipients and other low-income individuals. Determining if an individual is basic skills deficient requires testing. The DCWDB has worked with BOCES to offer testing services for individuals seeking funding for training to establish their reading and math grade level equivalent.

Individuals who test below 9th grade for reading and/or math are referred, with their consent, to a partner in order to increase their scores.

The Career Center staff use the priority population list to determine an individual's eligibility for training funding. Procedures are in place to serve low-income individuals and those who are basic skills deficient. Consideration is given to their unique barriers.

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- b. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

- i. The physical and programmatic accessibility of facilities, programs, and services;

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND SECTION 188 OF WIOA:

PHYSICAL ACCESSIBILITY

The One-stop centers maintains a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, is striving to meet the latest standards of accessible design. Services are available in a convenient, high traffic, and accessible locations, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor spaces are designed in an "equal and meaningful" manner providing access for individuals with disabilities. The DCWDB is currently working to fix wheel chair accessibility.

PROGRAMMATIC ACCESSIBILITY

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

- ii. Technology and materials for individuals with disabilities; and

VIRTUAL ACCESSIBILITY

The Dutchess County WDB works to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information is clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners have either have their own web presence via a website and/or the use of social media, or work out a separate agreement with the Dutchess WDB to post content through its website.

COMMUNICATION ACCESSIBILITY

Communications access, for purposes of the local plan, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

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- iii. Providing staff training and support for addressing the needs of individuals with disabilities.

At Across the Systems trainings, held quarterly, the unique needs of individuals with disabilities will be addressed. Staff trainings is based on the needs of the Career Center staff and staff at the partner agencies. The DCWDB also runs Dutchess County's quarterly Think Jobs Roundtables- designed to educate business on the benefits of (and importance of) hiring individuals of all abilities. In addition, the Think Jobs coordinator distributes job postings for individuals of all abilities weekly. Staff is encouraged to attend.

- iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

Outlined in the executed partner MOU's

Business Engagement

- a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

Several strategies and programs are in place and being developed to facilitate engagement of businesses:

PROGRAMS

On the Job Training, Customized Training, Incumbent Worker Training
These programs are covered by DCWDB policies.

STRATEGIES

STAFF- The Career Center has designated a staff member to work with local businesses.

Career Center and WIB Staff strive to provide information to employers in the area.

BOARD- The DCWIB Board members work to educate and inform local business owners, managers and supervisors on the employment and training services available through the WDB and WIOA.

PRINTED MATERIAL/WEBSITE- The Website and printed material are used to disseminate information in the community.

IN-DEMAND SECTORS and OCCUPATIONS- The DCWDB is actively working with local health care providers to determine staffing needs and to match training providers and programs with the need for human talent. The intent is to duplicate efforts in other high and medium demand sectors.

- i. If applicable, describe the local area's use of business intermediaries.

Th!nk Dutchess Alliance for Business is the premier one-stop shop for business development needs and activities in Dutchess County. A business-led, nationally recognized economic development corporation, Th!nk Dutchess Alliance for Business brings together 10 agencies to offer a single point

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of contact for a multitude of programs for entrepreneurs, businesses and site selectors including:

- Business Retention and Expansion
- Business Attraction
- Site Selection
- Workforce Development
- Financial Counseling and Deal Structuring
- State and Local Incentives
- Permitting, Zoning and Advocacy
- Commercial Real Estate Listings and Analytics
- Technology and Innovation
- Strategic Marketing and Networking

In 2015, the Th!nk Dutchess brand defined the invigorated economic development efforts of Dutchess County. This robust identity represents business retention, expansion and attraction and the alliance that is working together to advance the Dutchess County economy. Ten Partners include: Dutchess County Government, Dutchess County Local Development Corporation, Dutchess County Workforce Investment Board, Dutchess County Industrial Development Agency, Dutchess Community College, Dutchess Tourism, Dutchess County Regional Chamber of Commerce, Empire State Development, America's SBDC New York and Women's Enterprise Development Center.

- b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

For decades, Dutchess County has been home to thriving industries and entrepreneurial endeavors. Today, Dutchess effortlessly mixes big names in corporate America like IBM, Global Foundries, and Gap Inc. with innovative startups and small- to medium-businesses that draw energy from the boundless opportunity in the region.

PROGRAMS AND STRATEGIES

The same strategies that are directed toward businesses (employers) and training providers are designed to support a strong robust local workforce development system. DCWDB pairs EMPLOYERS with TRAINING PROVIDERS and JOB SEEKERS to strengthen the business community, support our local educators and assist all job seekers to achieve their employment and training goals.

Dutchess County is an ideal location for business thanks to a strong economic environment, talented workforce, world-class universities and accessible business-friendly location.

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- c. Describe how the local area's workforce development programs and strategies will be coordinated with regional economic development activities.

The DCWDB is a partner in the Th!nk Dutchess Business Alliance and is co-located with our Local Development Corporation at 3 Neptune Road in Poughkeepsie NY. The DCWIB Executive Director participates in EDAC meetings to develop career pipelines.

- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

H!NK DUTCHESS PARTNER

Women's Enterprise Development Center (WEDC)

Start or grow a business, finance your business, certify your business as an M/WBE

- 60+ Hour Entrepreneurial Training Program
- Small Group Sessions
- Path to Entrepreneurship Program
- Business Topic Workshops & Webinars
- Advanced Business Training Programs
- Free One on One Business Counseling
- Free M/WBE Certification Assistance
- MWBE Business Growth Accelerator Program
- Financial Assistance (Qualifications for a BOC Capital Microloan)

COMMUNITY PARTNERS

- Empire State Development
- Entrepreneurial Assistance Program (EAP)
- Small Business Programs – Business Express
- Business Mentor NY
America's SBDC
New York
- Provides small business and entrepreneurs in New York with the highest quality, pro-bono, confidential business counseling, training and business research
- Offers business plan development, accounting, marketing, financial planning, cost-analysis, legal business structures, loan packaging, e-commerce, entering international markets, employee management
- Division of Small Business
- Individual appointments Offers Small Group Training On-going Services available
Entre Skills

The DCWDB continues to work closely with the NYSDOL Rapid Response Team to provide dislocated worker services.

The Dutchess County Workforce Investment Board works with DC Government to respond to announcements of layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers in an

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effort to minimize impacts of the layoff.

Through the DC One Stop workers can receive career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market, accessibility to unemployment benefits (co-located with DOL), information about education and training opportunities, information on health benefits and many other services as a proud partner of America's Job Center.

- d. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

The DCWDB continues to work closely with the NYSDOL Rapid Response Team to provide dislocated worker services.

The Dutchess County Workforce Investment Board works with DC Government to respond to announcements of layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers in an effort to minimize impacts of the layoff.

Through the DC One Stop workers can receive career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market, accessibility to unemployment benefits (co-located with DOL), information about education and training opportunities, information on health benefits and many other services as a proud partner of America's Job Center.

Program Coordination

- a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

Reemployment services are delivered to unemployment insurance recipients at the Dutchess County One Stop. Career Center staff work closely with NYSDOL staff to establish common procedures in order to coordinate the delivery of employment and training services. Through regular communication and information sharing at staff meetings and trainings a seamless delivery system is ensured. Examples of services include career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market and information about education and training opportunities.

- b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

- i. Coordination of relevant secondary and postsecondary education programs;

BOARD- Representatives from Dutchess Community College and BOCES are members of the DCWDB and participate in board meetings and discussions.

SUB COMMITTEES- Community partners including staff of secondary and postsecondary

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education programs are invited to participate in DCWDB sub committees.

FRONT LINE STAFF- Career Center staff, particularly staff working with individuals who are seeking training interact with front line staff at Dutchess Community College and BOCES. Other training providers are consulted based on customer interest in an effort to broaden customer choice.

- ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

Matching training to job opportunities is a priority for the DCWDB. Discussions are held at Executive Committee Meetings, Sub Committee Meetings and DCWDB Board Meetings.

In addition, DCWIB staff and Board Members seek out employers to identify potential skills gaps and to learn more about the Knowledge, Skills and Abilities (KSA's) required for each position. This information is used to communicate directly with educators to strategize and enhance training services offered in Dutchess County.

- iii. A description of how the LWDB will avoid duplication of services.

Open communication is the key to avoiding duplication of services. Through regular meetings and discussions with partners at the Across the Systems Trainings, agencies are encouraged to share information and discuss services provided.

NOTE: It may be necessary for an individual to work with multiple agencies depending on the needs of the individual. The DCWDB is customer centered and is aware that job readiness training may be new to some individuals and having multiple points of contact and support may be necessary. This is not considered a duplication of services

- c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

Through co-location of staff and regular communication the DCWDB is working to improve service delivery to the individual while avoiding duplication of services.

- d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

DCWDB has completed a service delivery MOU in 2021.

Title II Program Coordination

- a. Provide a description of the LWDB's strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school

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youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

The DCWDB works closely with Title II providers to offer assessments, referrals and training scholarships for OSY and Adults with low literacy skills, English Language Learners and individuals who lack a high school diploma or equivalency.

In addition, the DCWDB assists NYSED in reviewing applications for the WIOA Total II Procurement process.

- b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

Through workshops and the use of technology, the DCWDB is working to expand access to Career Center services for Title II Participants.

- c. Identify how the LWDB will facilitate the development of career pathways and co-enrollment in academic training programs.

Co-enrollment is encouraged and often occurs through the referral process. The DCWDB will continue to work with partners to serve job seekers wishing to utilize our services.

- d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

The State plan is used as a guide by the DCWDB to ensure that we are in alignment with the vision of the state including the Carl D. Perkins Career and Technical Education Act.

Youth Activities

- a. Provide contact details of Youth Point(s) of Contact for your local area including: Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs.

Provider 1- The Chamber Foundation, Katrina Gobins, Vice President of Workforce Development, 1 Civic Center Plaza, Poughkeepsie NY 12601, katrina@dcrcc.org, 845-454- 1700

Provider 2- Smart Staffing, Cecilia Cook, Owner, 82 Washington Street, Poughkeepsie, NY 12601, cecilia@smartstaffinggroup.com, 845-433-0700

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- b. Provide the number of planned enrollments in Program Year (PY) 2025 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *

- i. New OSY

40

- ii. Carry-over OSY

75

- iii. New ISY

10

- iv. Carry-over ISY

17

- v. Work experiences

Dutchess County will begin a 50/50/30 Work Experience Opportunity for Youth:

50- Upon enrollment, youth will go on payroll and participate in job shadows, work crews, job tours and short internships for up to 50 hours at minimum wage.

50- Youth who are attending school or a training will participate in up to 50 hours of work experience at minimum wage

30- Youth who have completed a training will participate in an externship of up to 30 hours at minimum wage

***Note:** PY 2025 enrollments will provide the baseline estimate for the remaining three (3) years of the Local Plan.

- c. In Attachment G, Youth Services, identify the organization providing the Design Framework, which includes Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

- d. Explain how providers and LWDB staff ensure the WIOA elements:

- i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

Youth are provided with a “Menu of Services” that include all 14 elements offered in

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Dutchess County. Based on customer choice and goals, youth incorporate elements into their ISS.

- ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

Youth are provided with a “Menu of Services” that include all 14 elements offered in Dutchess County. Based on customer choice and goals, youth incorporate elements into their ISS. Youth One Stop staff are trained to pay attention to additional needs and/or barriers while maintaining focus on the youth’s goals. Special care is taken that youth with disabilities receive the same service levels and do not experience different treatment. All youth services are individualized.

- e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

The Dutchess County Youth One Stop offers both in-person and remote services through Zoom. We have successfully recruited both OSY and ISY youth. Engagement occurs through personal connections made by the Youth One Stop staff. Focusing on ISS goals and employment ensures that the youth has a voice.

- f. Does your local area plan to serve ISY and/or OSY using the “Needs Additional Assistance” qualifying barrier for eligibility?

☐ Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #[19-02](#).

☒ No (Not required to attach a policy).

- g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #[19-02](#).

Administration

- a. Identify the entity responsible for the disbursement of grant funds as determined by the Chief Elected Official(s) (CEO(s)) or Governor.

The Dutchess County Workforce Development Board.

- b. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

The DCWDB follows the procurement policies and procedures set by the Board. WIOA Title I activities are subject to the RFP process.

- c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), service providers, and the One-Stop delivery system, in the local area.

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Dutchess												
	Program Year 2024											
	Adult				Dislocated Worker				Youth			
	2024 Proposed	2024 LWDB Counter Goal	2024 NYSDOL Renegotiated	2024 Accepted	2024 Proposed	2024 LWDB Counter Goal	2024 NYSDOL Renegotiated	2024 Accepted	2024 Proposed	2024 LWDB Counter Goal	2024 NYSDOL Renegotiated	2024 Accepted
TARGET OUTCOME												
Employment Rate 2nd Qtr After Exit	70.0%	68.3%		68.3%	68.0%			68.0%	70.0%	65.8%	68.0%	
Employment Rate 4th Qtr After Exit	66.0%			66.0%	69.0%			69.0%	70.0%			70.0%
Median Earnings 2nd Qtr After Exit	\$ 7,800.00			\$7,800	\$ 7,750.00			\$7,750	\$ 3,800.00			\$3,800
Credential Attainment 4th Qtr After Exit	60.0%	56.0%	58.0%		60.0%	58.8%		58.8%	59.0%	55.0%	57.0%	
Measurable Skill Gains	61.0%			61.0%	55.0%			55.0%	52.0%			52.0%
	Program Year 2025											
	Adult				Dislocated Worker				Youth			
	2025 Proposed	2025 LWDB Counter Goal	2025 NYSDOL Renegotiated	2025 Accepted	2025 Proposed	2025 LWDB Counter Goal	2025 NYSDOL Renegotiated	2025 Accepted	2025 Proposed	2025 LWDB Counter Goal	2025 NYSDOL Renegotiated	2025 Accepted
TARGET OUTCOME												
Employment Rate 2nd Qtr After Exit	70.5%	68.8%		68.8%	68.5%			68.5%	70.5%	66.3%	68.5%	
Employment Rate 4th Qtr After Exit	66.5%			66.5%	69.5%			69.5%	70.5%			70.5%
Median Earnings 2nd Qtr After Exit	\$ 7,900.00			\$7,900	\$ 7,850.00			\$7,850	\$ 3,900.00			\$3,900
Credential Attainment 4th Qtr After Exit	60.5%	56.5%	58.5%		60.5%	59.3%		59.3%	59.5%	55.5%	57.5%	
Measurable Skill Gains	61.5%			61.5%	55.5%			55.5%	52.5%			52.5%

d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:

- It is certified and in membership compliance;
- All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;
- All One-Stop Career Centers in the local area have achieved at least an 80% score in the most recent Career Center Certification process; and
- The local area meets or exceeds all performance goals.

The DCWDB strives to be in compliance with WIOA regulations. We have addressed all governance actions and items and are in the process of executing our MOU. Our One-Stop Systems Operator has been procured with funds attached and we are implementing all policies.

Training Services

a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

ITA's are as the name implies, a training plan developed with an individual and their career counselor. Funding is on a first come, first served basis based on our priority of service list.

The DCWDB establishes the amount available for training and on the on-the job training each PY year and sets limits and priorities. Individuals follow the procedures set up in the Career Center.

b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

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Through the research phase of the ITA process the individual looks at available trainings, in the area, for their career of interest and is encouraged to talk to multiple training providers. The paperwork asks for a minimum of two providers to be listed. This will foster independence in their selection of a training provider.

- c. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

Through the research phase of the ITA process the individual looks at available trainings, in the area, for their career of interest and is encouraged to talk to multiple training providers. The paperwork asks for a minimum of two providers to be listed. This will foster independence in their selection of a training provider.

Public Comment

- a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.*

Post to the Website: For no more than 30 days per NYSDOL guidelines (June 28, 2021 through July 6, 2021)

***Note:** Per WIOA §679.560(e), comments representing disagreement with the contents of the Local Plan must be submitted with the Plan.

List of Attachments

Please complete all attachments listed below.

Attachment A – In-Demand Occupation List Template

Attachment B – Units of Local Government

Attachment C – Fiscal Agent

Attachment D – Signature of Local Board Chair

Attachment E – Signature of Chief Elected Official(s)

Attachment F – Federal and State Certifications

Attachment G – Youth Services Chart

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Original signature pages for Attachments D, E, and F must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan
New York State Department of Labor
Division of Employment and Workforce Solutions
W. Averell Harriman State Office Campus
Building 12, Room 440
Albany, NY 12226

All other attachments must be submitted via email with the LWDB Local Plan Template.

In addition to these attachments, LWDBs must provide copies of the agreements listed in Part [\(d\)](#) of the Program Coordination section of this template. If possible, it is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.