



WIB

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”

DUTCHESS COUNTY WORKFORCE DEVELOPMENT

EXECUTIVE COMMITTEE MEETING MINUTES –

3 NEPTUNE ROAD, POUGHKEEPSIE NY OR ZOOM

<https://us02web.zoom.us/j/88338809624?pwd=RHN2YWlWT1AwQTJjODVlQWpWdFdZUT09>

June 8, 2022/8:30 AM

Attendees: Sheila Appel, Paul Mancarella, Mary Jane Bertram, Jessica Woodson, Linda Hannigan, Theresa Giovanniello and Michael McCormack.

Staff to the Board: Louise McLoughlin, Stephanie Renino and Amanda Dushaj

1. Call to Order, establish quorum

- Welcome
- Review and Adoption of Prior Meeting Minutes May 12, 2022)

Sheila Appel

Motion:	Paul Mancarella
2 nd :	Michael McCormack
YES:	7
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2166A4C5BDF948A...

6/14/2022

2. Executive Director's Report

Louise McLoughlin

1. Fiscal Report- Presentation of attached. (see attached)
COLA increases effective July 1, 2022
2. Draft Allocations- proposed budget will be based on draft allocations- unless our allocations come through
3. SYEP Allocations Presentation of attached allocations. (see attached)
4. June 29, 2022- Meet the Team meeting at Locust Grove – 11:30 AM – 1:00 PM
June 30, 2022- Quarterly Board meeting at Locust Grove- 8:00 AM – 10:00 AM
5. EDAC Committee- Design Thinking Style- agreed that the meeting would be in person at Locust Grove.

3. General Discussion

Sheila Appel

Adjourn

Motion:	Michael McCormack
2 nd :	Theresa Giovanniello
YES:	7
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: Mary Jane Bertram 2166A4C5BDF948A...

6/14/2022

Executive Committee Fiscal Summary Report

May 31 2022

By The Numbers - May 31 2022	
Total WIOA Funds Allocated for Dutchess County PY20 & PY21	\$ 4,220,575.62
Of Funds Allocated the Current Funds Available	\$ 1,564,056.41
Total Obligations (ITAs/OJTs/Contracts) Funds currently benefiting Businesses and Individuals	\$ 929,275.38
Remaining Operating Budget	\$ 213,470.78
Total Discretionary Funds Available	\$ 421,310.25

Updated through 05.31.2022		
	<u>Funding Type</u>	Available Discretionary (FLUID)
WIOA Funding		
Adult		\$ 15,225.40
DW		\$ 34,014.82
Youth		\$ 40,709.16
Admin		\$ 27,876.51
Other NYSDOL Funding PY20 & PY21		
Opioid NDWG 2nd Allotment PY20 <i>through 06.30.2022 extended</i>		\$ 1,781.25
Opioid NDWG 3rd Allotment PY21 <i>through 06.30.2022 extended</i>		\$ 120,741.70
COVID 19 ER-NDWG PY20 <i>8/27/2020 to 9/30/2022</i>		\$ 59,075.70
COVID 19 DR-NDWG PY20 <i>4/10/2020 to 3/31/2023 EXTENDED</i>		\$ 32,040.00
Gun Violence Prevention PY21 <i>8/1/2021 to 3/31/2023 EXTENDED</i>		\$ 89,845.71
RR - NY SCION PY20 (\$300,000 over 3 Years) <i>01/01/2022 to 12/31/2022</i>		\$ -
		\$ 421,310.25

As of May 31, 2022

Approved Budget

	3 Neptune Road	191 Main Street	COMBINED OPERATING	Total Expended to Date	Remaining	Percent Expended
Personnel						
Salaries	\$ 259,286.91	\$ 310,142.19	\$ 569,429.10	\$ 493,949.77	\$ 75,479.33	
Benefits	\$ 69,610.82	\$ 95,519.78	\$ 165,130.60	\$ 118,586.74	\$ 46,543.86	
Payroll						
Taxes/Insurance/Fees	\$ 32,186.04	\$ 33,587.14	\$ 65,773.18	\$ 50,198.13	\$ 15,575.05	
Admin Fees - Staffline	\$ 3,033.53	\$ 4,252.16	\$ 7,285.69	\$ 5,538.77	\$ 1,746.92	
Total Personnel	\$ 364,117.30	\$ 443,501.27	\$ 807,618.57	\$ 668,273.41	\$ 139,345.16	83%
Non-Personnel						
Advertising/Marketing	\$ 270.00	\$ -	\$ 270.00	\$ 235.64	\$ 34.36	
Audit/Financial Review	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	
Board Expenses	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 450.00	\$ 1,050.00	
Conference Events	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 17,630.50	\$ (12,630.50)	
Consultants	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 10,933.52	\$ (9,433.52)	
Insurance	\$ 9,856.00	\$ -	\$ 9,856.00	\$ 11,486.91	\$ (1,630.91)	
IT	\$ 7,620.00	\$ 19,740.00	\$ 27,360.00	\$ 24,281.23	\$ 3,078.77	
Legal Expenses	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	
Memberships, dues, subs	\$ 15,884.00	\$ 10,244.00	\$ 26,128.00	\$ 18,607.20	\$ 7,520.80	
Mileage/Travel	\$ 2,500.00	\$ 1,000.00	\$ 3,500.00	\$ 3,436.66	\$ 63.34	
Office Equipment	\$ 3,543.75	\$ 3,434.00	\$ 6,977.75	\$ 11,653.48	\$ (4,675.73)	
Office Supplies	\$ 3,500.00	\$ 2,500.00	\$ 6,000.00	\$ 5,062.97	\$ 937.03	
COVID Related Expenses	\$ 250.00	\$ 500.00	\$ 750.00	\$ -	\$ 750.00	
Postage	\$ 200.00	\$ 200.00	\$ 400.00	\$ 700.11	\$ (300.11)	
Program Materials/Publication	\$ 1,500.00	\$ 800.00	\$ 2,300.00	\$ -	\$ 2,300.00	
Rent	\$ 23,000.00	\$ 47,448.00	\$ 70,448.00	\$ 67,241.22	\$ 3,206.78	
Staff Trainings/Meetings	\$ 6,000.00	\$ 2,000.00	\$ 8,000.00	\$ 12,605.00	\$ (4,605.00)	
Telephone/Internet	\$ 3,020.00	\$ 1,620.00	\$ 4,640.00	\$ 4,827.99	\$ (187.99)	
Website Maintenance	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 920.00	\$ 80.00	
Total Non Personnel	\$ 86,143.75	\$ 92,486.00	\$ 178,629.75	\$ 190,072.43	\$ (11,442.68)	106%
Total	\$ 450,261.05	\$ 535,987.27	\$ 986,248.32	\$ 858,345.84	\$ 127,902.48	87%

PY22 Budget Planning Summary

May 31 2022

Operating Allocations	
Total WIOA Funds Allocated for Dutchess County	\$ 3,445,609.43
Proposed Operating Budget	\$ 1,264,374.85
Customer Program Supports	\$ 2,181,234.58

Updated through 05.31.2022		7/1/2022 to 6/30/2023	
<u>Funding Type</u>	Remaining PY20 & PY21 WIOA Allocation	Estimated PY22 Allocation	Availability by Funding Source
WIOA Funding			
Adult	\$ 299,102.99	\$ 477,211.50	\$ 776,314.49
DW	\$ 196,900.46	\$ 458,685.90	\$ 655,586.36
Youth	\$ 558,986.40	\$ 579,764.70	\$ 1,138,751.10
Admin	\$ 72,904.44	\$ 168,406.90	\$ 241,311.34
Other NYSDOL Funding PY20 & PY21			
COVID 19 ER-NDWG PY20 8/27/2020 to 9/30/2022	\$ 59,075.70		\$ 59,075.70
COVID 19 DR-NDWG PY20 4/10/2020 to 3/31/2023 EXTENDED	\$ 51,030.00		\$ 51,030.00
Gun Violence Prevention PY21 8/1/2021 to 3/31/2023 EXTENDED	\$ 337,972.14		\$ 337,972.14
RR - NY SCION PY20 (\$85,568.30 thru 12.31.22 & an add'l \$100,000 on 1.1.23) 01/01/2022 to 12/31/2022	\$ 85,568.30	\$ 100,000.00	\$ 185,568.30
			\$ 3,445,609.43

UPDATED 6.08.2022

DCWIB Both Locations	PY21 Approved	PY22 Proposed
3 Neptune Staff		
Personnel		
Salaries	\$ 259,286.91	\$ 430,595.06
Benefits	\$ 69,610.82	\$ 129,500.00
Payroll Taxes/Insurance/Fees	\$ 32,186.04	\$ 44,195.51
Admin Fees	\$ 3,033.53	\$ 4,455.08
Total 3 Neptune Personnel	\$ 364,117.30	\$ 608,745.65
191 Main Street Staff		
Personnel		
Salaries	\$ 310,142.19	\$ 291,987.33
Benefits	\$ 95,519.78	\$ 92,500.00
Payroll Taxes/Insurance/Fees	\$ 33,587.14	\$ 31,213.22
Admin Fees	\$ 4,252.16	\$ 3,818.64
Total 191 Main Personnel	\$ 443,501.27	\$ 419,519.20
Total Personnel all locations	\$ 807,618.57	\$ 1,028,264.85
Non-Personnel		
Advertising/Marketing	\$ 270.00	\$ 270.00
Audit	\$ 2,000.00	\$ 2,000.00
Board Expenses	\$ 1,500.00	\$ 2,000.00
Conference Events	\$ 5,000.00	\$ 17,500.00
Consultants	\$ 1,500.00	\$ 1,500.00
Insurance	\$ 9,856.00	\$ 12,500.00
IT	\$ 27,360.00	\$ 30,000.00
Legal Expenses	\$ 1,000.00	\$ 1,000.00
Memberships, dues, subs, Career Sv	\$ 26,128.00	\$ 50,000.00
Mileage/Travel/Expenses	\$ 3,500.00	\$ 5,000.00
Office Equipment (leases)	\$ 6,977.75	\$ 7,000.00
Office (& Covid) Supplies	\$ 6,750.00	\$ 6,000.00
Laptop/Staff New purchase	\$ -	\$ 7,500.00
Postage	\$ 400.00	\$ 700.00
Program Materials/Publications	\$ 2,300.00	\$ 3,000.00
Rent	\$ 70,448.00	\$ 72,000.00
Staff Training/Meetings	\$ 8,000.00	\$ 12,500.00
Telephone/Internet	\$ 4,640.00	\$ 4,640.00
Website Maintenance	\$ 1,000.00	\$ 1,000.00
Total Non-Personnel	\$ 178,629.75	\$ 236,110.00
Total	\$ 986,248.32	\$ 1,264,374.85

SUMMER YOUTH EMPLOYMENT (SYEP 2022)

2022 SYEP General Statistics

Number of proposals rec'd	13
Number of unique agencies	12
Total proposed youth to be served	232
Total funds requested	\$786,180.11
Overall cost per youth across all programs	\$3,388.71
Average % of Youth Wages proposed	72%

2021 SYEP General Statistics

Number of unique agencies	9
Total unique youth served	143
Total funds awarded to agencies	\$414,429.44
Total funds for DCWIB Operating and Summit programmatic costs	\$101,437.56
Total 2021 SYEP Funding	\$515,867.00
Average % of Youth Wages to total agency award amount	69%

SYEP 2022 Funding Requests

Program	2022 Amount Requested
Cornell Cooperative Ext	\$24,165.71
DC BOCES	\$49,880.00
Red Hook Community Center	\$69,997.76
Nubian Directions	\$79,047.27
North East Community Center	\$63,434.46
REAL Skills	\$81,039.61
The Art Effect - Spark Media Project	\$60,481.60
The Art Effect - MadLab	\$79,260.80
Poughkeepsie Farm Project	\$40,000.00
The Boys and Girls Club*	\$123,692.10
Hudson River Housing (late)	\$24,182.00
Smart Staffing Group	\$60,291.00
Family Services	\$30,707.80
<i>TOTAL ASK</i>	\$786,180.11
SYEP 2022 Dutchess County Award	\$526,111
DCWIB ADMIN	\$78,916.65
TOTAL	\$450,663.60
% of Total Requests of Award	57%

DCWIB ADMIN

DCWIB ADMIN	\$78,916.65
Youth Summit	\$ 10,000
Youth Supplies	\$ 4000
Financial Literacy	\$ 3000
Allocated to Agencies	-\$3,467.65
	\$58, 449

Program	2022 ALLOCATION	2021 Expended	2022 Amount Requested
Cornell Cooperative Ext	\$20,000.00	\$ 16,755.00	\$24,165.71
DC BOCES	\$20,000.00	N/A	\$49,880.00
Red Hook Community Center	\$49,000.00	\$ 43,945.22	\$69,997.76
Nubian Directions	\$58,000.00	\$ 57,867.00	\$79,047.27
North East Community Center	\$49,000.00	\$ 55,474.00	\$63,434.46
REAL Skills	\$30,000.00	\$ 26,550.00	\$81,039.61
The Art Effect - Spark Media Project	\$60,480.00	\$ 66,960.00	\$60,481.60
The Art Effect - MadLab	\$60,000.00	\$ 55,654.00	\$79,260.80
Poughkeepsie Farm Project	\$25,000.00	\$ 19,807.33	\$40,000.00
The Boys and Girls Club*	\$15,000.00	\$ 5,519.94	\$123,692.10
Hudson River Housing	\$24,182.00	N/A	\$24,182.00
Smart Staffing Group	\$40,000.00	N/A	\$60,291.00
Family Services	Pulled their application	\$ 27,990.00	\$30,707.80