



# 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 Minutes

**Present:** Mary Jane Bertram, Theresa Giovanniello, Michael McCormack, Laine Belmonte, Richard Kleban, Johnnieanne Hansen, Peter Jordan, Theresa Morley, Jessica Treybick, Jodi DeLucia, La Quesha Matthews-Reed, Nicole Fenichel-Hewitt, Jeanne Liscomb

**Excused:** Sheila Appel, Paul Mancarella, Linda Hannigan Garrett Dyal, Laine Belmonte, Brandon Walker, William Jeffries, Adam Albertelli.

**Others in attendance:** Nicholas Gratch, Louise McLoughlin and DCWIB staff

March 27, 2025

Mary Jane Bertram called the meeting to order and welcomed everyone to the meeting and established quorum. She congratulated Elizabeth Spira on her retirement and thanked her for her service to the DCWIB Board of Directors. Ms. Bertram directed everyone to their packets or to the screen and asked if they had the opportunity to review the December 12, 2024, Board minutes. Upon receiving nods, Ms. Bertram asked for a motion to accept the meeting minutes into record. Elizabeth Spira made a motion, which was seconded by Peter Jordan. The motion passed unanimously.

#### 1. Motion(s)

- Motion to accept December 12, 2024, meeting minutes

|                        |                             |
|------------------------|-----------------------------|
| Motion:                | Elizabeth Spira             |
| 2nd:                   | Peter Jordan                |
| YES:                   | 12                          |
| NO:                    | 0                           |
| Abstained from voting: | 0                           |
| PASSED:                | YES                         |
| CERTIFIED:             | Mary Jane Bertram 4/21/2025 |

Ms. Bertram moved on to the next motion and asked the Executive Director, Louise McLoughlin, if she would explain the motion to accept the WIOA Youth Work Experience modified policy retroactive to January 1, 2025. Dr. McLoughlin explained that the policy update, while not fully necessary, added language allowing youth to be paid for work immersions. This new service for youth was approved in the December board meeting and six work immersions have been scheduled for 2025. Ms. Bertram asked if there were any questions, hearing none, she asked for a motion. Theresa Giovanniello made a motion to accept the WIOA Youth Work Experience modified policy retroactive to January 1, 2025. The motion was seconded by Peter Jordan. The motion carried unanimously.

- Motion to accept the WIOA Youth Work Experience modified policy retroactive to January 1, 2025.

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|------------------------|-----------------------------|
| Motion:                | Theresa Giovanniello        |
| 2nd:                   | Peter Jordan                |
| YES:                   | 12                          |
| NO:                    | 0                           |
| Abstained from voting: | 0                           |
| PASSED:                | YES                         |
| CERTIFIED:             | Mary Jane Bertram 4/21/2025 |

Ms. Bertram moved on to the next motion and asked Dr. McLoughlin to explain the motion and the background. Dr. McLoughlin stated that DCWIB, utilizing the procurement policy has identified RBT,

CPA’s, LLC as the business that can assist us with our Quick Books program. The DCWIB utilizes an allocation spreadsheet in excel for all expenses, the county’s LOGO’s system to track WIOA expenses, the state’s People Soft to track revenue and overall expenditures and Quick Books to track all revenue and expenses from both WIOA and non-WIOA programs. Some changes were made in Quick Books and the staff is having difficulty pulling reports without duplications of entries. DCWIB is looking for assistance to redefine our classes and possibly help with data entry in the system. Ms. Bertram asked if there were any questions. They were no questions. Nicole Fenichel-Hewitt made a motion to accept RBT for the stated services, in their letter to the DCWIB, which had a fee schedule attached and that the extent of services will be determined by the Executive Committee as needed. Johnnieanne Hansen seconded the motion. The motion passed.

- Motion to accept RBT services. This motion is to accept RBT for the stated services, in their letter to the DCWIB, which had a fee schedule attached and that the extent of services will be determined by the Executive Committee as needed, the DCWIB Board authorizes the Executive Committee to approve those edits.

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|------------------------|------------------------|
| Motion:                | Nicole Fenichel-Hewitt |
| 2nd:                   | Johnnieanne Hansen     |
| YES:                   | 12                     |
| NO:                    | 0                      |
| Abstained from voting: | 0                      |
| PASSED:                | YES                    |
| CERTIFIED:             | 4/21/2025              |

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Mary Jane Bertram

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Ms. Bertram moved on to the final motion to accept Transfr VR as provider of VR technology for our youth programming and asked Dr. McLoughlin to present the motion. Dr. McLoughlin stated that in December of 2024, she reached out to the NYSDOL unit who assisted with our original procurement of the technology asking for an update on procurement. She was told to follow the same procedure. Staff member, Taylor O’Donnell, issued the RFQ as stated and received a reply from Transfr VR with a quote (same as last time). The technology is used for career exploration, training and recruitment purposes. Theresa Giovanniello made a motion to accept Transfr VR as provider of career exploration and technical training through VR technology and the leasing of 10 VR devices for a period of 2 years, Elizabeth Spira seconded the motion. The motion carried.

- Motion to accept Transfr VR as provider of career exploration and technical training through VR technology. (Leasing of 10 VR devices for a period of 2 years)

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|------------------------|----------------------|
| Motion:                | Theresa Giovanniello |
| 2nd:                   | Elizabeth Spira      |
| YES:                   | 4                    |
| NO:                    | 0                    |
| Abstained from voting: | 0                    |
| PASSED:                | YES                  |
| CERTIFIED:             | 4/21/2025            |

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Mary Jane Bertram

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2. Executive Director’s Report

Louise McLoughlin

▪ WIOA Fiscal Report

Dr. McLoughlin asked the Associate Director of Finance to report on the FOTA review, WIOA operating budget, WIOA cash budgets. Here is the report: NYSDOL has almost completed our most recent FOTA review. To avoid unresolved findings two checks, needed to be written, by the County. These checks stem from last year’s audit and therefore were anticipated. While we worked closely with NYSDOL on last year’s swaps, not all of our programming was closed out and it was determined by NYSDOL that the DCWIB had ordered money that went unspent. (Background) In PY20, ER funds were commingled with PY20 DW funds, resulting in a shortfall of \$3,113.46 in expenses. Upon reviewing Logos, we identified the remaining revenue ofv\$3,533.02, which we believe includes the \$3,113.46 shortfall. To avoid an unresolved finding,

we needed to issue a check to NYSDOL in the amount of \$3,113.46. The funds were identified in the county's LOGOS system and were available to pay back to the state. A memo was sent to Heidi Seelbach, Commissioner of Finance for Dutchess County, requesting the funds and the check has been issued. The second check is for funds that were previously identified for a NYSDOL payback, and the funds were being held by the county, until GVP fully closed out and they were given instructions to issue the check. (Background) In PY21, GVP funds were commingled with PY21 YOUTH funds, resulting in a shortfall of \$361.40 in expenses. Upon reviewing Lagos, we identified the remaining revenue of \$361.40. In order to avoid an unresolved finding, we needed to issue a check to NYSDOL in the amount of \$361.40. A memo was sent to Heidi Seelbach, Commissioner of Finance for Dutchess County requesting the release of the check. This check has been issued to NYSDOL, and we are currently waiting for confirmation from NYSDOL that the check was received. The WIOA Operating Budget is in the packet. We are on track for spending. The overage in the office equipment line is due to the upgrades needed for the digital literacy program and a budget modification will be requested at a future meeting. The WIOA cash budgets from People Soft show we have plenty of funding for our operating budget. All of the PY23 formula funding (adult/dw/youth) must be spent by 6/30/25 and we are on track for spending this down. The PY24 formula funding must be spent or obligated to 80% by 6/30/2025.

The DCWIB was informed by NYSDOL that our youth provider failed the Youth Measurable Skills Gain last year, this was after the DCWIB providing guidance in June of 2024 in an attempt to prevent this from happening. Dr. McLoughlin will have to put together a PIP (Performance Improvement Plan) and have it reviewed and approved by NYSDOL.

SYEP 2024 and YEP 2023-2024 have been fully allocated and closed out with DCFS. We have received applications for SYEP from: Red Hook Community Center, Northeast Community Center, Love Quest Foundation, Cornell Cooperative Extension, Nubian Directions II, Art Effect- Spark Studios, Art Effect-MadLab (formerly Mill Street Loft), Charlia Frank Incorporation, Poughkeepsie Farm Project, Beacon Recreation and Community Matters 2. We are currently working with agencies to deliver service to youth with DCFS, YEP 2024-2025 funding. The DCWIB has \$164K remaining to allocate.

#### ▪ WIOA Program Report

The Childcare Coalition continues to meet and work towards the goals of the accord:

##### Three Accord Agreements

- Universal system means an early learning and childcare space is available for every child in our County, regardless of income, family structure, number of children, or location
- A space for every child, which requires the training of a corresponding number of early learning and childcare professionals. (2,106 Staff/10,348 slots)
- Elevating compensation for the field to ensure the profession thrives and retains those most skilled at early childhood education.

We have two upcoming events. The goal is to increase awareness that system-wide change needs to occur if we are going to have a robust childcare system. This is important to both employers, incumbent workers and job seekers. The dates and times below were shared with the group:

##### Childcare Roundtable Discussion:

- May 12, 2025
- Location: BOCES Conference Center
- Time: 9:00 – 3:00 (Lunch served)

##### Childcare Summit 2025:

- June 25, 2025
- Location: Locust Grove
- Time: 8:00 AM- 5:00 PM

The DCWIB is working with several partners in the community. One partnership discussion centers around

a pre-apprenticeship in Food Service. This is a partnership with Dutchess Outreach/DCC/DCFS and the Workforce Development Institute. Dutchess Outreach serves over a thousand meals a day to people with food insecurity in our community. They employ CIA trained chefs and have expressed a desire to create a training program for people who are currently unemployed. We have had one meeting and will be meeting again next month.

In an effort to assist the nonprofit community, one of the biggest employers in Dutchess County, Dyson Foundation/Community Foundation/Poughkeepsie Children’s Cabinet and the DCWIB are meeting to discuss training strategies that can be offered.

Dr. McLoughlin reported that we are working on our NYSDOL Renewal Energy (RETI) grant and will have a report at our next meeting and reminded everyone that our Elevate Leadership Event will be held June 11, 2025, in partnership with the United Way.

Ms. Bertram asked if there was new business, hearing none she asked for a motion to adjourn. Elizabeth Spira made a motion, seconded by Theresa Giovanniello

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|------------------------|---|
| Motion:                | Elizabeth Spira   |
| 2nd:                   | Theresa Giovanniello  |
| YES:                   | 12  |
| NO:                    | 0   |
| Abstained from voting: | 0   |
| PASSED:                | YES   |
| CERTIFIED:             | <div><div>DocuSigned by:</div><div>Mary Jane Bertram</div><div>2B6F76E1CCC841E...</div></div> 4/21/2025 |