



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 Minutes

May 8, 2025

Members in Attendance: Sheila Appel, Mary Jane Bertram, Linda Hannigan,

Michael McCormack

Members excused: Paul Mancarella, Theresa Giovanniello

Others in attendance: Louise McLoughlin, and DCWIB Staff

Sheila Appel called the meeting to order at 8:35 am. Ms. Appel welcomed the group and asked if everyone had a chance to review the March 13, 2025 board meetings and asked if there were any questions or comments. Hearing none, Ms. Appel asked for a motion to accept the March 13, 2025 certified Board minutes. Mary Jane Bertram made a motion, seconded by Linda Hannigan and the motion carried.

- Motion to accept March 13, 2025 Board meeting minutes

Motion:	Mary Jane Bertram
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	5/13/2025

Ms. Appel asked Dr. McLoughlin to explain the next motion to accept the Youth Incentive Policy for youth enrolled in the (non-WIOA) Youth Employment Program.

- Motion to accept Youth Employment Program (non-WIOA) Youth Incentive Policy

Dr. McLoughlin explained that the DCWIB is contracted to run Dutchess’s County Youth Employment Program. Because funding levels permit, the Dutchess County Youth Employment Program can offer performance-based incentives to enrolled youth. These incentives have been deemed reasonable and are offered to reward achievement directly tied to Youth Employment Program (YEP) activities. By encouraging behaviors that will ensure the successful completion of the YEP program, program staff is able to incentivize youth workers towards the achievement of specific goals and/or outcomes. Qualifying activities support behaviors that employers are looking for in the workplace. Each incentive is worth up to \$225 with a cap on 2 incentives per youth.

Motion:	Michael McCormack
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	5/13/2025

Ms. Appel asked Dr. McLoughlin to explain the next two motions regarding the System’s Operator.

- Motion to accept Smart Staffing Group as our PY24 System Operator

Dr. McLoughlin explained that this motion is to continue services for our System’s Operator. This was procured (originally) through the RFP process, and these motions are to continue the service for PY24 and PY25. Currently Smart Staffing Group provides services associated with the oversight of the Dutchess County One Stop Systems Operator in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA). These services shall include: the continued maintenance of a database of all required One Stop Systems Partners as well as Community Agencies that contribute to the One Stop System. *Ongoing*, monthly planning meeting with DCWIB Executive Director, quarterly meeting with DCWIB Executive Director, Center Operator and Center Manager, the facilitation of meetings with the partners of the

Comprehensive One Stop Career Center. the facilitation of meetings with the required One Stop Systems Partners, inviting MOU partners to: Discuss systems coordination, customer engagement, systems performance and continuous improvement of the workforce system in Dutchess County and serve as the Local Level Grievance Hearing Officer. The contract amount is \$7,300 for each program year. Ms. Appel asked if there were any questions. Hearing none she asked for a motion to contract with SSG for services as our System Operator for PY2. Sheila Appel made the motion, seconded by Mary Jane Bertram. The motion passed.

Motion:	Sheila Appel
2 nd :	Mary Jane Bertram
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 5/13/2025

Ms. Appel asked for a motion to accept SSG as our PY25 System Operator. Michael McCormack made the motion. Linda Hannigan seconded the motion, the motion passed.

- Motion to accept Smart Staffing Group as our PY 25 System Operator

Motion:	Michael McCormack
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 5/13/2025

- Motion or Future Motion to accept amended ETPL policy- TABLED

Ms. Appel asked Dr. McLoughlin to explain the next two motions. Dr. McLoughlin explained that there is a new TA regarding the ETPL policy and that she submitted a draft to NYSDOL and is waiting for it to return with notes. This motion was TABLED.

Dr. McLoughlin explained that a technical advisory came out regarding non-degree credentials and informed the Executive Committee that while a policy is not required (only procedures), the Executive Director is recommending that a policy be accepted by the Board in order to be crystal clear of the requirements. Dr. McLoughlin reviewed the policy- attached to these minutes and asked for questions. Sheila Appel asked for a motion to accept the policy. Linda Hannigan made a motion, Sheila Appel seconded the motion, and the motion carried.

- Motion to accept Industry Credential/Non-Degree policy

Motion:	Linda Hannigan
2 nd :	Sheila Appel
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 5/13/2025

Ms. Appel asked the Executive Director to deliver her report. Dr. McLoughlin asked the Associate Director of Finance to review the operating budget, which is attached. The AD of F reported that we are only over budget in one line item- the office and equipment line as we bought new tables and chairs in the fall for the Digital Literacy program. We will be asking for a budget modification in the September board meeting.

Dr. McLoughlin reviewed the budgets chart line by line. Our PY23 Youth and DW funding needs to be fully spent (or accrued) by June 30, 2025. We are on target to do this. Our PY24 Adult, DW and Youth funding needs to be 80% obligated by June 30, 2025. The youth funding are tied to our youth contract which is out for RFP. The PY25 youth contract will fully obligate the remaining PY24 funds. The adult and DW funding is being obligated with as many ITA's and OJT's that can be approved. The remainder will be obligated through contracts from our procurement process.

Available						
Bud Ref	Descr	Sum Total Amt	5-2-2025 Cash Request	Total Left	Spend By:	Obligate By:
PY24	Administration	\$ 86,470.14	\$ 5,740.57	\$ 80,729.57	6/30/2026	
PY23	Adult - Formula	\$ 4,866.99	\$ 4,866.99	\$ -	6/30/2025	
PY24	Adult - Formula	\$ 426,056.16	\$ 6,228.06	\$419,828.10	6/30/2026	6/30/2025
PY23	Youth-Formula	\$ 240,709.87	\$ 164,593.45	\$ 76,116.42	6/30/2025	
PY24	Youth-Formula	\$ 518,908.26	\$ -	\$518,908.26	6/30/2026	6/30/2025
PY23	Dislocated Worker - Formula	\$ 27,863.87	\$ 21,868.68	\$ 5,995.19	6/30/2025	
PY24	Dislocated Worker - Formula	\$ 579,863.24	\$ -	\$579,863.24	6/30/2026	6/30/2025
PY23	NY SCION (OMH)	\$ 30,000.00	\$ -	\$ 30,000.00	12/31/2025	
PY24	RETI	\$ 231,580.18	\$ 2,371.25	\$229,208.93	11/30/2025	
PY23	RR - NY SCION	\$ 92,247.14	\$ 5,815.25	\$ 86,431.89	12/31/2025	

▪ Upcoming/Ongoing/Awarded RFP/RFQ

Dr. McLoughlin reviewed the RFP chart below and explained to the Executive Committee that these RFP's will be available later today for review by the full board and will be sent out via email. The RFP's will be posted on BidNet and circulated through the community (Board, County Govt, partners etc) early next week.

RFP			
TITLE	FUNDING STREAM(S)	AMOUNT	Description
SCION FALL CONFERENCE	SCION/OMH	\$35,000.00	Plan and oversee DCWIB SCION Regional Fall Conference:

SCION WORKSHOPS & TRAINING	SCION/OMH	Reasonable Budget between \$500 and \$3000 per individual	Lead to Certificate or Credential
		\$15,000.00	Pilot Project for MH
		\$4,500.00	Staff training on Reasonable Accommodations
Workshops & Digital Literacy Training	WIOA Adult/DW/Youth	Reasonable Budget	Workshops
		\$80,000.00	Digital Literacy
Industry Workshops		Reasonable Budget between \$500 and \$3000 per individual	DCWIB is seeking a contractor to provide short-term Industry Workshops for underserved and/or underemployed
Scion Local Awareness Campaign, Review Of Document And Website Accessibility, Review Of Unpublished Neurodiversity Hiring Hub Website	SCION/OMH	\$5,000.00	Provide local awareness campaign
		\$8,500.00	Review DCWIB/DCWORKS documents and websites for accessibility for people with disabilities
		\$8,000-\$12,000	Update Neurodiversity Hiring Hub website and publish
Graphic Design & Marketing and Website Design & Redevelopment	WIOA Adult/DW/Youth	\$10,000.00	Create marketing materials
		\$12,000.00	Update Neurodiversity Hiring Hub website Update websites

Ms. Appel asked if there was any new business hearing none, she asked for a motion to adjourn. Mary Jane Bertram made the motion, seconded by Linda Hannigan. The meeting was adjourned at 9:40 am.

Motion:	Mary Jane Bertram
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 5/13/2025 2B6F76E1CCC841E...