



# 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

September 11, 2025

Attendees: Sheila Appel, Michael McCormack, Linda Hannigan, Theresa Giovanniello, Mary Jane Bertram

Ms. Appel called the meeting to order, established quorum and welcomed everyone to the meeting. She thanked the staff for the work that do on behalf of the board. She asked for a motion to accept the June 12, 2025 Board Minutes. Mary Jane Bertram made a motion, seconded by Linda Hannigan, the motion carried.

- Motion to accept June 12, 2025, Board meeting minutes

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram 9/30/2025

- Motion to accept the PY24 Modified Budget as the Final Budget.

Ms. Appel asked Dr. McLoughlin to explain the second motion. This motion is to accept the attached modified budget as our final PY24 Budget. The changes reflect the actual monies spent in PY24. Dr. McLoughlin explained that this will also go to the full Board at the next meeting, per DCWIB by-laws however she wanted to get preliminary approval. Ms. Appel asked for a motion. Linda Hannigan made a motion, seconded by Mary Jane Bertram, the motion carried.

Motion:	Linda Hannigan
2 <sup>nd</sup> :	Mary Jane Bertram
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram 9/30/2025

Ms. Appel asked Dr. McLouth to explain the remaining motions:

- Motion to fund BOCES \$33,643 for a pre-pre apprenticeship/job readiness program for up to 100 individuals. This programming is based on apprenticeship and pre-apprenticeship program's request for the WIB to provide some baseline training for individuals. This RFP was issued after a conversation with the Council of Industry at the start of PY24 (July 2024) and their need for some individuals to come to them with some basic job readiness skills. (Other employers have said the same). The cost is \$337 per participant. This program is called the SKILLS READINESS PROGRAM and is geared towards the skilled trades, building services, HVAC, energy, and early childhood education. BOCES participated in the RFP process and was inadvertently left off the June Board agenda. The ED sought approval to enter into contract with BOCES in July 2025 and was granted approval. This motion is to solidify that approval. Ms Appel asked if there were any questions. She asked

for a motion. Mary Jane Bertram made a motion, Linda Hannigan seconded the motion. The motion carried.

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: <i>Mary Jane Bertram</i> 2B6F76E1CCC841E... 08/30/2025

- Motion to provide funding to DAY ONE to provide training credentials for up to 42 individuals. The cost is \$595 per participant. This is for a CDA credential (Child Development Associate), which is the entry level certificate for a child educator. This includes the training bundle in English and Spanish. Day One participated in the RFP process and was inadvertently left off the June Board agenda. This CDA aligns with Dutchess County Serino's goal to increase child educators and childcare slots throughout Dutchess County. The ED sought approval to enter into contract with DAY ONE in July 2025 and was granted approval. This motion is to solidify that approval. Ms. Appel asked if there were any questions, hearing none- she asked for a motion. Linda Hannigan made a motion and Mary Jane Bertram seconded the motion. The motion passed.

Motion:	Linda Hannigan
2 <sup>nd</sup> :	Mary Jane Bertram
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: <i>Mary Jane Bertram</i> 2B6F76E1CCC841E... 08/30/2025

- Motion to provide funding to update our two websites for \$25,000. FLINT Media participated in our RFP process. Both the DCWIB and DCWORKS websites need to be updated with an emphasis on DCWORKS. The WIB site needs an overall refresh and places to show our good work. DCWORKS needs a new URL and a full update so employers and job seekers can interact with our services. The ED sought approval to enter into contract with Flint Media in July 2025 and was granted approval. This motion is to solidify that approval. Ms. Appel opened the floor to questions. There were no question. Ms. Appel made a motion, seconded by Linda Hannigan, the motion carried.

Motion:	Sheila Appel
2 <sup>nd</sup> :	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: <i>Mary Jane Bertram</i> 2B6F76E1CCC841E... 09/30/2025

- Motion to fund the Childcare Council of Dutchess and Putnam \$4,950. This is to provide services for the DCWIB Childcare Coalition. Services will include leadership on one or more subcommittees. These services are necessary and reasonable as the DCWIB needs the organizations expertise in childcare as well as leadership on one or subcommittees. This amount falls within our procurement policy and did not have to go out to RFP. The ED

sought approval to enter into contract with the Childcare Council of Dutchess and Putnam in July 2025 and was granted approval. This motion is to solidify that approval. Ms. Appel asked for questions. There were no questions. Ms. Appel asked for a motion. Mary Jane Bertram made a motion. Linda Hannigan seconded the motion, the motion carried.

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram 9/30/2025

- Motion to fund Day One \$4,950. This is to provide services for the DCWIB Childcare Coalition. Services will include leadership on one or more subcommittees. These services are necessary and reasonable as the DCWIB needs the organizations expertise in childcare as well as leadership on one or subcommittees. This amount falls within our procurement policy and did not have to go out to RFP. The ED sought approval to enter into contract with DAY ONE in July 2025 and was granted approval. This motion is to solidify that approval. Ms. Appel asked for questions and then asked for a motion. Mary Jane Bertram made a motion seconded by Ms. Appel. The motion passed.

Motion:	Mary Jane Bertram
2 <sup>nd</sup> :	Sheila Appel
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram 9/30/2025

- Motion to increase the Community Matters 2 allocation from \$25,000 to \$34,000. CM2 brought a new offer of services for recruitment including filling out part of the application with the youth, completing assessments and initial job readiness training. These youth will be ready to work at the beginning of the WIOA youth program. The ED sought approval to increase the contract amount with CM2 in July 2025 and was granted approval. This motion is to solidify that approval. Ms. Appel asked for questions. Then made a motion to approve which was seconded by Linda Hannigan, the motion passed.

Motion:	Sheila Appel
2 <sup>nd</sup> :	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram 9/30/2025

- Motion to increase the funding level to \$60,000 and extend the timeframe for Adirondack Executive Services to provide comprehensive career exploration experience for WIOA Youth OSY participants. The initial contract for this program went through the RFP process. This is an extension which is allowed per the original contract. The time frame will be 7/1/25- 6/30/26. Each experience is \$6,000. Experiences will occur monthly from October to June for a total of 10 sessions (there will be two in October 2025). This career exploration/work immersion program equips participants with the knowledge and hands-on experience necessary to pursue

meaningful career pathways in high-demand industries. This program includes research & career pathway development, organizing and coordinating business and facility, in person sessions in businesses/organization, collaborating with and coordinating with YOS, DCWORKS and DCWIB. Transportation and logistics are included in this contract. Ms. Appel asked for questions, hearing none she requested a motion. Mary Jane Bertram made a motion which was seconded by Linda Hannigan. The motion carried.

Motion:	Mayr Jane Bertram
2nd:	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	9/10/2025

Ms. Appel asked for the Executive Directors Report.

Dr. McLoughlin started with the Fiscal report and asked the Associate Director of finance to explain the current WIOA operating budget. She explained that we were very early in the PY25 Budget cycle and were on track for spending (she used the attached budget for reference). Dr. McLoughlin explained the WIOA Cash Budget report sheet. She explained that we had a problem accessing our PY25 administration money this money has it had not passed through the legislative process. Dr. McLoughlin thanked Ron Hicks, Assistant County Executive for looking into the matter and then “walking” the approved legislation process to ensure the County Executive would sign this immediately and then send it to finance to add a budget line. Everything was done in time to pay the invoices. Dr. McLoughlin explained that Mr. Hicks will work with us on a potential plan to allow access to our formula funds as soon as they are available in People Soft. This currently affects our use of PY25 Adult, DW and the accompanying administrative funds. Right now we are not in dire need of the funds and can work with the County Executive office on a potential solution.

The ED moved on to the new Cost Policy and explained that the FOTA unit of NYSDOL recently did a review that felt much like a regular audit. Dr. McLoughlin explained that a NYSDOL TA came out with an indirect cost policy. Dutchess has no indirect costs, so she stated that she was unsure of the purpose but assumed that our fiscal policies were being reviewed and then future audits would be based on our Cost Policy. Dr. McLoughlin explained that she has been asked repeatedly to sign this and has not signed this as it is a Board decision, not a Executive Director decision. Dr. McLoughlin asked for permission to sign this. Permission was denied. Linda Hannigan stated that she would like to have some more time to review the policy as she noticed some components were missing from the proposed policy. Ms. Appel said that we can move this to the September agenda.

Dr. McLoughlin asked for permission to purchase Ubi-Duo- The UbiDuo is a device for face-to-face communication created by [sComm](#) that helps people with speech impairments, such as those who are deaf or hard of hearing, communicate in real-time. It consists of two separate keyboards with split screens, allowing two people to type messages to each other simultaneously, and can also convert typed text into speech. The device is portable, battery-powered, and does not require an internet connection. It will cost between \$3,999 and \$4,300 and is an allowable expense under SCION/OMH per our meeting with the SCION unit on 9/10/25. Permission was granted.

Dr. McLoughlin moved on to the RETI funding. After some assistance from the County, we were connected with the ironworkers union in Dutchess and Orange, Local 417. They were recruiting apprenticeships. DCWORKS worked with NYSDOL RETI unit and were able to approve 14 apprentices. Their start date was 9-8-2025. Dr. McLoughlin had email exchanges with the person running the RETI grant (Ms. Adkisson) and the head of the NYSDOL Apprenticeship program (Mr. Pinero) and received approval for

our plan which included pre-paying the invoice after the participants started and worked a couple of weeks. This is an earn and learn program, so apprentices work during the day and go to class two nights per week. This is a great opportunity for someone starting out or changing careers and we are proud to be part of this.

We had a meeting with Meeting with Congressman Ryan’s Office on Tuesday at DCWORKS. The staff gave Rep. Ryan’s staff a tour and she was able to meet two participants and a business who explained the importance of continued workforce development funding for the local centers.

Dr. McLoughlin reviewed our upcoming events include:

- Upcoming Events
  - Visiting outdoor childcare facility in Cortland, September 30, 2025
  - Job Fair with DCRROC October 23, 2025, WIB asked for early entry for Veterans and people with disabilities and seniors (they will be available to enter an hour early- 2:00 PM)
  - Think Jobs November 12, 2025 at the Wallace Center
  - Conference December 3 and 4, 2025 at BOCES utilizing SCION and OMH funding
- Projects
  - Working with Dutchess Outreach on a chef training program
  - Working with Day One to support 42 individuals in gaining their CDA (Child Development Associate) certification
  - Childcare Coalition- Theory of Change/Action session date TBD

Dr. McLoughlin concluded her report. Ms. Appel asked if there was any new business. Hearing none she asked for a motion to dismiss. Mary Jane Bertram made a motion, seconded by Linda Hannigan. The motion carried.

Motion:	Mary Jane Bertram
2nd:	Linda Hannigan
YES:	5
NO:	0
Abstained from voting:	0
DocuSigned by:	
PASSED:	YES
CERTIFIED:	Mary Jane Bertram 9/30/2025
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