



# 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”

### Board Meeting

September 25, 2025

**Members in Attendance:** Mary Jane Bertram, Linda Hannigan, Theresa Giovannello, Michael McCormack, Adam Albertelli, Nicole Fenichel-Hewitt, Johnnieanne Hansen, Jeanne Lipscomb, LaQuesha Matthews-Reed, Michael McCormack, Brandon Walker, Laine Belmonte, Peter Jordan,

**Members excused:** Sheila Appel, Paul Mancarella, Garrett Dyal, Theresa Morley, Jessica Treybick, Rich Kleban,

**Others in attendance:** Louise McLoughlin, and DCWIB Staff.

Ms. Bertram called the meeting to order, established quorum and thanked the DCWIB and DCWORKS Teams for the work they do on behalf of the Board. Ms. Bertram stated that the DCWIB would go through the motions first and asked for a motion to accept the June 26, 2025 Board Minutes. Dr. Jordan made a motion which was seconded by Brandon Walker and the motion carried. Ms. Bertram asked for a motion to accept the PY24 Modified Budget as the official PY24 budget explaining that this budget includes all the WIOA expenses. She asked if there were any questions, hearing none she asked for a motion. Dr. Jordan made the motion seconded by Linda Hannigan, the motion carried. Ms. Bertram asked if everyone had a chance to look over the consent agenda and asked if there were any questions. DCWIB Board members nodded and verbalized that they had read through the consent agenda and had no questions and Ms. Bertram asked for a motion. Dr. Jordan made a motion, Linda Hannigan seconded the motion and the motion carried.

#### Motion(s)

- Motion to accept June 26, 2025, Board meeting minutes

Motion:	Peter Jordan
2 <sup>nd</sup> :	Brandon Walker
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
Certified	9/30/2025

*Mary Jane Bertram*  
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- Motion to accept the PY24 Modified Budget as the Final Budget.

Motion:	Peter Jordan
2 <sup>nd</sup> :	Linda Hannigan
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
Certified	9/30/2025

*Mary Jane Bertram*  
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- Motion to accept the CONSENT AGENDA

Motion:	Peter Jordan
2 <sup>nd</sup> :	Linda Hannigan
YES:	12
NO:	0
Abstained from voting:	1
PASSED:	YES

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	Mary Jane Bertram 9/30/2025 2B6F76E1CCC841E...

- Motion to fund BOCES \$33,643 for a pre-pre apprenticeship/job readiness program for up to 100 individuals.
- Motion to provide funding to DAY ONE to provide training credentials for up to 42 individuals. The cost is \$595 per participant.
- Motion to provide funding to update our two websites for \$25,000. FLINT Media participated in our RFP process.
- Motion to fund the Childcare Council of Dutchess and Putnam \$4,950. This is to provide services for the DCWIB Childcare Coalition.
- Motion to fund Day One \$4,950. This is to provide services for the DCWIB Childcare Coalition.
- Motion to increase the Community Matters 2 allocation from \$25,000 to \$34,000. CM2 brought a new offer of services for recruitment.
- 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. T

Ms. Bertram stated that we would move on to the next motion and asked Dr. McLoughlin to explain. She stated that our current policy does not have a definition of stipend. This language was added to this revised policy based on the WIOA law. In addition a couple of incentive amounts were raised to provide more motivation to the youth. A conversation was had by the Board members on the effectiveness of incentives within our WIOA youth program. The ED stated that she does not have a report that reflects this however she will work on it either with the YOS team or the WIB team. Some more thought needs to be given to “how” we will develop a report. Ms. Bertram asked if there were any other questions hearing none, she asked for a motion. Peter Jordan made a motion, seconded by Linda Hannigan, the motion carried.

- Motion to accept the modified WIOA Youth Stipend & Incentive Policy

Motion:	Peter Jordan
2 <sup>nd</sup> :	Linda Hannigan
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
Certified	Mary Jane Bertram 9/30/2025 2B6F76E1CCC841E...

Ms. Bertram asked Dr. McLoughlin to give her Executive Directors report.

Dr. McLoughlin asked for 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 the PY25 Adult money and PY26 Youth money were part of a Congressional bill that would essentially rescind PY25 Adult (making it unlikely that it would be continued to be funded in the future) and not funding our 18–24-year-old youth past the expiration of the PY25 funding level. Dr. McLoughlin explained her advocacy efforts on behalf of the WIB, and a discussion was had. The DCWIB expressed willingness to support the WIOA funding. She met with Congressman Ryan’s Office and Congresswoman Stefanik’s office and is working to schedule a meeting with Congressman Lawler’s office.

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. Asked for further clarification, Dr. McLoughlin explained that for example, originally, we were told that they wanted one or two sample time sheets from WIB and WORKS and then were asked for increasingly more back up including (by the end) everyone’s time sheets for a specific audit period. DCWIB complied and did our best to get everything to NYSDOL as

requested. The ED was asked what the purpose of this audit/review was. 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. She also stated that it will be important to date the policy so it is clear that the policy was not in effect at the beginning of PY25.

We are facing three more “audits” this program year (performance, fiscal and USDOL). Dr. McLoughlin explained that she reached out to the FOTA unit in Albany and requested that each review happen one after the other to avoid two at any given time. These reviews take a long time, and they are time consuming. Having competing priorities could make it look like we are not cooperating. Our Performance Monitoring will be done during the month of October. Our fiscal monitoring will start in November, and the ED was told it would be completed by mid-December. Our USDOL audit will begin in January 2026. Dr. McLoughlin asked for permission to sign the cost policy. Our Board Treasurer, Linda Hannigan stated that she would prefer this was in the form of a motion and a motion was made to accept the Cost Policy as written and that it would be effective September 27, 2025.

- Motion to accept the modified Cost Policy effective September 27, 2025

Motion:	Linda Hannigan
2 <sup>nd</sup> :	Nicole Fenichel-Hewitt
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
Certified	9/30/2025

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Dr. McLoughlin asked for permission to sign the rent agreement with NYSDOL for DCWORKS at 191 Main Street, Poughkeepsie NY 12601. She was asked to review the paperwork (attached). The ED explained that the rent was increasing only by a small amount and the rent agreement needed to be signed. Linda Hannigan asked for this to be a motion. Ms. Bertram asked for a motion. Brandon Walker made a motion, seconded by Theresa Giovanniello. The motion carried.

- Permission to sign the Rent Agreement with NYSDOL

Motion:	Brandon Walker
2 <sup>nd</sup> :	Theresa Giovanniello
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
Certified	9/30/2025

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Mary Jane Bertram

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Dr. McLoughlin stated that a committee was needed to read and score YEP proposals and to contact her if anyone was interested and able to help.

Dr. McLoughlin reported that 14 Apprentices started on 9/8/2025 at Ironworkers Local 417, currently there are 12 who are continuing. This is funded with RETI money. She explained that the DC Comptroller had questions about the selection of the people and the funding of a “business” in Orange County. Dr. McLoughlin explained that this union covers both Dutchess and Orange and that the DCWIB received approval from NYSDOL’s Apprenticeship office before proceeding.

Dr. McLoughlin reviewed the upcoming events and projects:

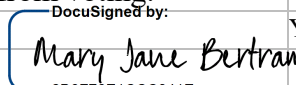
- Visiting outdoor childcare facility in Cortland, September 30, 2025
- Job Fair with DCRCCOC October 23, 2025, WIB asked for early entry for Veterans

- and people with disabilities and seniors
- Think Jobs November 12, 2025
- Conference December 3 and 4, 2025 at BOCES utilizing SCION and OMH funding
- 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 October 28th

Dr. Jordan asked about board openings and Dr. McLoughlin stated that we have business openings right now. As we are having our annual meeting in December, Dr. McLoughlin suggested that Board members invite potential Board members to the meeting to start the discussion. This was met with affirmative nods.

Dr. McLoughlin turned the meeting over to Ms. Bertram who thanked the ED for her report and asked for any new business. A motion to adjourn was made and the meeting was adjourned.

Motion:	Theresa Giovannello
2 <sup>nd</sup> :	Peter Jordan
YES:	13
NO:	0
Abstained from voting:	0
PASSED:	YES
Certified	9/30/2025

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