



# Dutchess County Workforce Development Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

## DCWIB BOARD MINUTES

**June 27, 2024**

**8:00 AM**

**Attendees:** Sheila Appel, Linda Hannigan, Peter Jordan, Theresa Giovanniello, Adam Albertson, Johnnieanne Hansen, Liz Spira, Jeane Lipscomb, Brandon, Rich Kleban, La Quesha Matthews-Reed, Paul Mancarella

**Guests:** Louise McLoughlin, Laura Eldridge, Yulia Ovchinnikova,, [REDACTED] Taylor O'Donnell, Shiree Portis

Sheila Appel called the meeting to order. The ED confirmed that we had quorum. Ms. Appel welcomed everyone to the meeting and thanked everyone for attending the meeting. She welcomed two of our guests, Laura Eldridge and Yulia Ovchinnikova. Ms. Appel called the meeting to order and welcomed everyone. She asked if everyone had time to look at the minutes from the March 2024 Board Meeting. Everyone had. She asked if anyone had any questions or comments. There were no questions. Ms. Appel called for a motion to accept the February 2024 Executive Committee Meeting Minutes. Brandon Walker made the motion. Liz Spira seconded the motion. The motion carried.

**Motion to accept the March 2024 DCWIB Board Minutes**

Motion:	Brandon Walker
2 <sup>nd</sup> :	Liz Spira
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 9/19/2024

Ms. Appel asked Dr. McLoughlin to explain the next two motions. Dr. McLoughlin explained that the PY21 Modified Budget and the PY22 Modified Budget are being presented to reflect the actual spending in each budget line in PY21 and PY22. Ms. Appel asked for questions. Hearing none, she called for a motion. Paul Mancarella made a motion; Peter Jordan seconded the motion. The motion carried.

**Motion to accept PY21 Modified Budget**

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Peter Jordan
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram 9/19/2024

Ms. Appel asked for a motion regarding the PY22 Modified Budget. Theresa Giovanniello made the motion and Brandon Walker seconded the motion. The motion passed.

**Motion to accept PY22 Modified Budget**

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Brandon Walker
YES:	12
NO:	0
Abstained from voting:	0

PASSED:	DocuSigned by: Mary Jane Bertram	YES
CERTIFIED:	2B6F76E1CCC841E...	9/19/2024

Ms. Appel asked the ED to go through the PY24 Operating Budget. Most of the budget lines are in line with the PY23 budget however we are feeling increased prices likely due to the impact of the current economy. Three budget lines were increased more than others. There are increases in Conference Events, IT and Memberships. During COVID the DCWIB let several of our memberships lapse, these have been renewed and new organizations identified. In addition, staff did not attend in person conferences as much during the recent pandemic and in the months after. Due to new staffing and the need for training, additional funding was added to the conference events line to catch up on training and train new staff. The DCWIB is seeing an increase in IT costs. Last year we spoke to another IT provider and asked for a price for services. After several meetings, the quote came in higher than what we were currently paying for less services. This could be looked at again in PY24 if costs continue to go up. Ms. Appel asked for a motion regarding the PY22 Modified Budget. Brandon Walker made the motion and Peter Jordan seconded the motion. The motion passed.

**Motion to accept PY24 Operating Budget**

Motion:	Brandon Walker
2 <sup>nd</sup> :	Peter Jordan
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: Mary Jane Bertram
CERTIFIED:	2B6F76E1CCC841E... 9/19/2024

Ms. Appel asked Dr. McLoughlin to explain the next motion. Dr. McLoughlin explained that Smart Staffing Group (SSG) has had a youth contract with the DCWIB that was awarded through the RFP process. In an attempt to offer more target work experience, a new RFP was issued to change the work experience portion of the youth contract to a Pay for Performance model and to include a mechanism for youth to be paid for work experience. This was done for several reasons. We want to target work activities that both match the performance measures and assist youth transitioning into the workforce. We also need to address the challenge that we have had paying youth wages while they are in subsidized work. The RFP was issued multiple times and SSG was the only applicant. The most recent RFP is included in the Agenda Packet and the ED asked if there were any questions. Ms. Appel asked for a motion to accept Smart Staffing Group as Work Experience Provider (sole source)- takes the place of SSG's youth contract for PY24. This is a Pay for Performance Contract. Paul Mancarella made a motion, Johnnieanne Hansen seconded the motion. The motion carried.

**Work Experience Provider (sole source)- takes the place of SSG's youth contract for PY24. Issued 3/6/24-4/1/24 and reissued 4/23/24- 5/21/24.**

Motion:	Paul Mancarella
2 <sup>nd</sup> :	Johnnieanne Hansen
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: Mary Jane Bertram
CERTIFIED:	2B6F76E1CCC841E... 9/19/2024

Ms. Appel asked for the Executive Director's report.

**EXECUTIVE DIRECTOR’S REPORT**

The ED began the report explaining that the SWAPS required after our NYSDOL FOTA review for PY22 has been completed. The SWAPS were completed in February 2024. The DCWIB wrote four checks to County to cover the swaps. These checks totaled \$33,683.94. The swaps affected three non-WIOA funding streams SYEP 2023, TANF Computer Program and Way to Work for a total of \$32,984.24. The checks have been cashed.

The Current Operating Budget is tracking across most of our expense lines, we are likely to need a budget modification for this PY23 budget. The ED reported that as we come out of the COVID-19 Pandemic the needs of the organization changed including the need for staff training. The PY24 is more reflective of our current spending. The PY23 Amended Budget will be presented at a meeting later this (calendar) year.

The ED reviewed the 80% obligation rate and sought permission to seek a waiver. She explained that a waiver is not going to be needed as our calculations show that we will spend the PY22 Youth allocation and fully allocate (at 80% or higher) the PY23 allocation. The PY23 DW and Adult allocations are also tracking, on our internal documents, as being spent down. The ED explained that our records and NYSDOL will differ at this point as we are working on two big contracts that will obligate funding for health care and digital literacy up skilling (re-skilling). We have guests here today, who will explain further.

The DWIB is overseeing two youth in-school employment programs. Youth Employment Program (YEP) and Summer Youth Employment (SYEP). The YEP program is fully obligated and ends 6/30/2024. We expect to be underspent due to a difficulty in contracting with agencies. Many of the agencies stated that they were at full capacity and could not participate. The ED reached out to some newer agencies and worked with them to set up contracts, identify eligible youth and provide appropriate work experiences. We did receive approval to offer enrolled, eligible youth performance incentives and will if funding levels permit.

The SYEP Committee met in May. Each agency that submitted an RFP was invited to present to the committee. All agencies were available to present, except for one agency, Grow Green Young Composting was unavailable. The allocation for Dutchess County is \$601,494. The allocation for agencies is \$511,269.90. The admin portion is \$90,224.10. The DCWIB uses the admin portion for administration of the funding (RFP, Agency Mtgs and Fiscal), programming, youth supplies and the Youth Summit. We expect to serve 165 youth at an average cost of \$3,645.42 per youth.

The RFP was re-released for several weeks (rolling) until the remaining funding is/was allocated. Grow Green, declined the opportunity to present their program and instead said, they will reapply next year.

Below are the currently approved allocations, the SYEP committee will meet with newer agencies that apply for funding.

<b>ALLOCATION</b>	<b>\$601,494.00</b>
<b>PROGRAM</b>	<b>\$511,269.90</b>
<b>ADMIN</b>	<b>\$90,224.10</b>
<b>TOTAL</b>	<b>\$601,494.00</b>
<b>Number of youth</b>	<b>165</b>

<b>Cost per youth</b>	<b>\$3,645.42</b>
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<b>Recommendations</b>				
<b>1. Fund agencies at the levels below</b>				
<b>Round</b>	<b>Agency Name</b>	<b>Requested Funding Amount</b>	<b>Amt to fund</b>	<b># of youth to serve</b>
1	Poughkeepsie Farm Project	40,000.00	\$40,000.00	17
1	North East Community Center	58,677.76	\$45,000.00	15
1	The Art Effect: MADLab	107,071.60	\$64,200	15
1	The Art Effect: Spark Studios	64,064.00	\$65,640	15
1	Cornell Green Teen	34,353.91	\$34,353.00	12
1	Red Hook Community Center	47,772.40	\$47,772.00	16
1	Nubian Directions	74,051.00	\$74,000	20
1	GrowGreen Young Composting	30,193.86	0	0
2	SSG	86,394.00	\$50,000.00	17
	<b>Totals/Avg</b>	<b>542,578.53</b>	<b>420,965.00</b>	<b>127</b>

<b>TOTAL TO ALLOCATE</b>	<b>\$511,269</b>
<b>TOTAL ALLOCATED</b>	<b>\$420,965</b>
<b>TOTAL TO BE ALLOCATED</b>	<b>\$90,304</b>

Dr. McLoughlin welcomed our guests to the meeting; Laura Eldridge and Yulia Ovchinnikova and invited them to explain their programs. Ms. Eldridge reviewed the program offered by the Vassar Hospital Foundation. Dr. Ovchinnikova reviewed the Open Hub program. Dr. McLoughlin explained that we can offer a Letter of Commitment for the funding, to ensure that both programs can be made available to our youth, dislocated workers and adults who qualify under adult priority of service. The obligation term is 6/28/2023 through 6/30/2026 and available to individuals fully enrolled through WIOA. The Vassar Hospital Foundation is offering a 4-week Career Readiness training program for up to 40 individuals to train for jobs at Vassar Hospital. Successful candidates will then be employed and if applicable enroll in a training program. The DCWIB will obligate \$98,160 for this Career Readiness training program. As the funding is attached to an individual, individual contracts will be created as people are identified, apply and are accepted into the program. The DCWIB is also contracting with Open Hub to offer Digital Literacy Programming. Up to 200 individuals will be trained over a two-year period for up to \$90,000. Successful candidates will gain a better understanding of how to operate computers and explore careers. There will be further opportunities to learn coding and other skills needed for a job with an IT company. The ED explained that the Letters of Commitment are in the board packet and asked if there were any questions. While there were no questions, the board was positive about these partnerships. The DCWIB asked for permission to issue the letters and permission was granted. No one dissented.

The ED reviewed the 80% obligation rate and sought permission to seek a waiver. She explained that a waiver is not going to be needed as our calculations show that we will spend the PY22 Youth allocation and fully allocate (at 80% or higher) the PY23 allocation. The PY23 DW and Adult allocations are also tracking, on our internal documents, as being spent down. Permission was granted, with no dissent.

The ED reported on the Current Performance Measures. She stated that the Measurable Skills Gain measure for youth is below the passing level. DCWORKS staff has been working with youth staff to review the records as this is likely due to an OSOS data-entry error(s). The adult/dw measure had the same problem earlier this year and was corrected. This often happens with new measures as staff needs additional training. In addition, the Adult Priority of Service measure is low. The APoS is not a USDOL requirement, it was added by NYSDOL to ensure that the adults that are served need the funding. The DCWIB has a policy to ensure that we are serving adults who are low income, and we do. The challenge is gathering the documentation and entering it correctly in OSOS. Dutchess County is in line with the rest of the state in terms of where we are with this measure. We are working to increase the (%) measure and the ED will talk to NYSDOL reps to seek guidance to increase the percentages in this measure. This is important state-wide, and we will do our part.

The Childcare Coalition concluded the Childcare Summit yesterday and a full report will be available at the next meeting.

The ED said that this concludes her report.

Ms. Appel thanked the two guests present, Laura Eldridge and Yulia Ovchinnikova and said that she is looking forward to seeing these partnerships flourish. She also thanked the staff at the DCWIB and DCWORKS for their continued work to support workforce development in our county.

Ms. Appel asked if there was any new business, hearing none, she asked for a motion to adjourn. A motion was made by Theresa Giovanniello and Paul Mancarella seconded the motion. Ms. Appel asked for approval and the motion was approved and the meeting was adjourned.

Motion:	Theresa Giovanniello
2 <sup>nd</sup> :	Paul Mancarella
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-left: 1px solid black; padding-left: 5px;"> <small>DocuSigned by:</small>  <i>Mary Jane Bertram</i>  <small>2B8E76E1CC841E</small> </div> <div style="text-align: right;">                     9/19/2024                 </div> </div>

## PY21 Budget Amendment- Motion to Approve

	<b>APPROVED PY21 BUDGET</b>	<b>Final PY21 Expenses</b>	<b>PY21 Amendments</b>
<b>Personnel</b>			
Salaries	\$ 569,429.10	\$ 545,371.79	\$ 545,371.79
Benefits	\$ 165,130.60	\$ 126,248.41	\$ 126,248.41
Payroll Taxes/Insurance/Fees	\$ 65,773.18	\$ 58,937.32	\$ 58,937.32
Admin Fees - Staffline	\$ 7,285.69	\$ 6,088.16	\$ 6,088.16
<b>Total Personnel</b>	<b>\$ 807,618.57</b>	<b>\$ 736,645.68</b>	<b>\$ 736,645.68</b>
<b>Non-Personnel</b>			
Advertising/Marketing	\$ 270.00	\$ 235.64	\$ 270.00
Audit/Financial Review	\$ 2,000.00	\$ -	\$ 2,000.00
Board Expenses	\$ 1,500.00	\$ 758.45	\$ 1,500.00
Conference Events	\$ 5,000.00	\$ 17,630.50	\$ 17,630.50
Consultants	\$ 1,500.00	\$ 10,933.52	\$ 10,933.52
Insurance	\$ 9,856.00	\$ 11,486.91	\$ 11,486.91
IT	\$ 27,360.00	\$ 26,490.23	\$ 26,490.23
Legal Expenses	\$ 1,000.00	\$ -	\$ 1,000.00
Memberships, dues, subs	\$ 26,128.00	\$ 27,162.20	\$ 27,162.20
Mileage/Travel	\$ 3,500.00	\$ 5,585.40	\$ 5,585.40
Office Equipment	\$ 6,977.75	\$ 13,374.05	\$ 13,374.05
Office Supplies	\$ 6,000.00	\$ 9,651.95	\$ 9,651.95
COVID Related Expenses	\$ 750.00	\$ -	\$ 750.00
Postage	\$ 400.00	\$ 700.11	\$ 700.11
Program Materials/Publications	\$ 2,300.00	\$ -	\$ 2,300.00
Rent	\$ 70,448.00	\$ 81,576.17	\$ 81,576.17
Staff Trainings/Meetings	\$ 8,000.00	\$ 12,605.00	\$ 12,605.00
Telephone/Internet	\$ 4,640.00	\$ 5,271.48	\$ 5,271.48
Website Maintenance	\$ 1,000.00	\$ 920.00	\$ 1,000.00
<b>Total Non Personnel</b>	<b>\$ 178,629.75</b>	<b>\$ 224,381.61</b>	<b>\$ 231,287.52</b>

PY22 Budget Amendment- Motion to Approve

	PY22	PY22	PY22
	APPROVED	YTD	Amended Budget
<b>3 NEPTUNE STAFF</b>			
Salaries	\$430,595.06	\$307,724.19	\$307,724.19
Fringe	\$178,150.59	\$95,638.88	\$95,638.88
<b>Total 3 Neptune</b>	<b>\$608,745.65</b>	<b>\$403,363.07</b>	<b>\$403,363.07</b>
<b>191 MAIN STREET STAFF</b>			
Personnel			
Salaries	\$291,987.33	\$225,388.62	\$225,388.62
Fringe	\$127,531.86	\$71,853.86	\$71,853.86
<b>Total 191 Main Street</b>	<b>\$419,264.84</b>	<b>\$297,242.48</b>	<b>\$297,242.48</b>
<b>Total Personnel All Locations</b>	<b>\$1,028,010.49</b>	<b>\$700,605.55</b>	<b>\$700,605.55</b>
Advertising	\$270.00	\$2,536.34	\$2,536.34
Audit	\$2,000.00	\$0.00	\$2,000.00
Board Expenses	\$2,000.00	\$992.72	\$2,000.00
Conference Events	\$17,500.00	\$15,732.04	\$17,500.00
Consultants	\$1,500.00	\$1,075.00	\$1,500.00
Insurance	\$12,500.00	\$13,230.39	\$13,230.39
IT	\$30,000.00	\$39,377.83	\$39,377.83
Legal Expense	\$1,000.00	\$0.00	\$1,000.00
Memberships	\$50,000.00	\$38,653.03	\$50,000.00
Mileage	\$5,000.00	\$8,657.20	\$8,657.20
Office Equipment	\$7,000.00	\$17,986.93	\$17,986.93
Office & COVID Supplies	\$6,000.00	\$8,222.07	\$8,222.07
Laptops	\$7,500.00	\$14,968.57	\$14,968.57
Leases-VR GLASSES	\$0	\$68,250	\$68,250
Postage	\$700.00	\$0.00	\$700.00
Program Expense	\$3,000.00	\$2,347.00	\$3,000.00
Rent Neptune	\$33,244.80	\$28,516.80	\$33,244.80
Rent 191 Main	\$72,000.00	\$35,584.29	\$72,000.00
Staff Training	\$12,500.00	\$18,975.00	\$18,975.00
Telepone/Internet	\$4,640.00	\$3,473.65	\$4,640.00
Website Maintence	\$1,000.00	\$0.00	\$1,000.00
<b>Total Non-Personnel</b>	<b>\$236,110.00</b>	<b>\$249,153.50</b>	<b>\$379,789.13</b>
<b>TOTAL</b>	<b>\$1,264,374.84</b>	<b>\$985,654.14</b>	<b>\$1,080,394.68</b>

PY24 Operating Budget - Motion to Approve

<b>WIOA BUDGET</b>	<b>PY23</b>	
	<b>Approved</b>	<b>YTD</b>
<b>3 NEPTUNE STAFF</b>		
Salaries	\$334,984.75	\$ 254,060.76
Fringe	\$129,193.76	\$ 91,441.72
<b>Total 3 Neptune</b>	<b>\$464,178.51</b>	<b>\$ 345,502.48</b>
<b>191 MAIN STREET STAFF</b>		
Personnel		
Salaries	\$477,395.10	\$ 332,925.90
Fringe	\$223,476.01	\$ 108,270.05
<b>Total 191 Main Street</b>	<b>\$700,871.11</b>	<b>\$ 441,195.95</b>
<b>Total Personnel All Locations</b>	<b>\$1,165,049.62</b>	<b>\$ 786,698.43</b>
<b>Non Personnel</b>		
Advertising	\$1,800.00	\$ 331.02
Audit	\$2,000.00	
Board Expenses	\$2,000.00	
Conference Events	\$17,500.00	\$ 24,121.12
Consultants	\$12,000.00	\$ 3,000.00
Insurance	\$14,000.00	\$ 12,848.00
IT	\$34,000.00	\$ 42,998.11
Legal Expense	\$1,000.00	
Memberships	\$40,000.00	\$ 40,106.11
Mileage	\$8,500.00	\$ 5,617.23
Office Equipment	\$9,000.00	\$ 6,556.28
Office & COVID Supplies	\$7,000.00	\$ 6,592.55
Laptops	\$15,000.00	\$ 4,145.47
Leases-VR GLASSES	\$5,000.00	
Postage	\$750.00	\$ 688.91
Program Expense	\$3,000.00	\$ 1,993.00
Rent Neptune	\$33,424.80	\$ 22,027.50
Rent 191 Main	\$82,000.00	\$ 35,584.29
Staff Training	\$17,000.00	\$ 1,870.00
Telepone/Internet	\$3,500.00	\$ 2,785.48
Website Maintence	\$1,000.00	\$ 994.99
<b>Total Non-Personnel</b>	<b>\$309,474.80</b>	
<b>TOTAL</b>	<b>\$309,474.80</b>	<b>\$ 212,260.06</b>
<b>TOTAL BUDGET</b>	<b>\$1,317,621.95</b>	<b>\$ 998,958.49</b>





## WORK EXPERIENCE SCOPE

### **PARTICIPANTS**

Only WIOA enrolled participants are eligible for this program. WIOA enrolled youth are the primary targets of the Work Experience Opportunity Program (WEO). A limited number of Dislocated Workers may participate in Part I of the contract.

### **ELIGIBILITY**

Participants are deemed eligible by DCWORK and/or Youth One Stop and must be actively enrolled in OSOS.

### **TIMING**

Everything must be done in the present or future.

## **PART I. PAID WAGES FOR SUBSIDIZED EMPLOYMENT**

### **ALLOWABLE ACTIVITIES/EXPENSES**

**Allowable work experience expenditures include the following:**

- Direct wages/stipends (and related fringe) paid for WIOA Participants enrolled in an approved work experience (must follow current DCWIB policies):
- Participant work experience orientation sessions;
- Job Readiness Training
- Financial Literacy Training
- Digital Literacy Training

<b>WAGES FOR SUBSIDIZED EMPLOYMENT</b>		
Service	Amount	Eligible for Payment- (up to 45 day turnaround time)
Onboarding & Orientation including NYS HR required trainings	\$500	Upon invoice after onboarding completed
Wage	Varies	Every 2 weeks and/or monthly
Administrative Fee for Service	Up to 10% of wage	Upon invoice after wage is paid
Check Fee	\$50.00	Invoice after youth is paid
Job Readiness Training/Financial Literacy Training/Digital Literacy Training	\$125 per 90 minute session	

**PART II: OLDER YOUTH- PAY FOR PERFORMANCE CONTRACT**

This section is Pay for Performance. A WIOA Pay-for-Performance (PFP) contract strategy is a specific type of performance-based contract strategy that places a higher emphasis on performance outcomes and drives better results. In a PFP contract strategy, service providers are paid based on the achievement of specified levels of performance related to WIOA outcomes, rather than being paid for processes or outputs

**WHAT IS PAY FOR PERFORMANCE UNDER WIOA?**

A WIOA Pay-for-Performance (PFP) contract strategy is a specific type of performance-based contract that places a higher emphasis on performance outcomes and drives better results. In a PFP contract strategy, service providers are paid based on the achievement of specified levels of performance related to WIOA outcomes, rather than being paid for processes or outputs.

**TABLE 1**

<b>PAY FOR PERFORMANCE- EXAMPLE</b>		
<b>ACTIVITY/SERVICE</b>	<b>AMOUNT</b>	<b>Eligible for Payment- up to 45 day turnaround time</b>
<b>Internship Placement</b>	\$700	Upon proof of internship and invoice
<b>Subsidized Job Placement</b>	\$400	Upon proof of subsidized job placement and invoice
<b>Unsubsidized Job Placement</b>	\$500	Upon proof of unsubsidized job placement and invoice
<b>Youth Job Retention</b> <ul style="list-style-type: none"> <li>▪ 90 days</li> <li>▪ 2<sup>nd</sup> Qtr after exit</li> <li>▪ 4<sup>th</sup> Qtr after exit</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$500</li> <li>▪ \$500</li> <li>▪ \$500</li> </ul>	With Proof and at each milestone
<b>Youth earns Target Median Earnings</b>	\$500	With proof at milestone
<b>Job Shadow</b>	\$400	Upon proof of internship and invoice
<b>Job Readiness Training</b> <ul style="list-style-type: none"> <li>▪ Filling out the application</li> <li>▪ Completing a Job Search</li> </ul>	\$125 per 90 minute session	Monthly with proof of attendance and invoice

<ul style="list-style-type: none"><li>▪ <b>Mock Interviews</b></li><li>▪ <b>And other agreed upon and related trainings</b></li></ul>		
<b>Additional Activities may be agreed upon and added by DCWIB Staff</b>	TBD	Will be established at a future date.

DRAFT

**SWAPS**

The SWAPS were completed in February 2024. The DCWIB wrote four checks to County to cover the swaps. These checks totaled \$33,683.94. The swaps affected three non-WIOA funding streams SYEP 2023, TANF Computer Program and Way to Work for a total of \$32,984.24. The checks have been cashed.

8:35 AM  
06/12/24  
Accrual Basis

DC WIB  
**Register QuickReport**  
All Transactions

	Type	Date	Num	Memo	Account	Cir	Split	Amount
DC Commissioner of Finance	Bill Pmt -Check	02/09/2024	2990	TANF / Expenses that were paid to WIOA reimburs	SYEP 2023	✓	Accounts Payable	-5,435.13 Cashed
	Bill Pmt -Check	02/12/2024	2996	TANF Computer Program	TANF Computer Program	✓	Accounts Payable	-11,063.76 Cashed
	Bill Pmt -Check	02/21/2024	2997	Way to Work	Way to Work 2020	✓	Accounts Payable	-16,485.35 Cashed
	Bill Pmt -Check	02/26/2024	3005	Unrestricted Funding	Chase Checking	✓	Accounts Payable	-699.70 Cashed
Total DC Commissioner of Finance								-33,683.94
<b>TOTAL</b>								<b>-33,683.94</b>

PY 23- Current Operating Budget- To Review

	PY23	
	Final	YTD
<b>3 NEPTUNE STAFF</b>		
Salaries	\$334,984.75	\$ 254,060.76
Fringe	\$129,193.76	\$ 91,441.72
<b>Total 3 Neptune</b>	<b>\$464,178.51</b>	<b>\$ 345,502.48</b>
<b>191 MAIN STREET STAFF</b>		
Personnel		
Salaries	\$477,395.10	\$ 332,925.90
Fringe	\$223,476.01	\$ 108,270.05
<b>Total 191 Main Street</b>	<b>\$700,871.11</b>	<b>\$ 441,195.95</b>
<b>Total Personnel All Locations</b>	<b>\$1,165,049.62</b>	<b>\$ 786,698.43</b>
<b>TOTAL Offsets</b>	<b>\$156,902.47</b>	<b>\$ 100,878.60</b>
<b>TOTAL PERSONNEL ALL LOCATIONS MINUS OFFSETS</b>	<b>\$1,008,147.15</b>	
<b>Non Personnel</b>		
Advertising	\$1,800.00	\$ 331.02
Audit	\$2,000.00	
Board Expenses	\$2,000.00	
Conference Events	\$17,500.00	\$ 24,121.12
Consultants	\$12,000.00	\$ 3,000.00
Insurance	\$14,000.00	\$ 12,848.00
IT	\$34,000.00	\$ 42,998.11
Legal Expense	\$1,000.00	
Memberships	\$40,000.00	\$ 40,106.11
Mileage	\$8,500.00	\$ 5,617.23
Office Equipment	\$9,000.00	\$ 6,556.28
Office & COVID Supplies	\$7,000.00	\$ 6,592.55
Laptops	\$15,000.00	\$ 4,145.47
Leases-VR GLASSES	\$5,000.00	
Postage	\$750.00	\$ 688.91
Program Expense	\$3,000.00	\$ 1,993.00
Rent Neptune	\$33,424.80	\$ 22,027.50
Rent 191 Main	\$82,000.00	\$ 35,584.29
Staff Training	\$17,000.00	\$ 1,870.00
Telepone/Internet	\$3,500.00	\$ 2,785.48
Website Maintenance	\$1,000.00	\$ 994.99
<b>Total Non-Personnel</b>	<b>\$309,474.80</b>	
<b>TOTAL</b>	<b>\$309,474.80</b>	<b>\$ 212,260.06</b>

**TOTAL BUDGET \$1,317,621.95 \$ 998,958.49**

# 80% Obligation Rate

Bud Ref	Descr	Amt to OB	AMT still to ob
PY23	Administration	72,380.00	\$54,285.44
PY23	Adult - Formula	387,405.86	\$129,884.42
PY23	Dislocated Worker - Formula	424,750.28	\$178,013.98
PY22	Youth-Formula	165,648.50	\$165,648.50
PY23	Youth-Formula	473,922.58	\$473,922.58
<b>TOTAL LEFT TO SPEN OR OBLIGATE</b>			<b>\$1,001,754.92</b>

	<b>TOTAL Needed</b>	<b>\$129,884.42</b>	
<b>Adult</b>	Vassar Hospital	\$29,400.00	
	Open Hub	\$27,000.00	
	Workshops		
	Website Design		
	<b>TOTAL</b>	<b>\$56,400.00</b>	<b>\$73,484.42</b>

	<b>TOTAL Needed</b>	<b>\$178,013.98</b>	
<b>DW</b>	Vassar Hospital	\$49,000.00	
	Open Hub	\$45,000.00	
	Workshops		
	Website Design		
	<b>TOTAL</b>	<b>\$94,000.00</b>	<b>\$84,013.98</b>
	<b>TOTAL Needed</b>	<b>\$473,922.58</b>	
<b>Youth</b>	Chamber Foundation Contract	\$388,961.00	
	SSG Work Exp Contract		
	Vassar Hospital	\$19,600.00	
	Open Hub	\$18,000.00	
	<b>TOTAL</b>	<b>\$426,561.00</b>	<b>\$47,361.58</b>

**TOTAL VASSAR** 98,000.00  
**OPEN HUB** 90,000.00

### YOUTH EMPLOYMENT PROGRAM (YEP) BUDGET- To Review

<b>TOTAL BUDGET</b>	<b>\$456,172.00</b>		<b># YOUTH</b>	<b>COST PER YOUTH</b>
Admin	\$68,425.00			
Agencies	\$387,747.00		<b>118.00</b>	<b>\$3,865.86</b>
	<b>Original</b>		<b>6/10/2024 (modified)</b>	
<b>Agency Budgets</b>	<b>Award</b>	<b># youth</b>	<b>Award</b>	<b># of youth</b>
Art Effect 1	\$49,776.00	23	\$49,776.00	23
Art Effect 2	\$34,788.00	20	\$34,868.00	20
NECC	\$20,288.04	5	\$20,288.04	5
Modified NECC (additional Funds)	\$13,363.00	0	\$13,363.00	0
RHCC	\$11,429.33	7	\$27,294.19	7
Modified RHCC (additional Funds)	\$15,864.86	0		0
Love Quest	\$84,431.00	20	\$74,076.50	22
CM2	\$53,121.00	14	\$57,009.00	17
SSG	\$84,294.00	21	\$84,294.00	21
PFP	\$11,110.16	8	\$11,110.16	8
<b>Total (Agencies)</b>		<b>118</b>	<b>\$372,078.89</b>	<b>123</b>
<b>DCWIB ADMIN</b>			<b>\$68,425.00</b>	
<b>Uniforms/Supplies</b>			<b>\$7,639.12</b>	
<b>TOTAL</b>			<b>\$448,143.01</b>	
<b>UNDERSPENT</b>			<b>\$8,028.99</b>	
<b>If additional funding (youth incentive payments):</b>				
Youth Incentives (up to \$300 per youth)	\$30,000.00		\$30,000.00	
Youth Incentives (up to additional \$200 per youth)	\$20,000.00		\$20,000.00	
	<b>Spent To Date</b>	<b>Left to Spend</b>		
<b>DCWIB ADMIN</b>	<b>\$18,874.65</b>	<b>\$49,550.35</b>		

### SUMMER YOUTH EMPLOYMENT (SYEP) 2024

ALLOCATION	\$601,494.00
PROGRAM	\$511,269.90
ADMIN	\$90,224.10
TOTAL	\$601,494.00
Number of youth	165
Cost per youth	\$3,645.42

## SYEP 2024

<b>ALLOCATION</b>	<b>\$601,494.00</b>
<b>PROGRAM</b>	<b>\$511,269.90</b>
<b>ADMIN</b>	<b>\$90,224.10</b>
<b>TOTAL</b>	<b>\$601,494.00</b>
<b>Number of youth</b>	<b>165</b>
<b>Cost per youth</b>	<b>\$3,645.42</b>

### Recommendations

<b>1. Fund agencies at the levels below</b>				
Round	Agency Name	Requested Funding Amount	Amt to fund	# of youth to serve
1	Poughkeepsie Farm Project	40,000.00	\$40,000.00	17
1	North East Community Center	58,677.76	\$45,000.00	15
1	The Art Effect: MADLab	107,071.60	\$64,200	15
1	The Art Effect: Spark Studios	64,064.00	\$65,640	15
1	Cornell Green Teen	34,353.91	\$34,353.00	12
1	Red Hook Community Center	47,772.40	\$47,772.00	16
1	Nubian Directions	74,051.00	\$74,000	20
1	GrowGreen Young Composting	30,193.86	0	0
2	SSG	86,394.00	\$50,000.00	17
	<b>Totals/Avg</b>	<b>542,578.53</b>	<b>420,965.00</b>	<b>127</b>

<b>TOTAL TO ALLOCATE</b>	<b>\$511,269.00</b>
<b>TOTAL ALLOCATED</b>	<b>\$420,965.00</b>
<b>TOTAL TO BE ALLOCATED</b>	<b>\$90,304.00</b>

**2. Keep SYEP RFP open for another week or two to allow for additional applications and to allow GrowGreen Young Composting the opportunity to come in to present**



# SYEP 2024

ALLOCATION	\$601,494.00
PROGRAM	\$511,269.90
ADMIN	\$90,224.10
TOTAL	\$601,494.00
Number of youth	165
Cost per youth	\$3,645.42

Boar	Agency Name	Requested Funding Amount	#t of Youth Served	2023 Budget Request	2023 Contract Amt	# of youth	Cost per youth	Actual Spent	# of youth	Cost per youth
1	Poughkeepsie Farm Project	\$40,000.00	17	\$ 40,000.00	\$25,000	11	\$2,273	\$24,995.80	11	\$2,272.35
1	North East Community Center	\$58,677.76	15	\$ 55,782.73	\$42,000	11	\$3,818	\$41,939.51	11	\$3,812.68
1	The Art Effect: MADLab	\$107,071.60	25	\$ 61,900.08	\$62,000	13	\$4,769	\$63,060	13	\$4,850.77
1	The Art Effect: Spark Studios	\$64,064.00	15	\$ 62,054.08	\$62,000	15	\$4,133	\$65,640	15	\$4,376.00
1	Cornell Green Teen	\$34,353.91	12	\$ 24,410.00	\$24,410.00	10	\$2,441	\$26,934.73	10	\$2,693.47
1	Red Hook Community Center	\$47,772.40	16	\$ 45,455.00	\$45,455.00	15	\$3,030	\$46,111.39	15	\$3,074.09
1	Nubian Directions	\$74,051.00	20		\$62,000	17	\$3,647	\$62,000	17	\$3,647.06
1	GrowGreen Young Composting	\$30,193.86	15	\$ -	0	0	\$0	0	0	0
2	SSG	\$86,394.00	17	\$ 39,780.70	\$39,780.70	17	\$2,340	\$36,546.86	17	\$2,149.82
				\$ 24,122.58	\$13,778.62	3	\$4,593	11,658.06	3	\$3,886.02
				\$ 96,333.11	\$55,000	21	\$2,619	55,041.56	21	\$2,621.03
	<b>Totals/Avg</b>	<b>\$542,578.53</b>	<b>152</b>	<b>\$ 449,838.28</b>	<b>\$431,424</b>	<b>133</b>		<b>\$433,927.91</b>	<b>133</b>	
<b>We have \$511,269.90 to allocate</b>										

## PY24 LOCAL AREA PROJECTED NOA DISTRIBUTIONS WIOA Formula Funds

LWDA	YOUTH	ADULT - BASE	DW - BASE	ADULT - ADVANCE	DW - ADVANCE	TOTAL
Effective Date >1	04/01/24	07/01/24	07/01/23	10/01/24	10/01/24	
Capital Region	\$ 1,440,976.04	\$ 251,641.10	\$ 607,170.16	\$ 836,375.35	\$ 1,082,800.37	\$ 4,218,963.02
Broome/Tioga	\$ 630,891.85	\$ 127,662.85	\$ 227,159.68	\$ 424,310.90	\$ 405,106.51	\$ 1,815,131.79
Allegany/Cattaraugus	\$ 443,158.24	\$ 84,037.72	\$ 147,762.36	\$ 279,314.76	\$ 263,512.85	\$ 1,217,785.93
Cayuga/Cortland	\$ 331,017.76	\$ 64,880.42	\$ 169,475.99	\$ 215,641.98	\$ 302,235.97	\$ 1,083,252.12
Chautauqua	\$ 373,375.48	\$ 78,373.14	\$ 197,045.72	\$ 260,487.49	\$ 351,402.61	\$ 1,260,684.44
Chemung/Schuy/Steuben	\$ 500,622.97	\$ 115,533.83	\$ 239,376.34	\$ 383,997.87	\$ 426,893.16	\$ 1,666,424.17
Chenango/Del/Otsego	\$ 412,886.12	\$ 76,484.94	\$ 167,194.96	\$ 254,211.74	\$ 298,168.09	\$ 1,208,945.85
North Country	\$ 454,314.18	\$ 106,840.28	\$ 180,310.87	\$ 355,103.24	\$ 321,558.42	\$ 1,418,126.99
Columbia/Greene	\$ 197,204.54	\$ 43,756.26	\$ 93,587.94	\$ 145,431.95	\$ 166,900.59	\$ 646,881.28
Dutchess	\$ 576,564.73	\$ 109,488.99	\$ 231,480.47	\$ 363,906.74	\$ 412,812.02	\$ 1,694,252.95
Erie County	\$ 2,364,711.40	\$ 508,841.89	\$ 962,944.72	\$ 1,691,229.32	\$ 1,717,272.96	\$ 7,245,000.29
Fulton/Mont/Schoharie	\$ 352,516.19	\$ 80,195.77	\$ 165,396.46	\$ 266,545.34	\$ 294,960.72	\$ 1,159,614.48
GLOW	\$ 483,366.11	\$ 108,269.53	\$ 264,577.31	\$ 359,853.64	\$ 471,835.45	\$ 1,687,902.04
Hempstead/Long Beach	\$ 1,398,095.38	\$ 314,594.00	\$ 731,530.05	\$ 1,045,610.83	\$ 1,304,578.29	\$ 4,794,408.55
Jefferson/Lewis	\$ 398,824.98	\$ 92,600.15	\$ 170,331.38	\$ 307,773.58	\$ 303,761.43	\$ 1,273,291.52
Monroe County	\$ 1,990,231.94	\$ 404,125.83	\$ 684,286.45	\$ 1,343,186.30	\$ 1,220,326.15	\$ 5,642,156.67
New York City	\$ 34,032,774.46	\$ 8,011,224.22	\$ 11,034,143.66	\$ 26,626,772.55	\$ 19,677,803.14	\$ 99,382,718.03
Niagara County	\$ 649,543.19	\$ 144,604.14	\$ 279,294.33	\$ 480,618.38	\$ 498,081.13	\$ 2,052,141.17
Herk/Madison/Oneida	\$ 896,600.86	\$ 198,548.78	\$ 380,580.74	\$ 659,913.27	\$ 678,710.83	\$ 2,814,354.48
Onondaga County	\$ 1,027,857.50	\$ 209,287.88	\$ 387,248.36	\$ 695,606.64	\$ 690,601.57	\$ 3,010,601.95
Finger Lakes	\$ 518,402.75	\$ 107,981.06	\$ 276,333.38	\$ 358,894.85	\$ 492,800.70	\$ 1,754,412.74
Orange County	\$ 697,246.47	\$ 154,189.35	\$ 353,910.26	\$ 512,476.56	\$ 631,147.88	\$ 2,348,970.52
Oswego County	\$ 417,418.22	\$ 85,703.00	\$ 153,399.13	\$ 284,849.63	\$ 273,565.21	\$ 1,214,935.19
Oyster Bay	\$ 672,436.12	\$ 151,343.95	\$ 428,416.53	\$ 503,019.35	\$ 764,019.06	\$ 2,519,235.01
Rockland County	\$ 568,836.91	\$ 118,116.99	\$ 227,949.26	\$ 392,583.46	\$ 406,514.62	\$ 1,714,001.24
Saratoga/Warren/Wash	\$ 553,148.87	\$ 125,302.61	\$ 309,605.68	\$ 416,466.20	\$ 552,137.05	\$ 1,956,660.41
St. Lawrence County	\$ 386,739.38	\$ 78,202.68	\$ 116,814.95	\$ 259,920.93	\$ 208,322.61	\$ 1,050,000.55
Suffolk County	\$ 2,523,102.56	\$ 584,684.32	\$ 1,547,567.80	\$ 1,943,305.55	\$ 2,759,863.86	\$ 9,358,524.09
Sullivan County	\$ 154,788.72	\$ 38,471.94	\$ 88,170.50	\$ 127,868.55	\$ 157,239.37	\$ 566,539.08
Tompkins County	\$ 417,708.74	\$ 34,931.58	\$ 60,710.44	\$ 116,101.50	\$ 108,268.30	\$ 737,720.56
Ulster County	\$ 359,430.56	\$ 81,480.79	\$ 150,591.71	\$ 270,816.34	\$ 268,558.59	\$ 1,130,877.99
Westchester Bal./Putnam	\$ 1,311,694.92	\$ 287,005.39	\$ 660,642.72	\$ 953,915.05	\$ 1,178,160.96	\$ 4,391,419.04
Yonkers City	\$ 567,384.31	\$ 134,048.62	\$ 237,950.69	\$ 445,535.16	\$ 424,350.73	\$ 1,809,269.51
<b>Total</b>	<b>\$ 58,103,872.45</b>	<b>\$ 13,112,454.00</b>	<b>\$ 21,932,961.00</b>	<b>\$ 43,581,645.00</b>	<b>\$ 39,114,271.20</b>	<b>\$ 175,845,203.65</b>

<1 As a point of reference, PY23 Youth funds were NOA'd to local areas on June 30, 2023.

<1 As a point of reference, PY23 Adult & DW (base) funds were NOA'd to local areas on August 3, 2023.

<1 As a point of reference, PY23 Adult & DW (advance) funds were NOA'd to local areas on November 15, 2023.



## **Dutchess County Workforce Investment Board**

“Building Partnerships for Workforce Solutions”

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Dutchess County Workforce Investment Board  
3 Neptune Road  
Poughkeepsie, NY 12601

6/28/2024

Grace Linhard  
Chief Development Officer  
The Vassar Hospital Foundation  
45 Reade Place  
Poughkeepsie, NY 12601

Dear Ms. Linhard,

Let this serve as a Letter of Commitment (Obligation) to provide funding for up to 40 individuals to participate in the Academy for Career Readiness program. The DCWIB commits \$98,160 for adults, dislocated workers and youth as defined by the Workforce Innovation Act (WIOA) to be trained and considered for employment at Vassar Brothers Medical Center.

The following includes the policy that governs the DCWIB’s ability to fulfill this contract:

- Obligation Term is 6/30/2024-6/30/2026
- Individuals participate in the Academy for Career Readiness training program
- Amount is up to \$98,160
- Includes up to 40\* individuals
- Each individual is allocated \$2,454
- Individuals are adults, dislocated worker or youth as defined by WIOA
  - Eligible youth are ages 18-24
- Individuals will have a high school diploma or equivalency
- Invoices for the individual may be provided at the end of the 4-weeks. Contracts will be prorated and billed if an individual drops out. Additional individuals may be enrolled if there is remaining funding. NOTE: The DCWIB has a 45-day cycle for invoices.
- WIOA training funding is tied directly to the individual and not to an agency, business or organization.

- Individuals must be registered at DCWORKS and entered in the OSOS system prior to the start date of the training. This may require multiple visits by the individual to DCWORKS located at 191 Main Street in Poughkeepsie.
- DCWORKS staff requires a minimum of 30-days to assess and enroll individuals referred (if all appointments are met).
- Contracts will be developed for each individual and will be signed by the individual, DCWORKS staff, a designee of Vassar Medical Center and the DCWIB Executive Director prior to the start date. Contracts cannot be signed retrospectively.
- The intent is for 20 individuals to be trained from 6/30-24-6/30/25 and 20 individuals from 7/1/25-6/30/26 however the DCWIB agrees to being flexible as long as the total of all contracts does not exceed \$98,160.
- Contract will be paid out per individual upon receipt of an invoice accompanied by a certificate of completion and attendance records.
- The DCWIB requests proof of industry recognized credential attainment if the individual is hired. Examples of industry recognized credentials will be provided by the DCWIB. The DCWIB will work with the individual to sign a release so this information can be released. The DCWIB recognizes that the individual needs to agree to release of their information.
- Additional individuals may be able to participate and should be directed to DCWORKS to learn more about training opportunities and scholarships.

#### **CANCELLATION TERMS OF AGREEMENT**

- All individual awarded contracts will be fulfilled based on the terms listed above. Meaning, once a contract is signed for the individual, it is considered executed and the funding is firmly attached. If an individual drops out, the amount billed will be prorated.
- As this funding is provided with federal funds and issued through NYS, the amount and availability of funding can be changed by USDOL or NYSDOL. This may occur for funding not securely attached to an individual. While unlikely, this could occur.
- If there are substantial changes in the Academy for Career Readiness, the DCWIB reserves the right to cancel this contract. Examples include program content, ability to interview and potentially to hire graduates and staffing. It is understood that

programming may change with the job market and the DCWIB will work with the team to offer relevant training for participants.

- As the program is 4 weeks, funding will be reviewed 6/5/2026 and any funds not obligated to an individual will be rescinded.

Sincerely,  
DocuSigned by:

*Sheila Appel*

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Sheila Appel

Board Chair

Dutchess County Workforce Investment Board Chair

DocuSigned by:

*Louise McLoughlin*

CAEB6661682049C...

Louise McLoughlin, DPA,

Executive Director

Dutchess County Workforce Investment Board



## **Dutchess County Workforce Investment Board**

“Building Partnerships for Workforce Solutions”

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Dutchess County Workforce Investment Board  
3 Neptune Road  
Poughkeepsie, NY 12601

6/28/2024

Yulia Ovchinnikova, PhD  
Open Hub Project Founder  
78 Susan Drive  
Newburgh, NY 12550

Dear Ms. Ovchinnikova,

Let this serve as a Letter of Commitment (Obligation) to provide funding for up to 200 individuals to participate in the DCWIB/DCWORKS Employment Digital Literacy Program.

The DCWIB commits \$90,000 for adults, dislocated workers and youth as defined by the Workforce Innovation Act (WIOA) to be trained in digital literacy skills.

The following includes the policy that governs the DCWIB’s ability to fulfill this contract:

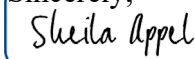
- Obligation Term is 6/30/2024-6/30/2026
- Individuals participate Open Hub training program
- Amount is up to \$90,000
- Includes up to 200 individuals
- Each individual is allocated \$450.00
- Individuals are adults, dislocated worker or youth as defined by WIOA
  - Eligible youth are ages 18-24
  - Adults/Dislocated workers are ages 18+
- WIOA training funding is tied directly to the individual and not to an agency, business or organization.
- Individuals must be registered at DCWORKS and entered in the OSOS system prior to the start date of the training. This may require multiple visits by the individual to DCWORKS located at 191 Main Street in Poughkeepsie.

- DCWORKS staff requires a minimum of 30-days to assess and enroll individuals referred (if all appointments are met).
- Contracts will be developed for each individual and will be signed by the individual, DCWORKS staff, a designee of Open Hub and the DCWIB Executive Director prior to the start date. Contracts cannot be signed retrospectively.
- The intent is for 200 individuals to be trained from 6/30-24-3/31/2026
- Contract will be paid out per individual upon receipt of a certificate of completion, attendance records and proof of credential attainment.
- Additional individuals may be able to participate and should be directed to DCWORKS to learn more about training opportunities and scholarships.

#### **CANCELLATION TERMS OF AGREEMENT**

- All individual awarded contracts will be fulfilled based on the terms listed above. Meaning, once a contract is signed for the individual, it is considered executed and the funding is firmly attached. If an individual drops out in the first two-weeks, the amount billed will be prorated.
- As this funding is provided with federal funds and issued through NYS, the amount and availability of funding can be changed by USDOL or NYSDOL. This may occur for funding not securely attached to an individual. While unlikely, this could occur.
- If there are substantial changes in the Academy for Career Readiness, the DCWIB reserves the right to cancel this contract. Examples include program content, ability to interview and potentially hire graduates and staffing. It is understood that programming may change with the job market and the DCWIB will work with the team to offer relevant training for participants.
- Funds not used (paid) or obligated by 4/30/2026 will be rescinded.

Sincerely,  
Signed by:

  
C97A8EFD42F3460...

Sheila Appel

Board Chair

Dutchess County Workforce Investment Board Chair

DocuSigned by:

*Louise McLoughlin*

CAEB6661682049C...

Louise McLoughlin, DPA

Executive Director

Dutchess County Workforce Investment Board