



WIB

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”

DUTCHESS COUNTY WORKFORCE DEVELOPMENT

MARCH BOARD MEETING MINUTES AGENDA

Date: March 8, 2023

Time: 8:30 AM

Location: 3 Neptune Rd, Poughkeepsie NY 12601

Attendees: Sheila Appel, Jason Schetelick, Rich Kleban, Angela Patella, Brandon Walker, Peter Jordan, Michele Caraway, Theresa Giovanniello, Paul Mancarella, Nicole Fenichel-Hewitt, Mary Jane Bertram, Laine Belmonte and Johnnieanne Hansen.

Guests: Adam Albertelli, Louise McLoughlin, Amanda Dushaj, Shiree Portis, Zoey Nazak

1. Call to Order and quorum was established by Sheila Appel. Ms. Appel welcomed all the Board Members and guests and made a motion to accept the December 2022 Meeting minutes. The motion was approved.

| | |
|------------------------|--------------------------|
| Motion: | Sheila Appel |
| 2 nd : | Paul Mancarella |
| YES: | 13 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | YES |
| CERTIFIED: | <i>Mary Jane Bertram</i> |

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Mary Jane Bertram

6/25/2023

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2. Executive Director's Report

Louise McLoughlin

- By-Laws Report/Recommendation- A motion was made to accept the new by-laws as presented. The new by-laws added language based on our new attendance/quorum policy from the December 2022 meeting and clarified language on terms. Discussion was around the clarification of language and the Board was in agreement that the previous wording was vague. The up-dated by-laws were accepted.

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|------------------------|--------------------------|
| Motion: | Brandon Walker |
| 2 nd : | Michele Caraway |
| YES: | 13 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | YES |
| CERTIFIED: | <i>Mary Jane Bertram</i> |

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- RFP/RFQ's (Center Operator, Systems Operator, SYEP and ND Hub Website) – The RFQ for website development will go out in March. The RFP's for System Operator, Center Operator and Summer Youth Employment (SYEP) will be issued in March. Also RFP's and RFQ's are posted on BidNet, emailed to the Board and Dutchess County Government as well as community partners. Letters of Intent were requested for Center Operator and System Operator. If LOI's are not received on the due date, the DCWIB will re-issue the RFP.

- VR Technology recommendation from procurement- Jason Scheletick did a presentation on using VR glasses with youth. The Board discussed the need to engage youth and adult job seekers. VR technology will be used throughout the County to allow individuals to explore career opportunities and to practice skills learned in training programs.
- Fiscal Report (See attached)
 - PY22 Operating budget- we reviewed where we were with the PY22 operating budget as of February 24, 2023. This budget was based off of spending during the pandemic. We also need to double check the line items to ensure that the recording is in the correct line.
 - We are on target to spend all of our DWDR funding. This is to be spent by 3/31/23 and it will be fully expended. In addition all of the PY21 funds (Adult, DW, Admin and Youth) will be fully expended or accrued by 6/30/23. In addition we will reach the youth work experience (20% of funds) requirement. We are working towards the 80% obligation for PY22. We have until 9/30/23 to expense or accrue our DWER funding.
 - We are working with an independent fiscal contractor to go through our record keeping.
 - We have gone through our NOA's and Resolutions for the last several years and created spreadsheets for ongoing tracking.
 - SYEP 2022 was fully expended.
 - We received a rent invoice for 191 Main Street. It was at the original rate. NYSDOL would like to discuss the rent with us. A subcommittee will meet with NYSDOL and report back to the Board.
- Gun Violence Prevention
 - The GVP program has a hard stop 3/31/2023. There is a possible re-start in April 2023. We are waiting to see if it is in the NYS Budget for 2023.
 - The youth were offered incentives in the program. It came to our attention that a formal policy was required.
 - MOTION- Acceptance of Youth Incentive Policy for Gun Violence Prevention Program (accepted by Executive Committee February 23, 2023)

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|------------------------|--------------------------|
| Motion: | Paul Mancarella |
| 2 nd : | Theresa Giovanniello |
| YES: | 13 |
| NO: | 0 |
| Abstained from voting: | 0 |
| PASSED: | YES |
| CERTIFIED: | <i>Mary Jane Bertram</i> |

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- WIOA Performance
 - The Board reviewed the negotiated performance measure table (see chart below)
 - After one quarter, July-October 2022, we are passing all of our measures except the youth Measureable Skills Gain Measure. This is likely caused by missing a check mark in OSOS rather than a deficiency in the program. The DCWIB is working with the provider to rectify the situation.
 - There is a full explanation of this in the ED report this month.

PY22 and PY23 Proposed & Negotiated Performance Indicators

| Dutchess | | | | | | |
|--|---------------|-----------------|-------------------|-----------------|---------------|-----------------|
| Program Year 2022 | | | | | | |
| | Adult | | Dislocated Worker | | Youth | |
| | 2022 Proposed | 2022 Negotiated | 2022 Proposed | 2022 Negotiated | 2022 Proposed | 2022 Negotiated |
| TARGET OUTCOME | | | | | | |
| Employment Rate 2nd Qtr After Exit | 63.5% | 63.5% | 55.5% | 55.5% | 61.0% | 61.0% |
| Employment Rate 4th Qtr After Exit | 59.5% | 59.5% | 58.0% | 58.0% | 59.0% | 59.0% |
| Median Earnings 2nd Qtr After Exit | \$6,400 | \$6,000 | \$7,000 | \$6,800 | \$3,500 | \$3,400 |
| Credential Attainment 4th Qtr After Exit | 57.5% | 55.0% | 47.5% | 47.5% | 58.5% | 54.0% |
| Measurable Skill Gains | 51.0% | 51.0% | 51.0% | 51.0% | 51.0% | 51.0% |

| Program Year 2023 | | | | | | |
|--|---------------|-----------------|-------------------|-----------------|---------------|-----------------|
| | Adult | | Dislocated Worker | | Youth | |
| | 2023 Proposed | 2023 Negotiated | 2023 Proposed | 2023 Negotiated | 2023 Proposed | 2023 Negotiated |
| TARGET OUTCOME | | | | | | |
| Employment Rate 2nd Qtr After Exit | 64.0% | 64.0% | 56.0% | 56.0% | 61.5% | 61.5% |
| Employment Rate 4th Qtr After Exit | 60.0% | 60.0% | 58.5% | 58.5% | 59.5% | 59.5% |
| Median Earnings 2nd Qtr After Exit | \$6,500 | \$6,400 | \$7,100 | \$7,000 | \$3,600 | \$3,400 |
| Credential Attainment 4th Qtr After Exit | 58.0% | 57.0% | 48.0% | 48.0% | 59.0% | 55.0% |
| Measurable Skill Gains | 51.5% | 51.5% | 51.5% | 51.5% | 51.5% | 51.5% |

- Upcoming
 - VR Tech
 - Neurodiversity Hub/Think Jobs
 - Elevate- A Leadership Summit

3. New Business
No new business.

Sheila Appel

4. Adjourn

Sheila Appel

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|------------------------|--------------------------|
| Motion: | Brandon Walker |
| 2 nd : | Michele Caraway |
| YES: | 13 |
| NO: | 0 |
| Abstained from voting: | 0 |
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