



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 BOARD MEETING MINUTES

Attendees: Sheila Appel; chair, Michele Caraway, Mary Jane Bertram, Theresa Giovanniello, Nicole Fenichel-Hewitt, Johnnieanne Hansen, Donald Lucarello, Paul Mancarella, Louise McLoughlin; DCWIB, Rita McPeck, Angela Patella, Jason Schetelick, Brandon Walker

Guests: Rachel Adler, Adam Albertelli, Laine Belmonte, Alyssa Bergenson, Lydia Biskup, Frank Castella, Jr., Melissa Clark, Cecilia Cook, Tashena Dixon, Amanda Dushaj, Adyna Gamoba, Ron Hicks, Sandra Jackson, Debra Kirkhus, Paloma Krakower, Brendan Lanigan, Sarah Lee, Lori Lentini, Robin Loise, Kelly Lyndgaard, Sarah Moore, Taylor O'Donnell, Shiree Portis, Briana Ramona Gigante, Christine Sergent, Nancy Sheehan, Sue Serino, Amy Van Tassel, Sarah Ugolini, Beatiz Urciuoli, Christopher White and Karen Williams

Date: December 8, 2022/8:30 AM – 11:00 AM

Location: IBM, 705 Development Court, Poughkeepsie NY (100% in person)

1. Call to Order, established quorum

- Welcome

Sheila Appel

Sheila Appel welcomed the Board Members and the guests in attendance to the Annual Meeting.

- Review and Adoption of Prior Meeting Minutes June 30, 2022
June's meeting minutes were accepted by the Board.

Motion:	Angela Patella
2 nd :	Paul Mancarella
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i>

DocuSigned By

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2. MOTION- Videoconferencing Policy

It was brought to our attention minutes prior to the meeting, by Ms. Rachel Adler from NYSDOL that the DCWIB as a Non-Profit is subject to different requirements regarding videoconferencing. Ms. Adler was able to explain the guidelines to the membership. It was recommended that for full transparency that the DCWIB policy reflects that having a half quorum in person and a half quorum via videoconferencing would be sufficient. Anyone on videoconferencing would be required to state the extraordinary circumstance that applies to their situation to the Board Chair or an Officer of the Board as in person is preferred. Meetings with attendance via videoconference will be recorded. A motion was made to accept the videoconferencing policy and approved by the Board.

Motion:	Paul Mancarella
2 nd :	Theresa Giovanniello

YES:	12
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i>

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3. Executive Director’s Report

Louise McLoughlin

1. Fiscal Report-

- Available Cash Balance (NYSDOL)-
The People Soft report was reviewed by Louise McLoughlin with an explanation regarding the Dislocated Worker funding. Points were made that within the Dislocated Worker formula there are sub-categories within the County accounting system (LOGOS) and our fiscal team needs to meet with County to better understand the reporting guidelines. It was also mentioned that our current fiscal report could be updated in terms of the information provided. L. McLoughlin met with the treasurer on 12/7/22 and it was suggested that a new report was created. This will be worked on at the first Executive Committee meeting in January- any Board member interested in attending was invited.
- SYEP - Status Report
The Summer Youth Employment program is widening down. We are currently working with the agencies on their final numbers and getting their final allocation checks ready.

2. Programming and Partnerships

- An update was provided. One thing that was done and two things upcoming.
 - Completed the Think Jobs Round Table event in November. We had three guest speakers and over 30 attendees. We also launched our Neurodiversity Hub at this event.
 - Podcast series. We have taped 5 episodes and have 2 more scheduled this month.
 - Authentic Stem- Launching the Authentic Stem program. This is a partnership with North Country’s Workforce Development Board, the DCWIB, BOCES, Bristol Meyer Squibb and Seigen University (in Germany)

Adjourn

Meeting was adjourned prior to the panel discussion.

Motion:	Theresa Giovannello
2 nd :	Rita McPeck
YES:	12
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i>

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12/12/2022

Panel Discussion

Sheila Appel

A panel discussion was held as part of our Annual Meeting.

PANELISTS

Sheila Appel, Senior Leader, External Affairs
IBM (MODERATOR)

Chris White, Deputy Commissioner for Workforce Development
New York State Department of Labor

Jason Schetelick, District Superintendent,
Dutchess County BOCES

Ron Hicks, Assistant County Executive
Dutchess County Government

Sarah Lee, CEO
Think Dutchess

Frank M. Castella, Jr., President and CEO of the Dutchess County Regional Chamber of Commerce and
The Chamber Foundation



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VIDEOCONFERENCING POLICY- 12/8/2022 (Approved)

QUORUM-

When the DCWIB Board Meeting or Executive Committee Meeting is held as a hybrid meeting (members attending in-person and members attending remotely), 50% of the quorum may be in person and 50% may attend via video conferencing.

EXTRA ORDINARY CIRCUMSTANCES-

At the discretion of the Board Chair or an Officer of the Board, individual Board members may attend a meeting via videoconferencing due to “extraordinary circumstances”. “Extraordinary circumstances” include disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event approved by the Board Chair or an Officer of the Board which precludes a Board member’s physical attendance at any meeting.

PHYSICAL LOCATION-

The DCWIB will have at least one physical location, posted for the public to attend.

RECORDINGS-

Hybrid meetings will be recorded and will be posted with a link to the recording on the DCWIB website

FISCAL REPORT

People Soft (NYSDOL Accounting System) REPORT -All available WIOA funding.

Printed 12/1/2022

Available Cash
Budgets

Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt
WIA01	36230	PY21	110	Adult - Formula	\$ 80,822.26
WIA01	36230	PY22	110	Adult - Formula	\$ 432,229.48
WIA01	36230	PY21	120	Dislocated Worker - Formula	\$ 15,585.79
WIA01	36230	PY22	120	Dislocated Worker - Formula	\$ 414,067.86
WIA01	36230	PY21	130	Youth-Formula	\$ 418,196.61
WIA01	36230	PY22	130	Youth-Formula	\$ 586,243.44
WIA01	36230	PY21	200	Gun Violence Prevention	\$ 259,537.15 Exp.3/31/23
WIA01	36230	PY21	140	Administration	\$ 27,694.74
WIA01	36230	PY22	140	Administration	\$ 163,871.22
WIA01	36230	PY20	196	CV19 ER-NDWG	\$ 59,075.70
WIA01	36230	PY20	197	CV19 DR-NDWG	\$ 51,030.00 Exp 3/31/23
WIA01	36230	PY20	345	RR - NY SCION	\$ 31,722.06 Exp 12/31/22
WIA01	36230	FY21	176	TAA Training	\$ 24,581.30
				TOTAL	\$ 2,564,657.61

Copy of Oct '22 Dutchess Desk Review
AER-WIOA

PY	<u>Program</u>	<u>Monthly Cash Expenditures</u>	<u>Total Obligations</u>	<u>YTD Cash Expenditures</u>	<u>Total Accrued Expenditures</u>
22	Adult-Formula	28,205.07	84,351.38	28,205.07	42,098.32
	Dislocated Worker-Formula	16,601.57	55,145.03	16,601.57	27,262.97
	Dislocated Worker Transfer for Adult				
	Youth-Formula				
	Administration	2,241.27	5,092.00	2,241.27	5,092.00
		47,047.91	144,588.41	47,047.91	74,453.29
21	Adult-Formula	1,064.32	404,824.33	362,476.39	362,476.39
	Dislocated Worker-Formula	1,064.31	398,032.32	388,400.57	388,400.57
	Dislocated Worker Transfer for Adult				
	Youth-Formula	10,841.06	558,339.83	78,947.01	82,059.38
	Administration		126,870.36	123,179.10	123,179.10
	TAA - Training				
	TAA - Relocation				
	Gun Violence Prevention	11,733.14	294,008.16	69,342.83	71,858.16
	Opioid NDWG		4,705.00	4,705.00	4,705.00
Total		24,702.83	1,786,780.00	1,027,050.90	1,032,678.60

**DUTCHESS LWDA
80% Calculation
July-22**

<u>PY</u>	<u>Program</u>	<u>Current NOA per FOTA</u>	-	<u>June '21 Total Accrued Expenses per AER</u>	=	<u>Total Funding for 7/1/21-6/30/22</u>	x	80%	=	<u>80% of Available Funding</u>
2022 Adult		103,487.98				103,487.98				
2021 Adult		459,784.38		274,869.23		184,915.15				
2020 Adult		426,503.93		426,503.93		0.00				
	Admin					28,382.07				
	Total	<u>989,776.29</u>		<u>701,373.16</u>		<u>316,785.20</u>		80%		<u>\$253,428.16</u>
2022 Youth		586,243.44				586,243.44				
2021 Youth		558,986.40		264.64		558,721.76				
2020 Youth		516,035.65		516,035.65		0.00				
	Admin					112,677.27				
	Total	<u>1,661,265.49</u>		<u>516,300.29</u>		<u>1,257,642.47</u>		80%		<u>\$1,006,113.98</u>
2022 D Wker		103,487.98				103,487.98				
2021 D Wker		408,891.36		305,312.45		103,578.91				
2020 D Wker		313,976.23		313,976.23		0.00				
	Admin					20,377.68				
	Total	<u>826,355.57</u>		<u>619,288.68</u>		<u>227,444.57</u>		80%		<u>\$181,955.65</u>
2022 Admin		93,923.47				93,923.47				
2021 Admin		158,629.12		91,115.57		67,513.55				
2020 Admin		139,612.88		139,612.88		0.00				
	Total	<u>392,165.47</u>		<u>230,728.45</u>		<u>161,437.02</u>		80%		<u>\$129,149.62</u>
		Total Funding for 7/1/22-6/30/23		%						
	Adult	288,403.13		18%						
	Youth	1,144,965.20		70%						
	Dislocated Worker	207,066.89		13%						
	Total	<u>1,640,435.22</u>		<u>100%</u>						

SYEP 2022

Preliminary Totals

Agency	Allocation 2022	Updated Allocation- based on estimated spending	Estimated Final Spending- after requesting all possible SYEP expenses	As of Nov 30 check in with agencies
Cornell Cooperative Ext	\$20,000.00	\$20,000.00	21,249.51	\$1,249.51
DC BOCES	\$20,000.00	\$2,700.00	\$1,202.45	(\$18,797.55)
Red Hook Community Center	\$49,000.00	\$49,000.00	\$40,268.00	(\$8,732.00)
Nubian Directions	\$58,000.00	\$60,187.10	\$59,448.53	\$1,448.53
North East Community Center	\$49,000.00	\$32,588.00	\$28,158.09	(\$20,841.91)
REAL Skills	\$30,000.00	\$35,000.00	\$37,784.05	\$7,784.05
The Art Effect - Spark Media Project	\$60,480.00	\$60,480.00	\$65,598.89	\$5,118.89
The Art Effect - MadLab	\$60,000.00	\$60,000.00	\$58,800.00	(\$1,200.00)
Poughkeepsie Farm Project	\$25,000.00	\$25,000.00	\$26,174.78	\$1,174.78
The Boys and Girls Club*	\$15,000.00	\$15,000.00	\$11,417.74	(\$3,582.26)
Hudson River Housing	\$24,182.00	\$24,182.00	\$20,368.63	(\$3,813.37)
Smart Staffing Group	\$40,000.00	\$44,144.00	\$43,470.99	\$3,470.99
	\$450,662.00	\$428,281.10	\$413,941.65	(\$36,720.35)

SYEP TOTAL ALLOCATION FROM NYS **\$526,168.00**

DCWIB Admin \$78,925.20

Agency Spending* \$413,941.65

Youth Supplies/Youth Summit* \$8,895.34

DCWIB Program Payroll* \$11,796.89

Total as of 11/30/22 \$513,559.08

(\$12,608.92)

*not final



EXECUTIVE DIRECTOR'S REPORT

DATE: December 8, 2022

TIME PERIOD: July-December 2022

ACCOMPLISHMENTS:

- Finalized our new logo designs for both the DCWIB and the Center.
- We have recorded both voice overs and B-roll for three short videos focusing on services offered at DCWORKS. Our next shoot is at a local business who has an On-the-Job training participant employed.
- We have recorded 5 podcast sessions with Tin Shingle- they will be available on all platforms in January of 2023 and are due record 3 more.
- Launched Career Edge, an online learning platform and “learning management system for the virtual world”. It provides job seekers with online access to modules covering career exploration, resume building, the interview process resulting in attachment to a “good job”. Career Edge is used across the WIOA platform (Adult, Dislocated Workers and Youth). In addition, it was piloted this summer, with one agency, to fulfill the SYEP Youth Portfolio requirement.
- The Job Fair, held in October, jointly with the DCRCO, was a success. The event once again sold out on the business side and over 200 job seekers were in attendance. We have subsequently signed an agreement to be a sponsor for two job fairs (1st quarter and 3rd quarter) in 2023.
- Continuing to partner with Dutchess County Probation to directly serve individuals in Beacon. The focus is on attachment to the workforce (jobs) and includes resume writing, interview preparation, filling out job applications, setting up interviews and follow up.
- Participated in a SWEAT Scan comprehensive analysis of diversity, equity and inclusion with our programming with NYATEP
- We completed a grant application for the Workforce Development Board Digital Skills Pilot Initiative offered by google through JFF. This was a pilot program to increase knowledge of IT job opportunities in under-represented communities and to create processes to connect job seekers to these opportunities. The DCWIB was not selected but will keep an eye on the progress of the pilot and will apply again for the next round of funding.
- Completed our monitoring of the Adult/DW program at the One Stop and the WIOA youth programs. Both yielded no findings.
- Met with Dr. Jordan at DCC to discuss possible partnerships.
- Worked with NYC WDB and other local areas on a proposal to NYSDOL to request (and get) a waiver to increase the percentage of in-school youth that the DCWIB can serve.
- Met with NYSDOL in early July for a one-to-one training on how to use the state People Soft accounting system and to learn about forms and due dates.

- End of July traveled with Amanda to North Country to meet with fiscal team to learn best practices and get direct help with our systems. Learned a better way to record, track and report our data.
- Held the Youth Summit to wrap up Summer Youth Employment 2022.
- Co-lead on NYATEP Data Committee with C. Neale from NYC. Met multiple times to discuss committee results and submit a strategic plan to utilize data state-wide.
- Attended August 18, 2022, Dutchess County Legislative Meeting prepared to discuss DCWIB Notices of Authority (NOA's) from NYSDOL.
- Attended NYATEP's Fall Conference in Buffalo.
- Started regular Neurodiversity Hub Meetings with partners (see ND HUB below).
- In August, NYSDOL FOTA (fiscal unit of NYSDOL) initiated our monitoring process of the first quarter (Jan-March) of 2023. This included a review of revenue received, expenses, inventory checks, review of our processes and procedures for sub-monitoring, a review of the timeliness of our reports to NYSDOL including closeouts. Performance of these tasks (Jan-March 2022) fell to our former Deputy Director. The process was completed 12/2/2022.
- At the request of DCFS Commissioner Marzouka, we successfully offered a Positive Youth Development Training, at the Red Hook Community Center. The training was led by ACT for Youth Center for Community Action at Cornell University, Ithaca, NY.
- Multiple meetings with Dutchess County Government on our workforce initiatives for individuals with disabilities (Think Jobs/ND Hub).
- Preparing to participate in the Authentic Stem program. This is a partnership with BOCES, North Country and Siegen University (Germany).
 - **NOVEMBER WAS BUSY:**
- November 1, 2022, attended a Manufacturer Meeting with Hatfield Metal Fabrication, Inc at DCC@Fishkill.
- November 2, 2022, held our 5th Annual Think Jobs Meeting at DCC@Fishkill
- November 8, 2022, participated in a roundtable discussion on education at Arlington High School.
- November 14, 2022 was invited to and participated in a *DCC Strategic Visioning Focus Group* for Dutchess Community College.
- November 28, 2022, met with Karen Williams the new *Youth Services Director* for the *City of Poughkeepsie* to discuss potential partnership opportunities.
- November 29, 2022, met with Kadiyah Lodge the *Executive Director* for *Lead for Poughkeepsie* to discuss partnership opportunities (offered participant attendance at DCWORKS workshops and specialized programming workshops such as Program Planning with Logic Models and Design Thinking)

COMPLIANCE (NYSDOL)

1. Completed NYSDOL Monitoring
 - a. Program- received satisfactory letter
 - b. Fiscal- just completed, waiting on letter
2. NYSDOL FOTA has some requests that we need to take to the County.
3. Waiting for final approval of our MOU submission from NYSDOL.
4. Completed and submitted our annual EEO Survey

REGULAR MEETINGS

I attend regular meetings with the following:

1. NYATEP Board of Directors (quarterly)
2. NYATEP Committees (Finance, DEI) (quarterly)
3. State-Wide Executive Directors meetings (bi-monthly)- led by NYATEP
4. NYATEP Leadership Committee- lead on Data Strategic Planning sub-committee (monthly)
5. NYSDOL Meeting (STATE LEVEL) (every other week)
6. DCWIB Management Team (weekly)
7. Think Jobs Committee (monthly)
8. WIOA Systems partner meeting (twice per year)
9. EDAC Meetings (quarterly)
10. Adelpia Advisory Council (quarterly)

County, regional and stateside workforce development advocacy

Continue to meet bi-monthly with NYATEP and WIB Executive Directors throughout the state to discuss advocacy. Met with the WIB Directors in our Region (once on Zoom, once in person) to discuss regional strategies. NYATEP is assisting the local areas through a strategic plan (that was developed in 2022) to increase our use of data, targeting our advocacy work and improving our relationships with state partners.

DCWORKS

Is working on its plan to launch its new services in 2023 to both individuals and businesses. This is included as a separate presentation.

MID-HUDSON NEURODIVERSITY HUB

Original Partners: DCWIB, IBM and SUNY New Paltz

WHAT WE HAVE DONE:

1. Initial meeting and presentation (Think Jobs Roundtable) with CBO (community-based organizations) and business leaders to begin the discussion on neurodiversity and attracting people who are neurodivergent to their open positions at Dutchess Community College with the following speakers:
 - Wendy Strobel Gower, Project Director, Northeast ADA Center
 - Cait Rosica, OTD, OTR/L , the Director of The Neurodiversity Employment Network
 - Paul Austin, Senior Software Development Manager at IBM
2. In the process of recording a podcast series, interviewed Wendy, Cait, Paul and Mark- will be released in 2023.

FUTURE PLANS INCLUDE:

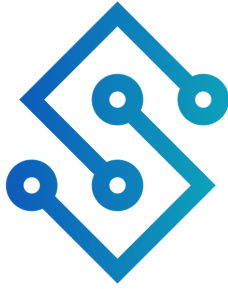
3. Create a website to:
 - o Connect people who are neurodivergent to jobs
 - o Connect the business community with this rich pool of candidates
 - o Pull workforce development, education, job seekers and service providers together to develop a support system for businesses and job seekers

- Provide informational material and webinars (Best practices for interviewing, writing job descriptions, handling workplace issues).
- 4. Work with a (volunteer) committee to build and then grow the initiative
- 5. Offer quarterly networking events
- 6. Continue the podcast series
- 7. Launch a Mentor/Mentee program in the Fall of 2023 to train managers/supervisors on best practices to mentor people who are neurodivergent and to train workers who are neurodivergent on how to navigate their new position utilizing their mentor at the company. Including how to advance within the company.

Best,

Louise

Louise McLoughlin, DPA
Executive Director



Authentic
STEM

AUTHENTIC STEM
COMPANY
PARTNERSHIP
COMING TO DUTCHESS
FEBRUARY 2023!

A new approach to solving your
workforce shortages!

