



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 EXECUTIVE COMMITTEE
MEETING MINUTES

February 8, 2024/8:30 AM

Attendees: Sheila Appel, Linda Hannigan, Mary Jane Bertram, Theresa Giovannello
 Staff to Board: Louise McLoughlin

1. Call to Order, establish quorum

Sheila Appel

1. Welcome- Sheila Appel welcomed everyone to the meeting.
2. Motion to accept November 30, 2023 Executive Committee Meeting Minutes
 Sheila Appel directed everyone to look at the November 30, 2023 Executive Committee Meeting Minutes located in their packet and asked for a motion. Mary Jane Bertram made a motion to accept the minutes, Theresa Giovannello seconded the motion. Sheila asked all in favor, opposed or abstaining. The motion was passed.

Motion:	Mary Jane Bertram
2 nd :	Theresa Giovannello
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i>

Motion to go into Executive Session to discuss an HR issue regarding a specific individual(s)
 The Executive Director asked to go into Executive Session to discuss an HR issue regarding two separate employees on two separate issues. Motions were made to go into and out of Executive Session and are recorded below:

Motion:	Sheila Appel/Sheila Appel
2 nd :	Mary Jane Bertram/Theresa Giovannello
YES:	4/4
NO:	0/0
Abstained from voting:	0/0
PASSED:	YES/YES
CERTIFIED:	<i>Mary Jane Bertram</i>

2. Motions

Discussion- Sole Source Procurement of Digital Career Services

Motion to accept The Art Effect

Discussion- The Executive Director explained that an RFQ went out twice for a vendor to work with youth on a career development project to enhance their digital skills. The RFQ had zero responses on both occasions. As the GVP program is ending 3/31/2024, there is no time to go out to bid, again and the ED asked to use our sole source procurement policy to ask The Art Effect to work on this digital project. Sheila asked if there were any questions or further discussion. When there were none, she asked for a motion. Theresa Giovannello made a motion to accept the Art Effect, through Sole Source, to provide these services to youth in the GVP program. Linda Hannigan seconded the motion. It was carried.

Motion:	Theresa Giovaniello
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 2B6F76E1CCC841E...

Executive Director's Report

TO DISCUSS TODAY:**1. HR (EXECUTIVE SESSION)****2. Fiscal Report**

- Explanation of the SWAPS needed-
Due to a mistake in the cost pooling allocation, the DCWIB is required by NYSDOL FOTA to make swaps between funding streams to ensure that the proper funding stream is being billed. These swaps in general are for shared expenses such as rent, insurance, supplies. A memo was written to Heidi Seelbach, the Commissioner of Finance explaining the need for the swaps and the procedures that we (the WIB and the County) would need to follow. Prior to the memo, NYSDOL FOTA and staff from both the WIB and the DC Finance Department met to discuss the steps that were to be taken to do this properly. Everyone left the meeting in agreement, although there was some question whether the DCWIB needed to supply the county with additional funding from other programming. The DCWIB believes, our organization will need to supply a check to county. It is still under discussion. These are agreed upon swaps:

PY 20 DR	5,360.98
PY 20 Scion	(412.28)
PY20 ER	(287.42)
PY21 Admin	4,919.79
PY21 Adult	(7,390.68)
PY21 DW	(4,087.39)
PY21 GVP	9,222.13
PY21 Scion	3,149.67
PY21 Youth	(1,620.04)
PY22 Admin	(7,502.70)
py22 adult	(14,083.82)
py22 DW	(11,117.44)
PY22 Youth	(8,835.74)
PY 23 Admin	(299.30)
	<hr/>
	(32,984.24)
	<hr/> <hr/>

Louise and Amanda Dushaj will work with NYSDOL FOTA and County to complete this process.

- Operating Budget
The current operating budget was reviewed and the DCWIB is on track with spending.
- Funds to Spend by 6/30/24
- Funds to Allocate by 6/30/24

The DCWIB must spend 100% of any remaining PY22 funding and obligate 80% of remaining PY23 funding. A report will be provided at the next meeting after the swaps are made and we have the final balances.

Time was running out, due to the Executive Session and the packet was reviewed briefly including the agenda items below.

3. RFPS/RFQS

- YEP
 - Four Agencies going to contract
We had 4 YEP responses, the Art Effect, Poughkeepsie Farm Project, Red Hook Community Center and North East Community Center. As YEP is identical to SYEP, except for the time frame, the ED recommended that these agencies be funded. There was no dissent.
 - Re-issued RFP with a different date range
The RFP for YEP is being issued with a different date range.
 - Childcare Summit
Report will be at next meeting. We have a robust group and are out to RFQ for facilitators for the Summit and Action Plan.
 - Coming Soon- SYEP
Will be issued in March 2024

4. 2005-2006 County Grant Funds

- Able to use for a survey in partnership with Day One
Ron is allowing us to use the previous funds from 2004-5 to assist with a survey project regarding daycare/childcare.

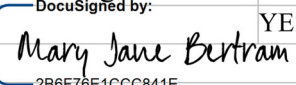
5. Center Rent-

- Dutchess County
- DOL

3. Adjourn

Sheila Appel

Sheila Appel asked for a motion to adjourn. Mary Jane Bertram made the motion, which was seconded by Theresa Giovanniello. The motion was passed.

Motion:	Mary Jane Bertram
2 nd :	Theresa Giovanniello
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED	DocuSigned by:  2B6F76E1CCC841E...