



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 EXECUTIVE

COMMITTEE MEETING AGENDA November 30, 2023/3:00 PM

1. Call to Order, establish quorum

Sheila Appel

- Attendees: Sheila Appel, Paul Mancarella, Mary Jane Bertram, Theresa Giovannello
- Staff to Board: Louise McLoughlin, Amanda Dushaj
- Welcome
- Motion to accept November 2023 Executive Committee Meeting Minutes

Motion:	Paul Mancarella
2 nd :	Mary Jane Bertram
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: <i>Mary Jane Bertram</i> 2/5/2024 2166A4C5BDF948A...

2. New Business - No new business.

3. Adjourn

Sheila Appel

Motion:	Theresa Giovannello
2 nd :	Paul Mancarella
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	DocuSigned by: <i>Mary Jane Bertram</i> 2/5/2024 2166A4C5BDF948A...



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“Building Partnerships for Workforce Solutions”
DUTCHESS COUNTY WORKFORCE DEVELOPMENT
EXECUTIVE COMMITTEE MEETING

DATE: November 9, 2023/8:30 AM

ATTENDEES: Sheila Appel, Paul Mancarella, Mary Jane Bertram, Linda Hannigan,
Theresa Giovanniello, Michael McCormack.

STAFF TO THE BOARD: Louise McLoughlin, Amanda Dushaj, Shiree Portis

AGENDA

1. Call to Order, establish quorum Sheila Appel
 1. Welcome- Sheila Appel established quorum and welcomed everyone to the Executive Committee.
 2. Motion to accept September 14, 2023 Executive Committee Meeting Minutes
Mary Jane Bertram made a motion to accept the meeting minutes for the September 14, 2023 EC meeting. Linda Hannigan seconded the motion. Sheila Appel asked if there was any discussion and then put the motion to a vote it was passed.

Motion:	Mary Jane Bertram
2nd:	Linda Hannigan
YES:	6
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram

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2. Motion

Motion to accept Signatories on Bank Accounts

Linda Hannigan made a motion that the following individuals have signatory privileges on our checking accounts: Sheila Appel, Paul Mancarella, Linda Hannigan and Louise McLoughlin. The motion was seconded by Paul Mancarella and Sheila Appel asked for comments and then took a vote. The motion was passed.

Motion:	Linda Hannigan
2nd:	Paul Mancarella
YES:	6
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram

DocuSigned by:
11/10/2023 2:16:44 PM EST 948A...

Executive Director’s Report

1. Fiscal Report

- FOTA Process- The ED explained where the DCWIB is within the FOTA audit process. We are finalizing our answers to our FOTA review. The Scope of the Review was 7/1/2022- 6/30/2023. The sample period was 10/1/2022- 12/31/2022. The reviews included financial management, PY20 Closeouts (DR, SCION and FY20 TAA), property management and sub recipient

monitoring. There are instances where People Soft (NYSDOL system) and LOGOS (Dutchess County system) do not match as some funding is in the wrong LOGOs account. There is a similar instance within Youth and GVP. The common solution seems to be separating funding streams as they come in through the NOA process. In addition, broken formulas within an allocation spreadsheet has created some questions as our allocations are not matching our CAP. We are in the process of answering NYSDOL questions and requests and fixing the formulas within the allocation sheets from 7/1/2022 to present day. Our exit review with NYSDOL is today. In a week two we will receive a letter, from NYSDOL, that will outline what still needs to be done/correct and we will have 45 days from that point to resolve any problems.

- People Soft Totals- The people soft report was referenced to, there was no further discussion.
2. GVP INCENTIVES
 - RFQ- The DCWIB will be putting out two RFP/RFQ's next week. One for YEP and one for GVP. It was agreed by EC that the ED will send out the final version for review before it is issued.
 - It was agreed that the GVP Youth Incentives plan would be voted on at the December meeting after the ED reviews remaining funding (after NYSDOL FOTA audit). It will be submitted to EC prior to the meeting for review.
 3. 191 Main Rent
 - Sheila Appel and the EC instructed ED to talk to our county attorney and set up a meeting with our county attorney, NYSDOL reps and any EC or Board members who wish to participate. Paul Mancarella offered to assist.
 4. Migrants Asylum Seekers- ED explained the instruction that was received from NYSDOL based on USDOL direction. This information has been sent to DCWORKS and has been implemented.

The following WIOA Adult program services may be offered to individuals even if these individuals are not yet authorized to work in the United States.

A social security number is not required to register an individual in our case management system (OSOS)

Self Service -

- Utilizing the Career Center and self-service resources such as: computers, faxes, phones, copiers, community resource and job binders and boards.

Basic Services-

- Intake, triage, and registration
- Initial Assessment
- Workshops
- Labor Market Information

For individuals not yet authorized to work, we should recommend individuals return to the center once they have their work permit so that we may update our records and provide additional services as needed.

The following services may not be offered to individuals without a work permit.

- WIOA funded staff assisting individuals with the completion of paperwork related to obtaining asylum or a work permit.
- Direct Job Referrals

- Individualized Services- i.e., counseling, comprehensive assessments, IEP development
- WIOA funded Supportive Services (cash assistance, transportation, rental assistance, etc.)
- Training Services

5. Annual Meeting Agenda

Sheila Appel suggested that we consider several things when deciding on an agenda and speakers:

- What does success look like
 - Who are our stakeholders
 - What conversation do we want to spark
 - Field questions from stakeholders
 - Grow our alliance
 - Understand things that our stakeholders don't know about us
 - Look for gaps
 - Where are we getting it right, are we getting anything wrong?
 - Two big things to discuss childcare and transportation
- ED agreed to write up a sample agenda and distribute to EC next week.

Adjourn

Sheila Appel

A motion was made by Linda Hannigan to adjourn, seconded by Theresa Giovanniello and carried.

Motion:	Linda Hannigan
2nd:	Theresa Giovanniello
YES:	6
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	Mary Jane Bertram

DocuSigned by:
 11/10/2023