



Dutchess County Workforce Development Board

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

Date: September 14, 2023/8:30 AM

Attendees: Sheila Appel, Paul Mancarella, Mary Jane Bertram, Theresa Giovanniello, Linda Hannigan

Staff to the Board: Louise McLoughlin, Amanda Dushah

1. Sheila Appel called the meeting to order and established quorum and offered welcoming remarks. A motion was made to accept the June 2023 Executive Committee Meeting Minutes.

Motion to accept June 8, 2023 Executive Committee Meeting Minutes

Motion:	Paul Mancarella
2 nd :	Theresa Giovanniello
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram

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2. Motions

The ED recommended that Smart Staff Group be offered the role of System Operator. The DCWIB went to bid on two occasions and received no interest. The ED approached the owners of SSG, who are the current operators and asked if they would continue in the role, if requested by the DCWIB. They said that they would.

Discussion- Sole Source Procurement of Systems Operator- there were no further questions.

Motion to accept Smart Staffing Group as WIOA Systems Operator

Motion:	Mary Jane Bertram
2 nd :	Theresa Giovanniello
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram

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Executive Director's Report

TO DISCUSS TODAY:

1. **Fiscal Report**

- The ED reviewed the current Revenue Funding Streams-
- The ED reviewed the current Operating Budget.
- The Fiscal Committee will be consulted to discuss our funding streams, our revenue balances and our operating budgets.
- The County has been awarded funding for a Youth Employment Program for Jan-June 2024. The DCWIB will be administering the program and is working on a RFP.

2. ED discussed adding a Finance Committee; a Workforce Education Committee to work with the County's EDAC and a Youth Committee and reduce the number of EC sessions from 8 to six per year to make time for the committee work. A change of the by-laws would be needed at the next Board Meeting.
3. Permissions Sought
 - Sign a new lease with LDC. The rent increased to \$853.20. After discussion, the Chair gave the ED permission to sign the lease
 - Copier leases are up. They are 5 years. We have the govt/non-profit rate. The rates are actually lower than our previous agreement. \$325/mo DCWIB and \$149/mo at DCWORKS
 - County has requested to use the 2005-2006 year grants of \$21,522.04 for a similar project. This is county money. The EC agreed that after Linda Hannigan verifies the funds are in our bank account they can be released back to the county. If we are to contract for the county- it would need to go through the procurement process.

3. A motion was made to adjourn the meeting

Motion:	Theresa Giovannello
2 nd :	Paul Mancarella
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: YES
CERTIFIED:	Mary Jane Bertram

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PY23	Final	YTD
3 NEPTUNE STAFF		
Salaries	\$334,984.75	\$ 55,731.81
Fringe	\$129,193.76	\$ 17,942.68
Total 3 Neptune	\$464,178.51	\$ 73,674.49
191 MAIN STREET STAFF		
Salaries	\$477,395.10	\$ 60,023.08
Fringe	\$223,476.01	\$ 19,999.73
Total 191 Main Street	\$700,871.11	\$ 80,022.81
Total Personnel All Locations	\$1,165,049.62	\$ 153,697.30
TOTAL OFFSETS 3 Neptune	\$85,543.47	
TOTAL OFFSETS 191 Main	\$71,359.00	
TOTAL Offsets	\$156,902.47	\$ 34,636.91
TOTAL PERSONNEL ALL LOCATIONS MINUS OFFSETS	\$1,008,147.15	
Non Personnel		
Advertising	\$1,800.00	
Audit	\$2,000.00	
Board Expenses	\$2,000.00	
Conference Events	\$17,500.00	\$ 4,950.00
Consultants	\$12,000.00	
Insurance	\$14,000.00	\$ 11,723.14
IT	\$34,000.00	\$ 17,767.23
Legal Expense	\$1,000.00	
Memberships	\$40,000.00	
Mileage	\$8,500.00	\$ 39.90
Office Equipment	\$9,000.00	\$ 2,585.40
Office & COVID Supplies	\$7,000.00	\$ 422.28
Laptops	\$15,000.00	
Leases-VR GLASSES	\$5,000.00	
Postage	\$750.00	
Program Expense	\$3,000.00	
Rent Neptune	\$33,424.80	\$ 5,451.80
Rent 191 Main	\$82,000.00	
Staff Training	\$17,000.00	\$ 1,575.00
Telephone/Internet	\$3,500.00	\$ 754.17
Website Maintence	\$1,000.00	
Total Non-Personnel	\$309,474.80	
TOTAL	\$309,474.80	\$ 45,268.92

TOTAL BUDGET

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WIOA

Funding Stream	PY2023 ALLOCATION	ADMIN PORTION	PY23 Allocation	PY22 Carry In	80% Obligation PY23	PY23 Budget
Adult/DW/Youth	\$1,844,288.00	\$184,428.80	\$1,659,859.20	\$1,140,071.38	\$1,475,430.40	
Adult	\$538,064.00	\$53,806.40	\$484,257.60	\$345,208.84	\$387,406.08	\$732,614.92
DW	\$647,999.00	\$64,799.90	\$583,199.10	\$216,514.23	\$466,559.28	\$683,073.51
Youth	\$658,226.00	\$65,822.60	\$592,403.40	\$517,708.22	\$473,922.72	\$991,630.94
Admin			\$184,428.90	\$60,640.09	\$147,543.12	\$208,183.21

\$1,844,289.00

\$1,140,071.38

\$2,615,502.58

OTHER FUNDING

PERSONNEL \$267,286.27

NON PERSONNEL \$714,104.35

\$981,390.62

\$353,479.07

\$1,084,083.55

\$1,437,562.62

TOTAL PY23 BUDGET

\$4,053,065.20

NYSCION

PERSONNEL \$88,961.65

NON PERSONNEL \$11,038.35

WAY TO WORK

PERSONNEL \$106,987

NON-PERSONNEL \$231,013

\$338,000

SYEP

PERSONNEL \$62,517.00

NON-PERSONNEL \$463,713.00

\$526,230.00

THINK JOBS

PERSONNEL \$8,820

NON-PERSONNEL \$8,340

\$17,160

YEP

PERSONNEL \$68,425.80

NON-PERSONNEL \$387,746.20

\$456,172.00

LOGOS & PEOPLE SOFT BALANCES

PEOPLE SOFT REMAINING BALANCES:

Available Cash Budgets	12				
Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt
WIA01	36230	FY21	176	TAA Training	\$27,347.470
WIA01	36230	PY20	196	CV19 ER-NDWG	\$11,532.690
WIA01	36230	PY21	200	Gun Violence Prevention	\$109,554.420
WIA01	36230	PY21	345	RR - NY SCION	\$65,178.090
WIA01	36230	PY22	110	Adult - Formula	\$267,852.470
WIA01	36230	PY22	120	Dislocated Worker - Formula	\$233,948.040
WIA01	36230	PY22	130	Youth-Formula	\$471,438.490
WIA01	36230	PY22	140	Administration	\$21,531.310
WIA01	36230	PY23	110	Adult - Formula	\$112,048.420
WIA01	36230	PY23	120	Dislocated Worker - Formula	\$209,617.240
WIA01	36230	PY23	130	Youth-Formula	\$592,403.230
WIA01	36230	PY23	140	Administration	\$101,563.210

LOGOS REMAINING BALANCE BY PROGRAM YEAR

PY20- DWER BALANCE- To be used or accrued by 9/30/2023

No other funds left in People Soft

Summarization Level

Reclassification Journal Type

Account Type

Prior Fiscal Year Activity

Include Unposted Transactions

CD.6292.2020 - Special Grant, Job Training & Services, Grant Year 2020 Fiscal Year: 2023									
			Amended Budget	Encumbrances	Expenses	Remaining Balance	% Used		
			\$113,088.56	\$0.00	\$101,753.93	\$11,334.63	90%		
Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used	Analyze	
4813	TAA Participant Funding	\$0.00	\$0.02	\$0.00	\$0.00	\$0.02	0%		
4841	T-1B WIOA Adult	\$0.00	\$1.07	\$0.00	\$0.00	\$1.07	0%		
4842	T-1B WIOA Dislocated Worker	\$0.00	\$110,237.94	\$0.00	\$98,906.31	\$11,331.63	90%		
4843	T-1B WIOA Youth	\$0.00	\$0.35	\$0.00	\$0.00	\$0.35	0%		
4844	T-1B WIOA Admin	\$0.00	\$1.12	\$0.00	\$0.00	\$1.12	0%		
4845	WIA NY SCION	\$0.00	\$2,848.06	\$0.00	\$2,847.62	\$0.44	100%		

PY21

No Adult/DW/Admin/Youth in People Soft

SCION- spend or accrue by 12/31/2023

Summarization Level: Reclassification Journal Type:

Account Type: Prior Fiscal Year Activity:

Include Unposted Transactions:

CD.6292.2021 - Special Grant, Job Training & Services, Grant Year 2021 Fiscal Year: 2023

		Amended Budget	Encumbrances	Expenses	Remaining Balance	% Used		
		\$643,798.97	\$0.00	\$456,935.17	\$186,863.80	71%		
Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used	Analyze
4813	TAA Participant Funding	\$0.00	\$33,496.59	\$0.00	\$10,626.32	\$22,870.27	32%	
4841	T-1B WIOA Adult	\$0.00	\$60,475.44	\$0.00	\$60,214.82	\$260.62	100%	
4842	T-1B WIOA Dislocated Worker	\$0.00	\$15,281.43	\$0.00	\$14,640.49	\$640.94	96%	
4843	T-1B WIOA Youth	\$0.00	\$406,174.58	\$0.00	\$308,261.59	\$97,912.99	76%	
4844	T-1B WIOA Admin	\$0.00	\$28,370.93	\$0.00	\$28,370.04	\$0.89	100%	
4845	WIA NY SCION	\$0.00	\$100,000.00	\$0.00	\$34,821.91	\$65,178.09	35%	

PY22

Adult/DW/Youth/Admin- Spend or accrue by 6/30/2024

Summarization Level: Reclassification Journal Type:

Account Type: Prior Fiscal Year Activity:

Include Unposted Transactions:

CD.6292.2022 - Special Grant, Job Training & Services, Grant Year 2022 Fiscal Year: 2023

		Amended Budget	Encumbrances	Expenses	Remaining Balance	% Used		
		\$1,577,880.33	\$0.00	\$606,983.20	\$970,897.13	38%		
Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used	Analyze
4841	T-1B WIOA Adult	\$0.00	\$432,389.48	\$0.00	\$164,373.88	\$268,015.60	38%	
4842	T-1B WIOA Dislocated Worker	\$0.00	\$395,349.70	\$0.00	\$156,654.29	\$238,695.41	40%	
4843	T-1B WIOA Youth	\$0.00	\$586,244.00	\$0.00	\$143,615.12	\$442,628.88	24%	
4844	T-1B WIOA Admin	\$0.00	\$163,897.15	\$0.00	\$142,339.91	\$21,557.24	87%	

PY23- Reflects our full Youth allocation and the admin portion tied to youth

Spend, accrue or obligate 80% by 6/30/2024

Summarization Level: Reclassification Journal Type:

Account Type: Prior Fiscal Year Activity:

Include Unposted Transactions:

CD.6292.2023 - Special Grant, Job Training & Services, Grant Year 2023 Fiscal Year: 2023

		Amended Budget	Encumbrances	Expenses	Remaining Balance	% Used		
		\$658,227.00	\$0.00	\$0.00	\$658,227.00	0%		
Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used	Analyze
4843	T-1B WIOA Youth	\$0.00	\$592,404.00	\$0.00	\$0.00	\$592,404.00	0%	
4844	T-1B WIOA Admin	\$0.00	\$65,823.00	\$0.00	\$0.00	\$65,823.00	0%	

2023-2024 Youth Employment Program Allocations

District	Allocation
Albany	\$ 608,155
Broome	\$ 618,558
Chautauqua	\$ 413,822
Dutchess	\$ 456,172
Erie	\$ 2,461,752
Monroe	\$ 1,942,777
Nassau	\$ 1,745,274
Niagara	\$ 539,405
Oneida	\$ 643,811
Onondaga	\$ 1,323,650
Orange	\$ 1,183,275
Rensselaer	\$ 309,844
Rockland	\$ 1,242,031
Schenectady	\$ 320,027
Suffolk	\$ 2,191,081
Ulster	\$ 344,576
Westchester	\$ 1,655,790
Total:	\$ 18,000,000