



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 MINUTES

September 12, 2024/8:30 AM

Present: Paul Mancarella, Theresa Giovannello, Mary Jane Bertram, Linda Hannigan

DCWIB Staff were present.

1. Call to Order, establish quorum

Paul Mancarella

1. Paul Mancarella welcomed everyone to the meeting, established quorum and asked for a motion to accept the June 13, 2024 EC Meeting minutes. Theresa Giovannello made a motion, Mary Jane Bertram seconded the motion and the motion passed.

2. MOTIONS

Motion to accept June 13, 2024 Executive Committee Meeting Minutes

Motion:	Theresa Giovannello
2 nd :	Mary Jane Bertram
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 9/30/2024

Mr. Mancarella asked the ED to explain the next three motions. Dr. McLoughlin explained that the next motion was to accept the PY23 Modified Budget, which is the actual operating budget for the DCWIB for 7/1/23-6/30/24. Theresa Giovannello made a motion to accept the modified PY 23 Budget.. Mary Jane Bertram seconded the motion. The motion passed.

Motion to accept PY23 Modified Budget

Motion:	Theresa Giovannello
2 nd :	Mary Jane Bertram
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 9/30/2024

Dr. McLoughlin explained that the System Operator is the result of the RFP process and that there are two additional years on the contract. This motion is to approve SSG for PY24. Theresa Giovannello made a motion to accept SSG as the System Operator for PY24, Linda Hannigan seconded the motion. The motion passed unanimously.

Motion to extend System Operator Contractor for an additional year.

Motion:	Theresa Giovannello
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 9/30/2024

Dr. McLoughlin explained that there was a mix up with the PY23 modified budget and the PY24 budget at the last Board meeting. We are asking for the PY24 modified budget be approved. Mary Jane Bertram made a motion which was seconded by Linda Hannigan. Motion to accept PY24 Budget

Motion:	Mary Jane Bertram
2 nd :	Linda Hannigan
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: Mary Jane Bertram
CERTIFIED:	9/30/2024

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Executive Director’s Report

- Current Operating Budget- The current operating budget was reviewed. As of today we are on track for PY24 spending.
- Current Cash Budgets WIOA- The current cash budgets (totals from People Soft) were reviewed. There was some confusion over whether these number were our current available cash available or money that was rescinded. Dr. McLoughlin explained that this was current cash available. Ms. Hannigan recommended that the WIB staff include a column with the dates that money needs to be spent or obligated by. The ED agreed that this would be helpful and this will be provided in our September Board meeting.
- Quickbook Reports- The WIB is looking for a QB expert to help us update our records and provide training. We are currently working with three vendors. We have meet with two of the three vendors and have some pricing, we expect to have a recommendation at the October Fiscal meeting.
- YEP/SYEP- We are wrapping up YEP and SYEP and hope to fully expend both allocations.
- WIOA Performance – DC is passing 14 of the 15 measures. The youth Measurable Skill Gain measure has been a challenge for the sub-contractor. The ED states that she believe this is a data entry error. The DCWIB staff is working with the sub-contractor to improve data entry.
- Pre-Apprenticeship Program (Council of Industry)- Dr. McLoughlin met with staff from Council of Industry in July to discuss pre-apprenticeship programming. We determined that if were able to provide some job readiness training to individuals it is possible to get interviews with manufacturers. We are working on programming.
- Report on Childcare Coalition- Childcare Coalition met the first Wednesday in September and are currently working on action steps.
- DOL Synergy Sessions- ED reports that our Associate of Finance participated in a SYNERGY session that was attended statewide and that she was presenting Design Thinking next week.
- Vassar Hospital- We have had five people start and complete the Vassar Training..
- Open Hub-The Open Hub digital literacy will start this fall.

2. Adjourn-

Paul Mancarella asked if there was any new business, hearing none he asked for a motion to adjourn. Mary Jane Bertram made a motion, seconded by Theresa Giovanniello. The motion carried.

Motion:	Mary Jane Bertram
2 nd :	Theresa Giovanniello
YES:	4
NO:	0
Abstained from voting:	0
PASSED:	DocuSigned by: Mary Jane Bertram
CERTIFIED:	9/30/2024

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Important Dates 2024-2025

DCWIB BOARD MEETINGS

March 27, 2024 8:00 AM- 10:00 AM

June 27, 2024 8:00 AM- 10:00 AM

September 26, 2024 8:00 AM- 10:00 AM

December 12, 2024 (Annual Meeting 9:00 AM- 11:00 AM)- Location TBD

March 27, 2025 8:00 AM- 10:00 AM

June 26, 2025 11:30 AM- 1:30 PM (Locust Grove, lunch will be served)

September 25, 2025 8:00 AM- 10:00 AM

December 11, 2025 (Annual Meeting 9:00 AM- 11:00 AM)- Location TBD

Note: These meetings are in person at 3 Neptune Rd, Poughkeepsie, NY, according to our By-Laws. In extenuating circumstances, Zoom can be approved by the DCWIB Board Chair.

Zoom Link: <https://us02web.zoom.us/j/83023513421?pwd=bWZZb3ZuTHhLYUFKQ3QycmNsUThaQT09>

Meeting ID: 830 2351 3421, Passcode: 887703, One tap mobile: +13052241968,,83023513421#,,, *887703#

COMMITTEE MEETINGS

SUB-COMMITTEES OF THE BOARD

EXECUTIVE COMMITTEE

FINANCE

YOUTH

WORKFORCE DEVELOPMENT (during Executive Committee)

LOCATION: DCWIB, 3 NEPTUNE RD, POUGHKEEPSIE NY

TIME: 8:30 AM-10:00 AM

ZOOM: <https://us02web.zoom.us/j/83049479582?pwd=eFY5cmRzbFdPbnhUWDRNOTZaSUXTUT09>

Meeting ID: 830 4947 9582, Passcode: 559286, One tap mobile

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DATE	MEETING	DATE	Meeting
1/11/24	Finance Committee	1/9/25	Finance Committee
2/8/24	Executive Committee	2/13/25	Executive Committee
3/14/24	Executive Committee	3/13/25	Executive Committee
4/11/24	Youth Committee	4/10/25	Youth Committee
5/9/24	Executive Committee	5/8/25	Executive Committee
6/13/24	Executive Committee	6/12/25	Executive Committee
9/12/24	Executive Committee	9/11/25	Executive Committee
10/10/24	Finance Committee	10/9/25	Finance Committee
11/14/24	Executive Committee	11/13/25	Executive Committee

THINK JOBS COMMITTEE MEETINGS

Location- 3 Neptune Rd or ZOOM

Time: 11:00 AM – 12:00 PM

March 6, April 4, May 1, June 5, September 4, October 2 and October 16.

Think Jobs Roundtable Event- November 14, 2024 @ the Wallace Center

CHILDCARE COALITION

Meeting Dates: Jan 24, Feb 21, March 20, April 17, May 22 and June 19

NEW Sept 4, Oct 2, Nov 6, Dec 4. In 2025: Feb 5, March 5, April 2, May 7 and June 4.

Time: 9:00 AM – 10:00 AM

Location: 3 Neptune Rd, Pok (preferred) or Zoom

In Person is preferred

On Zoom: <https://us02web.zoom.us/j/88174005230?pwd=b0t0blBQc3dsS2RpZ1grSUUs1akZ4Zz09>

Meeting ID: 881 7400 5230, Passcode: 194208, +16469313860,,88174005230#,,,,*194208#

***NEW* CHILDCARE SUMMIT 2025:**

June 25, 2025

Location: Locust Grove

Time: 8:00 AM- 5:00 PM

LEADERSHIP SUMMIT

June 5, 2024 @ Wallace Center

SUMMER YOUTH EMPLOYMENT

RFP Release: On or about February 7, 2024

SYEP DATES: July 8, 2024-August 23, 2024

YOUTH SUMMIT: August 23, 2024 @BOCES

	PY23 Amended Budget
3 NEPTUNE STAFF	
Salaries	\$ 273,579.84
Fringe	\$ 98,284.87
Total 3 Neptune	\$ 371,864.71
191 MAIN STREET STAFF	
Personnel	
Salaries	\$ 358,115.22
Fringe	\$ 116,340.74
Total 191 Main Street	\$ 474,455.96
Total Personnel All Locations	\$ 846,320.67
TOTAL OFFSETS 3 Neptune	
TOTAL OFFSETS 191 Main	
TOTAL Offsets	\$ 100,878.60
TOTAL PERSONNEL ALL LOCATIONS MINUS OFFSETS	
Non Personnel	
Advertising	\$ 331.02
Audit	
Board Expenses	
Conference Events	\$ 27,896.84
Consultants	\$ 3,000.00
Insurance	\$ 12,848.00
IT	\$ 46,217.86
Legal Expense	
Memberships	\$ 40,106.11
Mileage	\$ 5,640.68
Office Equipment	\$ 7,055.39
Office & COVID Supplies	\$ 7,193.02
Laptops	\$ 19,670.17
Leases-VR GLASSES	
Postage	\$ 688.91
Program Expense	\$ 1,993.00
Rent Neptune	\$ 24,475.00

Rent 191 Main	\$ 116,089.56
Staff Training	\$ 1,870.00
Telepone/Internet	\$ 2,940.45
Website Maintence	\$ 994.99
Total Non-Personnel	
TOTAL	\$ 319,011.00
TOTAL BUDGET	\$ 1,165,331.67

	PY24
	Final
3 NEPTUNE STAFF	
Salaries	\$ 374,301.38
Fringe	\$ 118,767.00
Total 3 Neptune	\$ 493,068.38
191 MAIN STREET STAFF	
Personnel	
Salaries	\$ 417,604.64
Fringe	\$ 138,719.20
Total 191 Main Street	\$ 556,323.84
Total Personnel All Locations	\$ 1,049,392.22
TOTAL PERSONNEL ALL LOCATIONS MINUS OFFSETS	
Non Personnel	
Advertising	\$ 1,800.00
Audit	\$ 1,000.00
Board Expenses	\$ 2,000.00
Conference Events	\$ 25,000.00
Consultants	\$ 10,000.00
Insurance	\$ 15,000.00
IT	\$ 50,000.00
Legal Expense	\$ 1,000.00
Memberships	\$ 45,000.00
Mileage	\$ 9,000.00
Office Equipment	\$ 9,000.00
Office & COVID Supplies	\$ 8,000.00
Laptops	\$ 15,000.00
Leases-VR GLASSES	\$ 5,000.00
Postage	\$ 750.00
Program Expense	\$ 3,000.00
Rent Neptune	\$ 35,000.00
Rent 191 Main	\$ 85,000.00
Staff Training	\$ 10,000.00
Telephone/Internet	\$ 3,500.00
Website Maintence	\$ 1,000.00
Total Non-Personnel	\$ 335,050.00
TOTAL BUDGET	\$ 1,384,442.22

Available 11

Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt
WIA01	36230	FY22	176	TAA Training	\$12,245.580
WIA01	36230	PY22	345	RR - NY SCION	\$33,202.560
WIA01	36230	PY23	110	Adult - Formula	\$250,638.670
WIA01	36230	PY23	120	Dislocated Worker - Formula	\$282,769.160
WIA01	36230	PY23	130	Youth-Formula	\$564,136.010
WIA01	36230	PY23	140	Administration	\$14,341.800
WIA01	36230	PY23	346	NY SCION (OMH)	\$30,000.000
WIA01	36230	PY24	110	Adult - Formula	\$98,540.090
WIA01	36230	PY24	120	Dislocated Worker - Formula	\$208,332.420
WIA01	36230	PY24	130	Youth-Formula	\$518,908.260
WIA01	36230	PY24	140	Administration	\$91,753.420

	PY24	PY24
	Final	YTD
3 NEPTUNE STAFF	w 3%	
Salaries	\$ 374,301.38	\$ 44,099.74
Fringe	\$ 118,767.00	\$ 16,684.79
Total 3 Neptune	\$ 493,068.38	\$ 60,784.53
191 MAIN STREET STAFF		
Personnel		
Salaries	\$ 417,604.64	\$ 42,217.04
Fringe	\$ 138,719.20	\$ 13,649.19
Total 191 Main Street	\$ 556,323.84	\$ 55,866.23
Total Personnel All Locations	\$ 1,049,392.22	\$ 116,650.76
TOTAL PERSONNEL ALL LOCATIONS MINUS OFFSETS		
Non Personnel		
Advertising	\$ 1,800.00	\$ -
Audit	\$ 1,000.00	\$ -
Board Expenses	\$ 2,000.00	\$ -
Conference Events	\$ 25,000.00	\$ -
Consultants	\$ 10,000.00	\$ -
Insurance	\$ 15,000.00	\$ -
IT	\$ 50,000.00	\$ 12,088.77
Legal Expense	\$ 1,000.00	\$ -
Memberships	\$ 45,000.00	\$ 14,160.00
Mileage	\$ 9,000.00	\$ 156.91
Office Equipment	\$ 9,000.00	\$ 8,038.22
Office & COVID Supplies	\$ 8,000.00	\$ 1,435.64
Laptops	\$ 15,000.00	\$ -
Leases-VR GLASSES	\$ 5,000.00	\$ -
Postage	\$ 750.00	\$ -
Program Expense	\$ 3,000.00	\$ -
Rent Neptune	\$ 35,000.00	\$ 4,895.00
Rent 191 Main	\$ 85,000.00	\$ -
Staff Training	\$ 10,000.00	\$ -
Telephone/Internet	\$ 3,500.00	\$ 1,074.35
Website Maintence	\$ 1,000.00	\$ -
Total Non-Personnel	\$ 335,050.00	\$ 41,848.89
TOTAL BUDGET	\$ 1,384,442.22	\$ 158,499.65