

# Attendance Sheets

| District  | Last Name    | Present       | Absent    | Present/Late |
|---|--------------|---------------|-----------|--------------|
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander    | ✓             |           |              |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Arnoff       | ✓             |           |              |
| District 9 - City of Poughkeepsie                                 | Atkins       | ✓             |           |              |
| District 8 - City and Town of Poughkeepsie                        | Brendli      | ✓             |           |              |
| District 21 - East Fishkill                                       | Caswell      | ✓             |           |              |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow       | ✓             |           |              |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago        | ✓             |           |              |
| District 15 - Wappinger   | Faust        | ✓             |           |              |
| District 13 - East Fishkill and Wappinger                         | Giles        | ✓             |           |              |
| District 24 - Dover and Pawling                                   | House        | ✓             |           |              |
| District 10 - City of Poughkeepsie                                | Johnson      |               | ✓         |              |
| District 6 - Town of Poughkeepsie                                 | Kaul         | ✓             |           |              |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney      | ✓             |           |              |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler       | ✓             |           |              |
| District 17 - Town and Village of Fishkill                        | McHoul       |               | ✓         |              |
| District 12 - East Fishkill                                       | Metzger      | ✓             |           |              |
| District 20 - Red Hook, Tivoli, and Rhinebeck                     | Munn         | ✓             |           |              |
| District 3 - LaGrange   | Polasek      | ✓             |           |              |
| District 1 - Town of Poughkeepsie                                 | Redl         | ✓             |           |              |
| District 18 - City of Beacon and Fishkill                         | Rhodes       | ✓             |           |              |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison      | ✓             |           |              |
| District 5 - Town of Poughkeepsie                                 | Shah         | ✓             |           |              |
| District 22 - Beekman and Union Vale                              | Tresca       | ✓             |           |              |
| District 16 - Fishkill and Beacon                                 | Valdés Smith | ✓             |           |              |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby       | ✓             |           |              |
| <b>Present:</b>   | <u>23</u>    | <b>Total:</b> | <u>23</u> | <u>2</u>     |
| <b>Absent:</b>  | <u>2</u>     |               |           |              |
| <b>Vacant:</b>  | <u>0</u>     |               |           |              |

Date: 1/20/26

REGULAR MEETING  
OF THE  
DUTCHESS COUNTY LEGISLATURE

Tuesday, January 20, 2026, 6:30 p.m.

The Chair of the Legislature called the meeting to order at 6:33 p.m.

PRESENT: 23        ALEXANDER, ARNOFF, ATKINS, BRENDLI, CASWELL, DARROW,  
DRAGO, FAUST, GILES, HOUSE, KAUL, KEARNEY, LAWLER,  
METZGER, MUNN, POLASEK, REDL, RHODES, ROLISON, SHAH,  
TRESKA, VALDÉS SMITH, WINSBY

ABSENT: 2         JOHNSON, MCHOUL

PRESENT/LATE: 0

QUORUM PRESENT

**Pledge of Allegiance to the Flag, Invocation by Rev. John E. Rembert of Mt. Zion Baptist Church, Stormville, followed by a moment of silent meditation**

**PROCLAMATION**

The Chair of the Legislature invited Majority Leader Atkins and Legislator Shah to present a Proclamation, recognizing Rev. Dr. Martin Luther King, Jr. Day

WHEREAS, Reverend Dr. Martin Luther King, Jr. devoted his life to the pursuit of equality, social justice, and opportunity for all, while tirelessly working to eradicate racism through non-violent social change; and

WHEREAS, Rev. Dr. Martin Luther King, Jr. created an enduring legacy as the eloquent and unwavering voice of the American Civil Rights movement, whose speeches and activism brought about monumental progress toward racial equality and justice, contributing to the passage of the Civil Rights Act of 1964 and the Voting Rights Act of 1965; and

WHEREAS, Rev. Dr. Martin Luther King, Jr. challenged and inspired all people to unite to build a nation based on the ideals of freedom and justice for all; and

WHEREAS, despite the progress made since the Civil Rights movement, the principles of Rev. Dr. Martin Luther King, Jr. remain relevant today, as inequities and injustices persist in our society; and

WHEREAS, we honor and celebrate Rev. Dr. Martin Luther King, Jr.'s legacy, which calls upon all of us to stand against injustice and continue working toward a more equitable community here in Dutchess County; and

WHEREAS, we highlight the efforts of Dutchess county's outstanding churches such as Beulah Baptist Church in the City of Poughkeepsie, Springfield Baptist Church in Beacon, Mt. Zion Baptist Church in Stormville, and so many others for their service and dedication to the community, and extend our gratitude and thanks for their work in Dutchess County to keep Rev. Dr. Martin Luther King, Jr.'s dream alive; and

WHEREAS, recognizing and honoring the life and enduring legacy of this important Civil Rights icon;

NOW, THEREFORE, we hereby proclaim January 19, 2026 as

Martin Luther King, Jr. Day

in Dutchess County; and encourage his legacy through acts of service, participation in celebrations across the County, and a renewed commitment to justice, opportunity, and equity for all.

## **Privilege of the Floor with respect to printed agenda items**

None

## **Consent Agenda**

The Clerk of the Legislature read the consent agenda:

Resolution No. 2026009 – Appointment of Alisyn Gaffney as Director of the Office of Probation and Community Corrections

Resolution No. 2026010 – Amendment of Resolution No. 61 of 1993, Created a Dutchess County Criminal Justice Council

Resolution No. 2026011 – Delegation of Authority with Respect to Correcting Errors on Tax Rolls

Resolution No. 2026012 – Delegation of Authority with Respect to Certain Real Property Tax Refunds

Resolution No. 2026013 – Grants Sick Leave at Half Pay to an Employee of the Dutchess County Justice and Transition Center

Resolution No. 2026014 – Authorizing Amendment of Funding Under the Trade Adjustment Act

Resolution No. 2026015 – Appointment to the Dutchess County Industrial Development Agency

Resolution No. 2026016 – Appointment to the Dutchess County Local Development Corporation

A vote was called, and the consent agenda was adopted unanimously, with Legislators Johnson and McHoul absent

The Chair invited Alisyn Gaffney, Director of the Office of Probation on Community Corrections, to make brief remarks. Director Gaffney thanked the Legislature for confirming her appointment and pledged to carry on the good work being done at the Department.

## **Other County Business**

Legislator Drago thanked the Highway Departments across Dutchess County for their work clearing roads and keeping our motorways safe during the weekend's winter weather, and the Fire, Police and EMS departments across Dutchess County for their work during the storms.

Legislator Kaul provided information regarding warming centers and emergency housing in light of recent severe cold weather.

## **Privilege of the Floor with respect to agenda and non-agenda County items**

Lisa Lipinski, County employee with DC clerk and DMV, spoke about a personnel matter.

Matt Dodson of the City of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.



Kane Bowers of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Annie Sienty of Hopewell Junction spoke about the need for fare-free buses in Dutchess County.

Rosemary of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Lillyanna Maloney of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Rosemary of the City of Poughkeepsie spoke about auto loan debt and the cost of vehicle ownership, and the need for fare-free buses in Dutchess County.

Christina Kovacs of the City of Beacon spoke about the need for fare-free buses in Dutchess County.

Rob Pinto of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Valeria Inojosa of the City of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Suprina Troche of the City of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Kafui Atttoh of the City of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Nikki of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Phil Erner of Kingston spoke about his experience on the Ulster County Legislature and how they passed fare-free buses in Ulster County.

Anthony Fitzpatrick of Esopus spoke about being a bus rider of fare-free buses in Ulster County,

Youssef Adad of Poughkeepsie spoke about the need for fare-free buses in Dutchess County.

Gully Stanford of Salt Point spoke about the need for fare-free buses in Dutchess County and the need for public investment in disability programming.

Dana Gavin of Poughkeepsie spoke about initiatives at Dutchess Community College and expressed concerns about generative AI.

At this time, Assistant Minority Leader Munn called a point of order regarding a concern of a procedural error regarding the adoption of the consent agenda and requested that Legislative Counsel Treybich render a legal opinion.

The Chair recognized Legislative Counsel Treybich, who opined that to alleviate any procedural concerns regarding the adoption of the consent agenda, the Clerk of the Legislature should read the consent agenda, and the agenda should be moved, seconded and adopted.

The clerk of the Legislature read the consent agenda:

Resolution No. 2026009 – Appointment of Alisyn Gaffney as Director of the Office of Probation and Community Corrections

Resolution No. 2026010 – Amendment of Resolution No. 61 of 1993, Created a Dutchess County Criminal Justice Council

Resolution No. 2026011 – Delegation of Authority with Respect to Correcting Errors on Tax Rolls

Resolution No. 2026012 – Delegation of Authority with Respect to Certain Real Property Tax Refunds

Resolution No. 2026013 – Grants Sick Leave at Half Pay to an Employee of the Dutchess County Justice and Transition Center

Resolution No. 2026014 – Authorizing Amendment of Funding Under the Trade Adjustment Act

Resolution No. 2026015 – Appointment to the Dutchess County Industrial Development Agency

Resolution No. 2026016 – Appointment to the Dutchess County Local Development Corporation

Minority Leader Polasek moved the consent agenda's adoption, with Legislator Kaul seconding. The motion being duly made and seconded, the Legislature unanimously adopted the consent agenda, with Legislators Johnson and McHoul absent.

Chair Valdés Smith addressed the Legislature on the legacy of Rev. Dr. Martin Luther King, Jr., and dedicated the meeting to the memory of individuals who have been killed by Immigration and Customs Enforcement officers in recent months.

The Chair of the Legislature adjourned the meeting with consent at 7:34p.m.

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. 2026009

RE: CONFIRMING THE APPOINTMENT OF ALISYN GAFFNEY AS DIRECTOR  
OF THE OFFICE OF PROBATION AND COMMUNITY CORRECTIONS

Legislators ALEXANDER, DRAGO, VALDÉS SMITH, ATKINS, MUNN, ARNOFF,  
FAUST, KEARNEY, LAWLER, REDL and RHODES offer the following and move its adoption:

WHEREAS, the position of Director of the Office of Probation and Community  
Corrections is vacant effective January 1, 2026, and

WHEREAS, the Commissioner of Human Resources has determined that Alisyn Gaffney  
is qualified to perform the duties of the position of the Director of the Office of Probation and  
Community Corrections, and

WHEREAS, a copy of Alisyn Gaffney's resume is annexed hereto, and

WHEREAS, Alisyn Gaffney currently serves as Principal Probation Officer at the Dutchess  
County Office of Probation and Community Corrections, and

WHEREAS, Alisyn Gaffney has extensive Probation Officer experience within the  
Dutchess County Office of Probation and Community Corrections, and

WHEREAS, pursuant to Article XXX, Section 30.03 of the Dutchess County Charter, the  
County Executive appointed Alisyn Gaffney as the Director of the Office of Probation and  
Community Corrections, subject to confirmation by the County Legislature, now therefore, be it

RESOLVED, that the Legislature of the County of Dutchess does hereby confirm the  
appointment of Alisyn Gaffney to the position of Director of the Office of Probation and  
Community Corrections effective January 21, 2026.

CA-010-26

CEB/rjw

G-0182-A

01/07/2026

Fiscal Impact: See Attached.

APPROVED

*Susan Serino*

SUSAN J. SERINO  
COUNTY EXECUTIVE

Date Jan 22, 2026

STATE OF NEW YORK

SS:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with  
the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 20 day of January 2026, and that  
the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 21<sup>st</sup> day of January 2026.



*[Signature]*  
JULIE SHIROISHI, CLERK OF THE LEGISLATURE

# Roll Call Sheets

| District  | Last Name                     | YES                       | NO        |
|---|-------------------------------|---------------------------|-----------|
| District 16 - Fishkill and Beacon                                 | Valdés Smith                  | ✓                         |           |
| District 9 - City of Poughkeepsie                                 | Atkins                        |                           |           |
| District 20 - Red Hook, Tivoli, and Rhinebeck                     | Munn                          |                           |           |
| District 3 - LaGrange   | Polasek                       |                           |           |
| District 12 - East Fishkill                                       | Metzger                       |                           |           |
| District 1 - Town of Poughkeepsie                                 | Redl                          |                           |           |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Arnoff                        |                           |           |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler                        |                           |           |
| District 5 - Town of Poughkeepsie                                 | Shah                          |                           |           |
| District 6 - Town of Poughkeepsie                                 | Kaul                          |                           |           |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow                        |                           |           |
| District 8 - City and Town of Poughkeepsie                        | Brendli                       |                           |           |
| District 10 - City of Poughkeepsie                                | Johnson                       |                           |           |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney                       |                           |           |
| District 13 - East Fishkill and Wappinger                         | Giles                         |                           |           |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby                        |                           |           |
| District 15 - Wappinger   | Faust                         |                           |           |
| District 17 - Town and Village of Fishkill                        | McHoul                        |                           |           |
| District 18 - City of Beacon and Fishkill                         | Rhodes                        |                           |           |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago                         |                           |           |
| District 21 - East Fishkill                                       | Caswell                       |                           |           |
| District 22 - Beekman and Union Vale                              | Tresca                        |                           |           |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison                       |                           |           |
| District 24 - Dover and Pawling                                   | House                         |                           |           |
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander                     |                           |           |
| <b>Present:</b> <u>23</u>   | <b>Resolution:</b> _____      | <b>Total :</b> <u>23</u>  | <u>0</u>  |
| <b>Absent:</b> <u>2</u>   | <b>Motion:</b> <u>Polasek</u> | <b>Yes</b>                | <b>No</b> |
| <b>Vacant:</b> <u>0</u>   | <u>Kaul 2nd</u>               | <b>Abstentions:</b> _____ |           |

**2026009** CONFIRMING THE APPOINTMENT OF ALISYN GAFFNEY AS DIRECTOR OF THE OFFICE OF PROBATION AND COMMUNITY CORRECTIONS

January 20, 2026

**SUE SERINO**  
COUNTY EXECUTIVE



22 Market Street  
Poughkeepsie, New York 12601  
Phone: 845-486-2000

## **DUTCHESS COUNTY GOVERNMENT**

### **MEMORANDUM**

To: Sue Serino, County Executive  
From: Benjamin Traudt, <sup>1</sup>Director of Legislative Affairs  
Date: January 7, 2026  
Re: Appointment of Alisyn Gaffney as Director of Probation and Community Corrections

Please find a resolution request to appoint Alisyn Gaffney as the Director of Probation. With twenty-five years of experience in the field, including the last sixteen with Dutchess County, Ms. Gaffney has demonstrated that she is ready to step into the role of Director.

**SUE SERINO**  
COUNTY EXECUTIVE



22 Market Street  
Poughkeepsie, NY 12601  
Phone: 845-486-2000

**DUTCHESS COUNTY GOVERNMENT**

January 3, 2026

Mr. Bradford Kendall  
Dutchess County Clerk  
22 Market St.  
Poughkeepsie, NY 12601

Dear County Clerk Kendall:

I am pleased to appoint Alisyn Gaffney as Dutchess County Director of Probation and Community Corrections effective January 21, 2026.

Alisyn's experience throughout her varied career in Probation and her compassionate approach to community corrections will serve her well in this new role. She is eligible to be appointed from the recently certified eligible civil service list for this position. We look forward to the work this department will undertake under her leadership.

I look forward to her confirmation and appointment by the Dutchess County Legislature on January 20th.

Sincerely,

A handwritten signature in cursive script that reads "Sue Serino".

Sue Serino  
County Executive

C: Rachel Kashimer, Commissioner of Human Resources

## **ALISYN GAFFNEY, MSW**

### **Profile**

- Seeking the role of Probation Director to lead staff, maintain community safety, and support effective outcomes for adults and juveniles.

### **Career Experience:**

#### **Dutchess County Office of Probation and Community Corrections, Dutchess County**

*Principal Probation Officer:* September 2024 - Present

- Responsible for supervising Probation Supervisors
- Reviews case files, plans work activities, and assigns cases to subordinate staff
- Oversees Women's Center
- Interviews candidates for employment and promotion
- Attend weekly RESTART case flow meetings to support and enhance program

*Probation Supervisor:* April 2020 – September 2024

*Senior Probation Officer:* October 2016 – March 2019

*Probation Officer:* November 2009 – October 2016

#### **Columbia-Greene Community College, Hudson NY**

*Adjunct Professor at Greenhaven Correctional Facility:* August 2019 – Present

- Develops and delivers course lectures, discussions and instructional activities
- Prepares syllabi, lesson plans, assessments and assignments.

#### **Hudson River Health Care, Poughkeepsie, NY**

*Social Worker:* March 2008 – November 2008

- Provide Counseling and case management services to men and women living with HIV and AIDS.

#### **Child Protective Services, Dutchess County**

*Investigator:* July 2007 – March 2008

- Investigated allegations of abuse and neglect.
- Referred parents and children to appropriate resources in the community.

#### **Astor Home for Children, Poughkeepsie NY**

*High Risk Home Based Social worker:* October 2002 – July 2007

- Provided case management support and coordination to high-risk youth and their families.

#### **Rehab Programs, Poughkeepsie NY**

*Job Coach:* November 2000 – October 2002

- Developed job sites in the community to suit the needs of students with disabilities. Assisted and supported students at the job site.

#### **The Andersen School, Staatsburg, NY**

*Direct Care Worker:* May 1993 – September 2001

- Provided direct care services to children and young adults with development disabilities.

## **Alisyn Gaffney, MSW**

### **Committees**

**Criminal Justice Council: 2021 – Present:**

- **Serving as Chair of the Special Needs Committee since September 2024.** This Committee continues to explore options for clients in the criminal justice system who present with severe mental health issues. This sub-committee meets monthly to ensure these individuals mental health needs are not overlooked while they are incarcerated.
- **Served as co-chair of the Special Populations Committee from September 2024 – September 2025.** This committee addressed the needs of justice-involved individuals including those struggling with opioid addiction and mental health issues. The committee provided quality assurance and guidance to the Re-Entry, Stabilization, Transition and Reintegration Track (Restart). As well as monitoring the progress of the Medication Assisted Treatment program at the Dutchess County Justice and Transition Center
- **Served as co-chair of the Justice Involved Women's Committee from January 2020 – September 2024.** This committee addressed the needs of formerly incarcerated women, incarcerated women and those on probation.
- **Serving on the Dutchess County Re-Entry Committee since May 2024.** This committee addresses the needs of individuals being released from jail and/or prison.



## **Alisyn Gaffney, MSW**

### **Volunteer Service**

***Eileen Hickey Annual Holiday Dinner:*** preparing, serving and delivering meals for those in need on Christmas morning. December 1990 – present.

***Hope on a Mission:*** preparing and serving meals for those in need. April 2021– present.

***Adopt a Family :*** Coordinate the department's Adopt a Family program; organizing gift collection and delivery for families in need. December 2019 – present.

## **Alisyn Gaffney, MSW**

### **Education**

**Adelphi University, Garden City, NY**  
*Master of Social Work*

May 2006

**Suny New Paltz, New Paltz, NY**  
*Bachelor of Sociology with a Concentration in Social Services*

May 2002

**Dutchess Community College, Poughkeepsie, NY**  
*Associates of Applied Science in Human Services*

May 1998

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. 2026010

RE: AMENDMENT OF RESOLUTION NO. 61 OF 1993, CREATING A  
DUTCHESS COUNTY CRIMINAL JUSTICE COUNCIL

Legislators ALEXANDER, DRAGO, VALDÉS SMITH, ATKINS, MUNN, ARNOFF, JOHNSON, KAUL, KEARNEY, LAWLER, REDL, RHODES, SHAH and WINSBY offer the following and move its adoption:

WHEREAS, the Dutchess County Criminal Justice Council (CJC) was created by Resolution No. 61 of 1993, which resolution established membership of the committee, as well as the procedures and duties of the committee, and

WHEREAS, this Legislature amended the membership of the CJC in Resolution No. 29 of 1998 by adding two legislators as voting members to the CJC, as well as in Resolution 111 of 2010, and

WHEREAS, the Commissioner of Mental Health now desires to amend the CJC membership and committee structure to remain representative, functional, and aligned with current county operations and priorities, now therefore, be it

RESOLVED, that the Executive Committee membership shall be amended by:

- Updating Commissioner of Mental Hygiene to Commissioner of Mental Health,
- Updating Executive Director of Youth Bureau to Commissioner of Community and Family Services,
- Removing Commissioner of Planning and Development and Commissioner of Social Services (as this role is now represented under Commissioner of Community and Family Services)
- Adding Community Liaison as a voting member, and be it further

RESOLVED, that the composition of the Executive Committee of the CJC will consist of the following, all of whom shall have one vote each:

- Chairperson, appointed by the County Executive
- Vice Chairperson, appointed by the current Executive Committee Members
- The County Executive or designee
- The Chairperson of the Legislature or designee
- The Sheriff or designee
- The District Attorney or designee
- The Public Defender or designee
- The Director of Probation or designee
- The Commissioner of Mental health or designee
- The Commissioner of Community and Family Services or designee
- The Jail Administrator or designee
- Chairs/Co-Chairs of the standing CJC sub-committees
- A Community Liaison, and be it further

## PUBLIC SAFETY COMMITTEE

RESOLVED, that the full CJC membership structure shall be amended as follows:

- Adding Community Liaison as a voting member
- Removing former member Commissioner of Planning and Development and Commissioner of Social Services (now represented under the Commissioner of Community and Family Services)
- Clarification that Chairs/Co-Chairs of standing CJC sub-committees remain voting members *only for active committees*.
- Clarification that members of the public are welcome to attend the Full Criminal Justice Council, and be it further

RESOLVED, that the composition of the full CJC membership structure shall be amended as follows:

- Chairperson, appointed by the County Executive
- Vice Chairperson, appointed by the Executive Committee
- The County Executive or designee
- Chairperson of the Legislature or designee
- The Sheriff or designee
- The District Attorney or designee
- The Public Defender or designee
- The Director of Probation or designee
- Commissioner of Mental Health or designee
- Commissioner of Community & Family Services or designee
- The Jail Administrator or designee
- Chairs/Co-chairs of standing CJC subcommittees (active committees only)
- Community Liaison (voting member)
- Chairs/Co-chairs of the standing CJC sub-committees
- Two members from each caucus of the DC Legislature, appointed by the Chair of the Legislature to a two-year term with said terms to be concurrent with their legislative term
- One Family Court Judge and one County Court Judge, each jointly appointed by the Chair of the Legislature and the County Executive to two-year terms
- One city Court Judge from either of the two cities jointly appointed by the chair of the legislature and the County Executive to a two-year term
- One local judge from either the village court or local town courts appointed by the President of the Dutchess County Magistrates Association, to a two-year term
- Three citizen representatives appointed by the Chair of the Legislature to two-year terms
- Six at large citizen members shall be a cross-section of the community to take into consideration the not-for profit, minority, business, clergy and other community groups as well as geographic balance at least one of whom shall be an ex-offender and one of whom shall be a former victim, and be it further

PUBLIC SAFETY COMMITTEE

RESOLVED, that Resolution Nos. 61 of 1993, 29 of 1998 and 111 of 2010 shall otherwise remain in full force and effect.

CA-003-26

CRC/rjw

G-1370

01/02/2026

Fiscal Impact: None.

APPROVED

*Susan Serino*

SUSAN J. SERINO  
COUNTY EXECUTIVE

Date Jan. 22, 2026

STATE OF NEW YORK

ss:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 20<sup>th</sup> day of January, 2026, and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 21<sup>st</sup> day of January, 2026.



*[Signature]*  
JULIE SHIROISHI, CLERK OF THE LEGISLATURE

# Roll Call Sheets

| District  | Last Name                     | YES                                 | NO        |
|---|-------------------------------|-------------------------------------|-----------|
| District 16 - Fishkill and Beacon                                 | Valdés Smith                  | <input checked="" type="checkbox"/> |           |
| District 9 - City of Poughkeepsie                                 | Atkins                        |                                     |           |
| District 20 - Red Hook, Tivoli, and Rhinebeck                     | Munn                          |                                     |           |
| District 3 - LaGrange   | Polasek                       |                                     |           |
| District 12 - East Fishkill                                       | Metzger                       |                                     |           |
| District 1 - Town of Poughkeepsie                                 | Redl                          |                                     |           |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Arnoff                        |                                     |           |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler                        |                                     |           |
| District 5 - Town of Poughkeepsie                                 | Shah                          |                                     |           |
| District 6 - Town of Poughkeepsie                                 | Kaul                          |                                     |           |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow                        |                                     |           |
| District 8 - City and Town of Poughkeepsie                        | Brendli                       |                                     |           |
| District 10 - City of Poughkeepsie                                | Johnson                       |                                     |           |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney                       |                                     |           |
| District 13 - East Fishkill and Wappinger                         | Giles                         |                                     |           |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby                        |                                     |           |
| District 15 - Wappinger   | Faust                         |                                     |           |
| District 17 - Town and Village of Fishkill                        | McHoul                        |                                     |           |
| District 18 - City of Beacon and Fishkill                         | Rhodes                        |                                     |           |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago                         |                                     |           |
| District 21 - East Fishkill                                       | Caswell                       |                                     |           |
| District 22 - Beekman and Union Vale                              | Tresca                        |                                     |           |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison                       |                                     |           |
| District 24 - Dover and Pawling                                   | House                         |                                     |           |
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander                     |                                     |           |
| <b>Present:</b> <u>23</u>   | <b>Resolution:</b> _____      | <b>Total :</b> <u>23</u>            | <u>6</u>  |
| <b>Absent:</b> <u>2</u>   | <b>Motion:</b> <u>Polasek</u> | <b>Yes</b>                          | <b>No</b> |
| <b>Vacant:</b> <u>0</u>   | <u>Kaul 2nd</u>               | <b>Abstentions:</b> _____           |           |

2026010 AMENDMENT OF RESOLUTION NO. 61 OF 1993, CREATING A DUTCHESS COUNTY CRIMINAL JUSTICE COUNCIL

January 20, 2026

**SUE SERINO**  
COUNTY EXECUTIVE



**JEAN-MARIE NIEBUHR, LCSW-R**  
COMMISSIONER

**DUTCHESS COUNTY GOVERNMENT**  
**DEPARTMENT OF MENTAL HEALTH**

**TO:** Sue Serino, County Executive

**FROM:** Jean-Marie Niebuhr, LCSW-R, Commissioner, Department of Mental Health

**DATE:** December 3, 2025

**RE:** 2026 Resolution Request- Updates to the Criminal Justice Council

The Dutchess County Department of Mental Health is requesting approval of updates to the bylaws and membership structure of the Criminal Justice Council (CJC). The CJC plays a central role in coordinating Dutchess County's criminal justice strategy, bringing system partners together to monitor trends, advance reforms, and support public safety, equity, and effective service delivery. As the system continues to evolve, it is essential that the CJC's structure and membership remain current and accurately reflect the agencies, roles, and community perspectives engaged in this work.

The CJC Executive Committee recently completed a review of the Council's membership and committee structure. Several updates were approved to ensure that the CJC remains representative, functional, and aligned with current county operations and priorities. These updates now require formal adoption through a resolution by the County Executive and Legislature to finalize the revised composition.

## FISCAL IMPACT STATEMENT

☒ NO FISCAL IMPACT PROJECTED

### APPROPRIATION RESOLUTIONS (To be completed by requesting department)

Total Current Year Cost \$ 0

Total Current Year Revenue \$ 0  
and Source

Source of County Funds (check one): ☐ Existing Appropriations, ☐ Contingency,  
☐ Transfer of Existing Appropriations, ☐ Additional Appropriations, ☐ Other (explain).

Identify Line Items(s):

Related Expenses: Amount \$ 0  
Nature/Reason:

Anticipated Savings to County: \_\_\_\_\_

Net County Cost (this year): \_\_\_\_\_  
Over Five Years: \_\_\_\_\_

Additional Comments/Explanation:

Prepared by: Jean-Marie Niebuhr

Prepared On: 12/4/2025



The Criminal Justice Council (CJC) plays a critical role in shaping Dutchess County's criminal justice strategy, aligning system partners, monitoring trends, and advancing reforms that promote public safety, equity, and effective service delivery. As the system evolves, it is essential that the structure and membership of the CJC remain current and accurately reflect the agencies, roles, and community voices that contribute to this work.

The CJC Executive Committee recently completed a review of the Council's membership and committee structure. Several updates were approved to ensure that the CJC remains representative, functional, and aligned with current organizational structures within the County. These changes now require a formal resolution by the County Executive and Legislature to amend the bylaws and finalize the updated composition.

## **Summary of Recommended Changes**

### **1. Executive Committee Membership Updates**

To align with current County departments and strengthen community representation, the Executive Committee recommends:

- **Title Updates**
  - Change *Commissioner of Mental Hygiene* → **Commissioner of Mental Health**
  - Change *Executive Director of Youth Bureau* → **Commissioner of Community & Family Services**
- **Removals**
  - **Commissioner of Planning and Development**
  - **Commissioner of Social Services**  
(This role is now represented under the Commissioner of Community & Family Services)
- **Additions**
  - **Community Liaison** (voting member) – newly created position approved by the Executive Committee
- **Clarification**
  - Chairs/Co-chairs of *active standing committees only* remain voting members.

### **2. Updated Full Executive Committee List**

1. Chairperson, appointed by the County Executive
2. Vice Chairperson, appointed by the current Executive Committee Members
3. The County Executive or designee
4. The Chairperson of the Legislature or designee
5. The Sheriff or designee
6. The District Attorney or designee
7. The Public Defender or designee
8. The Director of Probation or designee

9. The Commissioner of Mental Health or designee
10. The Commissioner of Community and Family Services or designee
11. The Jail Administrator or designee
12. Chairs/Co-chairs of the standing CJC sub-committees
13. A Community Liaison

### 3. Full Council Membership Updates

To maintain consistency between the Executive Committee and the full CJC structure, the following changes are recommended:

- **Add**
  - **Community Liaison** (voting member)
- **Remove**
  - Former Member: **Commissioner of Planning and Development**
  - Former Member: **Commissioner of Social Services**  
(Now represented under the Commissioner of Community & Family Services)
- **Additional Clarification**
  - Chairs/Co-chairs of standing CJC subcommittees remain voting members *only for active committees*.
  - Members of the public are welcome to attend the Full criminal justice council

### 4. Updated Full Council List

1. Chairperson, appointed by the County Executive
2. Vice Chairperson, appointed by the Executive Committee
3. The County Executive or designee
4. Chairperson of the Legislature or designee
5. The Sheriff or designee
6. The District Attorney or designee
7. The Public Defender or designee
8. The Director of Probation or designee
9. Commissioner of Mental Health or designee
10. Commissioner of Community & Family Services or designee
11. The Jail Administrator or designee
12. Chairs/Co-chairs of standing CJC subcommittees (active committees only)
13. Community Liaison (voting member)
14. Chairs/Co-chairs of the standing CJC sub-committees
15. Two members from each caucus of the DC Legislature, appointed by the Chair of the Legislature to a two-year term with said terms to be concurrent with their legislative term
16. One Family Court Judge and one County Court Judge, each jointly appointed by the Chair of the Legislature and the County Executive to two-year terms
17. One city Court Judge from either of the two cities jointly appointed by the chair of the legislature and the County Executive to a two-year term

18. One local judge from either the village court or local town courts appointed by the President of the Dutchess County Magistrates Association, to a two-year term
  19. Three citizen representatives appointed by the Chair of the Legislature to two-year terms
  20. Six at large citizen members shall be a cross-section of the community to take into consideration the not-for profit, minority, business, clergy and other community groups as well as geographic balance at least one of whom shall be an ex-offender and one of whom shall be a former victim.
- 

### **Rationale for These Updates**

- **Reflects current County departmental structures**, eliminating outdated titles and duplicative representation.
- **Strengthens community representation**, adding perspectives from lived experience and a formally designated Community Liaison.
- **Streamlines the CJC's operational structure**, ensuring voting authority aligns with active committees.
- **Improves clarity and transparency** in leadership roles and membership expectations.
- **Supports the CJC's mission** by ensuring that membership aligns with best practices in criminal justice reform and collaborative governance.

I respectfully request that the County Executive's Office advance this resolution so the Council can proceed with the updated structure.

BUDGET, FINANCE AND PERSONNEL COMMITTEE

RESOLUTION NO. 2026011

RE: DELEGATION OF AUTHORITY WITH RESPECT TO CORRECTING  
ERRORS ON TAX ROLLS

Legislators LAWLER, REDL, VALDÉS SMITH, ATKINS, MUNN, BRENDLI,  
CASWELL, RHODES and SHAH offer the following and move its adoption:

WHEREAS, Section 554 of the Real Property Tax Law requires that the tax levying body approve or reject an application to correct a claimed clerical error, an unlawful entry, or error in essential fact in a tax roll, and

WHEREAS, Section 554 of the Real Property Tax Law allows the tax levying body to delegate the authority vested in it pursuant to Section 554 of the Real Property Tax Law to the Commissioner of Finance, now, be it

RESOLVED, that the Dutchess County Legislature hereby designates the Dutchess County Commissioner of Finance as the official authorized to approve or reject applications to correct claimed clerical errors, unlawful entries, or errors in essential fact in a tax roll pursuant to Section 554 of the Real Property Tax Law, and be it further

RESOLVED, that the Dutchess County Commissioner of Finance's authority is applicable only where the recommended correction is TWO THOUSAND, FIVE HUNDRED and 00/100 (\$2,500.00) DOLLARS or less, and be it further

RESOLVED, that this resolution and the delegation authority it grants shall only be in effect during the calendar year of January 1, 2026 through December 31, 2026, and be it further

RESOLVED, that when the Commissioner of Finance denies the correction in whole or in part, or the correction requested is an amount in excess of \$2,500.00, the Commissioner of Finance shall submit to the County Legislature for its review and disposition, the report and recommendation of the Director of Real Property Tax together with both copies of the application and the reason for the denial, and be it further

RESOLVED, that this resolution shall be filed in the Offices of the Dutchess County Clerk and the Clerk of the Dutchess County Legislature.

CA-002-26; EMW/rjw; G-0145-A 12/12/25 Fiscal Impact: None

STATE OF NEW YORK

ss:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 20<sup>th</sup> day of January, 2026, and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 21<sup>st</sup> day of January, 2026.

APPROVED  
  
SUSAN J. SERINO  
COUNTY EXECUTIVE



  
JULIA SHIROISHI, CLERK OF THE LEGISLATURE

Date Jan. 22, 2026

# Roll Call Sheets

| District  | Last Name    | YES | NO |
|---|--------------|-----|----|
| District 16 - Fishkill and Beacon                                 | Valdés Smith |     |    |
| District 9 - City of Poughkeepsie                                 | Atkins       |     |    |
| District 20 - Red Hook, Tivoli, and Rhinebeck                     | Munn         |     |    |
| District 3 - LaGrange   | Polasek      |     |    |
| District 12 - East Fishkill                                       | Metzger      |     |    |
| District 1 - Town of Poughkeepsie                                 | Redl         |     |    |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Arnoff       |     |    |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler       |     |    |
| District 5 - Town of Poughkeepsie                                 | Shah         |     |    |
| District 6 - Town of Poughkeepsie                                 | Kaul         |     |    |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow       |     |    |
| District 8 - City and Town of Poughkeepsie                        | Brendli      |     |    |
| District 10 - City of Poughkeepsie                                | Johnson      |     |    |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney      |     |    |
| District 13 - East Fishkill and Wappinger                         | Giles        |     |    |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby       |     |    |
| District 15 - Wappinger   | Faust        |     |    |
| District 17 - Town and Village of Fishkill                        | McHoul       |     |    |
| District 18 - City of Beacon and Fishkill                         | Rhodes       |     |    |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago        |     |    |
| District 21 - East Fishkill                                       | Caswell      |     |    |
| District 22 - Beekman and Union Vale                              | Tresca       |     |    |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison      |     |    |
| District 24 - Dover and Pawling                                   | House        |     |    |
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander    |     |    |

**Present:** 23  
**Absent:** 2  
**Vacant:** 0

**Resolution:** \_\_\_\_\_  
**Motion:** Polasek  
Kaul 2nd

**Total :** 23 0  
**Yes** **No**  
**Abstentions:** \_\_\_\_\_

2026011 DELEGATION OF AUTHORITY WITH RESPECT TO CORRECTING ERRORS ON TAX ROLLS

January 20, 2026

**SUE SERINO**  
COUNTY EXECUTIVE



**HEIDI SEELBACH**  
COMMISSIONER

**DUTCHESS COUNTY GOVERNMENT**  
DEPARTMENT OF FINANCE

**MEMORANDUM**

**TO:** Susan Serino, County Executive  
**FROM:** Heidi Seelbach, Commissioner of Finance *HS*  
**CC:** Jess White, Gregg Pulver, Elizabeth Wolff, Colleen Pillus, Tiffanie Massey, Rachel Whispell, Cullen O'Shea, Michele Belmont  
**DATE:** 11/17/2025  
**RE:** Resolution request for Delegation of Authority regarding the correction of Tax Rolls for the 2026 Calendar Year

Please add a resolution to the January Reorganization Legislative meeting to delegate the authority with respect to tax roll corrections as allowed in Real Property Tax Law Section 554. This authority needs to be reestablished each year pursuant to Real Property Tax Law. The current maximum under law for the delegation of authority is still \$2,500 and we would like to maintain the ability to make corrections where the necessary correction is at or below this threshold.

I have attached our resolution request plus the most recent year's passed resolution for reference.

## FISCAL IMPACT STATEMENT

☒ NO FISCAL IMPACT PROJECTED

### APPROPRIATION RESOLUTIONS

(To be completed by requesting department)

Total Current Year Cost \$ \_\_\_\_\_

Total Current Year Revenue \$ \_\_\_\_\_  
and Source

Source of County Funds (check one): ☐ Existing Appropriations, ☐ Contingency,  
☐ Transfer of Existing Appropriations, ☐ Additional Appropriations, ☒ Other (explain)

Identify Line Items(s):

Related Expenses: Amount \$ \_\_\_\_\_

Nature/Reason:

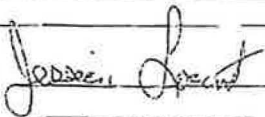
Anticipated Savings to County \_\_\_\_\_

Net County Cost (this year) \_\_\_\_\_  
Over Five Years: \_\_\_\_\_

#### Additional Comments/Explanation:

Included in the County budget each year is an amount for uncollectible taxes, corrections, and judgements. The write off of this item would occur against this account and have no Fiscal impact to the County

Prepared by



Prepared On

11/17/25



BUDGET, FINANCE AND PERSONNEL COMMITTEE

RESOLUTION NO. 2026012

RE: DELEGATION OF AUTHORITY WITH RESPECT TO CERTAIN REAL  
PROPERTY TAX REFUNDS

Legislators LAWLER, REDL, VALDES SMITH, ATKINS, MUNN, BRENDLI,  
CASWELL, RHODES and SHAH offer the following and move its adoption:

WHEREAS, Section 556 of the Real Property Tax Law requires that the tax levying body approve or reject an application for a tax refund requested for a claimed unlawful entry, clerical error, or error in essential fact, and

WHEREAS, Section 556 of the Real Property Tax Levy allows the tax levying body to delegate the authority to perform the duties of such tax levying body, now therefore, be it

RESOLVED, that the Dutchess County Legislature designates the Dutchess County Commissioner of Finance as the official who shall be authorized to make property tax refunds in accordance with applicable provisions of Section 556 of the Real Property Tax Law, and be it further

RESOLVED, that the Dutchess County Commissioner of Finance's authority is applicable only where the recommended refund is TWO THOUSAND, FIVE HUNDRED and 00/100 (\$2,500.00) DOLLARS or less, and be it further

RESOLVED, that this resolution and the delegation authority it grants shall only be in effect during the calendar year of January 1, 2026 through December 31, 2026, and be it further

RESOLVED, that in accordance with Section 556 of the Real Property Tax Law, where the Commissioner of Finance denies the refund or credit, in whole or in part, or where the requested amount is in excess of the amount authorized, the Commissioner shall transmit to the Legislature the report of the Director of Real Property Tax Services, together with both copies of the application, and the reason the Commissioner denied the refund, for review and disposition by the Legislature, and be it further

RESOLVED, that this resolution shall be filed in the Offices of the Dutchess County Clerk and the Clerk of the Dutchess County Legislature.

CA-002-26; EMW/rjw; G-0145-A

12/12/25 Fiscal Impact: None

STATE OF NEW YORK

ss:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 25<sup>th</sup> day of January 2026, and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 25<sup>th</sup> day of January 2026.

APPROVED

*Susan Serino*

SUSAN J. SERINO  
COUNTY EXECUTIVE

Date Jan. 22, 2026



*[Signature]*  
JULIE SHIROISHI, CLERK OF THE LEGISLATURE



# Roll Call Sheets

| District  | Last Name              | YES                | NO       |
|---|------------------------|--------------------|----------|
| District 16 - Fishkill and Beacon                                 | Valdés Smith           | ✓                  |          |
| District 9 - City of Poughkeepsie                                 | Atkins                 |                    |          |
| District 20 - Red Hook, Tivoli, and Rhinebeck                     | Munn                   |                    |          |
| District 3 - LaGrange   | Polasek                |                    |          |
| District 12 - East Fishkill                                       | Metzger                |                    |          |
| District 1 - Town of Poughkeepsie                                 | Redl                   |                    |          |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Arnoff                 |                    |          |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler                 |                    |          |
| District 5 - Town of Poughkeepsie                                 | Shah                   |                    |          |
| District 6 - Town of Poughkeepsie                                 | Kaul                   |                    |          |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow                 |                    |          |
| District 8 - City and Town of Poughkeepsie                        | Brendli                |                    |          |
| District 10 - City of Poughkeepsie                                | Johnson                |                    |          |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney                |                    |          |
| District 13 - East Fishkill and Wappinger                         | Giles                  |                    |          |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby                 |                    |          |
| District 15 - Wappinger   | Faust                  |                    |          |
| District 17 - Town and Village of Fishkill                        | McHoul                 |                    |          |
| District 18 - City of Beacon and Fishkill                         | Rhodes                 |                    |          |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago                  |                    |          |
| District 21 - East Fishkill                                       | Caswell                |                    |          |
| District 22 - Beekman and Union Vale                              | Tresca                 |                    |          |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison                |                    |          |
| District 24 - Dover and Pawling                                   | House                  |                    |          |
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander              |                    |          |
| Present: <u>23</u>  | Resolution: _____      | Total : <u>23</u>  | <u>6</u> |
| Absent: <u>2</u>  | Motion: <u>Polasek</u> | Yes                | No       |
| Vacant: <u>0</u>  | <u>Kaul 2nd</u>        | Abstentions: _____ |          |

2026012 DELEGATION OF AUTHORITY WITH RESPECT TO CERTAIN REAL PROPERTY TAX REFUNDS

January 20, 2026

**SUE SERINO**  
COUNTY EXECUTIVE



**HEIDI SEELBACH**  
COMMISSIONER

**DUTCHESS COUNTY GOVERNMENT**  
DEPARTMENT OF FINANCE

**MEMORANDUM**

**TO:** Susan Serino, County Executive  
**FROM:** Heidi Seelbach, Commissioner of Finance *HS*  
**CC:** Jess White, Gregg Pulver, Elizabeth Wolf, Colleen Pillus, Tiffanie Massey, Rachel Whispell, Cullen O'Shea, Michele Belmont  
**DATE:** 11/17/2025  
**RE:** Resolution request for Delegation of Authority to make property tax refunds for the 2026 Calendar Year

Please add a resolution to the January Reorganization Legislative meeting to delegate the authority to make real property tax refunds as allowed in Real Property Tax Law Section 556. This authority needs to be reestablished each year pursuant to Real Property Tax Law. The current maximum under law for the delegation of authority is still \$2,500 and we would like to maintain the ability to make corrections where the necessary correction is at or below this threshold.

I have attached our resolution request plus the most recent year's passed resolution for reference.

## FISCAL IMPACT STATEMENT

☒ NO FISCAL IMPACT PROJECTED

### APPROPRIATION RESOLUTIONS

(To be completed by requesting department)

Total Current Year Cost \$ \_\_\_\_\_

Total Current Year Revenue \$ \_\_\_\_\_  
and Source

Source of County Funds (check one): ☐ Existing Appropriations, ☐ Contingency,  
☐ Transfer of Existing Appropriations, ☐ Additional Appropriations, ☒ Other (explain)

Identify Line Items(s):

Related Expenses: Amount \$ \_\_\_\_\_  
Nature/Reason:

Anticipated Savings to County: \_\_\_\_\_

Net County Cost (this year): \_\_\_\_\_  
Over Five Years: \_\_\_\_\_

#### Additional Comments/Explanation:

Included in the County budget each year is an amount for uncollectible taxes, corrections, and judgements. The write off of this item would occur against this account and have no Fiscal impact to the County.

Prepared by: James Bond

Prepared On

11/17/25

BUDGET, FINANCE AND PERSONNEL COMMITTEE

RESOLUTION NO.2026013

RE: GRANTING SICK LEAVE AT HALF PAY TO AN  
EMPLOYEE OF THE DUTCHESS COUNTY JUSTICE  
AND TRANSITION CENTER

Legislators LAWLER, REDL, VALDÉS SMITH, ATKINS, MUNN, BRENDLI,  
CASWELL, KAUL and RHODES offer the following and move its adoption:

WHEREAS, Corrections Employee #3290 has been an employee of the Dutchess County  
Justice and Transition Center since September 17, 2007, and

WHEREAS, the employee has requested leave pursuant to a physician's orders for a  
nonwork related medical issue, and

WHEREAS, the employee was granted thirty (30) days sick leave at half pay by the  
Sheriff effective November 24, 2025 through December 23, 2025, and

WHEREAS, due to extenuating medical circumstances, the employee has requested an  
extension of sick leave at half pay, and

WHEREAS, in accordance with the guidelines set forth in paragraph 11 of Resolution  
No.466 of 1973, any extension of sick leave at half pay beyond thirty (30) days requires the  
approval of the County Executive and the Legislature, and

WHEREAS, the Commissioner of Human Resources confirms that employee #3290 has  
an approved medical need and all benefit time was exhausted prior to this request, and

WHEREAS, it is currently unknown when employee #3290 will be capable of returning  
to work, now, therefore, be it

RESOLVED, that Corrections Employee #3290 shall receive half pay sick leave for up to  
sixty (60) calendar days, commencing on December 24, 2025 through February 21, 2026, or until  
his/her return to work, whichever is sooner.

CA-009-26  
TJL/rjw  
G-0175-A  
01/05/2026  
Fiscal Impact: See Attached

STATE OF NEW YORK

COUNTY OF DUTCHESS

APPROVED  
*Susan Serino*  
SUSAN J. SERINO  
COUNTY EXECUTIVE

Date Jan 21, 2026

SS:

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with  
the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 20<sup>th</sup> day of July 2025 and that  
the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 25<sup>th</sup> day of July 2026.



*Julie Shirosaki*  
JULIE SHIROSHI, CLERK OF THE LEGISLATURE

# Roll Call Sheets

| District  | Last Name    | YES | NO |
|---|--------------|-----|----|
| District 16 - Fishkill and Beacon                                 | Valdés Smith | ✓   |    |
| District 9 - City of Poughkeepsie                                 | Atkins       |     |    |
| District 20 - Red Hook, Tivoli, and Rhinebeck                     | Munn         |     |    |
| District 3 - LaGrange   | Polasek      |     |    |
| District 12 - East Fishkill                                       | Metzger      |     |    |
| District 1 - Town of Poughkeepsie                                 | Redl         |     |    |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Arnoff       |     |    |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler       |     |    |
| District 5 - Town of Poughkeepsie                                 | Shah         |     |    |
| District 6 - Town of Poughkeepsie                                 | Kaul         |     |    |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow       |     |    |
| District 8 - City and Town of Poughkeepsie                        | Brendli      |     |    |
| District 10 - City of Poughkeepsie                                | Johnson      |     |    |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney      |     |    |
| District 13 - East Fishkill and Wappinger                         | Giles        |     |    |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby       |     |    |
| District 15 - Wappinger   | Faust        |     |    |
| District 17 - Town and Village of Fishkill                        | McHoul       |     |    |
| District 18 - City of Beacon and Fishkill                         | Rhodes       |     |    |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago        |     |    |
| District 21 - East Fishkill                                       | Caswell      |     |    |
| District 22 - Beekman and Union Vale                              | Tresca       |     |    |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison      |     |    |
| District 24 - Dover and Pawling                                   | House        |     |    |
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander    |     |    |

Present: 23  
 Absent: 2  
 Vacant: 0

Resolution: \_\_\_\_\_  
 Motion: Polasek  
Kaul 2nd

Total : 23  
 Yes 6  
 No 17  
 Abstentions: \_\_\_\_\_

**2026013 GRANTING SICK LEAVE AT HALF PAY TO AN EMPLOYEE OF THE DUTCHESS COUNTY JUSTICE AND TRANSITION CENTER**

January 20, 2026

**SUE SERINO**  
COUNTY EXECUTIVE



**RACHEL M. KASHIMER**  
COMMISSIONER

**DUTCHESS COUNTY GOVERNMENT**  
**HUMAN RESOURCES**

**MEMORANDUM**

**TO:** Sue Serino, County Executive

**FROM:** Rachel M. Kashimer, Commissioner of Human Resources *RF/Kee*

**DATE:** January 5, 2026

**RE:** Sick Leave at Half Pay Request

Corrections Employee #3290 has been employed with Dutchess County since September 17, 2007, and has requested leave pursuant to a physician's orders for a non-work related medical issue. In doing so, the employee has been approved for use of accrued benefit time, however there are insufficient balances for the term of the leave. Upon exhaustion of benefit time, a request has been made for use of Sick Leave at Half Pay, as provided in the DCSEA collective bargaining agreement in Article VII, Section 3(vii), through the duration of the employee's absence.

Per the policy, an employee must have an appropriate medical need and exhaust their benefit time prior to being eligible for this benefit as well as meet the criteria as set forth in Resolution 466 of 1973. Employee #3290 has an approved medical need and all benefit time was exhausted prior to this request. The anticipated return to work date is unknown at this time pursuant to the medical documentation. Pursuant to the rules of the benefit, the Sheriff has approved the initial 30-day period, which was effective 11/24/2025 through 12/23/2025, after which coverage requires Legislative approval to continue the benefit.

The attached Resolution requests the Legislature to approve an additional sixty (60) days of the Sick Leave at Half Pay benefit commencing December 24, 2025. As this memo will be part of the public record, the employee's identity and details relating to the medical condition are being withheld to maintain confidentiality.



## FISCAL IMPACT STATEMENT

☐ NO FISCAL IMPACT PROJECTED

### APPROPRIATION RESOLUTIONS

(To be completed by requesting department)

Total Current Year Cost \$ 12,000

Total Current Year Revenue \$ \_\_\_\_\_  
and Source

Source of County Funds (check one): ☒ Existing Appropriations, ☐ Contingency,  
☐ Transfer of Existing Appropriations, ☐ Additional Appropriations, ☐ Other (explain).

Identify Line Items(s):

Related Expenses: Amount \$ \_\_\_\_\_  
Nature/Reason:

Anticipated Savings to County: \_\_\_\_\_

Net County Cost (this year): \$12,000  
Over Five Years: \_\_\_\_\_

#### Additional Comments/Explanation:

Corrections employee has requested sick leave at half pay pursuant to a physician's orders. Earned benefit time has been exhausted and a request has been made to use Sick Leave at Half Pay, as provided in the DCSEA collective bargaining agreement in Article VII, Section 3(vii). The post that this employee is assigned to will need to filled with overtime hours.

Prepared by: Tiffanie Massey, Budget Office

Prepared On: 1/7/2026

FAMILY AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. 2026014

RE: AUTHORIZING AMENDMENT OF FUNDING UNDER THE TRADE  
ADJUSTMENT ACT

Legislators ARNOFF, KAUL, VALDÉS SMITH, ATKINS, MUNN, BRENDLI, CASWELL, DRAGO, KEARNEY, LAWLER, REDL, RHODES, SHAH and WINSBY, offer the following and move its adoption:

WHEREAS, the United States Congress enacted the Workforce Innovation and Opportunity Act (WIOA) to provide the framework for a unique workforce preparation and employment system designed to meet the needs of businesses and the needs of job seekers and those who want to further their careers, and

WHEREAS, Dutchess County has been awarded up to \$500,000 to administer a new five-year statewide initiative known as the New York Systems Change and Inclusive Opportunities Network (NY SCION), made possible by a grant from the United States Department of Labor (USDOL) to the NYS Department of Labor (NYDOL) under the Workforce Innovation and Opportunities Act (WIOA), and

WHEREAS, the New York State Department of Labor has provided a \$100,000 allocation to Dutchess County for the fourth year for the operation of NY SCION OMH- Program Year 2025 ("PY25 SCION OMH") funding for the period of September 16, 2025 through July 31, 2026, and

WHEREAS, PY25 SCION OMH, is a NOA, thereby allowing an extension of the term, only, without a separate resolution, now therefore be it,

RESOLVED, that the Commissioner of Finance be and hereby is authorized, empowered and directed to accept the allocation of funding under the above NY SCION OMH Program and amend the following accounts:

APPROPRIATIONS

Increase

|                     |                              |          |
|---------------------|------------------------------|----------|
| CD6292 .2025 .4 846 | NY SCION OMH Program Funding | \$30,000 |
|---------------------|------------------------------|----------|

REVENUES

Increase

|                        |                              |          |
|------------------------|------------------------------|----------|
| CD6292.2025 .4 7910.51 | NY SCION OMH Program Funding | \$30,000 |
|------------------------|------------------------------|----------|

CA-007-26; LMIBPL/rjw; G-1263; 01/05/2026; Fiscal Impact: See Attached.

STATE OF NEW YORK

SS:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 20<sup>th</sup> day of July 2026, and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 21<sup>st</sup> day of July 2026.

APPROVED

*Susan J. Serino*

SUSAN J. SERINO  
COUNTY EXECUTIVE

Date

Jan 22, 2026



*Julia Shiroishi*  
JULIA SHIROISHI, CLERK OF THE LEGISLATURE



# Roll Call Sheets

| District  | Last Name              | YES                | NO       |
|---|------------------------|--------------------|----------|
| District 16 - Fishkill and Beacon                                 | Valdés Smith           | ✓                  |          |
| District 9 - City of Poughkeepsie                                 | Atkins                 |                    |          |
| District 20 - Red Hook, Tivoli, and Rhinebeck                     | Munn                   |                    |          |
| District 3 - LaGrange   | Polasek                |                    |          |
| District 12 - East Fishkill                                       | Metzger                |                    |          |
| District 1 - Town of Poughkeepsie                                 | Redl                   |                    |          |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Arnoff                 |                    |          |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler                 |                    |          |
| District 5 - Town of Poughkeepsie                                 | Shah                   |                    |          |
| District 6 - Town of Poughkeepsie                                 | Kaul                   |                    |          |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow                 |                    |          |
| District 8 - City and Town of Poughkeepsie                        | Brendli                |                    |          |
| District 10 - City of Poughkeepsie                                | Johnson                |                    |          |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney                |                    |          |
| District 13 - East Fishkill and Wappinger                         | Giles                  |                    |          |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby                 |                    |          |
| District 15 - Wappinger   | Faust                  |                    |          |
| District 17 - Town and Village of Fishkill                        | McHoul                 |                    |          |
| District 18 - City of Beacon and Fishkill                         | Rhodes                 |                    |          |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago                  |                    |          |
| District 21 - East Fishkill                                       | Caswell                |                    |          |
| District 22 - Beekman and Union Vale                              | Tresca                 |                    |          |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison                |                    |          |
| District 24 - Dover and Pawling                                   | House                  |                    |          |
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander              |                    |          |
| Present: <u>23</u>  | Resolution: _____      | Total : <u>23</u>  | <u>✓</u> |
| Absent: <u>2</u>  | Motion: <u>Polasek</u> | Yes                | No       |
| Vacant: <u>✓</u>  | <u>Karl 2nd</u>        | Abstentions: _____ |          |

2026014 AUTHORIZING AMENDMENT OF FUNDING UNDER THE TRADE ADJUSTMENT ACT

January 20, 2026



## **Dutchess County Workforce Investment Board**

**"Building Partnerships for Workforce Solutions"**

---

### **MEMORANDUM**

**TO:** Susan J. Serino, County Executive

**FROM:** Louise McLoughlin, Executive Director,  
Dutchess County Workforce Investment Board

**SUBMISSION DATE:** December 16, 2025

**NOA RECEIVED:** December 14, 2025

**RE:** SCION resolution

---

The DCWIB receives Notices of Authority (NOA) from the New York State Department of Labor (NYSDOL) to provide training and employment services to adults, dislocated workers and youth who reside in Dutchess County. NOA's either supply additional funding or rescind expired funding. The attached NOA is supplying additional funding to Dutchess County.

The New York State Department of Labor (NYSDOL) has awarded our local area \$30,000. This program is currently operating and is unable to proceed without acceptance of this funding. The DCWIB respectfully requests that this resolution is presented at the next meeting of the Dutchess County Legislature.

NOA- \$30,000

- Program Year: PY25
- Date Range: 9/16/2025-7/31/2026

Please find (attached) the SCION Resolution to accept PY25 funding.

Please contact me at 845-463-0517 x204 if you have any questions or require additional information.

---

3 Neptune Road Poughkeepsie, NY 12601  
Telephone (845) 463-0517 Fax (845) 463-0247 [www.dcwib.org](http://www.dcwib.org)

*The programs provided by this agency are partially funded by moneys received from the County of Dutchess  
EOE/P auxiliary aids and services are available upon request to individuals with disabilities*

## FISCAL IMPACT STATEMENT

☐ NO FISCAL IMPACT PROJECTED

### APPROPRIATION RESOLUTIONS

*(To be completed by requesting department)*

Total Current Year Cost \$ 30,000

Total Current Year Revenue \$ 30,000  
and Source

Source of County Funds (check one): ☐ Existing Appropriations, ☐ Contingency,  
☐ Transfer of Existing Appropriations, ☐ Additional Appropriations, ☐ Other (explain).

Identify Line Items(s):

Related Expenses: Amount \$ \_\_\_\_\_

Nature/Reason:

Anticipated Savings to County: \_\_\_\_\_

Net County Cost (this year): \_\_\_\_\_  
Over Five Years: \_\_\_\_\_

Additional Comments/Explanation:

Prepared by: Louise McLoughlin Prepared On: 12/16/2025

WE ARE YOUR DOL



Kathy Hochul, Governor  
Roberta Reardon, Commissioner

December 5, 2025

Ms. Susan J. Serino  
County Executive  
Dutchess County  
Dutchess County Office Building  
22 Market Street, 6th Floor  
Poughkeepsie, New York 12601

Dear Ms. Serino:

Congratulations. Your Local Workforce Development Area (LWDA) has been approved for PY25 Year 3 of the New York Systems Change and Inclusive Opportunities Network (NY SCION) Program leveraged by the New York State Office of Mental Health (OMH) in the amount of \$30,000.00. The effective period is **September 16, 2025 through July 31, 2026**. Please note that the final day to draw cash for these funds will be September 14, 2026.

As the pass-through entity of funds to your local area, the NYS Department of Labor (NYSDOL) is required to execute the attached Subrecipient Agreement incorporating all administrative, fiscal, and operational aspects of the grant and includes the following sections:

- Subrecipient Cover Page
- Notice of Obligational Authority (NOA)
- Memorandum of Understanding (MOU) between NYSDOL and OMH
- Revised Technical Advisory (TA) 21-06.4, Revised guidance for implementation of the New York Systems Change and Inclusive Opportunities Network (NY SCION) Program dated April 5, 2025
- Attestation for receipt of PY25 Year 3 funding

Per the revised TA above, LWDBs **must** expend all OMH funds prior to spending State-level WIOA RR SCION funds.

All expenditures, accruals and obligations for this disbursement must be reported monthly in PeopleSoft under Program Code **346** for Program Year 2025 (PY25) using the account codes appropriate to Dislocated Worker services. Please note, funds remaining unexpended at the end of this project will be de-obligated and will no longer be available for use by your Local Workforce Development Area.

Please review the attached Subrecipient Agreement and complete and return the attestation document by **COB, Friday, December 26, 2025**. The attestation requires signature by the Chief Elected Official (CEO) or an authorized signatory.

Any questions concerning this information should be directed to Mr. Nicholas Gratch, State Representative at 315-479-3239.

Sincerely,

Handwritten signature of Kerry Douglas-Duffy in black ink.

Kerry Douglas-Duffy  
Director  
Bureau of Workforce Innovation & Quality

Attachment(s)

cc: Dr. Louise McLoughlin  
Ms. Amanda Dushaj  
Mr. Nicholas Gratch  
Mr. John Forte  
Ms. Regina Ngan  
Ms. Rachel Adler



**NEW YORK**  
STATE OF  
OPPORTUNITY.

**Department  
of Labor**

# **Subrecipient Agreement**

**NY SCION OMH**

**Kerry Douglas-Duffy, Director**  
**Bureau of Workforce Innovation & Quality**



## **Table of Contents**

**Section I – Subrecipient Cover Page**

**Section II – Notice of Obligational Authority (NOA)**

**Section III – Memorandum of Understanding (MOU)  
Between NYSDOL and OMH**


**Section IV – Technical Advisory #21-06.04**

**Section V – Subrecipient Attestation**

# **SECTION 1**

## **SUBRECIPIENT COVER PAGE**



|   |   |
|---|---|
| <b>NYS Department of Labor<br/>Division of Employment &amp;<br/>Workforce Solutions</b> | <b>Subrecipient Agreement<br/>Notification of Award/Obligation:</b> |
|   | <b>NY SCION OMH</b><br>Year 3, PY25                                 |
|       |   |

|  |  |
|--|--|
| Subrecipient:  | Susan J. Serino<br>Dutchess County Executive |
| UEI Number:  | D3RRG8P2LNQ4                                 |
| Project Description:   | NY SCION OMH - Program Year 2025             |
| Subaward Period of Performance:                                      | September 16, 2025 to July 31, 2026          |
| Total Funds Committed to Subrecipient<br>(unless otherwise amended): | \$30,000.00                                  |
| Indirect Cost Rate:  | To Be Determined                             |
| R&D Grant:   | Not applicable                               |

Payments to subrecipients will be made via the Notice of Obligational Authority process with subrecipients reporting expenditures, accruals, and obligations via the PeopleSoft Financial application.

In performing its responsibilities under this subrecipient agreement, the subrecipient assures that it will fully comply with all applicable state and federal rules and regulations including but not limited to the following NYSDOL Technical Advisories, federal regulations, and federal cost principles, including any subsequent amendment:

**NYS Department of Labor Technical Advisories:**

1) TA #21-4 "Monitoring – New York State Department of Labor (NYSDOL) Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of and Provision of Technical Assistance to Local Workforce Development Boards (LWDBs) and LWDB Responsibilities Relating to NYSDOL's Monitoring Process"

<https://dol.ny.gov/system/files/documents/2021/06/ta-21-04-ga-monitoring-06-25-2021.pdf>

2) TA #21-5 "Monitoring - Remote and/or Onsite Subrecipient Oversight and Monitoring Responsibilities for Chief Elected Officials (CEOs) and Local Workforce Development Boards (LWDBs)"

<https://dol.ny.gov/system/files/documents/2021/06/ta-21-05-subrecipient-monitoring-06-25-2021.pdf>

3) TA #11-2.4 "Financial Reporting and Cash Draw-down Policy and Procedures for WIOA, Trade Adjustment Act and Other Federal Funding"

<https://dol.ny.gov/system/files/documents/2023/05/ta-11-02.5-financial-reporting-05-17-2023.pdf>

4) TA #17-4 "Final Fiscal Closeout of Expiring Federal Funds"

<https://dol.ny.gov/system/files/documents/2021/03/ta-17-04.pdf>

5) TA #16-2 "Retention of Records by Local Workforce Development Boards"

<https://dol.ny.gov/system/files/documents/2021/03/ta-16-02.pdf>

## **SECTION 2**

### **NOTICE OF OBLIGATIONAL AUTHORITY (NOA)**

**NYS Department of Labor**  
**Division of Employment & Workforce Solutions**

**NOTICE OF OBLIGATIONAL AUTHORITY (NOA)**

Funding for the first year of the OMH SCION Grant is authorized for the period 01/01/2024 through 12/31/2028. (PY23)  
Funding for the second year of the OMH SCION Grant is authorized for the period 01/01/2025 through 12/31/2028. (PY24)  
Funding for the third year of the OMH SCION Grant is authorized for the period 9/16/2025 through 7/31/2028. (PY25)

Program: NY SCION OMH  
NOA Number: NY SCION OMH PY23-3  
Grantor: Governor of New York through the NYS Department of Labor  
State General Fund: 10000

**Local Workforce Development Area (LWDA) Subrecipient Information**

LWDA Name: Dutchess County  
LWDA Assigned Number: 60  
UEI Number: D3RRG8P2LNQ4  
Subrecipient Contact: Susan J. Serino  
Subrecipient Contact Title: Dutchess County Executive

**NY SCION OMH**

| Program                      | Prior<br>Approved Level | Change<br>(per this NOA) | New Level           |
|------------------------------|-------------------------|--------------------------|---------------------|
| NY SCION OMH - Year 1 (PY23) | \$30,000.00             | \$0.00                   | \$30,000.00         |
| NY SCION OMH - Year 2 (PY24) | \$71,200.00             | \$0.00                   | \$71,200.00         |
| NY SCION OMH - Year 3 (PY25) | \$0.00                  | \$30,000.00              | \$30,000.00         |
| NY SCION OMH - Year 4 (PY26) | \$0.00                  | \$0.00                   | \$0.00              |
| NY SCION OMH - Year 5 (PY27) | \$0.00                  | \$0.00                   | \$0.00              |
| <b>Total</b>                 | <b>\$101,200.00</b>     | <b>\$30,000.00</b>       | <b>\$131,200.00</b> |

**NYSDOL Contact Information**

Representative Name: Nicholas Gratch  
Phone Number: (518) 457-3239

Approval Signature: Kerry Douglas-Duffy  
Kerry Douglas-Duffy  
Director  
Bureau of Workforce Innovation & Quality

9/16/2025

## **SECTION 3**

### **MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN NYSDOL AND OMH**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
New York State OFFICE OF MENTAL HEALTH  
and  
THE New York State DEPARTMENT OF LABOR**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made by and between the New York State Office of Mental Health (OMH), an executive agency of the State of New York, having its principal place of business located at 44 Holland Avenue, Albany, New York 12229 and the New York State Department of Labor (DOL), an executive agency of the State of New York, having its principal place of business located at Building 12, W.A. Harriman Campus, Albany, NY 12226.

**WITNESSETH:**

**WHEREAS**, the general powers, functions and duties of OMH are set forth in Article Five of the NYS Mental Hygiene Law; and

**WHEREAS**, it is the mission of OMH to promote the mental health of all New Yorkers; and

**WHEREAS**, it is the mission of the DOL to empower and protect New York's workers by supporting the unemployed and by ensuring all workers have a safe workplace where they receive a fair wage; and

**WHEREAS**, the DOL is the State entity responsible for administration of the New York Systems Change and Inclusive Opportunities Network (NY SCION); and

NY SCION expands the network of Disability Resource Coordinators (DRCs) to all 33 Local Workforce Development Areas (LWDAs) to increase the capacity of their service delivery and better serve individuals with disabilities.

**WHEREAS**, the Parties desire that OMH shall, on behalf of the State of New York, contribute to the continuation and sustainability of NY SCION, as additional funds will be made available to support LWDAs and DRC staffing;

**NOW, THEREFORE**, in consideration of the above, it is understood by and between the Parties:

**I. Term**

This MOU will commence as of the date last signed below and remain in effect for five (5) years from date of commencement, subject to available funding as further set out in Section III below. This MOU may be renewed upon the expiration of the five-year term for one (1) year period unless the parties agree in writing at least thirty (30) days prior to the end of the initial term. This MOU shall have two such one-year renewal periods.

Either OMH or DOL may terminate this MOU at any time, in its sole discretion and without cause, by giving at least thirty (30) days' prior notice by email and regular mail to

the other party's MOU Administrator listed below, provided that any pending projects will continue to completion.

**II. Roles and Responsibilities**

**a. OMH Role and Responsibility as it pertains to NY SCION:**

Pursuant to this MOU, OMH will support NY SCION as an essential component of New York's supports system for job seekers with disabilities.

OMH will support NY SCION funded Disability Resource Coordinator (DRC) staff at NYS DOL Career Center, One Stop, and other Workforce Development Board (WDB) community locations to best serve individuals with disabilities, and particularly those with mental health related support needs, to achieve employment, education, and financial self-sufficiency goals.

Training and technical assistance will be provided by OMH on subjects including but not limited to:

- Essential NYS OMH program models, including program support type information, eligibility, and referral processes
- Individualized Placement and Support (IPS) Supported Employment
- General information pertaining to existing and emerging employment service models
- Social Security Administration (SSA) Ticket-to-Work (TTW) Program
- Working while receiving public benefits, financial literacy, and financial management
- Training frontline staff on serving customers with disabilities.

**b. DOL Role and Responsibility as it pertains to NY SCION:**

Pursuant to this MOU, NY SCION will support OMH and the mental health population as an essential component of New York's supports system for job seekers with disabilities.

NY SCION DRCs will develop and maintain partnerships with local OMH funded rehabilitation resources, all of which have an employment component, and provide semi-annual in-person information sessions pertaining to relevant topics such as NY SCION and Career Center resources for staff and participants. OMH and DOL will establish a mechanism to track information sessions.

Sessions will be provided to staff in programs including but are not limited to:

- Personalized Recovery Oriented Services (PROS)
- Assertive Community Treatment teams (ACT)
- Community Oriented Recovery and Empowerment (CORE)
- State Aid Funded Employment Programs (SAFEP)

NY SCION DRCs will become familiar with and have on hand resources pertaining to local OMH funded clinical resources.

NY SCION DRCs will track NY SCION Customer referrals and connections to OMH resources.

- OMH and DOL will jointly establish a data mechanism for this purpose

DOL will include language subject to OMH's approval articulating that NY SCION is jointly funded by OMH and DOL in relevant materials including but not limited to:

- Trainings and Technical Assistance Materials
- Communications to stakeholders
- Press and publications

Such language regarding joint funding will not be included in all NY SCION materials.

News releases, publicity, or any other public announcements regarding this project and related to the joint funding may not be released without prior written approval from DOL.

**III. Funding:**

Upon acceptance of this MOU, OMH will transfer one million dollars (\$1,000,000) annually to DOL, to be used for NY SCION activities. Funds will be made available to DOL through annual sub-allocation, in a manner approved by the New York State Division of the Budget (DOB) and the Office of the State Comptroller (OSC).

For the first year of this agreement funds will be transferred as soon as possible after the execution of the MOU. For the second year and going forward annual funds will be transferred by the end of the calendar year. For instance, 2025 funds will be transferred by December 31, 2024.

To the extent that funding remains available for continued use, any unexpended funding at the end of each year will be rolled forward to help support NY SCION activities in the following year, subject to Committee approval.

DOL agrees to send OMH expenditure reporting on the sub-allocation quarterly. The format of required reporting is further set out in Appendix A.

**IV. MOU Administration:**

OMH and DOL will each appoint an MOU Administrator who will be an employee within each agency, respectively. The MOU Administrator may be changed by either party by giving the other party five (5) days' advanced written notice of the change.

The MOU Administrators will:

1. Contact all appropriate agency employees;
2. Coordinate agency responsibilities;
3. Ensure uniformity in agency operating procedures;

4. Represent the agency in the first instance in resolving or attempting to resolve any ambiguities or disputes that may arise under this MOU; and
5. Accept all notices provided by the other party.

**OMH Administrator Contact**

**Name:** Andy Sink  
**Title:** NYESS Director of Employment Policy  
**Address:** 44 Holland Ave., 6<sup>th</sup> Fl.  
Albany, NY 12229  
**Phone:** (518) 474-3616  
**Email:** [andy.sink@omh.ny.gov](mailto:andy.sink@omh.ny.gov)

**DOL Administrator Contact**

**Name:** Kerry Douglas-Duffy  
**Title:** Director, Bureau of Workforce Innovation and Quality  
**Address:** Harriman State Office Campus, Bldg. 12, Room 440  
Albany, NY 12226  
**Phone:** (518) 457-6414  
**Email:** [Kerry.Douglas-Duffy@labor.ny.gov](mailto:Kerry.Douglas-Duffy@labor.ny.gov)

**V. Counterparts**

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same MOU. This MOU may also be executed in counterpart facsimile or scanned signatures, each of which facsimile or scanned signature of a party shall be deemed to be the original signature of such party.

**VI. Entire Understanding:**

This MOU constitutes the entire understanding between the Parties with respect to services covered by this MOU. This MOU may be amended or modified only by mutual written agreement of the Parties. No other understanding, oral or otherwise, regarding the subject matter of the MOU will be deemed to exist or to bind any of the parties hereto.



In Witness Whereof, the parties hereto have caused this MOU to be executed by its duly authorized officers on the day and year last entered below.

**NEW YORK STATE OFFICE OF MENTAL HEALTH**

**BY:**

\_\_\_\_\_  
(Signature)

**Bob Moon, Deputy Commissioner**

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Date)

**NEW YORK STATE DEPARTMENT OF LABOR**

**BY:**

\_\_\_\_\_  
(Signature)

Scott B. Melvin, Executive Deputy Commissioner

(Print Name and Title)

**5/9/2024**

\_\_\_\_\_  
(Date)

## **SECTION 4**

### **TECHNICAL ADVISORY 21-06.04 REVISED GUIDANCE FOR IMPLEMENTATION OF THE NEW YORK SYSTEMS CHANGE AND INCLUSIVE OPPORTUNITIES NETWORK (NY SCION) PROGRAM**

**New York State Department of Labor**  
W. Averell Harriman State Office Campus  
Building 12, Room 440, Albany, NY 12226  
www.labor.ny.gov

**Workforce Development System  
Technical Advisory #21-06.4  
July 15, 2025**

**To:** Workforce Development Community

**SUBJECT:** Revised guidance for Implementation of the New York Systems Change and Inclusive Opportunities Network (NY SCION) Program

**PURPOSE**

Provide guidance to Local Workforce Development Boards (LWDBs) on their implementation of the NY SCION Program to enhance employment outcomes for individuals with disabilities.

**POLICY**

Effective January 1, 2024, each LWDB participating in the NY SCION program must hire, designate, or have on staff at least one (1) Disability Resource Coordinator (DRC) dedicated to enhancing employment outcomes for individuals with disabilities. This requirement will continue until further notice.

DRC positions can be part-time (15-29 hours) or full-time (30+ hours), though LWDBs must provide a clear explanation/justification for hiring/designating a part-time DRC in their Implementation Plan (see Section B.1. below).

LWDBs outside of New York City (NYC) will receive up to \$100,000 in State-level Workforce Innovation and Opportunity Act (WIOA) funds and up to \$30,000 in New York State (NYS) Office of Mental Health (OMH) funds annually through the period of performance. NYC will receive the balance of available funds, less a reserve for State-level activities, but no less than \$500,000 annually through the period of performance.

Additional NYS OMH funds may be available to each LWDB that requires additional funds for NY SCION programming, and projects exhausting both their OMH and WIOA funds by the deadline established in the Notice of Obligational Authority (NOA). LWDBs will request additional OMH funds via their assigned Fiscal Oversight and Technical Assistance (FOTA) monitors.

**Note:** LWDBs are to expend all OMH funds prior to spending State-level WIOA NY SCION funds.

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These funds can be used to pay for the DRC's salary and fringe benefits, allocated costs, and direct Non-Personnel Services costs. Funds may also be used for additional activities that further the mission of NY SCION, including but not limited to, the salary, fringe benefits, allocated and direct Non-Personnel Services costs of designated staff that support DRC activities and DRC supervision, supportive services, and training costs. Up to 10% of funds can also be spent on Administrative costs (legal, fiscal, and human resources management costs). Allowable and unallowable costs must meet WIOA requirements.

**Note:** LWDBs may contact their FOTA representative for technical assistance related to allowable costs and spending activities under NY SCION.

A full description of the DRC position, their duties, and responsibilities, as well as recommended minimum qualifications is included in **Attachment A: Disability Resource Coordinator (DRC) Job Description and Recommended Minimum Qualifications**.

#### **ACTION**

- A. Role of the DRC** – As described above, LWDBs must hire, designate, or have on staff at least one (1) DRC dedicated to enhancing employment outcomes for individuals with disabilities.

The DRC plays many roles under NY SCION, which must be prioritized as follows:

1. **Service Coordination**

Whenever possible, DRCs must work on behalf of job seekers in a service coordination role, the specifics of which are outlined below:

- a. **Integrated Resource Teams (IRT)** – A person-centered, cross-system coordination model central to NY SCION. They align the resources and expertise of two or more service systems to support shared customers, improve employment outcomes, and streamline service delivery. By fostering collaboration, IRTs help providers meet performance goals more efficiently while reducing the time required to implement service plans.

DRCs must work with Career Center staff and partners to form these collaborative groups to support the chosen education, training, employment, and/or career pathway goal(s) of any individual job seeker with a disability who is facing multiple barriers to employment.

DRCs must strive to ensure that IRTs are customer-led. IRTs must be comprised of stakeholders within the disability services community and representatives of the workforce development system. Those stakeholders may include, but should not be limited to, Vocational Rehabilitation (VR) service providers, VR Counselors (VRCs), Integrated Employment Specialists, Independent Living Center staff, job coaches, Business Services Representatives (BSRs), Labor Services

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Representatives (LSRs), Employment Counselors, businesses, and/or Veteran Services staff.

More information on IRTs can be found on the NY SCION Resources [webpage](#).

- b. **Support and Coordination of Employment-Related Activities** – DRCs must consult with, and provide technical assistance and support to, Career Center and partner staff who are providing individualized career services (e.g., comprehensive assessments, individual counseling, workforce preparation activities) to individuals with disabilities.

Note that within their scope of work, DRCs must prioritize service coordination and continuous improvements of systems that serve individuals with disabilities (see [Section A.3](#), below) over direct service provision. Accordingly, before accepting any direct referral from Career Center staff, DRCs must first determine the appropriateness of the referral, and whether coaching and/or technical assistance for the referring staff member would better meet the needs of the customer.

## 2. Continuous Improvement of Systems that Serve Individuals with Disabilities

DRCs must be committed to continuous improvement of their Local Workforce Development Area's (LWDA) capacity to serve individuals with disabilities. Activities must include, but should not be limited to:

- a. **Disability Resource Coordinators (DRCs)** will conduct targeted outreach to businesses to promote inclusive hiring practices and establish partnerships that support work experiences, training opportunities, and job placements for individuals with disabilities. DRCs are responsible for actively promoting the placement of job seekers with disabilities into competitive, integrated employment. Outreach efforts also address employer needs and challenges related to recruiting, hiring, training, retaining, promoting, and advancing employees with disabilities, with the goal of building inclusive
- b. **Outreach and Recruitment** – Increased traffic of individuals with disabilities coming to Career Centers as a result of direct outreach and recruitment will reveal gaps in both physical and programmatic accessibility. Once identified, DRCs must work with the LWDB and partner staff to respond to these gaps.

**Note:** The United States Department of Labor (USDOL) Employment and Training Administration (ETA) has provided guidance that clarifies the allowable use of WIOA funds for outreach activities in Training and Employment Guidance Letter (TEGL) [03-23](#).

- c. **Capacity Building and Support** – DRCs must enhance the Career Center's capacity to effectively serve individuals with disabilities by identifying, sharing, and leveraging disability-related resources and partnerships for maximum support. Note that these capacity-building activities do not end

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at the staff level. USDOL ETA's "Promising Practices in Achieving Nondiscrimination and Equal Opportunity: Section 188 Disability Reference Guide" provides numerous examples of actions DRCs and LWDBs can take to ensure equal access to programs and activities. DRCs must consider these best practices when engaging in capacity-building activities.

- d. **Topic Training** – Assist and train stakeholders (e.g., LWDB, Career Center staff, businesses, community colleges, and training providers) on critical topics, including the Americans with Disabilities Act of 1990 (ADA) requirements and rights, WIOA Section 188, accommodations, assistive technology, and assessments.
- e. **Data Entry Training and Support** – Assist Career Center staff in the appropriate entry of job seeker data into the One-Stop Operating System (OSOS) (see Section C.1.).
- f. **Promotion of Career Pathways** – DRCs are responsible for promoting the participation of individuals with disabilities in career pathways, structured sequences of education, training, and employment that support long-term advancement and economic self-sufficiency. Rather than focusing on one-time job placements, DRCs must connect individuals to opportunities such as apprenticeships, credential programs, and sector-based training that lead to competitive, integrated employment.
- g. **Promotion of Career Center and Partner Services** – Actively promote inclusive and accessible Career Center services and programs, focusing on Benefits Advisement, promoting available assistive technology within the Career Centers, and promoting Career Pathways in in-demand sectors.
- h. **New York Employment Services System (NYESS) Outreach and Coordination** – Conduct targeted outreach to Social Security Administration (SSA) Disability Beneficiaries, with a focus on individuals with Serious Mental Illness (SMI), including conditions such as schizophrenia spectrum disorders, bipolar disorder, and major depression, as well as other mental health conditions. Support increased participation in employment services through NYESS and coordinate referrals to the NYESS Administrative Employment Network (AEN) as appropriate.
- i. **Resource Leveraging** – Coordinate and leverage resources across workforce, education, mental health, and community-based systems to enhance service delivery for individuals with disabilities. This includes identifying and aligning funding, programs, and supports to improve access to competitive, integrated employment; and effectively leveraging resources from multiple systems and partners for the full participation of individuals with disabilities in existing career pathways and related programs.

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### 3. Direct Services

Although NY SCION prioritizes system change and the service coordination role of the DRC, there are times when direct service provision is permitted:

- a. **Direct Service Prioritization** – DRCs may serve any job seeker with a disability directly, either remotely or in-person, but must prioritize direct services to SSA disability beneficiaries in their pursuit of Competitive Integrated Employment (CIE). Regarding services to job seekers who are not SSA disability beneficiaries, DRCs should prioritize serving in a service coordination or capacity building role (see Sections A.1. and A.2. above) whenever possible, rather than serving these job seekers directly. In either case, DRCs and LWDB leadership must collaborate to identify the most appropriate balance of direct services, service coordination, and efforts to continuously improve services to individuals with disabilities within the local workforce development system.

Beginning with Year Three (3) of NY SCION, DRCs are no longer required to limit direct service delivery activities to no more than half of their work time. However, LWDBs and DRCs are reminded to carefully manage the DRC's direct service delivery workload, leveraging the services of other appropriate Career Center staff, because the DRC has many other required functions to fulfill beyond direct service delivery.

- b. **Benefits Advisement and Credentialing Requirements** – In alignment with its partnership with OMH and NYESS, the NYS Department of Labor (NYSDOL) shall support LWDB provider affiliates and DRCs in delivering employment and career development services, including benefits advisement and job placement, to individuals receiving SSA Disability Benefits, including those with SMI and other diagnosed mental health conditions.

To be eligible to perform benefits advisement functions, all DRCs must obtain and maintain active certification in Work Incentive Counseling and Benefits Advisement. Acceptable certification programs include those offered by either the Yang-Tan Institute at Cornell University or Virginia Commonwealth University. Certification must remain current at all times as a condition of fulfilling DRC responsibilities.

- c. **Provision of Services to SSA Disability Beneficiaries** – DRCs shall provide comprehensive services to SSA Disability Beneficiaries that support the pursuit of competitive, integrated employment. Services must include:
  - i. **Benefits Counseling** – DRCs shall deliver accurate, individualized counseling on the impact of employment income on SSA benefits, including but not limited to, SSI and Social Security Disability Insurance (SSDI).
  - ii. **Service Navigation and Referral** – DRCs shall connect beneficiaries to employment services through the NYESS AEN or another approved Employment Network (EN), as appropriate.

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- iii. **Documentation and Recordkeeping** – DRCs are responsible for maintaining complete, timely, and accurate documentation within the One-Stop Operating System (OSOS), including case notes sufficient for tracking service delivery and fulfilling all reporting requirements.

All services must comply with applicable federal and state regulations and adhere to established NYSDOL policies and protocols.

In local areas where there is a high volume of customers who are SSA Disability Beneficiaries and it is impractical for the DRC to effectively serve all such individuals, the DRC shall coordinate with other appropriate staff to share responsibility for service delivery. This team-based approach ensures that SSA Disability Beneficiaries continue to receive timely and effective support.

DRCs are encouraged to coordinate with trained benefits planners or legal aid organizations when the complexity of the case exceeds their scope of certification or expertise.

Once DRCs are fully credentialed (see Section A.3.b. above), they must register with the Work Incentive Network (WIN), add their contact information to the WIN locator map, and emphasize the enhanced partnership between the LWDB and NYESS to participants, partners, and the community.

**B. Implementation** – To ensure NYS workforce systems are responsive to the needs of individuals with disabilities, LWDBs must assist DRCs in the following ways:

1. **Implementation Plan** – On an annual basis, LWDBs must provide NYSDOL with a revised implementation plan. A template for the implementation plan is included in this Workforce Development System Technical Advisory (WDS TA) as **Attachment B: New York Systems Change and Inclusive Opportunities Network (NY SCION) Implementation Plan**. Revised plans must be submitted annually by August 31 to [AccessAbility@labor.ny.gov](mailto:AccessAbility@labor.ny.gov). If there are no changes to a LWDB's implementation plan, the LWDB must acknowledge that it was reviewed by the DRC and local-level leadership and that no changes were necessary.
2. **Community Asset Map** – On an annual basis, LWDBs must provide NYSDOL with a completed or revised local community asset map. Revised maps must be submitted annually by August 31 to [AccessAbility@labor.ny.gov](mailto:AccessAbility@labor.ny.gov). Asset mapping is a systematic process of cataloging key services, benefits, and resources within the community, such as organizational resources, physical space, institutions, associations, and elements of the local economy.

For more information, please see the following three (3) resources:

- [University of California, Los Angeles Center for Health Policy Research Section 1: Asset Mapping;](#)

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- National Center for Farmworker Health, Inc. Community Asset Mapping Guide; and
- Rural Health Information Hub – Rural Community Health Toolkit – Asset Identification.

If there are no changes to a LWDB's Community Asset Map, the LWDB must acknowledge that it was reviewed by the DRC and local-level leadership and that no changes were necessary.

**3. Training – LWDBs must support DRCs to deliver training. This must include, but is not to be limited to:**

- Identification of Gaps – Identify, examine, and address gaps in training, services, and policies.**
- Disability Awareness and Accessibility Strategies – Develop and execute a strategy that incorporates training on programmatic access, communication, and digital accessibility.**
- WIOA Section 188 Compliance Training – Implement at least two (2) annual trainings on WIOA Section 188 compliance for Career Center staff and local partners. LWDBs should refer to the WIOA Section 188 Disability Reference Guide (see Section A.2.c. above).**
- Priority Training Topics – Prioritize training on the ADA, Reasonable Accommodations, Work Incentives and Benefits Advisement, and Disability and Provider resources.**

**C. Data Fidelity – NY SCION is a program whose ongoing mission is to continuously improve the capacity of workforce development systems and programs to serve job seekers with disabilities. To measure the effectiveness of this mission, the following performance measures will be tracked:**

- The six (6) WIOA primary indicators of performance as detailed in WDS TA #18-06.4;**
- Total participants entering and completing career pathways training;**
- Total participants entering and completing a work experience;**
- Total participants receiving an industry-recognized/post-secondary certificate or credential;**
- Total participants entering unsubsidized employment; and**
- Number of entries on the NY SCION OSOS Custom Tab.**

To ensure the accuracy and fidelity of the performance measures above, LWDBs must ensure timely case management data entry for individuals with disabilities and individuals receiving SSA disability benefits. In addition to timely case management data entry, LWDBs must also track services and activities as follows:

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1. **NY SCION OSOS Custom Tab** – As of November 2023, all staff with OSOS access, including DRCs, now automatically have access to the NY SCION OSOS Custom Tab to facilitate data entry by anyone directly serving customers.

Local areas participating in SCION must complete or update the NY SCION tab for services provided to, and outcomes attained by, every customer with a disability seen by Career Center Staff. The tab can be updated by any staff with access to the tab that serves a customer with a disability. All staff in the participating local area must, at minimum, complete the "Disability Categories" section of the tab for every customer that discloses a disability and for whom they enter an activity, comment, or service into OSOS. This triggers an enrollment of a participant in NY SCION. In the course of their Data Review (See Section C.2. below), DRCs are encouraged to work with and provide guidance and/or training to staff that should be using the NY SCION OSOS Custom Tab.

2. **Data Review** – On at least a quarterly basis, DRCs must review case management system data on active customers with disabilities in their catchment area to ensure data fidelity. This includes information entered on the NY SCION OSOS Custom Tab.

**Note:** The NY SCION OSOS Guide was created not only to assist DRCs and staff in the completion of the NY SCION OSOS Custom Tab, but also to provide guidance on when and how staff should complete or update the tab.

3. **Quarterly Reporting** – Required qualitative performance outcomes and success stories must be submitted by the DRC and local-level leadership on a quarterly basis using **Attachment C: NY SCION DRC Quarterly Report Template**. This report must also include documentation of the training and technical assistance provided by the DRC to local staff who see job seekers with disabilities, such as Employment Counselors, LSRs, and Youth Counselors (as described in Section A.1.b. above).
4. **Monitoring** – LWDBs and DRCs must comply with NYSDOL's remote and/or onsite monitoring of the NY SCION program in accordance with the requirements of WDS TA #21-04: Monitoring – New York State Department of Labor (NYSDOL) Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of and Provision of Technical Assistance to Local Workforce Development Boards (LWDBs) and LWDB Responsibilities Relating to NYSDOL's Monitoring Process.

**D. Partnership with OMH** – Under a Memorandum of Understanding (MOU) between NYSDOL and NYS OMH, OMH will provide \$1 million per year to support NY SCION. To help facilitate this partnership and shared outcomes, the following is required:

1. **Individual Placement and Support (IPS) Overview Training** – DRCs must attend and complete IPS Overview Training, covering awareness, rapid engagement, connection to community resources, integration with NYS as an Employment First state, combined IPS Awareness, applicability, and OMH resources

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overview, including specific Mental Health (Disability Awareness) training. IPS is a model of supported employment for people with SMI.

2. NYESS Annual Training Delivery – DRCs must complete annual NYESS-delivered tracking and mandatory disability awareness training provided to all Career Centers.
3. Support for Mental Illness – DRCs must support individuals with mental illness, ensuring connection to necessary supports.
4. System Capacity Improvement – DRCs must support improvements of system capacity through connections to OMH program models.
5. Tracking Mechanisms – DRCs must complete established tracking and reporting mechanisms.
6. Public Benefits Advisement – As described under Section A.3.b. above, DRCs must provide benefits advisement and work incentive counseling, join the NYESS WIN upon certification, and emphasize the enhanced partnership between DRCs and NYESS.
7. Partnership Development – DRCs must develop and maintain partnerships, provide semi-annual in-person information sessions, and establish a mechanism to track information sessions as outlined in the MOU.

#### **BACKGROUND**

USDOL ETA previously awarded NYSDOL four rounds (4) of Disability Employment Initiative (DEI) funding to support DRCs in selected LWDA in NYS. These funds were used to implement activities targeted at improving education, training, and employment outcomes for individuals with disabilities who were unemployed, underemployed, and/or receiving Social Security disability benefits.

The purpose of the DEI was to expand the capacity of Career Centers to provide services to individuals with disabilities and to promote the use of existing career pathways to serve:

- Adults (ages 18 and older) with visible, non-visible, and significant disabilities, including those who have acquired disabilities in adulthood; and
- Youth (ages 14-24) with visible, non-visible, and significant disabilities, including those who have chronic health conditions.

DEI projects focused on improvements needed to make existing career pathways systems fully inclusive of, and accessible to, individuals with disabilities. Examples of success stories from these DEI projects are available on the NYSDOL [website](#).

#### **REFERENCES**

[Minnesota DEI Project](#) for best practices, resources, and sample documents to assist in implementation.

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Training and Employment Guidance Letter (TEGL) No. 03-23: Allowable Uses of Funds for Outreach Activities for Federal Formula and Competitive Grant Awards

Training and Employment Notice (TEN) No. 24-18: Updated Promising Practices in Achieving Nondiscrimination and Equal Opportunity: A Section 188 Disability Reference Guide

WDS TA #18-06.4: Primary Indicators of Performance for Titles I and III under the Workforce Innovation and Opportunity Act (WIOA)

WDS TA #21-04: Monitoring – New York State Department of Labor (NYSDOL) Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of and Provision of Technical Assistance to Local Workforce Development Boards (LWDBs) and LWDB Responsibilities Relating to NYSDOL's Monitoring Process

#### **INQUIRIES**

Please direct all questions regarding this WDS TA to [AccessAbility@labor.ny.gov](mailto:AccessAbility@labor.ny.gov).

#### **ATTACHMENTS**

- A. [Disability Resource Coordinator \(DRC\) Job Description and Recommended Minimum Qualifications](#)
- B. [New York Systems Change and Inclusive Opportunities Network \(NY SCION\) Implementation Plan](#)
- C. [New York Systems Change and Inclusive Opportunities Network \(NY SCION\) Quarterly Report](#)

## **SECTION 5**

### **SUBRECIPIENT ATTESTATION**

## NY SCION OMH Year 3 Attestation

I, \_\_\_\_\_ [NAME], in my capacity as \_\_\_\_\_ [TITLE] and on behalf of \_\_\_\_\_ [SUBRECIPIENT NAME], hereinafter referred to as "Subrecipient":

☐ Affirm and assert that the Subrecipient has received and reviewed Notice of Award/Obligation Subrecipient Agreement and associated attachments, hereinafter collectively referred to as the "Agreement", for the NY SCION OMH grant;

☐ Affirm that the Subrecipient possesses the capacity to fulfill all responsibilities identified in the Agreement and assume liability for funds received; and

☐ Agree to comply with all applicable federal and state statutes, regulations, and award terms and conditions as reflected in the Agreement.

*Signature of Chief Elected Official (CEO) or authorized signatory for the Local Workforce Development Area for fiscal reporting to NYS Department of Labor is required below.*

|                                |                          |      |
|--------------------------------|--------------------------|------|
| Date:                          | Signature:               |      |
| Mr. <input type="checkbox"/>   | Typed Name of Signatory: |      |
| Ms. <input type="checkbox"/>   |                          |      |
| Other <input type="checkbox"/> |                          |      |
| Title:                         |                          |      |
| Address 1:                     |                          |      |
| Address 2:                     |                          |      |
| City:                          |                          |      |
| State:                         |                          | Zip: |
| Phone:                         | E-mail:                  |      |

**Submittal directions:** An original signature is not required for this attestation. Electronic signatures are acceptable. Please complete and save with digital signature (or print and scan). Email the Portable Document Format (PDF) to: [Dews.aers-taa@labor.ny.gov](mailto:Dews.aers-taa@labor.ny.gov) or [Sharie.FitzGibbon@labor.ny.gov](mailto:Sharie.FitzGibbon@labor.ny.gov)

If you prefer to mail the attestation with an original signature, please mail to:

NYS Department of Labor  
 Division of Employment & Workforce Solutions  
 Office of Workforce Investments  
 Gov. Harriman State Office Campus  
 Building 12, Room 440  
 Albany, NY 12226

\*Red fields are required



BUDGET, FINANCE AND PERSONNEL COMMITTEE

RESOLUTION NO. 2026015

RE: APPOINTMENT TO THE DUTCHESS COUNTY INDUSTRIAL  
DEVELOPMENT AGENCY

Legislators LAWLER, VALDÉS SMITH, ATKINS, CASWELL, KEARNEY, REDL,  
RHODES and SHAH offer the following and move its adoption:

WHEREAS, the Dutchess County Industrial Development Agency was created pursuant  
to Section 925 of the General Municipal Law, and

WHEREAS, Section 856(2) of the General Municipal Law provides that the members of  
such agency shall be appointed by the governing board of the municipality and shall serve at the  
pleasure of such appointing authority; now, therefore, be it

RESOLVED, that the Dutchess County Legislature does hereby appoint Kristofer Munn  
as a member of the Dutchess County Industrial Agency, to replace Deirdre A. Houston:

APPOINTMENT

Kristofer Munn  
14 North Dr  
Red Hook, NY 12571  
(Replacing Deirdre A. Houston)

APPROVED

*Susan Serino*

SUSAN J. SERINO  
COUNTY EXECUTIVE

Date *Jan. 22, 2026*

STATE OF NEW YORK

SS:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with  
the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the *15<sup>th</sup>* day of *Jan* 202*6* and that  
the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this *15<sup>th</sup>* day of *Jan* 202*6*.



*[Signature]*  
JULIA SHIROISHI, CLERK OF THE LEGISLATURE

# Roll Call Sheets

| District  | Last Name    | YES | NO |
|---|--------------|-----|----|
| District 16 - Fishkill and Beacon                                 | Valdés Smith | ✓   |    |
| District 9 - City of Poughkeepsie                                 | Atkins       |     |    |
| District 20 - Red Hook, Tivoli; and Rhinebeck                     | Munn         |     |    |
| District 3 - LaGrange   | Polasek      |     |    |
| District 12 - East Fishkill                                       | Metzger      |     |    |
| District 1 - Town of Poughkeepsie                                 | Redl         |     |    |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Amoff        |     |    |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler       |     |    |
| District 5 - Town of Poughkeepsie                                 | Shah         |     |    |
| District 6 - Town of Poughkeepsie                                 | Kaul         |     |    |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow       |     |    |
| District 8 - City and Town of Poughkeepsie                        | Brendli      |     |    |
| District 10 - City of Poughkeepsie                                | Johnson      |     |    |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney      |     |    |
| District 13 - East Fishkill and Wappinger                         | Giles        |     |    |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby       |     |    |
| District 15 - Wappinger   | Faust        |     |    |
| District 17 - Town and Village of Fishkill                        | McHoul       |     |    |
| District 18 - City of Beacon and Fishkill                         | Rhodes       |     |    |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago        |     |    |
| District 21 - East Fishkill                                       | Caswell      |     |    |
| District 22 - Beekman and Union Vale                              | Tresca       |     |    |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison      |     |    |
| District 24 - Dover and Pawling                                   | House        |     |    |
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander    |     |    |

**Present:** 23  
**Absent:** 2  
**Vacant:** 0

**Resolution:** \_\_\_\_\_  
**Motion:** Polasek  
Kaul 2nd

**Total :** 23 0  
**Yes** **No**  
**Abstentions:** \_\_\_\_\_

2026015 APPOINTMENT TO THE DUTCHESS COUNTY INDUSTRIAL DEVELOPMENT AGENCY

January 20, 2026

# Kristofer Munn

Red Hook, NY

## RELEVANT EXPERIENCE:

Dutchess County Legislator, District 20

2018 - Present

Red Hook Zoning Board of Appeals

2014 - 2017

Red Hook Planning Board

2008 - 2012

## PROFESSIONAL EXPERIENCE:

Penguin Random House

2014 - Present

Applications Manager and Senior Developer overseeing online shopping cart and checkout systems.

## EDUCATION

Bachelor's Degree, Computer Science. Stony Brook University.

Dutchess County **DCida** Industrial Development Agency

**Board Member Appointment and Independence Disclosure Form**

Name: KRISTOFER MUNN  
Address: [REDACTED] 71  
Phone: [REDACTED]  
Email: KMUNN@DUTCHESSNY.GOV

The following items are Director appointment stipulations pursuant to the By-laws of the Dutchess County Industrial Development Agency. Selecting 'Yes' may result in your application being pulled from consideration. Check each box that applies:

Yes No

☐ ☒ Are you or in the past two (2) years have you been employed by the Agency or another corporate body having the same ownership and control of the Agency in an executive capacity?

☐ ☒ Are you or in the past two (2) years have you been employed by an entity that received remuneration valued at more than fifteen thousand dollars (\$15,000.00) for goods and services provided to the Agency or received any other form of financial assistance valued at more than fifteen thousand dollars (\$15,000.00) from the Agency? Pertinent entities are listed on the attached appendix.

☐ ☒ Are you or are you a relative of an executive officer or employee in an executive position of the Agency or another corporate body having the same ownership and control of the Agency?

☐ ☒ Are you or in the past two (2) years have you been a lobbyist registered under a state or local law and paid by a client to influence the management decisions, contract awards, rate determinations or any other similar actions of the Agency or another corporate body having the same ownership and control of the Agency?

I do hereby attest that the information above is, to the best of my knowledge and belief, truthful and accurate.

Kristofer Munn  
Signature

1/18/2026  
Date

Dutchess County **DCida** Industrial Development Agency

**Board Member Appointment and Independence Disclosure Form**

**Appendix**

165 Overlook Road LLC  
Arbor Ridge at Brookmeade  
Asahishuzo  
Bard College  
Built Parcel 3 and 4  
Cappillino, Rothschild & Egan, LLP  
Cricket Valley, LLC  
Dutchess Tourism, Inc.  
ECA Buligo Hudson Heritage, LLC  
Empire Hotel Development  
GPSDC (New York) Inc.  
Greenway Marketing Corp  
Hatfield Metal  
Hudson Todd Two Cross  
Hudson Valley Agribusiness Development  
Corporation (HVADC)  
Jackson Crossing  
Marist College  
Neptune Commerce Center  
NRI  
Parker Hamilton  
Rolling Frito-Lay  
Town Center Development (Town of LaGrange)  
Trinity-Pawling School  
Violet Estates  
23-28 Creek Drive LLC

Adams Fairacre Farms  
Arthur May Redevelopment LLC  
Baptist Home-Arbor Ridge  
Bonura Dibrizzi Enterprises  
CANAM Hudson Valley Logistics  
Cardinal Court Apartments, LLC  
Davies South Terrace, LLC.  
MHTC, LLC (Eastdale)  
EFG / Saber/ Hudson Heritage  
Fox Run  
Grasmere  
Harlem Valley Homestead  
Health Quest & Health Quest Systems  
Hudson Heritage (Shop Rite)  
IBM Corporation  
  
Jaleli, LLC (Hudson Valley Lighting, Inc.)  
Mirbeau of Beacon  
North Cross  
One Dutchess Avenue Phase 3  
Poughkeepsie Industrial Park / AP  
Tompkins Terrace  
T-Rex  
USEF Tioranda / Amazon  
Vision Hotels



BUDGET, FINANCE AND PERSONNEL COMMITTEE

RESOLUTION NO. 2026016

RE: APPOINTMENT TO THE DUTCHESS COUNTY LOCAL  
DEVELOPMENT CORPORATION

Legislators LAWLER, VALDÉS SMITH, ATKINS, CASWELL, KEARNEY, REDL,  
RHODES and SHAH offer the following and move its adoption:

WHEREAS, the Dutchess County Local Development Corporation was created pursuant  
to Section 1411 of the Not-For-Profit Corporation Law, and

WHEREAS, pursuant to Resolution No. 2010094, the Dutchess County Legislature in  
addition to authorizing the formation of the Local Development Corporation authorized and  
approved the Certificate of Incorporation and By-laws of the Local Development Corporation, and

WHEREAS, Article III, Section 2 of the By-laws, provides that Directors shall be elected  
by a vote of the County Legislature subject to the confirmation of the County Executive, and shall  
hold office until their successors have been elected or appointed and qualified; now, therefore, be  
it

RESOLVED, that the Dutchess County Legislature does hereby appoint Kristofer Munn as  
member of the Board of Directors of the Dutchess County Local Development Corporation, to  
replace Deirdre A. Houston:

APPOINTMENT:

Kristofer Munn  
14 North Dr  
Red Hook, NY 12571  
(Filling the unexpired term of Deirdre A. Houston)

TERM EXPIRES:

June 1, 2028

APPROVED

*Susan Serino*

SUSAN J. SERINO  
COUNTY EXECUTIVE

Date *Jun. 22, 2026*

STATE OF NEW YORK

SS:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with  
the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the *12<sup>th</sup>* day of *June* 202*6*, and that  
the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this *12<sup>th</sup>* day of *June* 202*6*.



*[Signature]*  
JULIE SHIROISHI, CLERK OF THE LEGISLATURE



# Roll Call Sheets

| District  | Last Name              | YES                | NO       |
|---|------------------------|--------------------|----------|
| District 16 - Fishkill and Beacon                                 | Valdés Smith           | ✓                  |          |
| District 9 - City of Poughkeepsie                                 | Atkins                 |                    |          |
| District 20 - Red Hook, Tivoli, and Rhinebeck                     | Munn                   |                    |          |
| District 3 - LaGrange   | Polasek                |                    |          |
| District 12 - East Fishkill                                       | Metzger                |                    |          |
| District 1 - Town of Poughkeepsie                                 | Redl                   |                    |          |
| District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie     | Arnoff                 |                    |          |
| District 4 - Hyde Park and Town of Poughkeepsie                   | Lawler                 |                    |          |
| District 5 - Town of Poughkeepsie                                 | Shah                   |                    |          |
| District 6 - Town of Poughkeepsie                                 | Kaul                   |                    |          |
| District 7 - Hyde Park and Pleasant Valley                        | Darrow                 |                    |          |
| District 8 - City and Town of Poughkeepsie                        | Brendli                |                    |          |
| District 10 - City of Poughkeepsie                                | Johnson                |                    |          |
| District 11 - Clinton, Pleasant Valley, and Rhinebeck             | Kearney                |                    |          |
| District 13 - East Fishkill and Wappinger                         | Giles                  |                    |          |
| District 14 - Wappinger and Town of Poughkeepsie                  | Winsby                 |                    |          |
| District 15 - Wappinger   | Faust                  |                    |          |
| District 17 - Town and Village of Fishkill                        | McHoul                 |                    |          |
| District 18 - City of Beacon and Fishkill                         | Rhodes                 |                    |          |
| District 19 - North East, Stanford, Pine Plains, Milan & Red Hook | Drago                  |                    |          |
| District 21 - East Fishkill                                       | Caswell                |                    |          |
| District 22 - Beekman and Union Vale                              | Tresca                 |                    |          |
| District 23 - Pawling, Beekman and East Fishkill                  | Rolison                |                    |          |
| District 24 - Dover and Pawling                                   | House                  |                    |          |
| District 25 - Amenia, Washington, Pleasant Valley & Millbrook     | Alexander              |                    |          |
| Present: <u>23</u>  | Resolution: _____      | Total : <u>23</u>  | <u>✓</u> |
| Absent: <u>2</u>  | Motion: <u>Polasek</u> | Yes                | No       |
| Vacant: <u>0</u>  | <u>Kaul 2nd</u>        | Abstentions: _____ |          |

2026016 APPOINTMENT TO THE DUTCHES COUNTY LOCAL DEVELOPMENT CORPORATION

January 20, 2026

# Kristofer Munn

[REDACTED]  
Red Hook, NY [REDACTED]

[REDACTED]  
[REDACTED]

## RELEVANT EXPERIENCE:

|   |                |
|---|----------------|
| Dutchess County Legislator, District 20 | 2018 - Present |
| Red Hook Zoning Board of Appeals        | 2014 - 2017    |
| Red Hook Planning Board                 | 2008 - 2012    |

## PROFESSIONAL EXPERIENCE:

|   |                |
|---|----------------|
| Penguin Random House  | 2014 - Present |
| Applications Manager and Senior Developer overseeing online shopping cart and checkout systems. |                |

## EDUCATION

Bachelor's Degree, Computer Science. Stony Brook University.