

WARREN COUNTY
EMPLOYMENT & TRAINING ADMINISTRATION

William F. Resse
Director

Northway Plaza Suite 13C-1
PO Box 4393
Queensbury, NY 12804

Telephone (518) 743-0925
Fax (518) 743-0828

**Human Services Committee
Employment & Training Agenda
1/31/08**

1. Request to attend Meeting
NYATEP/NYSDOL – Youth Academy for Sharon Sano
Location: Syracuse 2/26-2/27
2. Request to host meeting
3. Program overview
4. Funding

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Human Services Committee hereby authorizes Sharon Sano

(Supervisory Committee) (Employee Name)

to attend 2008 NYATEP/NYSDOL Youth Academy

(Name of meeting or organization)

at Renaissance Syracuse Hotel, Syracuse, NY

(Address)

on 2/25-2/27/08. Mode of transportation to be used county vehicle

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ 85.00 GSA* Rate \$ 85.00

Meal costs - GSA*per diem rate \$ 44.00

*www.gsa.gov

Date: 1/31/08 _____

Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

YOUTH ACADEMY 2008 REGISTRATION FORM

(You May Also Register On-Line Through the NYATEP Website: www.nyatep.org)

The 2008 NYATEP / NYSDOL Youth Academy

February 26 –27, 2008

Renaissance Syracuse Hotel (Former Marx), 701 East Genesee Street, Syracuse, NY 13210

Name _____ Title _____

Agency _____

Address _____

Phone _____ Fax _____

E-mail _____

Registration Fees for the Youth Academy

Please check applicable options below:

Member Early Bird Rate (Received BY 1/25/08) \$265.00 _____

Member Regular Rate (Received AFTER 1/25/08) \$300.00 _____

Non-Member Early Bird Rate* (Received BY 1/25/08) \$310.00 _____

Non-Member Regular Rate* (Received AFTER 1/25/08) \$345.00 _____

*Become a NYATEP Associate Member today and start saving!
Call 518-465-1473 or visit www.nyatep.org for more information.

Would You Be Interested In Being a Moderator For A Workshop Session: ___ Yes ___ No

Check As Appropriate: I require Kosher Meals _____

I require Vegetarian Meals _____

I have a **Disability** that requires accommodation _____ (Please Attach Description of Needs)

Academy Rate includes registration fee, materials, continental breakfast and lunch (2/26 & 2/27), and breaks.

There is a \$75 Cancellation Fee for cancellations after 2/15/08. You must call the NYATEP office to cancel prior to 2/15/08 to avoid this fee. No-Shows must pay the Full Registration Fee.

I have enclosed: ___ Check ___ Voucher ___ Purchase Order
(Make checks payable to NYATEP)

For Credit Card Payment Circle One: Visa _____ MasterCard _____ American Express _____
_____ Expiration Date _____

Return this form via mail or fax or register on-line at www.nyatep.org before 2/15/08

NYATEP, 175 Central Avenue, Albany NY 12206

Fax: 518-433-7424 Phone: 518-433-1200

HOTEL RESERVATION INFORMATION:

You are responsible for making your own room reservations and paying lodging expenses. The room rate at the Renaissance Syracuse Hotel is \$85 single/double and \$110 for 2 Double Beds. Call (315) 479-7000 or (800) 960-5059 to make reservations. To receive this special group rate, reservations must be made **by 2/8/08**. Be sure to say you are with the NYATEP/Youth Academy.

Or reserve your room on-line: <http://marriott.com/syrbr?groupCode=nyanyaa&app=resvlink>

How do I know if I'm registered? You will receive a confirmation via email or mail depending on how you registered.

Can I register by telephone? We prefer that you register by mail or fax or **on-line at www.nyatep.org**.

Can I just show up? NYATEP discourages anyone from just showing up without preregistering. To ensure quality, the number of participants must be anticipated.

10/30/07

Warren County Request to Host Meeting or Conference

Name of Department: Employment and Training

Name of Meeting/Conference: SWW Workforce Investment Board (WIB) meeting

Date: 6/19/08

Location: Ramada Inn, Queensbury

Purpose: Annual WIB meeting

Contact Person: (If other than Department Head)

Phone No.:

Number of People attending:

2-4 County Employees

2-4 State Employees

Volunteers

40 Others (specify) WIB members and guests

Cost to County (please include amounts):

Room rental \$110.00 est.

Food/beverage \$ 385.00 est.

Supplies \$

Other (specify) \$

Total Cost: \$ 495.00 est.

Dept Head Approval:

Committee Chairman Approval:

Signature

Signature

Date:

Date

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Date: 1/31/08



Department Head Signature

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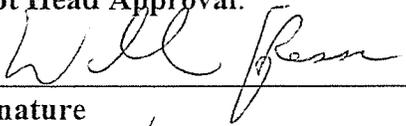
Food/beverage \$ 385.00 est.

Supplies \$

Other (specify) \$

Total Cost: \$ 495.00 est.

Dept Head Approval:

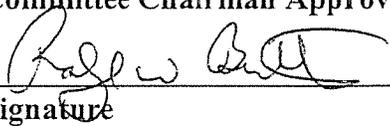


Signature

Date:

1/31/08

Committee Chairman Approval:



Signature

Date:

1-31-08

Trying to find your first job?

Relocating?

Returning to work?

Looking for a more
challenging position?



Put us to work for you.

Put us to work for you.

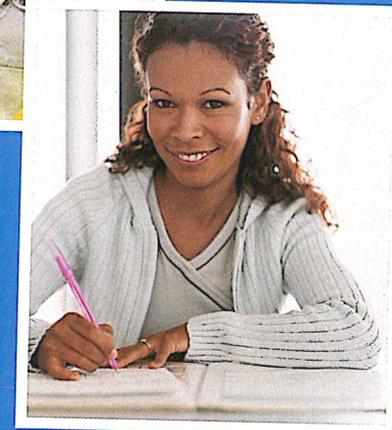
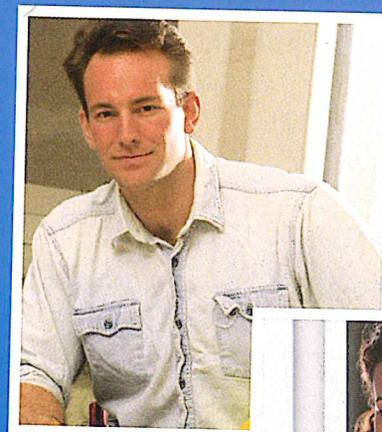


Visit your local One-Stop Center
www.TheJobLink.org

Equal Opportunity Employer/Program Auxiliary aids and services
are available upon request to individuals with disabilities.



One-Stop Centers
Your 21st Century Job Search Resource



George E. Pataki, Governor
Linda Angello, Commissioner
Richard Calo, State Workforce
Investment Board Chair



Welcome to Your One-Stop Center

The Workforce New York system offers services for every job seeker. Your local One-Stop Center can meet your every employment need under one roof.

What is the One-Stop Center?

There is a One-Stop Center located in Warren, Washington and Saratoga counties. These Centers offer a resource room and access to all the job seeker services and business services described on our website as well as access to the other partner agency programs that are a part of our local workforce system.

The resource rooms provide access to computers and the Internet to search job listings and to perform a variety of other crucial job search tasks such as resume development, career exploration and labor market research. You can register with The Job Bank where your resume may be viewed by employers across the country, or your qualifications may lead to a referral for a job opening with an area employer. There is also cost-free access to phone, fax and copiers to assist with your job search. Job listings, civil service information, community resources and more are also available. Finally, professional staff are available to provide personal assistance with your job search. We are here to help you meet your employment goal.

Job Openings

Use our on-line computer system to view job listings throughout New York State.

Expand your search in America's Job Bank for jobs listed nationwide. The Job Bank has nearly one million private sector jobs for you to browse through: professional, managerial, clerical, sales and more.

Comprehensive Employment Assistance

One-Stop Centers offer you many services from resume writing and interview techniques, to job referrals.

Job Training Opportunities

Counselors can provide information on training opportunities available in the area. A limited number of training scholarships may be available through your One-Stop Center.

Apprenticeship Programs

You can earn a salary while learning a new skilled occupation. This program combines on-the-job training with related technical instruction. It is open to anyone over 18 who meets the job requirements. The training lasts one to six years, depending on the occupation.

Veterans Services

One-Stop Centers offer services for all veterans. From recently separated military personnel to veterans of previous wars, you receive priority treatment by specially trained agency staff, and get publications tailored to the needs of former military personnel. For details, call the Veterans' Employment Hotline at 1-800-342-3358.

Job Fairs

The Workforce New York network co-sponsors thousands of job fairs and recruiting events where you can meet many employers in one location.

Visit our Local One-Stop Centers :

Saratoga County One-Stop Center
152 West High Street
Ballston Spa, New York 12020
(518) 884-4170

Warren County One-Stop Center
Northway Plaza, P.O. Box 4393
Queensbury, New York 12804
(518) 743-0925 or (518) 792-5811

One-Stop Center of Washington County
383 Broadway
Fort Edward, New York 12828
(518) 746-2391

Visit your local One-Stop Center
www.TheJobLink.org

Call 1-800-HIRE-992
www.workforcenewyork.com

Put us to work for you.

The Workforce New York network of One-Stop Centers offers the services and resources you require to expand your business and to meet your business needs. At your local One-Stop Center, you'll find the resources you need to minimize recruiting costs, help with new and existing employee development, and obtain up-to-date information on wage, safety and labor market trends.

This brochure highlights our most popular programs that help you find qualified, skilled employees and free you to focus on other business needs.



Visit your local One-Stop Center
www.TheJobLink.org

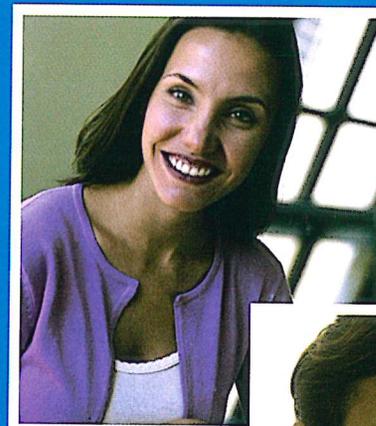
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.



Put us to work for you

One-Stop Centers

Employment Services for Your Business



George E. Pataki, Governor
Linda Angello, Commissioner
Richard Calo, State Workforce
Investment Board Chair



Welcome to Your One-Stop Center

The local One-Stop Centers of Saratoga, Warren, and Washington Counties provide a variety of workforce services. These centers are operated collaboratively with the NYS Department of Labor and the Employment and Training offices of each county and coordinate with other local workforce related agencies. Services are made available through group workshops, individual appointments and a variety of self-serve resources. Services offered include job listings from area employers, links to other job banks, referrals to local jobs, career guidance, resume assistance, civil service listings, limited tuition scholarships, training with local employers while on the job, labor market information, training and work programs for youth and more.

The services and information offered at the Centers are continually expanding and available to both employed and unemployed individuals.

Visit our website: www.thejoblink.org for a complete menu of business services.

Selections include, but are not limited to, information on the following topics:

- Customized Training
- Grant Opportunities
- Hiring Assistance
- Interview Space
- Job Fairs
- Labor Market Information
- On-the-Job Training
- Workforce Reduction Assistance

Computerized Match to Workers

We use the latest technology to match your job requirements electronically with qualified job seekers throughout the country. Our system will search thousands of job seeker records in seconds, to help you find people with the skills, education and experience you need.

Job Postings

One-Stop Centers link directly to hundreds of thousands of people with a wide variety of skills and abilities that meet your job requirements. Post your job openings with the NY Job Bank, and qualified candidates throughout the country will see them.

Training Funding Opportunities

We can help you research the availability of training grants designed to upgrade the skills of your workers. By keeping your employees' skills up-to-date, your firm will gain a competitive edge in the global marketplace.

Customized Recruiting

The Workforce New York network regularly co-sponsors job fairs and recruiting events to assist you with your staffing needs. Employers with seasonal time constraints can count on us to help hire employees promptly.

Incentive Programs

Get information on tax credits and wage subsidies for hiring job seekers from selected target groups or for expanding in economic development zones. We'll help you to understand government programs available for workforce expansion and training.

Human Resources Assistance/JSECs

Our Human Resources Consultants are available to help you with personnel problems and questions. They can also assist with the development of handbooks, policies and practices, orientation procedures and job titles. By connecting with one of the 56 Job Service Employer Committees (JSECs) you can gain wide exposure to an employer network that links businesses with Labor Department staff.

Labor Market Information/ Business Statistics

One-Stop Centers can offer you comprehensive labor market information including: training and workforce preparation programs, industry trends, population characteristics, and prevailing wages.

Apprentice Program Certification

Our staff can provide you with apprenticeship program information. State-supported, certified apprenticeship programs improve morale, create a better working atmosphere and encourage leadership while ensuring employees learn to do their jobs safely and properly.

Affirmative Action/EEO Guidance

State Labor Department staff will assist you in developing and maintaining an affirmative action program, promoting equal opportunity and ensuring nondiscriminatory policies and practices in your everyday business operations.

Labor Law Interpretation

We can provide you with advice on work-related legal issues and the State Labor Laws. Understanding the provisions of these laws will aid you with compliance and help you avoid penalties.

Layoff/Transition Assistance

One-Stop Centers offer businesses help when they face downsizing and layoffs. The Rapid Response Program offers a variety of services designed to assist both employers and their workers through these transitions.

Health and Safety Consultations

A safe workplace is good for your company's bottom line. The NYS Labor Department's On-Site Consultation program helps you provide a safe and healthful workplace that meets state and federal codes.

Call your local One-Stop Centers:

Saratoga County One-Stop Center
(518) 884-4170

Warren County One-Stop Center
(518) 743-0925 or (518) 792-5811

One-Stop Center of Washington County
(518) 746-2391

Warren Co. Employment & Training Funding (100% Federal Funds – No local county funds)

CONGRESS (Workforce Investment Act – WIA)



US DOL



NYSDOL



LOCAL WORKFORCE INVESTMENT AREAS (33)

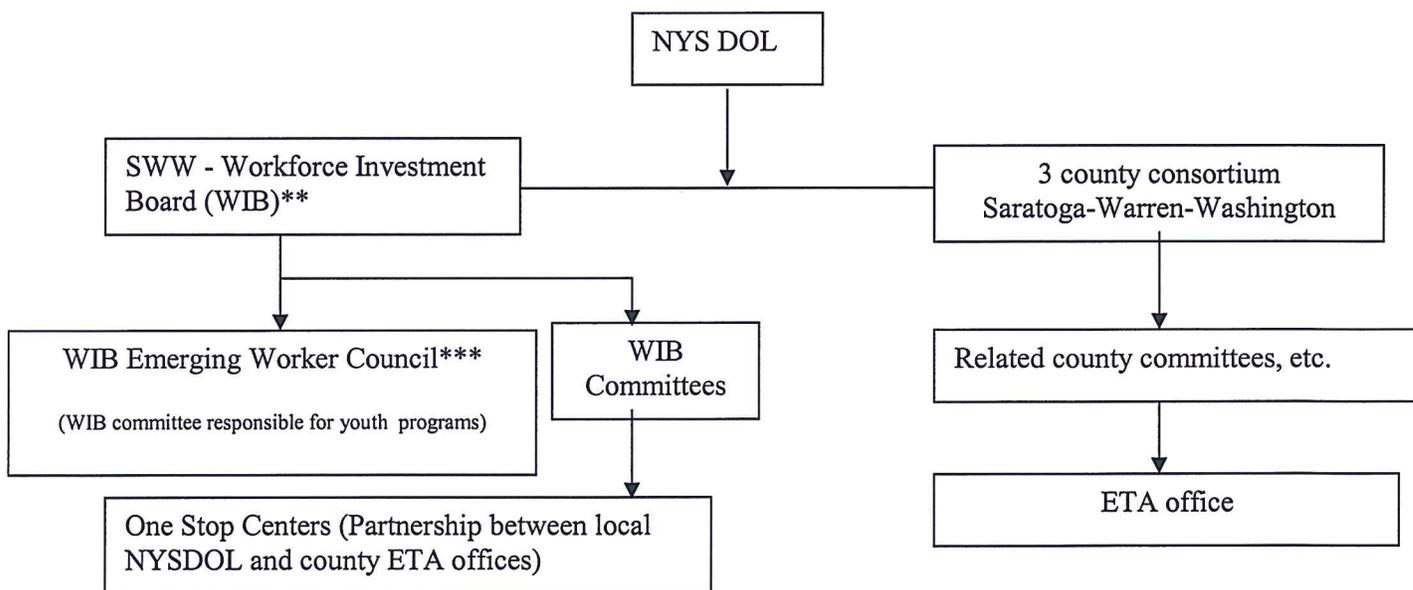
Saratoga/Warren/Washington Counties



Saratoga County DET(Grant Recipient)*

Warren County Employment & Training - Washington County & EOC/ETA

OVERSIGHT/SPENDING APPROVAL



*Monies distributed to states, local areas and between our local counties based on formula which includes 2 types of unemployment data and number of economically disadvantaged in area

**Comprised of business and mandated agencies from government, education, Community Based Organizations

*** Comprised of business and mandated partners from government, education, youth-serving agencies, and youth. WIB appointments submitted to CEO for county concurrence

Warren County Employment & Training (ETA) Workforce Investment Act (WIA) PROGRAMS

One Stop Career Center in partnership with NYSDOL

Adult Programs

- workshops on a variety of job search/workforce topics
- job listings/job referrals/job fairs
- computer and internet access for job search
- access to fax, phone, copier and a variety of resources for job search
- resume assistance and more
- veteran's employment services
- youth employment and GED services
- access to e-learning training services
- training scholarships for approved occupations
- assistance and services for layoffs and plant closures

YOUTH PROGRAMS

YEAR ROUND YOUTH

GED Classes operated by Warren County ETA for Warren & Washington County youth. Sites located in:

- Glens Falls, and
- Washington County Youth Bureau

Individual Worksite Placements for in-school and/or out-of-school youth (including but not limited to: Glens Falls Family YMCA, The Hyde Collection, Employment & Training, Red Cross, Charles Wood Theater, Warren/Washington Homeless Youth Coalition, etc.) to acquire job readiness skills.

Job placement assistance

SUMMER YOUTH

Limited WIA dollars

Supplemented with TANF monies from New York State with the cooperation of the local Department of Social Services since 2000

- Individual worksite placements at 24 worksites (2006)
- Operation Food Chain Project operated in collaboration with WSWHE BOCES and Warren/Hamilton Community Action Agency
- ServSafe Training
- MASH Camp

EMPLOYMENT & TRAINING ADMINISTRATION

The Employment & Training Administration (ETA) operates the Workforce Investment Act (WIA) program. This is a 100% Federally-funded program, coordinated by the New York State Department of Labor (DOL). Warren County works in a three-county consortium with Saratoga and Washington Counties to allocate funds received from the NYS DOL consistent with federal, state and local guidelines. To access funds, the County is mandated to create a Workforce Investment Board and a One Stop Center to provide a variety of workforce related services to both job seekers and businesses.

- **Workforce Investment Board** – A private sector-led board that is appointed jointly by all three counties and includes a variety of other workforce related agencies. It shares responsibility with the counties for oversight of the local WIA programs and can facilitate a broad range of workforce development issues for the local area.
- **One Stop Center** – Provides employment services and access to services of other partner agencies. The center is jointly operated with NYS DOL. Services are designed to assist the job seeker to find their next job, provide workforce related information or explore training opportunities.
- **Job seeker services include:**
 - Job bank to access job opportunities
 - Workshops for interviewing, resumes and job search strategies
 - Resume assistance and career decision making guidance
 - Access to computers, phone and fax for job search activities
 - Resource room with internet and other resources for a job search
 - Computer lab
 - Financial aid to train for jobs in demand (nursing, computers, etc.)
 - E-learning access to help build computer and other job skills
 - and more
- **Youth employment services:**
 - Summer work experience to prepare youth (14+) for future jobs
 - Year round work experience and job search help for out of school youth
 - GED training for out of school youth
 - Youth programs have income eligibility requirements
- **Business Services** – Includes talent bank of area job seekers, access to grants and information for training services, job fairs, referral of applicants for job openings, recruitment assistance, access to Department of Labor human resource services.

The ETA office also operates the federal trade act program for approved workers laid off as a result of foreign competition and other employment related programs as available.



WARREN COUNTY CAREER CENTER
NORTHWAY PLAZA, QUEENSBURY
CALENDAR OF EVENTS
JANUARY 2008



Monday	Tuesday	Wednesday	Thursday	Friday
<p>“Action is the foundational key to all success.” <i>Pablo Picasso</i></p> <p>10:00—11:30 Job Club Bring your resume. Share job leads. Learn helpful job search tips.</p>	<p>OFFICE CLOSED Happy New Year!</p>	<p>2</p>	<p>9:30—12:00 Interview Tips Workshop Find out what employers want! RESCHEDULED TO 1/16</p>	<p>4</p>
<p>7</p> <p>10:00—11:30 Job Club Bring your resume. Share job leads. Learn helpful job search tips.</p>	<p>8</p>	<p>9</p>	<p>10</p> <p>9:30—12:00 Individual Mock Interviews * <u>Attend the Interview Tips Workshop to schedule a Mock Interview appt.</u></p>	<p>11</p> <p>9:30—12:00 Career Decision Making Workshop</p>
<p>14</p> <p>10:00—11:30 Video ‘n Popcorn <i>Why Should I Hire You?</i> • Video clips + discussion • Great job search tips!</p>	<p>15</p> <p>9:30—12:00 Hidden Jobs Workshop <u>85%</u> of jobs open today are <u>never</u> advertised!</p>	<p>16</p> <p>9:30—12:00 Interview Tips Workshop Find out what employers want!</p>	<p>17</p> <p>9:30—12:00 Individual Mock Interviews * <u>Attend the Interview Tips Workshop to schedule a Mock Interview appt.</u></p>	<p>18</p>
<p>21</p> <p>OFFICE CLOSED Martin Luther King Day</p>	<p>22</p>	<p>23</p> <p>9:30—12:00 Networking Workshop The best kept secret in town. Learn how to open doors!</p>	<p>24</p> <p>9:30—12:00 Resumes, Cover Letters and Applications Workshop</p>	<p>25</p>
<p>28</p> <p>10:00—11:30 Job Club Bring your resume. Share job leads. Learn helpful job search tips.</p>	<p>29</p>	<p>30</p> <p>10:00 Meet These Employers! • C R Bard • All Metro Health Care • Gore Electric • Ames Goldsmith</p>	<p>31</p>	<p>* Please sign up for all events! Call us at 743-0925 or stop at the Reception Desk. * Watch for our calendar of events on www.thejoblink.org.</p>



20th Anniversary

JOB DISCOVERY 2008

Thursday, March 13
10:00 am - 5:00 pm



Adirondack Community College Gymnasium
Bay Road, Queensbury

DISCOVER CAREER POSSIBILITIES

Employer Exhibits



Meet Local Employers – Discover What They Want
Opportunities For All Ages and Occupational Levels

Resume Review



Receive Advice From Employers
Learn How To Put Your Best On Paper

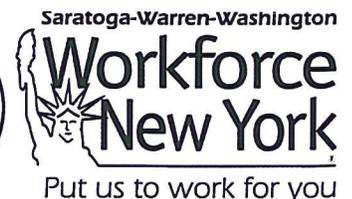
Employment Presentations



Employer Panel Advice and Q&A
Timely Topics To Advance Your Career



Partially Underwritten By:



Job Discovery
Planning Committee
*Comprised of Local
Employers and Volunteers*

Discover E-Learning!

New Skills!

**Your Classroom?
THE COMPUTER!**



- **Progress at your own pace!**
- **Study anytime - day or night!**
- **Use our computers or your own!**
- **Earn certificates!**
- **No cost if eligible!**
- **100's of courses available!**

- **Microsoft Word, Excel, Access, PowerPoint**
- **Management and Leadership**
- **Finance and Accounting**
- **Webpage Design**
- **Sales and Marketing**
- **Computer Technology**
- **Customer Service**
- **And many others!**



**Warren County
One-Stop Center**

For information, call 743-0925.

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
333 GLEN STREET
THIRD FLOOR - SUITE 306
GLENS FALLS, NEW YORK 12801

CANDACE KELLY
DIRECTOR

TEL: (518) 761-6347
FAX: (518) 745-7643

**HUMAN SERVICES COMMITTEE MEETING
THURSDAY, JANUARY 31, 2008 10:00 A.M.
OFFICE FOR THE AGING AGENDA:**

1. REQUEST FOR RESOLUTIONS:

- A. To extend E.I.S.E.P. contracts (resol.# 223 OF 2007)
- B. To extend Community Services Contracts (resol. # 222 of 2007)
- C. To enter into contract with Peer Place under POE
- D. To appoint members of the Warren/Hamilton Counties Office for the Aging Advisory Council for 2008 (res.# 62 of 2007)
- E. To enter into contract with Town of Horicon for Transportation
- F. To fill vacant Food Service Helper position at Cedars
- G. To enter into contract for Registered Dietician in Hamilton County
- H. To enter into contract with Golden Lane Assoc. to provide IIIIE Caregiver Services.
- I. To amend county budget to include the III E Carry-over funds

**2. LONG TERM CARE INSURANCE SEMINARS JANUARY 31, 2008 at
12:00 and 1:00 PM in 6-103.**

RESOLUTION REQUEST FORM NO. 4

Request for Extension of Existing Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Resolution No. which Authorized the Original Contract: 223 of 2007
- (b) Name of Contractor: **See attached Schedule "A"**
- (c) Address of Contractor:
- (d) Contractor's Contact Person and Telephone Number:
- (e) Commencement Date of Extension: 4/1/2008
- (f) Termination Date of Extension: 3/31/2009
- (g) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 323,452.00
 - iv) how will payments be made (i.e., monthly, quarterly, upon completion of the project, etc.
- (h) Where are the Funds for this Contract? List Budget Code (with Title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: General, E.I.S.E.P. - Warren - Contract A6788 470 \$ 161,726.00 / General, E.I.S.E.P. - Hamilton - Contract A.6789 470 \$ 161,726.00

		SCHEDULE "A"				
		A.6788 EISEP - Warren County				
		Subcontracts for 4/1/2008- 3/31/2009				
Subcontractor	Service Provided	State funds	County funds	Pd to Contractor	Contributions	Totals
+++++	+++++	+++++	+++++	+++++	+++++	+++++
Warren County Public Health	Case Management Services	\$18,750.00	\$6,250.00	\$25,000.00		\$25,000.00
Greater Adirondack Home Aides, Inc.	Non-Medical In-Home Services	\$90,544.50	\$30,181.50	\$120,726.00	\$4,500.00	\$125,226.00
Lifeline	Emergency Response System	\$3,000.00	\$1,000.00	\$4,000.00		\$4,000.00
Visiting Nurses Homecare	Non-Medical In-Home Services	\$5,250.00	\$1,750.00	\$7,000.00	\$500.00	\$7,500.00
TOTAL		\$117,544.50	\$39,181.50	\$156,726.00	\$5,000.00	\$161,726.00
		A.6789 EISEP - Hamilton County				
		Subcontracts for 4/1/2008- 3/31/2009				
Subcontractor	Service Provided	State Funds	Local Funds	Pd to Contractor	Contributions	TOTALS
+++++	+++++	+++++	+++++	+++++	+++++	+++++
Hamilton County DSS	Case Management	\$18,750.00	\$6,250.00	\$25,000.00		\$25,000.00
Home Health Care of Hamilton County, Inc.	Non-Medical In-Home Services	\$81,544.50	\$27,181.50	\$108,726.00	\$5,000.00	\$113,726.00
Lifeline	Emergency Response System	\$2,250.00	\$750.00	\$3,000.00		\$3,000.00
Resource Center for Independent Living	Adult Day Services	\$15,000.00	\$5,000.00	\$20,000.00		\$20,000.00
TOTAL		\$117,544.50	\$39,181.50	\$156,726.00	\$5,000.00	\$161,726.00

RESOLUTION REQUEST FORM NO. 4

Request for Extension of Existing Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Resolution No. which Authorized the Original Contract: 222 of 2007
- (b) Name of Contractor: **See attached Schedule "A"**
- (c) Address of Contractor:
- (d) Contractor's Contact Person and Telephone Number:
- (e) Commencement Date of Extension: 4/1/2008
- (f) Termination Date of Extension: 3/31/2009
- (g) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 66,910.00
 - iv) how will payments be made (i.e., monthly, quarterly, upon completion of the project, etc.
- (h) Where are the Funds for this Contract? List Budget Code (with Title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: General, Comm. Serv.
Elderly.Warren - Contract A6778 470 \$ 50,010.00 / General, Comm. Ser.
Elderly/Hamilton - Contract A.6780 470 \$ 16,900.00

SCHEDULE "A"						
A.6778 Community Services - Warren County						
Subcontracts for 4/1/2008 - 3/31/2009						
Subcontractor	Service Provided	State funds	County funds	Pd to Contractor	Contributions	Totals
Warren/Ham Co. A.C.E.O., Inc.	Handyman Program	\$6,547.50	\$2,182.50	\$8,730.00		\$8,730.00
Glens Falls Assoc. for the Blind	Services for the Blind	\$6,375.00	\$2,125.00	\$8,500.00		\$8,500.00
Greater Adirondack Home Aides, Inc.	In-Home Services	\$1,500.00	\$500.00	\$2,000.00	\$500.00	\$2,500.00
Greater Glens Falls Senior Citizens Center, Inc.	Outreach	\$19,875.00	\$6,625.00	\$26,500.00		\$26,500.00
Glens Falls Association for the Hearing Impaired, Inc.	Services for the Hearing Impaired	\$1,875.00	\$625.00	\$2,500.00		\$2,500.00
Town of Horicon	Transportation	\$960.00	\$320.00	\$1,280.00		\$1,280.00
TOTAL		\$37,132.50	\$12,377.50	\$49,510.00	\$500.00	\$50,010.00
A.6780 Community Services - Hamilton County						
Subcontracts for 4/1/2008 - 3/31/2009						
Subcontractor	Service Provided	State Funds	Local Funds	Pd to Contractor	Contributions	TOTALS
Glens Falls Association for the Blind, Inc.	Services for the Blind	\$150.00	\$50.00	\$200.00		\$200.00
Hamilton County Public Nursing Service	In-Home Services	\$1,687.50	\$562.50	\$2,250.00	\$250.00	\$2,500.00
Warr/Hamilton Cos. A.C.E.O., Inc.	Handyman Program	\$750.00	\$250.00	\$1,000.00		\$1,000.00
Home Health Care d/b/a Helping Hands Caregivers	In-Home Services	\$8,062.50	\$2,687.50	\$10,750.00	\$250.00	\$11,000.00
Hamilton County Council of Senior Citizens, Inc.	Senior Picnic	\$300.00	\$100.00	\$400.00		\$400.00
Town of Long Lake	Transportation	\$1,350.00	\$450.00	\$1,800.00		\$1,800.00
TOTAL		\$12,300.00	\$4,100.00	\$16,400.00	\$500.00	\$16,900.00

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Is this a Result of a Bid or Request for Proposal? no
- (b) Purpose of Contract: To enter into contract with PeerPlace for POE access to their reporting system
- (c) Name of Contractor: **PeerPlace Networks LLC**
- (d) Address of Contractor: 300 Main St, Suite 4-205, East Rochester, NY 14445
- (e) Contractor's Contact Person and Telephone Number: Lorre Anderson PH. 585-455-0507
- (f) Has or Will the Contract be provided, if so, Please Attach?
- (g) Commencement Date of Contract: 1/1/2008
- (h) Termination Date of Contract: 12/31/2008
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 10,000.00
 - iv) how will payments be made (i.e., monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code (with Title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: General, OFA-Point of Entry-Warren - Contract A6785 470

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of committee, Board or Agency*

*If more than one person is being appointed, please attach additional sheets

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Name of Appointee: See Attached List for Advisory Council
- (b) Is This a Reappointment?: Yes If so, please provide the Resolution No. which authorized the last appointment of this individual 62 of 2007
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If Person is Being Appointed as a Representative of a Specific Group/Agency, Please List their Affiliation and Title
- (e) Address of Appointee:
- (f) Title of Appointment:
- (g) Effective Date of Appointment: 1/1/08
- (h) Termination Date of Appointment: 12/31/08
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:

WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING
ADVISORY COUNCIL MEMBERSHIP, 2008

ELECTED MEMBERS BY SITES

<u>NAME</u>	<u>ADDRESS/PHONE NUMBER</u>	<u>AFFILIATION</u>
Robert Wubbenhorst	PO Box 475 Bolton, NY 12814 644-9121	Bolton Landing Nutrition Site
Robert Fedor	Box 176 (Market Street) Brant Lake, NY 12815 494-7272	Chestertown Nutrition Site
Rose Nonkin	35 Evergreen Lane Suite 119 Queensbury, NY 12804 832-1735	Cedars Nutrition Site
Doris Morrissey	35 Evergreen Lane Suite 224 Queensbury, NY 12804 832-1771	Cedars Nutrition Site
Elizabeth Fish	10Anable Dr. Queensbury, NY 12804 745-5316	Glens Falls Site Presbyterian Church
Nancy Thorsen	PO Box 774 Indian Lake, NY 12842 648-5818	Indian Lake Nutrition Site
Judy Amell	3102 State Route 8 North Creek, NY 12853 251-2218	Johnsburg Nutrition Site

ELECTED MEMBERS BY SITES/CONTINUED

<u>NAME</u>	<u>ADDRESS/PHONE NUMBER</u>	<u>AFFILIATION</u>
Roger Holmes	PO Box 667 Lake Luzerne, NY 12846 824-1302	Lake Luzerne Nutrition Site
Letty Rudes	PO Box 162 Speculator , NY 12164 548-7077	Lake Pleasant Nutrition Site
James McIntyre	Rt. 28 North Long Lake, NY 12847 624	Long Lake Nutrition Site
Edward Kokesch	162A Burke Drive Queensbury, NY 12804 793-7930	Solomon Heights . Mealsite/
Jean Frederick	P.O. Box 427 Wells, NY 12190 924-9296	Wells Nutrition Site
Frank Bendl	P.O. Box 41 Northville, NY 12134 863-8541	Wells Nutrition Site

APPOINTED MEMBERS

<u>NAME</u>	<u>ADDRESS/PHONE NUMBER</u>	<u>AFFILIATION</u>
Ralph Bentley	Community Center 6604 State Rt. 8 P.O. Box 90 Brant Lake, NY 12815 494-3647	Supervisor, Town of Horicon
Charity Steans	141 South Street Glens Falls, NY 12801 792-0849	National Association for the Advancement of Colored People (N.A.A.C.P.)
Ermina Pincombe	2213 County Highway 6 P.O. Box 100 Northville, NY 12134 518-863-4969	Supervisor, Town of Benson
Alternate Robert Edwards	P.O. Box 1312 Northville, NY 12134 518-863-2801	Supervisor, Town of Hope

NON VOTING MEMBERS

<u>NAME</u>	<u>ADDRESS/PHONE NUMBER</u>	<u>AFFILIATION</u>
Robert Phelps	Municipal Center Annex Lake George, NY 12845 761-6310	Warren County Dept. Social Services
William McGarr	Municipal Center Annex Lake George, NY 12845 761-6342	Warren County Veteran's Services
Mary Lamkins	Warren County Health Services Municipal Center Lake George, NY 12845 761-6415	Supervisor of Long Term Warren County Health Services
Kathy Hutchins	81 White Birch Lane Indian Lake, NY 12842 648-5713	Executive Director Home Health Care of Hamilton County, Inc.
Karen Levison	PO Box 250 White Birch Lane Indian Lake, NY 12842 648-6141	Director, Hamilton County Public Health Nursing Services
Julie Smith	P.O. Box 678 Glens Falls, NY 12801 926-7070	Greater Adirondack Home Aides, Inc.
Lynn Ackershoek	Warren/Hamilton Counties A.C.E.O. Inc. P.O. Box 968 Glens Falls, N.Y. 12801 793-0636	Executive Director
Amy Collins	R.S.V.P. 696 Upper Glen St. Queensbury, N.Y. 12804 743-9158	Executive Director

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
333 GLEN STREET
THIRD FLOOR - SUITE 306
GLENS FALLS, NEW YORK 12801

CANDACE C. KELLY
DIRECTOR

TEL: (518) 761-6347
FAX (518) 745-7643

In reference to the attached Office for the Aging Advisory Council membership list for 2008, please be advised of the following changes:

1. Ellis Tanoury Johnsbury Site removed, replaced by
Judy Amell
2. Amy Collins, RSVP Executive Director added

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Is this a Result of a Bid or Request for Proposal? no
- (b) Purpose of Contract: To enter into contract with the Town of Horicon to provide transportation under the CSE program
- (c) Name of Contractor: **Town of Horicon**
- (d) Address of Contractor: Community Center, 6604 State Rte 8, PO Box 90, Brant Lake, NY 12815
- (e) Contractor's Contact Person and Telephone Number: Ralph Bentley 494-3627
- (f) Has or Will the Contract be provided, if so, Please Attach?
- (g) Commencement Date of Contract: 4/1/08
- (h) Termination Date of Contract: 3/31/09
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$1,280.00
 - iv) how will payments be made (i.e., monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code (with Title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount: A.6778 470 General, Comm. Serv. Elderly. Warren - Contract \$ 1,280.00

RESOLUTION REQUEST FORM NO. 12

Request to Fill Vacant Position*

***(Please Note: A resolution IS NOT REQUIRED for approval IF the vacant position is funded in the Warren County Salary Budget. However, the request must be approved by the Personnel Committee BEFORE the position is filled as well as the Finance Committee if new dollars are involved.**

A Resolution IS REQUIRED if the vacant position is NOT FUNDED in the Warren County Salary Budget.)

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Title of Vacant Position to be Filled: Food Service Helper
- (b) Date Position became vacant: **11/26/07**
- (c) Do You Anticipate Filling the Position In-House?: TBD
If Yes, List Employee Number
- (d) Annual Salary of Position (and Grade if Applicable)*: \$19,690.00 This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, including longevities, for any **existing** employee who is filling the position.
- (e) Effective Date of Filling Position:* TBD
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? (List budget code (with title), object code (with title), and amount): A.6773 110 General, Nutrit. For Elderly-War.Co. - Salaries - Regular (Title IIIC)
- (g) Does the Vacant Position Show a Salary in the Budget? Yes
- (h) Will Lower Level Position be Vacated as a Result of Filling this Vacancy?
No If yes, is there a Request to Fill that Position also?

RESOLUTION REQUEST FORM NO. 12 (continued)

If additional requests to fill lower level vacancies are needed to be approved as a result of the above, please attach additional copies of this form.

- (i) If Yes, will it be Filled In-House? If Yes, List Current Title and Employee No.:
- (j) Salary of Lower Level Position:* *See Notes under Item No. C concerning how the salary should be listed.
- (k) Effective Date of Filling Lower Level Position:
- (l) If this a mandated position: If so, please explain: Yes, food service workers are necessary to the timely preparation, packaging and delivery of meals.
- (m) Is there expected revenue from this position? If so, please explain: No

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacant due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedures to be followed, see the reverse of this form.

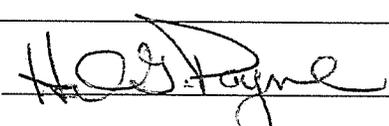
DEPARTMENT HEAD COMPLETES THIS SECTION

Department Office for the Aging
Title of Position Food Service Helper Base salary \$ 19,690
(k) Budget code and title A.6773 110 Nutrit. For Elderly-War.Co. - Salaries
This position is vacant due to: Retirement Resignation Termination
Employee No. 8899

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Office for Aging Date 1-31-08

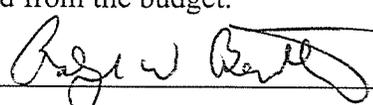
- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services Date 1/31/08

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
- The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature. _____

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Is this a Result of a Bid or Request for Proposal? no
- (b) Purpose of Contract: To enter into contract with Kelly Hamlin to provide registered dietician services to Hamilton County mealsites as well as some menu development and/or review
- (c) Name of Contractor: **Kelly Hamlin, MA, RD, CDN**
- (d) Address of Contractor: PO Box 213, Old Forge, NY 13420
- (e) Contractor's Contact Person and Telephone Number: Kelly Hamlin 315-369-2313
- (f) Has or Will the Contract be provided, if so, Please Attach?
- (g) Commencement Date of Contract: 2/1/08
- (h) Termination Date of Contract: 1/31/09
- (i) Payment Provisions:
- i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 5,000.00
 - iv) how will payments be made (i.e., monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code (with Title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: A.6771 437 (General, Nutri. For Elderly-Ham.Co. - Consulting Fees) \$ 5,000.00

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Is this a Result of a Bid or Request for Proposal? no
- (b) Purpose of Contract: To enter into contract with Golden Lane Associates to provide for administration of IIIIE carry over program funds
- (c) Name of Contractor: **Golden Lane Associates**
- (d) Address of Contractor: P4 Normanskill Boulevard, Suite 404, Delmar, NY 12054
- (e) Contractor's Contact Person and Telephone Number: William Lane Ph. 518-475-9605
- (f) Has or Will the Contract be provided, if so, Please Attach?
- (g) Commencement Date of Contract: 1/1/08
- (h) Termination Date of Contract: 12/31/08
- (i) Payment Provisions:
- i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 35,000.00
 - iv) how will payments be made (i.e., monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code (with Title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: A.6795 470 General, Title IIIIE - OFA - Contract

**PROPOSAL TO
THE WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING
FOR CAREGIVERS SERVICES**

**SUBMITTED BY
GOLDENLANE ASSOCIATES, INC.**

November 26, 2007

PURPOSE:

The purpose of this proposal is to outline the services that GoldenLane Associates, Inc. (GoldenLane) can provide to improve services to caregivers and further enhance the mission of the Warren-Hamilton Counties Office for the Aging Caregivers Resource Center.

The following proposal outlines the specific costs for contracting with GoldenLane to provide the following services and/or activities:

- I. Develop, coordinate and conduct three (3) Practical Help Training Courses for Caregivers.
- II. Establish two (2) new caregivers support groups.
- III. Work with the Relatives As Parents section of the local Long Term Care Consortium to apply for a Brookdale Relatives as Parents Program (RAPP) grant.

PROPOSAL:

I. Practical Help Training Courses for Caregivers

Extensive research has shown that caregiver training can reduce the stress and burden on caregivers while showing improved outcomes for the older persons in their care.

Utilizing "A Guide for Family Caregivers of Older Pennsylvanians" which was originally developed by the New York State Office for the Aging (NYSOFA), GoldenLane would conduct Caregiver Trainings in both Warren and Hamilton Counties. Dr. William Lane of GoldenLane was involved in the development, testing and training of session leaders when NYSOFA originally developed this curriculum. He has also conducted numerous workshops and seminars using the original materials in and around Central New York.

A complete caregiver training course would be offered **twice** in Warren County and **once** in Hamilton County. Each complete training is divided into six (6) two-hour sessions (Each training can accommodate up to 20 participants). Session topics are:

1. The psychological aspects of caregiving
2. Medical problems and aging
3. Age related changes in vision, hearing and speech
4. Finding and using community resources

5. Future planning
6. Personal care skills

The objectives of the training are to help participants:

- Increase their understanding and knowledge of the aging process
- Understand the psychological and medical problems associated with aging
- Acquire personal care skills
- Identify and resolve common problems with caregiving
- Acquire a greater knowledge of community resources
- Develop and express ways to help themselves maintain active and productive lives (while assisting their elderly relatives).

GoldenLane's responsibilities would include:

- Revising and updating all training materials;
- Developing advertisements to recruit training participants;
- Photocopying, assembling all course training materials;
- Securing all training locations, dates and times (with assistance from OFA);
- Working collaboratively with OFA to recruit caregiver participants
- Securing any outside speakers;
- Coordinating and conducting the trainings;
- Handling all registration; and
- Working collaboratively with OFA to coordinate respite services during the course of the training.

Warren-Hamilton Counties OFA's responsibilities would include:

- Assisting GoldenLane in securing locations for the trainings;
- Working collaboratively with GoldenLane to recruit caregivers; and
- Arranging for respite services as needed.

II. Caregiver Support Groups

Support groups have long been recognized as one of the most important ways to provide help for family caregivers. They offer a valuable informational and emotional support network for participants.

To increase the opportunities for supporting caregivers, GoldenLane proposes to establish two (2) new caregivers support groups. One group would be located in Warren County and one group would be located in Hamilton County.

GoldenLane's responsibilities would include:

- Recruiting and training two support groups leaders, with the assistance of the OFA;
- Locating caregiver participants in collaboration with the OFA;
- Finding a location and setting a convenient time for the groups to meet monthly;
- Assisting each leader in developing a support group program schedule for the first six months; and

- Follow-up for a period of six (6) months to ensure continuing viability of each group.

Warren-Hamilton Counties OFA's responsibilities would include:

- Assisting GoldenLane recruit support group leaders;
- Working collaboratively with GoldenLane to locate caregiver participants;
- Providing a back-up (substitute leader) if necessary; and
- Assuming the coordination of the groups after six months.

III. Brookdale Relatives as Parents Program (RAPP) Grant

RAPP grants are designed to encourage and promote the creation and expansion of services for grandparents and other relatives who have taken responsibility of serving as parents when their own children can no longer perform this role. The program awards seed grants of \$10,000 to local agencies and has become the most recognized funding source for grandparent support activities across the nation.

To assist the Warren-Hamilton Counties OFA in obtaining a RAPP grant, GoldenLane proposes to work with the Relatives As Parents section of the local Long Term Care Consortium to apply for a Brookdale Relatives as Parents Program (RAPP) grant. The Due Date for this grant is Thursday, January 10, 2008; further discussion is necessary to decide if the grant would be submitted for 2008 or the next funding cycle.

GoldenLane's responsibilities would include:

- Provide all necessary administrative and clerical support to ensure the submission deadline is met
- Conducting an initial two hour meeting with the members of the Grandparents Raising Grandchild Committee (a subcommittee of the Long-Term Care Council) to obtain their ideas on writing the grant;
- Drafting of the RAPP grant;
- Conducting a second meeting with the Subcommittee to review the draft;
- Completing the final grant application; and
- Working with the OFA to secure the necessary in-kind matching funds as required for completion of the RAPP grant application.

Warren-Hamilton Counties OFA's responsibilities would include:

- Assisting GoldenLane in securing the first meeting with the Subcommittee;
- Providing guidance to GoldenLane in the completion of the proposal; and
- Securing the necessary in-kind matching funds needed for final submission of the proposal.

PROPOSED BUDGET:

Please see Attachment A.

ATTACHMENT 'A'

Warren-Hamilton Counties
Caregivers Budget

Section I. Conduct three (3) Practical Help Trainings

DEVELOPMENT	\$3,540.00
TRAINING MATERIALS/SUPPLIES	\$1,150.00
TRAINING	\$13,000.00
MILEAGE	\$1,225.00
GUEST SPEAKER HONORARIA/MILEAGE	\$1,200.00
REFRESHMENTS	\$540.00
ADVERTISING	\$1,000.00
ADMINISTRATION	\$1,700.00
RESPITE SERVICES	\$4,500.00

SUBTOTAL FOR SECTION I: \$27,855.00

Section II. Establish two (2) caregiver support groups

SUPPORT GROUP LEADER RECRUITMENT
PARTICIPANT RECRUITMENT
SECURE MONTHLY LOCATION
PROGRAM DEVELOPMENT

SUBTOTAL FOR SECTION II: \$2,500.00

Section III. Apply for Relatives As Parents Program (RAPP) Grant

2 MEETINGS WITH GRANDPARENTS RAISING GRANDCHILDREN	
SUBCOMMITTEE OF THE LONG TERM CARE COUNCIL	\$900.00
WRITING GRANT	\$2,400.00
ADMINISTRATIVE SUPPORT ON GRANT	\$300.00
AVAILABLE FOR THE IN-KIND MATCH	\$1,045.00

SUBTOTAL FOR SECTION III: \$4,645.00

TOTAL BUDGET: \$35,000.00

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit Form No. 5 or 6.**

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 31, 2008**

- (a) Purpose of Amendment: To increase the budget in order to expend Title IIIIE carry- over funds
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.6795 470 (General, Title IIIIE - OFA - Contract 46,667.00
- (c) Revenue Code (with title), and Amount: **A.6795 4783 General, Title IIIIE - OFA - Title IIIIE - OFA \$35,000.00 / A.6795 2099 General, Title IIIIE - OFA - Title IIIIE - Hamilton \$ 5,833.50**



WARREN COUNTY YOUTH BUREAU
333 GLEN STREET
SUITE 306, 3RD FLOOR
GLENS FALLS, NEW YORK
12801-3578

Margaret Sing Smith, Director
Linda L. LaRock, Deputy Director

Phone: (518) 791-6498 Fax: (518) 761-6518
E-mail: youthbureau@co.warren.ny.us

HUMAN SERVICES COMMITTEE

January 31, 2008

1. Acceptance of Minutes - November 1, 2007
2. Warren County Youth Bureau Overview
3. Updates
 - a. Warren County Youth Board Appointments
 - b. Americorps
 - c. Warren Washington Youth Leadership Summit
Committee Approval - costs up to \$800. funded through
100% state grant
4. Events
 - February 6 County Youth Needs Forum
 - February 11-12 NYS Youth Leadership Forum/Albany
 - March 8 ACT for Youth Workshop/Albany
 - March 12 Warren Washington Youth Leadership Summit/ACC

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

*If more than one person is being appointed, please attach additional sheets

DEPARTMENT NAME: **Warren County Youth Bureau**

DATE: **January 31, 2008**

- (a) Name of Appointee: **Annie McMahon**
- (b) Is this a Reappointment? **Yes** If so, please provide the Resolution No. which authorized the last appointment of this individual.
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If Person is Being Appointed as a Representative of a Specific Group/Agency, Please List their Affiliation and Title

Address of Appointee: **8 Hudson Court, Lake Luzerne, NY 12846**

- (f) Title of Appointment: **Warren County Youth Board Representative**
- (g) Effective Date of Appointment: **January 1, 2008**
- (h) Termination Date of Appointment: **December 31, 2010**
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:



Margaret Sing Smith, Director
Linda L. LaRock, Deputy Director

Phone: (518) 761-6498 Fax: (518) 761-6518
E-mail: youthbureau@co.warren.ny.us

January 14, 2008

TO: Joan Sady, Clerk
Warren County Board of Supervisors

FROM: Margaret Sing Smith

SUBJECT: Youth Board Appointments

Certificates of Appointment are requested for these Youth Board representatives:

TWO YEAR TERM

1. RENEWAL – TOWN OF LAKE GEORGE

Sharon Sano, 46 West Street, Lake George, NY 12845

2. RENEWAL - TOWN OF STONY CREEK

Frank E. Thomas, 52 Hadley Road, P.O. Box 96, Stony Creek NY 12878

3. RENEWAL – TOWN OF HAGUE

Rudolph Meola, 9854 Graphite Mtn. Rd., Hague NY 12836

4. RENEWAL – TOWN OF JOHNSBURG

Philip Goodman, P.O. Box 149, North Creek NY 12853

ONE YEAR TERM

1. RENEWAL –

Josef Deutschmann, 65 Middle Road, Lake George NY 12845

The Chairman also appoints three county supervisors to serve on the Warren County Youth Board.

If more information is needed, please call. Thank you.

Warren County Request to Host Meeting or Conference

Name of Department: Youth Bureau
Name of Meeting/Conference: Warren Washington Youth Leadership Summit
Date: March 12, 2008
Location: Adirondack Community College
Purpose: Youth will build essential leadership, service and personal development skills for success now and for their futures.
Contact Person: (If other than Department Head)

Number of People attending: **Phone No.:**

2 County Employees

1 State Employees

5 (Youth)Volunteers

300 Youth in grades 8-12 from Warren & Washington County Schools; adult chaperons; workshop presenters from county & community organizations

Cost to County (please include amounts): 100% Reimbursable via Special Delinquency Prevention funds from New York State

Room rental \$ n/a

Food/beverage \$800.

Supplies \$ n/a

Other (specify) \$ n/a

Total Cost: up to \$800.

Dept Head Approval:

Margaret Spring Smith
Signature

Date: 1-31-08

Committee Chairman Approval:

Robert Burt
Signature

Date: 1-31-08

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Dept Head Approval:


Signature

Date: 1-31-08

Committee Chairman Approval:

Signature

Date _____

WARREN COUNTY YOUTH BUREAU

17,550 YOUTH UP TO AGE 21 LIVE IN WARREN COUNTY
29% OF COUNTY ARE YOUTH

2006 HIGHLIGHTS

[TO BE UPDATED FOR 2007]

- **FUNDING: \$193,606**
- **SOURCES**
NYS Office of Children & Family Services
Warren County Department of Social Services/COPS
STOP-DWI
NYS Department of Health/ACT for Youth Initiative
United States Tennis Association
- **11 municipalities & 11 non-profit agencies ran 31 youth programs**
- **18,385 youth** participated in cost-free programs through Youth Bureau funding (Sources: NYS OCFS 2006 Program Annual Reports)

PROGRAM SNAPSHOTS – BENEFITS FOR YOUTH

RECREATION/LEISURE TIME

12,084 participated in cost free municipal recreation programs
200 sampled tennis skills

ENRICHMENT/EDUCATION

1389 Teen coffee house, theatre, tutoring, summer library activities, cultural enrichments/arts
2855 Glens Falls Youth Center
10 Adirondack Adventure Club

FAMILY DEVELOPMENT/SUPPORT/HEALTH

48 youth & families improved relationships in school, family & community through mental health counseling
52 teen mothers & children benefited through improved health, nurturing and safety for their infants and themselves
287 parents improved family management techniques, communication and effective parenting skills

YOUTH LEADERSHIP/DEVELOPMENT/EMPLOYMENT

4 demonstrated civic engagement skills at NYS Youth Leadership Forum & Legislative Breakfast
150 learned skills for their future at Warren Washington ACC Youth Leadership Conference
2 joined adult boards: Warren County Youth Board and ACT for Youth Collaboration
50 increased employability skills at "Passport to the World of Work" sessions in schools and community agencies
202- Mentoring - Big Brothers Big Sisters

LAW/JUSTICE/SUBSTANCE ABUSE INTERVENTION

90 completed court ordered community service in Alternative Sentence Program run by Warren Hamilton CAA
195 conducted court proceedings or completed community service via Warren County Youth Court

ALL KIDS CAN SHINE!



Warren County Youth Bureau

"Services and opportunities to help all youth meet their needs for physical, social, moral, emotional, and educational growth"



Margaret Sing Smith, Executive Director
Linda La Rock, Deputy Director

333 Glen St., Suite 306

Glens Falls, NY 12801

Phone (518) 761-6498

Fax (518) 761-6518

youthbureau@co.warren.ny.us

**WARREN COUNTY
YOUTH BUREAU AT A
GLANCE...**

***Connects** the essential youth development & delinquency prevention work of government, public & private agencies, schools, families & communities *to help all youth thrive*

***Envisions** the "Big Picture" for ALL Youth: Employability & Careers; Leisure Time/Recreation, Physical & Mental Health; Substance Abuse; Crime & Justice; Youth & Family Development; Education; Basic Needs/Runaway/Homeless

***Creates** partnerships to strengthen services and opportunities for children, youth & teens from birth to age 21

***Researches** current youth issues to frame our county youth services plan, establish local priorities & focus funds, resources

***Oversees** \$190,000 in state & local dollars for local youth services; monitors & evaluates the benefits to youth

***Ensures** community input and youth voice through the Warren County Youth Board and youth leadership programs

***Promotes** "best practices" and research-based programs that address current needs and improve youth's lives

Warren County Youth Bureau

Founded in 1978 to build a coordinated countywide system of youth development and delinquency prevention programs

Partners with public & non-profit agencies to run programs for children, youth and families

Supports local governments and volunteers in maximizing youth services in every community within Warren County

Warren County Youth Board

Citizen volunteers from each municipality in the county advocate for the needs of local youth and advise elected officials on how to spend state funds for youth services.

Warren County Youth Board Members

Philip Goodman, Chair

Joan Baldwin

Joseph Barlow

Dee Beckler

Kimberly Bennett

Josef Deutschmann

Supervisor Alexander Gabriels III

Supervisor Daniel Girard

Nancy Harrison

Robert Iusi

Carol Lee LaBruzzo

Steven Lovering

Annie McMahan

Rudy Meola, Vice Chair

Supervisor Eugene Merlino

Sharon Sano

Carmen Tessier

Supervisor Frank Thomas

*Building relationships & connections
with young people can build strengths
that reduce risky behaviors*

*Establishing links with
key leaders, schools, clergy, elected officials,
businesses, providers, parent & young people
help build places
where all youth can thrive*

2007 PRIORITIES

**Show "youth development" in action through Assets Coming Together (ACT) for Youth grant activities*

**Spread the word about the power of positive youth development, youth voice and youth involvement practices to improve futures for all youth including those involved with juvenile justice and child welfare*

**Expand employment skills & opportunities for youth through workshops on job seeking, keeping & job portfolios*

**Expand leadership and service opportunities for youth through the annual Youth Conference, NYS Youth Leadership Forum, Americorps, ACT for Youth activities*

**Involve more youth in tennis opportunities through the USTA Eastern grant*

**Seek funds to meet the transitional housing & service needs of runaway and homeless youth*

**Continue community trainings on current "hot" topics such as methamphetamines; job portfolios; internet safety; grant-seeking; youth development*

Cost-free services and opportunities for children, youth and teens funded through the Warren County Youth Bureau in 2007:

AGENCIES

Big Brothers/Big Sisters- 1:1 Mentoring

Catholic Charities-

Counseling for Youth & Families

Community Maternity Services -

Teen Parent Education

Community Action Agency-

Alternative Sentence Program

Cornell Cooperative Extension of

Warren County- Camp Scholarships

Council for Prevention of Alcohol &

Substance Abuse:

Warren County Youth Court

Adventure-based Activities

Glens Falls Area Youth Center

Glens Falls YMCA-Parent Education Workshops

Hadley-Luzerne School - Adirondack

Adventure Club

MUNICIPALITIES

Town of Bolton: Youth Drop-in Center

Town of Chester: Youth Recreation & Enrichment

City of Glens Falls: Youth Recreation

Town of Hague: Youth Recreation

Town of Horicon: Youth Recreation

Town of Johnsbury- Youth Recreation, Tennis

Instruction & Service (Summer Library)

Town of Lake Luzerne: Youth Recreation

Tennis Instruction & Service

Town of Queensbury: Youth Recreation

& Service (Youth Court)

Town of Stony Creek: Youth Recreation & Service

(Tutoring)

Town of Thurman: Youth Recreation & Service

Town of Warrensburg- Youth Recreation &

Tennis Instruction

Funding: New York State Office of Children & Family Services; Warren County STOP-DWI/Traffic Safety; Warren County Department of Social Service/COPS; Warren County; USTA Eastern & Association of NYS Youth Bureaus