

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**  
**OCTOBER 28, 2008 9:30A.M.**  
**OFFICE FOR THE AGING AGENDA**

1. RESOLUTION REQUESTS:

- A. Request a blanket resolution for meal site repairs
- B. Prepare a letter of agreement with Lapan's

2. REQUEST TO HOST MEETING-NY CONNECTS LONG TERM CARE  
COUNCIL

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Office for the Aging**

**DATE: October 29, 2008**

- (a) Purpose of Request: To request a blanket resolution for mealsite repairs
  
- (b) Details: It is necessary at the mealsites to repair equipment vital to the meals on wheels program and the blanket resolution prepared by the County Attorney's office provides authorization for these repairs
  
- (c) Previous Resolution Number: N/A

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Office for the Aging**

**DATE: October 29, 2008**

- (a) Purpose of Request: To prepare a letter of agreement to pay Lapan's Precision Air Conditioning and Refrigeration for services rendered
  
- (b) Details: Lapan's has repaired equipment at several mealsites and is awaiting payment for three invoices totaling \$1,825.34. In the past OFA paid repair bills as they came in but these invoices were received before the new procedure requirements for repair bills were implemented by OFA.
  
- (c) Previous Resolution Number: N/A

# Warren County Request to Host Meeting or Conference

**Name of Department:** Office for the Aging/DSS/Health Services for POE (NY Connects)

**Name of Meeting/Conference:** Long Term Care Council Meeting

**Date:** 10/31/08

**Location:**

**Purpose:** Long Term Care Council Meeting

**Contact Person:** (If other than Department Head) Candace Kelly

**Phone No.:** 518-761-6347

**Number of People attending:**

20 County Employees

State Employees

2 Volunteers

20 Others (specify) other agencies on the LTC Council

**Cost to County (please include amounts):**

Room rental \$ 0

Food/beverage \$ 9.00/person

Supplies \$ 0

Other (specify) \$ 0

**Total Cost:** \$

**Dept Head Approval:**

Candace Kelly  
Signature

10/28/08  
Date:

**Committee Chairman Approval:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WARREN COUNTY  
EMPLOYMENT & TRAINING ADMINISTRATION**

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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  
10/29/08  
Draft**

1. Request resolution adding additional federal funds to county budget

<u>Revenues:</u>	<u>Code</u>	<u>Title</u>	<u>Amount</u>
	40 6293.4791	WIA	\$32,510.88

Appropriations:

<u>Code</u>	<u>Title</u>	<u>Amount</u>
40 6293.0313 110	Workforce Inv. Act- Salaries-regular	\$14,000
40 6293.0313 470	Workforce Inv. Act- Contract	\$ 6,555
40 6293.0313 810	Workforce Inv. Act- Retirement	\$ 3,000
40 6293.0313 830	Workforce Inv. Act- Social Security	\$ 3,000
40 6293.0327 110	WIA Trade Act.-Salaries-regular	\$ 3,054.39
40 6293.0329 110	WIA RR Train. Related-Salaries-regular	\$ 0.24
40 6293.0329 433	WIA RR Train. Related-Training-Client	\$ 1,778.65
40 6293.0329 860	WIA RR Train. Related-Hospitalization	\$ 1,122.60

2. Request budget transfers of federal WIA funds (see attached)
3. Performance results for the 3 –county workforce area
4. Summer youth employment program report
5. Travel policy
6. Pending items
7. Other
- a. Chambers of commerce visit
  - b. New customer flow
  - c. Internship program
  - d. Advanced manufacturing assessment

Note: all requests involve only federal grant funds for said purpose. No local county funds are requested.

# ***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: Employment and Training**

**DATE: 10/29/08**

- (a) Purpose of Amendment: Add federal grant funds to county budget
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount: See attached
  
- (c) Revenue Code (with title), and Amount: See attached

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

**TO:** JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**FROM:** Employment and Training  
Name of Department

**SIGNED:**  **DATE:** 10/29/08

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40 6326 110	Sum. TANF-Salaries-Regular	40 6326 130	Summer TANF-Salaries-Part Time	\$13,292
40 6326 411	Sum. TANF-Rent- Building/Property	40 6326 130	Summer TANF-Salaries-Part Time	2,602
40 6293.0327 410	WIATrade Act-Supplies	40 6293.0327 110	WIATrade Act Salaries-Regular	\$ 65.01
40 6293.0327 411	WIAT/A-Rent- Building/Property	40 6293.0327 110	WIA T/A Salaries-Regular	1,825.36
40 6293.0327 421	WIATrade Act-Equipment Rental	40 6293.0327 110	WIA Trade Act Salaries-Regular	7.98
40 6293.0327 422	WIAT/A-Repair/Maint-Equipment	40 6293.0327 110	WIA Trade Act Salaries-Regular	28.86
40 6293.0327 423	WIATrade Act-Telephone	40 6293.0327 110	WIA Trade Act Salaries-Regular	20.20
40 6293.0327 424	WIATrade Act-Postage	40 6293.0327 110	WIA Trade Act Salaries-Regular	28.37
40 6293.0327 428	WIAT/A-DataProcessing and Internet fees	40 6293.0327 110	WIA Trade Act Salaries-Regular	9.77
40 6293.0327 830	WIATrade Act- Social Security	40 6293.0327 110	WIA Trade Act Salaries-Regular	127.26
40 6293.0327 831	WIAT/A-Medicare Contribution	40 6293.0327 110	WIA Trade Act Salaries-Regular	40.65
40 6293.0327 840	WIAT/A-Workmen's Compensation	40 6293.0327 110	WIA Trade Act Salaries-Regular	4.20
40 6293.0327 860	WIATrade Act-Hospitalization	40 6293.0327 110	WIA Trade Act Salaries-Regular	1,428.43
40 6293.0327 865	WIATrade Act-Dental Insurance	40 6293.0327 110	WIA Trade Act Salaries-Regular	16.12

*19496.21*

**Please state reason for transfers requested:  
To align budget with actual charges and eliminate an inactive grant**

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

**Please state reason for transfer request:**

**Please file original request with Clerk of the Board and retain copy for your records.**

# Summer Program Report

2008

# WARREN COUNTY



# EMPLOYMENT & TRAINING

WARREN COUNTY WIA/TANF SUMMER YOUTH PROGRAM - 2008

TOTAL ENROLLED

14-15 YR. OLDS	28	% of ELIGIBLE APPLICANTS PLACED	85%	WORLD OF WORK CERTIFICATES	43
16-17 YR. OLDS	19	% RECEIVING PUBLIC ASSISTANCE	62%	CONGRESSIONAL CERTIFICATES	43
18-21 YR. OLDS	1	No. WARREN COUNTY WORKSITES	29	EXCELLENCE PINS	13
OUT of SCHOOL	2	% YOUTH FINISHED PROGRAM	81%	CONDUCT PINS	14
No. MALES	26	SERVSAFE CREDENTIALS	83%	PERFECT ATTENDANCE PINS	12
No. FEMALES	22	% YOUTH WHO DID PORTFOLIOS	73%	OUTSTANDING ACHIEVEMENT TROPHIES	5

MISC. INFORMATION

AWARDS

Project: OPERATION FOOD CHAIN

2008	G F	Q'bury	Wburg	Thurman	Jburg / No Crk Bk Mil	Ctwn / Potrsvil	Horicon Brant Lk	Bolton	Hague	Lk Geo	Lk Luz	Cor	TOTAL
APPS	31	27	13	2	6	6	1	2	0	3	7	1	99
ENR WIA	1	1				1							3
ENR TANF	14	15	5	0	4	1	1	0	0	1	4		45

TYPES OF JOBS PERFORMED

Office, Clerical	11	Building, Maintenance, Custodial	9
Recreation, Program, Activity	8	Grounds, Landscaping, Conservation	1
Food Service	16	Recycling	2

SUMMER YOUTH PROGRAM NUMBERS IN WARREN COUNTY FROM 1991 - 2008

1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
WIA/JTPA	145	199	213	149	119	113	128	131	157	44	33	42	39	7	5	3	3
TANF									46	54	42	40	10	20	40	46	45
<b>TOTAL</b>	<b>145</b>	<b>199</b>	<b>213</b>	<b>149</b>	<b>119</b>	<b>113</b>	<b>128</b>	<b>131</b>	<b>157</b>	<b>90</b>	<b>87</b>	<b>82</b>	<b>49</b>	<b>27</b>	<b>45</b>	<b>49</b>	<b>4</b>



# WARREN COUNTY SUMMER WORKSITES 2008

CEDARS MEALSITE (Office for the Aging)

CHESTER LIBRARY

TOWN OF CHESTER RECYCLING CENTER

TOWN OF CHESTER FOOD PANTRY

CHARLES R WOOD THEATER

CORNELL COOPERATIVE EXTENSION

GLENS FALLS FAMILY YMCA SUMMER CAMP

GLENS FALLS FAMILY YMCA MAINTENANCE

GLENS FALLS MEALSITE (Office for the Aging)

HADLEY/LUZERNE PUBLIC LIBRARY

HADLEY/LUZERNE YOUTH COMMISSION

HYDE COLLECTION ART MUSEUM

JOHNSBURG MEALSITE (Office for the Aging)

JOHNSBURG RECYCLING CENTER

JOHNSBURG LIBRARY

SPCA

STUART TOWNSEND MIDDLE SCHOOL

TOWN OF LAKE GEORGE

TOWN OF QUEENSBURY

WARREN COUNTY BUILDINGS AND GROUNDS

WARREN COUNTY DISTRICT ATTORNEY'S OFFICE

WARREN COUNTY ONE STOP CAREER CENTER

WARREN/HAMILTON COMMUNITY ACTION AGENCY

WARREN COUNTY HEADSTART/MAINTENANCE

WARREN COUNTY HEADSTART/CLASSROOM

WARREN COUNTY TOURISM

WARRENSBURG CENTRAL SCHOOL

WARRENSBURG MEALSITE (Office for the Aging)

WESTMOUNT HEALTH FACILITY

WORLD AWARENESS CHILDREN'S MUSEUM

WSWHE BOCES - OPERATION FOOD CHAIN

# Kits the k

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'Got Lunch?' program youths help serve up free lunches at Montcalm Park on July 25. The lunch program is part of the Warren County Employment in Training Summer Youth Program and has eight 14-21-year-olds planning, preparing and serving lunches to children at East Field and Montcalm parks.

# Free for all

*Lunch program offers free meals for local young people*

By DOUG GRUISE

DEREK PRUITT PHOTOS-DPRUITT@POSTSTAR.COM

Whoever said there's no such thing as a free lunch obviously never met Chef Charles Jones.

Jones has been giving away free lunches to local kids every weekday for the past 15 summers. As part of collaboration between Warren County Employment and Training, BOCES, the Warren Hamilton Community Action Agency, the Glens Falls City Parks and Recreation department and the New York State Department of Education, the chef oversees the Operation Food Chain summer program that provides culinary training to young people by having them prepare healthy lunches for their peers.

"This is kids running a restaurant and serving kids. That's priceless," Jones said.

The group, which consists of eight students between the ages of 14 and 17, plans and prepares nutritious lunches every weekday in the BOCES culinary department then brings their meals to the East Field pavilion and Montcalm Street Playground in Glens Falls to serve to anyone under the age of 18.

"All you have to do is be hungry," Jones said.

The "Got Lunch?" program, as it was playfully dubbed by former student staffers, has no restrictions other than age. There are no income or residency requirements. All the kids have to do is show up.

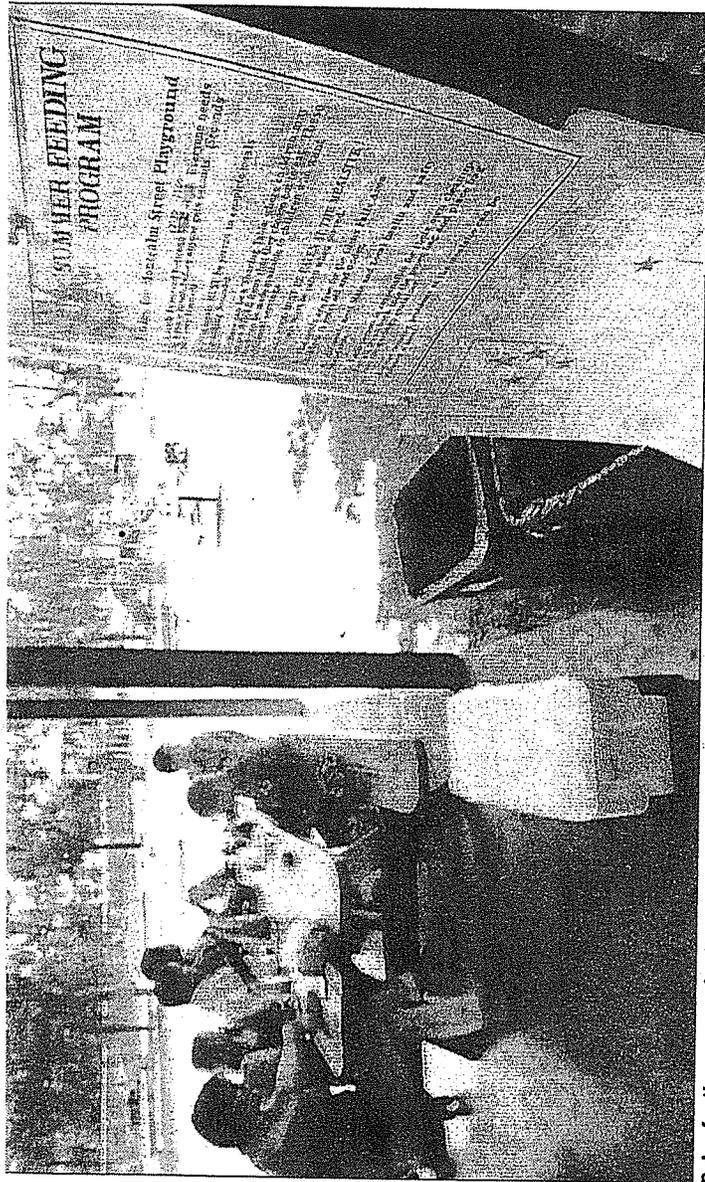
And Jones is not above giving them a little nudge.

During Friday's lunch service at Montcalm Street Playground, he walked over to two teens on bicycles and asked them if they wanted lunch. Although the pair seemed a little hesitant at first, Jones was able to win them over.

"Pull your bike up here. I have valet parking for you," Jones said, pointing to the park's bike rack. "Sometimes we have to invite them in."

Everyone is welcome, the more the merrier.

In fact, Jones would like to see more local families benefit from the free daily lunches. With the rising



Rules for the summer feeding program are posted as families and children enjoy their free lunch at Montcalm Park on July 25.

## IF YOU GO

Operation Food Chain will serve free lunches for anyone under the age of 18 weekdays through Aug. 22.

Lunch is served at 11:45 a.m. each day at the East Field pavilion and at 12:30 p.m. each day at the Montcalm Street Playground in Glens Falls.

There are no income or residency requirements, and small parties are welcome to show up any day.

The program also is open to large parties, including community groups and day care centers.

cost of food and uncertain economy, most parents are finding it more difficult to stretch their budgets. The meal program could save a family hundreds of dollars over the course of the summer.

"It's the best kept secret in the Adirondacks," Jones joked.

For Matthew Bovee of Glens

Bovee said he uses the program about two to three times a week.

"They're very polite and very organized. It's all for the kids," he said.

## Working together

Although Jones oversees the daily operations, he credits the teens, who were hired through the Warren County Youth Employment Program, with doing all the real work.

"From day one, they learn they are responsible for running this restaurant," he said.

The young workers have to learn the skills required in any food service business.

Jones gives them a crash course in menu development, food ordering, sanitation and proper food handling, production and portion control. The students also learn how to work with each other and the general public.

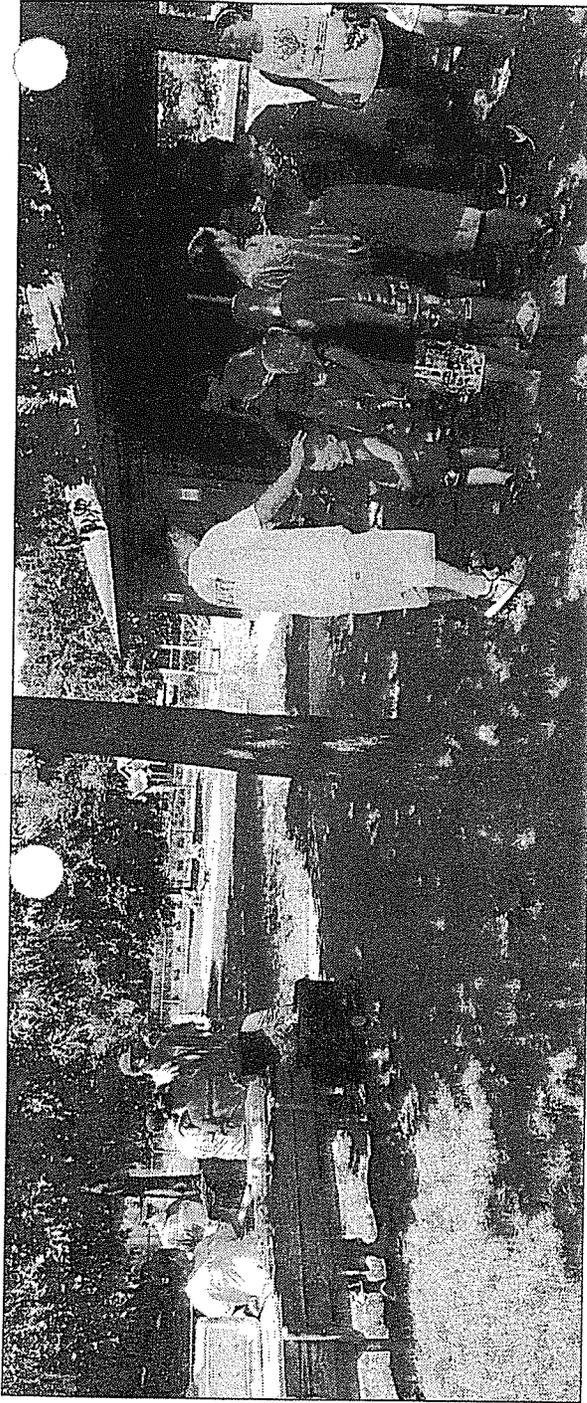
"Some of our guests are very

an odd monkey-inalls marionette on friends brought by souvenir from the residing near the relief And I must confess a soft spot in my lawn gnomes.

When it comes I've tried to escape camp factor. But if when you're a Sou One of my Gran Millie's favorite re was a bizarre conc of cottage cheese, ple chunks, Cool W lime JELL-O powd served as a salad coloring seeped th the ingredients to emerald tint to the but somewhat gritt Cornbread is one favorite foods, but never quite as tast less it is baked in c pans molded like e corn. And don't eve me started talking red velvet cake, a s tious dessert that o you learn exactly h food coloring it tak it the crimson hue.

I've always been of my friends from sippi, who grew up Coca-Cola ham ever ter. The meat was b with the soft drink t create a sticky-swe on the finished mai It's the culinary equ on an ABBA tune.

I read hundreds o pes every year. Alth many of them soun cious, I only attempt fraction of the ones across. I tend to ski that are overly com or contain exotic ing ents I can't find loca ers get filed for futu



DEREK PRUITT-DPRUITT@POSTSTAR.COM

'Got Lunch?' program employee Chris Mercado, center, lines up children according to height before they file through the free lunch line at Montcalm Park on July 25. The program helps feed children, but also trains the employed youths in how to operate a food service.

# Program requires teamwork for teens

## ◆ PROGRAM

*Continued from D1*

opinionated," Jones said.

Since the job is the first work experience for most of the students in the program, being a part of a team often is one of the biggest challenges for the staff.

"I've been working with people I've never met before, so teamwork is important," said Tanisha Wilcox, 17, of Glens Falls. "We're learning how to work with different people and handle things."

"Don't yell at your boss, because your boss wins," Dylan Connor, 15, of Glens Falls said with a laugh.

"This group is all actually employed by Warren County," explained Sharon Sano, a senior counselor with War-

ren County Employment and Training. "It's an introduction on how to work. They got their first two-week paycheck today."

The program is a team effort for the teens, but it also requires teamwork from the organizations involved.

Lynn Ackershoek, executive director of the Warren/Hamilton Community Action Agency, works with Jones to order food for the daily meals. Ackershoek said the program serves an important need in the region.

"It's a full, nutritious, complete meal, probably the best meal many kids get all day," she said. Sano said the program is positive for both the children being served and the teens who are learning while giving back.

"It's a win-win," she said. "It's young people who are being introduced to the world of work and in turn are providing food to kids in the community."

## Good food

The summer program focuses on nutrition, but flavor is important, too.

With eight teens at the helm, the menu selection is geared toward food kids will want to eat.

On Friday, the group served chef salads, accompanied with milk, grapes, garlic bread and brownies for dessert.

"I like the salad," said Izac Bovee, 13.

"The food is really good, plus your parents don't have to buy food," Kristen Prosser,

15, of Glens Falls said as she nibbled on her lunch.

The cold food service often features sandwiches, but the program's staff is conscious to balance out the meals with appropriate servings from each food group.

For Debby LeBrun, who lives across from the playground, the lunches can bring some welcome relief on a hectic day.

"I have a lot of grandchildren. Sometimes I have them all. It's much easier on me," LeBrun said.

At that moment, Aiden Bovee ran by the picnic table laughing with a brownie in his hand.

"That's what I like to see," Jones said, pointing to the child, "a kid with chocolate on his face."

# 2008 WORKSITE SATISFACTION SURVEY

Warren County Employment & Training requests that worksite supervisors who directly supervise youth in our summer Youth Employment Program give us feedback on their experience. This information will be used to improve future programs. Excerpts may be shared with the Workforce Investment Board, Warren County Board of Supervisors, Youth Council, and for public relations purposes. If you have questions, feel free to call: 743-0925.

WORKSITE The Hyde Collection NAME Thomas Johnson (Optional)

1. Have you worked with the Warren Co. Summer Program previously?  Yes  No  
If not, how did you find out about the Summer Youth Employment Program? \_\_\_\_\_

2. Did you complete the Worksite Agreement?  Yes  No  
If yes, did you find it easy to understand and complete?  Yes  No  
If no, please explain \_\_\_\_\_

3. Do you feel that the supervisor orientation covered the necessary information?  Yes  No  
If no, please explain \_\_\_\_\_

4. Did you refer to the handbook if you had questions regarding the program?  Yes  No  
If yes, did you find the answer? THE WORKSITE MANUAL IS A GOOD REFERENCE  
and guide.

5. Do you feel that the youth placement(s) at your worksite were appropriate?  Yes  No  
Please explain THIS SITE HAS SOME UNIQUE QUALITIES THAT FORCE  
EVERYONE TO BE VERY RESPONSIBLE AND LEARN QUICKLY TO THE OPERATING  
PROCEDURES. IT IS BY THE VERY NATURE A SUPPORTIVE ENVIRONMENT.

6. Were you able to provide enough meaningful work for the number of hours the youth worked?  Yes  No  
Please explain ABSOLUTELY, WE HAVE VERY BASIC  
and fundamental needs daily that provide a good routine and  
an easy intro to basic work skills

7. Would you be interested in having the same youth return to your site through the program?  Yes  No  
Please explain IT'S ALWAYS EASIER TO BRING BACK  
a successful candidate from year to year. We can  
build on top of the previous years skill sets.

(Over))

# SUMMER YOUTH SATISFACTION SURVEY

Warren County Employment & Training would like to have your feedback on your summer job experience. This information will be used to improve future programs. Thank you!

(Optional) NAME: \_\_\_\_\_ WORKSITE: Operation Food chain Date: 2008

1. How did you find out about Summer Youth Program?  Poster  Radio  Pamphlet  
 Friend  Newspaper  Family Member  School  Other - Please explain:

2. Did you call the Employment and Training Office for information?  Yes  No  
The information given to you was:  Very Helpful  Helpful  Not Helpful

3. Where did you pick up an application?  School Guidance Office  Employment & Training Office  
 Mail  Other - Please explain \_\_\_\_\_

4. Did you receive a participant handbook before starting your job?  Yes  No  
The handbook was:  Helpful  Very Helpful  Not Helpful Why or why not:

5. Did you attend the World of Work workshop at the One Stop Center before beginning your job?  
 Yes  No

If so, what did you like best about the workshop? Meeting, reading and the activities.

Was there anything you didn't like about it? We sat down a lot.

How would you change it? More physical activities.

6. Did you work on your portfolio during the program?  Yes  No

What did you like best about the portfolio? It's well organized and I can use it to get a job.

7. Please rate the following:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Your job	<input checked="" type="checkbox"/>	_____	_____	_____
Your worksite supervisor	<input checked="" type="checkbox"/>	_____	_____	_____
Your counselor	<input checked="" type="checkbox"/>	_____	_____	_____

8. Do you feel the Summer Youth Program has provided you with good work experience and valuable skills?  
 Yes  No Please explain: \_\_\_\_\_

9. What **new** skills did you learn as a result of your work experience this summer? HACCP

Sanitation Communication Hot cold food prep

Over

# Youth job program presents awards

Employment program recognizes the success of recent participants

By ALEX NUNES  
anunes@poststar.com

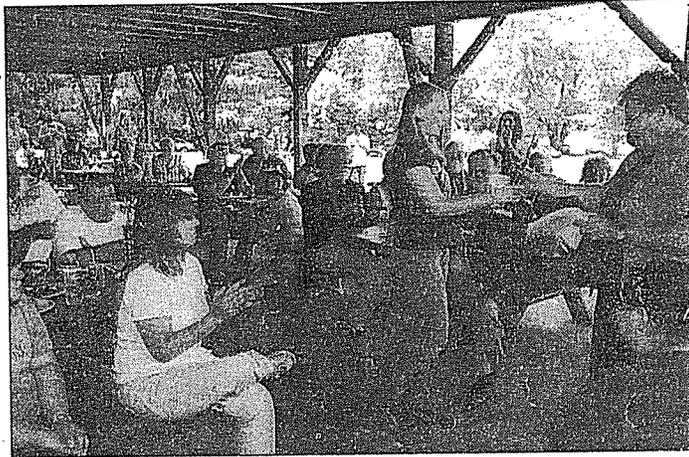
GLENS FALLS ♦ In 2000, Thomas Johnson began doing maintenance work at The Hyde Collection in Glens Falls through the Warren County Youth Employment Program.

In time, he earned a GED and landed a permanent job. Today, Johnson, 23, works as a facilities technician at The Hyde and trains teens participating in the summer employment program he joined at age 15.

"It feels good teaching them stuff that I was taught," Johnson said, adding that he used to enjoy having someone to talk to and learn from when he started the program.

Johnson was among program organizers, participants and public officials who met at Crandall Park in Glens Falls on Thursday for a picnic and awards ceremony recognizing teen workers from the 2008 Warren County Youth Employment Program.

"This is a pretty bittersweet day," program coordinator Sharon Sano said to the crowd un-



DEREK PRUITT-DPRUITT@POSTSTAR.COM

der a pavilion at the park. "It's my favorite day of the year, because it's a celebration, but it's my least favorite day, because it's the end."

The annual program places teens ages 14 to 21 in jobs as kitchen aides, assistants at libraries, clerical workers and recreation aides at the YMCA, among other jobs. This year, 49 kids worked between July and August.

The initiative is funded with state and federal dollars, which are set aside by the governor and Legislature each

year, said John Twomey, director of the state Association of Training and Employment Professionals.

Since youth employment programs do not receive a set amount of dollars annually, Twomey said, the initiatives can receive fewer funds some years.

"When money is tight, good initiatives get cut," Twomey said. "This is a fight every year for this program."

A similar youth employment program in New York City had 60,000 teens on a waiting list

for jobs this year, and one in Yonkers had 250 teens on a waiting list, he said.

"This program really is an investment, not an expense," Twomey said, adding that many teens do not find jobs if they are not placed through employment programs.

Among the award recipients at Thursday's picnic was Cody Ovitt, 15, of Glens Falls, who was recognized for work ethic and excellence.

Cody spent this summer and last volunteering at Community Action in Glens Falls.

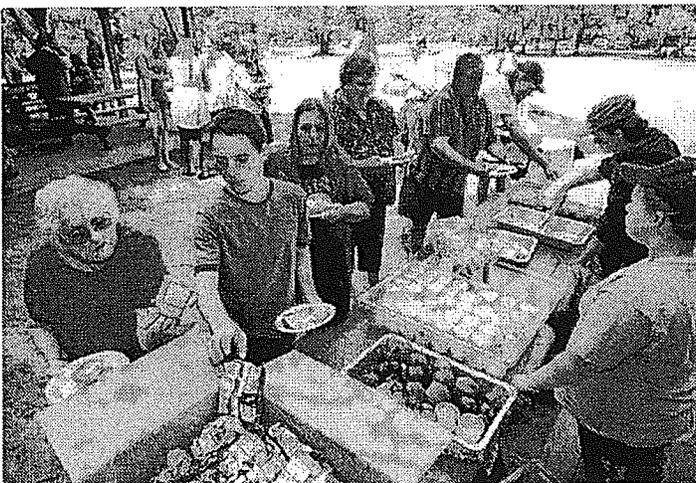
He collected corn and other vegetables at a farm to donate to the needy, and made an impression on his supervisor.

"He's going to take my job," said Fred Stone, who oversees gleaning, or the collecting of excess vegetables.

"I'm going to retire and Cody will be the next gleaning coordinator."

But Cody said this may be his last summer in the program, because he wants to find a permanent job.

"I'll still volunteer over at Community Action and help you guys farm," Cody said to Stone. "Just say, 'Cody, we got corn to pick, be here at 8 o'clock.'"



DEREK PRUITT - dpruit@poststar.com

Children, families and supporters of the Warren County Youth Employment Program line up for lunch before the annual awards program at Crandall Park on Thursday, Aug. 21, 2008. Young adults in the employment program and their mentors were recognized for their work achievements over the summer. Forty-nine youths worked at 29 work sites in Warren County over the summer.

The Post-Star, Glens Falls, N.Y.

- Friday, August 22, 2008

## *2008 Summer Youth Employment Program Highlights*

- ❖ Employment & Training did activity-based orientations with Warren County Youth Bureau & Council for Prevention promoting teamwork
  - ❖ One youth rode her bike to get to work in the pouring rain, and changed into dry clothing when she arrived
  - ❖ A few youth who began the program not liking their jobs, persevered and completed the program
  - ❖ One youth was able to rearrange his work schedule so he could attend football practice and continue to work
- ❖ Six youth did career exploration at Glens Falls Hospital and toured various departments with Marcy Driemiller, VP of Human Resources
- ❖ One youth placed at the Glens Falls YMCA has a camp counselor job next summer as a result of her performance
- ❖ Publicity included two articles done by The Post Star and two segments by TV8 at an Operation Food Chain meal site and at the Award Ceremony



## How can you have an impact on our area workforce?

To establish and offer a viable and meaningful internship opportunity that creates real workplace expectations including clear guidelines for student responsibilities and requirements. These opportunities will be based on the internal needs of your business and the interest of the potential intern. The interns must be between the ages of 16-25, a junior or senior in high school or currently enrolled in an undergraduate program.

### How it works

The Greater Capital Region Internship Program is a cooperative effort over an eight county region. The program will identify interested businesses and potential interns to match for internship opportunities. We will develop a training plan for each intern and provide follow up.

### What will it cost?

- There are no specific hour requirements, however, the internship has to be a minimum of six consecutive or non-consecutive weeks in length.
- Interns must be paid at least minimum wage.
- For less than the cost of a classified newspaper add you can sponsor an intern and impact their future.

## What are the advantages for participation in this program?

- Assess an intern's level of interest and skill, thus giving businesses a potential source of future employees.
- Assistance with special projects and tasks.
- Allow employees of the business to gain valuable supervisory experience.
- Influence the retention of talent within the Capital Region.
- Give direct feedback to educators about the relevancy of curriculum and the overall student preparedness.

## As an employer what will my roles and responsibilities be?

- To provide a safe and productive learning environment for the student intern.
- To identify, in writing, the appropriate duties, tasks and responsibilities for the student intern as well as the learning outcomes associated with them.
- To select students for internships based on a formal interview process that complies with your business policies and procedures.
- To provide the appropriate material resources needed by the intern to successfully perform their duties, tasks, and responsibilities.

- To provide appropriate orientation and training to the intern to ensure maximum performance and success.
- To agree to abide by all Federal and New York State Education and Labor laws, rules and regulations including those governing the employment of minors if applicable.

## For more information contact your local One-Stop Career Center:

### Warren County:

Cate Reed	824-8868
Sharon Sano	824-8867

### Washington County

Carolyn Galloway	746-2391
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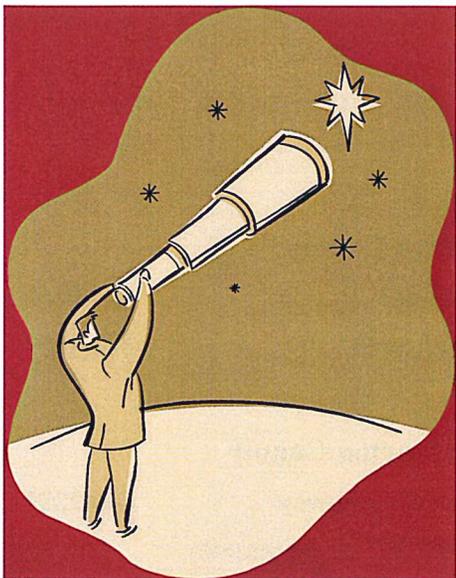
### Saratoga County

Tom Harris	884-4902
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*Looking towards*



*the Future*



Warren County One-Stop Career Center  
PO Box 4393 Northway Plaza  
Queensbury, NY 12804  
Phone: 518-743-0925



# Introducing the Greater Capital Region Internship Program



*This is an opportunity to come together  
to train and build our  
local workforce.*

