

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **HUMAN SERVICES** (INCLUDING EMPLOYMENT & TRAINING, OFFICE FOR THE AGING, VETERANS' SERVICES, YOUTH PROGRAMS)

DATE: **MAY 21, 2009**

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMMES
 GIRARD
 SOKOL
 TAYLOR

OTHERS PRESENT:

WILLIAM RESSE, DIRECTOR, EMPLOYMENT AND TRAINING ADMINISTRATION
SHARON SANO, SENIOR COUNSELOR
MARGARET SING SMITH, DIRECTOR, YOUTH BUREAU
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL SERVICES
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF ADMINISTRATIVE AND FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
RICHARD KELLY, PERSONNEL OFFICER
THOM RANDALL, *THE ADIRONDACK JOURNAL*
SARAH MCLENITHAN, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BENTLEY
 STEC
 VANNESS

Mrs. Simmes called the meeting of the Human Services Committee to order at 10:51 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to William Resse, Director of Employment & Training Administration (ETA), who distributed copies of the agenda to the Committee members; a copy of the agenda is on file with the minutes.

Mr. Resse requested approval to appoint and reappoint members of the Saratoga-Warren-Washington Counties Workforce Investment Board (WIB), commencing July 1, 2009 and terminating June 30, 2012. He advised that as per the agreement with the participating partners, the Commissioners of Social Services from each County would alternately serve the WIB for a one-year term, rather than a three-year term as the other members served. He noted that July 1, 2009 would mark the commencement of the term to be served by Sheila Weaver, Warren County Commissioner of the Department of Social Services. Mr. Resse added that Leonard Fosbrook, President of the Economic Development Corporation of Warren County, was being appointed to replace Jeff Farley.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to authorize the appointments and reappointments as outlined above, and the necessary resolution was authorized for the June 19, 2009 Board meeting. *A copy of the request is on file with the minutes.*

Mr. Resse requested authorization for a contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) to provide employment and training services for the summer youth employment program, commencing June 26, 2009 and terminating August 31, 2009, for a total amount not to exceed \$15,178. He noted that this program was the Operation Food Chain, which involved delivering lunch to children at the City of Glens Falls playgrounds.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to authorize a

contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) as outlined above, and the necessary resolution was authorized for the June 19, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Resse requested authorization for a contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) to provide employment and training services for the summer youth employment program, commencing July 1, 2009 and terminating August 31, 2009, for a total amount not to exceed \$4,000. He noted that this program provided career exploration and academic services to Warren County youths.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to authorize a contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) as outlined above, and the necessary resolution was authorized for the June 19, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Resse requested authorization to contract with Saratoga County Employment & Training and Washington County Education Opportunity Centers Employment & Training Administration to operate a Workforce Investment Act (WIA) youth program, commencing July 1, 2009 and terminating June 30, 2010, with the option to renew annually.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to authorize a contract with Saratoga County Employment & Training and Washington County Education Opportunity Centers Employment & Training Administration to operate a Workforce Investment Act youth program as outlined above, and the necessary resolution was authorized for the June 19, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Resse requested authorization to host an awards ceremony for youth workers of the Summer Employment Program on August 13, 2009. He said that the ceremony would be held to reward the good work of the youths and efforts of the volunteer worksite supervisors.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to authorize the ETA to host an awards ceremony for youth workers of the summer employment program as outlined above.

Mr. Resse requested approval of the WIB budget for the period July 1, 2009 through June 30, 2010; authorization for the Chairman of the Board to sign a Memorandum of Understanding (MOU) cost allocation plan between Warren, Washington and Saratoga Counties; and to designate Saratoga County as the lead agency to contract for Workforce Investment Board (WIB) staffing services, commencing July 1, 2009 and terminating June 30, 2010. He noted that the budget included a 3% pay increase for the WIB Director, which would be paid through Federal funding.

Mrs. Simmes advised that she had received notification from Washington County that they were concerned with approving a 3% pay increase given the current economy. Mr. Sokol pointed out that the amount budgeted for mileage seemed excessive, as the cost of fuel had decreased from the prior year.

Mr. Resse apprised that he felt it was necessary to include the pay increase due to the fact that County employees received their cost of living increase in January of 2009 and he felt it was fair that the employees of the WIB receive their cost of living increase at the beginning of their fiscal year, which was on July 1, 2009. He advised that the employees could be given notice that their

salaries would be frozen for the 2010-2011 fiscal year. Mr. Taylor questioned why there was an increase in the marketing portion of the budget and Mr. Resse explained that the increase was due to the website.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the WIB budget for 2009-2010; authorize the Chairman of the Board to sign a Memorandum of Understanding (MOU) cost allocation plan between Warren, Washington and Saratoga Counties; and to designate Saratoga County as the lead agency to contract for WIB staffing services as outlined above, and the necessary resolution was authorized for the June 19, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Resse requested authorization for temporary positions for Employment and Training, commencing July 1, 2009 and terminating June 30, 2010. He explained that this would establish training slots and the related expenses for Federal programs.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to authorize the temporary positions, as outlined above, and the necessary resolution was authorized for the June 19, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Resse requested a transfer of funds in the amount of \$3,500 from the WIA Youth-Salaries Regular to WIA Youth-Salaries-Part-Time to align the budget with expenditures.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the request for transfer of funds as outlined above, and to refer the same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Mr. Resse presented a request to amend the 2009 County budget to increase estimated revenues and appropriations in the amount of \$87,287 to reflect the receipt of Federal funds. He explained that although \$95,000 was received this year from Federal Stimulus funds, the Warren County Department of Social Services (DSS) retained a portion; therefore, he said, \$87,287 remained with ETA.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to amend the 2009 County budget as outlined above and to forward same to the Finance Committee. *A copy of the request to Amend the County budget is on file with the minutes.*

Mr. Resse advised he would have a second budget amendment with respect to funding for training programs. He said that because he did not have accurate figures available, he would present his request directly to the Finance Committee.

Regarding One Stop Center activity, Mr. Resse advised that the first session involving Human Resources managers from local companies and unemployed individuals had taken place. He said that the sessions were scheduled once a week with approximately 36 Human Resources managers from local businesses participating. He stated that the sessions provided useful information to unemployed individuals, such as what types of interviewing skills and resumes local employers were seeking in prospective employees.

Mr. Resse advised that a training effort was underway in conjunction with BOCES related to a mechanical technology training program. He explained that it provided the skills that local manufacturers were seeking in prospective employees. He said that when the student completed

the program they received a State certification in mechanical technology that was recognized across the United States.

Sharon Sano, Senior Counselor, advised that she had contacted all the area schools regarding the summer youth employment program. She said that she had received 180 applications for the program and an estimated 100 youths would be accepted into the program. She pointed out that she had received applications from areas such as Ticonderoga, which, she noted, had not participated in the program in several years.

Regarding the pending items, Mr. Resse advised that he was waiting for some input and would return to the Committee at a later time. He said that in reference to the request by Mr. Geraghty to reduce the budget, he explained that if the Federal funding for the Department was reduced, he would make the necessary cuts to the staff and programs to accommodate the reduction in the budget, as he had done in prior years.

Privilege of the floor was extended to Margaret Sing Smith, Director of the Youth Bureau, who distributed copies of her agenda to the Committee; a copy of which is on file with the minutes.

Ms. Smith stated that the first item on the agenda referred to the Warren County Youth Bureau reorganization plan. She said that regarding the State Aid figures, an exact dollar amount was not available; however, she stated, she had reviewed the pending State Aid figures with Matthew Beck from the New York State Office of Children and Family Services.

Ms. Smith advised that she was working on a department reorganization plan with shared services that would maintain the core Youth Bureau functions. She added that this would allow them to receive the maximum amount of State funding for administrative and youth programs in 2009 and 2010. She stated that a meeting with Mr. Beck was scheduled for the following week to discuss department options to reorganize and ensure that as much State funding as possible was preserved.

Ms. Smith apprised that Mr. Beck had indicated that a reduction in the Youth Bureau staff would reduce the revenues received for the 2009 Budget year. She said that with the current structure in place, the Youth Bureau was eligible for \$35,000 in funding from the State; however, she said, if staff was reduced, the amount of funding would be reduced to \$17,134. She stated that if the staff was reduced the County would save \$21,000 in salary expense; however, she said that the County would lose \$18,000 in State funds. She explained that the cost to retain the current staffing level until the end of the year was \$3,000.

She referred the Committee to a handout that had been included in the agenda that outlined the funding that was pending from the State, as well as funding from other sources. She stated that the County share of funding for the Department could be reduced through the Juvenile Assistance Grant, which she had applied for. She noted that the County share of the budget would be reduced to \$42,000 for a full year or \$21,000 for a half year if the funds were awarded.

Ms. Smith suggested that the Youth Bureau staff hours be reduced from 40 hours to 35 hours per week to save the County an estimated \$6,000 in salary expenses. She said that she would schedule the hours accordingly to ensure that the Office had adequate coverage. Richard Kelly, Personnel Officer, advised that due to the Youth Bureau having only non-bargaining unit employees, a contract would not be necessary; however, a resolution would be necessary to ensure the employees rights were protected. Ms. Smith advised that Resolution No. 308 of 1996

set the guidelines and standards for non-bargaining unit employees and stated that to be classified as full-time, it was necessary for an employee to work 35 hours or more a week.

Ms. Smith apprised that if the hours were reduced rather than eliminating a position, the County would save \$10,000 in unemployment costs. She indicated that she was avidly looking for ways to downsize the Department such as, sharing services with other departments and reducing the expenses. She pointed out that the probable retirement of one staff member on January 1, 2010 would also contribute to savings for the Department.

Hal Payne, Commissioner of Administrative and Fiscal Services, questioned whether the reimbursement was based on the expenses of the Department or the number of youths that were served. Ms. Smith advised that the funding was based on the Administrative structure that had been approved by the Office of Children and Family Services on April 23rd, which would need to be taken into consideration when the Department was restructured. She said that she would like to develop a plan that would ensure the maximum amount of funding was received.

Ms. Smith referred the Committee to the handout that had been included with the agenda which outlined the 2009 funding resources, as well as the benefits to youth and families in Warren County. She explained that when the State aid was received funds would be included for a Resource Allocation Plan which included the recreation/leisure time/youth development offered by the Towns, youth development/leadership/employment, non-profit prevention programs and juvenile justice.

Ms. Smith advised that the Warren County Youth Board had made recommendations for recreation funds to the municipalities; however, she stated, they have not acted on the not-for-profit agencies. She said that the not-for-profits groups that requested funding had made ten minute presentations to the Youth Bureau regarding what their program consisted of and how many youths and families their services had impacted.

Ms. Smith stated that no matching funds had been distributed for programs and the five not-for-profits that made the presentations would be considered; however, she encouraged the Supervisors to have any County funded programs that were eligible for matching funds to apply. An example of not-for-profits that may be eligible for matching funds that had not applied, she continued, were the Cornell Cooperative Extension 4-H Program and the Wait House.

Mr. Payne advised that he had received a phone call from David Saffer, Executive Director of Council for Prevention of Alcohol and Substance Abuse regarding the Warren County Youth Court. He said that Mr. Saffer had apprised that the Youth Court would have depleted their funds by September of 2009. Ms. Smith replied that the contract for the Youth Court was through December 31, 2009 and Mr. Saffer had informed her that there would be a \$6,000 shortfall. She stated that she was working on the Juvenile Assistance Grant, which if awarded, would cover the \$6,000 shortfall for the Youth Court.

Mr. Girard asked for clarification on whether the County would save \$6,000 if the hours for the Department were reduced from 40 to 35 hours per week, rather than lose \$7,000 in funding if the County eliminated the position and Ms. Smith replied affirmatively. Mr. Girard questioned where the Committees recommendation should be referred to and Joan Sady, Clerk of the Board, advised that the recommendation would be forwarded to the Budget Committee and to the Personnel and Finance Committees.

Mr. Payne advised that Resolution No. 308 of 1996 would need to be amended to reflect the reduction of hours in the work week. Ms. Smith apprised that Resolution No. 308 of 1996 stated that a full-time employee was required to work 35 hours or more a week; therefore, she stated, it was not necessary to amend the resolution. Mr. Kelly interjected that other factors would need to be taken into consideration besides the reduction in the work week, such as how the reduction would effect the paid lunch period; therefore, he suggested that the County Attorney review the recommendation before approving it to ensure that the proper procedure was followed.

Mr. Girard questioned if the grant funds would not be awarded in 2010 due to the reduction in the workforce and Ms. Smith advised that she was working with the State on restructuring the Department to ensure the maximum amount of funding was obtained. She said that it was possible there could be shared positions, as well as employing a part-time Youth Bureau Director.

Discussion ensued.

Pursuant to the discussion, motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to refer the recommendation to the Budget Committee that a reduction in staff for the Youth Bureau be delayed until January of 2010 and that the hours worked by both staff members be reduced from 40 hours to 35 hours per week pending County Attorney review, as the funding from the New York State Office of Children and Family Services would be reduced if staff was reduced.

The second item that needed to be addressed, Ms. Smith advised, referred to a request to authorize the application to the New York State Office of Children and Family Services for the 2009 Resource Allocation Plan/Package for youth programs run by the municipalities and non-profit agencies commencing January 1, 2009 and terminating December 31, 2009.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to authorize the application to the New York State Office of Children and Family Services for the 2009 Resource Allocation Plan/Package as outlined above and the necessary resolution was authorized for the June 19, 2009 Board *meeting*. *A copy of the resolution request form is on file with the minutes.*

As there was no further business to come before the Human Services Committee, on motion made by Mr. Girard and seconded by Mr. Sokol, Mrs. Simmes adjourned the meeting at 11:46 a.m.

Respectfully submitted,

Sarah McLenithan, Legislative Office Specialist