

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
1/29/10

1. Request resolution amending resolution #419 of 2009 clarifying the term of the MOU agreement with the Saratoga- Warren-Washington Workforce Investment Board (WIB). The MOU agreement is for the period 7/1/09 and shall remain in effect until all partners to the agreement execute a written modification and shall include a 90 day termination clause. Further, the cost allocation plan contained in the MOU will be for the period 7/1/09-6/30/10 and is approved annually.
2. Request resolution authorizing the attached budget transfer
3. Status of lease agreement with NYS DOL
 - a. Previous annual amount was \$40,074.81
 - b. New proposal:
 - i. \$42,869.25/yr
 - ii. 1/1/10-12/31/15
 - iii. Mutual 60 day early termination provision.
 - iv. Will need to amend Res. # 802 of '09 to reflect any approved increase in rate
 - c. Also working on related letter of agreement with NYS DOL for their continued use of county phone system.
4. Impact of proposed state budget cuts related to the summer youth employment program funded with State level discretionary TANF funds.
5. Other
 - a. Job Discovery Career Fair – Thursday, 3/18/10 at ACC, 10am-5pm
 - b. Center activities
 - c. Misc.

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

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: Employment and Training

DATE: 1/29/10

Purpose of Request: Request resolution amending resolution # 419 of 2009 to clarify the terms of the MOU and the cost allocation plan contained in the MOU.

(b) Details: The Memorandum of Understanding (MOU) for the Saratoga Warren Washington workforce area covers the period 7/1/09 and shall remain in effect until all partners to this agreement execute a written modification and shall include a 90 day termination clause. Further, the cost allocation plan contained in the MOU will be for the period 7/1/09-6/30/10 and is approved annually.

(c) Previous Resolution Number: 419 of '09

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: 1/29/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40 6293.0346 433	WIA DW Stim - Training-Client	40 6293.0346 110	WIA DW Stim - Salaries-Regular	\$ 18,000
40 6293.0346 433	WIA DW Stim - Training-Client	40 6293.0346 810	WIA DW Stim - Retirement	\$ 2,000
40 6293.0346 433	WIA DW Stim - Training-Client	40 6293.0346 830	WIA DW Stim - Social Security	\$ 2,000
40 6293.0346 433	WIA DW Stim - Training-Client	40 6293.0346 860	WIA DW Stim - Hospitalization	\$ 3,000
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0348 110	WIA Admin Stim - Salaries-Regular	\$ 10,000
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0348 810	WIA Admin Stim - Retirement	\$ 1,000
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0348 830	WIA Admin Stim - Social Security	\$ 1,000
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0348 860	WIA Admin Stim - Hospitalization	\$ 2,000

Please state reason for transfers requested: To align budget with planned expenditures

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.

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: Employment and Training

DATE: 1/29/10

- (a) Purpose of Request: Authorizing renewal of lease agreement and amending resolution # 802 of 2009

- (b) Details: Current lease with the NYS Department of Labor ending 12/31/09 will be renewed for a period up to five years for the term 1/1/10-12/31/15 at a max. rate of \$42,869.25. This amends the rate referenced in Res. #802 of 2009 of \$40,074.81/year. Further, there will be provisions for early termination by either party with 60 days notice per terms in a form approved by the county attorney.

- (c) Previous Resolution Number: # 717 of 2006 and #802 of 2009

**One Stop Career Centers of
Warren, Washington and Saratoga Counties**

Employment Services for Job Seekers

The local One Stop Centers offer a wide range of services to assist individuals to find their next job. These include **job search assistance services** and **training services**. Some of these key services available at the local one centers include:

- **Workshops** addressing resumes, interviewing, job search techniques and the hidden job market
- Resource room with materials related to the above topics and more
- **Job leads** and referrals to area jobs
- Use of our facility to conduct a job search as desired
- Access to computers, internet, fax and copier for conducting the job search
- Individual career consulting
- **Career decision-making assistance** and skills assessment
- Opportunities to **retrain for a new career** - access to training grants as appropriate and subject to determination of need and availability of funds
- **Skills enhancement** services including **E-learning accounts to train on-line**.
- Resume assistance
- A variety of job search and community information to help you find your next job
- Access to Trade Act services

To make use of the above services, we usually start off with a brief review of your work history and identify what your desired needs may be. From there you are free to access our varied job search services, request more staff assistance or discuss training needs you may be interested in pursuing.

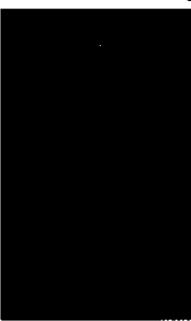
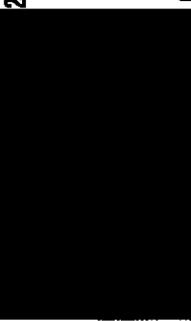
Feel free to access our center services at any time by calling or visiting our centers at:

In Warren County
Northway Plaza
Queensbury, NY
743-0925

In Washington County
Washington Co. Municipal Center
383 Broadway
Fort Edward, NY
746-2391

In Saratoga County
152 West High St.
Ballston Spa, NY
884-4170



1	2	3	4	5
<p>10:00—11:30 CAREER CAFE! All Jobseekers! <i>Coffee's on!</i> Bring your resume. Network. Share job leads & tips. (E)</p>	<p>9  (E)</p>	<p>10</p>	<p>11 9:30—11:30 Resumes, Cover Letters & Applications Workshop (C/D)</p>	<p>12 10:00—11:30 E-Learning: Is it for YOU? Would training help you get that job? Do your computer skills need help? Find out about free online courses! (E)</p>
<p>15 OFFICE CLOSED President's Day</p>	<p>16</p>	<p>17</p>	<p>18 9:30—11:30 Career Decision Making Workshop (C/D)</p>	<p>19</p>
<p>22 9:30—12:30 Hidden Jobs Workshop 85% of jobs open today are never advertised! (C/D)</p>	<p>23  (E)</p>	<p>24</p>	<p>25 9:30—11:30 Resumes, Cover Letters & Applications Workshop (C/D)</p>	<p>26 10:00—11:30 E-Learning: Is it for YOU? Would training help you get that job? Do your computer skills need help? Find out about free online courses! (E)</p>
<p>Individual Mock Interviews Attend the Interview Tips Workshop to schedule a Mock Interview appointment with one of our Counselors.</p>				

"That some achieve great success, is proof to all that others can achieve it as well."

Abraham Lincoln

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 29, 2010 9:30 A.M.
OFFICE FOR THE AGING AGENDA:

1. REQUEST FOR RESOLUTIONS:

- A. To extend E.I.S.E.P.(Expanded In Home Services for the Elderly Program) contracts (resol.# 223 OF 2007)
- B. To extend Community Services Contracts (resol. # 103 of 2008)
- C. To enter into contract with the Clements Firm for Legal Services for \$2000.00
- D. To appoint members of the Warren/Hamilton Counties Office for the Aging Advisory Council for 2010 (res.# 125 of 2009)
- E. To renew contract with Greater Glens Falls Senior Center for HIICAP (resol.# 124 of 2009)
- F. To fill vacant positons
- G. To continue contract with Warren/Hamilton ACEO for the WRAP program with change in fiscal year.

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845

CANDACE KELLY
DIRECTOR

TEL: (518) 761-6347
FAX: (518) 761-6344

HUMAN SERVICES MEETING JANUARY 29,2010

EXPLANATIONS FOR RESOLUTION REQUESTS:

A.- EISEP-(Expanded In Home Services for the Elderly Program) There are no changes in the contract form last year.

B.- Community Services for the Elderly Program- we reduced our contract with GF Association for the Blind from \$8500 down to \$6000 based on usage in past years. No other changes in contracts.

C.- We are mandated to provide legal services to seniors, and have an \$11,000 contract with Tom Clements under our IIIB services. The past few years we have run out of funds before the end of the year and were unable to assist seniors in need. We are looking to use \$2000 that is already budgeted so no increase to county budget.

D.- A list is attached of proposed appointees to our advisory council, This council has the responsibility of advising the OFA on matters relating to the function of the Agency as a public office to effectively serve the needs of the elderly population. The council assists us in establishing program objectives and priorities, and assists in evaluating the effectiveness of these programs.

E.- The Greater Glens Falls Senior Center assists our office by providing a worker to help with the HIICAP (Health Insurance Information Counseling and Assistance Program) This is an extremely busy program, and with out this help it would be very difficult for our staff to handle the volume of cases we have.

F. Cedars staffing changes:

Amy Bennett, food service worker/cook (35 hrs. per week) resigned effective 11/25/09.

Marianne Hoag, (30 hours per wk) food service worker will fill Amy's position increasing her to 35 hours/ week and vacating a 30 hour position.

Shirley Skinner, food service worker (25 hours/week) will fill Marianne's 30 hour per week position vacating a 25 hour/week position

Vacant food service worker 25 hours per week- POSITION ELIMINATED

SUMMARY: All positions are accounted for in the county budget. There are no positions created and one 25 hour per week position was eliminated.

G. The program year for the WRAP program (Weatherization Referral Assistance Program) has changed from 8/1-7/31 to 04/01-3/31/. This will continue the contract the same as last year but with different dates.

RESOLUTION REQUEST FORM NO. 4

Request for Extension of Existing Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 29, 2010**

- (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: 4/1/2010
- (f) Termination Date of Extension: 3/31/2011
- (g) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 338,452.00
 - 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 \$ 176,726.00 / General, E.I.S.E.P. - Hamilton - Contract A.6789 470 \$ 161,726.00

X

SCHEDULE "A"						
A.6788 EISEP - Warren County						
Subcontracts for 4/1/2010- 3/31/2011						
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
Fort Hudson Home Care	Non-Medical In-Home Services	\$5,625.00	\$1,875.00	\$7,500.00		\$7,500.00
Interim Health Care	Non-Medical In-Home Services	\$5,625.00	\$1,875.00	\$7,500.00		\$7,500.00
North Country Home Services	Non-Medical In-Home Services	\$5,625.00	\$1,875.00	\$7,500.00		\$7,500.00
TOTAL		\$117,919.50	\$39,306.50	\$157,226.00	\$4,500.00	\$176,726.00
A.6789 EISEP - Hamilton County						
Subcontracts for 4/1/2010- 3/31/2011						
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 29, 2010**

- (a) Resolution No. which Authorized the Original Contract: 103 of 2008
- (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: 4/1/2010
- (f) Termination Date of Extension: 3/31/2011
- (g) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 64,410.00
 - 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 \$ 47,510 / General, Comm. Ser.
Elderly/Hamilton - Contract A.6780 470 \$ 16,900.00

SCHEDULE "A"

A.6778 Community Services - Warren County
Subcontracts for 4/1/2010- 3/31/2011

Subcontractor	Service Provided	State funds	County funds	Pd to Contractor	Contributions	Totals
Warren/Hamilton Counties 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, Inc. *	Services for the Blind	\$4,500.00	\$1,500.00	\$6,000.00		\$6,000.00
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 Ctr., Inc.	Outreach	\$19,875.00	\$6,625.00	\$26,500.00		\$26,500.00
Glens Falls Assoc. for the Hearing Impaired	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		\$35,257.50	\$11,752.50	\$47,010.00	\$500.00	\$47,510.00

A.6780 Community Services - Hamilton County
Subcontracts for 4/1/2010- 3/31/2011

Subcontractor	Service Provided	State Funds	Local Funds	Pd to Contractor	Contributions	TOTALS
Glens Falls Assoc. 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
Warren/Hamilton Counties 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	In-Home Services	\$8,062.50	\$2,687.50	\$10,750.00	\$250.00	\$11,000.00
Hamilton County Council of Senior Citizens	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

* Contract reduced from \$8500 to \$6000

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 29, 2010**

- (a) Is this a Result of a Bid or Request for Proposal? no
- (b) Purpose of Contract: To enter into a contract with Clements firm to provide legal services under CSE as OFA has received requests for legal assistance that exceeds the amount of the IIB contract and funds are not available to increase in that program
- (c) Name of Contractor: **Clements Firm**
- (d) Address of Contractor: 21 Bay St, STE 302
(e) PO BOX 598 Glens Falls, NY 12801
- (f) Contractor's Contact Person and Telephone Number: Tom Clements, 518-745-0978
- (g) Has or Will the Contract be provided, if so, Please Attach?
- (h) Commencement Date of Contract: 4/1/10
- (i) Termination Date of Contract: 3/31/2011
- (j) Payment Provisions: i) lump sum amount
 ii) hourly rate amount
 iii) total amount not to exceed \$ 2,000.00
 iv) how will payments be made (i.e., monthly, quarterly, upon completion of the project, etc.
- (k) 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.6788 440 (Comm. Serv. Elderly. Warren - Legal/Transcript Fees) \$2,000.00

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 29, 2010

- (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 125 of 2009
- (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: 1/1/10
- (h) Termination Date of Appointment: 12/31/10
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:

WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING
ADVISORY COUNCIL MEMBERSHIP, 2010

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
Jerry and Nancy Spitz	1393 State Route 28 Warrensburg, NY 12885 494-7418	Johnsburg Nutrition Site

ELECTED MEMBERS BY SITES/CONTINUED

<u>NAME</u>	<u>ADDRESS/PHONE NUMBER</u>	<u>AFFILIATION</u>
Helen Williams	96 Hyland Dr. Lake Luzerne, NY 12846 696-3700	Lake Luzerne Nutrition Site
Josephine Weaver	PO Box 552 Lake Pleasant , NY 12108 548-4941	Lake Pleasant Nutrition Site
James McIntyre	Rt. 28 North Long Lake, NY 12847 624-4731	Long Lake Nutrition Site
Edward Kokesch	162A Burke Drive Queensbury, NY 12804 793-7930	Solomon Heights Nutrition Site
Calista Murray	PO Box 95 Diamond Point, NY 12824 623-2095	Warrensburg Nutrition Site
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 2010

<u>NAME</u>	<u>ADDRESS/PHONE NUMBER</u>	<u>AFFILIATION</u>
David J Strainer	Town Hall 742 Bay Rd. Queensbury, NY 12804 260-0988	Supervisor, Town of Queensbury
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 2010

<u>NAME</u>	<u>ADDRESS/PHONE NUMBER</u>	<u>AFFILIATION</u>
Sheila Weaver	Municipal Center Annex Lake George, NY 12845 761-6310	Warren County Dept. Social Services Commissioner
Denise DiResta	1340 State Route 9 Lake George, NY 12845 761-6342	Warren County Veteran's Services Director
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. Supervising Nurse
Lynn Ackershoek	Warren/Hamilton Counties A.C.E.O. Inc. P.O. Box 968 Glens Falls, N.Y. 12801 793-0636	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 2010, please be advised of the following changes:

1. Letty Rudes from Lake Pleasant Site removed, replaced by Josephine Weaver
2. David Strainer, Supervisor from Queensbury added to replace Kath Simmes

RESOLUTION REQUEST FORM NO. 4

Request for Extension of Existing Contract

DEPARTMENT NAME: Office for the Aging

DATE: January 29, 2010

- (a) Resolution No. which Authorized the Original Contract: 124 of 2009
- (b) Name of Contractor: **Greater Glens Falls Senior Citizens Center, Inc.**
- (c) Address of Contractor: 380 Glen Street, Glens Falls, NY 12801
- (d) Contractor's Contact Person and Telephone Number: Irene Clements PH.
793-2189
- (e) Commencement Date of Extension: 4/1/2010
- (f) Termination Date of Extension: 3/31/2011
- (g) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 8,500
 - 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: A.6988 470 (General, OFA HIICAP - Contract) \$8,500.00

RESOLUTION REQUEST FORM NO. 4

Request for Extension of Existing Contract

DEPARTMENT NAME: **Office for the Aging**

DATE: **January 29, 2010**

- (a) Resolution No. which Authorized the Original Contract: 424 of 2007
- (b) Name of Contractor: **Warren/Hamilton Counties A.C.E.O., Inc.**
- (c) Address of Contractor: 968 Maple Street, Glens Falls, NY 12801
- (d) Contractor's Contact Person and Telephone Number: Lynn Ackershoek
518.793.0636
- (e) Commencement Date of Extension: 4/1/10
- (f) Termination Date of Extension: 3/31/ 2011
- (g) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$7,375
 - 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: A.6793 470 (General, Weather.Referal & Pack. Prog. - Contract \$7,375-
The terms of this program have been changed by NYSOFA, this program previously ran from 8/1- 7/31 and the contract followed that. NYSOFA has changed it to run on the state fiscal year of 4/1/10-3/31/11 and we would like the contract terms to reflect it.

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

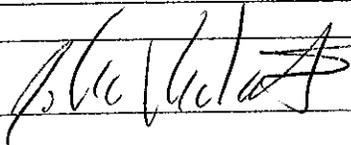
Department Office for the Aging
Title of Position Food Service Helper (30 hr week) Base salary \$ 23,298 (40 hr wk)
(a) Budget code and title A.6773 130 Nutrit. For Elderly-War.Co. - Salaries
Part Time

This position is vacant due to: Retirement Resignation Termination Promotion
Employee No. 11264

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee _____ Date _____

- 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 _____ Date _____

- 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. _____

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

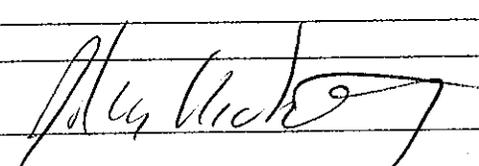
Department Office for the Aging
Title of Position Food Service Helper (35 hr week) Base salary \$ 23,298 (40 hr wk)
(a) Budget code and title A.6773 130 Nutrit. For Elderly-War.Co. - Salaries
Part Time

This position is vacant due to: Retirement Resignation Termination
Employee No. 10355

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee _____ Date _____

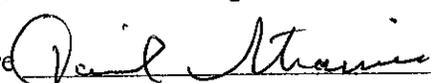
- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____

- 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. 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 29, 2010**

- (a) Title of Vacant Position to be Filled: Food Service Helper
- (b) Date Position became vacant: **11/25/09**
- (c) Do You Anticipate Filling the Position In-House?: Yes
If Yes, List Employee Number 11264
- (d) Annual Salary of Position (and Grade if Applicable)*: \$24,543 (based on 40 hr week, this is a 35hr/wk position) 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 130 General, Nutrit. For Elderly-War.Co. - Salaries -- Part-time (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?
Yes If yes, is there a Request to Fill that Position also? Yes

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
Food Service Helper (25hr week), Shirley Skinner #10498
- (j) Salary of Lower Level Position:* *See Notes under Item No. C concerning
how the salary should be listed. \$ \$26,410 (based on 40 hr week, this position
30hr/week)
- (k) Effective Date of Filling Lower Level Position: TBD
- (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

Sady, Joan

From: Barrie, Kathy
Sent: Thursday, January 28, 2010 11:59 AM
To: Sady, Joan
Subject: dir ofa salaries

Here are some comps on Director of OFA salaries. I don't know the sizes of the counties, or if their programs are comparable.

- x Jefferson - \$53,021 - \$59,074
- Erie - \$75,000
- Seneca - \$53,013
- Wayne - \$58,459 (2009 salary, combined OFA and Youth)
- Broome - \$71,127 (combined OFA and Youth)
- x Washington - \$48,685
- Fulton - \$56,094
- Greene - \$63,764
- Otsego - \$53,139
- Chemung - \$52,734
- Columbia - \$63,809
- y Genesee - \$56,742 - \$63,800
- Franklin - \$46,456
- Wyoming - \$52,714 (combined with Youth)
- Saratoga - \$65,324
- Onondaga - \$74,938

County	County Administrator	2007 Salary	2009 Salary	Base Salary	Other Comp.	Dept Budget	# FT Employees	# PT Employees
Toga	County Administrator	\$ 0	\$ 0	\$ 0			0	0
Tompkins	County Administrator	\$ 105,809	\$ 0	\$ 0		\$ 49,014	7	
Ulster	County Administrator	\$ 0	\$ 0	\$ 0		\$ 0		
Warren	County Administrator	\$ 74,571	\$ 96,497	\$ 91,297		\$ 52,275	11	
Washington	County Administrator	\$ 62,735	\$ 63,063	\$ 63,063		\$ 24,340	3	
Wayne	County Administrator	\$ 84,872	\$ 95,000	\$ 0	presently vacant	\$ 0	1	
Westchester	County Administrator	\$ 0	\$ 0	\$ 0	Duties of Chairman of the Board of Supervisors	\$ 0		
Wyoming	County Administrator	\$ 0	\$ 0	\$ 0	duties.	\$ 0		
Yates	County Administrator	\$ 80,483	\$ 83,300	\$ 83,300		\$ 145,694	1	

Department: County Administrator/Manager, Comments

2007 Cashy 60,483 Base \$55,000
 2009 69,904

County	Comments
Albany	See Elected Officials - County Executive
Broomfield	n/a
Cayuga	Coordinates activities of several officers, employees, agents, depts, boards & agencies so that policies & programs enacted by Legislature, as well as programs mandated by other governmental authority, are implemented in a cost effective manner for the most benefit to the citizens served. Performs all duties as directed by resolution of the County Legislature. See County Executive
Clinton	See County Executive
Dutchess	N/A
Erie	Not a position in the County
Greene	Legislative appointment
Herkimer	see County Executive/Administrator
Jefferson	Employee count does not include County Auditor, Confidential Asst Fiscal Affairs nor Legislators
Livingston	see: County Executive
Monroe	We do not have anyone in this title. See information on County Executive under the Elected Officials Survey.
Nassau	N/A
Niagara	The budget for the Office of the County Manager is \$234,479.00
Oneida	NOT APPLICABLE
Ontario	Serves as Chief Operating Officer under the elected County Executive. Also serves as acting County Executive.
Orleans	This is an appointed position by the Legislature. Chief Administrative Officer title is combined with the Budget Officer.
Oswego	This department oversees the Budget function. Incumbent retired in 2006.
Putnam	This title is not used
Rockland	N/A
Schuyler	Responsibilities include Budget Officer duties. Base Salary at time of Term of Appointment, effective 1/01/07.
Stauben	Includes building security
Suffolk	Suffolk County has a County Executive, not a County Administrator/Manager. See "County Executive" under the Elected Officials portion of this survey.
Sullivan	County Administrator is also Budget Officer
Yates	

Department: Aging, Data

County	Dept. Head	FT/PT	Duties	Survey Version	Salary	Survey Version	Salary	Base Salary	Other Comp.	Dept Budget	# FT Employees	# PT Employees
Albany	Commissioner		Responsible for directing the services and activities for the Dept. of Aging, to seniors and their families, within Albany	1)	\$78,442		\$81,588	\$ 0		\$4,306,976	9	12

NYSAC 2007 Salary Survey

County.

Base

Allegany	Director, Office for the Aging	\$47,537	\$49,500	\$	\$152,294	11	24
Browne	Director, Office For The Aging	\$61,594	\$61,594	\$61,594	\$196,695	9	10
Cattaraugus	Director of Aging	\$55,000	\$57,075	\$	\$2,869,496	18	35
Cayuga	Director, Office for the Aging	\$40,000	\$43,181	\$43,181	\$1,304,218	10	3
Chautauqua	Director of Office for the Aging	\$58,100	\$53,500	\$53,500	\$341,963	13	48
Chemung	Director	\$60,096	\$63,101	\$	\$238,045	23	5
Chenango	Director, Office of the Aging	\$47,026	\$48,467	\$	\$1,174,788.99	18	13
Clinton	Director, Office of the Aging	\$55,635	\$57,887	\$43,906	\$260,487.3	10	0
Columbia	ADMINISTRATOR OF OFFICE FOR THE AGING	\$57,435	\$59,237	\$53,690	\$1,628,741	1	1
Corland	Director, Area Agency on Aging	\$50,995	\$54,636	\$49,034	\$979,141	21	33
Delaware	Director Office For Aging	\$58,847	\$59,947	\$53,258	\$1,632,167	9	1
Dutchess	Director, Office for Aging	\$77,820	\$81,494	\$75,116	\$4,954,152	39	26
Erie	Commissioner of Senior Services	\$88,795	\$88,801	\$88,801	\$1,608,195	22	11
Essex	Director, Office for the Aging	\$46,790	\$48,428	\$	\$1,898,331	12	2
Franklin	Director of Office For the Aging	\$41,400	\$42,849	\$	\$1,370,572	7	7
Fulton	Director of Office for the Aging	\$50,904	\$52,558	\$51,920	\$1,699,070	17	6
Genesee	Director of Office for the Aging	\$65,292	\$67,577	\$67,577	\$1,315,453	15	9

Salary includes longevity bonus.

Office for the Aging. This Office attempts to improve the status and condition of the elderly through the planning and coordination of various services and programs and in certain cases the provision of necessary direct assistance. The work is performed under general administrative direction from the county legislative body in conformance with Local, State, and Federal Laws, Rules and Regulations with wide latitude allowed in the administration of the overall program. Supervision is exercised over the work of clerical and professional subordinate employees. Does related work, as required.
Administration of aging services includes: 5 senior service centers, congregational home delivered meals, transportation/access services. Oversees budgeting, personnel management. Plans/implements services.

Greene	Director, Department for the Aging	\$58,072	\$60,104	\$	health/dental/division insurance; health insurance buy out option; paid holidays and benefit time; NYS Retirement; Deferred Compensation; mileage	\$1,748,303	25	14
Hamilton	Director, Office for the Aging	\$	\$	\$	Fully Paid Health and Dental Insurance	\$1,0028	7	48
Herkimer	Director of Office for the Aging	\$50,453	\$51,806	\$46,467		\$1,507,597	7	
Jefferson	Director, Office for the Aging	\$50,159	\$53,281	\$53,281		\$1,930,164	14	8
Lewis	Director, Office for the Aging	\$44,265	\$48,730	\$		\$1,030,318	8	6
Livingston	Director, Office for the Aging	\$61,275	\$63,825	\$		\$1,383,740	7	29
Madison	Office for the Aging Director	\$	\$	\$		\$		0
Monroe	Commissioner of Senior Citizens Affairs	\$68,258	\$71,149	\$58,097		\$6,203,900	13	
Montgomery	Commissioner of Senior Citizens Affairs	\$	\$	\$		\$		8
Nassau	Director - Office for the Aging	\$489,400.80	\$516,310.02	\$40,796	Health Insurance paid 100% Vacation Sick and Personal Life Insurance Policy 125 Flexible Spending	\$311,3408	26	56
Niagara	Director	\$vacant	\$vacant	\$46,790		\$530,5203	31	4
Oneida	Commissioner of Aging & Youth	\$68,900	\$76,394	\$70,961		\$638,6710	19	1
Ontario	Director, Office for the Aging	\$64,367	\$68,661	\$	Cafeteria Plan Mileage Reimbursement Vacation/holiday (12)	\$1,920,646	19	19
Orange	Director, Office for the Aging	\$77,338	\$77,338	\$66,447		\$4,976,530	41	9
Orleans	Director of Office for the Aging	\$43,934	\$46,133	\$40,143		\$25,696	11	8
Oswego	Aging Services Administrator	\$46,060	\$48,580	\$41,149		\$2,121,183	12	2

Orsego	Director of Office for the Aging	Committee in conformance with local, state, and federal laws, rules, and regulations with wide latitude allowed in the administration of the overall program. Supervision is exercised over the work of clerical and professional staff as well as volunteers. The incumbent does related work as required. This work involves responsibility for planning, developing, coordinating & directing the services, programs and activities of a municipal office for the aging.	\$49806	\$51095	\$		\$1479627	11	3
Putnam	Director, Office for Aging	This position involves the responsibility for directing services and activities offered by the Office for the Aging.	\$100,048	\$100,048	\$	Flex Plan - \$2,000 flex credit money for uncovered medical and/or dependent care. Car	\$4,600,784	53	35
Rensselaer	Deputy Commissioner for Aging		\$58671	\$59144	\$		\$3336255	13	90
Rockland	Director, Office for the Aging		\$81,475	\$83,105	\$		\$924,121	11	44
Schenectady	Manager of Senior & Long Term Care Services	The position is responsible for the planning, development, and coordination of services in order to meet the needs of the senior residents in the county.	\$66,950	\$61387	\$59,599		\$572349	11	3
Schoharie	Director of Office For the Aging	Plans, develops, coordinates and directs the services, programs and activities of the county OFA (includes research, planning policy making & public relations).	\$40,314	\$44,745	\$		\$1,107,937	8	2
Schuyler	Director - Office For The Aging		\$45,000	\$47,250	\$43,455		\$783,278	13	7
Seneca	Director of Office for the Aging	Plans, develops, coordinates and directs the services, programs and activities of a municipal office for the aging, does related work as required	\$59,645	\$60,838	\$0	Office for the Aging - 1,212,943 Weatherization -415,870	\$1,628,813	11	14
St Lawrence	Director of Office for the Aging	Outreach information and referral, nutritional services for the aging. Initiates and stimulates community planning and program development.	\$48,960	\$51,437	\$45,245		\$2,707,048	14	21
Stauben	Director, Office for Aging	Responsible for aging programs	\$60,918	\$64,159	\$39,916	n/a	\$2,148,721	10	0
Suffolk	Director of Aging	Plans, develops, coordinates and directs the services, programs and activities of the Office of the Aging, a div. of the County Exec's Dept. *See County Executive for Dept. budget.	\$80,132	\$86,443	\$72,871		\$*	8	
Sullivan	Director	This position involves responsibility for administrative oversight of services offered by the Office for the Aging. This office attempts to improve the status and condition of the elderly through the planning and coordination of various services and programs and in certain cases, the provision of necessary direct assistance. The work is performed under general direction in accordance with local, state, and federal laws, rules, and regulations. Wide leeway is allowed for the exercise of independent judgment in carrying out the job duties. Supervision is exercised over the work of staff assigned to the Office for Aging Services	\$59,462	\$	\$		\$2,023,168	14	16
Tioga			\$	\$	\$		\$	8	3
Tompkins	Director, Office for the Aging	This is an important professional and administrative position involving responsibility for the planning, developing, coordinating and directing of services, programs and activities of an Area Agency on Aging. The programs and activities of the office include developing plans for services to be performed by other agencies; contracting with them, using primarily state and federal funds; and evaluating their performance. This Office attempts to improve the status and condition of the elderly through the planning and coordination of various services and programs and in certain cases the provision of necessary direct assistance.	\$54,973	\$	\$		\$	8	3

County	Dept. Head	FT/PT	Duties	(survey_1) Salary	survey_1 Salary	Base Salary	Other Comp.	Dept Budget	# FT Employees	# PT Employees
Ulster	Director, Office for the Aging		Advocates for senior issues and programs; contracts meals on wheels	\$64,227	\$68,732	\$64,227.80		\$2,811,082	14	0
Warren	Director of Aging Services		The position involves responsibility for directing services and activities offered by the Office for the Aging to improve the status and condition of the elderly through the planning and coordination of various services and programs.	\$58,492	\$60,483	\$56,833		\$2,159,386	7	35
Washington	Director Office for Aging		To address the needs and concerns of all older americans at local level. Services provided in 4 major categories: meals on wheels, legal assist., elder abuse prevention, employ programs, in-home service	\$40,950	\$53,955	\$53,955		\$1,284,718	11	28
Wayne	Director of Aging & Youth		Admin. analysis promotion and coordination of programs related to the social problems and needs of the aging.	\$51,984	\$55,103	\$		\$22,187,51	20	21
Westchester	Commissioner of Senior Programs and Services		Responsible for the administration, planning, development and coordination of services and programs for the office which includes grant administration, public relations and fiscal oversight.	\$150,725	\$155,245	\$150,725	car	\$4,357,204	57	5
Wyoming	Director of Aging and Youth			\$46,000	\$47,000	\$46,000		\$204,313	9	4
Yates				\$	\$	\$		\$		

Department: Aging, Comments

County	Comments
Greene	Provides Nutrition, RSVP, Sr. Community, Employment Program and In-Home Services for the Elderly
Madison	N/A
Monroe	This is a division within the Department of Human Services. Figures represent this particular division only.
Orange	Non-competitive
Otsego	This office attempts to improve the status and condition of the elderly through the planning and coord. of various services & programs, & in certain cases, the provision of necessary direct assistance.
Schenectady	Senior & Long Term Care Dept includes Aging; Dept budget includes all of Senior & Long Term Care Personnel.
Suffolk	Competitive 9655 Dir. of Aging Gr.31 BUJ EX. In the Human Services Division of the County Executive's Office. *See County Executive for Department budget and employees.
Wyoming	The position has merge with the Youth Bureau Director to become one position.

Department: Airport/Aviation, Data

County	Dept. Head	FT/PT	Duties	(survey_1) Salary	survey_1 Salary	Base Salary	Other Comp.	Dept Budget	# FT Employees	# PT Employees
Albany	n/a		No department / position in Albany County.	\$	\$	\$		\$	0	0
Allegany	N/A		Oversees Department of Aviation and Department of Public Transportation (Transit)	\$	\$	\$		\$0	0	0
Broome	Commissioner of Transportation			\$	\$68,804	\$68,804		\$364,4424	24	3
Cattaraugus				\$	\$	\$		\$		
Cayuga				\$	\$	\$	N/A	\$		
Chautauque				\$	\$	\$		\$		
Chemung	Airport Manager			\$68,250	\$79,950	\$		\$202,7223	15	0
Chenango	Airport Administrator		Administrative position involving responsibility for overseeing the administration of the Lt. Warren E. Eaton/Chenango County Airport, a County owned facility run by a fixed base operator.	\$5,481	\$5,591	\$		\$28,810	0	1
Clinton	Airport Manager		This is a highly responsible administrative work involving responsibility for the operational and maintenance functions of a county airport to ensure a safe, efficient, legal and profitable airport operation. The Airport Manager is responsible to the County Legislature through its Transportation Committee. The Airport	\$71,797	\$64,563	\$54,177		\$264,2233	13	0



WARREN COUNTY YOUTH BUREAU
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK
12845-9803

Margaret Sing Smith, Director (smithm@co.warren.ny.us)
Linda L. LaRock, Administrative Assistant (larockl@co.warren.ny.us)

Phone: (518) 761-6498
Fax: (518) 761-6518

HUMAN SERVICES COMMITTEE - Youth Programs

January 29, 2010

Old Business:

Warren County Children & Family Services Plan Update

I am working with Social Services and Probation to complete this Plan Update to be submitted to New York State Office of Children & Family Services early next month.

***2009 Reimbursement Claims**

Municipalities are urged to file 2009 fiscal claims for youth recreation and services as soon as possible. In the past, state legislators have cut unexpended balances that are not yet claimed.

New Business:

***2010 Annual Youth Leadership Summit**

Warren and Washington County Youth Bureau and ACC sponsor this on-campus event on March 17, 2010 for 350+ students in grades 8-12 from Warren & Washington Counties.

Request: Committee approval to co-sponsor this conference is requested.

There is no cost to the county. The Warren County share up to \$600. for food and supplies will be reimbursed 100% through state Special Delinquency Prevention Program funds.

Request: Committee approval for a transfer within an object code is also requested to move funds from .470 to .445 in A.7312 Special Delinquency Prevention Program (100% state funds).

***2010 State Youth Funds**

We have received our 2010 state funding amounts for youth programs. NYS OCFS introduced a new electronic process to reduce paperwork when documents will be filed on-line. For municipalities that intend to apply for 2010 youth funds, the Youth Bureau will help with the transition to the new e-form process.

2010 funding applications will be reviewed by the Warren County Youth Board at the February meeting. County approval to submit the 2010 Resource Allocation Plan will be reviewed with the Human Services Committee in March.

***Youth Bureau Reorganization**

Per conversation with Supervisor Strainer, discussion is needed on the County's intention to reorganize the Warren County Youth Bureau under the Department of Social Services.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Youth Bureau
Name of Department

SIGNED: Margaret King Smith DATE: January 29, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7312 470	Contract	A.7312 445	Foods	\$200.00

Please state reason for transfers requested:

This budget is 100% state-funded. We received 2010 state funding amounts two weeks ago. The budget line items were estimated for the county budget process. Funds will be used for the 2010 Youth Leadership Summit at Adirondack Community College on March 17, 2010.

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.

Warren County Request to Host Meeting or Conference

Name of Department: Youth Bureau

Name of Meeting/Conference: 2010 Youth Leadership Summit

Date: March 17, 2010

Location: Adirondack Community College

Purpose: Leadership Development for Students in Grades 8-12

Contact Person: (If other than Department Head)

Phone No.:

Number of People attending:

County Employees

State Employees

Volunteers

350+ Youth & Adult Advisors

Cost to County (please include amounts):

No Cost to the county.

County will be reimbursed 100% through
2010 A7312 Special Delinquency Program

Room rental \$

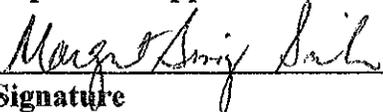
Food/beverage \$500.

Supplies \$100.

Other (specify) \$

Total Cost: \$600.

Dept Head Approval:


Signature

1-27-10
Date:

Committee Chairman Approval:


Signature

1-29-10
Date

Veterans Services Agenda

January 29, 2010

NEW BUSINESS:

- Request: The necessity for clerical staff within this department.
- Rationale: Warren County's active veteran population well exceeds the means of one person to assist. The veterans of this county are being severely slighted and it is having an adverse effect on their benefit care.

Clerical staff general office duties include:

- Answering phones
- Faxing
- Copying
- Office supply ordering
- Scheduling clients for VAMC transportation
- Retrieval of case files
- Filing
- Receiving mail
- Sending VA verified correspondence
- Accounts payable and receivable