

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: JUNE 2, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS STRAINER
GIRARD
BENTLEY

OTHERS PRESENT:

CHRIS HUNSINGER, DIRECTOR OF THE EMPLOYMENT & TRAINING
ADMINISTRATION
SHARON SANO, SENOR COUNSELOR OF THE EMPLOYMENT & TRAINING
ADMINISTRATION

COMMITTEE MEMBERS ABSENT:

SUPERVISORS VANNESS
SOKOL
CHAMPAGNE
WOOD

CHRISTIE SABO, DIRECTOR OF THE OFFICE FOR THE AGING
DANIEL STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR TAYLOR
SUPERVISOR THOMAS
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Strainer called the meeting of the Human Services Committee to order at 11:22 a.m. Chairman Stec was present and his attendance constituted a quorum.

Motion was made by Mr. Girard, seconded by Mr. Bentley 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 Christie Sabo, Director of the Office for the Aging (OFA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Sabo requested authorization to fill the vacant position of Meal Site Manager #1 (Lake Luzerne), Employee No. 9005, Grade 2, pro-rated base salary of \$17,779, 30 hours per week, due to retirement. She noted the position was not mandated, was reimbursed 25% from the Federal government and would result in a savings of \$2,275 due to longevity.

Motion was made by Mr. Girard, seconded by Mr. Bentley and carried unanimously to approve the request to fill the vacant position as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mrs. Sabo requested a transfer of funds totaling \$42,000 between various codes in order to correct the salaries budget.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to approve the request for a transfer of funds as outlined and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Mrs. Sabo said there was nothing new to report on the possibility of relocating the Warrensburg Meal Site to the Countryside Adult Home. Because of the uncertainty of the future of Countryside Adult Home, she continued, she was hesitant to move forward with the relocation. She advised she had contacted the County Attorney's Office to determine how the lease would be structured and how it would affect the revenues for Countryside Adult Home. Mr. Strainer asked how the revenues would

be affected and Paul Dusek, County Attorney/Administrator, replied that because the rent would be a revenue generated by the DSS (Department of Social Services) a remittance back to the State and Federal governments would be required. More importantly, he continued, was an issue pertaining to how the food would be purchased which could cause a loss to the County if not handled correctly. Mrs. Sabo apprised that the purchasing of the food should not be a major issue as the OFA would benefit from the cost savings realized by ordering in bulk. She estimated the cost of operating the Warrensburg Meal Site for 2010 to be approximately \$68,000 excluding the expenses associated with salaries.

Discussion ensued.

Mrs. Sabo reported that the Volunteer Picnic date was changed to Thursday, June 16, 2011 at 1:00 p.m. in order to accommodate the Supervisors attendance since the original date was June 17, 2011, which was the next Board meeting. She welcomed the assistance of any volunteers for the picnic and Mr. Strainer noted that he would be volunteering at the picnic, as well as Messrs. Girard and VanNess.

This concluded the Office for the Aging portion of the Committee meeting; the Employment & Training portion of the Committee meeting commenced at 11:32 a.m.

Privilege of the floor was extended to Chris Hunsinger, 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.*

Commencing the agenda review, Mr. Hunsinger requested to amend the 2011 County budget to increase estimated revenues and appropriations in the amount of \$42,986 to reflect the receipt of State grant funding for administration of the Summer Youth Employment Program.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to amend the 2011 County budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Hunsinger requested authorization for temporary positions in the ETA in order to establish training slots and related expenses for the Federal Employment & Training Programs for a term commencing July 1, 2011 and terminating June 30, 2012. He noted this was completed on an annual basis and the list of positions was included in the agenda packet.

Motion was made by Mr. Girard, seconded by Mr. Bentley and carried unanimously to authorize the temporary positions and training slots for the ETA as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Mr. Hunsinger requested Committee approval to create a temporary position of Employment & Training Counselor, Grade 9, base salary of \$31,289 for a term commencing June 21, 2011 and terminating prior to September 30, 2011. He explained that one of the current Employment and Training Counselors was anticipating retirement in the fall and the hiring of a temporary part-time employee would allow for training of the new employee for the full time Counselor position when the retirement occurred. He noted the temporary part-time Employment and Training Counselor would most likely be offered the full time position upon the retirement of current employee. He noted there were funds available in the part-time salaries budget.

Motion was made by Mr. Girard, seconded by Mr. Bentley and carried unanimously to approve the creation of a temporary part-time position of Employment and Training Counselor. *Note: Since this is a temporary position not to exceed 90 days and the funds are available in the salaries part-time budget code, no additional action is necessary.*

Mr. Hunsinger requested Committee approval to host the Summer Youth Awards Ceremony and Picnic at Crandall Park in the City of Glens Falls on August 18, 2011 (tentative date) at an approximate cost of \$250 for food, beverages and supplies. Mr. Strainer stated the Summer Youth Program was valuable and noted that last year's ceremony had been an outstanding event.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to approve the request to host the Summer Youth Awards Ceremony and Picnic as outlined above. *A copy of the Request to Host Meeting or Conference form is on file with the minutes.*

Mr. Hunsinger requested a contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) for employment and training services relative to the Summer Youth Employment Program, commencing on or after June 27, 2011 and terminating no later than September 2, 2011 in an amount not to exceed \$14,224. He noted the cost of the agreement had decreased slightly from last year due to a decrease in the hours.

Motion was made by Mr. Girard, seconded by Mr. Bentley and carried unanimously to authorize a contract with Washington-Saratoga-Warren-Hamilton-Essex BOCES as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Mr. Hunsinger requested authorization for agreements with Saratoga and Washington Counties Employment & Training Administrations to allow Warren County ETA to operate the WIA (Workforce Investment Act) Youth Program, for a term commencing July 1, 2011 and terminating June 30, 2012.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to authorize the agreements as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Mr. Hunsinger requested to appoint and reappoint six members to the Saratoga-Warren-Washington Workforce Investment Board (WIB). He said details on the individuals and their terms of office as members were included in the agenda packet. He noted all of the members of the WIB were required to be affirmed by one of the three counties.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to appoint and reappoint members to the WIB as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Mr. Hunsinger requested approval of the WIB budget for July 1, 2011 through June 30, 2012 and he requested authorization for the Chairman of the Board of Supervisors to execute the Saratoga-Warren-Washington WIB Memorandum of Understanding (MOU) cost allocation plan. He advised there was a significant change in the structure of the WIB this year as the Board approved two part-time Executive Directors as opposed to one full time Executive Director. He explained the current Executive Director was reducing their hours to part-time in anticipation of retirement in the next

couple of years. He added the WIB budget had decreased compared to last year and had been approved by the WIB at their last meeting.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to approve the WIB budget and authorize the Chairman of the Board to execute the WIB MOU as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the June 17, 2011 Board meeting.*

Mr. Hunsinger requested recognition of the Fiscal Manager for the ETA under the Warren County Employee Suggestion Program. He explained that the Fiscal Manager had shown initiative by contacting a vendor to negotiate a bulk rate licenses for Saratoga, Warren and Washington Counties which had resulted in a \$2,000 savings for each county.

Motion was made by Mr. Girard, seconded by Mr. Bentley and carried unanimously to recognize the Fiscal Manager of the ETA under the Warren County Employee Suggestion Program as outlined above and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Hunsinger requested the Committee's consent to execute a Linkage Agreement, which was essentially a letter of support, between WAIT (Welcoming Adolescence in Transition) House and the Warren County ETA. He explained that the Linkage Agreement would assist WAIT House in obtaining additional State funding and would require nothing on the part of the ETA. *A copy of the agreement is on file with the minutes.*

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to authorize Mr. Hunsinger to sign the Linkage Agreement between WAIT House and Warren County ETA as outlined above.

As there was no further business to come before the Human Services Committee, on motion made by Chairman Stec and seconded by Mr. Bentley, Mr. Strainer adjourned the meeting at 11:44 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist