

WARREN COUNTY
EMPLOYMENT & TRAINING ADMINISTRATION

Chris A. Hunsinger
Director

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

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

Warren County
Human Services Committee

AGENDA

May 23, 2013 – 9:30 AM

1. Consideration to Amend Budget to add Dislocated Worker Supplemental Funds (Resolution Request Form 7 attached)
2. Consideration to Amend Contract with BOCES (Resolution Request Form 4 attached)
3. Consideration to Amend County Budget to add Trade Adjustment Act Funding (Resolution Request Form 7 attached)
4. Consideration to Amend Budget WIA Formula Funds (Resolution Request Form 7 attached)
5. Consideration to Amend Budget for Summer Youth Program (Resolution Request Form 7 attached)
6. Permission to host meeting:
Summer Youth Program Award Ceremony/Picnic on 8/22/13
7. Request Resolutions Authorizing Contracts/Agreements for youth services as follows:
 - a. Contract with WSWHE BOCES for the Summer Youth Employment Program.
 - b. Agreements and contracts with Saratoga County E&T and/or Washington County EOC for the operation of WIA Youth Program for the period 7/1/13-6/30/14.
8. Request Resolution for Temporary Positions/Training Slots
9. Request Resolution Reappointments to the Saratoga-Warren-Washington Workforce Investment Board for the term 7/1/13-6/30/16.

| <u>Name</u> | <u>Sector</u> | <u>Company/Agency</u> |
|---------------|-----------------|-----------------------|
| Michael Irish | Business Sector | Fort William Henry |

10. Other Business
11. Adjournment

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 Administration

DATE: May 23, 2013

- (a) Purpose of Amendment: add federal funds to county budget to reimburse training for dislocated workers

- (b) Appropriation Code, Object Code, Full Title and Amount: 40.6293.0306 - WIA Dislocated Worker Supplemental - \$11,849

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: 40.4791- WIA - \$11,849.

Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism

*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Employment & Training

DATE: May 23, 2013

- (a) Purpose of Contract Change: increase upset fee as a result of new contract settlement

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:

- (c) Name of Contractor: Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES)

- (d) Address of Contractor: 1153 Burgoyne Ave., Suite2, Fort Edward, NY 12828

- (e) Contractor's Contact Person and Telephone Number: Caren Snell, 581-3560

- (f) Commencement Date of Extension:

- (g) Termination Date of Extension:

- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$13,300. (from \$12,900)
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. periodically, final at conclusion of contract

- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: 40.4791 WIA 40 6293 0310 Youth

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Adult Continuing Education

April 30, 2013

Warren County Employment and Training Administration
Northway Plaza, Suite 13C
Post Office Box 4393
Queensbury, New York 12804

Attention: Mr. Chris A. Hunsinger, Director

Dear Mr. Hunsinger:

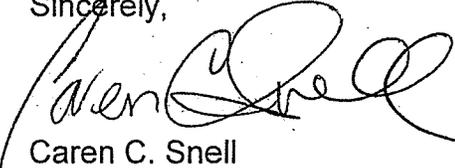
Below you will find the itemized budget for the Youth GED Program for Warren County as revised due to changes in the negotiated contracts here at WSWHE BOCES. As a result of negotiated contractual obligations, we need to revise the instructor's (Dale Hager) salary and benefits to reflect an increase. This was retroactive to July 1, 2012.

Please review the following information:

| | |
|--------------------------|---|
| Instructor Salary | \$9,273.83 (\$37.47 rate x 66 days x 3.75 hours) |
| Fringe Benefits | \$2,854.26 (FICA, TRS, PRH, WC, IU, etc.) |
| Travel | \$330.00 (no increase) |
| Orientation/Materials | \$400.00 (no increase) |
| Indirect Costs | \$394.00 (\$6.00 increase*) |
| | (*Charged against actual costs billed and subject to documentation of approved rate.) |
| Total Contract Costs | \$13,252.09 |

If you have any questions or concerns, please feel to contact me. Thank you.

Sincerely,



Caren C. Snell
Principal for Special Programs – Adult Education

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: May 23, 2013

- (a) Purpose of Amendment: add federal funds to county budget to reimburse training for dislocated workers through the Trade Adjustment Act

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
40.6293.0305 - WIA Dislocated Worker 433 (Training-Client) \$8,314.

- (c) Revenue Code (with title), and Amount: 40.4791- WIA - \$8,314.

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: May 23, 2013

- (a) Purpose of Amendment: Add federal funds to county budget. Annual allocation of WIA Funds.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: See attached detail sheet

- (c) Revenue Code (with title), and Amount: See attached detail sheet

RESOLUTION REQUEST FORM NO. 7
Request to Amend County Budget – Attachment
May 23, 2013

REVENUES

| | | |
|--------------|---|------------|
| 40.6293.4791 | Workforce Invest Act, WIA Program Year 2013 | \$708,980. |
|--------------|---|------------|

APPROPRIATIONS

| | | |
|------------------|---|-----------|
| 40.6293.0300 110 | Workforce Invest Act, WIA, Workforce Investment - Adult - Salaries – Regular | \$76,800. |
|------------------|---|-----------|

| | | |
|------------------|------------------|-----------|
| 40.6293.0300 200 | Office Equipment | \$ 2,100. |
|------------------|------------------|-----------|

| | | |
|------------------|--------------------------|-----------|
| 40.6293.0300 411 | Rent - Building/Property | \$16,600. |
|------------------|--------------------------|-----------|

| | | |
|------------------|-------------------|-----------|
| 40.6293.0300 433 | Training - Client | \$73,070. |
|------------------|-------------------|-----------|

| | | |
|------------------|------------|-----------|
| 40.6293.0300 810 | Retirement | \$15,800. |
|------------------|------------|-----------|

| | | |
|------------------|-----------------|-----------|
| 40.6293.0300 830 | Social Security | \$ 5,900. |
|------------------|-----------------|-----------|

| | | |
|------------------|-----------------|-----------|
| 40.6293.0300 860 | Hospitalization | \$31,900. |
|------------------|-----------------|-----------|

| | | |
|------------------|---|-----------|
| 40.6293.0305 110 | Workforce Invest Act, WIA, Workforce Investment - Dislocated Work - Salaries – Regular | \$66,700. |
|------------------|---|-----------|

| | | |
|------------------|------------------|-----------|
| 40.6293.0305 200 | Office Equipment | \$ 1,900. |
|------------------|------------------|-----------|

| | | |
|------------------|--------------------------|-----------|
| 40.6293.0305 411 | Rent - Building/Property | \$12,300. |
|------------------|--------------------------|-----------|

| | | |
|------------------|-------------------|-----------|
| 40.6293.0305 433 | Training - Client | \$57,452. |
|------------------|-------------------|-----------|

| | | |
|------------------|------------|-----------|
| 40.6293.0305 810 | Retirement | \$13,700. |
|------------------|------------|-----------|

| | | |
|------------------|-----------------|-----------|
| 40.6293.0305 830 | Social Security | \$ 5,100. |
|------------------|-----------------|-----------|

| | | |
|------------------|-----------------|-----------|
| 40.6293.0305 860 | Hospitalization | \$26,500. |
|------------------|-----------------|-----------|

| | | |
|------------------|---|-----------|
| 40.6293.0310 110 | Workforce Invest Act, WIA, Workforce Investment - Youth - Salaries - Regular | \$66,400. |
|------------------|---|-----------|

| | | |
|------------------|----------------------|-----------|
| 40.6293.0310 130 | Salaries - Part Time | \$70,000. |
|------------------|----------------------|-----------|

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|------------------|------------------|-----------|
| 40.6293.0310 200 | Office Equipment | \$ 1,900. |
|------------------|------------------|-----------|

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|------------------|--------------------------|-----------|
| 40.6293.0310 411 | Rent - Building/Property | \$14,500. |
|------------------|--------------------------|-----------|

| | | |
|------------------|-------------------|-----------|
| 40.6293.0310 433 | Training - Client | \$ 7,466. |
|------------------|-------------------|-----------|

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|------------------|----------|-----------|
| 40.6293.0310 470 | Contract | \$32,000. |
|------------------|----------|-----------|

| | | |
|------------------|------------|-----------|
| 40.6293.0310 810 | Retirement | \$13,300. |
|------------------|------------|-----------|

| | | |
|------------------|-----------------|------------|
| 40.6293.0310 830 | Social Security | \$ 10,500. |
|------------------|-----------------|------------|

| | | |
|------------------|-----------------|-----------|
| 40.6293.0310 860 | Hospitalization | \$15,400. |
|------------------|-----------------|-----------|

| | | |
|------------------|--|-----------|
| 40.6293.0313 110 | Workforce Invest Act, WIA, Workforce Investment - WIA Admin. Salaries - Regular | \$32,000. |
|------------------|--|-----------|

| | | |
|------------------|------------------|---------|
| 40.6293.0313 200 | Office Equipment | \$ 900. |
|------------------|------------------|---------|

| | | |
|------------------|--------------------------|-----------|
| 40.6293.0313 411 | Rent - Building/Property | \$ 4,500. |
|------------------|--------------------------|-----------|

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|------------------|----------|-----------|
| 40.6293.0313 470 | Contract | \$15,342. |
|------------------|----------|-----------|

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|------------------|------------|-----------|
| 40.6293.0313 810 | Retirement | \$ 6,600. |
|------------------|------------|-----------|

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|------------------|-----------------|-----------|
| 40.6293.0313 830 | Social Security | \$ 2,450. |
|------------------|-----------------|-----------|

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|------------------|-----------------|-----------|
| 40.6293.0313 860 | Hospitalization | \$ 9,900. |
|------------------|-----------------|-----------|

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 Administration

DATE: May 23, 2013

- (a) Purpose of Amendment: add state grant funds to county budget to administer Summer Youth Employment Program

- (b) Appropriation Code, Object Code, Full Title and Amount: 40.6326.0110 - TANF Summer, Salaries - Regular - \$11,209; 40.6326.0130 - TANF Summer, Salaries - Part Time - \$45,500; 40.6326.0470 - TANF Summer, Contract - \$7,500; 40.6326.0830 - TANF Summer, Social Security - \$4,350; 40.6326.0860 - TANF Summer, Hospitalization - \$1,400.

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: 40.4786- TANF Summer - \$69,959.

Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism

*Please note all amount must be in whole dollars – no cents.

Warren County Request to Host Meeting or Conference

Name of Department: Employment and Training

Name of Meeting/Conference: 2013 Summer Youth Awards Ceremony/Picnic

Date: 8/22/13 (estimated date)

Location: Crandall Park, Glens Falls

Purpose: Awards Ceremony for Summer Youth Workers

Contact Person: (If other than Department Head) Sharon Sano

Phone No.: 824-8867

Number of People attending:

60 County Employees

2-4 State Employees

Volunteers

40± Others (specify) youth workers, worksite supervisors, and guests

Cost to County (please include amounts):

Room rental \$0

Food/beverage \$ 200.00 est.

Supplies \$ 300.00 est.

Other (specify) \$

Total Cost: \$ 500.00 est.

Dept Head Approval:

Signature

Date:

Chris A. Hensing

5/23/13

Committee Chairman Approval:

Signature

Date

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Employment and Training

DATE: 4/26/13

- (a) Is this a Result of a Bid or Request for Proposal? no
- (b) Purpose of Contract: To provide employment and training services for the summer youth employment program.
- (c) Name of Contractor: Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES)
- (d) Address of Contractor: 1153 Burgoyne Ave., Suite2, Fort Edward, NY 12828
- (e) Contractor's Contact Person and Telephone Number: Caren Snell, 581-3560
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: on or after 6/24/13
- (h) Termination Date of Contract: no later than 8/30/13
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$15,600
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. cost reimbursement at completion
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: WIA youth - 40 6293 0310 470

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: May 23, 2013

- (a) Purpose of Request: Authorizing agreements/contracts with Saratoga County E&T and/or Washington County EOC/ETA for Warren County Employment and Training to operate WIA youth program.

- (b) Details: This will allow Warren County to continue to operate the WIA year round youth program services for the period 7/1/13-6/30/14 and may be renewed yearly as approved by Saratoga E&T.

- (c) Previous Resolution Number: 289 of 2012

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: May 23, 2013

- (a) Purpose of Request: Authorizing temporary positions of employment and training

- (b) Details: To establish training slots and related expenses for federal employment and training programs for the period 7/1/13-6/30/14. (see attached Schedule A)

- (c) Previous Resolution Number: 290 of 2012

SCHEDULE "A"
Temporary Positions/Training Slots
7/1/13-6/30/14

| EST. NO. OF JOBS/TRAINING SLOTS | TITLE | DEPT. | ALLOWANCES/ WAGES |
|---|-------|-------------|---|
| Title I – Adult | | | |
| 50 Training slots | N/A | WIA-Adult | Training stipend per approved job training plan/WIB policies. * |
| 2 Jobs | Aides | WIA-Adult | See below** |
| Title I - Youth Employment Programs | | | |
| 10 Training slots | N/A | WIA-Youth | See below* |
| 50 Jobs (summer & in school youth programs) | Aides | WIA-Youth | See below** |
| 20 Jobs – out of school youth | Aides | WIA-Youth | See below*** |
| Title I – Dislocated Workers | | | |
| 50 Training slots | N/A | WIA-D/W | See below* |
| Trade Act Programs | | | |
| Training slots (per DOL) | Aides | Trade Act | See below* |
| Summer TANF | | | |
| 60 Jobs | Aides | Summer TANF | See below** |

*Plus tuitions, books and related training fees, testing/certification/licensing fees, child care, on-line training licenses, transportation and mileage payments, needs related payments, trade act job search/relocation allowances and other financial payments made to or on behalf of program participants consistent with the job training plan, federal trade act or applicable WIA and WIB approved policies. Subject to availability of funds.

**\$7.25/hr. for public/non profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

***\$7.25/hr. for public/non profit sector worksites with one performance increase of \$.25/hr. as approved by the Employment and Training office. May also pay up to entry level wage rate for individual private sector worksite placements.

Note: Wages subject to adjustment as needed to comply with minimum wage requirements.

Note: References to above funding streams (adult, etc.) will be inclusive of all types of funds allocated including basic formula funds, incentive funds, supplemental funds, recovery act funds or other similar funding made available to the county by the NYS Dept. of Labor for workforce related activities.

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: Employment & Training

DATE: May 23, 2013

- (a) Name of Appointee: Michael Irish
- (b) Is this a Reappointment? YES If so, please provide the Resolution No. which authorized the last appointment of this individual COA 5/21/10
- (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 Business Sector Fort William Henry
- (e) Address of Appointee: 48 Canada Street, Lake George, NY 12845
- (f) Title of Appointment: Saratoga-Warren-Washington Counties Workforce Investment Board
- (g) Effective Date of Appointment: July 1, 2013
- (h) Termination Date of Appointment: June 30, 2016
- (i) Name of Person Being Replaced (if applicable): N/A
- (j) Reason for Replacement: Term expires on June 30, 2013

| Finance Issues (to committee) | Personnel Issues (to committee) |
|--|---------------------------------|
| 1) Amend County Budget \$11,849.- | |
| 2) Amend County Budget \$8314. | |
| 3) Amend County Budget for Annual WDA funds - \$708,980.- | |

Resolutions Moved (to CA) (over)

- 1) Amend Agreement w/ BOCES for GED program services for an amount not to exceed \$13,300.
- 2) Agreement w/ BOCES for employment & training services for summer youth employment program for not to exceed \$15,600.
- 3) Authorize agreements w/ Saratoga Co. or Washington Co.

Referrals ECC/ETA to operate WDA youth program. (over)

- 1) Request to host 2013 Summer Youth Awards Ceremony Picnic on 8/22/13 for ~~an~~ estimated cost of \$500.

Other

Finance

- 4) Amend County Budget for Summer youth Program TANF funds - \$69,959. -

Resolutions

- 4) Authorizing temporary positions of emp.^s training for 7/1/13 - 6/30/14.
- 5) Appoint Michael Iust to WDB eff. 7/1/13 in Business Sector for Ft. William Henry.

