

**WARREN COUNTY
EMPLOYMENT & TRAINING ADMINISTRATION**

Chris A. Hunsinger
Director

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Queensbury, NY 12804

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**Warren County
Human Services Committee**

FINAL AGENDA

August 27, 2013 – 9:30 AM

1. Consideration to Amend Budget to add Trade Adjustment Act Funding (Resolution Request Form 7 attached, Page 1)
2. Consideration to Authorize Contract with BOCES (Resolution Request Form 4 attached, Page 2)
3. Request for Authorization to Attend Meeting or Convention (Schedule "A" attached, Page 3)
NYATEP Fall Conference, Saratoga Springs, November 18-20: Chris Hunsinger and Sharon Sano
4. Old Business
 - a. Invitation: Saratoga-Warren-Washington Workforce Investment Board Meeting, September 18, 8:00 AM, Fort William Henry Conference Center
5. New Business
Request for Authorization to Attend Meeting or Convention (Schedule "A" attached, Page 5) – NYATEP Fiscal Community of Practice Meeting, Albany, October 24; Annie McMahon
6. 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

DATE: August 27, 2013

- (a) Purpose of Amendment: add federal funds to county budget to reimburse training for 12 dislocated workers through the Trade Adjustment Act

- (b) Appropriation Code (with title), Object Code (with title) and Amount: 40.6293.0305 433 - WIA Dislocated Worker (Training-Client) \$74,054.

- (c) Revenue Code (with title), and Amount: 40.6293.0305 4791- WIA Dislocated Worker - \$74,054.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Employment and Training

DATE: 8/27/13

- (a) Is this a Result of a Bid or Request for Proposal? No. Educational services obtained through BOCES are exempt.
- (b) Purpose of Contract: To provide youth educational program services for the WIA 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: to be developed
- (g) Commencement Date of Contract: on or after 9/20/13
- (h) Termination Date of Contract: no later than 6/30/14
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$13,860
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. quarterly cost reimbursement
- (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 contract - 40 6293 0310 470

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Human Services Committee hereby authorizes Chris Hunsinger & Sharon Sano
(Supervisory Committee) (Employee Name)

to attend 2013 NYATEP Fall Conference
(Name of meeting or organization)

at Holiday Inn, Saratoga Springs, New York
(Address)

on November 18-20, 2013. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:
N/A

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

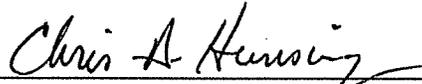
- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 8/27/13



Department Head Signature

Date: 8/27/13



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

2013 NYATEP Workforce New York Fall Conference Registration

November 18-20, 2013

Holiday Inn Saratoga Springs, New York
232 Broadway
Saratoga Springs, New York 12866
(518) 584-4500

Registrations will be accepted:

Online: www.nyatep.org/Fax: 1-518-433-7424

Mail: 540 Broadway, 5th Floor, Albany, NY 12207

Name Chris Hunsinger & Sharon Sano Preferred Badge First Name _____

Title _____ Agency Warren County Employment & Training

Address PO Box 4393, Queensbury, NY 12804

Phone 5187430925 Fax 5187430828 E-mail _____

REGISTRATION OPTIONS

Member Early Bird Rate (Received By 10/25/13)	\$400.00	<input checked="" type="checkbox"/>
Member Regular Rate (Received after 10/25/13)	\$425.00	<input type="checkbox"/>
Non-Member Early Bird Rate (Received by 10/25/13)	\$475.00	<input type="checkbox"/>
Non member Regular Rate (Received after 10/25/13)	\$500.00	<input type="checkbox"/>
One Day Only	\$250.00	<input type="checkbox"/>
Speaker Rate	\$400.00	<input type="checkbox"/>

Check as Appropriate

- I require special meals (please specify) _____
- I have a disability that requires accommodations _____ (please attach needs)
- I volunteer to moderate a workshop session _____

Conference Rate includes registration fee, materials, continental breakfast (11/18 & 11/19), lunch (11/18/13), and breaks. ***There is a \$100 Cancellation Fee for cancellations after 11/10/13. You must call the NYATEP office to cancel prior to 11/10/13 to avoid this fee. Substitutions allowed at any time. No-Shows must pay the Full Registration Fee.***

METHOD OF PAYMENT

Check Voucher Purchase Order Credit Card (Visa/Master Card/Amer. Express)

Name: _____ Credit Card# _____ /Exp. Date: _____

Return this form via mail or fax or register on-line at www.nyatep.org before 11/10/13

NYATEP, 540 Broadway, 5th Floor, Albany NY 12207

Fax: 518-433-7424 Phone: 518-433-1200

HOTEL RESERVATION INFORMATION:

You are responsible for making your own room reservations and paying lodging expenses. The room rate at the Holiday Inn Saratoga Springs is \$104 Single/Double; \$124 Luxury; \$ 204 Suites
Call 1-518-584-4550 to make reservations. To receive this special group rate, please identify New York Association of Training and Employment Professionals.
Reservations must be made by 10/25/13.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Human Services Committee hereby authorizes Annie McMahon
(Supervisory Committee) (Employee Name)

to attend NYATEP Fiscal Community of Practice Meeting
(Name of meeting or organization)

at 175 Central Ave, Albany, New York
(Address)

on October 24, 2013 Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:
N/A

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 8/27/13

Chris A. Hensley
Department Head Signature

Date: 8/27/13

[Signature]
Committee Chairman Signature

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- REQUEST FOR USE OF FLEET VEHICLE**

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4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Don't Forget: September 20th is the Deadline for the 2013 NYATEP Statewide Workforce Awards Nominations

Our field is full of amazing, hardworking, and talented professionals – and it is time we honored them for all they contribute. The “NYATEP Statewide Workforce Awards” is a great way for you to highlight outstanding colleagues who have been doing amazing work.

NYATEP will be presenting three awards:

- Statewide Workforce Leader
- Regional Workforce Leader
- Local Program

The Statewide Workforce Leader will be selected by the NYATEP Board of Directors. If you have individuals you think are exemplary, please reach out to your NYATEP Regional Vice President. The Regional Leader and Program Award will be selected through an open nomination process. This is a wonderful opportunity to showcase our New York State workforce system, and we urge you to spread the word!

Please access the award applications below.

[Workforce Program Award/Workforce Leadership Award](#)



Regional Meeting in Mid-Hudson NOW September 27!

10:00 a.m. – 12:00 p.m.

(Light refreshments will be served)

Newburgh One Stop, 4 Washington Center,
Newburgh, NY 12550

[RSVP Here](#)

NYATEP Fiscal Community of Practice Meeting (Open to all Members/ \$30 per person to cover food and AV costs)

Thursday, October 24, 2013

10:00 a.m. – 3:00 p.m. (Lunch will be provided)

Albany One Stop, 175 Central Ave, Albany, NY 12206

[RSVP Here](#)

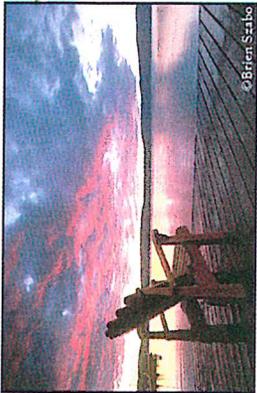
A warm welcome to the family, to our newest NYATEP member!

Southern Westchester BOCES

The DOL Newsletter - August 22, 2013:

American Job Centers Preparing for New Health Insurance Options

"The unemployed are very often the uninsured as well," said Secretary Perez during a webinar with American Job Center staff and employment advocates from around the country. With the enrollment period for the new health care exchanges to begin on Oct. 1, 2013, American Job Centers are preparing staff to provide their clients with critical information about coverage options, how to enroll for coverage, and insurance subsidies. The training webinar was hosted by the Department of Labor and included a presentation from the Department of Health and Human Services. Perez, while touring an American Job Center in Las Vegas, Nev., also provided participants in the webinar with a demonstration of how to access and use the healthcare.gov website to assist clients...[Visit Healthcare.gov](http://healthcare.gov)



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Warren County One-Stop Career Center
 Northway Plaza, Queensbury
 Calendar of Events
September 2013

Monday	Tuesday	Wednesday	Thursday	Friday
2  Office Closed  10:00—11:30 CAREER CAFE! All Jobseekers Welcome <i>Coffee's on!</i> Network with other jobseekers. Bring your resume. Share job leads & job search tips. (E)	3 9:30—11:30 Interview Tips Workshop What to expect— How to prepare (C/D)	4 Have a Disabling Condition? Trying to re-enter the workforce? Wondering how work would affect your benefits? 9-10:00 Presentation by SAIL 10-12:00 Individual appointments (B)	5 9:30-11:30 Resumes, Cover Letters & Applications Workshop (C/D)	6 9:00—10:00 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 through Metrix. (E)
9 10:00—11:30 CAREER CAFE! All Jobseekers Welcome <i>Coffee's on!</i> Network with other jobseekers. Bring your resume. Share job leads & job search tips. (E)	10 9:30—11:30 Hidden Jobs Workshop Learn networking strategies to reach the hidden job market (C/D)	11 9-10:00 Presentation by SAIL 10-12:00 Individual appointments (B)	12 9:30-11:30 Resumes, Cover Letters & Applications Workshop (C/D)	13 9:30-11:30 Employer Panel Businesses TBD (E) 9:30-11:30 Resumes, Cover Letters & Applications Workshop (C/D)
16 10:00—11:30 CAREER CAFE! All Jobseekers Welcome <i>Coffee's on!</i> Network with other jobseekers. Bring your resume. Share job leads & job search tips. (E)	17 9:30-11:30 Hidden Jobs Workshop Learn networking strategies to reach the hidden job market (C/D)	18 Have a Disabling Condition? Trying to re-enter the workforce? Wondering how work would affect your benefits? 9-10:00 Presentation by SAIL 10-12:00 Individual appointments (B)	19 9:30-11:30 Self-Assessment for Career Exploration Via JobZone (B) Basic Computer Skills Required (B)	20 9:30-11:30 Steps up to STEM Workshop Thinking about a STEM career but have anxiety about science and math? Learn how we think and learn, STEM concepts and study tools & strategies (C/D)
23 10:00—11:30 CAREER CAFE! All Jobseekers Welcome <i>Coffee's on!</i> Network with other jobseekers. Bring your resume. Share job leads & job search tips. (E)	24 9:30-11:30 Skill Identification Workshop (Part 1) Learn to identify work, personal and transferable skills (C/D)	25 Individual Mock Interviews Call Jill at 743-0925 ext. 8869 to schedule your appointment (following attendance at the Interview Tips Workshop)	26 10:00-11:30 Employer Panel Businesses TBD (E) 9:30-11:30 Resumes, Cover Letters & Applications Workshop (C/D)	27 9:30-11:30 Steps up to STEM Workshop Thinking about a STEM career but have anxiety about science and math? Learn how we think and learn, STEM concepts and study tools & strategies (C/D)
30 There is nothing permanent except change ~ Greek proverb	Individual Mock Interviews Call Jill at 743-0925 ext. 8869 to schedule your appointment (following attendance at the Interview Tips Workshop)	Reservation required for workshops! Call us at 743-0925 or stop at the Reception Desk to reserve a seat. Watch for our calendar of events on www.thejoblink.org Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.		