

**WARREN COUNTY  
EMPLOYMENT & TRAINING ADMINISTRATION**

Chris A. Hunsinger  
Director

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**Warren County  
Human Services Committee**

**AGENDA**

**May 23, 2014 – 10:15 AM**

1. Consideration to Amend Budget to add Trade Adjustment Act Funding (Resolution Request Form 7 attached – Page 1)
2. Request Resolution for Transfer of Funds to cover overtime pay during program year (Resolution Request Form 10 attached – Page 2)
3. Consideration to Amend Budget for WIA Formula Funds (Resolution Request Form 7 attached – Page 3)
4. Consideration to Amend Budget for Summer Youth Program (Resolution Request Form 7 attached – Page 5)
5. Request Resolution Authorizing Contracts/Agreements with Saratoga County E&T and/or Washington County EOC for the operation of WIA Youth Program for the period 7/1/14-6/30/15 (attached – Page 7)
6. Request Resolution for Temporary Positions/Training Slots (attached – Page 7)
7. Request Permission to host meetings:
  - a. Summer Youth Orientation (Page 9)
  - b. Summer Youth Program Award Ceremony/Picnic (Page 10)
8. Review and Approval of WIB Budget (Page 11)
  - a. Resolution Request to Authorize the Chairman of the Board to execute related MOU cost allocation plan (CAP) for the period 7/1/13-6/30/14 (Page 12)
9. Request Resolution for Reappointments to the Saratoga-Warren-Washington Workforce Investment Board for the term 7/1/14-6/30/17 (Page 13 and 14).

<u>Name</u>	<u>Sector</u>	<u>Company/Agency</u>
Lynn Achershhoek	Community Agency	Warren-Hamilton Community Action
Scott Martel	Union	Local 773 Plumbers and Steamfitters

10. Request Resolution to Reduce contract rent (Resolution Request Form 20 attached – Page 15)
11. Old Business
12. New Business
13. 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: May 23, 2014**

(a) Purpose of Amendment: add federal funds to county budget to reimburse training for 7 dislocated workers through the Trade Adjustment Act

(b) Appropriation Code, Object Code, Full Title and Amount: 40.6293.0305 433 - WIA Dislocated Worker (Training-Client) \$4,531.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791- WIA Dislocated Worker - \$4,531.

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** Employment and Training Administration

**SIGNED:** Chris A. Hensing

**DATE:** May 23, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40.6293.0300.110	Workforce Invest Youth Salaries - Regular	40.6293.0300.120	Workforce Invest Youth Salaries - Overtime	\$ 1,600.

**Please state reason for transfers requested:** To cover overtime pay for Program Year 2013 which began July 1, 2013 and ends June 30, 2014.

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

**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. 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, 2014**

- (a) Purpose of Amendment: Add federal funds to county budget. Annual allocation of WIA Funds.
  
- (b) Appropriation Code, Object Code, Full 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  
23-May-14

**REVENUES**

40.6293.4791	Workforce Invest Act, WIA Program Year 2014	\$763,654.00
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**APPROPRIATIONS**

40.6293.0300 110	Workforce Invest Act, WIA, Workforce Investment - Adult - Salaries – Regular	\$70,900.00
40.6293.0300 200	Office Equipment	\$1,200.00
40.6293.0300 410	Office Supplies	\$2,000.00
40.6293.0300 411	Rent - Building/Property	\$17,100.00
40.6293.0300 433	Training - Client	\$95,168.00
40.6293.0300 810	Retirement	\$14,300.00
40.6293.0300 830	Social Security	\$5,500.00
40.6293.0300 860	Hospitalization	\$22,200.00
40.6293.0300 861	Retirees Hospitalization	\$5,900.00
40.6293.0305 110	Workforce Invest Act, WIA, Workforce Investment - Dislocated Work - Salaries – Regular	\$72,700.00
40.6293.0305 200	Office Equipment	\$1,300.00
40.6293.0305 410	Office Supplies	\$2,000.00
40.6293.0305 411	Rent - Building/Property	\$19,400.00
40.6293.0305 433	Training - Client	\$36,191.00
40.6293.0305 810	Retirement	\$18,600.00
40.6293.0305 830	Social Security	\$7,600.00
40.6293.0305 860	Hospitalization	\$29,500.00
40.6293.0305 861	Retirees Hospitalization	\$7,900.00
40.6293.0310 110	Workforce Invest Act, WIA, Workforce Investment - Youth - Salaries - Regular	\$80,000.00
40.6293.0310 130	Salaries - Part Time	\$71,000.00
40.6293.0310 200	Office Equipment	\$1,500.00
40.6293.0310 410	Office Supplies	\$2,000.00
40.6293.0310 411	Rent - Building/Property	\$22,800.00
40.6293.0310 433	Training - Client	\$12,023.00
40.6293.0310 470	Contract	\$19,500.00
40.6293.0310 810	Retirement	\$21,700.00
40.6293.0310 830	Social Security	\$6,400.00
40.6293.0310 860	Hospitalization	\$11,800.00
40.6293.0310 861	Retirees Hospitalization	\$7,200.00
40.6293.0313 110	Workforce Invest Act, WIA, Workforce Investment - WIA Admin. Salaries - Regular	\$34,900.00
40.6293.0313 200	Office Equipment	\$1,200.00
40.6293.0313 410	Office Supplies	\$1,000.00
40.6293.0313 411	Rent - Building/Property	\$7,200.00
40.6293.0313 470	Contract	\$15,242.00
40.6293.0313 810	Retirement	\$6,300.00
40.6293.0313 830	Social Security	\$2,200.00
40.6293.0313 860	Hospitalization	\$5,700.00
40.6293.0313 860	Retirees Hospitalization	\$2,600.00

# ***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, 2014**

- (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 110 - TANF Summer, Salaries - Regular - \$11,364; 40.6326 130 - TANF Summer, Salaries - Part Time - \$51,100; 40.6326 470 - TANF Summer, Contract - \$7,500; 40.6326 830 - TANF Summer, Social Security - \$4,750; 40.6326 860 - TANF Summer, Hospitalization - \$1,800.
  
- (c) Revenue Code (with title), and Amount: 40.6326 4786- TANF Summer - \$76,514.

# ***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, 2014**

- (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 7/1/14-6/30/15 and may be renewed yearly as approved by Saratoga E&T.
  
- (c) Previous Resolution Number: 336 of 2013

# **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, 2014**

- (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 7/1/14-6/30/15. (see attached Schedule A)
  
- (c) Previous Resolution Number: 337 of 2013

**SCHEDULE "A"**  
**Temporary Positions/Training Slots**  
**7/1/14-6/30/15**

<b>EST. NO. OF JOBS/TRAINING SLOTS</b>	<b>TITLE</b>	<b>DEPT.</b>	<b>ALLOWANCES/WAGES</b>
<b>Title I – Adult</b> 50 Training slots	N/A	WIA-Adult	Training stipend per approved job training plan/WIB policies. *
<b>Title I – Dislocated Workers</b> 50 Training slots	N/A	WIA-DW	See below*
<b>Trade Act Programs</b> Training slots (per DOL)	Aides	Trade Act	See below*
<b>Title I - Youth Employment Programs</b> 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***
Work Crew Supervisor	Aide	WIA-Youth	See below****
<b>Summer TANF</b> 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.

\*\*\$8.005/hr. for public/non profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

\*\*\*\$8.00/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.

\*\*\*\*\$14.00/hr. for temporary, Part-time Work Crew Supervisor. Subject to availability of funds, identification of eligible youth appropriate amount of work.

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, trade act funds or other similar funding made available to the county by the NYS Dept. of Labor for workforce related activities.

# Warren County Request to Host Meeting or Conference

**Name of Department:** Employment & Training

**Name of Meeting/Conference:** Summer Youth Employment Program Orientation

**Date:** two days late June/early July 2014

**Location:** ETA Office

**Purpose:** Summer youth employment program orientation with youth (pizza & soda)

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

**Phone No.:** 824-8867

**Number of People attending:**

3 County Employees

State Employees

Volunteers

40 - 60 Others (specify) youth employees/participants

**Cost to County (please include amounts):**

Room rental \$

Food/beverage \$ 300 est.

Supplies \$ 100 est.

Other (specify) \$

**Total Cost:** \$ 400 est. – all grant funds

**Dept Head Approval:**

Chris A. Hunsinger  
Signature

MAY 23, 2014  
Date:

**Committee Chairman Approval:**

Edna A. Tracie  
Signature

5/23/14  
Date

# Warren County Request to Host Meeting or Conference

**Name of Department:** Employment and Training

**Name of Meeting/Conference:** 2014 Summer Youth Awards Ceremony/Picnic

**Date:** 8/24/14 (estimated date, subject to availability)

**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:**

Chris A. Hensinger  
Signature

MAY 23, 2014  
Date:

**Committee Chairman Approval:**

Edna A. Trasee  
Signature

5/23/14  
Date

Saratoga-Warren-Washington  
Workforce Investment Board

	<u>PY '13</u>	<u>PY '14</u>
<b>WIB Budget - final Draft</b>		
Salaries	\$ 58,000	\$ 58,000
Exec. Director	\$ 29,000	
Assoc. Exec. Dir.	\$ 29,000	
Benefits	\$ 4,437	\$ 4,437
WIB Staff memberships/Educ.	\$ 2,800	\$ 2,800
Mileage	\$ 5,000	\$ 5,000
Phone/PC Broadband	\$ 600	\$ 600
Office Exp, Postage,Supp.	\$ 3,600	\$ 3,600
Equipment	\$ 1,600	
Meetings	\$ 2,500	\$ 3,100
Marketing	\$ 3,000	\$ 4,000
Miscellaneous	\$ 1,500	\$ 1,500
Admin Fee	\$ 7,745	\$ 7,745
Rent	\$ 3,618	\$ 3,618
Video bridge maintenance	\$ 500	\$ 500
<b>Total Expenses</b>	<b>\$ 94,900</b>	<b>\$ 94,900</b>

**NOTE:**

PY '13: July 1, 2013 - June 30, 2014

PY '14: July 1, 2014 - June 30, 2015

# ***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, 2014**

- (a) Purpose of Request: Request resolution authorizing the following:
  - 1. Approval of the WIB budget for the period 7/1/14-6/30/15
  - 2. The chairman to execute the SWW WIB MOU cost allocation plan (CAP) for the period 7/1/14-6/30/15
  
- (b) Details: The MOU for the SWW workforce area covers the period 7/1/13 and is ongoing until modified with new WIB budgets and MOU cost allocation plans to be approved annually. The cost to Warren County E&T for any given year's CAP is paid from federal funds provided for such purpose and will not exceed the amount identified in the cost allocation plan.
  
- (c) Previous Resolution Number: 278 of 2013

## ***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 and Training Administration**

**DATE: May 23, 2014**

- (a) Name of Appointee: Lynn Achershoeck
- (b) Is this a Reappointment? yes      If so, please provide the Resolution No. which authorized the last appointment of this individual June 17, 2011
- (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 Partner Agency, Warren-Hamilton Community Action Agency
- (e) Address of Appointee: P.O. Box 968, 190 Maple Street, Glens Falls, NY 120801
- (f) Title of Appointment: Saratoga-Warren-Washington Counties Workforce Investment Board
- (g) Effective Date of Appointment: July 1, 2014
- (h) Termination Date of Appointment: June 30, 2017
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement: term expired

## ***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 and Training Administration**

**DATE: May 23, 2014**

- (a) Name of Appointee: Scott Martel
- (b) Is this a Reappointment? yes      If so, please provide the Resolution No. which authorized the last appointment of this individual June 17, 2011
- (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 Local 773 Plumbers and Steamfitters
- (e) Address of Appointee: PO Box 1343, South Glens Falls, NY 12803
- (f) Title of Appointment: Saratoga-Warren-Washington Counties Workforce Investment Board
- (g) Effective Date of Appointment: July 1, 2014
- (h) Termination Date of Appointment: June 30, 2017
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement: term expired

# **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 Administration**

**DATE: May 23, 2014**

- (a) Purpose of Request: **Reduce contract rent by \$548.06**
- (b) Details: **On March 12, 2014, there was a significant roof leak resulting in the loss of space and the discovery of mold in our leased office space in Northway Plaza. A subsequent event on March 31 resulted in the temporary relocation of staff to the Human Services Building on April 14, 2014. The New York State Department of Labor has received an offset in rent from the landlord and has extended 20% of the reduction (\$548.06) to Warren County until such time the offset is lifted by the Office of General Services.**
- (c) Previous Resolution Number: **206 of 2010 and 802 of 2009**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **40 6293 4791 WIA**

**Sample: A.8021 470 Planning & Community Development – Contract**

**\* as listed in budget and LOGOS**