

Human Services Committee
Department of Employment and Training
AGENDA
May 22, 2015

Committee Members: *Edna A. Fraiser, Chair; Daniel J. Girard, Matthew D. Sokol, Evelyn Wood, Ron Vanselow, James Brock, Rachel E. Seeber*

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Request to Amend County Budget to add Funding for the Summer Youth Program
Rationale: Warren County was awarded \$82,916 from the State of New York under Temporary Assistance for Needy Families (TANF) to operate this program.
 2. Request Resolution Authorizing Contracts/Agreements with Saratoga County E&T and/or Washington County EOC for the operation of WIOA Youth Program for the period 7/1/15-6/30/16
Rationale: Federal regulations require that the youth program be operated under contract. Saratoga County issues a contract each year for operation of the year-round youth program administered by Employment and Training.
 3. Request to Host Meeting or Conference – Youth Orientation June 29 & 30
Rationale: Every summer we have an orientation for the in-coming summer youth, the request is for materials and lunch.
 4. Request to Host Meeting or Conference – Summer Youth Award Ceremony and Picnic
Rationale: Every summer we hold an award ceremony and picnic to acknowledge participants in the summer work program. This year it is scheduled for August 13 at the Crandall Park Pavilion.
 5. Resolution Request to Authorize the Chairman of the Board to execute related MOU cost allocation plan (CAP) for the period 7/1/14-6/30/15
Rationale: The existing agreement is ongoing until modified with a new budget and cost allocation plan. The cost to Warren County is paid from federal funds provided for such purpose and will not exceed the amount identified in the cost allocation plan.
 6. Request Resolution for Temporary Positions/Training Slots
Rationale: This annual resolution authorizes temporary positions of employment and training subject to policies, procedures and regulations.
- IV. Referral/Pending Items
 1. No outstanding items

- V. Information for Discussion/Review
 - 1. Office space update – nothing to report
 - 2. WIOA Update

- VI. Privilege of the Floor to discuss any additional items to come before the Committee

- VII. Motion to adjourn

Attachments:

- 1. Resolution Request Form No. 7, Request to Amend County Budget Page 3
- 2. Resolution Request Form 20, Year-round Youth Program Page 4
- 3. Request to Host Meeting or Conference, Youth Orientation Page 5
- 4. Request to Host Meeting or Conference, Youth Award Ceremony Page 6
- 5. Resolution Request Form 20, MOU and WDB Budget Page 7
- 6. Request Resolution for Temporary Positions/Training Slots Page 9

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 22, 2015

(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 - \$9,000; 40.6326 130 - TANF Summer, Salaries - Part Time - \$58,500; 40.6326 410 TANF Summer, Supplies - \$250; 40.6326 470 - TANF Summer, Contract - \$7,500; 40.6326 TANF Summer, Retirement - \$1,700; 40.6326 830 - TANF Summer, Social Security - \$4,186; 40.6326 831 - TANF, Medicare - \$980; 40.6326 860 - TANF Summer, Hospitalization - \$800.

(c) Revenue Code (with title), and Amount: 40.6326 4786- TANF Summer - \$82,916.

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 22, 2015

- (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 our year-round youth program under the Workforce Innovation Opportunity Act.

- (b) Details: This will allow Warren County to continue to operate the year-round youth program services for the period 7/1/15-6/30/16 and may be renewed yearly as approved by Saratoga E&T.

- (c) Previous Resolution Number: 310 of 2014

Warren County Request to Host Meeting or Conference

Name of Department: Employment & Training

Name of Meeting/Conference: Summer Youth Employment Program Orientation

Date: June 29 and 30, 2015 (scheduled)

Location: Human Services Building

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. Hunsy
Signature

5-22-15
Date:

Committee Chairman Approval:

Edna A. Traxier
Signature

5/22/15
Date

Warren County Request to Host Meeting or Conference

Name of Department: Employment and Training

Name of Meeting/Conference: 2015 Summer Youth Awards Ceremony/Picnic

Date: 8/13/15 (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. Henshaw
Signature

5.22.15
Date:

Committee Chairman Approval:

Edna A. Fraser
Signature

5/22/15
Date

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 22, 2015

- (a) Purpose of Request: Request resolution authorizing the following:
 - 1. Approval of the WIB budget for the period 7/1/15-6/30/16
 - 2. The chairman to execute the SWW Workforce Development Board MOU cost allocation plan (CAP) for the period 7/1/15-6/30/16.

- (b) Details: The MOU for the SWW workforce area covers the period beginning 7/1/14 and is ongoing until modified with a new budget and cost allocation plan. 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: 311 of 2014

Saratoga-Warren-Washington
Workforce Development Board

Budget		PY '13	PY '14	PY '15
Salaries*		58,000	58,000	60,000
	Exec. Director \$ 30,000.00			
	Assoc. Exec. Dir. \$ 30,000.00			
Benefits		4,437	4,437	4,590
WIB Staff memberships/Educ.		2,800	2,800	2,800
Mileage		5,000	5,000	5,000
Phone/PC Broadband		600	600	600
Office Exp, Postage, Supp.		3,600	3,600	3,600
Equipment		1,600	0	1,200
Meetings		2,500	3,100	3,100
Marketing		3,000	4,000	4,000
Miscellaneous		1,500	1,500	1,500
Admin Fee		7,745	7,745	7,745
Rent		3,618	3,618	3,618
Video bridge maintenance		500	500	0
Total Expenses		\$94,900	\$94,900	\$97,753

* \$30.364/hr @ 988 hrs./yr each (19 hrs./wk)
Previously 29.352/hr

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 22, 2015

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

- (b) Details: To establish training slots and related expenses for employment and training programs for the period 7/1/15-6/30/16 (see attached Schedule A).

- (c) Previous Resolution Number: 312 of 2014

SCHEDULE "A"
Temporary Positions/Training Slots
7/1/15-6/30/16

EST. NO. OF JOBS/TRAINING SLOTS	TITLE	DEPT.	ALLOWANCES/ WAGES
Title I – Adult			
50 Training slots	N/A	WIOA-Adult	Training stipend per approved job training plan/WDB policies. *
Title I – Dislocated Workers			
50 Training slots	N/A	WIOA-D/W	See below*
Trade Act Programs			
Training slots (per DOL)	Aides	Trade Act	See below*
Title I - Youth Employment Programs			
10 Training slots	N/A	WIOA-Youth	See below*
10 Jobs - in school youth	Aides	WIOA-Youth	See below**
30 Jobs – out of school youth	Aides	WIOA-Youth	See below***
Work Crew Supervisor	Aide	WIOA-Youth	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 WIOA and WDB approved policies. Subject to availability of funds.

** \$8.75/hr. for public/non profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

*** \$8.75/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 and 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.