

Human Services Committee  
Department of Employment and Training  
AGENDA  
June 1, 2016

Committee Members: *Matthew D. Sokol, Chair; Matthew J. Simpson, Rachel E. Seeber, Edna A. Fraiser, John F. Strough, Ron Vanselow, Peter V. McDevitt, Matthew MacDonald, and Claudia K. Braymer.*

- 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 annual formula funds  
Rationale: Warren County has been awarded \$632,849 under the Workforce Investment and Opportunity Fund (WIOA) for Program Year 2016 for workforce development. ~~WIOA is replacing the Workforce Investment Act and a new account needs to be added.~~
  2. Request to Amend County Budget to add Funding for the Summer Youth Program  
Rationale: Warren County was awarded \$82,916<sup>85,705</sup> from the State of New York under Temporary Assistance for Needy Families (TANF) to operate this program.
  3. Request to Amend County Budget to add Trade Adjustment Act Funding  
Rationale: Workers who are dislocated due to foreign competition are eligible for training funds to learn a new occupation. Additional funding has been awarded to one student to continue training. Warren County acts as a pass-through for these federal funds.
  4. Request Resolution for Temporary Positions/Training Slots  
Rationale: This annual resolution authorizes temporary positions of employment and training subject to policies, procedures and regulations.
  5. 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 7/1/16-6/30/17  
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.
  6. 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.

7. 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 youth program. This year it is scheduled for August 18 at the Crandall Park Pavilion.
8. Request to Reappoint Two Members to the Saratoga-Warren-Washington Workforce Development Board  
Rationale: Two member's terms expire on June 30 and both wish to be re-appointed.

IV. Referral/Pending Items

1. No outstanding items

V. Information for Discussion/Review

1. Workforce Development Board Meeting – June 14, 2016 9<sup>th</sup> Floor, 333 Glen Street, Glens Falls 3 – 5 PM

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 No. 7, Request to Amend County Budget | Page 5  |
| 3. Resolution Request Form No. 7, Request to Amend County Budget | Page 6  |
| 4. Request Resolution for Temporary Positions/Training Slots     | Page 7  |
| 5. Resolution Request Form 20, Year-round Youth Program          | Page 9  |
| 6. Resolution Request Form 20, MOU and WDB Budget                | Page 10 |
| 7. Request to Host Meeting or Conference, Youth Orientation      | Page 12 |
| 8. Resolution Request Form No. 1, Reappoint Vandra Dagles        | Page 13 |
| 9. Resolution Request Form No. 1, Reappoint Karen Winne          | Page 14 |
| 10. Certificate of Appointment 08-2015                           | Page 15 |

## ***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: June 1, 2016**

- (a) Purpose of Amendment: Amend county budget to add annual allocation of federal Workforce Investment and Opportunity Act Funds for program year 2016 – WIOA Title I Program.
  
- (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

1-Jun-16

**REVENUES**

40.6293.4791	Program Year 2016 WIOA Title I Program		<b>Totals</b>
			\$632,849
40.6293.0300 4791	Program Year 2016 WIOA Title I Program - Adult	\$202,906	
40.6293.0305 4791	Program Year 2016 WIOA Title I Program - Dislocated Worker	\$155,205	
40.6293.0310 4791	Program Year 2016 WIOA Title I Program - Youth	\$211,269	
40.6293.0313 4791	Program Year 2016 WIOA Title I Program - Admin	\$63,469	

**APPROPRIATIONS**

	Program Year 2016 WIOA Title I Program - Adult		\$202,906
40.6293.0300 110	Salaries – Regular	\$83,000	
40.6293.0300 200	Office Equipment	\$1,500	
40.6293.0300 400	Office Supplies	\$16,656	
40.6293.0300 401	Rent - Building/Property	\$21,900	
40.6293.0300 433	Training - Client	\$32,000	
40.6293.0300 810	Retirement	\$12,200	
40.6293.0300 830	Social Security	\$5,150	
40.6293.0300 831	Medicare Contribution	\$1,200	
40.6293.0300 860	Hospitalization	\$22,600	
40.6293.0300 861	Retirees Hospitalization	\$6,700	
	Program Year 2016 WIOA Title I Program - Dislocated Worker		\$155,205
40.6293.0305 110	Salaries – Regular	\$67,000	
40.6293.0305 200	Office Equipment	\$1,200	
40.6293.0305 400	Office Supplies	\$11,175	
40.6293.0305 401	Rent - Building/Property	\$16,100	
40.6293.0305 433	Training - Client	\$18,000	
40.6293.0305 810	Retirement	\$11,800	
40.6293.0305 830	Social Security	\$4,150	
40.6293.0305 830	Medicare Contribution	\$980	
40.6293.0305 860	Hospitalization	\$19,000	
40.6293.0305 861	Retirees Hospitalization	\$5,800	
	Program Year 2016 WIOA Title I Program - Youth		\$211,269
40.6293.0310 110	Salaries - Regular	\$58,000	
40.6293.0310 130	Salaries - Part Time	\$64,000	
40.6293.0310 200	Office Equipment	\$1,500	
40.6293.0310 400	Office Supplies	\$19,569	
40.6293.0310 401	Rent - Building/Property	\$12,000	
40.6293.0310 433	Training - Client	\$8,000	
40.6293.0310 470	Contract	\$14,800	
40.6293.0310 810	Retirement	\$11,800	
40.6293.0310 830	Social Security	\$7,600	
40.6293.0310 830	Medicare Contribution	\$1,800	
40.6293.0310 860	Hospitalization	\$7,100	
40.6293.0310 861	Retirees Hospitalization	\$5,100	
	Program Year 2016 WIOA Title I Program - Admin		\$63,469
40.6293.0313 110	Salaries - Regular	\$32,000	
40.6293.0313 200	Office Equipment	\$1,100	
40.6293.0313 400	Office Supplies	\$3,819	
40.6293.0313 401	Rent - Building/Property	\$7,800	
40.6293.0313 810	Retirement	\$6,300	
40.6293.0313 830	Social Security	\$1,950	
40.6293.0313 830	Medicare Contribution	\$500	
40.6293.0313 860	Hospitalization	\$7,200	

# ***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: June 1, 2016**

(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 - \$12,500; 40.6326 130 - TANF Summer, Salaries - Part Time - \$47,760; 40.6326 410 TANF Summer, Supplies - \$303; 40.6326 470 - TANF Summer, Contract - \$16,500; 40.6326 TANF Summer, Retirement - \$2,325; 40.6326 830 - TANF Summer, Social Security - \$3,740; 40.6326 831 - TANF, Medicare - \$875; 40.6326 860 - TANF Summer, Hospitalization - \$1,700.

(c) Revenue Code (with title), and Amount: 40.6326 4786- TANF Summer - \$85,703.

## ***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: June 1, 2016**

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

(b) Appropriation Code, Object Code, Full Title and Amount: 41.6293.0305 433 - WIOA Dislocated Worker (Training-Client) \$11,517.

(c) Revenue Code (with title), and Amount: 41.6293.0305 4791 - WIOA Dislocated Worker - \$11,517.

# ***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: June 1, 2016**

- (a) Purpose of Request: Annual 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 7/1/16-6/30/17 (see attached Schedule A).
  
- (c) Previous Resolution Number: 304 of 2015

**SCHEDULE "A"**  
**Temporary Positions/Training Slots**  
**7/1/16-6/30/17**

EST. NO. OF JOBS/TRAINING SLOTS	TITLE	DEPT.	ALLOWANCES/ WAGES
<b>Title I – Adult</b>			
60 Training slots	N/A	WIOA-Adult	Training stipend per approved job training plan/WDB policies. *
<b>Title I – Dislocated Workers</b>			
60 Training slots	N/A	WIOA-D/W	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	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****
<b>Summer TANF</b>			
50 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.

\*\* \$9.00/hr. for public/non profit sector worksites. Maximum up to entry-level wage rate for individual private sector worksite placements.

\*\*\* \$9.00/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.

\*\*\*\* \$15.00/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.

## ***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: June 1, 2016**

- (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 7/1/16 - 6/30/17 and may be renewed yearly as approved by Saratoga E&T.
  
- (c) Previous Resolution Number: 302 of 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: June 1, 2016**

- (a) Purpose of Request: Request resolution authorizing the following:
  - 1. Approval of the WIB budget for the period 7/1/16 - 6/30/17
  - 2. The chairman to execute the SWW Workforce Development Board MOU cost allocation plan (CAP) for the period 7/1/16 - 6/30/17.
  
- (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: 303 of 2015

**WIB Budget - proposed**

PY '16 (7/1/16-6/30/17)

	PY '13	PY '14	PY '15	Proposed PY '16
Salaries*	58,000	58,000	60,000	\$60,000
Exec. Director \$	30,000.00			
Assoc. Exec. Dir. \$	30,000.00			
Benefits	4,437	4,437	4,590	\$4,590
WIB Staff memberships/Educ.	2,800	2,800	2,800	\$2,900
Mileage	5,000	5,000	5,000	\$5,000
Phone/PC Broadband	600	600	600	\$600
Office Exp, Postage,Supp.	3,600	3,600	3,600	\$3,600
Equipment	1,600	0	1,200	\$1,400
Meetings	2,500	3,100	3,100	\$3,000
Marketing	3,000	4,000	4,000	\$3,800
Miscellaneous	1,500	1,500	1,500	\$1,500
Admin Fee	7,745	7,745	7,745	\$7,745
Rent/insurance	3,618	3,618	3,618	\$3,500
Video bridge maintenance	500	500	0	\$0
<b>Total Expenses</b>	<b>94,900</b>	<b>94,900</b>	<b>97,753</b>	<b>\$97,635</b>

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

# Warren County

## Request to Host Meeting or Conference

**Name of Department:** Employment and Training

**Name of Meeting/Conference:** 2016 Summer Youth Awards Ceremony/Picnic

**Date:** 8/18/16 (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

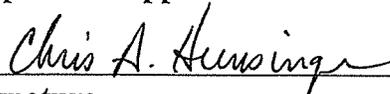
Food/beverage \$ 200.00 est.

Supplies \$ 300.00 est.

Other (specify) \$

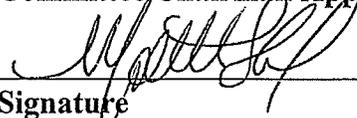
**Total Cost:** \$ 500.00 est.

**Dept Head Approval:**

  
\_\_\_\_\_  
Signature

June 1, 2016  
\_\_\_\_\_  
**Date:**

**Committee Chairman Approval:**

  
\_\_\_\_\_  
Signature

June 1, 2016  
\_\_\_\_\_  
**Date**

## ***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: June 1, 2016**

- (a) Name of Appointee: Vandra C. Dagles
- (b) Is this a Reappointment? yes      If so, please provide the Resolution No. which authorized the last appointment of this individual CA08 2015
- (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 Glens Falls National Bank and Trust Company
- (e) Address of Appointee: 250 Glen Street, Glens Falls, NY 12801
- (f) Title of Appointment: Saratoga-Warren-Washington Counties Workforce Development Board
- (g) Effective Date of Appointment: July 1, 2016
- (h) Termination Date of Appointment: June 30, 2019
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement: Term expires on June 30, 2016.

## ***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: June 1, 2016**

- (a) Name of Appointee: Karen Winne
- (b) Is this a Reappointment? YES If so, please provide the Resolution No. which authorized the last appointment of this individual CO08 2015
- (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 Unicore Technical Materials
- (e) Address of Appointee: 9 Pruyn's Island Drive, Glens Falls, NY 12801
- (f) Title of Appointment: Saratoga-Warren-Washington Counties Workforce Development Board
- (g) Effective Date of Appointment: July 1, 2016
- (h) Termination Date of Appointment: June 30, 2019
- (i) Name of Person Being Replaced (if applicable): N/A
- (j) Reason for Replacement: Term expires on June 30, 2016.

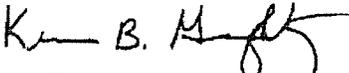
# Warren County Board of Supervisors

## CERTIFICATE OF APPOINTMENT

I, KEVIN B. GERAGHTY, Chairman of the Warren County Board of Supervisors, pursuant to the power vested in me, DO HEREBY APPOINT, the following named persons as members of the Saratoga-Warren-Washington Counties Workforce Development Board, for the term set opposite their name:

<u>NAME</u>	<u>SECTOR/AFFILIATION</u>	<u>TERM</u>
Lynn Achershoeck	Warren-Hamilton Community Action Agency	8/21/15 - 6/30/17
John Wheatley	Economic Development Corporation, Warren County, New York	8/21/15 - 6/30/18
Peter Aust	Adirondack Regional Chamber of Commerce	8/21/15 - 6/30/18
Vandra C. Dagles	Glens Falls National Bank & Trust Co.	8/21/15 - 6/30/16
Scott Martel	Local 773 Plumbers & Steamfitters	8/21/15 - 6/30/17
Mike Perez	Angiodynamics	8/21/15 - 6/30/18
Tracey Riley	Finch Paper, LLC	8/21/15 - 6/30/18
Karen Winne	Unicore Technical Materials	8/21/15 - 6/30/16
Leza Wood	SUNY - Adirondack	8/21/15 - 6/30/17

Dated: August 21, 2015

  
KEVIN B. GERAGHTY, CHAIRMAN  
Warren County Board of Supervisors