

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
1340 STATE ROUTE
LAKE GEORGE, NEW YORK 12845
TEL: (518) 761-6347 ♦ FAX: (518) 761-6344

HUMAN SERVICES COMMITTEE MEETING
OFFICE FOR THE AGING AGENDA
Thursday, September 22, 2016 9:00am

Committee Members: Chairman Matt Sokol, Ron Vanselow, Rachel Seeber, Edna Frasier, John Strough, Peter McDevitt, Matthew MacDonald, Claudia Braymer, Matthew Simpson

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda
 1. **Request:** Increase 2016 contract for legal services with Clements firm in the amount of \$5,000.
Rationale: To continue to provide legal services to our population as a result of increased demand and complexity of the current cases we have.
 2. **Request:** Permission for Deanna Park to attend the Leadership Institute conference for Directors and Commissioners, from October 18-October 20, 2016 in Saratoga Springs, NY, at a cost of \$265.00.
Rationale: This is a good networking opportunity and learning experience.
 3. **Request:** Permission for RoseAnn O'Rourke to attend the NYS Aging Services Conference in Corning, NY, October 27-28th. Conference cost is \$145 and room rate is \$121.00.
Rationale: This is a good networking opportunity and learning experience.
 4. **Request:** Permission for Catherine Keating to attend the NYS Aging Services Conference in Corning, NY, October 27-28th. Conference cost is \$125.00 and room rate is \$121.00.
Rationale: This is a good networking opportunity and learning experience.
 5. **Request:** Permission for Susan Dornan to attend the NY Connects/NWD Regional Training in Latham, NY on November 15th. There is no cost for this training.
Rationale: This is a mandatory training for the NY Connects program.
- IV. Referral/pending items- N/A
- V. Information for Discussion/Review -
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: OFA

DATE: September 9, 2016

- (a) Purpose of Contract Change: **To increase 2016 contract for legal services due to increased demand and complexity of current cases**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **60 of 2016**
- (c) Name of Contractor: **Clements Firm**
- (d) Address of Contractor: **333 Glen Street, Suite 202, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **Tom Clements 745-0978**
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension:
- (h) Payment Provisions:
 - i) lump sum amount **\$5,000**
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (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: A6778 440 Comm Serv Elderly Warr- Legal Fees**

**Sample: A.1010 470 Legislative Board – Contract Sxx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx**

*as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION No. 118 OF 2016

Resolution introduced by Supervisors Sokol, Simpson, Seeber, Frasier, Strough, Vanselow, McDevitt, MacDonald and Braymer

AUTHORIZING AGREEMENTS CONTINUING CONTRACTUAL RELATIONSHIP FOR COMMUNITY SERVICES FOR THE ELDERLY PROGRAM WITHIN WARREN AND HAMILTON COUNTIES UNDER THE COMMUNITY SERVICES PROGRAM FOR THE OFFICE FOR THE AGING

RESOLVED, that Warren County continue the contractual relationships, (the previous contracts being authorized by Resolution No. 130 of 2015), with the various private and business agencies listed in Schedule "A", attached hereto, to provide Community Services for the elderly residents within Warren and Hamilton Counties, for amounts not to exceed the respective amounts set forth in Schedule "A" for a total program amount not to exceed Sixty-Six Thousand Seventy-Three Dollars (\$66,073), for a term commencing April 1, 2016, and terminating March 31, 2017, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreements in the form approved by the County Attorney, and be it further

RESOLVED, that unless there should be a material change in contract terms or provisions, a change in amount of contract or a change or addition of a new contractor/agency, a further Board resolution will not be necessary for the Chairman of the Board of Supervisors to execute new contracts and/or continue the contracts in future years for one year terms, provided appropriations for such contracts are made in the Office for the Aging budget and the Department Head recommends continuation of said contracts, and said agreements shall automatically terminate upon the termination of State or Federal funding available for such contract purposes.

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 Deanna Park
(Supervisory Committee) (Employee Name)

to attend Leadership Institution Conference for Directors & Commissioners
(Name of meeting or organization)

at Embassy Suites, Saratoga Springs, NY 12866
(Address)

on October 18th - 20th 2016. Mode of transportation to be used personal vehicle
(Dates) (County Vehicle or Mass Transportation)

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

I will drive my own vehicle, at no additional expense to the County.

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: 9/19/2014

[Signature]
Department Head Signature

Date: September 22, 2016

[Signature]
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**

error *****

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.



Leadership Institute Tuesday, October 18 - Thursday, October 20 Embassy Suites, Saratoga Springs

Institute Invitation to AAA Directors & Commissioners 9/6/16, Subject to change

Directors and Commissioners from all corners of the State convene to advance aging issues and develop public policy objectives at our annual Leadership Institute. The Institute consistently attracts over 70% of the AAAs – *a tribute to the power of the collective voice of our membership!*

Attendance

Each year during Institute, the Directors vote on the attendance policy for the following year. Per the last vote, attendance for 2016 is restricted to one person per county, and Directors/Commissioners of the AAA that are current members of Aging NY. Requests for substitutions (attendees other than Director/Commissioner of the AAA) will be reviewed by the Executive Committee. Please mail your request to Aging NY or e-mail to karen@agingny.org by September 30th and it will be reviewed by the Committee.

If you have suggestions for discussion topics please send them to karen@agingny.org by September 30th.

Agenda

See separate Agenda document on our Leadership Institute webpage. You must be logged into our website to see this private members-only content.

Two Events in One!

Association Annual Meeting: The first half of the Institute is dedicated to Association business, critical aging issues, the Annual Meeting, and Election of the Board of Directors. Gain valuable insight from your fellow AAA Directors on policy issues confronting you.

NYSOFA Forum: NYSOFA Acting Director Greg Olsen will join us for a portion of the Institute. Seize the opportunity to discuss critical aging issues with NYSOFA management.

Meeting Location

Embassy Suites by Hilton
86 Congress St, Saratoga Springs, NY 12866
(518) 290 - 9090
<http://embassysuites.hilton.com/>

Institute Deadline Dates

October 1 - Deadline for on-line Registration and to make your hotel reservations at "AAG" group rate
October 4 - Deadline for Institute cancellation (see policy below)
24 hrs. - Overnight Room Cancellations must be received by the hotel 24 hours prior to arrival.



Leadership Institute Tuesday, October 18 - Thursday, October 20 Embassy Suites, Saratoga Springs

Rates & Fees

Embassy Suites Hotel Rate \$124 per day single

Association on Aging in NY - Event Registration Rates (*choose one*)

Option 1: Full Institute 2.5 day conference: \$265 (*does not include hotel overnight fee*)
Includes registration fee and all conference meal functions. Dinner Wednesday is "on your own".

Option 2: One-day Tuesday only conference: \$150
Includes registration fee, lunch and dinner Tuesday

Option 3: One-day Wednesday only conference: \$115
Includes registration fee, breakfast and lunch Wednesday. Dinner Wednesday is "on your own".

Note: the difference in rate has to do with the meal costs. Essentially, everyone is paying the same "registration fee" to the Association. (As well as the same meal cost)

2-step Registration Process:

Step 1: Event Registration - On-line registration can be accessed from the Members only section of our web site at: <http://www.agingny.org/EducationEvents/LeadershipInstitute>. Register by October 1. Note: you must login into our website as a member to view this content.

Step 2: Hotel Reservations – Call the hotel to reserve your overnight accommodations. When you call, you must mention our group: "AAG - Association on Aging Leadership Institute". For reservations call (518) 290-9090

IMPORTANT!

Tax Exempt & County Voucher Payment Procedure. If you will be using a county voucher as payment for your overnight room – the voucher form must be submitted to the Embassy Suites by Hilton on your arrival. It is important to note that this property requires a credit card to guarantee your room, and you must supply your tax exempt form on arrival as well. If the voucher payment is not received within 30 days, (Nov. 18) charges will be posted to the credit card on file.

Terms and Cancellation Policy

Due to monetary commitments made for registered attendees, we cannot provide refunds or cancellations received after October 4, 2016 (two weeks in advance). Your cancellation must be in writing or via email to: karen@agingny.org. All refunds will be subject to a \$30 processing fee. No-shows will be billed. Note: Please contact the Embassy Suites by Hilton directly at (518) 290-9090 in the event that you need to cancel your room reservations. Aging NY is not responsible for overnight room commitments made by meeting attendees.

More Info: Karen Thornton, Association on Aging in NY (518) 449-7080 ext. 11





Association on Aging in New York

272 Broadway
Albany, NY 12204-2717
Ph. 518-449-7080
Fax 518-449-7055
www.agingny.org

(Re-issued 8/31/16)
ELECTIONS BALLOT

for 2017-2018 Elections

Board of Directors - Association on Aging in New York

Please fax to (315) 946-5649 by Monday, October 10th-at 5:00 pm

Below you will find a ballot for elections for the two-year term of January 1, 2017 to December 31, 2018. The following individuals submitted a Nominations Form declaring their interest in running for the Board. The Bylaws & Nominations Committee reviewed the submissions and the slate of nominees was approved by the Board of Directors. Each AAA member agency gets one vote for elections. The elected Board members will be announced at the October 18-20, 2016 Leadership Institute.

Your Name: _____

Name of your AAA: _____

Please provide your name and AAA in order for the ballot to be counted (to ensure one vote per AAA) – your form is confidential, only viewed by the Nominations Chair.

Officers:

Treasurer (mark one) Andrea Fettinger (Fulton)

Secretary (mark one) Julie Allen Aldrich (Monroe)

At-large board seats: There are a total of 6 At-Large Member slots available on the Board of Directors. We received 5 nominations, 3 for re-election and two new candidates. Please vote those members you wish to join the Board of Directors as At-Large Members.

Re-election of existing Board members

Patricia Sheehy (Putnam)

Cathy MacKay (Cattaraugus)

Ann Marie Maglione (Orange)

New Board nominees:

Rebecca Preve (Franklin)

Terry McGee Ward (Greene)

Attn: Penny Shockley, Director, Wayne County Department for Aging & Youth

Please Fax to (315) 946-5649

By Monday, October 10

Leadership Institute Agenda

October 18 – 20, 2016

Wednesday continued.....

| | |
|---------------------|---|
| 10:30 am – 11:00 am | Morning Break with Sponsors |
| 11:00 am – 12:00 pm | NYSOFA Forum, continued |
| 12:00 pm – 1:00 pm | Institute Luncheon |
| 1:00 pm – 3:00 pm | Round table session # 2 |
| 3:00 pm – 3:30 pm | Afternoon Break with Sponsors |
| 3:30 pm – 5:00 pm | Statewide Advocacy Planning Session for AAAs Rebecca Marino, Lobbyist for Aging NY |
| 5:00 pm | Free Time Member Dinner - "On Your Own" |
| | |

Thursday, October 20, 2016

| | |
|--------------------|--|
| 7:45 am – 8:45 am | Institute Breakfast |
| 9:00 am – 10:30 am | Wrap-up – Discuss results of Roundtables with Greg Olsen (tentative) |
| 10:30 am | Leadership Institute Concludes |

Thursday, October 20, 2016

| | |
|-----------------|----------------------------|
| 10:30 am – Noon | Board Meeting (Board Only) |
|-----------------|----------------------------|



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 RoseAnn O'Rourke *+ Catherine Reating*
(Supervisory Committee) (Employee Name)

to attend The NYS Aging Services Conference, "The Art of Aging Successfully"
(Name of meeting or organization)

at Radisson Hotel Corning, 125 Denison Pkwy E., Corning, NY 14830
(Address)

on October 27th & 28th 2016. 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:

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 \$ 121.00 GSA* Rate \$ _____
- Meal costs - GSA* per diem rate \$ _____

* www.gsa.gov

Date: 9/19/2016

[Signature]
Department Head Signature

Date: September 22, 2016

[Signature]
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:

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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.



NYS Aging Services Conference

"The Art of Aging Successfully"

October 27-28 2016

Radisson Hotel Corning
125 Denison Pkwy E Corning, NY 14830
www.radisson.com/corningny

Join us for the 11th Annual Conference in historic and beautiful Corning, NY! Come and hear the latest information from renowned state and national speakers in Aging Services. Learn more about best practices, build new collaborations, and ways to improve and grow in "The Art of Aging Successfully" for YOUR aging services program.



National Update from Washington, DC
Thursday, October 27 Bob Blancoto, Executive Director
National Association of Nutrition and Aging Services Programs



Spotlight on New York —Thursday, October 27
Greg Olsen, Executive Deputy Director
NYS Office for Aging



What Do We Think About Older People and Our Aging Selves?
Current Efforts to Reframe Aging
Tony Sarmiento
Friday, October 28
Executive Director
Senior Service America, Inc.

2 nights

Hotel accommodations provided by Radisson Hotel Corning

Standard room rate for 10/27 or 10/28:

Single Occupancy: \$121.00

Double Occupancy: \$129.00

Reservations can be made by calling 1-607-962-5000

Request the "Meals on Wheels" block rate.

Be sure to check with the hotel if you are using a tax exempt form!

Rate guaranteed up to October 4, 2016

Conference Pricing

(Includes all training sessions, breakfast, and lunch each day)

Full Conference Admission—Both Days:

\$125.00 for members

\$145.00 for non-members

Single Day Conference Admission: \$75.00 per day
Student Rate: \$40.00 per day

Scholarships are available through your respective organizations. Visit www.mealsonwheelsnys.org for further information or contact Barrie Yochum at 716.488.9119 or meals@netsync.net

Register by contacting Peg Fitkowski at 716.822.2002 or by emailing pfitkowski@mealsonwheelswny.org

For more information, please visit www.mealsonwheelsnys.org

SPONSORED BY: "Unity in Our Diversity!"

*Aging Services Dietitians of New York State (ASDNYS)

*Meals on Wheels New York (MOWNY) *Hunger Solutions

*NYS Association of Nutrition and Aging Services Programs (NYSANASP)

NYS AGING SERVICES CONFERENCE

October 27th & 28th, 2016

2016 Conference Registration Form

NAME: RoseAnn O'Rourke COUNTY: Warren

AGENCY: Warren/Ham. Hon County OFA PHONE: (518) 761-6347

ADDRESS: 1340 State Rt 9, Lake George, NY 12845

EMAIL: ORourke@warrencounty.ny.gov

Member of which group (Please check only one)

ASDNYS NYSANASP MOWANYS NOEP OTHER

CONFERENCE OPTIONS

Please indicate amount to be paid on the line next to the option you choose.

Option 1 – Full conference: All Training Sessions, Two Breakfasts, Two Lunches

145.00

- \$125.00 Members
- \$145.00 Non-Members

Option 2 – One-Day Conference (**THURSDAY**): Training Sessions, Breakfast & Lunch

- \$75.00

Option 3 – One-Day Conference (**FRIDAY**): Training Sessions, Breakfast & Lunch

- \$75.00

Option 4 – One-Day Conference (**THURSDAY OR FRIDAY**): **STUDENT RATE**

- \$40.00



Please mail completed registration form with a check payable to: Unity in Our Diversity
c/o Peggy Fitkowski, Meals on Wheels for Western New York,
100 James E. Casey Drive, Buffalo NY 14206; (716) 822-2002 x40

If paying by voucher, please send contact person info and all necessary forms!

Conference Registration Deadline is October 17, 2016

(Please add late fee of \$10.00 if postmarked after 10/17)

HOTEL REGISTRATION DEADLINE IS October 4, 2016

Please check with the hotel if you are using tax exempt forms!

An Informational/Resource Table will be available for any items (e.g. Menus, Nutrition Education, Volunteer Recruitment, etc.) you may wish to share with other attendees! Show us your great ideas! Raffle basket donations are appreciated! Please bring your basket with you to registration!

NYS AGING SERVICES CONFERENCE

October 27th & 28th, 2016

2016 Conference Registration Form

NAME: Catherine Keating COUNTY: Warren

AGENCY: Warren Co. O & A PHONE: (518) 761-6347

ADDRESS: 1340 Rt 9, Lake George NY 12845

EMAIL: keatingc@warrencountyny.gov

Member of which group (Please check only one)

ASDNYS NYSANASP MOWANYS NOEP OTHER

CONFERENCE OPTIONS

Please indicate amount to be paid on the line next to the option you choose.

Option 1 – Full conference: All Training Sessions, Two Breakfasts, Two Lunches

- \$125.00 Members
- \$145.00 Non-Members

125.00

Option 2 – One-Day Conference (THURSDAY): Training Sessions, Breakfast & Lunch

- \$75.00

Option 3 – One-Day Conference (FRIDAY): Training Sessions, Breakfast & Lunch

- \$75.00

Option 4 – One-Day Conference (THURSDAY OR FRIDAY): STUDENT RATE

- \$40.00

(Hotel - 2 nights @ 121.00)

Please mail completed registration form with a check payable to: Unity in Our Diversity
c/o Peggy Fitkowski, Meals on Wheels for Western New York,
100 James E. Casey Drive, Buffalo NY 14206; (716) 822-2002 x40
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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 Susan Dornan

(Supervisory Committee) (Employee Name)

to attend 2016 NY COnnects/NWD Regional Training

(Name of meeting or organization)

at Holiday Inn Express in Latham, NY

(Address)

on November 15th. 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:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

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

* www.gsa.gov

Date: 9/19/14

[Signature]
Department Head Signature

Date: [Signature] 22 2014

[Signature]
Committee Chairman Signature

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Office for
the Aging



NY Connects
Your Link to Long Term
Services and Supports

2016 NY Connects/NWD Regional Training

8/20/16

REGISTRATION IS NOW OPEN FOR MANDATORY PROFESSIONALS

MANDATORY ATTENDEES: The NY Connects/NWD Regional Training is mandatory for NY Connects/NWD professionals, including AAA subcontractors, who are providing NY Connects Information and Assistance (I&A) and conducting the NWD Screen. Register today!

* * * * *

STRONGLY ENCOURAGED TO ATTEND: Training is strongly encouraged for NY Connects/NWD Partner Agency Staff, including: LDSS, OPWDD, OMH, OASAS and ILC

*Registration Opens September 30 for Partner Agency Staff

NOTE: Seating is expected to be limited for Partner Agency Staff

Registration is Required – Register Early

There is no charge for these trainings
A small continental breakfast and boxed lunch will be provided

To Register, Go To:

<http://www.agingny.org/EducationEvents/TrainingAcademy/RegionalTraining.aspx>

Training is offered in collaboration and funding from: New York State Office for the Aging www.aging.state.ny.us

Logistical Site Coordination: Association on Aging in New York, 272 Broadway, Albany, NY 12204-2717

Phone: (518) 449-7080 • Fax: (518) 449-7055 • www.agingny.org

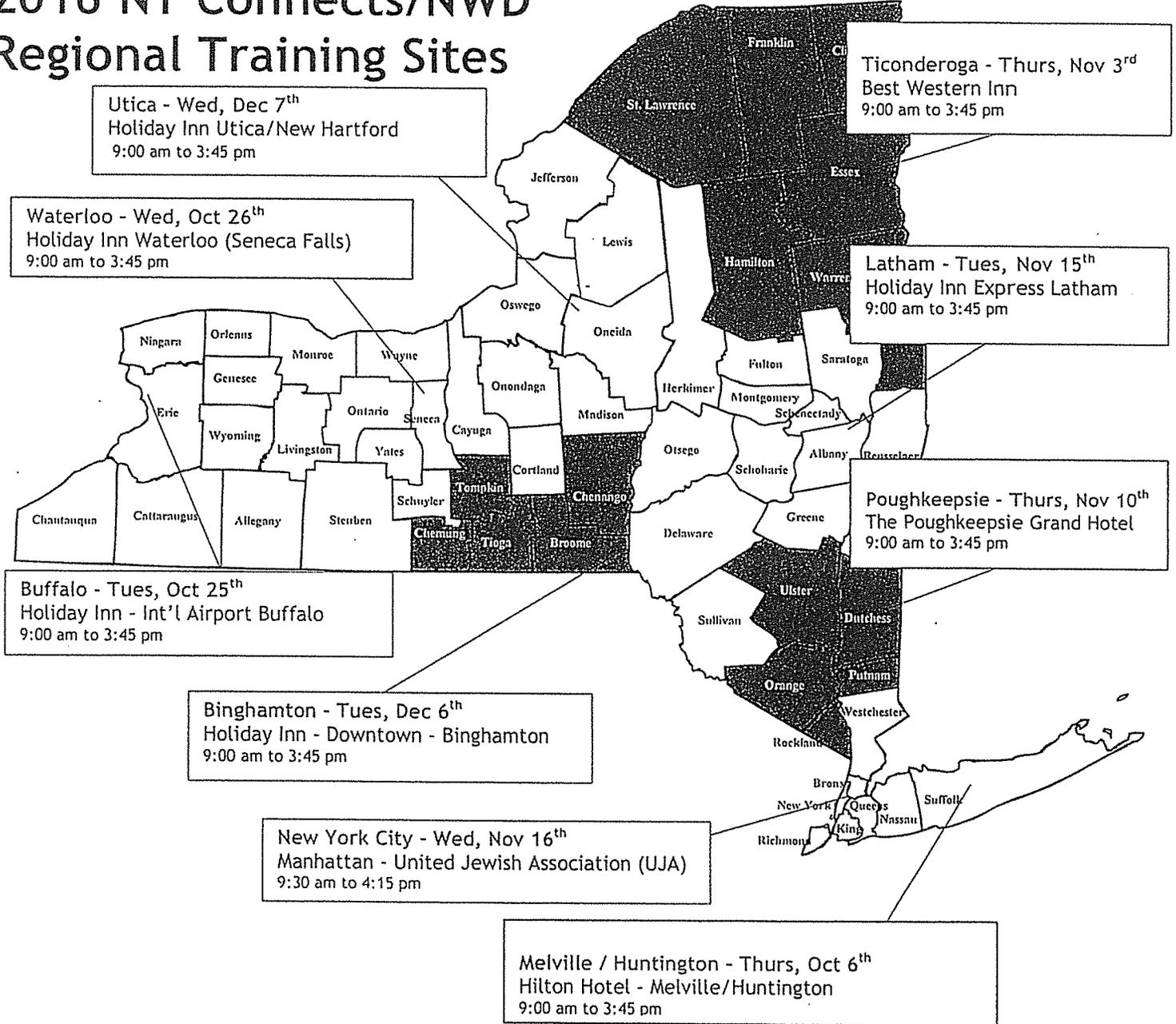


**Office for
the Aging**



NY Connects
Your Link to Long Term
Services and Supports

2016 NY Connects/NWD Regional Training Sites



Training is offered in collaboration and funding from: New York State Office for the Aging www.aging.state.ny.us
 Logistical Site Coordination: Association on Aging in New York, 272 Broadway, Albany, NY 12204-2717
 Phone: (518) 449-7080 • Fax: (518) 449-7055 • www.agingny.org



Office for
the Aging



NY Connects
Your Link to Long Term
Services and Supports

2016 NY Connects/NWD Regional Training Fall Schedule

Pre-registration is required due to limited seating availability

| | |
|----------------------------------|---|
| Thurs, October 6 th | Hilton – Melville/Huntington 598 Broad Hollow Road, Melville, NY 11747 |
| Tues, October 25 th | Holiday Inn – Buffalo Int’l Airport 4600 Genesee Street, Cheektowaga, NY 14225 |
| Wed, October 26 th | Holiday Inn – Waterloo (Seneca Falls) 2468 Mound Road, Route 414, Waterloo, NY 13165 |
| Thurs, November 3 rd | Best Western Inn - Ticonderoga 260 Burgoyne Road, Ticonderoga, NY 12883 |
| Thurs, November 10 th | The Poughkeepsie Grand Hotel 40 Civic Center Plaza, Poughkeepsie, NY 12601 |
| Tues, November 15 th | Holiday Inn Express - Latham 400 Old Loudon Road, Latham, NY 12110 |
| Wed, November 16 th | United Jewish Association 130 E 59 th Street, New York, NY 10022 |
| Tues, December 6 th | Holiday Inn – Binghamton (Downtown) 2-8 Hawley Street, Binghamton, NY 13901 |
| Wed, December 7 th | Holiday Inn – Utica (New Hartford) 1777 Burrstone Rd, New Hartford, NY 13413 |

To Register, Go To:

<http://www.agingny.org/EducationEvents/TrainingAcademy/RegionalTraining.aspx>

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