

**Health, Human and Social Services Committee**  
**Department of Employment and Training**

**AGENDA**  
**March 19, 2018**

**Committee Members:** *Edna A. Fraiser, Chair; Peter V. McDevitt, Claudia K. Braymer, Jack Diamond, Cynthia Hyde, Craig R. Leggett, William Loeb, Brad Magowan and Matthew D. Sokol.*

- 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 Trade 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 a student to continue training. Warren County acts as a pass-through for these federal funds.
- IV. Referral/Pending Items**
  1. No outstanding items
- V. Information for Discussion/Review**
  1. Career Center News, 2017 newsletter.
  2. Overview of the Workforce Development Board (WDB )
- VI. Privilege of the Floor** to discuss any additional items to come before the Committee
- VII. Motion to adjourn**

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**Attachments:**

- |  |        |
|--|--------|
| 1. Resolution Request Form No. 7, Request to Amend County Budget | Page 2 |
| 2. Career Center News, 2017 Edition                              | Page 3 |
| 3. Overview of the Workforce Development Board (WDB )            | Page 7 |

# ***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: March 19, 2018**

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

(b) Appropriation Code, Object Code, Full Title and Amount: 40.6293.0305 433 - WIOA Dislocated Worker (Training-Client) \$1,000.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791 - WIOA Dislocated Worker - \$1,000.

# SUMMER YOUTH PROGRAM

Picnickers at the Warren County Summer Youth Employment Program (SYEP) season end ceremony enjoyed a barbecue prepared by Operation Food Chain at the Crandall Park Pavilion. The Food Chain was staffed by SYEP employees under the supervision of Matt Young. Attendees included the SYEP youth, their families and friends, worksite supervisors and representatives from both local and State agencies all who contributed to the success of the program.

While lunch was being en-

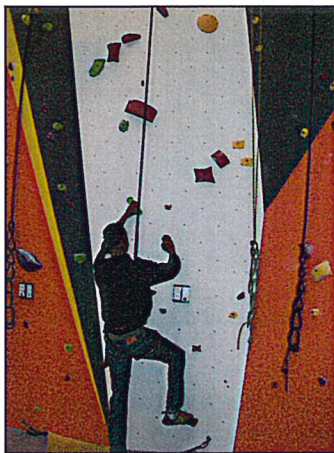
joyed by the crowd, Otto Miller, a 2016 graduate of Queensbury High School, shared his high school experiences and lessons learned about becoming successful in the world of work. He also talked about his accidental fall off a roof and his subsequent ongoing rehabilitation. He focused on all the new experiences and adventures he has since enjoyed while also emphasizing the hard work, patience and perseverance required to become independent and self-sufficient.

After lunch and Otto's well

received talk, the SYEP Counselors, Tara and Jill, handed out certificates identifying positive characteristics of the individual workers based on evaluations from the worksite supervisors. Pins representing achievement, perfect attendance and excellence were also awarded again based on recommendations from the worksite supervisors. Finally six workers Devin Brown, Arianna Davenport, Zoey Doran, Garrett McGarr, Kit Mosher and Aalijah Sampson each earned a trophy for being an outstanding worker.



Team building at Rocksport!



## TASC CLASS

Warren County ETA provides an opportunity for eligible 16-24 year olds to attend class two afternoons a week to gain the academic skills required to earn the National High School Equivalency. WSWHE BOCES instructor Diane Jones prepares both individual and group lessons in reading,

writing, mathematics, science and social studies. Last spring and this fall several TASC students participated one day a week for eight weeks in a leadership program. The program was facilitated by Amy Alfonso from the Council for Prevention. The purpose of the program was to enhance

decision making, problem solving, communication and conflict resolution all while having some fun. Program field trips included a trip to Rock Sport for some climbing, the Hudson River for some kayaking and Crandall Park for snow shoeing.

## YOUTH WORK CREW

The Warren County work crew returned with a new supervisor, Dave Willis and new workers. The crew weeded, raked, weed whacked, mowed, and painted at the Warren County Municipal Center. On rainy days, the crew provided a thorough cleaning of the County cars much to the delight of the County drivers. Other sites where the crew

made a difference included: cleaning trails and painting fences and office space in the Town Building in Warrensburg and preparing for the opening of the YMCA in Chestertown.

Every other Friday afternoon the crew met with Jill, one of the Youth Counselors, at the Career Center to discuss financial planning, resume

writing and other topics suggested by the workers. The program concluded in Sept. with plans to resume in May 2018.



Youth Work Crew loading up at the Municipal Center.

# RECENT SUCCESS STORIES

An adult customer received financial assistance from Warren Co. Employment & Training Administration (ETA) and earned her CNA. She worked one year in that capacity. The next year, while still working as a CNA, she attended a rigorous 10 month LPN course at WSWHE BOCES. She graduated, earned her nursing license and is now working as a LPN.

Another customer attended the Machine Tool Technology course at WSWHE BOCES in Hudson Falls with financial assistance from ETA. Several weeks after completion of the

7 month program, he started his new career with an area manufacturer.

A laid-off worker from GE attended SUNY Adirondack. All his college costs including tuition, fees, books and supplies were paid for by Trade Adjustment Assistance. He also received a weekly allowance and transportation assistance while in school. He earned an AAS in Electrical Technology and started work as an electrician's apprentice for a local manufacturer.

A youth customer earned her high school equivalency diplo-



Operation Food Chain participants

ma after 3 months of study in the TASC class. She was also assisted in getting her driver's permit, an apartment after a brief stay in the local homeless shelter and a summer job which transitioned to year round full-time employment.

*"Please, to anyone who is having a hard time finding employment: staff here can direct you and help you. Here's what helped me: Attending & participating in all job fairs. Taking all classes available. Taking specialized e-metricx classes on-line."*

## 2017 YOUTH WORKSITES

Big Brothers/Big Sisters  
Chester Public Library  
Chester Town Clerk's Office  
The Elms Cottages\*  
The Georgian\*  
Glens Falls Hospital  
Glens Falls Housing Authority  
Glens Falls Family YMCA  
Hadley Luzerne School  
Hadley Luzerne Library  
Johnsburg Youth Commission

Queensbury Town Clerk  
Queensbury Union Free  
School food program  
Square Nail Rustics\*  
Tannery Pond Community Center  
Thurman Highway Dept.  
Verticle Farm  
Warren Co. Employment & Training  
Warren Co. DSS

Warren/Hamilton Community Action Agency  
Warren/Hamilton Office of the Aging  
Warrensburg Parks & Recreation  
World Awareness Children's Museum

\*new worksites for 2017

## METRIX E-LEARNING

Free online learning to help you boost your skills and find a new job or a better job! Recent studies illustrate the importance of training beyond high school to advance your career. One way to advance your skills, learn new skills and even obtain an industry-based certificate is through our Metrix E-Learning Program. Following a brief introduction, participants can explore career pathways, re-

ceive course recommendations for over 300 skill tracks and use the new skills to directly link to real-time job openings. Training can be completed in the comfort of your own home or here in the Career Center. The program



On-line training available at the Warren County Career Center.

allows you to understand the skills required for in-demand careers and receive a recommended e-learning plan. You can also receive course recommendations based on essential industry skills. Orientations are offered Fridays in the Career Center.

*"The crew of young men was mostly very good to work with; they were always on time, clean, polite to the public when they were around them. They did any and all that was asked with no complaints. They did so many of the "little things"; tasks I never had time to do that improved the appearance of the property 10 fold. Many times throughout the summer many employees and the public commented on the work they did. I am truly grateful to have had them."!*

Warren County  
Employment & Training

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**Employment & Training  
Staff:**

Chris Hunsinger, Director  
Kathy Albert, Senior Counselor  
Annie McMahon, Account Manager  
JoAnne Finn, Counselor  
Gayle Mender, Counselor  
Jill Metcalfe, Youth Counselor  
Tara Booth, Youth Counselor

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

### Quotes from Customers:

Staff *"were instrumental in teaching the classes which aided in my successfully gaining employment."*

*"... always respectful & courteous! An asset to this office."*

*"The performance and professionalism is exemplary."*

*"I wanted to take the time to write about you're front desk staff was awesome. Very polite and professional."*

*"They helped a lot. I went back to work."*

*"I believe that if you take advantage of the opportunities made available through this program, then it can be very beneficial. In my personal experience working with Warren County Youth Employment & Training, I've learned important skills and new tactics to approach the work I plan to pursue. While on the job I've been able to ask questions and gain insights on things I would've otherwise struggled with."*

*"...their professionalism and kindness is refreshing. They make these mandatory appointments fun. Thank you for everything!"*

## MONTHLY WORKSHOPS

Check out our monthly schedule of FREE workshops and see why Colleen stated "thanks for helping me find this hidden gem in our community". Topics include career exploration, resume writing, interviewing, networking, on-line job search, financial literacy and more. Applying for a job in today's labor market is vastly different than before. Read why identifying transferable skills, another topic, is fundamental in today's job search. One of the most essential concepts you will ever encounter in the job-hunting process is that of transferable job skills. The use of transferable skills should pervade your job search and be a key factor in your resume, cover letter and interview strategies. What are transferable



Job fairs and workshops are offered regularly at the Warren County Career Center.

skills? They are skills you have acquired during any activity in your life – jobs, classes, parenting, hobbies, sports – virtually anything that is transferable and applicable to what you want to do in your next job.

In resumes, cover letters and during interviews you should always portray your skills as applicable to the job you

seek. If you are changing careers and seeking to do something entirely different from what you've done in the past, you need to think outside the box to see how your skills can move with you. Sometimes we get stuck in a rut and don't even realize the skills and talents we already have.

Our workshop "Transferable Skills" is the best two hours you can spend when getting ready to job search. This workshop helps pave the way for good resumes, interviews and cover letters. In today's internet job search, there are definite tricks to learn.

In addition to a regular schedule of workshops, starting in 2018 job fairs will be held the third Thursday from January through June. See the calendar of events for more info.

# CAREER CENTER NEWS

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### Main activities at the Career Center:

- Monthly workshops including computer training, resumes, cover letters and job search techniques.
- Job Fairs the third Thursday of each month in the Community Room.
- E-Learning and training opportunities.
- Youth programs including TASC Class, Leadership Training and work experience.
- Access to the Resource Room; computers, fax machine, printer, copier and phone.

## MACHINE TOOL TRAINING

Award Winning program available locally.

This past fall, Seeley Machine of Queensbury received the 2017 Business Leadership Award from the New York State Association of Training and Employment Professionals (NYATEP) at their annual meeting in Syracuse.

For each of the past four years, Warren County Employment and Training has worked with the Workforce Development Board and local businesses like Seeley to sponsor a machine tool training program. Seeley Machine was instrumental in the design and implementation of this program from development of the training to the interview and selection of students each fall. Key people from Seeley provided expertise to ensure the substance and success of the program. One thing distinguishing Seeley is an appreciation for and genuine commitment to workforce development.

The course is taught by Jason Viele and held at the BOCES Southern Adirondack Education



Instructor Jason Viele, left, and May 2017 graduates of the machine tool course. Chronicle photo/Mark Frost.

Center, Dix Avenue, Hudson Falls. Mr. Viele, himself is a 1991 BOCES graduate, and is the production manager at Sinclair International, a paper machinery business also in Queensbury.

Other partners in the machine tool training program include the Workforce Development Institute, a regional organiza-

tion that address workforce development, and our partners in Saratoga and Washington Counties. Seeley is the first local company honored by NYATEP. The program has been regionally recognized for excellence and has received recognition in local press, including *The Post Star* and *The Chronicle*.

## DIRECTOR'S COMMENTS

On behalf of Warren County, and our many partner agencies, we are very pleased to bring you our annual newsletter.

The most important work we do is serve our local workforce. We do that by providing

career and training services in a variety of forms including our ever expanding Metrix, E-Learning.

While our youth programs tend to gain the most recognition, we serve many times more adults than youth. Pro-

grams in 2017 also included a continuation of our Machine Tool Training Program, an EPA funded hazardous waste training program, career counseling, resume development and a host of individual training activities.

## Saratoga-Warren-Washington WORKFORCE DEVELOPMENT BOARD

A proud partner of the  
American Job Center<sup>®</sup>  
network

### Workforce Development Board Staff contact information

Bill Resse: wressewib@gmail.com , 518/824-8883

Lou Buck: lbuckwib@gmail.com, 518/824-8880

[www.thejoblink.org](http://www.thejoblink.org)

### What is the Workforce Development Board (WDB)?

The WDB is a private sector led board jointly appointed by Saratoga, Warren and Washington counties. The board was initially established in July 2000 as a result of federal job training legislation (the Workforce Investment Act) and more recently redesigned under the Workforce Innovation and Opportunity Act (WIOA). The majority of the board and the leadership is comprised of local businesses. There are also representatives of other workforce related entities such as economic development, chambers of commerce, literacy programs, education, vocational rehabilitation and others.

### What is the role of the WDB?

Connect with businesses, business organizations and other workforce service providers to:

- Identify the workforce development needs of businesses
- Develop resources to address identified workforce development needs
- Implement or facilitate training designed to develop a more skilled workforce

### What are the two primary functions of the WDB?

- Develop linkages with businesses and promote the participation of businesses in the local workforce system with the goal of addressing the hiring and workforce needs of those businesses.
- Provide guidance, administrative oversight and policy making for the federal workforce funding provided to the three county area in a manner that will best assist local businesses and jobseekers. This includes oversight of the local One Stop Career Centers which provide workforce services to both business and jobseeker as well as development of a collaborative system of service provision between area workforce agencies.

### How can the WDB assist the business community?

- The WDB has established a strategic plan that will focus on addressing the needs of business.
- The WDB will work with businesses to help facilitate area resources and initiatives to assist with hiring, training and other workforce needs.
- The WDB participates in the development/promotion of grant funded opportunities as available to assist businesses directly or to assist with preparing skilled workers in the region.
- The WDB has a youth committee to address youth workforce needs and provide oversight of specific training funds to help develop the workplace skills of eligible youth through basic skills acquisition, work experience opportunities, employment counseling and work readiness training.
- The WDB has and will continue to develop initiatives to promote awareness of occupational opportunities and skills needed by local businesses to both job seekers and other local workforce agencies.
- The WDB will continue to strive to enhance the level of collaborative and creative efforts between area workforce agencies to benefit both businesses and jobseekers.

### **Specific services offered through the WDB's One Stop Career Centers located in each county targeting both businesses and job seekers (subject to eligibility and available funding):**

- On the job training for eligible adults to assist local companies with the cost of training a new employee
- Recruitment assistance for businesses and business networking opportunities for businesses & job seekers.
- Job skill training for job seekers through E-learning opportunities and tuition assistance to acquire new, in-demand occupational skills to help create a better prepared workforce for local businesses.
- Referral of applicants for available job opportunities, and more.