

Economic Growth & Development
Department of Employment and Training
AGENDA
May 24, 2022

Committee Members: Wild, McDevitt, Hogan, Strough, Leggett, Frasier, and Magowan

- I. Committee meeting called to order by Chairman**
- II. Motion to approve minutes of prior Committee meeting**
- III. Action Agenda/New Business:**
 - a. Resolution Request for New Contract with NYS Department of Labor.
Rationale: A new rental agreement was received for the time period of May 1, 2022 through April 30, 2025.
 - b. Resolution Request to Amend Budget to accept funds.
Rationale: NYS Department of Labor allocated \$74,265.21 to the Saratoga-Warren-Washington workforce development area from the Employment Recovery National Dislocated Worker Grant (ER-NDWG) and \$30,293.79 of those funds has been allocated to Warren County.
 - c. Resolution Request to Amend Budget to accept funds.
Rationale: Office of Temporary and Disability Assistance (OTDA-TANF) allocated \$112,062.00 to Warren County for the Summer Youth Employment Program.
 - d. Resolution Request for Intent to Fill Vacant Position for Office Specialist.
Rationale: This position was created prior to the pandemic but then was not filled because services became remote or hybrid. Now that the Career Center is fully reopened, the need is even greater for the additional assistance.
 - e. Resolution Request to Add a New Position for a Job Coach
Rationale: An ARPA request was submitted in January, 2022 for a temporary summer employee for the next four summers to support the Summer Youth Employment Program.
- IV. Referral/Pending Items**
- V. Information for Discussion/Review**

General updates and short and long-term department vision.
- VI. Privilege of the Floor and public comment** (please allow for 15 second delay on live stream meetings)

VII. Motion to adjourn

Attachments:

- A. Resolution Request Form 3: New Contract
- B. Draft Rental Agreement
- C. Contract Signature Page (Face Page)
- D. Resolution Request Form 7: Amend Budget (ER-NDWG)
- E. Resolution Request Form 7: Amend Budget (TANF)
- F. Resolution Request Form 12: Notice of Intent to Fill Vacant Position
- G. Office Specialist Job Description
- H. Resolution Request Form 11: Create a New Position

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Employment & Training**

DATE: **May 24, 2022**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Rental agreement**
- (c) Name of Contractor: **NYS Department of Labor**
- (d) Address of Contractor: **W. Averell Harriman State Office Campus, Building 12, Room 428, Albany, NY 12240**
- (e) Contractor's Contact Person and Telephone Number: **C. Ryan Slattery
Office: 518-457-1347 | Cell: 518-925-7922
cornelius.slattery2@labor.ny.gov**
- (f) Has or will the Contract be provided, if so, please attach: **Yes, attached.**
- (g) Commencement Date of Contract: **May 1, 2022**
- (h) Termination Date of Contract: **April 30, 2025**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$153,294.12**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly payments of \$4,258.17**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: 40.6293.300.305.310.313. 411 Workforce Innovation & Opportunity Act (WIOA)**

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

SHARED ONE STOP COSTS CONTRACT

THIS CONTRACT dated this 18th day of April 2022, between the County of Warren, acting by and through its OFFICE OF EMPLOYMENT AND TRAINING, for use its OFFICE OF WORKFORCE INVESTMENT, AND THE NEW YORK STATE DEPARTMENT OF LABOR ("NYSDOL") located at W. Averell Harriman State Campus, Building 12, Room 436, Albany, NY 12240.

WITNESSETH

WHEREAS, NYSDOL has the right to use and occupy space at 333 Glen Street, Suite 300, Glens Falls, New York ("the Premises") pursuant to a New York State Office of General Services lease with AARMUG development, Ltd: and

WHEREAS, the Workforce Investment Act of 1998 ("WIA") and the Workforce Innovation and Opportunity Act of 2014 ("WIOA") require that each state form a universal delivery system of state and local workforce development services ("Employment Services"); and

WHEREAS, the County of Warren desires to use and occupy a portion of the Premises for Employment Services; and

WHEREAS, NYSDOL desires to grant to the County of Warren the right to use and occupy a portion of the Premises as set forth in Addendum A hereto ("Contract Space") for such purposes;

NOW, THEREFORE, in consideration of terms and conditions set forth, the parties mutually agree as follows:

1. NYSDOL grants to the County of Warren a Contract to use and occupy the Contract Space.
2. This Contract shall be for a term of sixty (36) months, commencing on the 1st day of May, 2022 and terminate on the 30th day of April 30, 2025.
3. The County of Warren shall reimburse NYSDOL for the Contract space, as set forth in Addendum A.
4. Payment by the County of Warren will be made monthly using the appropriate Interagency billing process.
5. If NYSDOL has a change/escalation of Premises lease costs or operating expenses, NYSDOL shall, with the County of Warren consent, adjust/increase the payment schedule in a proportional amount at any time during said Contract term, except that NYSDOL may adjust/increase the payment schedule without the County of Warren consent if the County of Warren unreasonably withholds consent.
6. This Contract may be terminated by either party, at its sole discretion, with or without cause, at any time upon the giving of ninety (90) days prior written notice.
7. NYSDOL and the County of Warren represents that they are self insured for all foreseen and unforeseen liabilities.

8. This Contract constitutes the entire understanding of the parties and no statement, promise, condition, understanding, inducement, or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid and this Contract shall not be changed, modified, or altered in any manner except by an instrument in writing, executed by both parties, except for termination as set forth in paragraph five (5) above.
9. The hours of operation of this Contract shall be from 8:30 a.m. – 4:30 p.m., Monday through Friday; and deviations from these hours would need written approval from NYSDOL.
10. NYSDOL shall have the right to enter the Premises at any time for the purpose of making an inspection.
11. If the County of Warren: (a) deserts the Contract Space; (b) defaults in the payment of the Contract Fee or any part thereof; (c) sells, assigns, mortgages, pledges or sublets this Contract; (d) defaults in the performance of any of the terms, conditions or covenants of this Contract which the County of Warren is to keep and perform, NYSDOL may, at any time thereafter terminate this Contract and the term thereof, on giving to the County of Warren or the legal representatives of the County of Warren and any person occupying the Premises, thirty (30) days prior written notice of its intention to terminate this Contract. Upon the giving of such notice, this Contract and the term thereof shall terminate on the date fixed in such notice as if such date were the date originally fixed in this Contract for the termination or expiration thereof. Such notice addressed to the County of Warren at the Contract Space location may be given by first class mail to County of Warren, or the legal representatives of the County of Warren.
12. NYSDOL shall not be liable for any damage to personal property or injury by elements or rain or storm water, which may be sustained by the County of Warren or other person or for any damage or injury resulting from the carelessness, negligence or improper conduct on the part of any person, or by reason of the breaking, leakage or obstruction of the water or soil pipes, or other leakage in or about any structure on the Premises.
13. The County of Warren shall not: (a) sell, assign, mortgage or pledge this Contract; (b) let or sublet the whole or any part of the Contract Space; or (c) occupy or allow the Contract Space to be occupied for any business other than specified herein or for any immoral or illegal purpose.
14. Holding Over – the County of Warren will have no right to remain in possession of all or any part of the Contract Space after the expiration of the term absent the written permission of NYSDOL. If the County of Warren remains in possession of all or any part of the Contract Space after the expiration of the term, with or without the consent of NYSDOL: (a) such use and occupancy will be deemed to be a periodic Contract from month to month only; (b) such use and occupancy will not constitute a renewal or extension of this Contract for any further term; and (c) such use and occupancy may be terminated by NYSDOL upon the earlier of thirty (30) days prior written notice or the earliest date permitted by law. If, however, NYSDOL has vacated its portion of the leased space, upon holding over, the County of Warren shall be responsible for NYSDOL's total monthly cost of renting the entire space. If, in the alternative, NYSDOL either holds over or enters a new lease, the County of Warren hold over rent shall be adjusted accordingly.

IN WITNESS WHEREOF, both parties have duly executed this Contract on the date herein written.

NEW YORK STATE DEPARTMENT OF LABOR:

Name: _____ Signature: _____

Title: _____ Date: _____

County of Warren Employment and Training:

Name: _____ Signature: _____

Title: _____ Date: _____

ADDENDUM "A"

Rent: \$51,098.04 per annum

Rent is based upon occupied space of 3,004 square feet, as well as covered operating expenses and use of common areas at the Premises, at an annual rate of \$17.01 per square foot for a total of \$51,098.04 annually. Divided by twelve (12) this equals a monthly amount of \$4,258.17. Covered operating expenses are: rent, electricity and maintenance and janitorial services.

Summary: 5/1/2022-4/30/2025 (36 months)

Monthly

Rent \$4,258.17

Total \$51,098.04

Total Annual Amount Due \$51,098.04

Total amount due this contract \$153,294.12

FACE PAGE

<p>New York State Department of Labor Governor W. Averell Harriman State Office Building Campus, Building 12 Albany, NY 12240</p> <p>Agency Code 14000</p>	<p>Contract Number: A2022-010 Amount of Agreement: \$153,294.12</p> <p>CFDA # (If Applicable):</p> <p>Contract Period: 05/01/2022 to 04/30/2025</p> <p>Multi-Year Term (if applicable) From: To:</p>
<p>Contractor Name/Project Sponsor: County of Warren Employment and Training</p> <p>Street: 333 Glen Street, Suite 300, City: Glens Falls State: New York Zip: 12801</p> <p>Billing Address (if different from above): Street: City: State: Zip:</p> <p>Title/Description of Project: Ancillary Agreement for office space located within the DOL office located at 333 Glen Street, Glens Falls, New York 12801.</p>	<p>Federal Tax Identification Number:</p> <p>Vendor Identification Number:</p> <p>Contractor is a Sectarian Entity <input type="checkbox"/> Check if Yes</p> <p>Check ONLY ONE of the Following Three Choices: Contractor is a Municipality <input type="checkbox"/> Check if Yes</p> <p>MUNICIPALITY # (If Applicable): _____ or Contractor is a For-Profit Organization <input type="checkbox"/> Check if Yes or Contractor is a Not-For-Profit Organization <input type="checkbox"/> Check if Yes</p>
<p>THIS AGREEMENT INCLUDES THE FOLLOWING:</p>	
<p><input checked="" type="checkbox"/> This Face Page and Standard Agreement</p> <p><input checked="" type="checkbox"/> Appendix A - Standard Clauses for all New York State Contracts <input type="checkbox"/> Appendix B - Project Budget and Program Narrative</p> <p><input type="checkbox"/> Appendix C - The Department's General Conditions <input type="checkbox"/> Appendix D - Certifications (as applicable) <input type="checkbox"/> Appendix E - Other Conditions, if applicable <input type="checkbox"/> Appendix X - Modification Agreement Form (to accompany modified appendices for changes in term or consideration on an existing period or for renewal periods)</p>	<p>If Not-For-Profit:</p> <p>Charities Registration Number: Or Exempt Code:</p> <p>Contractor has timely filed with the Attorney General's Charities Bureau all required periodic or annual written reports.</p> <p>Yes <input type="checkbox"/> or No <input type="checkbox"/></p>
<p>The Contractor and the Department agree to be bound by the terms and conditions contained in this Agreement</p>	
<p>CONTRACTOR</p>	<p>NYS DEPARTMENT OF LABOR</p>
<p>Signature of Contractor's Authorized Representative:</p> <p>_____</p> <p>Date: _____</p>	<p>Signature of Authorized Official:</p> <p>_____</p> <p>Date: _____</p>
<p>Type or Printed Name of Above Representative:</p> <p>Title of Authorized Representative:</p>	<p>Type or Printed Name of Above Official:</p> <p>Title of Authorized Representative:</p>
<p>Notary Public: State of New York County of _____ On the ____ day of _____, 20____, before me personally appeared _____ to me known, who being by me duly sworn, did depose and say that he/she resides at _____ that he/she is the _____ of the _____ the corporation described herein which executed the foregoing instrument; and the he/she signed his/her name thereto by authority of the board of directors or said corporation.</p> <p>(Notary) _____</p>	<p>State Agency Certification: In addition to the Acceptance of this contract, I also certify that original Copies of this signature page will be attached to all Other exact copies of this contract.</p>
<p>Attorney General:</p>	<p>Office of the State Comptroller:</p>

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 & Training

DATE: May 24, 2022

- (a) Purpose of Amendment:
To accept funds from the Employment Recovery National Dislocated Worker Grant (ER-NDWG)

- (b) Appropriation Code, Object Code, Full Title and Amount:
**40.6293.0305
Employment Recovery National Dislocated Worker Grant (ER-NDWG)
\$30,293.79**

- (c) Revenue Code (with title), and Amount:
**40.6293.0305 4796
Employment Recovery National Dislocated Worker Grant (ER-NDWG)
\$30,293.79**

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 & Training

DATE: May 24, 2022

(a) Purpose of Amendment:
Amend County budget to add annual allocation of TANF funds for the Summer Youth Employment Program. \$112,062.00

(b) Appropriation Code, Object Code, Full Title and Amount:
40.6326 Temporary Assistance for Needy Families (TANF) total amount is \$112,062.00 40.6326 110 \$25,000.00 40.6326 130 \$32,000.00 40.6326 410 \$3000.00 40.6326 470 \$16,000.00 40.6326 810 \$36,062.00

(c) Revenue Code (with title), and Amount:
40.6326 TANF \$112,062.00

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Employment & Training Payroll Dept. No: 40
Title of Position: Office Specialist DT Base Salary of Position: \$36,414 FT Grade: 7
Filling at Step # (If Known): _____
Budget code and title: 305, 310, 130 (Staff Part-Time Payroll) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: N/A Date of Vacancy: N/A
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100 % State _____ % Other _____ % WIOA _____

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Rev 5/17/22
Human Resources Director has approved this form when initialed. 1/5/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 5/18/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Roux Date 5/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Development
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 5/24/22

OFFICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs a wide variety of complex clerical operations providing office support to administrative or professional staff. Specific duties will vary with the needs of the appointing authority. This position requires a full range of skills in the operation of a computer using various software applications to maximize equipment capabilities in compiling statistical information for various reports, setting up and maintaining automated records/ filing systems, and producing correspondence or other document reports. Other typical duties include providing information to the public or visitors regarding office procedures/services, processing forms, collecting fees and other related office tasks. The work is performed under the supervision of a higher-level supervisor allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides general administrative and clerical support to enhance the operation of the office to which the incumbent is assigned;

Utilizes automated word processing equipment to produce correspondence, forms, reports, statistical information and other office/department data;

Processes and maintains accurate and complete records and files of the activities of the department;

Compiles a variety of data from automated and manual office records and outside sources to create reports for staff, departments and governmental agencies;

Provides general information to the public, either over the phone or in person, about office programs or procedures;

Interfaces and coordinates with other departments or divisions;

May coordinate and implement new procedures;

May participate in trainings, workshops, meetings and/or committees relating to program areas;

Uses other software applications such as spreadsheets, calendar, e-mail and database software in performing assignments;

Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of office practices, procedures and terminology;

Good knowledge of the capabilities of computer software systems to produce various formats, such as correspondence, reports, tables, charts and file storage;

Working knowledge of the organization, functions, policies, rules and regulations that govern the unit to which appointed;

Ability to handle routine administrative details independently;

Ability to understand and follow complex oral and written instructions;

Ability to deal courteously and effectively with the public- in person, by phone or email;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software;

Attention to detail, discretion, courtesy, tact and dependability.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- a) An Associate's Degree or higher in Business Administration, Office Management or related field;
- b) An Associate's degree or higher and one year of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems; or
- c) Three years of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: 1993, 2014, 2017, 2022
JC: Competitive

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Employment & Training

DATE: May 24, 2022

- (a) Title of Requested Position: **Job Coach-Employment & Training**
- (b) Annual Base Salary (and Grade if Applicable): **TBD by HR**
- (c) Effective Date for New Position*: **July 1, 2022**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
N/A
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
40.6326 I30 (TANF) and 40.6293.4999 (ARPA)
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Employment & Training Payroll Dept. No: 40
Title of Position: Job Coach- temporary- next 5 summers Base Salary of Position: 34,488 Grade: 6
Filling at Step # (If Known): _____
Budget code and title: 40.6293.4999 ARPA or 40.6326 130 TANF Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100 % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RA 5/25/22
Human Resources Director has approved this form when initialed. AT 5/25/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 5/26/22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 5/31/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth & Dev.
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 6/7/22

JOB COACH- EMPLOYMENT AND TRAINING

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for developing job sites and providing employment opportunities for youth. In addition, the employee coordinates the youth/employer relationship. Work is performed under the general supervision of a supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Meets with youth to assess vocational, employment needs and interests;
Visits specific job sites and obtains all pertinent information concerning the specific position from the employer;
Assists in performing a job analysis specifying all job requirements and performance goals;
Assists program participant in other needs such as transportation, etc.;
Assists program participants with required program documentation, such as timesheets or career activity assignments/lessons;
Provides on-site instruction to workers on specific job responsibilities as required by the employer;
Maintains records on worker performance problems and methods for remediation through continued training at the work site;
Communicates performance concerns or challenges to supervisor or other designated staff member;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Does related work as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of available community employment resources;
Ability to carry out oral and written instructions;
Ability to express oneself clearly;
Ability to prepare written material;
Patience and tolerance;
Positive attitude;
Skill in dealing informally with youth;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- a) 30 credits or more of post high school coursework; or
- (b) One of experience in the field of education, staff counselor services or related field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time or volunteer experience will be accepted on a pro-rated basis.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.