

Economic Growth & Development  
Department of Employment and Training

AGENDA  
July 19, 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 to approve the annual Workforce Development Board budget  
Rationale: For oversight of the Workforce Development Board operations, Saratoga, Warren, and Washington Counties included the annual budget approval in the multijurisdictional agreement.
  - B. Resolution Request for a new contract with NY Wired (Metrix)  
Rationale: In addition to the online learning platform services, certification fees have been added so that more residents can receive certifications at no cost.
- IV. Referral/Pending Items
- V. Information for Discussion/Review  
  
General updates and continuation of discussion regarding workforce funding needs.
- VI. Privilege of the Floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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**Attachments:**

Resolution Request Form 20 for WDB Budget approval  
WDB Itemized Budget  
Multijurisdictional Agreement  
Resolution 239 of 2015 for WIOA  
Resolution Request Form 4 for new contract with NY Wired  
NY Wired Proposed Agreement  
Workforce Investment Proposal

## *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 & Training Administration

DATE: July 19, 2022

- (a) Purpose of Request:  
Requesting approval of the annual Workforce Development Board budget. The Multi-Jurisdictional Agreement between Saratoga, Warren, and Washington Counties with the local Workforce Development Board requires that each County approves the WDB budget on an annual basis.
  
- (b) Details:  
Employment & Training Administration is required by the Workforce Innovation & Opportunity Act (WIOA) grant to contribute to the operating costs of the board. The cost is increasing due to economic reasons and
  
- (c) Previous Resolution Number:  
239 of 2015
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
\$75,874 Codes: 40.6293.300 40.6293.305 40.6293.310

Sample: A.8021 470 Planning & Community Development – Contract

\* as listed in budget and LOGOS

## **Multi Jurisdictional Chief Elected Officials Agreement**

### **Saratoga-Warren-Washington Workforce Development Area**

The Chairmen of the Boards of Supervisors of Saratoga County, Warren County and Washington County, acting on their authority as the Chief Elected Officials (CEOs), enter into this agreement in accordance with the Workforce Innovation and Opportunity Act (herein referred to as WIOA) § 107 [c] [1] [B]. These board chairmen serve as Chief Elected Officials, as defined in WIOA § 3 [9], and enter into this agreement to organize and implement activities pursuant to WIOA and as proposed by the Governor of the State of New York for the purpose of administering WIOA in the above named counties herein referred to as the Local Workforce Development Area (LWDA).

#### **Part 1- Designation of the Chief Elected Officials**

1. For purposes of administering WIOA and for entering into and implementing agreements in accordance with that Act, the Chief Elected Officials shall be designated from the respective counties as follows: The Chairman of the Board of Supervisors representing each of the following counties: Saratoga, Warren, and Washington Counties (SWW).
2. Non-concurrence between the Counties shall be resolved as expeditiously as possible. Representatives of the Counties shall meet and confer with one another to resolve issues of non-concurrence. If concurrence cannot be reached within a reasonable amount of time, steps shall be taken towards resolution through the State.

#### **Part 2- Designation of Grant Recipient and Local Governmental Grant Subrecipient / Incorporated Fiscal Agent**

1. The Chief Elected Officials recognize they are jointly responsible for WIOA funds and agree to the appointment of Saratoga County as the Grant recipient/fiscal agent who bears the fiduciary responsibility for these funds with the New York State Department of Labor. In addition, pursuant to section 107(d)(12)(B)(III) of WIOA, the chief elected officials further designate Warren County and Washington County as local grant subrecipients to assist in the administration of grant funds in their respective geographic areas.
2. The local grant subrecipient/fiscal agent shall disburse such funds for grant activities at the direction of the local Workforce Development Board (WDB) as authorized and allowed through WIOA.
3. The parties to this agreement certify that each county accepts individual financial and programmatic responsibility for any audit claims arising from their program operations.
4. The Chief Elected Officials agree that the designated local governmental grant subrecipient/fiscal agent has reliable internal controls for financial management and disbursement of funds.
5. The name of the area is the "Saratoga-Warren-Washington Workforce Development Area."

6. The Grant Recipient/Fiscal Agent is responsible for the receipt and dispersal of funds to the counties serving as subrecipients in accordance with limits set forth in the local allocation sheets issued by the grant recipient/fiscal agent as agreed to by the three counties and in a similar manner to the procedures used in the former Workforce Investment Act (WIA) program. Such funds may be adjusted by amounts as needed in consideration of the chief elected approved workforce development board (WDB) budget, funds dispersed as directed by the WDB, or funds otherwise used jointly by the counties for WIOA program activities. To ensure maximum utilization and efficient use of resources, funds may be transferred between counties based upon agreement by the county designated WIOA Title I program directors as needed, per the above referenced allocation sheets.

### **Part 3- Composition of and Designation of Workforce Development Board**

1. The Chief Elected Officials, as set forth in Part 1.1 above, will establish and appoint a Workforce Development Board (WDB) to assist and carry out provisions of WIOA §§107 [a] & [b] as mutually agreed.
2. Every effort will be made to balance the selection geographically throughout the SWW Local Workforce Development Area as well as balance the selection of large and small business, and other related factors to as accurately as possible reflect the relevant business sectors of the SWW LWDA as well as other required membership required by WIOA and the state of New York.
3. The Chief Elected Officials reserve the right to remove their respective appointees to the Workforce Development Board at will and without cause.
4. The by-laws of the Workforce Development Board and future amendments thereto shall only be valid upon approval of all three Chief Elected Officials.

Modification of membership may be completed at any time by the WDB once established subject to the confirmation and concurrence of the Chief Elected Officials, as set forth in Part 1.1 above.

### **Part 4 – Designation of One Stop Services and other responsibilities**

1. As required by Section 121 (a) of WIOA, the WDB with the agreement of the Chief Elected Officials in the LWDA, shall develop and enter into the appropriate Memoranda of Understanding with area workforce partner agencies and designate or certify one stop operators to establish no less than one physical center to deliver services as required in the WIOA.
2. The Chief Elected Officials shall also:
  - \* Review and approve the 4-year local plan developed by the local board, as required by WIOA § 108(a);
  - \* Review and approve actions taken by the board to designate One Stop Operators as required by WIOA § 121 (d) (1);
  - \* Review and approve monitoring activities by the local board as required by WIOA § 121 (a)(3);
  - \* Review and approve the budget of the local board, as required by WIOA § 107(d)(12)(A); and

# Warren County Board of Supervisors

## RESOLUTION NO. 239 OF 2015

Resolution introduced by Supervisors Frasier, Girard, Sokol, Wood, Vanselow, Brock and Seeber

**AUTHORIZING THE DESIGNATION OF SARATOGA-WARREN-WASHINGTON COUNTIES AS THE GEOGRAPHIC AREA FOR THE IMPLEMENTATION OF A NEW LOCAL WORKFORCE DEVELOPMENT SYSTEM AND AUTHORIZING EXECUTION OF AGREEMENTS AND/OR OTHER RELATED DOCUMENTS THEREFOR**

RESOLVED, that the Warren County Board of Supervisors hereby designates Saratoga-Warren-Washington Counties as the geographic area for the implementation of a new local Workforce Development System, as required by the new Workforce Innovation and Opportunity Act of 2014, and be it further

RESOLVED, that the Chairman of the Warren County Board of Supervisors be, and hereby is, authorized to execute non-financial agreements and/or other related documents in connection with implementation of the new Workforce Development System, as required by the new Workforce Innovation and Opportunity Act of 2014, and be it further

RESOLVED, that this resolution is subject to concurring resolutions by the Board of Supervisors of the Counties of Saratoga and Washington.

\* Negotiate and reach agreement on local performance accountability measures with the local board and the Governor as required under WIOA § 107(d)(9).

\* Provide other additional program related input and concurrence as may be required in the WIOA and related regulations.

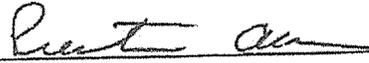
**Part 5 – Term of Agreement**

1. This Agreement becomes effective upon the concurrent acceptance by the Counties and subsequent signature by the Chief Elected Officials of the SWW Counties. This Agreement (including any subsequent amendments) shall stay in effect until such time as: 1) any party acts to rescind the Agreement; or 2) federal or state authority ceases for the SWW Workforce Development Area to serve as the local implementation means for job-training programs. Should any party wish to rescind this Agreement, formal action seeking a rescission must be taken at least six months prior to the conclusion of the current program year (as defined in WIOA). The effective date of the rescission would then be the close of that program year.

2. No unilateral alteration of this agreement shall be made. Modification to the agreement by any County must be mutually negotiated and all requests to modify the agreement must be presented in writing to the Chief Elected Officials.

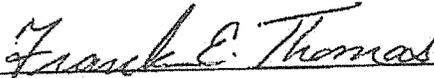
3. A copy of this Agreement along with the agreed upon Workforce Development Board appointment agreement, referenced in Part 3 - #1 above, will be provided to a new county CEO upon taking office along with other documents deemed appropriate to explain the roles and responsibilities of the counties and the SWW Workforce Development Board in operating the local workforce development area subject to the WIOA legislation, regulations and NYS Department of labor guidance. An acknowledgement form will provided to document the receipt of this material by the new county CEO.

**For Saratoga County:**

  
\_\_\_\_\_  
Preston Allen, Chairman  
Saratoga County Board of Supervisors

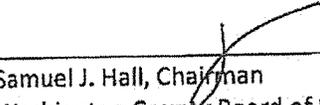
8/15/20  
Date

**For Warren County:**

  
\_\_\_\_\_  
Frank E. Thomas, Chairman  
Warren County Board of Supervisors

8/14/20  
Date

**For Washington County:**

  
\_\_\_\_\_  
Samuel J. Hall, Chairman  
Washington County Board of Supervisors

9/2/20  
Date

## SWW Workforce Development Board PY21 Budget

WW WDB Budget for Consideration PY22 = July 1, 2022 to June 30, 2023							Denotes Changes	
Expense Categories	PY17	PY18	PY19	PY20	PY21	PY22	Notes	
<b>Salaries*</b>	60,000	60,000	60,000			7/1/22 to 6/30/23		
*P-T Executive Director (Exempt)								
P-T Associate Executive Director (Exempt)								
Full-time Executive Director (Exempt)				60,000	90,000	95,000	EC Suggested Salary	
NEW Part-time Admin. Asst. (non-Exempt)					20,000	0.00	Eliminate PT Position for now	
<b>Benefits</b>	4,590	4,590	4,590	4,590	28,195	57,000	12 months of benefits PY22, vs 6 mo. in PY21	
<i>(Through Saratoga Cty. for Executive Director)</i>					6 mo-Jan-June			
<b>Staff memberships</b>	2,000	2,000	2,000	2,000	3,000	6,000	NYATEP to \$3,750 from \$750, plus CPE	
Continuing Prof. Edu.								
<b>Mileage</b>	5,000	5,000	5,000	5,000	560	5,000	58.5 pm - Inflation Post-pandemic Adj.	
<b>Phone/PC Broadband</b>	600	600	600	600	600	600		
<b>Office Expenses, Postage, Supplies</b>	3,600	3,000	3,000	3,000	3,000	3,000		
<b>Equipment</b>	500	500	500	500	500	500		
<b>Meetings</b>	2,500	2,500	2,500	2,500	5,000	3,000	Zoom \$2K / plus \$1K	
Board Effect Cloud-Based Package						5,000	New Addition/Legacy SW	
<b>Marketing</b>	3,800	3,800	3,800	3,800	18,000	25,000	New Website (1 time fee)	
<b>Miscellaneous</b>	1,265	1,265	1,265	1,265	1,500	1,500	Some WDB Promotion Subscriptions	
<b>Admin Fee</b>	7,745	7,745	7,745	7,745	7,745	0.00	Eliminate Payroll Processing JJ Young	
<b>Rent/insurance</b>	3,500	3,500	3,500	3,500	3,500	3,500	333 Glen Street Office	
<b>One Stop Operator</b>	2,400	2,400	2,400	2,400	10,000	5,000	Necessary for WIOA Compliance	
(MOU facilitation)								
<b>Maintenance</b>								
<b>Total Expenses</b>	97,500	96,900	96,900	96,900	191,600	210,100		
					94,700	18,500	PY22 % Increase	
					difference	difference	9.66%	
					51%		Budget is 100% WIOA Funded	
<b>Salaries* Historical</b>								
* \$30.364/hr @ 988 hrs./yr each (19 hrs./wk) in <b>PY17, PY18, PY19</b>								
* \$30.364/hr @ 1976 hrs./yr (19 hrs./wk) in <b>PY20</b>								

## RESOLUTION REQUEST FORM NO. 4

### *Request for Extending, Rescinding or Amending Existing Contract*

DEPARTMENT NAME: Employment & Training Administration

DATE: July 19, 2022

- (a) Purpose of Contract Change:  
**Requesting to amend the contract with NY Wired for three more years and to include the option of adding \$5000 additional for certification fees as needed. The total amount includes \$15,000 added to the total to reflect \$5,000 per year for certification fees.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
**Resolution 254 in 2020**
- (c) Name of Contractor:  
**NY Wired for Education**
- (d) Address of Contractor: **20 Warren Street, Albany, NY 12202**
- (e) Contractor's Contact Person and Telephone Number:  
**Christine Peng (518) 462-1780**
- (f) Commencement Date of Extension: **July 1, 2022**
- (g) Termination Date of Extension: **June 30, 2025**
- (h) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$37,477.50**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)  
**Three payments per year.**
- (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:  
**40.6293.300 433**

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

\*as listed in budget and LOGOS



## CAREER PATHWAYS SERVICES AGREEMENT

THIS AGREEMENT ("Agreement"), is effective as of the date of the last signatory hereto ("Effective Date"), by and between New York Wired for Education ("NYW"), a workforce ORGANIZATION located at 20 Warren St, Albany, NY 12202, and Warren County One Stop located at 333 Glen St, Glens Falls, NY 12801.

### I. DESCRIPTION OF SERVICES

- a. Learning Management System ("LMS"): The Metrix Learning LMS provides user management and delivery of training content. The LMS is accessible 24/7 from any computer with internet. Customizations include a custom site URL and logos. Features include:
  - i. Dashboards: Easy-to-use customer and administrator dashboards.
  - ii. Learning Content Licenses:
    1. Unlimited licenses to the Skillsoft Business/Desktop/IT Content Library. [www.skillsoft.com/catalog/default.asp](http://www.skillsoft.com/catalog/default.asp)
    2. Unlimited licenses to the Amatrol Manufacturing Content Library. <http://www.amatrol.com/product/elearning-2/>
    3. Unlimited licenses to SHL Kenexa Provelt assessments (1 site)
  - iii. Content Access: WIOA-eligible individuals in Warren County get unlimited access to Skillsoft, Amatrol, and/or Medcom through 180-day (6-month) content licenses.
  - iv. Career Pathways Tool: Skill assessment and learning plans for 10 industry paths, 200+ growth occupations.
  - v. Certificates of Completion and Badges: Customers are awarded a certificate of completion for passing each course module. Customers can also receive digital badges for completion of bundles of courses.
  - vi. Reporting: There are automated reports delivered via email monthly, and standard reports accessible in the LMS administrator functions. These reports include group, activity, case management and pathways reports.
- b. Industry Certifications: Certification funds can be added in \$5000 increments to use towards Certipoint/Pearson Vue Industry-Recognized Certification exam packages through Metrix Learning. The certification package includes training courses, practice tests and practice labs where available, and exam vouchers.
- c. Consulting Support: NYW will provide Warren County One Stop with consulting to include:



- i. Meeting with executive WDB staff to discuss services and strategies.
- ii. On-site and/or virtual training to front line staff responsible for hosting orientation sessions, delivering services, managing customers, tracking data, etc.
- iii. Strategize with staff from workforce partners & business services. Services may include: assessing potential applicants, aligning training strategies, accessing Portal talent bank for qualified candidates, and employee training services.

In addition, NYW will conduct periodic reviews with Warren County One Stop to address usage, goals, and critiques.

d. Additional Items:

- i. Technical support is available Monday through Friday from 9AM -5PM EST via phone at 518-462-1780 (toll free: 1-844-691-1780) or via email at [support@metrixlearning.com](mailto:support@metrixlearning.com).

## II. COSTS, SERVICE TERM, AND PAYMENT

- a. Cost: The LMS/learning portal service described above is at a fixed cost of **\$7,492.50 per year**. The 3-year total is **\$22,477.50**. Certification funds can be added any time in increments of \$5,000.00.
- b. Service Term: The service term is from **July 1, 2022 to June 30, 2025**.
- c. Payment Terms: Annual fees will be split into 2 invoices to be invoiced on July 1 and September 1. An initial bill will be submitted to **Warren County One Stop** for \$8,746.25 which includes annual fee part 1 and \$5,000.00 of certification funds. Payment to be remitted within 30 days of invoice.

## III. AMENDMENTS

- a. Either party upon mutual agreement may modify this Agreement. No modification of this Agreement will be effective unless it is in writing, signed and dated by both parties.
- b. Either party have the option to terminate this agreement upon 30-day written notice.



The undersigned parties agree to work together in the manner described.

IN WITNESS WHEREOF, the parties have executed this agreement on the date below.

*Brian Lee*  
Signature

Brian Lee, CEO  
Name/Title

6/29/22  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

Proposed County Investment for Workforce Development

Currently 25% of the department's budget is spent on fringe = \$194,036. This money could be spent on training and employment services for Warren County residents if Warren County covered employee/retiree fringe costs or a portion thereof.

Retirement	\$43,284.26
Social Security	\$28,027.67
Medicare Contribution	\$6,028.48
Workmen's Compensation	\$8,647.89
Unemployment Insurance	\$5,460.86
Disability	\$37.09
Hospitalization	\$70,794.14
Retirees Hospitalization	\$29,424.58
Dental Insurance	\$1,432.13

The department currently pays for their own salary raises as well, which takes resources away from programs and services for Warren County residents.

Suggestions:

Minimum County Contributions	Moderate County Contributions	Maximum County Contributions
Up to \$50,000 to help offset some fringe costs.	Cover a portion of the department's fringe costs and support the work beyond WIOA grant requirements.  <i>\$50,000-\$200,000</i>	Cover all of the department's fringe costs, support work beyond the WIOA grant requirements, and invest in the future of Warren County workforce with funding for new positions, programs, and opportunities to address the short and long-term needs of the local economy.
		<i>\$200,000-\$500,000</i>