

Economic Growth & Development
Department of Workforce Development
AGENDA

September 26, 2024

Etu, Strough, Bean, Maday, Turner, Crocitto and Wild

- I. **Committee meeting called to order by Chairman**
 - II. **Motion to approve minutes of prior Committee meeting**
 - III. **Privilege of the Floor and Public**
 - IV. **Action Agenda/New Business:**
 - A. Resolution request to amend budget to include the Workforce Innovation & Opportunity Act (WIOA) federal funding
Rationale: Receiving new annual allocation and to provide budget updates for 2025
 - B. Resolution request to create a position of Fiscal Coordinator
Rationale: The Account Manager position needs updated to reflect the current responsibilities and to allow for time to train a new person prior to the Account Manager retiring.
 - V. **Referral/Pending Items**
 - VI. **Information for Discussion/Review**
 - A. General workforce updates
 - VII. **Privilege of the Floor and Public**
 - VIII. **Motion to Adjourn**
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Attachments:

- A. Resolution request to amend budget
- B. Budget overview
- C. Overview of Warren County funds
- D. Resolution request to add position of Fiscal Coordinator

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: Department of Workforce Development

DATE: September 26, 2024

(a) Purpose of Amendment: Amend Department of Workforce Development budget to include the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for Program Year 2024 which runs through June 30, 2025.

(b) Appropriation Code, Object Code, Full Title and Amount:
Appropriation codes:

Workforce Innovation & Opportunity Act (WIOA) Total \$683,389.98

WIOA Adult 40 6293 0300 \$203,618.42

WIOA Dislocated Worker 40 6293 0305 \$199,165.86

WIOA Youth 40 6293 0310 \$210,185.51

WIOA Administrative 40 6293 0313 \$70,420.19

(c) Revenue Code (with title), and Amount:

4791 (Workforce Innovation & Opportunity Act) Total \$683,389.98

WIOA Adult 40.6293.0300 4791 \$203,618.42

WIOA Dislocated Worker 40.6293.0305 4791 \$199,165.86

WIOA Youth 40.6293.0310 4791 \$210,185.51

WIOA Administrative 40.6293.0313 4791 \$70,420.19

		2024 WIOA Title- Program-Youth	\$	210,185.51
			\$	78,023.85
40.6293.0310 110	Salaries - Regular		\$	31,000.00
40.6293.0310 130	Salaries - Part Time		\$	5,551.37
40.6293.0310 220	Office equipment		\$	1,167.28
40.6293.0310 260	Other equipment		\$	4,500.97
40.6293.0310 410	Supplies		\$	12,839.29
40.6293.0310 411	Rent - Building/Property		\$	180.30
40.6293.0310 421	Equipment rental		\$	1,672.81
40.6293.0310 423	Telephone		\$	833.83
40.6293.0310 424	Postage		\$	2,401.48
40.6293.0310 426	Subscriptions		\$	2,250.92
40.6293.0310 427	Memberships & dues		\$	1,838.25
40.6293.0310 428	Data processing & internet fees		\$	1,097.69
40.6293.0310 439	Misc fees & expenses		\$	1,236.78
40.6293.0310 444	Travel/education/conference		\$	15,936.00
40.6293.0310 470	Contract		\$	11,196.32
40.6293.0310 810	Retirement		\$	5,999.48
40.6293.0310 830	Social Security		\$	1,870.85
40.6293.0310 831	Medicare		\$	2,479.47
40.6293.0310 840	Worker's Compensation		\$	1,190.01
40.6293.0310 850	Unemployment insurance		\$	110.64
40.6293.0310 855	Disability		\$	25,858.39
40.6293.0310 860	Hospitalization		\$	538.88
40.6293.0310 861	Retirees hospitalization		\$	410.65
40.6293.0310 865	Dental			
		2024 WIOA Title Program- Admin	\$	70,420.19
			\$	30,997.71
40.6293.0313 110	Salaries - Regular		\$	2,500.00
40.6293.0313 220	Office equipment		\$	1,133.65
40.6293.0313 260	Other equipment		\$	1,134.82
40.6293.0313 410	Supplies		\$	3,796.32
40.6293.0313 411	Rent-Building/Property		\$	86.08
40.6293.0313 421	Equipment rental		\$	543.54
40.6293.0313 423	Telephone		\$	43.48
40.6293.0313 424	Postage		\$	1,223.26
40.6293.0313 426	Subscriptions		\$	1,081.53
40.6293.0313 427	Memberships & dues		\$	434.82
40.6293.0313 428	Data processing & internet fees		\$	326.12
40.6293.0313 439	Misc Fee & Expenses		\$	1,304.38
40.6293.0313 444	Travel/Education/Conference		\$	11,112.00
40.6293.0313 810	Retirement		\$	3,555.94
40.6293.0313 830	Social Security		\$	492.97
40.6293.0313 831	Medicare contribution		\$	1,032.72
40.6293.0313 840	Worker's Compensation		\$	640.67
40.6293.0313 850	Unemployment Insurance		\$	4.43
40.6293.0313 855	Disability		\$	8,290.53
40.6293.0313 861	Hospitalization		\$	514.18
40.6293.0313 860	Retiree Hospitalization		\$	171.04
40.6293.0313 865	Dental			
			\$	683,389.98

2023 Warren County Funds

Actual	Codes	Allocation	Objects
\$13,030.68	40.6293.0358 220	\$10,000.00	Equipment/Furniture
\$5,382.89	40.6293.0358 410 423	\$10,000.00	Supplies/Phone
\$55,947.36	40.6293.0358 433	\$50,000.00	Training
\$5,636.32	40.6293.0358 444	\$5,000.00	Travel
\$15,807.21	40.6293.0358 861	\$15,000.00	Retiree Ins.
\$4,195.54	40.6293.0358 130	\$10,000.00	Youth Salary
\$100,000.00	TOTAL	\$100,000.00	

2024 Warren County Funds

\$696.52	40.6293.0358 220	\$10,000.00	Equipment/Furniture
\$5,069.90	40.6293.0358 410 423	\$10,000.00	Supplies/Phone
\$48,418.11	40.6293.0358 433	\$50,000.00	Training
\$280.00	40.6293.0358 444	\$5,000.00	Travel
\$8,847.62	40.6293.0358 861	\$15,000.00	Retiree Ins.
\$5,421.73	40.6293.0358 130	\$10,000.00	Youth Salary
\$68,733.88	TOTAL	\$100,000.00	

2025 Warren County Proposed Funds

40.6293.0358 410 423	\$10,000.00	Supplies/Phone
40.6293.0358 433	\$70,000.00	Training
40.6293.0358 444	\$5,000.00	Travel
40.6293.0358 861	\$15,000.00	Retiree Ins.
TOTAL	\$100,000.00	

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Workforce Development

DATE: 9/26/2024

(a) Title of Requested Position: Fiscal Coordinator

(b) Annual **Base** Salary (and Grade if Applicable): \$52,674

(c) Effective Date for New Position*: October 21, 2024

**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):

Employment & Training Account Manager \$61,136 In Unit Grade 13 effective January 13, 2025

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

40.6293.0300 110 40.6293.0313 110

40.6293.0305 110 40.6293.0310 110

(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 Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* HR Director Initial AG

(h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* Co. Admin Initial CF

(i) Is this a mandated position? YES NO

If yes, please explain:

The federal funding does require a designated Fiscal position for reporting purposes

(j) Is there expected revenue from this position? YES NO

If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

FISCAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position oversees the accounting and financial management functions of a municipal department. Areas of responsibility include fiscal management, budget preparation, accounts payable, accounts receivable, purchasing, cost analysis and program/grant contract monitoring. The work is performed under the general supervision of the department head. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and participates in department's fiscal and accounting processes including fiscal control of program and/or grant funds, accounts payable, accounts receivable and purchasing;
Prepares vouchers, purchase orders, encumbrances and other fiscal documents relating to all applicable Federal, State and locally-funded programs and/or grants with accuracy to ensure maximum appropriations of charges;
Maintains and reconciles ledgers of revenues received with bank statements;
Oversees and assists in the classification of a variety of receipts and expenditures and the distribution of costs according to prescribed codes and accounts;
Performs all support functions in the preparation of the department's budget, including data collection, preparation of budget forms, reconciliation, analysis and summaries;
Assists and advises department head in formulating, administering and assessing policies relating to fiscal administration of the budget, program expenses and agency procedures;
Prepares departmental financial reports and correspondence; Monitors contracts and service agreements;
Monitors agency adherence to regulations regarding the disbursement of Federal, State and locally-funded programs and/or grants;
Communicates with various Federal, State and local representatives regarding program funding and fiscal affairs within scope of responsibility;
Performs all work related to the efficient execution of the accounting functions of the agency;
Resourcefulness in resolving varied administration problems.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern governmental accounting and fiscal procedures and techniques including budgeting and appropriation practices as relates to grant disbursement and general office accounting;
Good knowledge of methods used in keeping financial accounts and records;
Good knowledge of modern fiscal terminology, practices and procedures;
Good knowledge of the laws, rules and regulations related to departmental functions;
Ability to acquire a working knowledge of agency affairs related to fiscal management;
Ability to prepare complete and accurate financial reports and statements;
Ability to present written and oral comments and opinions clearly and concisely;
Good judgment, accuracy, integrity, resourcefulness and tact.

MINIMUM QUALIFICATIONS:

- (A) Bachelor's degree or higher in accounting, business administration or closely related field and one (1) year of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management; or
- (B) Associate's degree in accounting, business administration or closely related field and three (3) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.