

Economic Growth & Development
Department of Workforce Development

AGENDA

October 23, 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. Miscellaneous Resolution Request to ratify the federal community project grant application from 2021
Rationale: The grant application period was a short timeline and the County Administrator, Committee Chair, and BOS Chair at the time encouraged departments to apply without committee approval in order to meet the deadline. Workforce Development submitted an application to recruit, train, and open more home-based child care providers in Warren and Saratoga Counties. The project was approved by Congress and funds were awarded May 31, 2023. Resolution 330 of 2023 amended the budget to receive the funds.
 - B. Resolution request to create new contract with Southern Adirondack Child Care Network (SACCN) to reimburse expenses for startup programs.
Rationale: Federal grant awarded to Workforce Development in 2023 provides reimbursement to partners in the project.
 - C. Resolution request to create new contract with Brightside Up, Inc. to reimburse expenses for startup programs.
Rationale: Federal grant awarded to Workforce Development in 2023 provides reimbursement to partners in the project.
 - D. Resolution request to create new contract with Saratoga County Workforce Development
Rationale: Federal grant awarded to Workforce Development in 2023 provides reimbursement to partners in the project.
 - V. Referral/Pending Items**
 - VI. Information for Discussion/Review**
 - VII. Privilege of the Floor and Public**
 - VIII. Motion to Adjourn**
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Attachments:

- A. Resolution request to ratify grant application
- B. Resolution 330 of 2023
- C. Resolution request to create new contract with SACCN
- D. Draft contract with SACCN

- E. Resolution request to create new contract with Brightside Up, Inc.
- F. Draft contract with Brightside Up, Inc.
- G. Resolution request to create new contract with Saratoga County Workforce Development
- H. Draft contract with Saratoga County Workforce Development

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: Workforce Development

DATE: October 23, 2024

- (a) Purpose of Request: **Ratify federal grant application submission from 2021 that was approved by BOS Chair, Committee Chair, and County Administrator.**
- (b) Details: **The federal grant opportunity received from Congresswoman Stefanik's office had a short timeline of three weeks so there was not formal committee approval to apply but the Committee Chair (Hogan), BOS Chair (Seeber) and County Administrator (Moore), encouraged and approved the grant application. Email records available.**
- (c) Previous Resolution Number: **Resolution 330 of 2023 documents receipt of the federal grant award. Revenue code 40.6293.0359 4800**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Child	Care	Business	Initiative	Total:	\$205,000
40.6293.0359 410	\$111,000	40.6293.0359 470	\$63,300	40.6293.0359 433	
\$16,000	40.6293.0359 434	\$8,700	40.6293.0359 436	\$6,000	

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

* as listed in budget and LOGOS

DEPARTMENT: WORKFORCE DEVELOPMENT

ESTIMATED REVENUE

<u>40.6293.0359 4800</u>	Workforce Invest. Act, WIA/WIOA, Child Care Business Initiative, Child Care Business Initiative	<u>\$205,000.00</u>
40.6326 4786	Summer TANF, Summer TANF	113,513.00

APPROPRIATIONS

40.6293.0359 410	Workforce Invest. Act, WIA/WIOA, Child Care Business Initiative, Supplies	111,000.00
40.6293.0359 433	Training-Client	16,000.00
40.6293.0359 434	Allowances	8,700.00
40.6293.0359 436	Advertising Fees	6,000.00
40.6293.0359 470	Contract	63,300.00
40.6326 110	Summer TANF, Salaries-Regular	10,000.00
40.6326 130	Salaries-Part Time	80,500.00
40.6326 410	Supplies	1,000.00
40.6326 434	Allowances	1,000.00
40.6326 444	Travel/Education/Conference	1,000.00
40.6326 470	Contract	18,000.00
40.6326 810	Retirement	(12,387.00)
40.6326 830	Social Security	5,000.00
40.6326 831	Medicare Contribution	1,200.00
40.6326 860	Hospitalization	8,000.00
40.6326 861	Retirees Hospitalization	200.00

RESOLVED, that the supplemental appropriations or reductions in estimated revenues and appropriations set forth above are authorized and the County Treasurer be, and he hereby is, authorized and directed to amend the budget of Warren County for 2023 for the estimated revenues, appropriations and codes indicated, and be it further

RESOLVED, that the Warren County budget for 2023 is hereby amended accordingly.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Workforce Development

DATE: October 23, 2024

- (a) Is this a Result of a Bid or Request for Proposal?
No.
- (b) Purpose of Contract:
To reimburse partners via a federal grant award for their services and costs associated with recruiting, training, and opening more child care provider businesses.
- (c) Name of Contractor:
Southern Adirondack Child Care Network
- (d) Address of Contractor: **16 Pearl Street, Suite 209, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Lynn Sickles, Executive Director 518-798-7972
- (f) Has or will the Contract be provided, if so, please attach:
Yes
- (g) Commencement Date of Contract:
June 1, 2023
- (h) Termination Date of Contract:
May 31, 2026
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$88,650**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Throughout the term as reimbursements
- (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:
Child Care Business Initiative 40.6293.0359 \$205,000

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

Memorandum of Understanding for Child Care Startup Program

THIS AGREEMENT is effective as of the date of the last signatory hereto, by and between **Southern Adirondack Child Care Network, located at 16 Pearl Street, Suite 209** in Glens Falls and Warren County Workforce Development located at 333 Glen Street, Suite 300, Glens Falls, NY 12801.

I. Southern Adirondack Child Care Network (SACCN) agrees to:

- Contribute to the marketing activities and share already existing marketing materials with the Career Centers to recruit candidates for the child care provider training program.
- Review start up grant requests and to provide ongoing support to assist potential providers through the licensing process and setting up quality programs including both the educational aspects and business-related parts of running a successful quality program.
- Facilitate the required NYS Health and Safety training for opening a family child care program and to provide ongoing child care operations and child development specific training to assist providers in maintaining quality standards of care and to meet minimum licensing requirements.
- Meet with partners and provide support for all aspects of the project on behalf of the Southern Adirondack Child Care Network.
- Provide ongoing support, including training, technical assistance and access to the Child and Adult Care Food program to providers once they are licensed and operating.
- Collaborate on employer engagement and outreach to promote the private-public partnership in addressing child care gaps.
- Leverage resources to support the project and contribute to the implementation and assessment of the plan.
- Work with a qualified early learning company to provide quality materials for all the programs.
- Provide quarterly reports or other information as requested, including but not limited to: program summaries, itemized receipts, and detailed invoices to Warren County Workforce Development for reimbursement from the grant.

II. Warren County Workforce Development agrees to:

- Market and recruit potential candidates for the child care provider training program
- Provide grant updates and reporting requirements to SACCN in a timely manner
- Consolidate, write, edit, and submit quarterly program and financial reports to the United States Department of Labor and the designated federal grant program officer
- Review invoices from SACCN
- Request and process check requests to reimburse SACCN for their program costs from the allocated funding source

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Workforce Development

DATE: October 23, 2024

- (a) Is this a Result of a Bid or Request for Proposal?
No.
- (b) Purpose of Contract:
To reimburse partners via a federal grant award for their services and costs associated with recruiting, training, and opening more child care provider businesses.
- (c) Name of Contractor:
Brightside Up, Inc.
- (d) Address of Contractor: **91 Broadway, Menands, NY 12204**
- (e) Contractor's Contact Person and Telephone Number:
Abbe Kovacik, Executive Director 518-426-7181 Ext 323
- (f) Has or will the Contract be provided, if so, please attach:
Yes
- (g) Commencement Date of Contract:
June 1, 2023
- (h) Termination Date of Contract:
May 31, 2026
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$88,650**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Throughout the term as reimbursements
- (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:**

Child Care Business Initiative 40.6293.0359 \$205,000

**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

Memorandum of Understanding for Child Care Startup Program

THIS AGREEMENT is effective as of the date of the last signatory hereto, by and between **Brightside Up, Inc.** located at **91 Broadway in Menands, NY** and Warren County Workforce Development located at 333 Glen Street, Suite 300, Glens Falls, NY 12801.

I. Brightside Up, Inc. agrees to:

- Contribute to the marketing activities and share already existing marketing materials with the Career Centers to recruit candidates for the child care provider training program.
- Review start up grant requests and to provide ongoing support to assist potential providers through the licensing process and setting up quality programs including both the educational aspects and business-related parts of running a successful quality program.
- Facilitate the required NYS Health and Safety training, Medication Administration Training (MAT), Learning Environment Training, and Child Assessment Training to assist providers in maintaining quality standards of care and to meet minimum licensing requirements.
- Meet with partners and provide support for all aspects of the project on behalf of Brightside Up, Inc.
- Provide ongoing support, including training, technical assistance to providers once they are licensed and operating.
- Collaborate on employer engagement and outreach to promote the private-public partnership in addressing child care gaps.
- Leverage resources to support the project and contribute to the implementation and assessment of the plan.
- Work with a qualified early learning company to provide quality materials for all the programs.
- Provide quarterly reports or other information as requested, including but not limited to: program summaries, itemized receipts, and detailed invoices to Warren County Workforce Development for reimbursement from the grant.

II. Warren County Workforce Development agrees to:

- Market and recruit potential candidates for the child care provider training program
- Provide grant updates and reporting requirements to Brightside Up, Inc. in a timely manner
- Consolidate, write, edit, and submit quarterly program and financial reports to the United States Department of Labor and the designated federal grant program officer
- Review invoices from Brightside Up, Inc.
- Request and process check requests to reimburse Brightside Up, Inc. for their program costs from the allocated funding source

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Workforce Development

DATE: October 23, 2024

- (a) Is this a Result of a Bid or Request for Proposal?
No.
- (b) Purpose of Contract:
To reimburse partners via a federal grant award for their services and costs associated with recruiting, training, and opening more child care provider businesses.
- (c) Name of Contractor:
Saratoga County Workforce Development
- (d) Address of Contractor: **152 W. High Street, Ballston Spa, NY 12020**
- (e) Contractor's Contact Person and Telephone Number:
Jennifer McCloskey, Director 518-884-4170
- (f) Has or will the Contract be provided, if so, please attach:
Yes
- (g) Commencement Date of Contract:
June 1, 2023
- (h) Termination Date of Contract:
May 31, 2026
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$12,850**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Throughout the term as reimbursements
- (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:**

Child Care Business Initiative 40.6293.0359 \$205,000

**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

Memorandum of Understanding for Child Care Startup Program

THIS AGREEMENT is effective as of the date of the last signatory hereto, by and between **Saratoga County Workforce Development located at 152 W. High Street in Ballston Spa, NY** and **Warren County Workforce Development located at 333 Glen Street, Suite 300, Glens Falls, NY 12801.**

I. Saratoga County Workforce Development agrees to:

- Contribute to the marketing activities to recruit candidates for the child care provider training program.
- Collaborate on employer engagement and outreach to promote the private-public partnership in addressing child care gaps
- Supplement the cost of technical, financial, and literacy education or other relevant certifications
- Provide online learning opportunities for the new Saratoga County child care providers to enhance their business skills
- Supplement the cost of supportive services to include transportation assistance in the form of gas cards, bus tokens, taxi/uber fares for participants in the program to attend trainings
- Leverage resources to support the project and contribute to the implementation and assessment of the plan.
- Provide program planning and support to the partners involved in the collaboration.
- Provide quarterly reports or other information as requested, including but not limited to: program summaries, itemized receipts, and detailed invoices to Warren County Workforce Development for reimbursement from the grant.

II. Warren County Workforce Development agrees to:

- Market and recruit potential candidates for the child care provider training program
- Provide grant updates and reporting requirements to Saratoga County Workforce Development in a timely manner
- Consolidate, write, edit, and submit quarterly program and financial reports to the United States Department of Labor and the designated federal grant program officer
- Review invoices from Saratoga County Workforce Development
- Request and process check requests to reimburse Saratoga County Workforce Development for their program costs from the allocated funding source

