

Economic Growth & Development
Department of Workforce Development

AGENDA

December 2, 2025

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

- 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 for a new contract with NYS Department of Labor for a new lease agreement.
Rationale: A short-term lease was re-negotiated through April, 2026. Another one will also be negotiated for May, 2026 and beyond after NYSDOL renegotiates with building management.
 - B. Resolution request for a new agreement with SUNY Adirondack
Rationale: SUNY Adirondack requested Workforce Development staff to host “office hours” on their campus for a Career Café that provides students with current employment landscape information, career exploration and readiness activities, and connections to local job opportunities.
 - C. Resolution request to review the Saratoga-Warren-Washington Workforce Development Board budget
Rationale: The multi-jurisdictional agreement requires annual review and approval of the workforce board budget from each county’s respective Board of Supervisors per the Workforce Innovation and Opportunity Act (WIOA). While this committee reviewed it in August, 2025, it was pulled from the full board agenda because Washington County did not approve it and the budget requires approval from all three counties.
- V. Referral/Pending Items**
- VI. Information for Discussion/Review**
 - A. General workforce updates
 - a. Unemployment rate and workforce trends
 - b. Funding updates
- VII. Privilege of the Floor and Public**

VIII. Motion to Adjourn

Attachments:

Resolution request for new contract

Draft lease agreement

Resolution request for new contract

Draft agreement with SUNY Adirondack

Resolution request for SWW WDB board

Memorandum to County Administrators & Chief Elected Officials of Saratoga, Warren, Washington

SWW Multijurisdictional Agreement

Saratoga County Resolution 82 of 2024

SWW Workforce Board Budget

Workforce Development Board Meeting Minutes

Saratoga County Press Release dated July 10, 2024

Saratoga County Resolution 189 of 2024

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Workforce Development

DATE: December 2, 2025

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Lease renewal with NYS Department of Labor
- (c) Name of Contractor: New York State Department of Labor
- (d) Address of Contractor: State Office Building Campus, Building 12, Albany, NY
12240
- (e) Contractor's Contact Person and Telephone Number: Paul J. Milonovich, Office: 518-457-5313
- (f) Has or will the Contract be provided, if so, please attach: Yes
- (g) Commencement Date of Contract: On or after 6/20/2025
- (h) Termination Date of Contract: no later than 09/30/2025
- (i) Payment Provisions:
 - i) lump sum amount \$70,617.28
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Monthly rate but billed quarterly
Cost reimbursement at completion of program.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: WIOA 40.6293.0300 0305 0310 0313 411
WC WFD 40.6293.0358 411

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: A2025-007 Amount of Agreement: <u>\$70,617.28</u> CFDA # (If Applicable): _____</p> <p>Contract Period: 5/01/2025 to 4/30/2026</p> <p>Multi-Year Term (if applicable) From: _____ To: _____</p>
<p>Contractor Name/Project Sponsor: THE COUNTY OF WARREN DEPARTMENT OF WORKFORCE DEVELOPMENT</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 <u>ONLY ONE</u> of the Following Three Choices: Contractor is a Municipality <input type="checkbox"/> Check if Yes</p> <p>MUNICIPALITY # (If Applicable): _____ or _____</p> <p>Contractor is a For-Profit Organization <input type="checkbox"/> Check if Yes 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><input type="checkbox"/> Other – _____</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>Date: _____</p>	<p>Signature of Authorized Official: _____</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>

PERMIT FOR USE OF SPACE

THIS PERMIT, made and entered into this 8th day of September 2025, between the NEW YORK STATE DEPARTMENT OF LABOR, hereinafter referred to as “NYSDOL”, with offices located at the State Office Campus Building 12, Albany, New York 12226 and THE COUNTY OF WARREN DEPARTMENT OF WORKFORCE DEVELOPMENT (hereinafter referred to as the “PARTNER”), whose address is: 333 Glen Street, Suite 300, Glens Falls, NY 12801 (hereinafter referred to as the “Project Sponsor”). The foregoing are hereinafter referred to as the “Parties.”

WITNESSETH

WHEREAS, NYSDOL has the right to use and occupy space at 333 Glen Street, Suite 300, Glens Falls, New York 12801 (“the Premises”) pursuant to an agreement with the New York State Office of General Services; and

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

WHEREAS, PARTNER desires to use and occupy a portion of the Premises to provide Employment Services; and

WHEREAS, NYSDOL desires to grant to PARTNER the right to use and occupy a portion of the Premises as set forth in Addendum A hereto (“Permitted Space”) for such purposes;

Now, in consideration of the mutual covenants, terms, and conditions set forth below, the parties hereto agree as follows:

1. NYSDOL grants to the PARTNER a Permit (the “Permit”) to use and occupy the Permitted Space.
2. NYSDOL expressly warrants to PARTNER, that it has the authority to grant this Permit with PARTNER for the full term set forth herein.
3. This Permit shall be for a term beginning on the 1st day of May, 2025 (the “Commencement Date”) and ending on the 30th day of April, 2026.
4. The PARTNER shall use and occupy the Permitted Space for Employment Services and such other services as are agreed to by the parties. NYSDOL agrees that in addition to PARTNER, said Permitted Space shall be used and occupied by PARTNER’s agents, invitees, and business guests as approved by NYSDOL.
5. The hours of operation of the Permitted Space shall be from 8:30 a.m. – 5:00 p.m., Monday through Friday; any deviations from these hours requires written consent from NYSDOL.
6. The PARTNER shall pay to the NYSDOL a Permit Fee for office space, use of common areas at the Premises, and operating expenses as set forth in Addendum A, to be paid in equal monthly installments, on or before the first day of each month during the term of this Permit and mailed to NYS Department of Labor, SOBC-Building 12-Rm. 464, Albany, New York 12226. The remittance check shall be made payable to the “New York State Department of Labor” and contain the statement: “Fee for Permitted Space, Use and Occupancy of Department of Labor, Glens Falls Career Center, New York.” Such Permit Fee shall be inclusive of the cost of rent, all utilities, janitorial services, and security alarm monitoring.

7. If NYSDOL has a change of Premise lease costs or operating expenses, NYSDOL shall, with PARTNER'S consent, adjust the payment schedule in a proportional amount at any time during said Permit term, except that NYSDOL may adjust the payment schedule without PARTNER's consent if PARTNER unreasonably withholds consent.
8. The PARTNER shall comply with all Federal, State, and local laws, ordinances, rules, and regulations, and if the PARTNER fails to so comply, NYSDOL shall have the right to take whatever steps may be necessary to achieve compliance. Any cost or expense incurred by NYSDOL shall be added to the next installment of the Permit Fee coming due, including interest thereon, and all remedies herein affecting such fee shall also apply to such added amounts. The Parties agree that any information maintained by either Party on the Premises, including the Permitted Space, constitutes confidential information which may be subject to privacy requirements in statute, regulation, or policy. PARTNER acknowledges that this Permit is subject to the New York State Freedom of Information Law ("FOIL") as set forth in Article 6 of the New York State Public Officers Law.
9. NYSDOL shall have the right to enter the Permitted Space at any time.
10. If the PARTNER: (a) deserts the Permitted Space; (b) defaults in the payment of the Permit Fee or any part thereof; (c) sells, assigns, mortgages, pledges, or sublets this Permit; (d) defaults in the performance of any of the terms, conditions or covenants of this Permit which the PARTNER is to keep and perform; (e) fails to comply with any Federal, State, or local law, ordinance rule or regulation applicable to the Permitted Space after written notice by NYSDOL; or (f) files a petition in bankruptcy or is adjudicated as bankrupt or makes an assignment for the benefit of creditors, or takes advantage of any insolvency act, NYSDOL may, at any time thereafter terminate this Permit and the term thereof, on giving to the PARTNER or the legal representatives of the PARTNER and any person occupying the Permitted Space, thirty (30) days' prior written notice of its intention to terminate this Permit. Upon delivery of such notice, this Permit and the term thereof shall terminate on the date fixed in such notice as if such date was the date originally fixed in this Permit for the termination or expiration thereof. Such notice addressed to the PARTNER at the Permitted Space location may be given by first class mail to the PARTNER, or the legal representatives of the PARTNER.
11. In addition to any other remedies which NYSDOL may have, NYSDOL may apply for and obtain an injunction to enforce NYSDOL's rights.
12. NYSDOL shall not be liable for any damage to personal property or injury by fire, flood, earthquake, tornado, rain, stormwater, elements of nature or acts of God, which may be sustained by the PARTNER 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 leakages in or about any structure on the Premises.
13. The PARTNER shall save harmless and indemnify the State of New York, the NYSDOL, their officers, and employees from and against all claims, suits, actions, costs, and expenses involving injury to person or property arising out of the use and occupancy of the Permitted Space. The PARTNER, if not a self-insured governmental entity, agrees to obtain and maintain in force throughout the duration of this Permit a General Hazard and Comprehensive Public Liability Insurance Policy having coverage limits of not less than One Hundred Thousand Dollars (\$100,000.00) in the event of injury to any one person, and Three Hundred Thousand Dollars (\$300,000.00) in the event of injury to two or more persons while in and about the demised area. The PARTNER shall deliver certificates of such insurance to the NYSDOL prior to the beginning of the term of this Permit and thereafter not less than thirty (30) days prior to the expiration of any such policy. All such policies shall contain a provision that NYSDOL shall receive at least thirty (30) days' notice prior to a material change or cancellation.
14. PARTNER understands and agrees that pursuant to law, all employees in the hire of the PARTNER shall be adequately and properly covered by Workers' Compensation Insurance and Disability Benefits coverage in all work concerned in and about the Premises or the building in which such Premises is located. The PARTNER shall notify NYSDOL at least thirty (30) days prior to a material change or cancellation of such coverage.

15. NYSDOL may at any time terminate this Permit on giving to the PARTNER, or the legal representatives of the PARTNER, thirty (30) days' prior written notice of its intention to terminate this Permit. Upon delivery of such notice, this Permit and the term thereof shall terminate on the date fixed in such notice, as if said date were the date originally fixed in this Permit for the termination or expiration thereof. PARTNER will pay any balance due within fifteen (15) days of termination.
16. PARTNER may at any time terminate this Permit on giving to the NYSDOL, or the legal representatives of the NYSDOL, thirty (30) days' prior written notice of its intention to terminate this Permit. Upon delivery of such notice, this Permit and the term thereof shall terminate on the date fixed in such notice, as if said date were the date originally fixed in this Permit for the termination or expiration thereof.
17. The PARTNER shall not: (a) sell, assign, mortgage, or pledge this Permit; (b) let or sublet the whole or any part of the Permitted Space; or (c) occupy or allow the Permitted Space to be occupied for any business other than specified herein or for any immoral or illegal purpose.
18. The waiver or breach of any of the terms, conditions, or covenants of this Permit by either Party shall not be deemed a waiver of any subsequent breach thereof.
19. PARTNER will have no right to holdover or remain in possession of all or any part of the Permitted Space after the expiration of the term absent the written consent of NYSDOL. If PARTNER remains in possession of all or any part of the Permitted 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 Permit from month to month only; (b) such use and occupancy will not constitute a renewal or extension of this Permit 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, PARTNER 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, PARTNER'S holdover rent shall be adjusted accordingly.
20. Any notice to either Party hereunder must be in writing, signed by the Party giving it, and shall be served either personally or by registered mail addressed as follows:

TO THE COUNTY OF WARREN DEPARTMENT OF WORKFORCE DEVELOPMENT:

Name: Liza Ochsendorf
Title: Director
Address: 333 Glen Street, Suite 300, Glens Falls, NY 12801

TO THE NEW YORK STATE DEPARTMENT OF LABOR:

Name: Lucas Smock
Title: Director, Business Administration
Address: 1220 Washington Ave., Bldg. 12, Albany, NY 12226

Any change of addresses may be hereafter designated by notice within five (5) business days of the change. All notices become effective only when received by the addressee.

21. IT IS MUTUALLY UNDERSTOOD AND AGREED that the terms, conditions, and covenants contained in this Permit and its Appendices, Attachments, and Addenda shall be binding upon the Parties hereto and upon their respective successors and legal representatives. This Permit may be modified or amended solely in a writing identified as an amendment to the Permit, signed by authorized representatives of the Parties.

22. Appendix A, Standard Clauses for New York State Contracts is incorporated as if fully set forth herein and shall take precedence in the event of any discrepancy, disagreement, or ambiguity with this Permit or any other Appendices, Attachments, or Addenda.

ADDENDUM "A"

The Permit Fee includes covered operating expenses. Covered operating expenses are rent, electricity, heat, janitorial services, water, and security alarm monitoring. Rent is based upon occupied space of 3,848 square feet, as well as covered operating expenses and use of common areas at the Premises, at a rate of \$21.86 per square foot for a total of \$84,117.28 for 12 months. In consideration of Shared Program Expenses, there is a one-time rent adjustment of \$13,500 which reduces the amount due to \$70,617.28, payable over eight months, from 9/1/2025 to 4/30/2026, at \$8,827.16 per month.

Summary:

Annual Rent: \$84,117.28

2025 Consideration for Shared Program Expenses: \$13,500.00

Revised Rent: \$70,617.28

Term Length: 12 Months (5/01/2025 – 4/30/2026)

Adjusted Monthly Rent: \$8,827.16 to be paid beginning 9/1/2025

Monthly Rent	\$8,827.16
<u>TOTAL PERMIT FEE AMOUNT DUE</u>	<u>\$70,617.28</u>

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**PLEASE RETAIN THIS DOCUMENT
FOR FUTURE REFERENCE.**

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STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE. In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE. In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER'S APPROVAL. In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller's approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

4. WORKERS' COMPENSATION BENEFITS. In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. WAGE AND HOURS PROVISIONS. If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in

accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION. In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

9. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not

apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this

law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business and Technology Development
625 Broadway
Albany, New York 12245
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue 33rd Floor
New York, NY 10017
646-846-7364
email: mwbebusinessdev@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING. To the extent this agreement is a “procurement contract” as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Workforce Development

DATE: December 2, 2025

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
Formalize partnership with SUNY Adirondack to offer career counseling on their campus
- (c) Name of Contractor:
SUNY Adirondack
- (d) Address of Contractor: **640 Bay Road, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:
Susan Wynkoop 518.681.5617
- (f) Has or will the Contract be provided, if so, please attach:
Yes
- (g) Commencement Date of Contract:
November 1, 2025
- (h) Termination Date of Contract:
August 31, 2026
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (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:**

No cost associated with this service for this term.

**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

ADIRONDACK COMMUNITY COLLEGE

and

WARREN COUNTY CAREER CENTER

This **MEMORANDUM OF UNDERSTANDING** (THE “MOU”), by and between Adirondack Community College, a State University of New York Community College with an address of 640 Bay Road, Queensbury, New York 12804 (the “College”) and Warren County Career Center having an address of 333 Glen Street, Suite 300, Glens Falls, NY 12801 (the “Organization”; the College and the Organization are sometimes referred to collectively herein as the “Parties”) is entered into and effective as of the date it has been executed by both Parties below.

WHEREAS, the College wishes to offer career counseling to current students; and

WHEREAS, the Organization is able and wishes to provide the career counseling desired by the College; and

WHEREAS, the College is willing to collaborate with the Organization for such purpose upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties do hereby agree as follows:

1. **Term.** The term of this MOU shall be from November 1, 2025 to August 31, 2026.
2. **Courses.** The College, in collaboration with the Organization, shall offer career counseling during the Fall 2025 and Spring 2026 semesters. The counseling will take place every Thursday from 12:00pm to 4:00pm at Adirondack Community College, Queensbury (640 Bay Road, Queensbury, NY 12804) or an alternative schedule as agreed upon by both parties. In the event the counseling cannot be held on the dates/times desired by the College, the College shall work with the Organization to reschedule.
3. **College Responsibilities.** The College will:
 - a. Identify the Organization as a partner with the college in marketing materials and other promotional efforts (e.g. social media, website, print catalog);
 - b. Provide physical space and necessary accommodations (e.g. internet access, computer workstations, desks, and seating) in the Business Resource Center, Eisenhart Hall on the Queensbury campus.
4. **Organization’s Responsibilities.** The Organization will:
 - a. Provide the career counselor and instruction;
 - b. Identify the College as a partner in its marketing and other promotional efforts

(e.g. social media, website)

5. **Course Revenue.** There will be no fees collected from the career counseling services.
6. **Compliance with FERPA.** The Organization agrees that it may create, and may receive from or on behalf of the College, or have access to, records or record systems that are subject to the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), and any implementing regulations thereto (collectively, "FERPA"). The Organization represents, warrants, and agrees that it will:
 - a. Hold the FERPA records in strict confidence and will not use or disclose the FERPA Records except as (a) permitted or required by this MOU; (b) required by law; or (c) otherwise authorized by the College in writing;
 - b. Safeguard the FERPA Records according to commercially reasonable administrative, physical and technical standards that are no less rigorous than the standards by which the Organization protects its own confidential information; and
 - c. Continually monitor its operations and take any action necessary to assure that the FERPA Records are safeguarded in accordance with the terms of this MOU. At the request of the College, the Organization agrees to provide the College with a written summary of the procedures it uses to safeguard the FERPA Records.

The obligations to maintain confidentiality and otherwise abide by the limitations provided under FERPA shall survive the expiration or termination of this MOU.

7. **Insurance.** The Organization and the College agree to maintain insurance coverage required for the performance of this Agreement and agree to provide and keep in effect at all times during the period of this Agreement insurance written by reputable insurers, licensed to do business in New York State, and each party shall provide the other with a Certificate of Insurance evidencing the minimum coverage as follows:
 - \$1,000,000 combined single limit liability coverage, per occurrence, with a \$2,000,000 umbrella policy; and
 - \$2,000,000 combined single limit liability coverage per occurrence for general liability coverage.

Each Certificate of Insurance will list both College and the Organization as an additional insured and will provide for thirty (30) days written notice to each party of any cancellation. The Organization will also list Warren and Washington Counties as additional insured parties.

Such certificates shall be provided to the other Party no later than fifteen (15) days prior to the start of any course or program.

The College shall not be liable for any act or omission of the Organization, its employees, representatives or agents.

8. **Participant Eligibility.** Warren County Career Center is responsible for implementing the Program, and for accepting and retaining participants of the Program in cooperation with SUNY Adirondack Faculty. Students participating in this Program must be registered in courses through SUNY Adirondack.

9. **Ownership of Materials.** The Organization retains ownership of all literary or other works of authorship (such as software programs and code, documentation, reports, and similar works), information, data, intellectual property, techniques, or methods that the Organization owns at the time this MOU is executed or otherwise developed or acquired independent of this MOU and employed by Organization in connection with the services provided to the College.
10. **Mutual Indemnification.** Each Party (the “Indemnifying Party”) shall indemnify and hold harmless the other Party, its affiliates, and each of their respective officers, directors, members, representatives, employees, successors, and permitted assigns (collectively, the “Indemnitees”) from and against all third-party losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys’ fees, which may arise out of the performance under this agreement except for the Organization’s gross negligence or willful misconduct in performing any of its obligations under this MOU or the Organization’s failure to comply with applicable law, rule, ordinance, or regulation. These indemnification provisions shall survive the expiration or earlier termination of this MOU.
11. **Cancellation and/or Postponement of Classes.** If the Organization is closed due to an emergency or weather condition, the College will cancel or postpone any scheduled sessions at the Organization’s site and the Career Center will be notified. Warren County Career Center shall provide the Public Safety Office the contact information (phone and/or email) of Program staff and personnel in order to receive Emergency Notifications. These notifications include but are not limited to:
- Lock Down Drills
 - Fire Drills
 - Campus Delays
 - Campus Closings
 - Power Outages
12. **TERMINATION.** This MOU may be terminated as follows:
- a. by the College, at the Organization’s expense, where the Organization becomes unable or incapable of performing, or meeting any of the requirements or qualifications set forth in this MOU, or for non-performance, or upon a determination by the College that the Organization is non-responsible. Such termination shall be upon written notice to the Organization. In such event, the College may complete the contractual requirements hereunder in any manner it deems advisable and pursue available legal or equitable remedies for any breach by the Organization; or
 - b. at any time by either party for convenience, upon thirty (30) days written notice, without penalty or other early termination charges due. If the MOU is terminated pursuant to this subsection, the College shall remain liable for all accrued but unpaid charges incurred until the date of termination.
 - c. Adirondack Community College is accredited by the Middle States Commission on Higher Education (MSCHE). As of January 1, 2024, MSCHE requires assessment of third-party providers of certain student academic support services. In accordance with this accreditor requirement, SUNY Adirondack reserves the right to terminate this agreement

with less than 30 days notice if material concerns are identified, communicated, and not resolved to the satisfaction of the college.

13. **RELATIONSHIP OF THE PARTIES.** Neither the College or the Organization are, or shall be, deemed to be an employee, agent, co-venturer, or legal representative of the other party hereto for any purpose. The College and the Organization are independent contractors.
14. **ASSIGNMENT.** This MOU or any of its provisions shall not be assigned, delegated, transferred, conveyed, sub-let or otherwise disposed of without the prior written consent of the other party hereto.
15. **CHOICE OF LAW.** This MOU shall be governed and construed in accordance with the laws of the State of New York, without regard to its conflict of law principals. The Parties hereby irrevocably submit to the exclusive jurisdiction of the State Courts located in Warren County, New York, and waive any other venue which either party may be entitled to by law.
16. **SEVERABILITY AND WAIVER.** If any portion or provision of this MOU shall be deemed invalid or unenforceable, the remainder of this MOU shall not be affected thereby and shall remain valid and enforceable. A waiver of any of the terms and conditions hereof shall not be construed as a general waiver by either party, and either party shall be free to reinstate such term and condition without notice.
17. **ENTIRE AGREEMENT.** This MOU constitutes the entire agreement between the Parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements, whether written or oral. No modification, amendment or variation of the terms of this MOU shall be valid unless made in writing and signed by a duly authorized representative of the Parties.

IN WITNESS WHEREOF, the Parties have caused this MOU to be signed and delivered by their duly authorized representatives as of the dates written below.

Warren County Career Center

By: Kevin Geraghty
Chairman

Date

Adirondack Community College

By: Anastasia L. Urtz, J.D.
President

Date

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: December 2, 2025

(a) Purpose of Request:

Requesting a review and vote on the proposed Workforce Development Board budget for Program Year 2025. 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:

The total proposed Workforce Board Budget for Program Year 2025 is \$327,040 and each County's Career Center budget helps cover the cost of the board operations.

(c) Previous Resolution Number:

379 of 2023

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Funds (\$66,817) were already taken out of the Warren County WIOA allocation by the Fiscal Manager for the Local Workforce Area.

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

* as listed in budget and LOGOS



Workforce Development Board

SARATOGA | WARREN | WASHINGTON

SWWorkforce.org

MEMORANDUM

Date: August 5, 2025

To: County Administrators and Chief Elected Officials of Saratoga, Warren & Saratoga Counties

From: Gretchen Steffan, Executive Director

Re: Program Year 2025 (PY25)
Saratoga-Warren-Washington Workforce Development Board Budget

As prescribed in the attached **Multi-Jurisdictional Chief Elected Officials Agreement** for the Saratoga-Warren-Washington (SWW) Local Workforce Development Area, Part 4, Item 2, Bullet 4: The Chief Elected Officials shall:

“Review and approve the budget of the local board, as required by WIOA (Workforce Innovation and Opportunity Act) § 107(d)(12)(A).”

Also attached is the SWW Workforce Development Board’s (WDB) approved budget, our July 30th meeting minutes, along with some supplemental materials for your information (15 pages total, which includes this memorandum). Our fiscal year (PY25) begins on July 1, 2025, and ends on June 30, 2026.

Please reach out with any questions.

Thank you!



**OFFICE OF THE
COUNTY ATTORNEY**

GEORGE P. CONWAY, ESQ., COUNTY ATTORNEY

518.884.4770

SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

First Assistant Attorney
Ann Flower E. Stitt, Esq.
Assistant Attorneys
Petra Holden, Esq.
Laura M. Kruegler, Esq.

SERVICE BY EMAIL NOT ACCEPTED

MEMORANDUM

DATE: June 3, 2024

TO: Jenniffer McCloskey
Workforce Development

FROM: George Conway
Saratoga County Attorney's Office

SUBJECT: Vendor Name : Saratoga Warren Washington LWDA
Vendor Address : N/A
Vendor I.D. # : N/A
Contract Amount : N/A Per Res: 82-2024
Contract Period : N/A
Purpose of Agreement : Multi Jurisdictional Agreement

Attached, please find one fully executed copy of the above referenced contract, which had been executed by the Chairman of the Board of Supervisors on May 28, 2024.

Please send this contract to the above-named vendor.

cc: Clerk, Board of Supervisors, w/enclosure
County Auditor, without enclosure
County Administrator without enclosure

**Multi-Jurisdictional Chief Elected Officials (CEO) Agreement
for
Saratoga-Warren-Washington Local Workforce Development Area (LWDA)**

The Chairs of the Boards of Supervisors of Saratoga County, Warren County and Washington County, Executive of acting on their authority as the Chief Elected Officials (CEOs), enter into this agreement in accordance with the Workforce Innovation and Opportunity Act (WIOA) § 107 [c] [1] [B]. These 3 Board Chairs are CEOs, 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 (CEOs)

1. For purposes of administering WIOA and for entering into and implementing agreements in accordance with that Act, the CEOs shall be designated from the respective counties as follows: The Chairs of the Board of Supervisors representing each of the following counties: Saratoga County NY, Warren County NY and Washington County NY.
2. Non-concurrence between the Counties shall be resolved as expeditiously as possible. Representatives of the two 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 Local Workforce Development Area” (LWDA).
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 Official 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 a LWDB

1. The Chief Elected Officials, as set forth in Part 1.1 above, will establish and appoint a Local Workforce Development Board 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 LWDB 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 Workforce Development Board with the agreement of the Chief Elected Officials in the LWDB, shall develop, and enter into the appropriate Memorandum of Understanding with area workforce partners and designate or certify a One-Stop System Operator to establish no less than one physical center to deliver services as required by WIOA.
2. The CEOs 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 Local Board to designate a One-Stop System Operator as required by WIOA § 121 (d) (1);
 - Review and approve monitoring activities by the LWDB as required by WIOA § 121 (a)(3);
 - Review and approve the budget of the LWDB, as required by WIOA § 107(d)(12)(A); and
 - 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 (6) months prior to the conclusion of the current program year (as defined by 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 be provided to document the receipt of this material by the new county Chief Elected Official.

Signatories (1 of 3):

For Saratoga County



CEO Name

Phillip C. Barrett, Chair
Saratoga County Board of Supervisors

5/08/24
Date

APPROVED: _____



SARATOGA COUNTY ATTORNEY

Signatories (2 of 3):

For Warren County

Kevin B. Geraghty
CEO Name
Kevin B. Geraghty, Chair
Warren County Board of Supervisors

2/7/24
Date

Signatories (3 of 3):

For Washington County



CEO Name

Robert A. Henke, Chair

Washington County Board of Supervisors

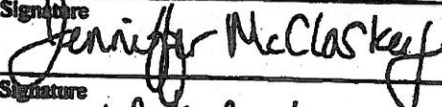

5/16/24

Date

AUTHORIZED SIGNATURES FOR LWDA CASH REQUESTS

LWDA Name Saratoga, Warren, Washington	Grant Recipient Name and Address County of Saratoga 40 McMaster St Ballston Spa, NY 12020
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SIGNATURES OF INDIVIDUALS AUTHORIZED

Typed Name and Title Jennifer McCloskey, Director	Signature 
Typed Name and Title Deb Bishop, Senior Account Clerk	Signature 
Typed Name and Title	Signature
Typed Name and Title	Signature
Typed Name and Title	Signature

I certify that the signatures above are of the individuals
authorized to request cash.



(Chief Local Elected Official Signature)

Phil Barrett
(Name)

Chairman, Saratoga County Board of Supervisors
(Title)

(Date)



BOARD OF SUPERVISORS

03/19/2024

RESOLUTION 82 - 2024

Introduced by Economic Development: Supervisors Butler, Kinowski, Madigan, Murray, Raymond, Wright and Young

AUTHORIZING A "MULTI-JURISDICTIONAL CHIEF ELECTED OFFICIAL (CEO) AGREEMENT FOR THE SARATOGA-WARREN-WASHINGTON LOCAL WORKFORCE DEVELOPMENT AREA (LDWA)"

WHEREAS, The Saratoga-Warren-Washington Workforce Development Board (SWW WDB) provides funding to three career centers, one in each County to provide career development services to Adults, Dislocated Workers and Youth (in school and Out of School till age 24), and

WHEREAS, this funding, which totaled over \$2 million in program year 2022, is vital to providing assessment, career development, training, and wraparound services to 365,000 Saratoga-Warren-Washington residents, and

WHEREAS, the funding comes with compliance responsibilities, one of which is for our WDB to be recertified biennially, and

WHEREAS, there are four elements to meet for this recertification, which include: Board Composition, Satisfactory Performance, Sustained Fiscal integrity and current CEO Agreement, and

WHEREAS, SWW WDB satisfies all elements for recertification, except a current Multi-Jurisdictional Chief Elected Official (CEO) Agreement for the Saratoga-Warren-Washington Local Workforce Development Area (LWDA), and

WHEREAS, the most recent agreement was signed in 2020; and

WHEREAS, the 2023 agreement mirrors the existing 2020 agreement with the exception of current signatories, and

WHEREAS, the Executive Director of the SWW WDB has requested the Director of Saratoga County Workforce Development to obtain the necessary signature of the Chairman of the Saratoga County Board of Supervisors so that a newly executed agreement may be sent to the New York State Department of Labor, who oversees our WOIA compliance for the United States Department of Labor, and

WHEREAS, the Director of Saratoga County Workforce Development, the Economic Development Committee and the Law and Finance Committee all recommend that the Chairman

of the Saratoga County Board of Supervisors sign the current Multi-Jurisdictional Chief Elected Official (CEO) Agreement for the Saratoga-Warren-Washington Local Workforce Development Area (LWDA); and, be it further

RESOLVED, that the Chairman of the Saratoga County Board of Supervisors is authorized to sign on behalf of Saratoga County the current "Multi-Jurisdictional Chief Elected Official (CEO) Agreement for the Saratoga-Warren-Washington Local Workforce Development Area (LWDA)".

RESOLVED, this resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

March 19, 2024 Regular Meeting
Motion to Adopt: Supervisor Grasso
Second: Supervisor K. Veitch

AYES (193,508): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Angela Thompson (19014.5), C. Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), James D. Arnold (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Cynthia Young (17130), Thomas Richardson (5163), Scott Ostrander (18800), Jesse Fish (16202), Ian Murray (5808), Michele Madigan (14245.5), Matthew E. Veitch (14245.5), David Ball (8208), John Lant (17361)

NOES (0):

ABSENT (42,001): Kevin Tollisen (25662), Willard H. Peck (5242), Sandra Winney (2075), Edward D. Kinowski (9022)

SWW Workforce Development Board PY25 Budget PROPOSED

SWW WDB Budget for PY25 = July 1, 2025 to June 30, 2026 Expense Categories	PY21		PY22		PY23		PY24		Denotes Changes PY25		Notes
	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/25 to 6/30/26						
Salaries* Full-time Executive Director (Exempt) FT Deputy Director WDB (Exempt) <i>(Through Saratoga County)</i>	90,000	95,000	95,000	95,000	109,863						
Benefits	28,195	57,000	57,000	57,000	81,614						Total Compensation
Staff memberships & Continuing Professional Education	3,000	6,000	6,000	7,000	7,000						ED=\$156,202 DD=\$114,538 = \$270,740
Mileage	560	5,000	5,000	5,000	5,000						NY&TEP/Chambers/EDC/NAWDB
Phone/PC Broadband...	600	600	600	1,500	1,500						
Office Expenses, Postage, Supplies etc.	3,000	3,000	3,000	3,000	3,000						
Equipment	500	500	500	500	500						
Meetings	5,000	3,000	3,000	3,000	3,000						
Marketing	18,000	25,000	25,000	7,500	7,500						Zoom Workplace Pro (Price Reduction) Board Effect Cloud-Based Package Website Up-keep & Media Supports
<i>Engage-by-Cell Pkg. Texting Technology</i>	unused	unused	unused	unused	unused						Includes: Domains/SSL/Plug-in Fees/Calendar
Miscellaneous	1,500	1,500	10,500	10,500	10,500						New in PY22 / 7 mo. Free in PY24 / Renewed in PY25
Rent/insurance	3,500	3,500	3,500	7,800	7,800						Subscriptions 333 Glen WDB Office
One Stop Operator <i>(MOU facilitation)</i>	16,000	5,000	5,000	5,000	5,000						Necessary for WIOA Compliance
Total Expenses	163,855	210,100	280,600	323,367	327,040						
	74,700	46,245	70,500	42,767	3,673						
		difference	difference	difference	difference						
		28%	34%	15%	1%						
Budget is 100%...WIOA Funded Unused WDB funds revert to Centers											

Presented to the SWW WDB on July 30, 2025



Workforce Development Board

SARATOGA | WARREN | WASHINGTON

Meeting Minutes
WEDNESDAY, July 30, 2025
Saratoga Eagle, Saratoga Springs, NY
8 - 10 AM

BOARD MEMBERS PRESENT: Nic Arnoff, Scot Chamberlain, Greg Connors, Andrew Cook, Gary Dake, Dan Dudley, Doug Ford, Patricia Klimkewicz, Christine McLear, Mike Munter, Mo O'Connell, Laura Oswald, Turina Parker, Dominick Patrignani, Michael Prime, Tracey Riley, Wendy Skawinski, Mary Ann Spiezio, Jeff Vukelic, John Wheatley (20)

EXCUSED: Scott Brazie, Susan Corlew, Paige Foote, Maureen Grabowski, Michael Mastropietro, Scott McKenna, Elizabeth Miller, Zack Moore Tricia Rogers, Elaine Wilkie (10)

GUESTS: Jenniffer McCloskey (*Saratoga County Career Center*), Liza Ochsendorf (*Warren County Career Center*), Matthew Rose (*Saratoga County Career Center*), Shelley Smith (*LEAP*), Steve Bulger (*Saratoga County*), Melissa Fitch (*Washington County*), Al Nolette (*Washington County*) (7)

STAFF: Gretchen Steffan, Executive Director & Kassandra Purcell, Deputy Director (2)

1. Welcome ...

Gary Dake, Chair welcomed WDB members and guests to the meeting. This meeting was convened to provide an opportunity to reapprove the WDB's business items discussed on June 24th with an in-person quorum.

2. Approval of April 23 & June 24, 2025, Meeting Minutes...

Action Item

Motion to Approve: Dan Dudley **Second:** Dr. Turina Parker

Discussion: None

Vote: Approved unanimously.

3. PY 25 Career Center Budget Review & Approval

Jenniffer McCloskey, Fiscal Agent, compiled the data from the Centers PY25 budgets and summary for the WDB. With the tentative status of WIOA, and the upcoming County Budget processes starting now for their calendar year budget cycle starting in January 2026, it is both prudent and important to identify some of the significant costs associated with running our multiple sites and their operational costs. The discussion before approval identified that monthly fiscal reporting for PY25 on Center budgets to actual spending will be provided to the WDB.

Action Item

Motion to Approve: Mike Munter **Second:** Doug Ford

Discussion: Some

Vote: Approved unanimously.

4. PY25 SWW WDB Budget Review & Approval

Gretchen Steffan, Executive Director presented the WDB Budget, which is mostly status quo except for the salary & benefit lines... The Executive Director & Deputy Director roles are both employees of Saratoga County, which is their Employer-of-Record (*meaning they take responsibility for all aspects of employment including compliance, payroll, taxes and benefits*), since WDB approval in June of 2021. As such the July 2024, Saratoga County contract agreement with CSEA, extends to elected or appointed county officials by the County BOS, and approved by formal Resolution. Therefore, there was an adjustment in compensation halfway through PY24.



Workforce Development Board

SARATOGA | WARREN | WASHINGTON

Meeting Minutes

WEDNESDAY, July 30, 2025

Saratoga Eagle, Saratoga Springs, NY

8 - 10 AM

Once the budget is approved by the WDB, it will go to each County for their approval as required by the 3-County Multijurisdictional Agreement. Gretchen will be going to both Warren & Washington County Board of Supervisor's Committee Meetings to present this budget and WIOA Updates...

Action Item

Motion to Approve: Doug Ford **Second:** Greg Connors

Discussion: Some

Vote: Approved unanimously.

5. Policy Actions (2)

Initial Assessment Review/Approval & Oversight & Subrecipient Monitoring Revision

All customers seeking staff-assisted services from our Career Centers must be provided with an **Initial Assessment** by an Employment Counselor/Advisor. Our **Oversight & Subrecipient Monitoring Policy** revision adds 2 Deputy Director roles into the current process with revised timelines for monitoring review work.

Action Item

Motion to Approve: Doug Ford **Second:** Dr. Turina Parker

Vote: Approved unanimously

6. SWW LWDA Local Plan

Gretchen shared that the Local Plan is a WIOA requirement every 4 years, as is the Regional Plan. She requested and received an extension for submission, identifying that she had already worked with regional partners and NYSDOL Labor Analyst Kevin Alexander on job data, demographics and statistics, as well as gathering SWW Centric Census data. The Plan requires partner collaboration, and inputs from the Centers and our NYSDOL partners, which is the next step in drafting the Plan.

7. WIOA Update

Gretchen provided the WDB with an update on potential WIOA changes ahead. We await further Federal input and insights on the future direction of WIOA funding, and the outcomes from The April 23rd Executive Order. Reports due to President Trump on July 23rd & October 23rd may identify whether WIOA will be combined with 11 other Workforce-related programs into a Block Grant with projected significant funding cuts. One outcome resulting from President Trump's April 23, 2025, Executive Order, has resulted in consolidation of the US Department of Labor and the Department of Education. More to come as we await other possible changes due by October 23, 2025. We continue to stay on top of developments and are formulating contingencies as details emerge from legislative hearings at the Federal level.

8. Additional Opportunity for WDB Member Announcements / Comments...

- a. Dr. Turina Parker introduced Mr. Andrew Cook, Superintendent of Hartford Central School District, to our WDB. Andrew has recently been appointed by the Washington County Board of Supervisors.
- b. Wendy Skawinski thanked WDB Members who have been hosting the NYSDOL Teacher Ambassadors, who have been visiting area businesses to learn about career opportunities available in our region.

9. Adjournment at 8:35 am.

Next SWW WDB Meeting Wednesday, October 1, 2025...

Location TBD, either Saratoga Eagle-Saratoga Springs or Adirondack Studios-Argyle



PRESS RELEASE

FOR IMMEDIATE RELEASE

DATE: July 10, 2024

SARATOGA COUNTY ANNOUNCES CONTRACT WITH CSEA

BALLSTON SPA, NY – Saratoga County Board of Supervisors Chairman Phil Barrett today announced the County's CSEA membership has voted to approve a five-year contract. The County's negotiating team and CSEA leadership reached the agreement on June 18th following two mediation sessions.

Saratoga County Board of Supervisors Chairman Phil Barrett (Clifton Park) said, "We were pleased to work with our CSEA partners to reach an agreement that provides a fair and balanced contract for both our dedicated employees and the taxpayers of Saratoga County. The mediation process was a positive experience for both the County negotiating team and CSEA leadership and worked as intended, bringing a swift resolution that satisfies both parties' interests."

The contract covers January 1, 2024, through December 31, 2028.

Highlights of the CSEA collective bargaining agreement include:

- **Wage Increases:** A \$4,000 increase at signing, which equates to a 7.3% pay increase based on the average CSEA salary, and a 2.95% annual wage increase in each year from 2025 to 2028. Retroactive payments will be made to employees on payroll from January 1, 2024.
- **Compensatory Time:** New language allows for automatic rollover of 40 hours of comp time to be used the next year, with the County retaining the right to buy out comp time in excess of 40 hours with notice by November 1st each year.
- **Health Insurance Premium Contributions:** Gradual increase in employee contributions toward health and dental premiums based on hire date beginning in 2026 for those who currently contribute less than 20%. Fifteen-percent contributors increase to 16% in 2026, 18% in 2027 and 20% in 2028. Five-percent contributors increase to 6% in 2026, 8% in 2027, and 10% in 2028.
- **Health Insurance Co-pays:** Co-pays will remain the same for the remainder of 2024 with nominal increases beginning in 2025 for office visits, specialist visits, emergency room visits, and prescriptions.
- **Additional Holiday:** The addition of Juneteeth as a paid holiday, providing employees with a total of 12 paid holidays each year.
- **Vacation:** An updated vacation schedule based on years of service to extend additional day per year of service for years four through 11.

The agreement also includes other adjustments and administrative changes. The full contract will be made available on the human resources page at www.saratogacountyny.gov once it is ratified.

This is the fourth contract the County has negotiated in the past two years: twice with CSEA and once each with UPSEU, and PBA.

###



BOARD OF SUPERVISORS

07/16/2024

RESOLUTION 189 – 2024

Introduced by Law and Finance: Supervisors M. Veitch, Edwards, Grasso, Lant, Ostrander, Tollisen, and K. Veitch

INTRODUCING A PROPOSED LOCAL LAW IDENTIFIED AS INTRODUCTORY NO. 2, PRINT NO. 1 OF 2024, RELATIVE TO AMENDING THE 2024 SARATOGA COUNTY COMPENSATION SCHEDULE TO PROVIDE SALARY INCREASES FOR CERTAIN COUNTY OFFICIALS, AND SETTING A DATE FOR A PUBLIC HEARING THEREON

WHEREAS, the current collective bargaining agreement with the General Unit of Local #846 of the Civil Service Employees Association, Inc. provides a base wage increase of \$4,000 for employees who are members of that bargaining unit, including retroactive payments to eligible employees in the amount of \$153.85 per pay period from January 1 through July 19, 2024; and

WHEREAS, the Board of Supervisors wishes to provide a similar increase to certain elected or appointed County Officials during their term of office; now, therefore, be it

RESOLVED, that a proposed Local Law, identified as Introductory No. 2, Print No. 1 of 2024, entitled "A LOCAL LAW AMENDING THE 2024 SARATOGA COUNTY COMPENSATION SCHEDULE TO PROVIDE A SALARY AND COST-OF-LIVING INCREASES FOR CERTAIN COUNTY OFFICIALS" is hereby introduced before the Saratoga County Board of Supervisors, and the Board of Supervisors shall hold a Public Hearing on August 14, 2024 at 4:35 PM in the Meeting Room of the Saratoga County Board of Supervisors at 40 McMaster Street, Ballston Spa, New York, 12020, on the matter of the adoption of such proposed Local Law, and the Clerk of this Board of Supervisors is hereby directed to give notice of such Public Hearing in the manner prescribed by law; and be it further

RESOLVED, that the 2024 Compensation Schedule be updated to reflect the salary changes as indicated herein upon final adoption of the Local Law with the exception of the County Coroners who shall receive a 3% salary increase; and be it further

RESOLVED, that the Budget Director is authorized to make any necessary interdepartmental budget transfers to account for the costs associated with these salary changes upon final adoption of the Local Law; and be it further

RESOLVED, that this Resolution shall take effect immediately.