

Economic Growth & Development
Department of Workforce Development
AGENDA
May 20, 2026

Wild, Crocitto, Bruno, Patchett, Diamond, Beaty and Niles

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 requests for reappointment of Warren County representatives to the Saratoga-Warren-Washington Workforce Development Board for another three-year term.

- a. Susan Wynkoop (SUNY Adirondack)
- b. Daniel Dudley (IBEW Local 236)
- c. Zack Moore (Spruce Hospitality)
- d. Elaine Wilkie (Hudson Headwaters Health Network)

Rationale: Terms are expiring on June 30, 2026 and these four members wish to continue serving, effective July 1, 2026-June 30, 2029.

- B. Resolution request for review of the Saratoga-Warren-Washington Workforce Development Board preliminary budget for Program Year 2026 starting on July 1, 2026 and through June 30, 2027.

Rationale: The Multi-Jurisdictional Chief Elected Officials (CEO) Agreement for the Saratoga-Warren-Washington Local Workforce Development Area requires annual review and approval of the Saratoga-Warren-Washington Workforce Development Board budget by the respective counties' Chief Elected Officials and per the Workforce Innovation & Opportunity Act (WIOA) federal grant requirements and outlined fiduciary responsibilities.

V. Referral/Pending Items

VI. Information for Discussion/Review

- A. General workforce updates
- a. Unemployment rate
 - b. Seasonal updates and outcomes
 - c. Upcoming initiatives

VII. Privilege of the Floor and Public

VIII. Motion to Adjourn

Attachments:

- A. Resolution Request for Reappointment of Wynkoop
- B. Resolution Request for Reappointment of Dudley
- C. Resolution Request for Reappointment of Moore
- D. Previous Certificate of Appointment CA05 2023
- E. Resolution Request for Reappointment of Wilkie
- F. Previous Certificate of Appointment CA06 2023
- G. Resolution request for review of SWW Workforce Board Budget
- H. SWW Workforce Board Memo, Documentation, and Budget (13 pages)

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

****If more than one person is being appointed, please attach additional sheets***

DEPARTMENT NAME: Workforce Development

DATE: May 20, 2026

- (a) Name of Appointee: **Susan Wynkoop**
- (b) Is this a Reappointment? **Yes.** If so, please provide the Resolution No. which authorized the last appointment of this individual **CA05 2023**
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title
SUNY ADK, Director of Continuing Education & Workforce Innovation
- (e) Address of Appointee: **640 Bay Road, Adirondack Hall, SUNY Adirondack, Queensbury, NY 12804**
- (f) Title of Appointment:
Saratoga-Warren-Washington Workforce Development Board
- (g) Effective Date of Appointment:
July 1, 2026
- (h) Termination Date of Appointment:
June 30, 2029
- (i) Name of Person Being Replaced (if applicable):
N/A
- (j) Reason for Replacement:

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

****If more than one person is being appointed, please attach additional sheets***

DEPARTMENT NAME: Workforce Development

DATE: May 20, 2026

- (a) Name of Appointee: **Daniel Dudley**
- (b) Is this a Reappointment? **Yes.** If so, please provide the Resolution No. which authorized the last appointment of this individual **CA05 2023**
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title
International Brotherhood of Electrical Workers (IBEW) Local 236
- (e) Address of Appointee: **3000 Troy-Schenectady Road, Schenectady, NY 12309**
- (f) Title of Appointment:
Saratoga-Warren-Washington Workforce Development Board
- (g) Effective Date of Appointment:
July 1, 2026
- (h) Termination Date of Appointment:
June 30, 2029
- (i) Name of Person Being Replaced (if applicable):
N/A
- (j) Reason for Replacement:

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

****If more than one person is being appointed, please attach additional sheets***

DEPARTMENT NAME: Workforce Development

DATE: May 20, 2026

- (a) Name of Appointee: **Zachary Moore**
- (b) Is this a Reappointment? **Yes.** If so, please provide the Resolution No. which authorized the last appointment of this individual **CA05 2023**
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title
Spruce Hospitality, Managing Partner
- (e) Address of Appointee: **8 Spruce Court, Queensbury, NY 12804**
- (f) Title of Appointment:
Saratoga-Warren-Washington Workforce Development Board
- (g) Effective Date of Appointment:
July 1, 2026
- (h) Termination Date of Appointment:
June 30, 2029
- (i) Name of Person Being Replaced (if applicable):
N/A
- (j) Reason for Replacement:

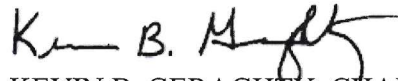
Warren County Board of Supervisors

CERTIFICATE OF APPOINTMENT

I, KEVIN B. GERAGHTY, Chairman of the Warren County Board of Supervisors,
pursuant to the power vested in me, DO HEREBY APPOINT the following named persons as
members of the Saratoga-Warren-Washington Counties Workforce Development Board, for the
term set opposite their name:

<u>NAME</u>	<u>SECTOR/AFFILIATION</u>	<u>TERM</u>
Appointing: Susan Corlew	Director of Continuing Education & Workforce Innovation SUNY Adirondack	7/1/23 - 6/30/26
Reappointing: Daniel Dudley	IBEW Local 236 International Brotherhood of Electrical Workers	7/1/23 - 6/30/26
Zachary Moore	Hospitality Sector/ Spruce Hospitality Group	7/1/23 - 6/30/26
Maureen Grabowski	Branch Manager Homestead Funding Corporation	7/1/23 - 6/30/26

Dated: June 14, 2023



KEVIN B. GERAGHTY, CHAIRMAN
Warren County Board of Supervisors

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

****If more than one person is being appointed, please attach additional sheets***

DEPARTMENT NAME: Workforce Development

DATE: May 20, 2026

- (a) Name of Appointee: **Elaine Wilkie**
- (b) Is this a Reappointment? **Yes.** If so, please provide the Resolution No. which authorized the last appointment of this individual **CA06 2023**
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title
Hudson Headwaters Health Network, Director of Human Resources
- (e) Address of Appointee: **9 Carey Road, Queensbury, NY 12804**
- (f) Title of Appointment:
Saratoga-Warren-Washington Workforce Development Board
- (g) Effective Date of Appointment:
July 1, 2026
- (h) Termination Date of Appointment:
June 30, 2029
- (i) Name of Person Being Replaced (if applicable):
N/A
- (j) Reason for Replacement:

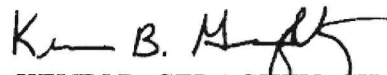
Warren County Board of Supervisors

CERTIFICATE OF APPOINTMENT

I, KEVIN B. GERAGHTY, Chairman of the Warren County Board of Supervisors, pursuant to the power vested in me, DO HEREBY APPOINT the following named person as member of the Saratoga-Warren-Washington Counties Workforce Development Board, for the term set opposite their name:

<u>NAME</u>	<u>SECTOR/AFFILIATION</u>	<u>TERM</u>
Appointing:	Director of Human Resources	7/1/23 -
Elaine Wilkie	Hudson Headwaters Health Network	6/30/26
<i>(Replacing Kathy LaFond)</i>		

Dated: July 21, 2023



KEVIN B. GERAGHTY, CHAIRMAN
Warren County Board of Supervisors

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: May 20, 2026

(a) Purpose of Request:

Review and vote on the proposed Workforce Development Board preliminary budget for Program Year 2026, effective July 1, 2026 through June 30, 2027. The Multi-Jurisdictional Agreement requires all three counties' Chief Elected Officials to review and approve the budget each year.

(b) Details:

The proposed Saratoga-Warren-Washington Workforce Development Board preliminary budget for Program Year 2026 is \$331,735. The total WIOA allocation for Saratoga-Warren-Washington Local Workforce Development Area is forthcoming.

(c) Previous Resolution Number:

485 of 2025

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

N/A as the Workforce Development Board is proposing to no longer use a portion of each county's allocation to cover their budget but rather extract it from the top first.

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

* as listed in budget and LOGOS



Workforce Development Board

SARATOGA | WARREN | WASHINGTON

SWWworkforce.org

Date: May 5, 2026

To: Warren County Economic Growth and Development Committee
on behalf of the Warren County Board of Supervisors

From: Gretchen Steffan, Executive Director

Re: Program Year 2026 (PY26) Budget
Saratoga-Warren-Washington (SWW) Workforce Development Board (WDB)

Our Workforce Innovation & Opportunity Act (WIOA) PY26 runs from July 1, 2026, to June 30th, 2027. WIOA is our primary source of funding for the SWW Local Workforce Development Area (LWDA).

The WDB board met April 22nd and approved a preliminary WDB budget for review by SWW counties. Our quest is to gather feedback from each county for the WDB to consider at their May 27th meeting, so that we can return the budget to the counties for final approval as agreed upon in the 3-County Multi-Jurisdictional Agreement.

*As prescribed in the attached **Multi-Jurisdictional Chief Elected Officials Agreement** for the Saratoga-Warren-Washington 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).”

The entire WDB acknowledges that the overhead level is not sustainable as it exists. As a result, we are exploring merging our WDB with the Capital Region WDB. We have engaged the New York State Department of Labor (NYSDOL), which is our oversight agency for WIOA, and established a WDB subcommittee with representatives from all three counties to explore this topic more deeply.

If the WDB decides to pursue this option further, each county would be engaged in the negotiation regarding board representation, fiscal agent / grant recipient, etc.

The WDB looks forward to hearing the counties' thoughts on our draft preliminary budget.

Thank you for your effort on our behalf.

Attachments

1. SWW LWDA Multi-Jurisdictional Agreement (2024)
2. WIOA WDB Factsheet
3. SWW WDB Proposed Budget for PY26

[13 pages total]



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

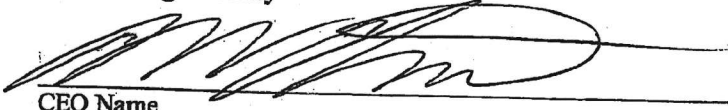
1. As required by Section 121 (a) of WIOA, the Workforce Development Board with the agreement of the Chief Elected Officials in the LWDB, shall develop, and enter into the appropriate Memorandum of Understanding with area workforce partners and designate or certify a One-Stop System Operator to establish 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

Philip C. Barrett, Chair

Saratoga County Board of Supervisors

5/28/24
Date

APPROVED: _____


SARATOGA COUNTY ATTORNEY

Signatories (2 of 3):

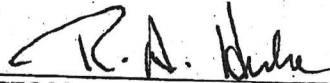
For Warren County

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

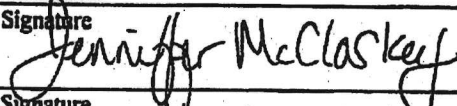
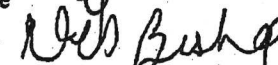
5/16/24

Date

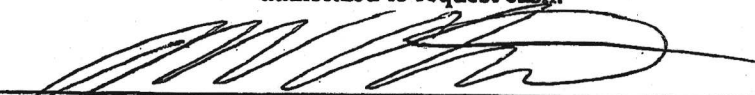
AUTHORIZED SIGNATURES FOR LWDA CASH REQUESTS

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 Jenniffer 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)

The Workforce Innovation and Opportunity Act

WIOA Workforce Development Board Fact Sheet

The Workforce Innovation Opportunity Act (WIOA) authorizes workforce development boards (WDBs) to drive the vision for the workforce system at the state and local levels and maintain the critical role of leading state and local implementation of the Workforce Innovation and Opportunity Act (WIOA).

State and Local Workforce Development Boards

Board Membership:

- The Governor appoints the State WDB membership. The chief local elected officials appoint the local WDB membership.
- Boards are business-led and a majority of each WDB's members must come from the business community.
- Required WDB members also include representatives from the core WIOA programs, organized labor organizations, apprenticeship, and state and local government (as appropriate).
- Governors and/or chief local elected officials may also select other groups, such as community colleges and community-based organizations, to sit on boards.
- Boards may appoint standing committees to advise and help manage the work of the board. Standing committees are composed largely of non-board members.

Board Roles:

- WDBs drive the vision for the workforce system at the state and local levels, and engage funders, partners, employers, and community members around that vision. State WDBs advise and assist the Governor in establishing policies and procedures that operationalize this vision, and strengthen partnership and collaboration among local areas.
- WDBs play a critical role in promoting, sustaining, and growing regional economies. They are responsible for aligning investments in job training, integrating service delivery across programs, and ensuring that workforce investments are job-driven and match employers with skilled workers. State and Local WDBs can work together to support regional collaboration within economic development areas and ensure that career pathways, sector strategies, and expansion of apprenticeship and other earn-and-learn approaches address the needs of business.



The Workforce Innovation and Opportunity Act

- As stewards of Federal and non-Federal funds, WDBs oversee a host of operational systems and processes that benefit jobseekers and employers.

Key Roles and Responsibilities: The following represents some critical WDB functions. For a complete list, see 20 CFR [679.130](#) and [679.370](#).

WDB Strategic Functions	WDB Operational Functions
◆ Identify regions and local areas ◆ Define sector partnerships ◆ Develop career pathways between industries and sectors ◆ Strengthen connections between core programs ◆ Develop and implement state/local plan and performance measures ◆ Develop and align policies with partners and programs	◆ Develop a One-Stop certification process ◆ Coordinate on an infrastructure cost sharing agreement with partners ◆ Procure service providers ◆ Assess Eligible Training Providers and Programs ◆ Develop a data collection database or management information system

Additional Resources

- ◆ [WIOA Sections 101 and 107](#)
- ◆ [20 CFR 679.100-160 and 300-430](#)



SWW Workforce Development Board PY26 Budget PROPOSED

SWW WDB Budget for PY26 = July 1, 2026 to June 30, 2027						
Expense Categories	PY24 7/1/24 to 6/30/25	PY25 7/1/25 to 6/30/26	PY26 7/1/26 to 12/31/26 <i>Denotes Changes</i>	PY26 1/1/27 to 6/30/27	PY26 Total Comp.	Notes
Salaries* Full-time Executive Director (Exempt)	95,000	109,863	54,932	56,552	111,483	2.95% Salary Increase Calendar Year 2027
FT Deputy Director WDB (Exempt)	71,292	81,614	40,807	42,011	82,818	2% Benefit Increase Calendar Year 2027
Benefits (Through Saratoga County)	57,000	46,339	23,170	23,633	46,802	Total PY26 Compensation
	42,775	32,924	16,462	16,791	33,253	BD=\$158,285 DD=\$116,071 = \$274,356
Staff memberships	7,000	7,000			7,000	NYATEP/NAWB
& Continuing Professional Education						
Mileage	5,000	5,000			5,000	
Phone/PC Broadband...	1,500	1,500			1,500	
Office Expenses, Postage, Supplies etc.	3,000	3,000			3,000	
Equipment	500	500			500	
Meetings	3,000	2,000			2,000	
Marketing	5,000	5,000			5,000	Board Effect Cloud-Based Package +5% Annually
	7,500	7,500			7,500	Req. Website Upkeep & Media Supports
Engage-by-Cell Pkg. Testing Technology						Includes: Domains/SSL/Plug-in Fees/Calendar
Miscellaneous	10,500	10,500			10,500	Renewal w/Concurrence of Centers
	1,500	1,500			1,500	Subscriptions
Rent/insurance	7,800	7,800			7,800	333 Glen WDB Office
One Stop Operator	5,000	5,000			5,000	Necessary for WIOA Compliance
(MOU facilitation)						
Total Expenses	\$ 323,367	\$ 327,040			\$ 331,735	
	\$ 42,767	\$ 3,673			\$ 4,695	
	difference	difference			difference	
	15%	1%			1%	
Budget is 100%...WIOA Funded Unused WDB funds revert to Centers						Presented to the SWW WDB on April 22, 2026