

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HUMAN SERVICES**

**DATE: OCTOBER 29, 2008**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS GIRARD  
SOKOL  
SIMMES  
TAYLOR

**OTHERS PRESENT:**

CHRISTIE SABO, FISCAL MANAGER, OFFICE FOR THE AGING  
WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING  
SHARON SANO, SENIOR COUNSELOR OF EMPLOYMENT &  
TRAINING  
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL  
SERVICES

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS BENTLEY  
STEC  
VANNESS

JOAN SADY, CLERK, BOARD OF SUPERVISORS  
SUPERVISOR TESSIER  
SUPERVISOR SHEEHAN  
SUPERVISOR STRAINER  
SUPERVISOR MERLINO  
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

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In the absence of the Committee Chairman, Supervisor Girard, as Vice Chair, called the meeting of the Human Services Committee to order at 9:35 a.m.

Mr. Girard announced that due to the lack of a quorum, action items would be held until a quorum was present.

Privilege of the floor was extended to Bill Resse, Director of Employment & Training, who distributed copies of the agenda to the Committee members. *A copy of the agenda is on file with the minutes.*

Mr. Strainer entered the meeting at 9:36 a.m.

Commencing the Agenda review, Mr. Resse summarized the Performance results for the tri-county area which included Warren, Saratoga and Washington Counties. The Counties, he said, were required to meet several Federal and State performance measures. He reported that all nine Federal performance standards were met, with eight exceeding performance standards, and two far exceeding expectations at 200%. The measures reflected standards such as unemployment rates, retention rates, and average earnings.

Mr. Resse reported that he had received the system measures from the State which were intended to provide the incentive to ensure that predetermined program goals were met. He reported some of the goals which were successfully met included skill enhancement for client success, and increasing the number of out of school youth. Mr. Resse noted an area in which issues had been identified was client use of and length of time on unemployment insurance across a multi-county reporting area.

Mr. Resse introduced Sharon Sano, Senior Counselor of the Employment & Training Administration who distributed copies of the 2008 Summer Program Report, a copy of which is included with the Agenda.

Mrs. Sano reviewed the figures which reflected participation. She stated that the Department had experienced an increase in press coverage for the year and sited one example with *The Post Star* which featured Chef Jones from the Warren-Saratoga-Washington-Hamilton-Essex Board of Cooperative Educational Services (BOCES). She also noted televised coverage of the Free Youth Lunch Program on local channel TV8.

Mrs. Sano addressed the Safe Certificate Food Service Program in which six out of the eight participants received a Certificate of Completion, and she noted the rigorous nature of the training. She stated that she had received a reference verification recently, where the student had not informed the potential employer of the Certificate received; however, she said, once informed of the certificate award, the employer resolved to hire the candidate.

Mrs. Sano said that the Awards Ceremony was a success with approximately 150 people in attendance and that it included an appreciable level of parent participation and the program had met the goal of reaching, helping, and recognizing numerous disenfranchised youth, who were not part of a clique or athletic group and could benefit from the program.

Mrs. Sano reported that both Jan Hennessy, Senior Program Director, and John Twomey, Executive Director of the New York State Association of Employment and Training Professionals, had visited their Office recently. Mr. Resse noted it was a privilege to have Mr. Twomey visit their Office as he had a consistently intensive travel schedule which often included visits to Washington, D.C.

Mrs. Sano apprised that the Office of Employment and Training hosted a two day activity with approximately 48 participants, and included Margaret Sing Smith, Director of the Youth Bureau, as well as the Council for Prevention staff members who facilitated team building activities for which participants responded favorably.

Again with very good results, Mrs. Sano stated that five participants who had completed the Youth Program last year volunteered to form a panel in order to field questions from the current program participants with regard to their first employment experience.

Lastly, Mrs. Sano stated that a congratulatory ceremony was held for the recipients of the General Equivalency Diploma (GED), and guest speaker, Mike Perez, Corporate Recruiter for AngioDynamics, inspired the group with a personal story which conveyed the value of education. One student, she said, was personally recognized by Mr. Perez for his perfect attendance record in both his classes and his employment to date. Mr. Resse reiterated the success of the Summer Program and noted that the Performance Report included both the year-round Youth and Adult Programs, and he stated the Department experienced an excellent year overall in terms of performance.

Mr. Taylor entered the meeting at 9:50 a.m., thereby providing a quorum of the Committee.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried unanimously to approve the minutes of the September 26, 2008 Committee meeting, subject to correction by the Clerk.

Mr. Resse presented a request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$32,510.88 to reflect the receipt of Federal Grant funds.

Motion was made by Mrs. Simmes, seconded by Mr. Sokol and carried unanimously to approve the request to amend the County Budget as presented, and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. Resse presented a request to transfer funds within various codes for a total amount of \$19,496.12 and he noted the detailed resolution request form was included with the Agenda.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the request to transfer funds as outlined above and refer same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Mr. Resse invited the Committee to view the poster containing pictures from the Summer Youth Program events.

Regarding Agenda Item 5, the Travel Policy, Mr. Resse stated that he had communicated with Hal Payne, Commissioner of Administrative & Fiscal Services, and had spoken to the County Attorney's Office, who advised that a letter addressed to Frederick Monroe, Chairman of the Board, would be sufficient.

The next Agenda Item, he said, pertained to the pending items and he apprised that he would prepare a resolution for the Policy for Staff Supervision for the next Committee meeting.

Mr. Resse stated that vacancies on the Workforce Investment Board had risen to three and that he had enlisted State Agencies as resources in his recruitment efforts. He stated that if anyone on the Committee knew of any individual(s) who possessed hiring authority, and might be interested in Board participation, that he would like to speak with them regarding Workforce Board membership.

Mr. Merlino entered the meeting at 9:54 a.m.

Mr. Resse stated that Agenda Item 7 pertained to other miscellaneous items and he stated that the Adirondack Regional Chamber of Commerce visit included a Leadership Training Program and that his Department had presented their programs to the Chamber group.

The next Agenda Item, he said, was the new customer flow which was mandated by the State and the goal was to establish a consistent flow of customers, in a uniform manner across all Counties. Mr. Resse expounded that the new customer flow was recently implemented in his Office and required more staff time, with frequent one-on-one meetings, especially with Unemployment Insurance recipients. He noted the State had provided additional resources such as technology and computer based tools to assist County Offices.

Mr. Resse apprised of a new item this month, which was an eight county consortium which received a grant to implement an internship program. The grant would serve those between the ages of 16 and 25 who met educational eligibility criteria who would be recruited and placed under the employ

of a local business for a minimum of six months at the minimum wage pay rate. He said a training plan would be developed. Mrs. Sano distributed Internship Program brochures to the Committee members, a copy of which is on file with the minutes.

Another new program initiative, Mr. Resse stated, was an Advanced Manufacturing Assessment comprised of an eleven county consortium which administered testing for those seeking to enter into, or those currently employed in manufacturing production jobs. The assessment, he said, was comprised of readiness testing, and the State was surveying the skill level of those seeking this type of employment. He added that his Office would offer training for those whose assessment evidenced such need. As an incentive to draw participants, he stated, a monthly drawing would be held and winners would receive a \$50 gas card.

Mrs. Sano showed the display of program pictures to the Committee members.

Privilege of the floor was extended to Christie Sabo, Fiscal Manager for the Office for the Aging, who presented a request for a blanket resolution for necessary repairs at the meal sites. She stated that the repairs could not be done in-house and the request would allow a repair technician to be called when needed at the various meal sites. She stated that such repairs occur on an ongoing basis and are critical to avoid spoilage and damage in the interest of economy. The blanket resolution, she said, would eliminate the need to submit numerous intermittent requests that could not be fully anticipated or controlled. The purpose of the resolution, she said, was to define the proper procedure and, she noted, the money was already in the budget.

Mr. Payne raised the issue of setting a dollar amount, due to the fact that should the accumulated costs reach the threshold amount with a particular vendor, a condition would result which would require a Request for Proposal (RFP). Mr. Girard stated the maximum dollar amount should be approximately \$20,000, and Mrs. Sabo stated that, from an experiential standpoint, the total cost would not reach that amount. Mr. Payne reiterated the urgent nature of some repairs required at the meal sites.

Mr. Payne stated that he would speak with both Julie Pacyna, Purchasing Agent, and Paul Dusek, County Attorney, to determine a dollar amount that would fall below the amount which required an RFP.

Mrs. Sabo presented a request to prepare a letter of agreement to pay Lapan's Precision Air Conditioning and Refrigeration for services rendered on three invoices for a total of \$1,825.34.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve payment to Lapan's Precision Air Conditioning and Refrigeration for services rendered, as outlined above, and the necessary resolution was authorized for the November 21, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

The final Agenda Item, Mrs. Sabo stated, was a request to host the Long Term Care Council Meeting on October 31, 2008, at a cost of \$9.00 per person with 42 attendees.

Motion was made by Mrs. Simmes, seconded by Mr. Taylor and carried unanimously to approve the request to host the Long Term Care Council Meeting as outlined above. *The Request to Host*

*Meeting or Conference Form is on file with the minutes.*

With no further business to come before the Human Services Committee, on motion by Mr. Sokol and seconded by Mr. Taylor, Mr. Girard adjourned the meeting at 10:09 a.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist