

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: May 23, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
GIRARD
WOOD
VANSELOW
BROCK
SEEBER

OTHERS PRESENT:

CHRIS HUNSINGER, DIRECTOR OF THE EMPLOYMENT & TRAINING
ADMINISTRATION
SHARON SANO, SENIOR COUNSELOR OF THE EMPLOYMENT & TRAINING
ADMINISTRATION
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
CONOVER
MCDEVITT
TAYLOR
DON LEHMAN, *THE POST STAR*
SAMANTHA HOGAN, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR SOKOL

Mrs. Frasier called the meeting of the Human Services Committee to order at 10:15 a.m.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Chris Hunsinger, Director of the Employment & Training Administration (ETA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Hunsinger requested to amend the County Budget to include Federal Funds reimbursed for the training of dislocated workers through the Trade Adjustment Act in the amount of \$4,531. Mr. Vanselow inquired about the number of trainees and Mr. Hunsinger replied it would cover two trainees.

Motion was made by Mr. Girard, seconded by Ms. Wood and carried unanimously to approve the request as presented and refer same to the Finance Committee for consideration. *A copy of the request form is on file with the minutes.*

Continuing with the agenda review, Mr. Hunsinger requested a transfer of funds in the amount of \$1,600 from Budget Code 40.6293.0310 110 (Workforce Invest Act, WIA, Workforce Investment-Youth, Salaries-Regular) to Budget Code 40.6293.0310 120 (Workforce Invest Act, WIA, Workforce Investment-Youth, Salaries-Overtime) to cover overtime expenses during the program year.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the request for a transfer of funds, as outlined above, and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Next, Mr. Hunsinger presented a request to amend the County Budget to include the annual allocation of the Workforce Investment Act Funds in the amount of \$763,654. He referred to the attachment included in the agenda which outlined the multiple appropriations for the funding.

Motion was made by Mr. Girard, seconded by Ms. Seeber and carried unanimously to approve the request, as outlined above, and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

In regards to the Summer Youth program, Mr. Hunsinger presented a request to amend the County Budget in the amount of \$76,514, to add State grant funds for the Summer Youth Employment Program. He explained that in 2013 they had received about \$65,000 and the grant amount had been increased for 2014 to offset minimum wage increases.

Motion was made by Mr. Vanselow, seconded by Ms. Wood and carried unanimously to approve the request as outlined above and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. Hunsinger noted that the next request was to authorize agreements/contracts with Saratoga County Employment and Training and/or Washington County Economic Opportunity Council (EOC)/Employment and Training Administration (ETA) for Warren County ETA to operate the Workforce Investment Act Youth program.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the request as presented and the necessary resolution was authorized for the June 20th Board meeting; *a copy of the resolution request form is on file with the minutes.*

Next, Mr. Hunsinger presented a request to authorize temporary positions of employment and training to establish training slots and related expenses for Federal Employment and Training programs for the term 7/1/14 - 6/30/15.

Motion was made by Mr. Girard, seconded by Ms. Wood and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the June 20th Board meeting; *a copy of the resolution request form is on file with the minutes.*

Mr. Hunsinger stated that the next two requests were authorizations to host meetings or conferences. He explained that the first request was for the Summer Youth Employment Program Orientation in June/early July; he added the total cost of the event would be \$400, to be paid for by grant monies. He continued to the second request which was for the 2014 Summer Youth Awards Ceremony/Picnic to be held on August 14th of at Crandall Park at an estimated cost of \$500.

Mrs. Frasier, commented that she enjoyed last year's picnic and noted this was a very nice event.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to approve both the aforementioned requests. *Copies of the Request to Host Meetings or Conference forms are on file with the minutes.*

Mr. Hunsinger explained the next request was for the approval of the Workforce Investment Board Budget for the term 7/1/14 - 6/30/15. He further explained that a memorandum of understanding for the Saratoga-Warren-Washington Workforce Investment Board covered the budgeting terms which were ongoing until modified annually. Mr. Hunsinger added that the cost to Warren County ETA, Coordinated Assessment Program were paid from Federal funds provided for such purposes and would not exceed the amount identified in the cost allocation plan.

Motion was made by Mr. Girard, seconded by Mr. Vanselow and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the June 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. Hunsinger presented a request to authorize the Chairman of the Board to sign the annual Memorandum of Understanding documents relating to the cost allocation plan for the term 7/1/14 - 6/30/15.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to approve the request as presented and the necessary resolution was authorized for the June 20th Board meeting. *A copy of the request is on file with the minutes.*

Item 9, Mr. Hunsinger noted, was the request to reappoint Lynn Achershoeck of the Warren-Hamilton Community Action Agency, and Scott Martel, of the Local 773 Plumbers and Steamfitters to the Saratoga-Warren-Washington Counties Workforce Investment Board for the term 7/1/14 - 6/30/17.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the reappointments as outlined above and the necessary resolution was authorized for the June 20th Board meeting. *Copies of the request forms are on file with the minutes.*

Item 10, Mr. Hunsinger noted, was added to the agenda at the request of Paul Dusek, County Administrator. He advised that there had been a significant roof leak causing the loss of space and the discovery of mold in the ETA Office space leased in the Northway Plaza in March; he added that as a result, the ETA Office had been relocated to the Human Services Building on April 14th. Mr. Hunsinger said that the New York State Department of Labor (NYSDOL) had negotiated an offset in rent from the Northway Plaza landlord and had extended 20% of the reduction (\$548) to the County. He commented that due to the formal agreement in place, he felt that a resolution reducing the contractual rent by \$548 would be appropriate.

JoAnn McKinstry, Assistant to the County Administrator, asked whether the rental reduction offered represented a 20% reduction in the total cost of the rent, or the portion that the ETA was responsible for. Mr. Hunsinger answered that he assumed it was 20% of the total rent, but stated that he was unsure because the agreement had been negotiated by the NYSDOL and the Northway Plaza landlord; he added that the only document he had available to refer to was the rental agreement.

Motion was made by Ms. Wood, seconded by Mr. Girard and carried unanimously to approve a resolution reducing the contractual rental amount for space occupied by the ETA Offices at the Northway Plaza by \$548 for presentation at the June 20th Board meeting. *A copy of the request form is on file with the minutes.*

Mr. Vanselow, pointed out that he noticed signs posted for the General Equivalency Diploma (GED) test and asked how the enrollment was going. Mr. Hunsinger replied that it was good, but then noted that it could be better; he added that the closest location the test was being given was in Saratoga Springs at the end of June. Sharon Sano, Senior Counselor advised that the test scheduled for April was cancelled, because they didn't have people trained to proxy the test. Ms. Sano stated she was concerned that some of the Queensbury participants would not be able to get to the test in Saratoga, given that they had difficulty at times getting them to the Queensbury testing. She said that she had spoken with the Director of Continuing Adult Education about her concerns as they affected the number of participants from Warren County.

Ms. Sano informed the Committee that she had written the letter they had requested to Kevin Smith, Deputy Commissioner of Adult Career Continuing Educational Services, and had received a response that it was one of the nicest letters he had ever received.

Mr. Hunsinger announced that attached to the agenda was the 2013 Youth Employment Program

pamphlet. Ms. Sano added that the pamphlet was sent out with the work site agreements to each of the Towns within Warren County and she noted that it outlined some of the academic accomplishments from 2013.

This concluded the Employment and Training portion of the Committee meeting. Privilege of the floor was extended to Joan Sady, Clerk of the Board, who distributed copies of requests that had been emailed to her by Christie Sabo, Director of the Office for the Aging; copies of the requests are on file with the minutes.

Mrs. Sady explained that each of the requests were to extend lease agreements for the following nutrition sites:

- A. NCR of Queensbury Housing Development (Solomon Heights), for the term 4/1/14 - 12/31/17;
- B. Town of Wells for the term, 10/14/14 - 12/31/17;
- C. Town of Indian Lake, for the term 1/1/13 - 12/31/17;
- D. Town of Johnsbury, for the term 1/1/13 - 12/31/17; and
- E. Town of Long Lake, for the term 1/1/13 - 12/31/17.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve requests A thru E as presented and the necessary resolutions were authorized for the June 20th Board meeting; *copies of the requests are on file with the minutes.*

Mr. Vanselow said he wonder how increases in electrical costs were affecting the nutrition sites and said he intended to ask Ms. Sabo about this at the next Human Services Committee meeting.

As there was no further business to come before the Human Services Committee, on motion made by Mr. Girard and seconded by Ms. Wood, Mrs. Frasier adjourned the meeting at 10:34 a.m.

Respectfully submitted,
Samantha Hogan, Legislative Office Specialist