



Legislative & Government Affairs Committee

Wednesday, March 8, 2023 2:00PM
40 McMaster Street, Ballston Spa, NY

Chair: C. Eric Butler

Members:

Mark Hammond
John Lant
Kevin Veitch - vc
Sandra Winney

- I. Welcome and Attendance
- II. Approval of the minutes of the February 8, 2023 meeting
- III. Jenniffer McCloskey, Employment and Training
 - A. Authorizing the renaming of the Department of Employment & Training to the Department of Workforce Development
- IV. John Warnt, Purchasing
 - A. Authorizing the renaming of the Purchasing Department to the Department of Central Services
- V. Craig Hayner, County Clerk
 - A. Update on the County's Record Management Program
- VI. Other Business
- VII. Adjournment



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Employment & Training



DATE: 3/1/23

COMMITTEE: Legislative & Government Affairs



RE: Name change of Department of Employment & Training

This column must be completed prior to submission of the request.

1. Is a Resolution Required:

2. Proposed Resolution Title:

Changing the name of the Department of Employment & Training to Workforce Development

3. Specific Details on what the resolution will authorize:

This resolution would authorize the Departments name change from Employment & Training to Workforce Development. The Department of Workforce Development more accurately describes the services we provide and the mission of the department. Our goal is to provide the best and most efficient ways to deliver our services and the change will ensure that constituents are more clear on our role and that we are easier to find.

Our mission and vision statements are as follows:

MISSION:

To advance the economic well-being of Saratoga County by developing and maintaining a skilled and diverse workforce to meet the needs of the current economy, while providing opportunities to job seekers by educating them of the different pathways to sustainable employment, career advancement and economic sustainability.

VISION:

To contribute to this new era of workforce development, career exploration, and career pathway development for the next generation of workers.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

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- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Program information summary

Copy of proposal or estimate

Copy of grant award notification and information

Other _____

10. Remarks:

The activities and services of our 3 county Workforce Development Area (WDA) are overseen by the Saratoga Warren Washington Workforce Development Board under the direction of federal WIOA legislation. Other counties in NYS that are grant recipients of WIOA funding and are titled "Department of Workforce Development" include Yates, Ontario, Wayne, Monroe, Oneida, and Allegany Counties. Most recently, in September of 2022, Warren County's Department of Employment & Training was renamed the Warren County Department of Workforce Development.

Changing the name of our department would not only clear up some confusion for people who call us looking for HR or Social Services, it would functionally align our 3 county area in the shared mission and delivery of services under the Workforce Development Board direction.

The 2023 Compensation Schedule should be ammended as follows:
UNDER WIOA (EMPLOYMENT & TRAINING)

(Retitle) Director of Employment & Training to Director of Workforce Development



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Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Purchasing



DATE: February 28, 2023

COMMITTEE: Legislative & Government Affairs



RE: Proposed Department Name change from what is commonly known as the Purchasing Department to the Department of Central Services.

1. Is a Resolution Required:

2. Proposed Resolution Title:

Creating a Department of Central Services

3. Specific Details on what the resolution will authorize:

Four divisions, Purchasing, Central Mail, Central Stores, and Central Printing have been historically considered the Purchasing Department. A Department of Central Services is a more accurate description for these centralized services. Currently the budget title for this area is Central Services.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
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Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Program information summary

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Copy of grant award notification and information

Other _____

10. Remarks:

The name Department of Central Services more accurately describes the functions of the four (4) separate divisions and mirrors the budget designation already in use for these areas. The compensation schedule will require updating (Title Only) if approved by the board. Currently, Central Services is the designation used in Rensselaer County which has similar responsibilities. Other counties use General Services (Albany County) but with a Buildings related function. Other counties use Purchasing but that is their only function.



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Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: County Clerk

DATE: 3/6/2023

COMMITTEE: Legislative & Government Affairs

RE: Update on the County's Record Retention program

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

The County Clerk and Deputy County Clerk will update the committee on the Record Management program.

This column must be completed prior to submission of the request.



County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
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County Administrator's Office Consulted <input checked="" type="checkbox"/>
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h. Contact information:

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j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office Consulted <input type="checkbox"/>

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

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9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
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10. Remarks: