



WORKFORCE SOLUTIONS

199 S. Main Street, Gloversville, NY 12078
www.fmsworkforcesolutions.org



Volume 10, Issue 1

January 2010

NY SMALL BUSINESS

Governor David A. Patterson stated, "Small businesses are the engine of the New York State economy, and helping them grow is among my highest priorities as Governor."

In September 2009, Governor David A. Patterson publicized a comprehensive directory for small businesses and entrepreneurs. This comprehensive and interactive guide will assist entrepreneurs in starting new businesses. It will also provide current small business owners with invaluable information and resources to grow and prosper.

This directory has information on financing, tax breaks, programs that assist in workforce recruitment, training, and New York State regulations. The directory works as a pdf file with descriptions of 143 state programs from 28 agencies aimed at helping New Yorkers start and or grow their businesses.

These valuable resources for business planning and operations are organized into the following categories:

- Information Resources
- Technical Assistance
- Funding Incentives
- Industry-Specific Programs
- Workforce Recruitment Development & Benefits
- Government Contracting & Market Expansion
- Mandated State Filings

For example, under "Funding Incentives" information can be obtained regarding ways to apply for grant application, loans, tax incentives, rebates on energy bills and other financial options.

The directory is available at: <http://www.ny.gov/governor/DirectoryofSmallBizProgramsF09-09.pdf> and is also posted on: <http://www.nylovesmallbiz.com/press/pdf>

Training and Employee Development in 2010

We can assist your business with customized training, employed worker training and on-the-job training. These programs may reimburse up to 50% of the training costs during the 4 to 26 week training period. This can be applied to up to 25% of your workforce.

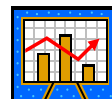
Customized Training will enable your workforce to be more productive and effective in their jobs. Training may include the introduction of new technologies, new production or service procedures, an upgrade to a new job that requires additional skills and workplace literacy.

Employed Worker Training is designed to upgrade job specific skills of current workers. If you have employees ready to take on more responsibility and advance in your company, this training can assist you.

On-the-Job Training for new workers is designed to help cut some of the high costs of hiring and training new workers while providing a practical and realistic work experience.

Contact your Business Services Representative today to find out more about specific eligibility requirements for these cost reimbursement programs.

Nancy Reccio
Business Services Representative
nreccio@fmsworkforcesolutions.org
(518) 725-6473 Ext. 206



November Unemployment Rates

	2008	2009
Fulton County	7.4%	9.5%
Montgomery County	7.3%	8.9%
Schoharie County	6.7%	7.8%
New York State	6.1%	8.4%



Check our ads for your new employees!

Candidate #1

Dislocated Worker with recently attained certification as a Medical Office Assistant. 15 years experience in customer service. Performed 360 hours of medical office assistant internship. Skilled in medical terminology, microcomputer applications, keyboarding, accounts receivable (credits, debits, collections), posting personal and insurance payments, scheduling appointments, and medical administrative support procedures. Excellent work references!

On-the-Job Training Eligible!

Candidate #2

Dislocated Worker seeking employment in the clerical or customer service fields. Recently completed Medical Clerk certificate. Excellent interpersonal and customer service skills. Five years experience in accounts receivable and payable, bank reconciliations, collections, and medical terminology.

Anxious to return to the workforce!

On-the-Job Training Eligible!

Candidate #3

Dislocated Worker seeking employment in computer support. Recently attained Computer Systems Specialist certificate. Skills include website development, knowledge of hardware concepts, advanced applications, database design and programming, networking, and business communications. Stable work history.

On-the-Job Training Eligible!

Candidate #4

Dislocated Worker with a recently attained Computer Network Technician Certificate. Knowledge of microcomputers and MS Office. Training included reimaging of computers using ghost software; accessing computers remotely for updates and repair; installation and setup of new computers; diagnosing software and hardware issues; troubleshooting services, switches and cabling; and update/maintain inventory, user profiles, and passwords.

Eager to return to work.

On-the-Job Training Eligible!

Candidate #5

Dislocated Worker seeking employment in medical billing and coding. Recently completed AOS in Medical Billing. Knowledge of Medisoft software program, ePaces, scanning and searching EOBs (explanations of benefits), medical terminology, medical administration support procedures, and maintaining confidentiality. Steady work history in quality assurance.

Eager to find employment!

On-the-Job Training Eligible!

Candidate #6

Dislocated Production Worker seeking employment manufacturing. 25 years production experience—ISO trained. Skilled in blueprint reading, quality control, assembled copper and metal fabrications, brazed and soldered copper tubing, and implementing safety procedures. Managed 15 workers and real team player!

Excellent attendance and references!

On-the-Job Training Eligible!

For information on any of the applicants or our wide variety of services, contact your

**Business Services Representative
Nancy Reccio 725-6473 Ext. 206**



Let us help you find your next worker!

For information on how to list your job openings,

call 725-6473 or visit our website at www.fmsworkforcesolutions.org

Creating Workforce Solutions, for YOU!