

**BY '18 WDB/PIC Projected Allocations**

**ROUND 9**  
11/27/2018

	<u>New Contract Year</u>			<u>Prior Year</u>		
	<u>BY '18 Funding Available</u>	<u>PIC Budget</u>	<u>WDB Budget &amp; Infrastructure</u>	<u>BY '17 Funding Available</u>	<u>PIC Budget</u>	<u>WDB Budget &amp; Infrastructure</u>
<b>Adult</b>						
BY 18 per NOA from NYS	350,401			336,276		
Supplemental funds				0		
+BY 17 Carry-In :	61,926			74,054		
	<u>412,327</u>	212,398	164,889	<u>410,330</u>	217,000	159,702
-10% Admin	-35,040		35,040	-33,627		33,627
<b>Total Adult</b>	<b>412,327</b>	<b>212,398</b>	<b>199,929</b>	<b>410,330</b>	<b>217,000</b>	<b>193,329</b>
<b>Dislocated Worker</b>						
BY 18 per NOA from NYS	309,974			339,793		
Supplemental funds				0		
+BY 17 Carry-In :	58,713			49,428		
	<u>368,687</u>	216,500	121,190	<u>389,221</u>	221,100	134,143
-10% Admin	-30,997		30,997	-33,979		33,979
<b>Total Dislocated Worker</b>	<b>368,687</b>	<b>216,500</b>	<b>152,187</b>	<b>389,221</b>	<b>221,100</b>	<b>168,122</b>
<b>Youth</b>						
BY 18 per NOA from NYS	353,855			345,158		
+BY 17 Carry-In :	12,674			45,402		
	<u>366,529</u>	216,500	114,643	<u>390,560</u>	221,100	134,944
-10% Admin	-35,386		35,386	-34,516		34,516
<b>Total Youth</b>	<b>366,529</b>	<b>216,500</b>	<b>150,029</b>	<b>390,560</b>	<b>221,100</b>	<b>169,460</b>
<b>BY17 Admin carry-in formula</b>	<b>27,732</b>		<b>27,732</b>	<b>26,248</b>		<b>26,248</b>
<b>Total WIOA Funding</b>	<b>1,175,275</b>	<b>645,398</b>	<b>529,877</b>	<b>1,216,359</b>	<b>659,200</b>	<b>557,159</b>
**TET-DWG Grant	184,784	172,784	12,000			
* TANF Summer Youth	270,713	268,763	1,950	258,681	257,331	1,350
<b>TOTAL FUNDING</b>	<b>1,630,772</b>	<b>1,086,945</b>	<b>543,827</b>	<b>1,475,040</b>	<b>916,531</b>	<b>558,509</b>
<i>Plus additional funds for Infrastructure:</i>						
NYS DOL-Amsterdam	54,072		54,072	54,120		54,120
NYS DOL-Cobleskill	20,380		20,380	20,380		20,380
NYSED/ACCES-VR	14,966		14,966	14,140		14,140
Schoharie Co DSS	6,865		6,865	5,940		5,940
Catskill Ctr Independent Living	20,592		20,592	21,337		21,337
HFM BOCES	16,350		16,350			
<i>Subtotal for infrastructure</i>	<u>133,225</u>		<u>133,225</u>	<u>115,917</u>		<u>115,917</u>
<b>TOTAL AVAILABLE</b>	<b>1,763,997</b>	<b>1,086,945</b>	<b>677,052</b>	<b>1,590,957</b>	<b>916,531</b>	<b>674,426</b>
TOTAL REQUIRED	1,645,571	1,078,063	567,508	1,534,854	916,531	618,323
WDB Formula Reserve			118,426			56,103

\* Summer Youth funding includes salaries for the Youth staff, Youth employed and program expenses

\*\*NYS DOL Trade and Economic Transition National Dislocated Worker Grant

NYS Desk Rent calculated at rate of \$4506/month in Amsterdam

NYS Desk Rent calculated at new rate of \$1698.33/month in Cobleskill

Catskill Ctr Independent Living calculated at new rate of \$1716.00/mo.

HFM BOCES - projected Desk Rent Effec. 9/1/18

Amsterdam Desk Rent - \$6750

Gloversville Space - \$9600

2018 - TANF Summer Youth Program Allocation, \$270,713 Does not include \$10,182 in June PY17 expenditures

**11/19/18 TET-DWG 2 year Grant - Total - \$371,485**

yr.1 - \$184,784

yr.2 - \$186,701

**Cumulative Fiscal Information WIOA Board Year July 1, 2018 - June 30, 2019**  
**Reporting Month October 2018**

<b>COMBINED TOTAL</b>								
	Total Funds	Expenditures	Obligations through 6/30/19		Desk Rent Income Offset ***	Balance Available	% Available	% Spent
			Staff / Overhead	Customers Contracts				
Administration	\$125,547.00	\$35,666.97	\$46,748.82	\$0.00	-\$1,213.33	\$44,344.54	35.32%	64.68%
Adult	\$376,954.00	\$118,172.71	\$52,415.23	\$0.00	-\$12,993.01	\$219,359.07	58.19%	41.81%
Youth Out-of-School	\$299,296.00	\$77,867.09	\$32,116.73	\$0.00	-\$4,499.50	\$193,811.68	64.76%	35.24%
Dislocated Worker	\$337,396.00	\$114,391.81	\$28,444.35	\$0.00	-\$12,971.81	\$207,531.65	61.51%	38.49%
TANF Summer Youth	\$270,713.00	\$270,713.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	100.00%
<b>Totals *</b>	\$1,409,906.00	\$616,811.58	\$159,725.14	\$0.00	-\$31,677.65	\$665,046.93		

**Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.  
2620 Riverfront Center  
Amsterdam, NY 12010  
Contact: Gail Breen  
518-842-3676 Ext. 3017**

**BY-2018-12**

**WIOA Youth Work Experience Incentive Policy**

**Youth Incentive Policy as part of WIOA Youth Employment Program,  
in an effort to promote and reward behaviors to enhance  
employability and meet and/or exceed performance measures.**

The FMS Workforce Development Board, through its WIOA services sub-contractor, will contribute up to \$175 per youth for incentive payment from the Work Experience funding.

The following criteria must be met by the Youth Customer:

- Be a resident of Fulton, Montgomery, or Schoharie County, and
- Be registered and enrolled in OSOS as a WIOA-eligible Youth

A monetary incentive in the amount of \$25 will be awarded to a youth upon completion of "Bring Your "A" Game to Work" prior to entering work experience. Proof of attainment shall be a Certificate of Completion signed by the Youth Employment Coordinator.

A monetary incentive in the amount of \$50 will be awarded to a youth upon completion of Career Zone. Proof of completion shall be the Certificate of Completion signed by the Youth Employment Coordinator.

A monetary incentive in the amount of \$100 will be awarded to a youth upon attainment of their HSE diploma. Proof of attainment shall include a copy of the diploma.

**JUSTIFICATION FOR ALL INCENTIVE AWARDS MUST BE CLEARLY DOCUMENTED  
IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.**

# Personnel Policies

## 2.12 Sexual Harassment

It is the policy of the FMS WDB to provide and maintain a work place free of sexual and/or other harassment and intimidation of any employee of the agency. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other conduct of a verbal or physical nature. Sexual harassment in any form is prohibited and will not be tolerated. Anyone who engages in sexual harassment will be subject to discipline up to and including discharge.

Employees have the right to make a complaint if they feel they have been sexually harassed. To file a complaint they should notify the Executive Director of the FMS WDB. If an employee feels that they have been sexually harassed by the Executive Director, they should contact the Chairperson of the FMS WDB who will refer the matter to the Board's Executive Committee. An immediate investigation will be conducted and corrective action taken where warranted. To the extent possible, this investigation will be conducted in a confidential manner that protects the identity of the person filing the complaint and the person accused.

If after investigation, an employee is found to be guilty of sexual harassment; appropriate disciplinary action will be taken against the offending employee up to and including discharge.

If after a period of investigation the organization finds that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the employee who filed the complaint or gave the false information.

The FMS WDB prohibits any form of retaliation against an employee who files a bona fide complaint or assists in the investigation of the complaint.

A copy of the investigation and its conclusion will be maintained in the personnel file of the complainant and alleged perpetrator when appropriate.

***The New York State Legislature has adopted new legislation that is designed to combat sexual harassment in the workplace. This legislation was signed into law on April 12, 2018. In no case would the FMS policy supercede or replace the newly enacted Sexual Harassment in the Workplace Legislation. The NYS Model Sexual Harassment Policy can be found at the following link: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>.***