

**Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.**

**2620 Riverfront Center  
Amsterdam, NY 12010  
Contact: Gail Breen  
518-842-3676 Ext. 3017**

**BY 2021 - 01**

Acceptance of the minutes from the  
June 2, 2021 Annual Board Meeting

**Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.**

**2620 Riverfront Center  
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**BY 2021 - 02**

Acceptance of the minutes from the  
August 3, 2021 Special Board Meeting

# Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc.

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BY-2021-03

## Approval of Revised Personnel Policies

Upon the recommendation of the Accountability Committee be it resolved to approve the revised Personnel Policies regarding:

▪ **2.1 Work Schedules/Meals**

*Although employees are based at the administrative offices of the WDB, at the discretion of the Executive Director, occasionally working remotely/virtually can be incorporated into an individual's work plan.*

▪ **2.2 Time and Attendance**

*Bi-weekly time sheets should be submitted to the Executive Director no later than two business days after the end of the payroll period.*

▪ **2.13 Disciplinary Procedures**

*Deliberate deception or fraud;*

▪ **3.4 Inclement Weather**

*If an employee is unable to get to work due to inclement weather conditions, with the consent of the Executive Director, the employee may work remotely or use available annual leave or personal leave benefits in order to be compensated for that time. If the employee chooses to leave work early due to inclement weather conditions, the employee must use available annual leave benefits or personal leave benefits in order to be compensated for that time.*

▪ **3.7 Reimbursement for Purchases for FMS WDB**

*Employees will be reimbursed for purchases that have been authorized previously by the Executive Director.*

### ▪ **4.3 Paid Holiday**

*Juneteenth added.*

*Part-time employees are eligible for a paid holiday if the holiday falls on one of the days they are regularly scheduled to work or if the holiday falls on a weekend.*

*If Christmas, New Year's Day, or Independence Day falls on a weekend day, it will be taken on the following Monday. If it is a floating holiday such as Lincoln's Birthday or another recognized holiday, such as Juneteenth, that falls on a weekend, it can be taken on the following Monday or anytime thereafter.*

### ▪ **4.4 Sick Leave**

*When an employee is out sick, he or she is to call and speak directly to the Executive Director, or in his or her absence, the Executive Assistant/Program Management Assistant, as soon as possible prior to the start of his or her regular workday.*

### ▪ **4.8 Life Insurance**

*The FMS WDB offers Term Life Insurance to an employee's beneficiary/estate while the employee is "actively at work" and employed by the FMS WDB.*

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**BY 2021 - 04**

Upon the recommendation of the Accountability and Return on Investment Committee: Be it resolved that the Board approve the revised On-the-Job Training (OJT) Policy as written.

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**BY 2021 - 05**

**Acceptance of the Fulton, Montgomery and Schoharie Counties  
Workforce Development Board, Inc. BY 21-22 Annual Budget  
Beginning July 1, 2021 and Ending June 30, 2022**

Upon the recommendation of the Accountability and Return on Investment Committee:

Be it resolved that the Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. accept the BY 21-22 Annual Budget – Beginning July 1, 2021 and Ending June 30, 2022.

The total budget is for \$2,170,670. \$607,195 in WIOA Carry-in funds, \$1,102,184 in WIOA formula funding, \$21,680 in WIOA ER-NDWG funding, \$314,173 in TANF Summer Youth funding, and \$125,438 in Infrastructure Income.

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**BY 2021 - 06**

Upon the recommendation of the Accountability and Return on Investment Committee: Be it resolved that the Board approve the revised Youth Requiring Additional Assistance Policy as written.

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**BY 2021 - 07**

Upon the recommendation of the Accountability and Return on Investment Committee: Be it resolved that the Board accepts the Single Audit Report for Year Ending 6/30/21



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**BY 2021 – 08**

**Request to Transfer Funds Between Dislocated Worker and  
Adult PY21 Funds on a Case-By-Case Basis**

Be it resolved that the Fulton, Montgomery and Schoharie Counties Workforce Development Board, Inc. accept the recommendation of the Accountability and Return on Investment Committee to allow transfers between Dislocated Worker and Adult PY21 funds on a case-by-case basis, with the consent of the Accountability Committee.

These funds will be used to provide additional services, including support for Classroom and Employer-Based Funding. No eligible jobseeker will be denied services based on the transfer of funds.