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COUNTY OF ERIE

CHRIS COLLINS
COUNTY EXECUTIVE

June 28, 2011

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

**RE: Department of Social Services
Employee Education and Training**

Honorable Members:

Since 1986, the Erie County Department of Social Services has operated an Employee Education and Training Program. This program allows employees to obtain degrees from various local colleges and universities and provides for critical in-house professional training. The Social Services Department has completed its review of its annual Request for Proposals (RFP) and has determined the most appropriate providers.

Legislative approval is needed for contract renewals and this proposed Resolution authorizes the Department of Social Services to renew contracts with New York State mandated State University of New York (SUNY) providers. There is no fiscal impact to the 2011 Adopted Budget based on this resolution. No additional County local share funds are necessary. The existing appropriation in Account 516040, DSS Training and Education, is sufficient to cover these contract renewals.

Should your honorable body require further information, I encourage you to contact the Department of Social Services. Thank you for your consideration on this matter.

Sincerely,

CHRIS COLLINS
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Social Services
Re: Employee Education and Training
Date: June 28, 2011

SUMMARY

Since 1986, the Erie County Department of Social Services has operated an Employee Education and Training Program that allows employees to obtain degrees from various local colleges and universities and provides for critical in-house professional training. The Department has completed its review of its annual Request for Proposals (RFP) and has determined the most appropriate providers. Legislative approval is needed for contract renewals.

FISCAL IMPLICATIONS

There is no County fiscal impact. No additional County funds are required. There are sufficient appropriations in the 2011 Adopted Budget of the Department of Social Services in Account 516040, DSS Training and Education, to fund the contract renewals.

REASONS FOR RECOMMENDATION

The Department has employees at all levels enrolled in various programs ranging from bachelor degree programs to masters level programs. The Department also contracts for critical in-service training projects to improve the professional skills of Department staff. These educational programs increase employee knowledge and skills that help maximize the operating level of the Department.

BACKGROUND INFORMATION

The Department has executed contracts in the past for various degree programs. These contracts require renewal to allow employees to complete degree requirements and to provide critical in-service training for Department staff. New York State mandates use of State University of New York (SUNY) schools.

CONSEQUENCES OF NEGATIVE ACTION

Department employees will be denied the opportunity to continue in the degree programs and to receive other training to upgrade their professional skills.

STEPS FOLLOWING APPROVAL

The Social Services Department will execute contract renewals with respective institutions. Funds will be paid as expenses are invoiced.

**A RESOLUTION SUBMITTED BY:
DEPARTMENT OF SOCIAL SERVICES**

RE: Employee Education and Training

WHEREAS, the Department of Social Services has issued an annual Request for Proposals (RFP), selected providers for its Employee Education and Training Program pursuant to Section 19.08 of the Erie County Administrative Code, and has the responses, evaluation and selection material available, and

WHEREAS, these contracts will enable employees of the Department of Social Services to upgrade their professional knowledge and skills thereby benefiting Departmental operations, and

WHEREAS, the Department of Social Services must have Legislative approval to renew Employee Education and Training Program contracts, and

WHEREAS, there is no fiscal impact to the 2011 Adopted Budget based on this resolution and no additional County local share funds are necessary because the existing appropriation in Account 516040, DSS Training and Education, is sufficient to cover these contract renewals.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Executive and/or the Commissioner of Social Services are hereby authorized to renew the Employee Education and Training Program contracts to New York State mandated State University of New York (SUNY) institutions as specified below:

<u>Educational Institution</u>	<u>Period</u>	<u>Gross Contract</u>	<u>Institution's Contribution</u>	<u>Paid by ECDSS</u>
Buffalo State College (CDHS) degrees (Master's/ Bachelor's)	09/01/11 08/31/12	\$510,137	\$183,649	\$326,488
Empire State College (Bachelor's/Associate's Degrees in Business/ Community and Human Services)	09/01/11 08/31/12	\$403,036	\$145,093	\$257,943
Empire State College	09/01/11 08/31/12	\$791,851	\$237,555	\$554,296

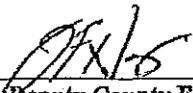
(In-Service Training
And Organizational
Development)

SUNYAB – School of Social Work (Master's of Social Work)	09/01/11- 08/31/12	\$313,599	\$109,760	\$203,839
Erie Community College (In-Service Training)	10/1/11 9/30/12	\$147,510	\$53,104	\$94,406
Total		\$2,166,133	\$729,161	\$1,436,972

and, be it further

RESOLVED, that certified copies of this resolution shall be forwarded to the Erie County Executive, the Commissioner of Social Services, the Erie County Comptroller, and the Director of the Division of Budget and Management.

It is my assessment, in recommending The Research Foundation of SUNY-University at Buffalo, The Research Foundation of SUNY-Empire State College, The Research Foundation of SUNY-Buffalo State College, and Erie Community College to provide Staff Training for the Staff of the Department of Social Services, that the Department of Social Services has complied with all the applicable provisions for Section 19.08 for the Erie County Administrative Code.



Jeff Hart, Deputy County Executive



Carol Dankert, Commissioner of Social Services

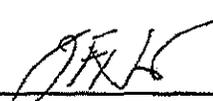
ATTACHMENT A

Agency Selection Summary: Erie County Department of Social Services
Title: Staff Development – Supervisory Management Core
RFP # 1101

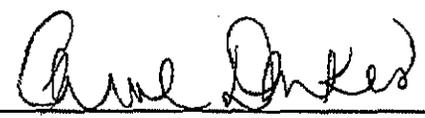
Reviewer:	Agency: ECC	Agency: Empire
Reviewer #1, SDC, HRD	89	89
TOTAL	89	89

Based on their experience, ECDSS has elected to renew the contract with ECC.

It is my assessment, in recommending Erie Community College to provide Supervisory Management Core Training for Erie County Department of Social Services Workforce for the 2011-2012 year, the Department of Social Services has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code.



JEFF HARE, Deputy County Executive



CAROL DANKERT, Commissioner of Social Services

ATTACHMENT B
 QUALIFICATIONS REVIEW RATING SHEET
 Summary of Total Agency Score by Criteria
 ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES
 PROPOSAL REVIEW RATING SHEET

Title: Supervisory/Management Core Training
 RFP #1101

AGENCY NAME	Responsive to RFP	Training Objectives	Train Activity /Curricu	Target Pop/ Curic Rev/ Consult	Delivery Schedule	Evaluation	Organization /Adminis.	Expertise	Budget	Overall Quality	TOTAL SCORE
Most Possible Points	10	10	10	10	10	10	10	10	10	10	100
EMPIRE	9	8	10	10	8	8	10	10	8	8	89
ECC	9	8	10	10	6	8	10	10	10	8	89

ECDSS has elected to remain with the current provider based on experience.

It is my assessment, in recommending Erie Community College to provide Supervisory/Management Core Training for Erie County Department of Social Services Workforce for the 2011-2012 year, the Department of Social Services has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code.



 JEFF HART, Deputy County Executive



 CAROL DANKERT, Commissioner of Social Services

ATTACHMENT A

Agency Selection Summary: Erie County Department of Social Services
Title: Staff Development – Basic PC Skills
RFP # 1101

Reviewer:	Agency: ECC	Agency: Empire
Reviewer #1, SDC, HRD	17	97
Reviewer #2, Assistant Program Support Director, Quality Analysis and Control	54	81
TOTAL	71	178

It is my assessment, in recommending SUNY Empire State College to provide Basic PC Skills Training for Erie County Department of Social Services Workforce for the 2011-2012 year, the Department of Social Services has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code.



JEFF HART, Deputy County Executive



CAROL DANKERT, Commissioner of Social Services

ATTACHMENT B
 QUALIFICATIONS REVIEW RATING SHEET
 Summary of Total Agency Score by Criteria
 ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES
 PROPOSAL REVIEW RATING SHEET

Title: Staff Training - Basic PC Skills
 RFP #1101

AGENCY NAME	Responsive to RFP	Training Objectives	Train Activity /Curricu	Target Pop/ Curic Rev/ Consult	Delivery Schedule	Evaluation	Organization /Adminis.	Expertise	Budget	Overall Quality	TOTAL SCORE
Most Possible Points	20	20	20	20	20	20	20	20	20	20	200
EMPIRE	18	18	17	18	19	17	18	19	16	18	178
ECC	7	7	7	7	5	6	14	14	1	3	71

It is my assessment, in recommending SUNY Empire State College to provide Basic PC Skills Training for Erie County Department of Social Services Workforce for the 2011-2012 year. The Department of Social Services has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code.



 JEFF HART, Deputy County Executive



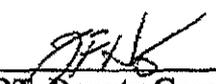
 CAROL DANKERT, Commissioner of Social Services

ATTACHMENT A

**Agency Selection Summary: Erie County Department of Social Services
Title: Staff Development – Workload Management
RFP # 1101**

Reviewer:	Agency: ECC	Agency: Empire
Reviewer #1, Chief Social Welfare Examiner, Medicaid Eligibility	91	93
Reviewer #2, Trainer, HRD	86	96
Reviewer #3, Chief Social Welfare Examiner, Nursing Homes	85	95
Reviewer #4, Director of Employment Programs, Employment	81	91
Reviewer #5, Mid-Manager, Employment	85	99
Reviewer #6, Social Services Program Support Director, Food Stamps	53	57
TOTAL	481	531

It is my assessment, in recommending SUNY Empire State College to provide Workload Management Training for Erie County Department of Social Services Workforce for the 2011-2012 year, the Department of Social Services has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code.



JEFF HART, Deputy County Executive



CAROL DANKERT, Commissioner of Social Services

ATTACHMENT B
 QUALIFICATIONS REVIEW RATING SHEET
 Summary of Total Agency Score by Criteria
 ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES
 PROPOSAL REVIEW RATING SHEET

Title: Staff Training - Workload Management
 RFP #1101

AGENCY NAME	Responsive to RFP	Training Objectives	Train Activity /Curricu	Target Pop/ Curic Rev/ Consult	Delivery Schedule	Evaluation	Organization /Adminis.	Expertise	Budget	Overall Quality	TOTAL SCORE
Most Possible Points	60	60	60	60	60	60	60	60	60	60	600
EMPIRE	55	56	54	53	57	53	53	51	49	49	531
ECC	55	45	42	55	57	46	47	48	40	46	481

It is my assessment, in recommending SUNY Empire State College to provide Staff Training - Workload Management for Erie County Department of Social Services Workforce for the 2011-2012 year. The Department of Social Services has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code.



 JEFF HART, Deputy County Executive



 CAROL DANKERT, Commissioner of Social Services