



# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

July 1, 2014

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

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

Dear 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. 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 2014 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 yours,

A handwritten signature in blue ink that reads "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/bb  
Enclosure

cc: Carol Dankert-Maurer, Department of Social Services

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Department of Social Services  
**Re:** Employee Education and Training  
**Date:** July 1, 2014

---

### **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 2014 Adopted Budget of the Department of Social Services in Account 516040, DSS Training and Education, to fund the contract renewals for 2014.

### **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 2014 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 for 2014.

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:

<b>Educational Institution</b>	<b>Period</b>	<b>Gross Contract</b>	<b>Institution's Contribution</b>	<b>Amount to be Paid</b>
Buffalo State College (CDHS) degrees (Master's in Public Administration / Bachelor's in Business / Social Work)	9/1/14 - 8/31/15	\$467,936	\$168,457	\$299,479
Empire State College (Bachelor's/Associate's Degrees in Business / Community and Human Services)	9/1/14 - 8/31/15	\$433,049	\$155,898	\$277,151

Empire State College (In-Service Training And Organizational Development)	9/1/14 - 8/31/15	\$1,015,581	\$304,674	\$710,907
SUNYAB – School of Social Work (Master’s of Social Work)	9/1/14 - 8/31/15	\$225,671	\$78,985	\$146,686
SUNYAB – School of Social Work (In-Service Training)	9/1/14 - 8/31/15	\$8,448	\$2,957	\$5,491
<b>Total</b>		<b>\$2,150,685</b>	<b>\$710,971</b>	<b>\$1,439,714</b>

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.