



ALBANY COUNTY LEGISLATURE
HAROLD L. JOYCE OFFICE BUILDING
112 STATE STREET, ROOM 710
ALBANY, NEW YORK 12207
(518) 447-7168 - FAX (518) 447-5695
WWW.ALBANYCOUNTY.COM

SEAN E. WARD
CHAIRMAN

PAUL T. DEVANE
CLERK

AGENDA

PERSONNEL COMMITTEE

JUNE 29, 2016

PREVIOUS BUSINESS:

APPROVING PREVIOUS MEETING MINUTES

1. RESOLUTION NO. 79: ADOPTING A POLICY OF PAID FAMILY LEAVE FOR EMPLOYEES OF ALBANY COUNTY
2. RESOLUTION NO. 80: PREVENTING THE HIRING OF FORMER COUNTY LEGISLATORS AND THE FAMILY MEMBERS OF CURRENT AND FORMER COUNTY LEGISLATORS BY THE COUNTY OF ALBANY

CURRENT BUSINESS:

3. APPOINTMENT OF A REPRESENTATIVE FROM ALBANY COUNTY TO THE CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
4. CONFIRMING THE APPOINTMENT OF A MEMBER OF THE ALBANY CONVENTION CENTER AUTHORITY
5. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF THE ALBANY COUNTY YOUTH BUREAU

Honorable Sean E. Ward and Members of the Albany County Legislature:

LADIES AND GENTLEMEN:

The Personnel Committee of the Albany County Legislature met on May 25th, 2016. Chairman Beston, Messrs. R. Joyce, Miller, Signoracci, Ward, Drake, Stevens and Ms. Lekakis were present. Ms. McKnight was excused. The following items were discussed and/or acted upon:

Approving Previous Meeting Minutes: Unanimously approved.

1. Resolution No. 79 for 2016 Adopting a Policy of Paid Family Leave for Employees of Albany County: Tabled at the Request of Sponsor.
2. Resolution No. 80: Preventing the Hiring of Former County Legislators and the Family Members of Current and Former County Legislators by the County of Albany: Tabled at the Request of Sponsor.
3. Appointment of the Coordinator of the STOP-DWI Program: It was indicated that pursuant to New York State Vehicle and Traffic Law §1197, the County Executive has selected Sheriff Craig D. Apple, Sr. to serve as the Coordinator of the Albany County STOP-DWI Program to organize municipal efforts to reduce alcohol-related traffic injuries, including provide a plan for coordination of county, town, city and village efforts to reduce alcohol-related traffic injuries and fatalities. After further discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.

Respectfully Submitted,
THE PERSONNEL COMMITTEE

ROBERT J. BESTON, Chairperson
SEAN E. WARD
RALPH V. SIGNORACCI
RAYMOND F. JOYCE
PAUL MILLER

LUCILLE M. McKNIGHT
LYNNE LEKAKIS
TODD A. DRAKE
TRAVIS D. STEVENS

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RESOLUTION NO. 79

ADOPTING A POLICY OF PAID FAMILY LEAVE FOR EMPLOYEES OF ALBANY COUNTY

Introduced: 1/9/16

By Ms. McLean Lane, Messrs. Bullock, Clenahan, Ms. Cunningham, Messrs. Dawson, Fein, Andrew Joyce, Ray Joyce, Higgins, Ms. Lekakis, Messrs. Mayo, O'Brien, Reinhardt, Domalewicz, Burgdorf, Drake, Mauriello and Mendick:

WHEREAS, the Federal Family and Medical Leave Act guarantees 12 weeks of unpaid leave to many workers to care for a sick relative or care for a newly born or adopted child. Despite this benefit, most people cannot afford to take unpaid time off from work to care for a child or sick family member. Paid family and medical leave benefits would allow all workers to remain in the workforce and still receive some income while taking leave to care for their family, and

WHEREAS, allowing new parents time away from work to care for a newly bond or adopted child enhances the health and positive development of the child and is associated with increases in the duration of breastfeeding and reductions in infant deaths and behavioral issues, and

WHEREAS, out of 185 countries tracked by the International Labour Organization, Papua New Guinea and the United States alone fail to provide paid family and medical leave, and

WHEREAS, the States of California, New Jersey and Rhode Island have already modernized their state disability insurance programs to provide paid family and medical leave, and

WHEREAS, The State of New York has yet to enact a policy of paid family leave for workers and

WHEREAS, Providing workers with paid time off to care for a newborn or adopted child or ill family member will ensure a healthier and more productive workforce in Albany County, and

WHEREAS, enactment of this policy will have a positive economic effect on employees and Albany County by increasing labor-force participation, employee retention, increasing lifetime earnings and retirement security among workers, especially women. In addition, employee morale would increase as well as better recruitment opportunities for positions with the county workforce, and

WHEREAS, The Legislature also finds that it is imperative to provide employees with meaningful protections against retaliation for using paid family and medical leave time and recognizes that prohibitions against retaliation and the imposition of penalties, including financial compensation to employees, for the denial of or retaliation for taking family sick time, are critical, and

WHEREAS, Albany County is one of the largest employers in Albany County, now, therefore be it

RESOLVED, That Albany County enact a policy of paid family and medical leave for its employees. Such policy shall allow for county employees to take up to 40 work days of consecutive paid leave after the birth, adoption or placement of foster care of a child, and to care for a sick child or family member, and be it further,

RESOLVED, that eligible employees must have been employed by the County for at least one year and must have worked at least 1,250 hours during the twelve month period immediately preceding the commencement of the paid family and medical leave, and be it further,

RESOLVED, that paid family and medical leave shall run concurrent with the qualifying Family Medical Leave Act absence, and be it further,

RESOLVED, the 40 consecutive paid family and medical leave days must be utilized prior to the use of, or any other accruals or unpaid absences during the Family Medical Leave, and be it further

RESOLVED, in the event that both parents are Albany County employees, only one parent may qualify for Paid Family and Medical Leave upon the return to work of the first employee from family and medical leave, and be it further

RESOLVED, that no portion of the paid family and medical leave shall be transferable, cashable, or eligible to be saved for use at another time, and be it further,

RESOLVED, that eligibility for the paid family and medical leave expires at the end of the twelve month period beginning on the date of birth or placement or care for a sick or infirmed family member, and it further,

RESOLVED, Any eligible employee who takes leave under this section shall be entitled, on return from such leave, to be restored by the county to the position of employment held by the employee when the leave commenced, or to be restored to a comparable position with comparable employment benefits, pay and other

terms and conditions of employment. The taking of leave for the purpose of family care shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. Nothing in this policy shall be construed to entitle any restored employee to the accrual of any seniority or employment benefits during any period of leave, or any right, benefit or position to which the employee would have been entitled had the employee not taken the leave, and be it further,

RESOLVED, that the County Attorney, in conjunction with the Department of Human Resources shall promulgate any and all rules and regulations necessary to further implement this policy of Paid Family and Medical Leave, including the promulgation of regulations and guidelines as may be necessary within the parameters established in this resolution and be it further,

RESOLVED, that such policy shall take effect no later than six months following enactment of this legislation and be it further,

RESOLVED, That the Clerk of the Albany County Legislature is directed to forward certified copies of this resolution to the appropriate Albany County Officials.

Referred to Personnel and Audit and Finance Committees. 2/9/16

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David Mayo
14 Morgan Way
Latham, NY 12110

February 9, 2016

Hon. Robert Beston
Chairman, Personnel Committee
112 State Street
Albany, NY 12207

Dear Bob:

Enclosed please find an updated resolution I would like to be presented at the February Personnel Committee meeting. In the original resolution I failed to define "family member" and did not address Civil Service titles.

Also, I will be away on vacation and will not be present at the February 24 Personnel Committee meeting. Chris Higgins, who wishes to be a con-sponsor on this resolution, will be present to address this in my stead.

Thank you.

Yours truly,



Dave Mayo

Resolution Number 80 for 2016

WHEREAS, the integrity of and public confidence in the Albany County Legislature is of paramount importance

WHEREAS, the Albany County Legislature should avoid any appearance of impropriety

WHEREAS, the hiring of an Albany County Legislator as an employee of Albany County after the conclusion of their term of office, either by defeat in a contested election or by reason of not seeking another term of office, or the hiring of a family member during or after such term of office, may exhibit the appearance of impropriety, favoritism, and undermine public trust

WHEREAS, nepotism includes many of the basic government ethics issues: conflict of interest, misuse of office, preferential treatment and patronage; nepotism undermines public trust by making government look like a family business run not for the community but for the families in power; nepotism is bad for morale within the government organization; nepotism is one of the leading methods of keeping other ethnic and racial groups out of local government

RESOLVED, that the hiring of an Albany County Legislator or family member of an Albany County Legislator as an employee of the County of Albany during or after that Legislator's term of office is prohibited for the period of the term of office and a period of four (4) years from the date of conclusion of the term of office.

RESOLVED, that family member shall be defined as a spouse, ex-spouse, child, stepchild, parent or stepparent, sibling or stepsibling, grandparent or grandchild of a Legislator

RESOLVED, this prohibition shall not apply retroactively, such that current or former Albany County Legislators or family members of current or former Albany County Legislators who became employees of the County of Albany on or before December 31, 2015, will not be impacted

RESOLVED, the above prohibitions are not applicable to Civil Service positions within the County

RESOLVED, the effective date of this resolution, or any facsimile thereof, will be December 31, 2015

RESOLVED, time spent in committee or any revisions thereto notwithstanding, the intent of this resolution is to have an effective date of December 31, 2015; and no new hires affected or believed to be affected by this resolution will be made absent a vote on this resolution by the body of the Albany County Legislature

RESOLUTION NO. 80

**PREVENTING THE HIRING OF FORMER COUNTY LEGISLATORS
AND THE FAMILY MEMBERS OF CURRENT AND FORMER COUNTY
LEGISLATORS BY THE COUNTY OF ALBANY**

Introduced: 2/9/16

By Mr. Mayo:

WHEREAS, The integrity of and public confidence in the Albany County Legislature is of paramount importance, and

WHEREAS, The Albany County Legislature should avoid any appearance of impropriety, and

WHEREAS, The hiring of an Albany County Legislator as an employee of Albany County after the conclusion of their term of office, either by defeat in a contested election or by reason of not seeking another term of office, or the hiring of a family member during or after such term of office, may exhibit the appearance of impropriety, favoritism, and undermine public trust, and

WHEREAS, Nepotism includes many of the basic government ethics issues: conflict of interest, misuse of office, preferential treatment and patronage; nepotism undermines public trust by making government look like a family business run not for the community but for the families in power; nepotism is bad for morale within the government organization; nepotism is one of the leading methods of keeping other ethnic and racial groups out of local government, now, therefore be it

RESOLVED, That the hiring of an Albany County Legislator or family member of an Albany County Legislator as an employee of the County of Albany during or after that Legislator's term of office is prohibited for the period of the term of office and a period of four (4) years from the date of conclusion of the term of office, and, be it further

RESOLVED, This prohibition shall not apply retroactively, such that current or former Albany County Legislators or family members of current or former Albany County Legislators who became employees of the County of Albany on or before December 31, 2015, will not be affected, and, be it further

RESOLVED, The effective date of this resolution, or any facsimile thereof, will be December 31, 2015, and, be it further

RESOLVED, Time spent in committee or any revisions thereto

notwithstanding, the intent of this resolution is to have an effective date of December 31, 2015, and no new hires affected or believed to be affected by this resolution will be made absent a vote on this resolution by the body of the Albany County Legislature, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Personnel and Law Committees. 2/9/16

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G. Michael Apostol
6 Grey Fox Lane
Albany, NY 12203
(518) 869-3860 (H)
(845) 247-6502(W)
Email: GMA58193@aol.com

Education

Massachusetts College of Liberal Arts, North Adams, MA
Education Administration

Union College, Schenectady, NY
MS in Industrial Administration

Springfield College, Springfield, MA
BS in Health and Physical Education

Professional Development

Harvard Graduate School of Education, Boston, MA
Certificate: Redesigning the American High School

Superintendent's Development Program
Oswego State University
Oswego, New York

Greater Southern Tier BOCES
Certificate: Best Practices for Extra Classroom Activity Funds

Greater Southern Tier BOCES
Certificate: Effective Administration of School Construction Projects

Experience

Hoosic Valley Central School District
Schaghticoke, New York

High School Principal 2013-Present
Title IX Officer

Saugerties Central School District
Saugerties, New York

Assistant Superintendent for Curriculum and Instruction 2009-2013
Supervisor of Data Administration
Chairman of Professional Practices Committee
Chairman of Technology Committee
Member Ulster County BOCES Instructional Advisory Committee

Mechanicville City School District
Mechanicville, New York

High School Principal 2003-2009
Chairman Professional Development Committee
Chairman Ad Hoc Committee of Committee to explore "Classification Football "in Section 2
Chairman Exceptional Senior Football Game Section 2
Member Executive Committee for Section 2 Athletic Council
Liaison- Executive Committee for Section 2 Athletic Council and Football Coordinator's
Committee
Liaison- Executive Committee for Section 2 Athletic Council and Bowling's Coordinator's
Committee
Chairman Academic Challenge League for Colonial Council

Greenville Central School District
Greenville, New York

High School Principal, 2001-2003
Chairman of Attendance Committee
 Developed Comprehensive District Wide Attendance Policy
Chairman of Building Safety Team
 Developed and Implemented safety procedures for lockdowns, bomb threats and evacuations
Code of Conduct Committee
Chairman of Auto External Defibrillating Task Force
 Developed and implemented protocol for use of AED
President Elect, Patroon Athletic League
Secretary, Steering Committee, Greene County Department of Labor, Youth Employment Task
Force
Member, Anti-Tobacco Coalition of Greene County

Assistant Principal, Greenville Middle and High School, 2000-2001
Responsible for Discipline in Middle and High School
Coordinator of Physical Education
Oversaw Athletic Program
Coordinator of Student Activities
Administrative Representative to the Instructional Support Team
Administrative Representative on the Code of Conduct Committee
Administrative Representative on the Health and Wellness Committee
Administrative Representative on Building Safety Team

City School District of Albany, NY

School #16, 1996-2000
 Physical Education Teacher for Grades K-3.
 Co-Chairman of the Wellness Committee that developed programs and activities for the
 health and wellness of the staff and students.
 Member of the Crisis Team. Assisted in the development of safety programs to prevent
 crisis. Assisted in the implementation of an evacuation plan in case of a hostage situation
 or any situation that required the evacuation of the student body to a safer space.
Albany School of Humanities 1994-96
 Physical Education Teacher for K-6. Responsible for the implementation of the Physical
 Education Program at this Magnet School that had just moved into a new facility.
Philip Livingston Magnet Academy Middle School 1993-96
 Physical Education Teacher
Albany High School 1975-76

Health and Physical Education Teacher
Coaching Positions: Various sports throughout the Albany School District

Director of School Works Program, City of Albany, NY 1994-2000

Responsible for designing, implementing and supervising a Summer Program for Youth at Risk. Student enrollment Of 240 and a staff of 30. Program consisted of an educational component and a job/work component. Responsible for the development and implementation of the educational component. Responsible for the placement of students in jobs throughout the City of Albany. Oversaw and managed the program's budget of \$650,000.

Owner. Spartan Equipment Company, Inc., Green Island, NY, 1976-1993

Owned and operated a Restaurant Supply and Equipment business selling to restaurants and institutions in the capital region.

Corning Glass Works, Corning, NY 1974-75

Production Manager
Supervised two hundred glass workers in the production of Corning's glass products. Responsible for establishing production schedules, handling personnel problems and training of new production workers.

Veteran of the United States Army 1968-1970

Honorable Discharge
Specialist 4th Class
Fire Direction Control Officer

Community Activities

Past Chairman, Board of Zoning Appeals, City of Albany, NY
Presently Board Member

Official of the New York State Athletic Commission

President Board of Director's, Seton Catholic and Family Community Services

Member Budget Review Panel Catholic Charities of Diocese of Albany
Reviewed budgets and operations of Catholic Charity Agencies to determine funding allotments.

Capital District Transportation Committee

Member Board of Director's, St. Basil's Greek Orthodox Church

President, Order of AHEPA, Trojan Chapter

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DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 900
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

PHILIP F. CALDERONE, ESQ.
DEPUTY COUNTY EXECUTIVE

June 15, 2016

Hon. Sean Ward, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

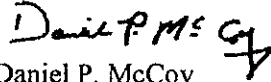
Dear Chairman Ward:

I write to advise that I am appointing George J. Penn to the Albany Convention Center Authority. Chapter 468 of the Laws of 2004 created the Albany Convention Center Authority, a New York State public benefit corporation charged with providing the City of Albany with the capability to effectively and efficiently develop a new convention facility as a transformational economic development project in the downtown area.

In creating the Authority, this legislation established a nine member authority board. Two of the Authority's board members shall be appointed by the Albany County Executive upon advice and consent of the Albany County Legislature.

Pursuant to this State Law, I am hereby submitting the name of George J. Penn to the County Legislature for their advice and consent as one of my appointments to the Authority. I have attached a copy of his resume for your consideration.

Sincerely,


Daniel P. McCoy

cc: Frank Commisso, Majority Leader
Frank Mauriello, Minority Leader
Majority Counsel
Minority Counsel

**FOR COUNSEL USE
ONLY**

Date Received: _____
Received by: _____
Method: Hand: _____
Courier: _____
Mail: _____

REQUEST FOR LEGISLATIVE ACTION

RLA #1880: Advise Legislature of appointment to Albany Convention Center Authority Board

DATE: Monday, June 13, 2016
DEPARTMENT: County Executive
Contact Person: Michael McLaughlin, Director of Policy and Research
Telephone: 518-447-3043
Dept. Representative Attending
Committee Meeting: Michael McLaughlin, Director of Policy and Research

PURPOSE OF REQUEST:

Adopting of Local Law _____
Amendment of Prior Legislation _____
Approval/Adoption of Plan/Procedure _____
Bond Approval _____
Budget Amendment (see below) _____
Contract Authorization (see below) _____
Environmental Impact _____
Home Rule Request _____
Property Conveyance _____
Other: (State briefly if not listed above) X

Advise Legislature of the appointment of George Penn to the Albany Convention Center Authority Board

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING:

Increase Account/Line No. _____
Source of Funds: _____
Title Change: _____

CONCERNING CONTRACT AUTHORIZATION

STATE THE FOLLOWING:

TYPE OF CONTRACT:

Change Order/Contract Amendment _____
Purchase (Equipment/Supplies) _____
Lease (Equipment/Supplies) _____
Requirements Professional Services _____
Education/Training _____
Grant: _____
 New _____
 Renewal _____
 Submission Deadline Date _____
Settlement of a Claim _____
Release of Liability _____
Other: (State briefly) _____

CONCERNING CONTRACT AUTHORIZATION (Cont'd)
STATE THE FOLLOWING:

Contract Terms/Conditions:

Amount/Raise Schedule/Fee _____

Scope of Services _____

Contract Funding:

Bond Res. No.: _____

Date of Adoption: _____

CONCERNING ALL REQUESTS:

Mandated Program/Service: No _____

If Mandated Cite: Authority _____

Anticipated in Current Adopted Budget No _____

County Budget Accounts:

Revenue _____

Appropriation _____

Fiscal Impact - Funding: (Dollars or Percentages)

Federal _____

State _____

County _____

Local _____

Term/Length of Funding: _____

Impact on Pending Litigation No _____

If yes, please explain: _____

Previous Requests for Identical or Similar Action

Resolution/Law Number _____

Date of Adoption _____

Justification: (State briefly why legislative action is requested)

Legislation established an authority board of nine members, two of whom shall be appointed by the Albany County Executive to serve at his pleasure. Therefore, County Executive submits the name of George Penn to serve on the Convention Center Authority board.

Back-up Material Submitted: (i.e., application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1880/Sherri Brooks Appt Cover Letter 091013.docx>

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1880/George Penn Resume 2016.pdf>

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1880/Convention Center Appt Cover Letter.pdf>

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1880/resume 2012.doc>

Submitted by: Michael McLaughlin

Title: Director of Policy and Research

George J. Penn

Work Experience

Office of the County Executive

December 2015- Present

Albany County, Albany, NY

Director of Operations

- Oversee daily operations of departments throughout the County and assist in establishing goals and resource allocation to ensure they are aligned with those of the County
- Coordinate Countywide projects including the update to the Times Union Center and the expansion of the parking garage
- Assist in the development of departmental budgets and collaborate with department heads to identify areas where savings can be recognized and roles can be expanded to meet the current needs of the County
- Work collaboratively with the County Executive and executive staff to develop and implement necessary policies and procedures to ensure the effective and efficient running of the organization
- Coordinate with the County Executive and department heads to manage personnel matters for Albany County

Department of General Services

August 2012 – December 2015

Albany County, Albany, NY

Special Assistant/Deputy/Commissioner

- Reviewed grant opportunities and compiled applications to secure funding for special projects including updated security system
- Supervised and organized restacking of individuals and departments at 112 State Street
- Managed personnel matters for DGS including assignment of staff, interviewing and counseling
- Assisted in the development and administration of the annual budget for the Department of General Services
- Worked collaboratively with all members of DGS to plan and prioritize future projects
- Conducted meetings with staff to discuss administration of departmental responsibilities and composed reports on related issues and operations
- Oversaw facilities and developed plans to address all necessary repairs, updates and maintenance of County buildings
- Worked with vendors to maintain County facilities including the Times Union Parking Garage and the Spruce Street Garage

Consulting

January 2010 -- August 2012

Malkin and Ross, Albany, NY

Government Consultant

- Provided written analysis of enacted and proposed New York State budget information
- Reviewed and analyzed the impact of legislation on clients both nationally and locally
- Negotiated language of legislation with the Governor's Office, Senate and Assembly
- Developed a strategy to assist clients in the navigation of lobbying efforts with the legislature and various agencies

- Assisted clients in the completion of the Requests for Proposals (RFP) process with related state agencies
- Composed memos of support and opposition on legislation relevant to clients

January 2006 – December 2009 (*firm dissolved)

CraneSanders, Albany, NY

Government Consultant

- Promoted the legislative agenda of the firm's clients
- Worked closely with state agencies and member's offices to negotiate legislation
- Managed budgetary and policy issues for clients
- Prepared and assisted clients in the development of testimony to be submitted to the legislature or appropriate agencies
- Developed strategies for political action committees

New York State Assembly

January 2003 – December 2005

New York State Assembly, Assemblyman Steven Sanders, Albany, NY

Legislative Director for Chairman of Committee on Education

- Reviewed all proposed legislation received from Senators and Assemblymembers and consulted with the Chairman on bill sponsorship
- Performed legal and legislative research and drafted legislation
- Met with legislative representatives, advocacy groups, constituents and agency personnel on related legislation
- Managed Assemblyman's portfolio of bills
- Managed and coordinated legislation with Assemblymembers and Senators

April 2002 - December 2002

New York State Assembly, Program Development Group, Albany, NY

Program Associate, Legislative Oversight Committee

- Researched and reviewed New York State initiatives of concern to the Chairperson
- Analyzed legislation and policy proposals at the state level to ensure compliance
- Compiled information related to policy analysis and development
- Assisted and supported relevant public hearings, panel discussions and seminars

April 2000 – March 2002

New York State Assembly, Program and Counsel, Albany, NY

Legislative Analyst, Education Committee

- Analyzed and prepared background information for proposed legislation
- Assisted the Chairperson in the preparation and consideration of legislative agendas
- Provided guidance and support to the Committee by organizing public hearings and private conferences held by the Chairperson
- Explained legislative policy and positions of the Chairman to constituents, lobbyists and agency personnel
- Managed budgetary and policy issues at Education budget table

January 1996 – April 1998

New York State Assembly, Communications and Information Services, Albany, NY

Senior Researcher

- Researched relevant legislation, legislative programs and demographics for targeted Assembly Districts
- Proposed and reviewed legislation placing an emphasis on its relevance to targeted constituent districts
- Provided research support for Assemblymembers' outreach programs including radio and television ads and Assemblymembers' correspondence and newsletters

September 1996 – November 1996

New York State Democratic Assembly Campaign Committee (DACC), Albany, NY

Assistant Campaign Coordinator

- Developed and executed political campaign plans that included but were not limited to development, media planning, voter history, voter contact and background research
- Managed and coordinated daily activities in accordance with the political plan

Education

- Marist College, Poughkeepsie, NY
Masters of Public Administration, August 2011
- State University of New York at Geneseo, Geneseo, NY
Bachelor of Arts, Political Science, May 1995
- Hudson Valley Community College, Troy, NY
Associate of Arts, Liberal Arts, December 1992

Activities

- Former Member of the Board for Family and Children Services
- Former Member of the United Way 2-1-1 Northeast Regional Collaborative
- Member of Colonie Central High School PTA
- Member of Capital District Triathlon Club Planning Committee
- Member of Hudson Mohawk Road Runner Club

References

- Available upon request

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DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 900
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

PHILIP F. CALDERONE, ESQ.
DEPUTY COUNTY EXECUTIVE

June 13, 2016

Honorable Sean E. Ward, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Dear Chairman Ward,

I am pleased to appoint Mrs. Nicole Ward to the position of Albany County Youth Bureau Director, per section A2403 of the Albany County Charter. Mrs. Ward has graciously accepted my invitation to take charge of the duties and responsibilities of the Youth Bureau.

It is important that we provide capable leadership for the Youth Bureau, an essential tool for supporting County-wide children services. I am confident that Mrs. Ward is qualified in both education and experience for the position and will provide strong leadership for this important county resource.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Honorable Frank Commisso, Majority Leader
Honorable Frank Mauriello, Minority Leader
F. Patrick Jeffers, Majority Counsel
Arnis Zilgme, Minority Counsel

FOR COUNSEL USE ONLY

Date Received: 6-14-16
Received by: PM
Method: Hand:
Courier: _____
Mail: _____

REQUEST FOR LEGISLATIVE ACTION

RLA #1881: Approval of Youth Bureau Director

DATE: Monday, June 13, 2016
DEPARTMENT: County Executive
Contact Person: Michael McLaughlin, Director of Policy and Research
Telephone: 518-447-3043
Dept. Representative Attending Committee Meeting: Michael McLaughlin, Director of Policy and Research

PURPOSE OF REQUEST:

Adopting of Local Law _____
Amendment of Prior Legislation _____
Approval/Adoption of Plan/Procedure X
Bond Approval _____
Budget Amendment (see below) _____
Contract Authorization (see below) _____
Environmental Impact _____
Home Rule Request _____
Property Conveyance _____
Other: (State briefly if not listed above) _____

CONCERNING BUDGET AMENDMENTS

STATE THE FOLLOWING:

Increase Account/Line No. _____
Source of Funds: _____
Title Change: _____

CONCERNING CONTRACT AUTHORIZATION

STATE THE FOLLOWING:

TYPE OF CONTRACT:

Change Order/Contract Amendment _____
Purchase (Equipment/Supplies) _____
Lease (Equipment/Supplies) _____
Requirements Professional Services _____
Education/Training _____
Grant: _____
 New _____
 Renewal _____
 Submission Deadline Date _____
Settlement of a Claim _____
Release of Liability _____
Other: (State briefly) _____

CONCERNING CONTRACT AUTHORIZATION (Cont'd)
STATE THE FOLLOWING:

Contract Terms/Conditions:

Amount/Raise Schedule/Fee _____

Scope of Services _____

Contract Funding:

Bond Res. No.: _____

Date of Adoption: _____

CONCERNING ALL REQUESTS:

Mandated Program/Service: No

If Mandated Cite: Authority _____

Anticipated in Current Adopted Budget No

County Budget Accounts:

Revenue _____

Appropriation

Account Code	Line	Amount
AA7310	11029	

Fiscal Impact - Funding: (Dollars or Percentages)

Albany County
Appropriations

Federal 0%

State 0%

County 100%

Local 0%

Term/Length of Funding: _____

Impact on Pending Litigation No

If yes, please explain: _____

Previous Requests for Identical or Similar Action

Resolution/Law Number _____

Date of Adoption _____

Justification: (State briefly why legislative action is requested)

The County Executive requests Legislative approval to fill the recently vacated Youth Bureau Executive Director position with candidate Nicole F. Ward.

Back-up Material Submitted: (i.e., application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1881/Youth Bureau Appointment 2016.pdf>

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1881/Nicole Ward Resume.pdf>

Submitted by: Michael McLaughlin

Title: Director of Policy and Research

NICOLE FRANCONERE WARD

74 Pinewood Ave • Albany, New York 12208

Home: (518) 438-9758 • Cell: (518) 210-4342 • Email: nfranconere@hotmail.com

EDUCATION

Masters of Science in Literacy
University at Albany

Albany, NY
September 1997

Bachelors of Arts in Elementary Education/Child in Society
Boston College

Chestnut Hill, MA
May 1996

Associates of Applied Science Early Childhood Education
Hudson Valley Community College
Secretary Early Childhood Club
Honors

Troy, NY
May 1994

WORK EXPERIENCE

Albany County Executive's Office
Executive Assistant

Albany, NY
December 2011- present

Albany County Chairman's Office
Confidential Secretary

Albany, NY
June 2011-December 2011

Academy of the Holy Names
Annual Programs Manager

Albany, NY
September 2010-June 2011

- Manages all aspect of the Annual Programs including the Annual Fund
- Cultivate and solicit financial support from mid-scale individual donors.
- Manage direct mail campaigns, including production of plan and timelines.
- Manage annual special events such as Boutique Noel, Race for Education and Spring Soiree, in collaboration with Advancement team.
- Coordinate with the Advancement Director in conducting donor relations activities involving major donors, including but not limited to, direct mail, special events, and workplace giving activities.
- Recruit external volunteer committees, create committee descriptions, provide support to event chairs and committee members, coordinate meetings, create event project timelines, and track event planning progress.
- Develop and solicit sponsorship opportunities, create and maintain sponsorship lists, and ensure benefit fulfillment.

Bishop Maginn High School
Director of Development and Alumni Relations
Director of Admissions

Albany, NY
September, 2004-September 2010
September 2009-September 2010

- Organizes alumni/school events (Silent Auction, Golf Tournament, Hall of Fame Dinner, Homecoming and any Development related events) publications, ticket sales, RSVPs, seating, event set up and tear down

- Designs and oversees production of all major publications, including the *Alumni/Parent* newsletter, admissions view book, updates the School's website, and works with designers and printers to promote the school's fund and friend raising goals and activities.
- Manages all aspects of the Annual Fund (Direct Mailings, Phonathon, Major-Giving).
- Collects news and information about the members of the alumni association for publication, and keeps accurate records of the school's alumni.
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Management of databases and all records, files, and gift processing.
- Designs all invitations and mailing for alumni events.
- Middle States Accreditation Team Development Committee Chair
- Strategic Planning Team Development Committee Chair
- Manage the admissions process from application to paperwork completion

Bishop Maginn High School

History Teacher/Department Chairperson (1999-2004)

Albany, NY

September, 1997-2004

- Taught various History Courses (NYS Regents Global 10, Honors Global 10, US History and Government), English 9
- History Department Chairperson, supervised history department staff, conducted department meetings, and developed budget for department.
- Advisor for the junior and senior classes 1997-2009, organized proms, fundraising activities, graduation events (baccalaureate mass, senior activity day) and all related publications.
- Director inter-class One Act Play competitions 1998-2000.
- Student Council Advisor
- Coached Mock Trial Team
- Assistant Coach JV Softball Team (1998-2000)
- Cooperating Teacher for College of Saint Rose graduate student (2003).

STUDENT TEACHING

**William H. Lincoln School
Mather Elementary School
Shaker Road Elementary School
Kenwood Nursery School
Beth Emeth**

**Brookline, MA
Dorchester, MA
Loudonville, NY
Albany, NY
Albany, NY**

COMPUTER SKILLS

Power School, Raiser Edge 7, QuarkXPress 7, Excel, Microsoft Word, Power Point, Microsoft Publisher, Photoshop, Munis, Kronos