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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-68

Date: June 13, 1994

Division: Management Support
& Quality Improvement

Office of Field
Operations

TO: Local District Commissioners

SUBJECT: Region III Training and Development Facility Openings

ATTACHMENTS: Protocols for Syracuse Regional Training Center
(Available On-Line)

The Department is pleased to announce the opening of two new training and development facilities in Region III. The Office of Human Resource Development, in conjunction with the Office of Field Operations, has established a regional training resource center at 351 South Warren Street in Syracuse and a satellite center at SUNY Potsdam. These centers have been established as part of the Department's efforts to bring training and technical assistance closer (both geographically and conceptually) to the local districts. These centers will be used by local district support teams to work with county personnel as well as for ongoing training provided by the Department and its training contractors.

The facility located in Syracuse contains a large training room, a small conference room, a 10 seat WMS lab, and a 10 seat computer lab. The facility at SUNY Potsdam contains a 10 seat WMS lab and a 10 seat computer lab. Training rooms are also available at SUNY Potsdam through special requests. All facilities are scheduled through the Syracuse Regional Office (315-423-1182) and have the full complement of audio-visual equipment.

We anticipate establishing similar facilities in each of the other regions. If you have any questions about this LCM, please contact Dave McGann in the Office of Human Resource Development at 518-473-8380.

Nelson M. Weinstock
Deputy Commissioner
Management Support and
Quality Improvement

William E. Gould
Acting Director
Office of Field Operations

PROTOCOLS FOR REGION III TRAINING CENTERS

Syracuse Regional Center
351 S. Warren Street, 2nd Fl.
Syracuse, NY 13202

Potsdam College
Rural Services Institute
Potsdam, NY 13676

Telephone (315)423-1182
FAX (315)423-1146

Description of Facilities:

Syracuse

- *PC lab-10 PC's
- *WMS lab-10 DEC terminals
- *Training Room-seats 40 with tables
- *Conference Room-20 at conference table
- *Handicap Accessible facility
- *Conference phone

Potsdam

- *PC lab-10 PC's
- *WMS lab-10 DEC terminals
- *Conf/training Rms available through the college
- 315-267-2397

Purpose: The Regional Training Center Network has been established to support and strengthen the operations of the New York State Department of Social Services. The Regional Training Center is available for local, state and contractors to use for training, business meeting seminars and technical assistance sessions. The following outlines the basic operational protocols for the use of the Center:

1. The Regional OHRD staff person and the Regional Director will manage the Training Center. OHRD staff assigned to the region will be responsible for monitoring and marketing the use of the facility.
2. The scheduling of the training and conference rooms will be the responsibility of the regional office secretary.
3. The calendar for all the training rooms and conference rooms will be on an electronic calendar entitled RTCIII. Local District Commissioners, Staff Development Coordinators, OHRD staff, and Regional OFO staff will have viewing rights. The Regional Office (Director, OHRD, Secretary) will have the scheduling rights.
4. The scheduling of the PC lab will be the responsibility of OAS (Contact person, Pat Freestone). OAS will give viewing abilities of the schedule to the regional Directors and OHRD staff.
5. The following information will be required when rooms are requested; contact person, phone #, type of need, number of persons and equipment needed.
6. The Regional Office will provide training supplies such as; paper, flip charts, markers, VCR and overhead projector.
7. It will be the contact person's responsibility to set up the room and make arrangements for refreshments.
8. The using organization or contact person is responsible for making arrangements to return borrowed equipment and the room clean up.