

March 6, 2025

Sharon Salembier, Audit Manager  
Office of the New York State Comptroller  
Division of State Government Accountability  
110 State Street  
Albany, NY 12236

Dear Ms. Salembier,

The New York State Department of Labor (NYSDOL) has reviewed the Office of the State Comptroller's Follow-Up Report Number 2024-F-22 titled Services to Workers Under the Worker Adjustment and Retraining Notification Act issued on February 10, 2025. Below is NYSDOL's response to the one outstanding recommendation.

**Recommendation #4:**

Assess current and anticipated WARN activity to determine and pursue appropriate WARN staffing levels.

**OSC Status:** Partially Implemented

**NYSDOL Response (03/06/2025):**

NYSDOL has taken appropriate steps to fully implement this recommendation. NYSDOL was instructed to assess current and anticipated WARN activity to determine and pursue appropriate WARN staffing levels. NYSDOL has demonstrated it utilized its standard operating procedures, i.e. leadership meetings and submission of staffing recommendations to executive leadership for consideration, to achieve the established goal. It is important to note that not all meetings such as these generate meeting notes due to their confidential nature. However, the results of these meetings are shown through NYSDOL's actions. NYSDOL provided documentation of recruitment efforts of 24 vacancy postings listed on StateJobsNY. Through these recruitments, NYSDOL added three (3) Labor Services Representative positions, one (1) Supervising Labor Services Representative, and one (1) Workforce Program Specialist 2 position, in addition to posting and filling all vacancies apart from one (1) position, which was due to inadequate candidate pool responses.

If you have any questions or if additional information is needed, please do not hesitate to contact Donald Temple at [Donald.Temple@labor.ny.gov](mailto:Donald.Temple@labor.ny.gov) or (518-457-7332).

Sincerely,

A handwritten signature in black ink, appearing to read "Scott B. Melvin". The signature is fluid and cursive, with a large initial "S" and "M".

Scott B. Melvin  
Executive Deputy Commissioner of NYSDOL

CC: Roberta Reardon, Commissioner, NYSDOL  
Dana Politis, Acting Deputy Commissioner of Workforce Development  
Vicki Mockler, Director, Division of Workforce Innovative and Quality  
Laurie Thomson, Bureau Manager, Business Engagement and Strategy  
Christine Buttigieg, Deputy Commissioner, Strategic Communications  
Donald Temple, Director, Internal Audit and Control  
Samantha Doran, Auditor 3, Internal Audit  
Mary Hancox, Internal Control Officer