



Office of the County Administrator

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Steven R Wilson

Administrator

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Confidential Assistant

MEMORANDUM

TO: Board of Supervisors and Chairman, Hon. Earl Van Wormer, III

FROM: Steven R. Wilson, County Administrator

A handwritten signature of Steven R. Wilson in black ink.

SUBJECT: 2016 County Government Performance Report (CGPR)

DATED: July 6, 2017

Schoharie County government is one of the largest organizations in the county with well over 300 employees. Although SUNY Cobleskill employs more people, County government contributes more to the local economy than any other institution. In 2016, Schoharie County government budgeted about \$80 million to provide services to residents. County taxpayers paid for about a quarter of those services, or just under \$21 million, in property taxes. County residents and others also paid about 18% of the cost of county government through sales tax revenues of \$14.2 million. Department heads, altogether, raised \$13.8 million from New York State and \$11.3 million from the federal government. In sum this amounted to about a fifth of the cost of county government.

So, what services does county government provide? In a continual effort to quantify and promote county government accomplishments on a departmental level, department heads were asked to report their major accomplishments at both the mid-point and end of 2016. Below is summary of the information, broken down by departments and their listed successes.

I would like to thank the following department heads and their staffs for their hard work in compiling this information: Planning and Development, Youth Bureau, Community Services, Public Works, Public Transportation, Social Services, Office for the Aging, Emergency Services, Public Health, Probation and Stop DWI Program, Real Property Tax Services, Old Stone Fort, Veterans' Services, Sheriff's Department, Personnel/Civil Service, Information Technology Services and the County Clerk. Although we can point to numerous county achievements by our departments, please note that not every department participated in the exercise. We hope for full participation in 2017 so the Board of Supervisors and

residents of Schoharie County can review a more complete picture of the services provided by county government.

This 2016 County Government Performance Report is being released in conjunction with the filing of the Annual Update of AUD with the Office of the State Comptroller, roughly 120 days after the close of Fiscal Year 2016. The AUD is similar to a Comprehensive Annual Finance Report (CAFR), which often serves as the primary public record of financial accountability for local governments throughout the United States. Together, the AUD and the CGPR paint a picture of Schoharie County Government's accomplishments, both financially and operationally, for 2016. Please note, a summary of the AUD, issued by the Office of the County Treasurer, is included in this document in Appendix 21.

This document was presented to the Personnel Committee of the Board of Supervisors on June 14, 2017. Prior to that, it was provided to each department head and to each town supervisor for review and input.

I believe it is important to celebrate our successes as a county and recognize stellar performance when it happens. This document does just that, and it also allows the county to begin benchmarking service delivery as a mechanism of evaluation for the Board and residents of Schoharie County.

To those departments reporting such great accomplishments – well done!

Schoharie County Government: 2016 Accomplishments

<u>Department</u>	<u>Accomplishment</u>
<p><u>Planning and Development</u> <i>The Planning and Development Department is the front-line agency for the county for directing and coordinating all community development and planning functions, assisting in economic development issues as needed.</i></p>	<ul style="list-style-type: none"> • Administered the Towns of Blenheim and Fulton Municipal Complexes, both with expected completion in 2019. • Supported SALT in implementing a grant from NYS Department of State for a feasibility study for the proposed Schoharie Valley Trail. • Assisted 7 small businesses via County Microenterprise Program in conjunction with Schoharie County RPC. • Submitted County Economic Development Plan grant application. • Submitted Office for the Aging feasibility study grant application. • Submitted FEMA Hazard Mitigation Plan Update grant application. • Administered and closed 13 CDBG Economic Development projects. • Implemented and closed Agricultural District open enrollment. • Completion of Town of Esperance Zoning Law. • Provided staff support for Richmondville Planning Board for new Dollar General and 11-unit apartment complex. • Completed all Hurricane Irene flood property buyout project grants. • Developed RFP to hire consultant for Hudson River Estuary grant. • Participated in Town of Conesville flood analysis. • Assisted in renewal of Appalachian Regional Commission grants for STE counties. • Provided staff support for STE Regional Development Board • Continued GIS coordination efforts. • Provided support for Town of Summit's draft of new solar law. • Provided support for Town/Village of Middleburgh's zoning law re-write. • Provided support for Town of Seward's first comprehensive plan. • Provided support for Town of Richmondville's draft of solar law. • Developmental progress on County Agriculture and Farmland Protection Plan. • Planned and conducted training sessions for commercial code, solar power, land use and zombie properties.
<p><u>Youth Bureau</u> <i>The Youth Bureau promotes and advocates for the empowerment and wellbeing of the youth of Schoharie county by incorporating positive youth development methods in all support programs and services.</i></p>	<ul style="list-style-type: none"> • Implemented a new monitoring and data collection requirements for New York State. • Increased summer programming by adding a summer part time staffer. • Developed collaborative programming to enhance 2 major programs (Youth as Leaders and Summer Adventures).
<p><u>Community Services</u> <i>The Community Services oversees all mental health, chemical dependency and developmental disability services for the county.</i></p>	<ul style="list-style-type: none"> • Continued presence at events that promote community services (ex. FAM Run, County Health Fair and various community forums). • Held Incident Review Meetings every-other month. • Continued referral services to enhance services by connecting need to holistic wellness providers.

	<ul style="list-style-type: none"> • Targeted Training for staff pertaining to specific clinical issues and work. • Serviced Three (3) individuals within the county who have START crisis plans. • Offered county clients tobacco cessation information. • Collaborated with Bassett Health Home Care Management and Health Home on programmatic issues and policy. • Received operating license to provide clinical services in the Jefferson school district, receiving referrals for three (3) families. • Developed and began a Facebook page administered by the Suicide Prevention Task Force. • MCAT provided numerous assessments to determine whether an individual can maintain themselves in the community. • Hosted ASIST training for suicide prevention. • Ensured that at least four (4) beds allocated to supporting transitional youth. • Secured an apartment to be used as a "Crisis Stabilization Apartment." • Collaborated with surrounding counties on housing initiatives for substance abuse populations. • Collaborated with medical staff to improve access in providing Vivitrol to treat opioid-dependent clients.
<p><u>Department of Public Works</u></p> <p><i>The Department of Public Works is responsible for the cleaning and maintenance of all county owned or leased buildings, is charged with providing professional engineering oversight for the county and is responsible for the care and maintenance of the county's 321.6 miles of roads and 92 bridges.</i></p>	<ul style="list-style-type: none"> • Saved budgeted funds on salt and abrasive materials. • Lowered overtime costs. • Recorded 15% lower fuel costs. • Saved 30% on electrical costs, mostly due to the conversion of most county outside lighting to LED. • Began mandated process of annual inspections all county owned properties for NYS code compliance. • Processed several grant and payment applications. • Improved road marking program. • Assessed all county roads and bridges to efficiently deploy staff and funds for the upcoming paving season. • Collaborated with Undersheriff on improvements to 3 county communications tower sites with no increase to departmental budgets. • Participated in lobbying efforts that brought to county: <ul style="list-style-type: none"> ○ \$2.3 million to County for bridge repair. ○ \$759,000 per year for 5 years for repairs and equipment ○ \$700,000 per year for towns and villages for repairs and equipment
<p><u>Department of Public Transportation</u></p> <p><i>The Department of Transportation provides public bus transportation to residents of Schoharie county and currently operates 10 routes.</i></p>	<ul style="list-style-type: none"> • Number of passengers in 2016: 94,814. • Number of miles traveled: 364,893. • Van Fleet statistics: <ul style="list-style-type: none"> ○ 6,804 trips ○ 251,281 miles

	<ul style="list-style-type: none"> o \$436,653.06 in revenue for the county • Achieved a 96% safety passing rate on busses, and 100% on van fleet. • Received a grant of \$447,431 to replace four (4) aging buses at a 90% state and federal reimbursement rate. • Completed a Facebook page enabling riders to receive up-to-date information quickly. • Designed a route schedule poster to replace a costlier information schedule holder. • Balanced FY 2016 budget without county funding.
<p><u>Department of Social Services</u></p> <p><i>The Department of Social Services provides a variety of financial and social service programs to vulnerable residents of the county. Financial programs are based on eligibility with an emphasis on moving towards self-sufficiency, with social service programs to protect at risk children and adults and strengthen the family unit.</i></p>	<ul style="list-style-type: none"> • Agency's Resource Unit recovered \$429,283.21, which were applied to Medicaid, County Burials/Medicaid Qualified Burials and Temporary Assistance programs. • Complied with new state regulations and mailed 101 past and present recipients of temporary assistance "balance statements" of mortgage liens placed upon their property by the department. • Entered into cooperative inter-departmental agreements with IT, Health and Sheriff's departments, drawing down revenue reimbursements to the county for the services they provide to DSS. • Staff attended 148 training opportunities to learn or enhance skills for better service delivery. • Accounting Division streamlined and computerized payment and claiming data, resulting in two (2) positions not backfilled in 2016. • Serviced 2,626 active child support cases. • Appeared in court for 1,317 petitions in Family Court. • Dispersed \$3,516,993 in child support payments, retaining \$154,531 to offset financial assistance provided to current or past temporary assistance clients. • Received an award from NYS Office of Temporary and Disability Assistance for being the best performing child support unit for a small county. • Child Protective reports: 498 • Child Preventive cases: 141 (122 opened/196 discharged). • Child foster care placements: 48 (23 admitted/21 discharged). • Children in Article 10 placement: 28 (19 new/17 discharged). • Adult protective cases: 8 • Financial management cases: 26 • Adult protective and financial management cases: 21 • Guardianship cases: 10 • Temporary Assistance – Family Assistance caseload 108 cases/229 individuals.

	<ul style="list-style-type: none"> • Temporary Assistance – Safety Net caseload 64 cases/69 individuals. • Emergency Assistance to Adults caseload 7 cases/8 individuals. • Medicaid caseload 2,480 cases/3,245 individuals. • Supplemental Nutrition Assistance Program caseload 2,031 cases/3,632 individuals. • Day Care caseload 28 cases/43 children. • Temporary Assistance Programs, Medicare and SNAP statistics: <ul style="list-style-type: none"> ○ 2,947 applications were received and registered ○ 838 applications were denied ○ 2,283 applications were opened ○ 156 cases were reactivated ○ 9,599 undercare changes were made to cases ○ 3,427 cases were closed in total ○ 3,673 cases were recertified/renewed
<p><u>Office for the Aging</u> <i>The Office for the Aging assists and advocates for county residents aged 60 years and over through programs and services designed to promote health, safety, dignity and independence.</i></p>	<ul style="list-style-type: none"> • Staff attended monthly HSCC meetings to avoid duplication of services. • Staff attended all necessary training under expanded NY Connects/NWD program. • Seven (7) staff successfully completed Case Manager training. Two (2) new staff began the training. • Collaborated with Department of Transportation and with medical transportation program to deliver needed services. • Three (3) staff passed exams for the start of the Medicare open enrollment. • Completed 37 Medicare savings program applications. • Compiled a list of 507 individuals seeking long-term services and support. • Three (3) individuals serviced via flexible funds program to bridge gaps in home services. • Four (4) families began RCI REACH program that promotes Alzheimer's/Dementia caregiver health. • Billed 4,645 meals, expanding nutritional services and adding over \$39,000 in revenue. • Added a dietitian under contract to provide nutrition education and counseling. • Completed a grant application to assist with the completion of a feasibility study for a social adult day program. • Identified one (1) attorney willing to provide "pro bono" assistance for simple wills and POA's. • CAREGIVER SERVICES <ul style="list-style-type: none"> ○ 26 Individuals received 2,073 hours of care ○ 11 Individuals attended our support group throughout the year

- 4 Individuals received PERS
- CASE MANAGEMENT: 278 Individuals received 1,025.5 hours of service
- CONGREGATE MEALS AND SENIOR ACTIVITIES:
 - 27 Individuals under 60 received 274 meals
 - 132 Older adults received 4,082 meals
- EISEP: The Expanded In-Home Services for the Elderly
 - 47 Individuals 7,051.5 hours of care
 - 11 Individuals received PERS
- HEALTH PROMOTION: 57 Individuals attended classes
- HEAP: 414 Individuals had HEAP applications processed
- HEARING DEVICE LOAN CLOSET: 7 Individuals have used our equipment for 342 days
- HIICAP: 690 Individuals received 1,116 hours of counseling and information.
- HOME DELIVERED MEALS: 326 Individuals received 46,848 meals
- INFORMATION, ASSISTANCE, AND REFERRAL: 1,273 Individuals received 7,936 units of I&A
 - Information is provided on programs, services, and benefits available to seniors through the Office for the Aging and/or other human service providers (depending on the level of client need for remaining independent).
 - Assistance is given to any client, regarding any service or benefit they may need to remain independent. As simple as scheduling a bus ride, to the more “complicated” world of entitlement applications (i.e. Medicaid, Food Stamps, SSI, Weatherization, etc.) that will help assure the client’s needs are met.
 - Referrals are given with the client’s permission, to the Office for the Aging staff for Home Delivered Meals, EISEP, Caregivers, or other programs. Referrals are also given to other agencies or service providers like Food Stamps, Weatherization, Medicaid, etc. that will assist in meeting their needs.
- LEGAL ASSISTANCE: 64 Individuals received 123.1 hours of legal assistance
- MEDICAL EQUIPMENT LOAN CLOSET: 56 Individuals borrowed medical equipment
- NUTRITION COUNSELING
 - 12 Individuals received 26 hours of nutrition counseling
 - 1,853 Consumers received 7,296 units of nutrition education.
- NY CONNECT-Expanded and Enhanced Under BIPP- Under new federal funding, the NY Connects Program has expanded. Starting in 2015, we hired a full-time NY Connects Coordinator. Under this new expansion, we meet with families and provide options counseling to give them all the information they need to make

	<p>the best choices for them and their loved ones. Referrals and follow up insures the process is as smooth as possible and provides assistance with any applications. Department was chosen along with 5 other counties in the state to pilot the “No Wrong Door” screen, that will assist us to make more comprehensive referrals to other organizations including Offices for People with Developmental Disabilities and Office of Mental Health Services.</p> <ul style="list-style-type: none"> ○ 568 appointments ○ 43 Medicaid Applications ○ 810 contact calls ○ 1 Educational forums/ 4 Long Term Care Council meetings • OUTREACH: 58 contacts were completed by staff • TAX PREPARATION: 310 Tax returns were completed by 5 volunteers • TRANSPORTATION: <ul style="list-style-type: none"> ○ 41 Individuals received 240 medical trips ○ 172 Individuals received 22,508 tokens
<p><u>Department of Emergency Services</u> <i>The Department of Emergency Services is responsible for overseeing four (4) branches: Fire Services, Emergency Management, Emergency Medical Management and Safety Branch.</i></p>	<ul style="list-style-type: none"> • Fire Services <ul style="list-style-type: none"> ○ Purchased and Trained on swift water rescue boat ○ Conducted 4 Search and Rescue missions ○ Answered 5 Hazmat calls ○ Conducted 15 fire investigations ○ Answered 40 structure fire calls ○ Conducted a “Fire Fighter One” class with 21 students ○ 100% National Fire incident reporting for the 10th year in row ○ Conducted OSHA/PESH refresher for all 17 fire departments • Emergency Management <ul style="list-style-type: none"> ○ Chaired Local Emergency Planning Committee (LEPC) ○ Worked with Department Heads on COOP plans ○ Created Cobleskill Sunshine Fair Emergency Action Plan ○ Worked with Towns and Villages to complete Emergency Action Plans (EAP) ○ Developed Evacuation Zone Program with GIS, Supervisors, Mayors, Hwy Superintendents, Code Enforcement and Chiefs ○ Conducted tabletop exercises with Richmondville and Jefferson ○ EAP exercises with the New York Power Authority & DEP/Gilboa Dam ○ Helped design and plan exercise with Iroquois Gas Company ○ Worked with towns to reduce flood insurance premiums through CRS • Emergency Medical Services <ul style="list-style-type: none"> ○ Provided 24/7 ALS services for Schoharie County ○ Managed volunteer EMS services for the Sunshine Fair ○ New Medical Director • Safety

	<ul style="list-style-type: none"> ○ Completed 100% County employee mandatory training ○ Sexual Harassment investigations ○ Conducted 4 Workplace Violence investigations ○ Conducted 3 Accident investigations ○ Taught CPR/First Aid classes
<p><u>Office of the County Administrator</u></p> <p><i>The Office of the County Administrator (OCA) is responsible for the day-to-day operations of county government. All non-elected Department Heads with the exception of the Clerk of the Board of Supervisors report to the County Administrator. In addition, the County Administrator serves as the Budget Officer and the Economic Development Coordinator. In the Budget Officer role, the County Administrator is responsible for the formulation and execution of the annual operating budget. In the latter role, the Administrator oversees a grant consultant contract, serves on the Executive Committee of the Mohawk Valley Economic Development District and the Mohawk Valley Land Bank. The Office of the County Administrator was created by Local Law 3 of 2015 and the first incumbent started on November 1, 2015.</i></p>	<ul style="list-style-type: none"> • In the first year of the OCA's existence, the office focused on assessing and mitigating the most critical financial threats to the County; executing the 2016 and developing the 2017 budgets; developing an economic development approach and assessing the effectiveness and efficiency of county government operations, taking steps to improve the most critical operational aspects. • Identified and began assessing four critical risks to the financial stability of county government including: 1) risk of lawsuits from contractors, environmental fines and penalties from not completing the emergency watershed protection (EWP) program; 2) rapidly rising employee health care costs; 3) financial penalties associated with lack of compliance with grant terms and conditions; and 4) risks associated with poor contract design. • Established a county project management team to oversee the EWP projects focused on reducing construction costs, resolving technical issues, managing reimbursement to the county, overseeing permitting, keeping Flood Committee and full Board informed and rebuilding working relationship with funders and regulators. • Successfully worked with NRCS to release funding suspensions resulting in an increase of about \$900,000 in federal and state reimbursement for work already completed. • Completed major construction (\$6.7 million) on the Dave Brown Mountain and Platter Kill portions of the EWP project. • Established a health care cost analysis process including union and retiree representation and technical consultants to recommend appropriate changes in the county health care program. • Developed Grants Management policy that provides departments and oversight committees with guidance on effectively managing grants in a way that does not risk claw backs of prior awarded funds. • Developed and implement contract language that ensures contracts established by county departments are consistent with budget policy. • Drafted a strategic approach to improving the county economy that includes five strategic steps: 1) Update the Schoharie County Long Term Economic Development Plan; 2) Publicize and Market Schoharie County's Economic Assets; 3) Utilize Technology to Unlock Underutilized Sites; 4) Promote policies and initiatives that grow the County's targeted and emerging industries to

	<p>Schoharie County's Economic Assets; 3) Utilize Technology to Unlock Underutilized Sites; 4) Promote policies and initiatives that grow the County's targeted and emerging industries to generate wealth and high-quality jobs; 5) Secure the mechanisms that are required to accomplish all the strategies.</p> <ul style="list-style-type: none"> • Secured \$100,000 in state funding to update the Schoharie County Long Term Economic Development Strategy. • Working with state agencies and regional economic development organizations, increased economic development funding into Schoharie County by 52% over 2015 through the Consolidated Funding application process. • Working with SUNY-Cobleskill, the Schoharie IDA, and the Schoharie County Planning Department, and Hooper Feeds Company of Pennsylvania to reopen the abandoned IL Richer Feed Mill in Central Bridge. This new Schoharie County business hired 7 full time Schoharie County residents with an annual payroll of more than \$335,000. • Established a county-wide economic development evaluation group composed of representatives from County Planning, Schoharie IDA and SUNY Cobleskill that responded to dozens of inquiries about Schoharie County sites for possible development. • Developed a Schoharie County Dairy Industry Reset Roundtable to explore with Schoharie dairy farmers the complex economic environment facing them and develop ways the county government could support the local dairy industry. • Administered the 2016 county budget by analyzing proposed budget amendments, transfers, new position requests, position backfills, equipment purchases and leases and contracts, assistance agreements, cooperative agreements. • Implemented Budget Process Reforms that required Department Heads to justify budget requests and actively seek out cost savings and efficiencies. • Developed the 2017 Tentative Budget, assisted the Finance Committee and full Board in developing the Adopted 2017 Budget. • Working with multiple county departments including Social Services, Probation, Sheriff, Community Services, Emergency Services, Youth Bureau the Health Department along with the Cobleskill Village Police Department and SUNY-Cobleskill Campus Police and the Opioid Task Force, established a County Government Opioid Working Group that coordinates county efforts to combat the heroin and opioid epidemic in Schoharie including public information briefings at Board of Supervisor meetings and a county public information campaign. • Working with the Transportation Director, coordinated efforts to reverse a fourth quarter 2015 decline in non-emergency medical transport revenue by developing a marketing and outreach
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	<ul style="list-style-type: none"> • Working with the Planning Department, secured \$350,000 in previously awarded Community Development Block Grant funds that the NYS Office of Community Renewal (OCR) was threatening to require Schoharie County return to the State. In general, County Departments risk having to return previously awarded grants if performance documentation is lacking. Specifically, OCR indicated in the fourth quarter of 2015 that Schoharie County could not demonstrate it met national objective compliance requirements; that it monitored the project properly or that active citizen participation was documented. The Planning Department staff was directed to recover the required documentation and meet with OCA weekly to review progress with state officials and provided on-going guidance to Planning staff. • As part of the corrective action plan developed in response to the New State Comptroller's examination of the Schoharie County Stream Restoration and Contract Process (August 2015), examined more than 139 contracts as part of the 2016 implementation of the contract and grant review process.
<p>Department of Public Health <i>The Department of Public Health's fundamental goal is to prevent disease, promote health and prolong life for all citizens by: controlling communicable diseases through immunization, hygiene, treatment, and quarantine; promoting screening, early diagnosis, and treatment of chronic disease; preventing foodborne and waterborne illness; and addressing emergent disease. In addition, Public Health is an active partner in fostering collaborative community partnerships to promote healthy activities within the community. Public Health works to promote the development of policies and laws that improve the safety and health status of the community. In particular, Public Health is charged with addressing health disparities in a community.</i></p>	<ul style="list-style-type: none"> • Nursing Program <ul style="list-style-type: none"> ○ 276 investigations of communicable diseases (239 confirmed cases) ○ 379 vaccinations ○ 217 newborn referrals (Maternal/Child Health) ○ 129 home visits ○ 87 car seats were provided free of charge to income-qualified residents ○ 25 children screened for elevated lead levels ○ 51 public school classes received dental education • Early Intervention <ul style="list-style-type: none"> ○ 38 intervention referrals, totaling 45 children ○ 65 IFSP meetings (to determine the appropriate service plan for a child) ○ 37 referrals into the Special Needs Preschool, with 50 enrollments ○ 116 CPSE meetings to determine best course of action for each child • Environmental Program <ul style="list-style-type: none"> ○ 7 rabies vaccination clinics ○ 154 cases of humans being bitten, scratched, etc. in contact with rabies potential animal ○ 372 health inspections ○ Reviewed 40 sets of commercial and residential septic plans ○ Investigated 66 Public Health nuisance complaints ○ Participated in 3 water emergencies ○ Held 12 informal hearings to discuss violations

	<ul style="list-style-type: none"> • Public Health Preparedness <ul style="list-style-type: none"> ○ Conducted 5 functional continuity of operation (COOP) drills ○ Actively collaborated with county/regional groups and agencies to develop better preparedness systems • Weights and Measures <ul style="list-style-type: none"> ○ Calibrated 155 scales, 6 milk trucks, 9 timing devices, 224 petroleum pumps ○ Collected/analyzed 60 petroleum samples for quality
<p><u>Stop DWI Program</u></p> <p><i>This program is a plan of coordination between county, town, city and village efforts to reduce alcohol-related injuries and fatalities. It works to raise DWI awareness and facilitates efforts in enforcement, prosecutions, probation, rehabilitation, public information, education and administration.</i></p>	<ul style="list-style-type: none"> • Participated in NYS Governor's Traffic Safety Crackdown grant <ul style="list-style-type: none"> ○ 860 vehicles stopped ○ 1 DWI arrest ○ 1 DRE evaluation ○ 1 underage arrest • 5 SADD chapters funded. • 2 Victim's Impact Panels with 119 participants. • Purchased 2 "in-car" video systems for Cobleskill police. • Purchased 1 radar unit for Sheriff's department. • Provided funding for SCRAM alcohol monitoring bracelets. • Purchased "alco-sensor" mouthpieces for law enforcement use. • Provided funding to Chemical Dependency Clinic towards cost of counselor. • Provided funding to Probation Department towards clerk to assist the coordinator of Stop DWI paperwork. • Purchased blood specimen kits for law enforcement use. • Provided funding to Schoharie County Council on Alcoholism and Substance Abuse to run tram intervention program for low-level abusers.
<p><u>Probation Department</u></p> <p><i>The role of the probation department is to protect the community by supervising and rehabilitating offenders and conducting relevant investigations for the courts. It also acts as the restitution collection agency for the county.</i></p>	<ul style="list-style-type: none"> • Adults supervised: 255 <ul style="list-style-type: none"> ○ Saved \$97,680 by utilizing SCRAM bracelets rather than incarceration (1,221 incarceration days saved) ○ Saved \$38,000 by utilizing GPS bracelets (475 incarceration days saved) ○ Monitored 101 ignition interlock cases ○ Conducted 2,374 alcohol/drug tests ○ Supervised an average of 53 probationers in Drug Treatment Court program ○ Executed 33 warrants ○ 8 polygraph tests administered to convicted sex offenders ○ Conducted sex offender check on Halloween • Juveniles supervised: 76 <ul style="list-style-type: none"> ○ Successfully closed 46 juvenile cases ○ Placed 4 juvenile in DSS care ○ Referred 42 juveniles for mental health evaluations ○ Referred 30 juveniles to Stepping Stones program • Ordered to conduct 133 investigations • Collected \$92,233 in restitution

	<ul style="list-style-type: none"> • Distributed \$104,271 in restitution to victims • All officers participated in “in-house defensive tactics” training
<p><u>Real property Tax Services Agency</u></p> <p><i>The agency's primary function is to process property sales and transfers, update digital tax maps, disperse information to assessors and clerks and update the Real Property Tax System (RPS).</i></p>	<ul style="list-style-type: none"> • Assist property owners with STAR rebate program • New and improved web application through SDG and Image Mate Online. • Supported residents affected by the new Tennessee Gas Pipeline Pilot agreement adopted by all towns and schools affected by it. • Prepared the County Equalization Report. • Hosted a special day for the SUNY Cobleskill Farm Appraisal Class. • Conducted an annual Board of Assessment Review Training. • Coordinated and processed 149 Board of Assessment Review Actions and processed 1 Small Claims Hearing result. • Investigated and recommended 20 School Tax Correction of Errors, 5 Town and County Tax Corrections and 2 Village Tax Corrections. • Supported E911 in updating the database on a weekly basis and providing files to Emergency Management and the Sheriff's Dispatch Center. • Coordinated and held the annual Tax Collector Training. • Worked on new and improved Ag and Farmland Protection Plan. • Hosted monthly County Assessors' Association meetings. • Tracked and updated changes in exemption levels for County, Town, School, and Village purposes. • Collaborated with County Treasurer and County Attorney with the annual property tax foreclosure sale. • Provided digital parcel layer file with RPS data merged to the City of NY in compliance with our Watershed Agreement. • Compiled monthly sales report to be used for market data research. • Assisted in preparation of “blog” to be submitted to the Times Journal (as a letter to the editor at their request) and to the Mountain Eagle Newspaper to keep taxpayers reminded of any changes or upcoming deadlines. • Cataloged all filed survey and subdivision maps for the County Clerk's office, which in turn get utilized by IT for the web application for the County Clerk search. • Attended all requested safety trainings.
<p><u>Historical Property – Old Stone Fort</u></p> <p><i>The Old Stone Fort Museum complex provides a unique view into the history of Schoharie County. In addition to the fort, there are several other buildings and local artifacts and inventions. Tour groups are welcome, as are genealogical researchers. The site also holds reenactments and talks by historians. The department head works in collaboration with the Schoharie County</i></p>	<ul style="list-style-type: none"> • Operated museum 7-day operating schedule from mid-May through mid-October and weekends. <ul style="list-style-type: none"> ◦ Total visitation was 3,758 • Operated Library, mirroring the museum hours of operation. <ul style="list-style-type: none"> ◦ 238 served, including phone and mail research requests. • Implemented and coordinated a schedule of public educational programs and Historical Society special events <ul style="list-style-type: none"> ◦ Event attendance 1,210 (plus 183 who also paid admission to the museum).

<p><i>Historical Society on all matters of museum operations.</i></p>	<ul style="list-style-type: none"> ○ History Fair included a “TARDIS time machine” from the popular “Doctor Who” TV series. • Executed publicity activities including brochure distribution, paid advertising in both print and broadcast media, press releases, e-mail, website and social media posts, calendars of events such as the local Chambers of Commerce, Albany Convention and Visitors Bureau, Schoharie Valley Association, Route 20 Association, Mohawk Valley Path Through History, I Love NY, etc. within the limits of budget, time allocation and available qualified personnel. <ul style="list-style-type: none"> ○ Defined the duties of a part-time Communications Coordinator contract worker, drew up a Public Relations and Social Media Policy; obtained Society Board approval of both. Hired a contractor (one to two days per week) in July. • NYPA proposal to change the Lansing Manor agreement - analysis, three meetings, drafted response, continued contacts, developed two 2017 Society budget alternatives. <ul style="list-style-type: none"> ○ Prepared and provided detailed information to the Historical Society Executive Committee. • Responded to initiatives, inquiries and requests from the public, County government, outside agencies, organizations and unexpected circumstances. <ul style="list-style-type: none"> ○ Provided photographs to Landis Arboretum for NY Times article ○ Loaned voting machine, election artifacts to Schenectady County Historical Society temporary exhibit ○ Curator worked with or assisted 19 researchers ○ Wrote two letters of support for SALT and Schoharie Village grant applications ○ Participated on the Occupancy Tax Advisory Board, attended meetings on Path Through History and SALT tourism initiatives. Joined the Tourism Committee as a voting member. • Provided general support for Historical Society programs and activities to attract new audiences, members and volunteers. <ul style="list-style-type: none"> ○ Student Intern worked on social media and Millennials projects (90 hours) ○ Began conceptual development of programs to be offered during the 2017 closed season • Repaired and repainted siding and windows on Warner House, Schoolhouse and outhouse. Surveyed other historic structures for structural integrity and pest damage. • Completed the Historical Society’s drainage improvement project on its outdoor events field. <ul style="list-style-type: none"> ○ Applied for a Tourism Infrastructure grant for this project, which was not funded. • Resolved the status of the collection of loaned artifacts belonging to Mr. Thom Boynton.
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<p><u>Veterans Services Department</u> <i>The Veterans Service Agency is a Federal service provided at the county level to assist Veterans, Service Personnel and their Families in obtaining benefits to which they are entitled, to inform Veterans, Service Personnel and their Families of programs, functions and other pertinent information that is available and of use to them.</i></p>	<ul style="list-style-type: none"> • Worked with the I.T. department to develop a computer program that can track all my contacts, phone, email, walk-in or mail. <ul style="list-style-type: none"> ◦ 300 phone calls and 700 emails • Hosted a Veterans Informational Fair in conjunction with SUNY's Veterans office and SCCAP at SUNY Cobleskill on November 10. • Supported almost 100 veterans that are currently enrolled at SUNY Cobleskill. • Appointed Deputy VAVS at the Albany VA, which is a Voluntary Services representative. My duties include going to meetings, volunteering my time and keeping track of the services at the VA. Making sure the VA is doing their job properly. • Worked with the Chairman of the Board to make Schoharie County a Purple Heart County; the proclamation was read on 12/16 at the Board meeting. • Maintained accreditation through training at the VA and on-line with the American Legion POA and the VA allowing department to file claims, talk to the VA on the veterans or widow's behalf to have a better outcome with the submission. <ul style="list-style-type: none"> ◦ Filed 23 claims with this method • Worked with the local American Legion Posts to support Veteran funerals with an Honor Guard. <ul style="list-style-type: none"> ◦ Supported over 20 funerals.
<p><u>Office of the County Clerk</u> <i>Established by the State Constitution and State Law, the County Clerk is the Keeper of the Record. This includes <u>all</u> County Land Records and, as the Records Management Officer for the County, appointed by the Board of Supervisors, has responsibility for the lifespan management of all the County Records created by the various departments. The County Clerk is also the Clerk of the Supreme and County Courts and is the keeper of these Court Records. Per NYS Law and Regulations, the County Clerk is also the Commissioner of Motor Vehicles for the County and runs a Department of Motor Vehicles in the County as an agent of the State of New York. Per County Policy, the County Clerk is also in charge of Central Printing and Mailing and is also the sole Passport Acceptance Agency within the County.</i></p>	<ul style="list-style-type: none"> • Increased efficiency and customer satisfaction, as well as enhanced security, working with the I.T. Dept. through the upgrades and updates in the Clerk Search system this year. • Established the opportunity for "E-Recording" of Land Records in Schoharie in 2017; working in concert with the head of I.T. • Processed the millions of images created by our document recovery process since the flood. Clear inventory databases were created, allowing for the speedy retrieval of information as it is requested. • Catalogued and protected original historical documents to preserve them for future generations. • Designed and built the first Display Case to offer viewing and examination of Historical Books and Ledgers. • Increased county revenue by increasing the number of Auto Dealers who will use our DMV Office to process their transactions, due to the efficiency and excellent customer service provided by the staff in our office. This outreach includes not only additional dealers upstate and around the Capital District, i.e. Fuccillo, but also downstate dealers who've learned of the efficiency of sending their work to our office. • Increased speed-of-processing and overall efficiency in the handling of passport photos via the use of wireless technology in our passport camera and photo printer. This allows the office to conduct special "Passport Days".
<p><u>Sheriff's Department</u> <i>The Schoharie County Sheriff's Office is a full-service Law Enforcement agency; an</i></p>	<ul style="list-style-type: none"> • Worked closely with fire, rescue, ambulance corps and County Emergency Management.

<p><i>arm of the Court; and a keeper of offenders. In this regard, it exists to serve all the people within Schoharie County with respect, fairness and compassion. The Sheriff's Office is committed to the prevention of crime, the protection of life and property, the preservation of peace and order, the enforcement of laws and ordinances, the safeguarding of constitutional guarantees and safekeeping of prisoners.</i></p>	<ul style="list-style-type: none"> • Responded to motor vehicle accidents, lost and missing persons, fire scenes and calls for medical assistance. • Processed pistol permit requests, including updating existing permits and handling new permit requests. Also provided information on re-certification. Through 8/16/16 note the following statistics: <ul style="list-style-type: none"> ○ 262 new applicants ○ 189 unrestricted applications ○ 48 supplemental applications • Operated the 911 Dispatch Center • Continued to process inmate admission and transportation without a jail facility. <ul style="list-style-type: none"> ○ 512 trips to Albany County Jail ○ 264 trips to court(s) ○ 8 trips to state prisons ○ 68 trips to medical/other sites • Participated in Toys for Tots program. Lt. Chuck Newman acted as program coordinator. • Visited the Jefferson Central School District during holiday season. • Collaborated with Conesville and Central Bridge fire departments in a holiday toy give away to less fortunate children in area. • Delivered 5 family Christmas dinners (in conjunction with OFA and Conesville fire department). • 5 security officers assigned to court house • 1 security officer assigned to county office building • Civil Division received, processed and served numerous civil papers. Please refer to Sheriff's report in Appendix 16 for further detail. • Through July, 2016 the Sheriff's Department reported: <ul style="list-style-type: none"> ○ 6 heroin overdoses, 4 fatal heroin overdoses ○ 3 cliff rescues ○ 1 fatal farm accident ○ 4 ATV injuries ○ 2 suicides ○ 1 plane crash ○ 1 arrest for arson
<p><u>Department of Personnel</u> <i>In Schoharie County, administration of the Civil Service Law is carried out under the direction of the County Personnel Officer. The Personnel/Civil Service office is responsible for personnel actions taken in all county departments, the 16 towns, 6 villages, 6 school districts, and any special districts, such as the county Soil and Water Conservation District. Collectively, these jurisdictions employ approximately 1,200 people.</i></p>	<ul style="list-style-type: none"> • The Personnel Department has developed the below list of goals for 2017: <ul style="list-style-type: none"> ○ Undertaking a major project to get all civil service files in order ○ Payroll certifications

Information Technology Services

The Department of Information Technology Services is responsible for the development and support of all County information and telecommunications systems. Every county agency utilizes the services of the department. Those agencies that are reimbursed from State or Federal funds are billed. The department collectively bids hardware and computer supplies, and must approve all data processing and telecommunications related expenditures. The department reports to the Finance Committee. The department's annual work plan is reviewed with the committee and the Board receives a monthly update on activities and plans. Some services are also provided to towns and villages within the County. Information technology services are provided to other County departments as well as to towns and villages within the County.

- Schoharie County converted its current internal email server to a Microsoft O365 subscription. This new product will provide the County with a more security system and access flexibility.
- The Elections Offices data tunnel with the State was taken off line for a week for security improvements.
- The 2016 Tax Sale Catalog was posted on the public web site and linked to the County Facebook account.
- The Facebook post received 2,000+ views in the first 40 hours.
- I.T. assisted Transportation with the setup of a new Facebook page under the County Account.
- I.T. assisted Real Property in the finalizing of the installation of the new Real Property Search and Mapping View program onto the county servers. This new system secured by the Real Property Director will provide a better and more complete searching method for the public.
- Internally a new Network Domain User Account Controller Server was set up. Although there is no apparent change to the local users, it will provide a more efficient and secure network user environment.
- A new Public Announcement and Meeting Scheduling program was released.
- The Internal County Web site was re-written to now run from any computer connected to the internet. Access to county forms requires a log on.
- All the Public Web Site pages that retrieve data from County servers have been changed to a secure site requiring an https prefix.
- I.T. installed a server for the Sheriff's Office for the Mutual Link application.
- Work was started on a contract and grant tracking program for the Auditor's office. A web page is being developed so that Supervisors, Department Heads, and the County Attorneys can access these documents electronically.
- A new Resource Scheduling system was released that now shows reservations of county parking lots on the daily schedule so that users will be aware when parking is unavailable.
- Received a memo from the State Courts requesting NYS Counties acquire a Microsoft email account. The Courts are starting to use a security email program that works with Microsoft accounts. Schoharie County's O365 email subscriptions will be compatible for this when the time comes.
- Work was completed on the County Office Building 2nd floor moves which required phone and PC support.
- IT staff continues to assist the Auditors office with a re-inventory of county property.
- Work was completed on a contract and grant tracking program for the Auditor's office. A web page is being developed so that

Supervisors, Department Heads, and the County Attorneys can access these documents electronically.

- I.T. has completed work on an in-house electronic document system. This has replaced the Town and County document indexing system for public searching of documents. It will also allow offices to catalog non-public documents and have them accessible from the County Web Site using a secured log in.
- A Solid Waste Information page was created on the Public Web Site.
- I.T. has been working with MidTel regarding our internet speed increase to the County Office Building. Our internet speed increased from 20mbps download (from the internet to computer) / 10mbps upload (from computer to the world will be 100 in both directions. Those offices not in the County Office Building should be seeing an increased response in sites running off our servers.
- I am looking to provide the Budget Officer with a steady replacement schedule of computer equipment.
- The Town Support policy was reviewed with the Finance Committee and opened up to any suggested changes. At this time, it was agreed to leave it as is with the understanding that the Supervisors could approach I.T. in the future to review again.
- Deployed the new Electronic Document Management Program in the Health Department.
- The contract / grant lookup and approval process was finished.
- The County's Request for Proposal web site underwent an upgrade to make it more user friendly for the Auditor's Office.
- Message board buttons and links were added to more places on the Public Web Site, making it easier for the public to send messages to County Departments.
- The new Network Administrator started work in September.
- An information packet was created for Town and Village clerks that reviews the assistance the I.T. office offers. This is designed for new clerks.
- Meetings were held with the Personnel office regarding a re-write of the database system.
- Meetings were also held with the County Court regarding starting a new Pistol Permit database system written and maintained by I.T.
- An update to the extraction of information for the OES office for making Emergency Notifications is in process.
- Research on a new backup site server system is underway. This was postponed until a Network Administrator was selected.
- I.T. assisted with budget entry for some departments.
- Assisted Community Services with an evaluation of moving Accumedic to the web.
- Worked with Board of Elections on the primary election night.

	<ul style="list-style-type: none"> • Added Town Assessment Rolls to the Tax Lookup Site. • Performed upgrade maintenance to one of the main servers. • Continuity of Government plans for I.T. were completed. • A new Pistol Permit database system is being written for the County Court. • I.T. assisted with budget entry for some departments. • Worked with Board of Elections on election night. • The new tax collection system was completed and released for the 2017 Town and County Tax Billing Season. • A network infrastructure audit was performed. • Equipment for a new Disaster Recover server was purchased. • A new daily backup system is being reviewed. • Purchases for the replacement of critical switches and routers were made. • Research related to the new PSAP is being performed. • Enhancements were made to the Document Management System. • Enhancements and New Programming are being performed on the Civil Service / Personnel System. • Working with Social Services on adding new security cameras to the county security system. • Enhancements were made to the NYS Voter system. • Worked with State and Federal offices over the concern of cyber security in relation to Election Night. • Started work with Probations on updating their case management system with their vendor. • The IT Director was asked to provide testimony to the NYS Assembly Sub-Committee: <ul style="list-style-type: none"> ○ Election Day Operations regarding security of voter data.
<p><u>Indigent Legal Services</u> <i>Commonly referred to as the "Assigned Counsel Plan," the Office of Indigent Legal Defense provides private legal counsel to people who are financially unable to obtain counsel in certain proceedings in the criminal, family and surrogates courts which could result in incarceration or the loss of a child's society.</i></p>	<ul style="list-style-type: none"> • Coordinated trainings for counsel representing indigent clients. Representation provided for: <ul style="list-style-type: none"> ○ DWI Defense ○ Ethics ○ Evidence ○ Immigration • Interfaced with state agencies to seek funds to assist the county in representation of indigents. • Commenced work on developing the plan to provide attorneys at arraignments, including coordinating meetings and communication with county stakeholders.

APPENDICES

1. Planning and Development
2. Youth Bureau
3. Community Services
4. Department of Public Works
5. Department of Transportation
6. Department of Social Services
7. Office of the Aging
8. Department of Emergency Services
9. Office of the County Administrator
10. Department of Public Health
11. Stop DWI Program
12. Probation Department
13. Real Property Tax Services
14. Historical Property – Old Stone Fort
15. Veterans Services
16. Office of the County Clerk
17. Sheriff's Department
18. Department of Personnel
19. Information Technology
20. Indigent Legal Services
21. Annual Update Summary Document for FY 2016

1. PLANNING AND DEVELOPMENT DEPARTMENT

Mid-Year Document

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$1,674,764	5	\$1,362,013	\$312,751

Department Description

- Act in a staff capacity to the Schoharie County Planning Commission performing such planning work and activities as set forth in the General Municipal Law, Article 12-B, Section 239 through n and any other such work as mutually agreed upon by County Board of Supervisors and County Planning Commission.
- Provide implementation capability for such study recommendations and actions as mutually agreed upon by the County Planning Commission and the Board of Supervisors.
- Assist in Economic Development activities as requested.
- Provide technical and/or management assistance and otherwise generally assist all town and village governments with their planning and community development activities as requested. This includes applying for and administering grants.
- Provide overall administration and management supervision which shall include but not be limited to, monitoring, coordination, directing and evaluating such community development and planning programs and activities as designated from time to time by the Schoharie County Board of Supervisors.

Accomplishments: January 2016 – September 2016

1. Ongoing administration of Town of Blenheim Municipal Complex (Community Development Block Grant – Disaster Recovery funds) project. This includes work with Delaware Engineering and other consultants and various officials including Town of Blenheim and New York State. Project will be under construction in 2017-2018 and must be completed by 2019. Successful first audit by Governor's Office of Storm Recovery.
2. Ongoing administration of Town of Fulton Municipal Complex (Community Development Block Grant – Disaster Recovery funds) project. This includes work with Delaware Engineering and other consultants and various officials including Town of Fulton, West Fulton Fire District, and New York State. Project will be under construction in 2017-2018 and must be completed by 2019.

3. Ongoing assistance to SALT in implementation of a NYS Department of State grant for a feasibility study of the proposed Schoharie Valley Trail. Year to Date (YTD) work included development of a Request for Proposal and consultant selection.
4. Implementation of a County Microenterprise program (CDBG). Assistance is being provided to seven small businesses. YTD work included advertisement of the program, application review, awarding of funds, and ongoing program administration. This work is in cooperation with the Schoharie County IDA.
5. Development and submission of County Economic Development Plan grant application.
6. Development and submission of Office of the Aging Feasibility Study grant application.
7. Development and submission of FEMA Hazard Mitigation Plan Update grant application.
8. Administration and closeout of thirteen CDBG Economic Development projects.
9. Continuation of work on County Agriculture and Farmland Protection Plan and NYS Route 7 Corridor Plan.
10. Continuation of advisory assistance and monthly meeting coordination for County Planning Commission.
11. Implementation and closeout of annual Agricultural District open enrollment.
12. Completion and adoption of Town of Esperance Zoning Law.
13. Assistance to Village of Richmondville Planning Board for new Dollar General and 11-unit Apartment complex. This work included approximately 6 months of monthly meetings.
14. Completion of all Hurricane Irene flood property buyout project grants.
15. Commencement of awarded Hudson River Estuary grant program in the Town of Broome. YTD work included development of a Request for Proposal to hire a consultant to study and develop projects for an unnamed tributary of the Franklinton Vlaie. The project will be underway in 2017 and completed in 2018.
16. Continuation of work on Town of Conesville Local Flood Analysis.
17. Assistance with Village of Schoharie Waterfront Plan, Village of Middleburgh sidewalk inventory, and NYC Watershed issues.
18. Assistance reviewing local Appalachian Regional Commission grants for our County and other Southern Tier East (STE) Counties. Assistance in operation of STE Regional Development Board.
19. Ongoing Geographic Information System coordination efforts.
20. Completed assistance to Town of Summit for a draft solar law.
21. Commenced assistance to Town/Village of Middleburgh for zoning rewrite.
22. Commenced assistance to Town of Seward for first comprehensive plan.
23. Commenced assistance to Town of Richmondville for a solar law.
24. Commenced development of a "problem property" inventory and potential land bank projects.
25. Planned and/or executed training sessions including commercial code (February), solar power (June), land use topics (October), and zombie property (November).

2. YOUTH BUREAU

MID-YEAR DOCUMENT

2016 County Department Accomplishments Mid-Year Assessment

our 2017 programming where we will scale back and or eliminate some programming that is not meeting our expectations.

We continue to maximize our impact on the youth we serve while working with in the resources we have. To continue this path it will be difficult to meet the demand of our programming. To help alleviate this concern, the following strategies were developed.

In the 2017 County Budget we were able to add a part time summer staff person to assist with our summer programming. This will allow us to continue to increase our summer programming without over taxing our current staff.

I have been working with three Community Based Organizations that serve youth, especially at risk youth, to develop collaborative programming to enhance our Youth As Leaders and Summer Adventure programs that we hope to roll out in 2017.

The process of evaluating our current programming has allowed us to identify programs that are thriving and others that may be lacking. This will allow us to better focus our resources where they will have the best return on investment.

FULL-YEAR DOCUMENT

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
194,992		30,061	\$164,931

Departmental Description

- *High level overview of your Departments goals, objectives strategies and operations*

It is the mission of the Schoharie County Youth Bureau to promote and advocate for the empowerment and wellbeing of the youth of Schoharie County by incorporating Positive Youth Development methods in our direct and supportive programs and services. Our main goal is to provide youth we serve with high quality youth programming that follow the eight features of Positive Youth Development. We are able to provide this service through our direct and collaborative programming, supportive programming and services for other youth serving agencies in our county, and through the administration of state funding from the Office of Children and Family Services to support Positive Youth Development programming in Schoharie County.

Accomplishments

- *High level overview of your Departments goals, objectives strategies and operations*

At the beginning of 2016 I created three goals that were a priority for the Youth Bureau continued success and would help to ensure the Youth Bureau remains an important avenue for youth development in our county.

Goal #1: *Develop a 3-5 year plan to help layout the future direction of the Youth Bureau.*

Objective 1: Continue to develop the path forward for the Youth Bureau to follow to ensure we are continually improving our programs and services.

Objective 2: To ensure that the programs and services are in line with the vision and mission of the Youth Bureau.

Mid-year assessment: I have spent time through-out the first half of 2016 evaluating the current structure of how the Youth Bureau operated, the effectiveness of the programs and services we offer and resources available. From this I developed what I believed the Youth Bureau could become.

End of Year Assessment: The process is proceeding. As programs wrapped up for 2016 I have been evaluating them and developing a strategy for 2017. From this evaluation, I have come up with strategies and a direction this project will need to follow. There is still much to be done with this project.

Goal #2: *Smooth transition into the new monitoring and data collection requirements for the Office of Children and Family Services.*

Objective 1: Present the new requirements to our programs that will receive Youth Bureau funding this spring.

Objective 2: Provide assistance and guidance in helping our programs meet the new requirements and develop the necessary data collection systems.

Objective 3: Spend as much time as needed during the monitoring process to ensure all programs have properly implemented the new procedures into their program.

Mid-Year Update: JoAnne Boss and myself scheduled meetings in late winter and early spring with all the programs that applied for Youth Development funding through the Youth Bureau. In these meetings we are able to explain the new monitoring and data collection process that is being implemented in 2016, as well as the importance of this new process. Starting in the summer we began to monitor programs to ensure that they were following all the new procedures put in place for 2016.

End of Year Update: We have completed our monitoring of our programs that receive Youth Development funding through the Youth Bureau. We have met all three of our objectives for this goal. All the programs received the information they would need to accurately collect and document the necessary data. As of December 31st, 2016, we are still receiving the Program Annual Assessments and will compile the results in January of 2017 after we have received all the assessments and the final instructions from the Bureau of Youth Development. Once we have completed this process and submitted our results to New York State we will evaluate the process and determine what areas we may need to address for 2017.

Goal #3: *The continuation of quality youth development programming and services.*

Objective 1. Review and evaluate all Youth Bureau Programs and services to ensure their effectiveness and that they are meeting the needs of our youth.

Objective 2: Maximize the outcome of our current programming without overtaxing our current resources.

Mid-Year Update: Throughout the first half of 2016 we increased participation in our two core programs, Youth As Leaders and our Summer Adventure Program. Both programs are at our highest level of participation, while utilizing the same amount of resources for the past few years.

End of Year Update: It was quite evident in 2016 that our two main programs, Youth As Leaders and our Summer Adventure program are the cornerstones of our direct programming. The growth and success of both programs continued in 2016. Many of our secondary programs have been successful as well, other not as much. This evaluation will be reflected in

our 2017 programming where we will scale back and or eliminate some programming that is not meeting our expectations.

We continue to maximize our impact on the youth we serve while working with in the resources we have. To continue this path it will be difficult to meet the demand of our programming. To help alleviate this concern, the following strategies were developed.

In the 2017 County Budget we were able to add a part time summer staff person to assist with our summer programming. This will allow us to continue to increase our summer programming without over taxing our current staff.

I have been working with three Community Based Organizations that serve youth, especially at risk youth, to develop collaborative programming to enhance our Youth As Leaders and Summer Adventure programs that we hope to roll out in 2017.

The process of evaluating our current programming has allowed us to identify programs that are thriving and others that may be lacking. This will allow us to better focus our resources where they will have the best return on investment.

3. COMMUNITY SERVICES

MID-YEAR DOCUMENT

Schoharie Co. Community Services Board

In accordance with New York State Mental Hygiene Law, the Community Services Board of each county has oversight responsibility for all mental health, chemical dependency and developmental disability services that receive state funding.

The Schoharie County Community Services Board consists of nine members, and the Board convenes on a monthly basis to discuss matters pertaining to the community services that are offered within Schoharie County. Schoharie County provides services to individuals with mental health concerns, substance use concerns, and/or developmental disabilities, through both county-operated/staffed clinics/providers and contracts with other local service providers. Three subcommittees focusing on each of these areas (Mental Health, Alcohol/Substance Abuse, Developmental Disabilities) meet on a regular basis (at minimum quarterly), and are each headed by one of the nine Community Service Board Members, with two other board members participating in each committee.

2016 Local Services Plan for Mental Hygiene Services

Priority Outcome 1: To provide better access to services and improve response to the behavioral health needs in the community.

Priority Rank: 1

Strategy 1.1: Further develop awareness and visibility of services across all disabilities by increasing internet presence (including a Facebook page), a local school monthly behavioral health informational bulletin board, radio public service announcements, participation in local health fairs, conferences, and providing community forums and presentations.

Status Update:

Continue to have a presence at events to promote awareness of community services, such as the FAM Run, County Health Fair and SUNY Cobleskill and community forums. Information regarding the use of the college as a resource to assist in raising awareness has been promoted to Cobleskill, Schoharie and Sharon Springs Schools. Linkages have been made. There is a bulletin board at the Annex to showcase a mental health topic of the month. We have created a Facebook page for suicide prevention. We are in the process of looking for the most effective ways to utilize the page and to find appropriate content. MCAT has public service announcements on the local radio station regarding services.

Strategy 1.2: Plan for implementation of meaningful use standards in the electronic medical record.

Status Update:

At this time, we have not been able to plan for meaningful use standards as we continue to modify the EMR to meet our clinical needs. VAP funding was recently approved to use for the purchase of EMR enhancements; following these enhancements, we will be better prepared to implement meaningful use standards.

Strategy 1.3: Monitor and evaluate programs through the collection of data from service reports, utilization reviews, incident reviews, corporate compliance, staff meetings, surveys and meetings with senior/supervisory staff members.

Status Update:

We continue to have regular utilization reviews and Quality Assurance meetings to review clinical charts and compliance issues. Incident Review Meetings are held every other month with a team composed of Chemical Dependency and Mental Health Staff, a Psychiatric Nurse Practitioner, Consumer Advocates and Community Recipients. Trends or outcomes of these meetings are shared with staff during regular staff meetings, or via e-mail for more urgent issues.

Strategy 1.4: Apply for the integrated license to merge the Mental Health and Chemical Dependency Clinics. This will create a culture of "no wrong door" for individuals who have co-occurring disorders of mental illness, chemical dependency and/or developmental disabilities.

Status Update:

The integrated license initiative is in our VAP grant. We have not yet started to work on this initiative.

Strategy 1.5: The MCAT (Mobile Crisis Assessment Team) worker and Peer Specialist that are embedded in the county clinic will assist clients with linkages and appropriate services. They will ensure that those clients who are not currently linked to a mental health provider will be successfully connected.

Status Update:

MCAT is a front-line service provider that often refers potential consumers to the Mental Health Clinic based on their conducted field assessments. We coordinate closely with MCAT when individuals do not follow through with services, and MCAT also provides outreach services to help engage individuals whenever possible.

Information regarding MCAT and the Peer Specialist is shared with all clients at intake and throughout treatment, as indicated.

Strategy 1.6: Family support services will be enhanced by connecting individuals and families with mental health challenges to supports which will promote holistic wellness.

Status Update:

Clients and their families can be referred to SCCAP (Family Support Skill Builder) or Catholic Charities (Family Support Services Expansion) for additional support. The clinic also refers individuals to RSS's Peer Engagement Specialist.

Strategy 1.7: Train staff on all new initiatives and provide cross training so that anyone seeking services will be provided quality care. CASAC trained clinicians will only handle non SPMI (seriously, persistent, mentally ill) co-occurring population.

Status Update:

Staff have received various trainings during the course of the year that pertain to their clinical issues and work. Also, they have received training in safety issues, the conversion to ICD 10, and the use of Narcan.

Strategy 1.8: The clinics will create open access hours to improve treatment engagement and the ability to serve the community.

Status Update:

This remains an area of high interest, and is in our VAP proposal; however, due to multiple staff changes, and new State initiatives this has not been implemented to date. The recently approved VAP proposal will assist the clinic in obtaining training for Open Access and in securing additional staff (clinical and medical) that is needed to implement and maintain Open Access hours.

Strategy 1.9: The START (Systemic, Therapeutic, Assessment, Resources, & Treatment) Program will provide crisis response and prevention for individuals with developmental disabilities who present with complex behavioral and mental health needs. The program will create a support network able to respond to crisis needs at the community level; therefore, enabling an individual to remain in their home or community residence.

Status Update:

The staff of the Mental Health Clinic, MCAT, and ARC have had multiple meetings to ensure that all persons are triaged appropriately to the right level of care both prior to and following any crisis situation. Presently, there are 3 individuals within the county who have START crisis plans.

Priority Outcome 2: Primary care and behavioral health will form a collaborative relationship with regular communication and coordination of treatment plans.

Priority Rank: 2

Strategy 2.1: Schoharie County Office of Community Services will join the Mohawk Valley DSRIP as a Leather stocking PPS (Performing Provider System).

Status Update:

We are part of the Leatherstocking PPS and serve an important role in the system due to the significant behavioral health agenda.

Strategy 2.2: Schoharie County is a downstream provider for the Bassett Health Home. Care managers will oversee and provide access to appropriate and needed services to assist assigned individuals in staying healthy and out of the emergency rooms and hospitals.

Status Update:

Referrals continue to be received for Health Home eligible consumers. At this time, they are primarily upstream referrals until MAPP goes live – pushed back to March, 2016.

Strategy 2.3: Wellness is an active lifelong process and includes adopting healthy behaviors such as: eating nutritional foods, exercise, positive coping strategies, stress management, and avoiding alcohol, drugs and tobacco. ARC, RSS and the county clinics will integrate wellness into the programs/treatment that is provided. The community garden will be available.

Status Update:

Both of the county clinics provide clients with opportunities to address wellness in their lives. All clients are offered information about tobacco cessation.

Strategy 2.4: Schoharie County will be involved in monitoring the quality of the Bassett Health Home Care Management program through meetings with the health home administration and reports from the New York State Dept. of Health on a variety of quality indicators.

Status Update:

I attend the monthly Health Home meetings with the Bassett Health Home Care Management team along with the other downstream providers in our catchment area. We discuss programmatic issues and policy.

Strategy 2.5: The clinics will join HIXNY, which is an on-line access to a patients community health record.

Status Update:

The funding to join HIXNY is in our VAP grant. The plan is to join early next year, as the VAP proposal was only approved in November 2015.

Strategy 2.6: The clinics will employ a nurse to meet with clients and perform health screenings, create linkages to primary care and specialists as needed, and coordinate with the medical providers.

Status Update:

This position is to be initially funded through the VAP; as such, we were unable to begin recruitment efforts until the proposal was approved. As it has been approved as of November 2015, we have now posted the Behavioral Health Nurse position and will seek to fill the position as soon as possible.

Priority Outcome 3: Improve and expand peer recovery supports in our community.

Priority Rank: *Unranked*

Strategy 3.2: A para-professional, Skill Builder, who has experienced the challenges of having a child with social, emotional and/or behavioral challenges, will work to assist children and their family in gaining the needed mental health support services to strengthen their family unit and teach them self-sufficiency and empowerment. The Skill Builder will also focus on enhancing the needed skills to avoid unnecessary hospitalizations, placements and emergency room visits.

Status Update:

A dedicated skill-builder has been employed at SCCAP's Family Support unit. She offers individual and group skill-building for parents.

Priority Outcome 4: Enhance services to youth within Schoharie County

Priority Rank: 3

Strategy 4.1: Provide a specific 12 week group for youth (under 18 years of age) at the clinic addressing the topics of addiction, family dynamics, conflict resolution, bullying and healthy coping skills.

Status Update:

The CD clinic has continued to see few referrals for adolescents, and the adolescent clients already in treatment are not currently attending group. The MH clinic serves more adolescent clients, and currently there is a Girl's group, but only for six sessions.

Strategy 4.2: Probation will identify adolescents to be referred to the clinic for a CD/MH screening and/or Teen Intervene provided by SCCASA.

Status Update:

Probation and Teen Intervene have provided limited adolescent referrals to date.

Strategy 4.3: Improve the referral process to the CD clinic to ease access for youth needing treatment.

Status Update:

The CD clinic has not received a significant number of adolescent referrals in order to review how the process could be streamlined. Adolescent clients are scheduled for intakes as quickly as possible in hopes of improving engagement.

Strategy 4.4: To provide some on-site services to students in the Jefferson School district, which is more geographically isolated.

Status Update:

We have received our operating license to provide clinical services to this school district. Amy Howlan and Kim Charboneau met with Administrative Staff at the school to discuss implementation of the program. Three families have already been referred to this program. It is anticipated that this goal will be fully met November 2015.

Strategy 4.5: To partner with the local DSS Children Services unit by assigning a social worker who serve as a liaison between the two departments and provide direct consultation with CPS caseworkers regarding families who might benefit from behavioral health services along with education and training.

Status Update:

Unfortunately, we did not receive funding for this program. However, I have spoken to my Board of Supervisors oversight committee about the importance of this initiative and potential cost savings for the county as a result of funding the position. We remain hopeful that we will be able to pursue this strategy in the future, and will be preparing data elements to better illustrate the potential benefits.

Strategy 4.6: Participate in the Children's Health Home initiative.

Status Update:

The enrollment of children in Health Homes has been pushed back to September 2016. Continue to participate in all phases of planning – webinars, conferences and meetings through the Conference of Local Mental Hygiene Directors.

Priority Outcome 5: Reduce the number of attempted and completed suicides in our community.

Priority Rank: 4

Strategy 5.1: Increase public awareness through distribution of printed materials, as well as meetings with community partners. Community meetings, particularly with business owners, faith leaders, etc., would help the community to better access resources and increase referrals to available services, as well as to better respond to suicide risk in situations where the risk is not the primary reason for contact (e.g.: legal involvement, substance abuse treatment).

Status Update:

The Suicide Prevention brochures and other written material have been placed out in the community and at various Wellness Fairs. MCAT and County staff have met with various community groups including the County's Ambulance crews, police agencies, other county departments, and schools. Trainings have been provided to other agencies. The clinic hosted an ASIST training in 2015 that was open to other departments/providers.

Strategy 5.2: Improve internet presence for the Suicide Prevention Task Force, as well as local resources, by creating web pages and/or social networking sites. Coordinate with other county agencies to add information to directory, as needed for both public and private sector.

Status Update:

The Suicide Prevention Task Force now has a Facebook page; however, we have not received input from the Task Force about what content they would like to see. We continue to be open to working with other providers and individuals to improve the internet presence.

Strategy 5.3: An MCAT worker is to be embedded in the county clinic to provide services to individuals with more acute mental health needs who may or may not have had any prior diagnoses or treatment. The most acute or extreme MCAT services are provided to individuals who may be actively psychotic, suicidal or homicidal. In many situations the MCAT worker may respond in collaboration with other service providers or law enforcement agencies to assure safety for all involved.

Status Update:

This goal has been fully realized. MCAT has provided many assessments both in the community and at the clinic. They collaborate with Police Agencies, School Districts and other county agencies. They base all triaging on their own assessments and determine if a consumer is able to be maintained in the community or if they require a higher level of care.

Strategy 5.4: Offer a "Live for Today" support group in the county.

Status Update:

This has not been put in place. Some members of the Suicide Prevention Task Force have volunteered to facilitate this group once it is up and running.

Strategy 5.5: The Suicide Prevention Task Force will reduce stigma and offer trainings in the community.

Status Update:

The clinic hosted an ASIST training and hopes to coordinate additional trainings in the future. Printed material is available to work to increase public awareness and reduce stigma.

Priority Outcome 6: Affordable safe housing.

Priority Rank: 5

Strategy 6.1: Develop a supported housing program for Transitional Youth (from age 18 to 25), with wrap around supports to assist them on their journey towards living independently in the community.

Status Update:

RSS was awarded additional Supported Housing beds and, by county request, have worked to ensure that at least four of the beds are occupied by transitional youth.

Strategy 6.2: Enhance client support services that provide stabilization to prevent hospitalization. Consumers in need of respite services will be referred to the Crisis Stabilization Apartment.

Status Update:

The apartment has been secured and is used on an as needed basis by consumers that are in need of respite services.

Strategy 6.3: Collaborate with surrounding rural counties to develop housing initiatives and opportunities for the substance abuse population.

Status Update:

I have discussed this at meetings with my colleagues from Chenango, Delaware and Otsego Counties.

Strategy 6.4: SPOA will continue to manage access to OMH housing and will monitor that the individuals in the housing program are in the appropriate level of care and will begin working on discharge planning when program goals are met.

Status Update:

SPOA has continued to manage access to housing programs, and has worked with county providers to be more aware of the needs of clients in the community.

Priority Outcome 7: Increase awareness of opioid misuse/abuse and enhance treatment options for opioid abusing clients.

Priority Rank: *Unranked*

Strategy 7.1: Collaborate with medical staff to improve access in providing Vivitrol treatment to opioid dependent clients as an option for medication-assisted treatment.

Status Update:

Several clients are currently participating in Vivitrol treatment at the clinic, and the referral process is in place for clients that are interested in pursuing Vivitrol.

Strategy 7.2: Participate on the Opiate Task Force to increase community awareness of opioid abuse, risks, and treatment options.

Status Update:

The CD Program Coordinator regularly attends the Opiate Task Force meetings within the county. I get the minutes of the meetings and meet with Norine Hodges who chairs the meeting monthly.

4. DEPARTMENT OF PUBLIC WORKS

MID YEAR DOCUMENT

THE SCHOHARIE COUNTY DEPARTMENT OF PUBLIC WORKS

January 1st thru June 30th, 2016 accomplishments

The Schoharie County Department of Public Works was organized as a successor to the Schoharie County Highway Department by a Local Law in 1977. The department, through its divisions, is responsible for a wide variety of activities. The department's staffing includes 80 employees (the smallest size in decades), whereby the allocation of these positions has changed over the years to reflect the changing duties and functions of the department. The department takes pride in its ability to professionally deal with workloads, emergencies and responsibilities.

The Department is organized in four main divisions as follows:

Administrative Division – This division provides overall financial management of the department, including the mechanical and vehicle shop operations located in the main Schoharie facility. The financial management includes purchases of equipment and materials, equipment rentals, payroll preparation for each division and oversight of equipment and vehicle fleet operations. The Department of Public Works was re-organized, during 1991, to assume administrative and operational responsibility for the maintenance of all of the County's fleet of automobiles, trucks, equipment and Public Transportation vehicles and buses; this relates to over 350 pieces of equipment and vehicles combined. Additionally, the Department was given the administrative and operational responsibility of managing the County recycling dumpsters during 2010.

Buildings and Grounds Division – This division is responsible for the cleaning and maintenance of all County owned and leased buildings including the County Office Building, Public Transportation, County Courthouse, Public Safety Facility, Highway Facilities, Old Stone Fort, Blenheim Covered Bridge and Grounds, the Annex Building, the Fire Training Center, Office of Emergency Services Campus, County Transfer Station and other facilities, as necessary, or directed by the Board of Supervisors. This division has decreased in personnel size over the past several years, while the number of properties and responsibilities have substantially increased to meet the needs of the County. The staff is well trained and organized to maximize the in-house ability to perform repairs and maintenance of all county occupied buildings and properties.

Engineering Division- This division involves the Commissioner as a Professional Engineer and also the Deputy Commissioner of Engineering, serving as a Professional Engineer / Land Surveyor on staff to provide engineering oversight and some design functions and technical expertise for the maintenance and construction of County buildings, facilities and bridges, storm water drainage systems, culverts and road projects. Additionally, this division corresponds with NYSDOT regarding the maintenance and adequacy of the overall transportation infrastructure within the County. There is almost daily correspondence with NYSDOT to design solutions for NYSDOT issued safety flags on bridges; then scheduling of repair solutions with our “in-house” Bridge Crew or bid specs are prepared for outside contractors to perform the work.

A great deal of time is also spent applying for waterway work permits, required by NYSDEC, NYCDEP and USACOE, for any work that our Highway Crews, Bridge Crews or outside contractors do in and around waterways. This division also works with outside engineering and architectural firms to prepare design and bid construction documents for numerous building, highway and bridge projects, as they are needed. This division provides engineering and land surveying support to the County Planning Board as well as Town Planning Boards and Highway Departments as needed. The occurrence of tropical storms Irene and Lee have placed an additional burden and responsibility on this division as well as the entire DPW staff by the daily review of FEMA PWs (Project Work Orders) both in the office and in the field.

Highway & Bridge Division – This division is responsible for the care and maintenance of the County’s 321.6 miles of road and the 92 County owned bridges. Additionally, approximately 12 miles of Town and Village roads in the Town of Esperance are maintained through contract. The physical work within this department includes maintaining the complete County fleet of equipment and vehicles, maintaining, repairing and replacing bridges, maintaining the roads, servicing and exchanging the recycling boxes, snow and ice control on County, State and Town roads (there are cooperative agreements in place whereby the County is paid for snow & ice control on approximately 150 lane miles of State Road and 24 lane miles of Town roads, some Towns are paid by the County for providing snow and ice control on certain County roads within the Town).

Our department fully realizes that we are charged with the responsibility of maintaining safe County buildings, roads and bridges for the taxpayers of the County and traveling public within and thru the County. As such, our goal is to provide the best service that we can for the minimum cost to the taxpayer.

Accomplishments:

The unusually mild winter weather conditions combined with redirection of normal task duties led to a Salt & Abrasives materials savings of 75% State, 50 % County & Town, and 25% Buildings & Grounds. The Overtime budgets were reduced accordingly with savings of 98% County road maintenance, 58% County

& Town Snow, 50% State Snow, 30% Buildings & Grounds Snow, 86% Administration, and 80% Mechanical Division.

Additionally, there were fuel cost savings of 15% and electrical utility savings of almost 30% for all County facilities. A major portion of the electrical savings however, are due to the Buildings & Grounds Division work of changing most of our lighting, both inside and outside, to LED.

The Administrative and Engineering Staff continued to work with NYSDOT, FEMA, NYSCHSA, FHWA, NRCS, NYSDEC, USACOE, SALT, NY Rising, USDA to process grant applications and payment applications for various County projects: Howes Cave Road Bridge, Moxham Road Bridge, Shady Tree Lane Bridge, Schoharie Trail Project, EWP Projects, FEMA project processing such as Keyserkill Road 11.5 ' diameter culvert replacement, Keyserkill Road slope stabilization, Barneville Road slope failure, Stryker Road replacement and reopening, the PSAP project and various other FEMA related projects. The work forces were redirected to increase ROW tree and brush maintenance, culvert replacements and cleaning, road subbase repairs. All county roads were power swept to remove the remaining winter sand, bridges were washed as part of our bridge maintenance plan to minimize bridge corrosion and extend their life. We started a Roof Maintenance and Safety Inspection program to insure the most cost effective care of County owned building roofs. The B&G Division with Administration is working with NYS Codes Div to implement a **Mandated** annual inspection of all County owned properties for NYS Code compliance – a very time consuming and costly endeavor.

An assessment of all County Roads & Bridges was made and budget & crews were deployed to make the best use of our budgeted funds for the upcoming paving season.

5. DEPARTMENT OF TRANSPORTATION

MID YEAR DOCUMENT

SCHOHARIE COUNTY PUBLIC TRANSPORTATION

Goals and Mid-Year Accomplishments for 2016

Services We Provide

Schoharie County Public Transportation (SCPT) provides public bus transportation to residents of Schoharie County both in- and out-of-county. Currently SCPT has 10 routes (4 route deviation, 3 demand response and 3 commuter). From January to August of 2016, 61,364 passengers have utilized our system to get them to work, medical appointments, or other destinations and we have traveled 247,981 miles.

Another service that operates under Schoharie County Public Transportation is our van fleet which provides transportation for the non-emergency medical transportation (NEMT) program and to human service agencies within Schoharie County. From January to August of this year, SCPT has completed 7,857 trips, traveling 173,552 miles and brought in \$303,338 in revenue for Schoharie County.

Safety

Schoharie County Public Transportation strives to provide safe vehicles for our passengers. We have a thorough maintenance program that is followed with every vehicle. All Schoharie County Public Transportation's vehicles are Department of Transportation (DOT) inspected. During the period of April 1, 2015 through March 31, 2016, SCPT is proud to announce our passing rate on our fleet of buses was 96% and 100% for the van fleet.

The Operator, Schoharie County Council of Senior Citizens, Inc. (Senior Council) provide drivers who undergo multiple NYSDOT tests throughout their employment. Drivers are also required to be in a Federally mandated drug and alcohol program. These requirements assist the Senior Council in employing safe drivers to the transportation system.

How We Can Improve Ridership

Schoharie County Public Transportation continues to market our transportation system to improve ridership. In 2016, our department has been planning and developing new avenues to reach the residents of Schoharie County. By making them aware of the transportation services we provide, we help them access these services and improve their mobility. Schoharie County Public Transportation has developed a marketing strategy to utilize technology and social media while still maintaining contact with riders who do not have cyber access available to them.

How does Schoharie County Public Transportation plan to accomplish this without adding a financial burden to the County?

Today, a vast majority of people have smart phones and social media is a way of life. By using social media, Schoharie County Public Transportation hopes to reach new audiences, especially the youth of Schoharie County.

Although SCPT has had a website for many years that includes schedule and fare information, the website name was not user-friendly due to the length of the url, www.schohariecountypublictransit.com. We changed the name to a shorter, more memorable name to help more people visit our site. This was accomplished and the new name is www.ridescpt.com. The website was also updated with a user-friendly printing capability to allow users to print their own schedules, thus decreasing the cost of printing. At the same time, the website advertising on our buses, which were in need of replacement, were updated to the new website name.

A valuable source of marketing to our transportation department, without any cost, was to open a facebook page which was completed this year. This enables riders to “follow us” and receive up-to-date information quickly. This will be a great asset on inclement weather days and will hopefully lighten the amount of incoming calls received by staff. Other information that would be vital to passengers such as re-routing of bus routes due to road closures for community events and accident detours can be disseminated quickly. We advertise different routes weekly giving our audience ideas of places and events they could visit utilizing our transportation system. We have had hundreds of likes and shares of our posts to date and our following is growing steadily.

We designed a route schedule poster to be displayed throughout the County much like our individual schedule holders. Schedules of all our routes are displayed on two posters giving riders our entire service area. This means riders do not have to look through each individual schedule to find out what route will fulfill their transportation needs. The poster will save costs on printing and labor hours trying to keep the 50+ schedule holders around the County adequately filled. Single-use paper schedules would still be available through other means such as mailing, bus drivers and down-load from our website. An enhancement to the schedule posters was adding a “qr” code for each schedule for those who use smart phones. This would quickly make the schedule(s) available to them on their smart phone.

One of the most important aspects of having the schedule posters is for the public to always have the most up-to-date schedule information available. Schedules can change (adding/deleting stops, stop times, etc.) and unless you see our announcement in the newspaper, website, or on facebook, the paper schedule on hand could be out-dated. The route schedule posters have been completed and distribution around the County has begun.

Our business sign on Barnerville Road is weathered and our updated website information is not listed. Adding to the business sign would be the ability to “attach” another sign advertising when job opportunities are available. This is on schedule to be completed by the end of 2016.

Schoharie County Public Transportation continues to be fiscally responsible with the managing of this department. Through fares, contracts, state and federal assistance, SCPT has managed to balance our budget without County funding.

FULL YEAR DOCUMENT

SCHOHARIE COUNTY PUBLIC TRANSPORTATION

Accomplishments for 2016

Services We Provide

Schoharie County Public Transportation (SCPT) provides public bus transportation to residents of Schoharie County both in- and out-of-county. Currently SCPT has 10 routes (4 route deviation, 3 demand response and 3 commuter). In 2016, 94,814 passengers have utilized our system to get them to work, medical appointments, shopping or other destinations and traveled 364,893 miles.

Another service that operates under Schoharie County Public Transportation is our van fleet which provides transportation for the non-emergency medical transportation (NEMT) program and to human service agencies within Schoharie County. In 2016, SCPT has operated 307 days, completed 6,804 trips, traveling 251,281 miles and brought in \$436,653.06 in revenue for Schoharie County.

In September of 2016, SCPT was awarded a grant to provide Schoharie County with a Mobility Manager at no cost to the County. The main responsibility of this position is to conduct outreach with private/public employers/employees, professional and civic organizations, social/community groups and individuals to identify unmet transportation needs.

Safety

Schoharie County Public Transportation strives to provide safe vehicles for our passengers. We have a thorough maintenance program that is followed with every vehicle. All Schoharie County Public Transportation's vehicles are Department of Transportation (DOT) inspected. During the period of April 1, 2015 through March 31, 2016, SCPT is proud to announce our passing rate on our fleet of buses was 96% which is commendable considering our aging fleet of vehicles. Our passing rate for the van fleet was 100%.

The Operator, Schoharie County Council of Senior Citizens, Inc. (Senior Council) provide drivers who undergo multiple NYSDOT tests throughout their employment. Drivers are also required to be in a Federally mandated drug and alcohol program. These requirements assist the Senior Council in employing safe drivers to the transportation system.

Updated Equipment

During 2016, a capital grant application was approved to purchase new and replace some existing equipment. One of the items to be replaced are four (4) of our aging buses. The four (4) new 24-passenger buses are due to arrive in early 2017. The cost of the four buses is \$447,431.00 at 90% reimbursement through State and Federal funds.

Maintenance software and equipment was purchased to support the mechanics in maintaining and repairing the motorcoach bus. This was also purchased through State and Federal funds with 90% reimbursement. The cost to the County was approximately \$800.00.

Making Public Transportation More Visible

Schoharie County Public Transportation continues to market our transportation system to improve ridership. In 2016, our department has been planning and developing new avenues to reach the residents of Schoharie County. By making them aware of the transportation services we provide, we help them access these services and improve their mobility. Schoharie County Public Transportation has developed a marketing strategy to utilize technology and social media while still maintaining contact with riders who do not have cyber access available to them.

How does Schoharie County Public Transportation plan to accomplish this without adding a financial burden to the County?

Today, a vast majority of people have smart phones and social media is a way of life. By using social media, Schoharie County Public Transportation hopes to reach new audiences, especially the youth of Schoharie County.

Although SCPT has had a website for many years that includes schedule and fare information, the website name was not user-friendly due to the length of the url, www.schohariecountypublictransit.com. We changed the name to a shorter, more memorable name to help more people visit our site. This was accomplished and the new name is www.ridescpt.com. The website was also updated with a user-friendly printing capability to allow users to print their own schedules, thus decreasing the cost of printing. At the same time, the website advertising on our buses, which were in need of replacement, were updated to the new website name.

A valuable source of marketing to our transportation department, without any cost, was to open a Facebook page which was completed this year. This enables riders to “follow us” and receive up-to-date information quickly. This will be a great asset on inclement weather days and will hopefully lighten the amount of incoming calls received by staff. Other information that would be vital to passengers such as re-routing of bus routes due to road closures for community events and accident detours can be disseminated quickly. We advertise different routes weekly giving our audience ideas of places and events they could visit utilizing our transportation system. We have had hundreds of likes and shares of our posts to date and our following is growing steadily.

We designed a route schedule poster to be displayed throughout the County much like our individual schedule holders. Schedules of all our routes are displayed on two posters giving riders our entire service area. This means riders do not have to look through each individual schedule to find out what route will fulfill their transportation needs. The poster will save costs on printing and labor hours trying to keep the 50+ schedule holders around the County adequately filled. Single-use paper schedules would still be available through others means such as mailing, bus drivers and down-load from our website. An enhancement to the schedule posters was adding a “qr” code for each schedule for those who use smart phones. This would quickly make the schedule(s) available to them on their smart phone.

One of the most important aspects of having the schedule posters is for the public to always have the most up-to-date schedule information available. Schedules can change (adding/deleting stops, stop times, etc.) and unless you see our announcement in the newspaper, website, or on facebook, the paper schedule on hand could be out-dated. The route schedule posters have been completed and distribution around the County has begun.

Schoharie County Public Transportation continues to be fiscally responsible with the managing of funds for this department. Through fares, contracts, state and federal assistance, SCPT has managed to balance our budget without County funding.

2016 GOALS DOCUMENT

Goals for 2016

Schoharie County Public Transportation's is always seeking to attract more ridership to our program. In 2016, our department has been planning and developing new ways to reach the residents of Schoharie County to make them aware of the service we provide and how these services can improve their mobility needs.

Schoharie County Public Transportation needed to assess their marketing strategy and try to gear their planning for the technology savvy while still maintaining contact with riders or potential riders who want to remain with paper information.

How we plan to reach this goal

The implementation of a route poster with all the schedules at a glance with a "qr-reader" would be beneficial for those who have the capability with their smart phones. Our expectations are to save expenses on printing and labor hours trying to keep the 50+ schedule holders around the County full. While single-use paper schedules would still be available through others means such as mailing, bus drivers and the ability to down-load printer friendly schedules from our website. Another benefit to the schedule poster is for bus stop/route changes. Passengers or potential passengers will always have the most up-to-date information available to them via the schedule posters.

Another source of communication to the public would be to open a facebook account. This would give our riders the most up-to-date information quickly. This would be valuable during inclement weather days possibly decreasing the incoming calls received by staff.

Our website domain is quite long (www.schohariecountypublictransit.com) to type using a mobile phone. Changing the website address would be more user-friendly. The website addresses that are posted on the buses are looking quite grimm (lettering is coming off), this would be a sensible time to create the new website address so the printing for the buses would not have to be done twice.

Updating our business sign on Barnerville Road, which is no longer appealing to the public, as it is faded and website information is not available. Again having a more engaging website address that is easier to read at a glance. Adding to the business sign would be the ability to “attach” another sign advertising when employment is available.

6. DEPARTMENT OF SOCIAL SERVICES

MID YEAR DOCUMENT

*Schoharie County Department of Social Services
2016 County Department Accomplishments
Mid-year Assessment
January – July 2016*

	2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
As of January 1, 2016	\$16,898,351	78 full time/ 3 part time	\$9,767,000	\$7,131,351
As of July 31, 2016	\$16,987,677	76 full time/ 3 part time	\$9,857,000	\$7,130,677

Departmental Description

The Schoharie County Department of Social Services provides a variety of financial and social service programs to vulnerable residents of Schoharie County. **Financial programs** are based upon eligibility, with an emphasis on moving individuals and families to self-sufficiency. **Social service programs** serve to protect children and adults at risk as well as strengthen the family unit. All programs operate under federal and state laws and regulations.

The department works as a team and is broken down into five divisions, each with defined duties. The divisions are:

- Administration and Resource Recovery – This division of the agency is responsible for the oversight of all departmental programs as well as monitoring of the department's budget. The Commissioner and Deputy Commissioner work closely with supervisory staff of each of the divisions to assure that program plans are in place and that all programs are effectively implemented and operated in accordance with established rules and regulations. The division is also involved in contract development as well as guiding the agency's resource unit, legal unit, personnel functions as well as staff development activities.
- Accounting - The accounting division is responsible for overseeing the department's fiscal operations (including submitting claims for state and federal reimbursement), participating in the development of the department's annual operating budget, as well as performing a variety of functions that support the day-to-day operation of the department.
- Child Support Enforcement – The Child Support Division provides custodial parents with assistance in obtaining financial support and medical insurance coverage for their children from any person who is legally liable for such support. Services include locating absent parents,

establishing paternity, establishing/enforcing support orders, and collecting and distributing child support payments.

- **Adult and Children's Services** – This division protects adults and children against abuse and exploitation, provides temporary- out of home placements for children who cannot live with their birth families or legal guardians. Services are also provided to children and their families to strengthen the family unit. Programs include: Adult Protective Services, Child Protective Services, Child Preventive Services, Foster Care and Adoption.
- **Income Maintenance** – Staff in the Income Maintenance Division determine eligibility for the financial programs operated by the department. These programs include: Temporary Assistance (Family Assistance and Safety Net), Supplemental Nutrition Assistance Program (SNAP), Community and Chronic Care Medicaid, and the Home Energy Assistance Program (HEAP).

Accomplishments January – July 2016

Administration and Resource Recovery

- Beginning in March of 2016, the department's long-term commissioner left the agency for different employment. While recruitment occurred to replace the commissioner, the department, operating under the direction of the deputy commissioner, maintained all services and program activities to the department's clients.
- In assuring that all required income and assets of a recipient are used to offset the cost of assistance, during the period January 1 – July 31, 2016, the agency's Resource Unit recovered a total of \$344,045.47, which was applied against the below programs:

• Medicaid	\$217,604.35
• County Burials/Medicaid Qualified Burials	\$ 21,162.47
• Temporary Assistance	<u>\$105,278.65</u>
	<u>\$344,045.47</u>
- The department complied with new state regulations which required that past and present recipients of temporary assistance be notified of the balance of the mortgage liens placed upon their property by the department. Calculations were made and statements detailing the mortgage lien balances were mailed to 101 past and present recipients. This will continue bi-annually.
- The department entered into cooperative agreements with the county's Information Technology Department, Health Department, and Sheriff's Department, which draws down revenue reimbursement to the county for the services they provide to DSS.
- Of the 79 part-time and full-time DSS staff, longevity is as follows:

- 0-5 years 29
- 6-10 years 16
- 11-15 years 15
- 16-20 years 5
- 21+ years 14

- Department staff attended 78 mandated or optional training opportunities in an effort to learn new skills or enhance existing skills to better serve our clients.

Accounting

- The Department's Accounting Division was able to streamline and computerize a vast amount of payment and claiming data, which resulted in the division not backfilling two positions.

Child Support Enforcement

- During this time period the division worked on 1328 active child support cases, appeared in court on over 800 petitions and collected/disbursed \$2,298,371 in child support payments. Of this amount \$98,640 was retained to offset financial assistance provided to current or past temporary assistance clients.
- The division received an award from the New York State Office of Temporary and Disability Assistance for being the best performing child support unit for a small county in New York state.

Adult and Children's Services

- Statistics in the Adult and Children's Services Division for July 1, 2016 – January 1, 2016 included the following:
 - Child Protective reports 305
 - Child Preventive cases 148 cases serving 261 children & their families
 - Child Foster Care placements 44
 - Children in Article 10 placements 18
- During the first half of 2016, the department finalized three adoptions, giving children permanency and stability in their lives.

Income Maintenance

- Caseloads in the Income Maintenance Division as of July 31, 2016 were as follows:

- Temporary Assistance – Family Assistance caseload 90 cases/195 individuals
 - Temporary Assistance – Safety Net caseload 69 cases/72 individuals
 - Emergency Assistance to Adults caseload 9 cases/25 individuals
 - Medicaid caseload 2,884 cases/4,203 individuals
 - Supplemental Nutrition Assistance Program caseload 1,968 cases/3,522 individuals
 - Day Care caseload 55 cases
- During the period January 1 – July 31, 2016 for the Temporary Assistance programs (Family Assistance and Safety Net), Supplemental Nutrition Assistance program, and Medicaid program, a total of:
 - 1,687 applications were received and registered
 - 601 applications were denied
 - 1,368 applications were opened
 - 111 cases were reactivated
 - 7,014 undercare changes were made to cases
 - 804 cases were closed
 - 2,536 cases were recertified/renewed
 - 1,549 cases were closed

Giving Back to the Community

- Spearheaded by two department staff, Cindy and Renee, two fundraisers took place during the first months of 2016. Through a Chinese auction, \$870.16 was raised and donated to Marathon for a Better Life. In addition, a pet food and supply drive was held. Three cart loads of pet food/supplies along with \$90 were donated to the Animal Shelter of Schoharie Valley.

FULL YEAR DOCUMENT

Schoharie County Department of Social Services
2016 County Department Accomplishments
End of Year Assessment
January 1 – December 31, 2016

	2016 Budget	Actual 2016 Expenditures	2016 Budgeted Revenues Federal/State Aid & Grants	Actual 2016 Revenues Received (Federal/State Aid & Grants)	Local Cost of 2016 Expenditures
As of 01/01/16	\$16,898,351		\$9,767,000		
As of 12/31/16	\$17,052,477*	\$16,530,469**	\$9,917,800*	\$11,552,013	\$4,978,456

* includes budget amendments

** as of 02/17 payables

time	2016 Budgeted Positions (as of January 1, 2016)	78 full time	3 part
time	2016 Budgeted Positions (as of December 31, 2016)	76 full time	3 part

Departmental Description

The Schoharie County Department of Social Services provides a variety of financial and social service programs to vulnerable residents of Schoharie County. **Financial programs** are based upon eligibility, with an emphasis on moving individuals and families to self-sufficiency. **Social service programs** serve to protect children and adults at risk as well as strengthen the family unit. All programs operate under federal and state laws and regulations.

The department works as a team and is broken down into five divisions, each with defined duties. The divisions are:

- Administration and Resource Recovery – This division of the agency is responsible for the oversight of all departmental programs as well as monitoring of the department's budget. The Commissioner and Deputy Commissioner work closely with supervisory staff of each of the divisions to assure that program plans are in place and that all programs are effectively implemented and operated in accordance with established rules and regulations. The division is also involved in contract development as well as guiding the agency's resource unit, legal unit, personnel functions as well as staff development activities.
- Accounting - The accounting division is responsible for overseeing the department's fiscal operations (including submitting claims for state and federal reimbursement), participating in

the development of the department's annual operating budget, as well as performing a variety of functions that support the day-to-day operation of the department.

- **Child Support Enforcement** – The Child Support Division provides custodial parents with assistance in obtaining financial support and medical insurance coverage for their children from any person who is legally liable for such support. Services include locating absent parents, establishing paternity, establishing/enforcing support orders, and collecting and distributing child support payments.
- **Adult and Children's Services** – This division protects adults and children against abuse and exploitation, provides temporary- out of home placements for children who cannot live with their birth families or legal guardians. Services are also provided to children and their families to strengthen the family unit. Programs include: Adult Protective Services, Child Protective Services, Child Preventive Services, Foster Care and Adoption.
- **Income Maintenance** – Staff in the Income Maintenance Division determine eligibility for the financial programs operated by the department. These programs include: Temporary Assistance (Family Assistance and Safety Net), Supplemental Nutrition Assistance Program (SNAP), Community and Chronic Care Medicaid, and the Home Energy Assistance Program (HEAP).

Accomplishments January – December 2016

Administration and Resource Recovery

- Beginning in March of 2016, the department's long-term commissioner left the agency for different employment. While recruitment occurred to replace the commissioner, the department, operating under the direction of the deputy commissioner, maintained all services and program activities to the department's clients.
- In assuring that all required income and assets of a recipient are used to offset the cost of assistance, during the period January 1 – December 31, 2016, the agency's Resource Unit recovered a total of \$429,853.21, which was applied against the below programs:

• Medicaid	\$292,448.74
• County Burials/Medicaid Qualified Burials	\$ 31,944.00
• Temporary Assistance	<u>\$105,460.47</u>
TOTAL FOR 2016	\$429,853.21

- The department complied with new state regulations which required that past and present recipients of temporary assistance be notified of the balance of the mortgage liens placed upon their property by the department. Calculations were made and statements detailing the mortgage lien balances were mailed to 101 past and present recipients. This will continue bi-annually.

- The department entered into cooperative agreements with the county's Information Technology Department, Health Department, and Sheriff's Department, which draws down revenue reimbursement to the county for the services they provide to DSS.
- First 6 months - Of the 79 part-time and full-time DSS staff, longevity is as follows as of December 31, 2016:

• 0-5 years	31
• 6-10 years	15
• 11-15 years	15
• 16-20 years	5
• 21+ years	13

- Department staff attended 148 mandated or optional training opportunities in an effort to learn new skills or enhance existing skills to better serve our clients.

Accounting

- The Department's Accounting Division was able to streamline and computerize a vast amount of payment and claiming data, which resulted in the division not backfilling two positions.

Child Support Enforcement

- During the first six months of 2016 the division served 1328 active child support cases and 1298 during the latter six months of the year.
- The division appeared in Family Court on over 1,317 petitions during the year.
- Total monies collected and disbursed through the division for the year were \$3,516,993 in child support payments. Of this amount \$154,531 was retained to offset financial assistance provided to current or past temporary assistance clients.
- The division received an award from the New York State Office of Temporary and Disability Assistance for being the best performing child support unit for a small county in New York state.

Adult and Children's Services

- Statistics in the Adult and Children's Services Division for January 1, 2016 – December 31, 2016 included the following:

- | | <u>As of</u>
<u>December 31,</u>
<u>2016</u> | |
|---|--|---|
| • Child Protective reports | 498 | |
| • Child Preventive cases | 141 | 122 children opened/196 children discharged during 2016 |
| • Child Foster Care placements | 48 | 23 children admitted to foster care/21 children discharged from foster care during 2016 |
| • Children in Article 10 placement | 28 | 19 new placements/17 discharges during 2016 |
| • Adult Protective cases | 8 | |
| • Financial Management cases | 26 | |
| • Adult Protective and Financial Management cases | 21 | |
| • Guardianship cases | 10 | |
- During 2016, the department finalized five adoptions, giving children permanency and stability in their lives.

Income Maintenance

- Caseloads in the Income Maintenance Division as of December 31, 2016 were as follows:

• Temporary Assistance – Family Assistance caseload	108 cases/229 individuals
• Temporary Assistance – Safety Net caseload	64 cases/69 individuals
• Emergency Assistance to Adults caseload	7 cases/8 individuals
• Medicaid caseload	2,480 cases/3,245 individuals
• Supplemental Nutrition Assistance Program caseload	2,031 cases/3,632 individuals
• Day Care caseload	28 cases/43 children
- During the period January 1 – December 31, 2016 for the Temporary Assistance programs (Family Assistance and Safety Net), Supplemental Nutrition Assistance program, and Medicaid program, a total of:
 - 2,947 applications were received and registered
 - 838 applications were denied
 - 2,283 applications were opened

- 156 cases were reactivated
- 9,599 undercare changes were made to cases
- 804 cases were closed
- 3,673 cases were recertified/renewed
- 2,623 cases were closed

7. OFFICE FOR THE AGING

MID YEAR DOCUMENT

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$1,290,254	10 county/15 contractual	\$888,350 (including projected donations)	\$401,904

Schoharie County Office for the Aging

Mission Statement: To assist, and advocate for, our county's residents aged 60 and over and their caregivers, through programs and services designed to promote health, safety, dignity, and independence.

OFA 4 Year Plan (2016-2020) Goals and Accomplishments:

Empower older adults, individuals with disabilities, their families and the public in Schoharie County to make informed decisions about, and be able to access, existing health, long term services and supports and other service options.

- Staff continue to work on cleaning up transitioned data with NYSOFA.
- We have corrected most entries but have notified NYSOFA of data that we cannot change. Following guidance from the state we are following mandated protocols.
- Staff continue to attend HSCC each monthly to avoid duplicity of services.
- Staff have attended all necessary trainings and webinars under the expanded NY Connects/NWD program.
- Outreach information is shared during HSCC meetings to make sure agencies that serve these populations are aware of our programs and changes to programs.
- Staff have attended webinars regarding Sexual Diversity to be culturally and linguistically competent.
- 7 staff have successfully completed the Case Manager training.
- Collaboration continues with the Public Transportation Department and with the medical transportation program.
- All three primary staff counselors have passed their exams for the start of Medicare Open Enrollment.
- Staff have completed 37 Medicare Savings Program applications to date.

Enable older adults in Schoharie County to remain in their own homes with high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers.

- We are finding that there is very little interest in in consumer directed EISEP to date. Will continue to offer to those cases that are most difficult to fill.
- Flexible funds to bridge gaps for in home services under were on hold from January to March due to lack of funding. Since renewal there have been 3 individuals have used the service.
- Staff have continued to participate in quarterly EISEP calls with the State Explore Livable New York and NORC/NNORC programs.

- 4 families began the RCI REACH program to promote Alzheimer's/Dementia caregiver health and 3 remained engaged. 2 are now complete.
- We have contracts with all three MLTC companies and have billed for 1310 meals for January to June. contracts for expansion of nutritional services.
- We have added A Matter of Balance to our evidence based interventions with raving reviews. We continue to offer the other programs as well as nutrition education. Without a RD, we are unable to provide nutrition counseling to our clients. We will need to re-advertise for this contractual position.
- We have assisted older adults to make greater use of Medicare preventive benefits, particularly immunizations, flu shots, mammograms and other preventive screenings as part of our yearly assessments as well as our HIICAP counseling.
- We have sent in a grant application to assist with the Completion of a feasibility study of a Social Adult Day program.

Empower older adults in Schoharie County to stay active and healthy through Older Americans Act services and those offered under Medicare.

- We continue to provide evidence based programs of CDSMP, DSMP and Thai Chi.
- Staff were sent to Matter of Balance Training to provide program in the county and offered a class this spring and were asked to present it again.
- We are currently partnering with Bassett to offer Walk with Ease and to promote their CDSMP program.

Integrate ACL discretionary grants (i.e. BIP, ADRC-NY Connects, System Integration) with OAA Title III core programs

- In order to collaborate with Alzheimer's Association to provide support in dementia capability, staff have attended two one-day conferences to develop a better understanding of the disease as well as how to assist the care givers.
- Caregiver Coordinator offers the RCI Reach program to her clients when she observes signs of stress from the caregivers.

Promote the rights of older adults in Schoharie County and prevent their abuse, neglect and exploitation.

- A letter was sent to county lawyers in the county to request pro bono services and legal aid contracts and public information sessions.
- We continue to collaborate with Schoharie County Adult Protective Services to assist older adults who are identified as those experiencing elder abuse.
- Staff continue to attend SALT disaster preparedness committee meetings.
- Staff continue data collection for vulnerable older adults in our county and give to our OES department.

Conduct a feasibility study for Adult Day Center

- We have applied for a grant to complete a feasibility study to build a building to have an Adult Day Program, Central Kitchen and staffing offices. This building may possibly be used for emergency shelter for individuals with disabilities as well as wheelchair bound adults.

Legal Assistance

- Pro Bono Work: Although a request was made to the secretary of the local county bar association, no responses were received.

FULL YEAR DOCUMENT

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$1,290,254	10 county/15 contractual	\$888,350 (including projected donations)	\$401,904

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- Staff continue to work on cleaning up transitioned data with NYSOFA.
- We have corrected most entries but have notified NYSOFA of data that we cannot change. Following guidance from the state we are following mandated protocols.
- Staff continue to attend HSCC each monthly to avoid duplicity of services.
- Staff have attended all necessary trainings and webinars under the expanded NY Connects/NWD program.
- Outreach information is shared during HSCC meetings to make sure agencies that serve these populations are aware of our programs and changes to programs.
- Staff have attended webinars regarding Sexual Diversity to be culturally and linguistically competent.
- 7 staff have successfully completed the Case Manager training. 2 new staff have started the program.
- Collaboration continues with the Public Transportation Department and with the medical transportation program. A meeting was held to work on the details of how we can make funding stretch farther and assist more individuals.
- All three primary staff counselors have passed their exams for the start of Medicare Open Enrollment.
- Staff have completed 37 Medicare Savings Program applications to date.
- NY Connects continues to evolve and implementation of the No Wrong Screen has begun.
- To date, we have over 507 contacts for individuals seeking long term services and support.

Enable older adults in Schoharie County to remain in their own homes with high quality of life for as long as possible through the provision of home and community-based services, including supports for family caregivers.

- We are finding that there is very little interest in in consumer directed EISEP to date. Will continue to offer to those cases that are most difficult to fill.
- Flexible funds to bridge gaps for in home services under were on hold from January to March due to lack of funding. Since renewal there have been 3 individuals have used the service.
- Staff have continued to participate in quarterly EISEP calls with the State Explore Livable New York and NORC/NNORC programs.
- 4 families began the RCI REACH program to promote Alzheimer's/Dementia caregiver health and 3 remained engaged. 2 are now complete.
- We have contracts with all three MLTC companies and have billed for 4645 meals in 2016. These contracts assist with the expansion of nutritional services and have generated additional revenue that will total over \$39,000.
- We have added A Matter of Balance to our evidence based interventions with raving reviews. We continue to offer the other programs as well as nutrition education. We now have a dietitian under contract to provide nutrition education as well as nutrition counseling.
- We have assisted older adults to make greater use of Medicare preventive benefits, particularly immunizations, flu shots, mammograms and other preventive screenings as part of our yearly assessments as well as our HIICAP counseling.
- We have sent in a grant application to assist with the Completion of a feasibility study of a Social Adult Day program. We continue to research the program and its fiscal implications.

Empower older adults in Schoharie County to stay active and healthy through Older Americans Act services and those offered under Medicare.

- We continue to provide evidence based programs of CDSMP, DSMP and Thai Chi.
- Staff were sent to Matter of Balance Training to provide program in the county and offered a class this spring and were asked to present it again.
- We are currently partnering with Bassett to offer Walk with Ease and to promote their CDSMP program. Continual collaboration is desirable to refine this partnership.

Integrate ACL discretionary grants (i.e. BIP, ADRC-NY Connects, System Integration) with OAA Title III core programs

- In order to collaborate with Alzheimer's Association to provide support in dementia capability, staff have attended two one-day conferences to develop a better understanding of the disease as well as how to assist the care givers.
- Caregiver Coordinator offers the RCI Reach program to her clients when she observes signs of stress from the caregivers.

Promote the rights of older adults in Schoharie County and prevent their abuse, neglect and exploitation.

- A letter was sent to county lawyers in the county to request pro bono services and legal aid contracts and public information sessions.
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- Staff continue to attend SALT disaster preparedness committee meetings.
- Staff continue data collection for vulnerable older adults in our county and give to our OES department.

Conduct a feasibility study for Adult Day Center

- We have applied for a grant to complete a feasibility study to build a building to have an Adult Day Program, Central Kitchen and staffing offices. This building may possibly be used for emergency shelter for individuals with disabilities as well as wheelchair bound adults. Although we did not get the grant, we will be conducting research to complete a study so we can apply for a grant for our new building. If SALT is successful, we will have a NCCC volunteer available full time for 7 weeks to assist with the project.

Legal Assistance

- Pro Bono Work: Although a request was made to the secretary of the local county bar association, one attorney has responded stating he would assist older adults with simple wills and POAs pro bono.

OUTCOMES DOCUMENT

Office for the Aging

Mission

To assist, and advocate for, our county's residents aged 60 and over and their caregivers, through programs and services designed to promote health, safety, dignity, and independence.

Services

CAREGIVER SERVICES: Information, assistance, respite and support groups for those providing care. The Caregivers program offers compassion, understanding and guidance in accessing available services and programs. Support Groups are available for those giving care. Caring for yourself is a vital part of caring for your loved one. Training, respite, and support are all essential components of the caregiver program. Additional support is provided to the care recipient in the form of PERS- Personal Emergency Response Service.

26 Individuals received 2,073 hours of care

11 Individuals attended our support group throughout the year

4 Individuals received PERS

CASE MANAGEMENT: Case management serves as the focal point for identifying the needs of both the older adult and informal caregiver. It is a means for maximizing all resources and services available in the community to meet these needs. Staff works with older adult, informal caregiver and formal service provider, to facilitate an appropriate, comprehensive and coordinated response to the client's needs.

278 Individuals received 1,025.5 hours of service

CONGREGATE MEALS AND SENIOR ACTIVITIES: Balanced meals served in a home style setting where older adults have an opportunity to participate in recreational activities to promote positive socialization. Monday through Friday at the Golding Park Recreation Site in Cobleskill. Monday, Wednesday, and Friday at the Firehouse (Spa Ritz) in Sharon Springs. Tuesday, Wednesday, and Thursday at the Community Center in Jefferson.

27 Individuals under 60 received 274 meals

132 Older adults received 4082meals

EISEP: The Expanded In-Home Services for the Elderly Program is for individuals 60 years of age or older, who are functionally impaired in their ability to perform one activity of daily living such as bathing, dressing, or routine skin care or two instrumental activities of daily living. Each program participant receives a comprehensive assessment of strengths and needs for care plan development, as well as a complete financial assessment to determine potential Medicaid eligibility (EISEP clients cannot be eligible for Medicaid), and possible cost-share responsibility. Program participants may receive in-home services, depending on unmet needs and family support. Case management is a component of this program. With the exception of case management, all in-home services are provided through sub-contract with a licensed home care provider. Additional support is provided to the care recipient in the form of PERS- Personal Emergency Response Service.

47 Individuals 7051.5 hours of care

11 Individuals received PERS

HEALTH PROMOTION: Evidence based programs to promote health and wellness through activities, information, and classes. These included Thai Chi, Chronic Disease Self-Management, Chronic Disease Diabetes Self-Management and A Matter of Balance Classes.

57 Individuals attended classes

HEAP: Home Energy Assistance Program for assistance with payment of heating bills. This is a federally funded program that assists the client with payment of electricity, gas, oil, coal, propane, or wood expenses necessary for energy. HEAP is a program based on income eligibility. The program is usually available November – April. Applications must be filed annually.

414 Individuals had HEAP applications processed in our office

HEARING DEVICE LOAN CLOSET: Hearing devices through the Lions Club which are loaned out to those considering buying such devices.

7 Individuals have used our equipment for 342 days

HIICAP: Health insurance information, counseling and assistance with Medicare forms, medical bills, and other health insurance concerns. Open enrollment for most programs is from October to December. Other enrollment periods can apply.

690 Individuals received 1,116 hours of counseling and information.

HOME DELIVERED MEALS: Hot noontime meals delivered to the homes of older adults who are homebound or have difficulty preparing meals. The meals are delivered to eligible clients, providing five meals weekly. They provide 1/3 of the recommended daily nutritional requirements. Special menus are available to meet diabetic needs or to modify consistency of meals.

326 Individuals received 46,848 meals

INFORMATION, ASSISTANCE, AND REFERRAL –

Information is provided on programs, services, and benefits available to seniors through the Office for the Aging and/or other human service providers (depending on the level of client need for remaining independent).

Assistance is given to any client, regarding any service or benefit they may need to remain independent. As simple as scheduling a bus ride, to the more “complicated” world of entitlement applications (i.e. Medicaid, Food Stamps, SSI, Weatherization, etc.) that will help assure the client’s needs are met.

Referrals are given with the client’s permission, to the Office for the Aging staff for Home Delivered Meals, EISEP, Caregivers, or other programs. Referrals are also given to other agencies or service providers like Food Stamps, Weatherization, Medicaid, and etc. that will assist in meeting their needs.

1273 Individuals received 7936 units of I&A

LEGAL ASSISTANCE – Assistance and referral for legal advice and/or representation for those over 60 with concerns which are non-fee generating.

64 Individuals received 123.1 hours of legal assistance

MEDICAL EQUIPMENT LOAN CLOSET: Walker, canes, commodes, wheelchairs, etc. on loan at

no charge to all ages.

56 Individuals borrowed medical equipment for as long as they needed

NUTRITION COUNSELING AND EDUCATION – Information, guidance and meal analysis to improve health through proper nutrition. Nutrition counseling is available to any county resident 60 years of age or older. Nutrition and related consumer and health instruction are provided by, or under the direction of a registered dietitian. Programs on nutrition are held each month at the senior meal sites.

12 Individuals received 26 hours of nutrition counseling

1853 Consumers received 7,296 units of nutrition education.

NY CONNECTS- Information, options counseling and referral for anyone in need of long term care. This program also brings together agencies in a council setting to discuss ongoing issues and changes in the long term care arena. A local directory has been published and shared with all. NY Connects is key to the development of support for families as they navigate through the systems of long term care. Systems Integration funding provides additional support to this program to further improve consumer friendly access to and quality of long term care by fortifying linkages to the range of publicly and privately financed long term care services and supports; enhancing and expanding Information and Assistance increasing access to public benefits as appropriate, as well as evidence-based health promotion/prevention programs.

NY CONNECT-Expanded and Enhanced Under BIPP- Under new federal funding, the NY Connects Program has expanded. Starting in 2015, we hired a full time NY Connects Coordinator. Under this new expansion, we meet with families and provide options counseling to give them all the information they need to make the best choices for them and their loved ones. Referrals and follow up is made to make sure the process is as smooth as it can be as well as assistance with any applications. We were chosen along with 5 other counties in the state to pilot the “No Wrong Door” screen, that will assist us to make more comprehensive referrals to other organizations including Offices for People with Developmental Disabilities and Office of Mental Health Services.

568 appointments

43 Medicaid Applications

810 contact calls

1 Educational forums/ 4 Long Term Care Council meetings

OUTREACH – Contact with individuals 60 years of age and older, through home visits, telephone contact, office visits, or public events.

58 contacts were completed by staff

TAX PREPARATION: Free, seasonal tax preparation by appointment with AARP and IRS trained tax preparation volunteers.

310 Tax returns were completed by 5 volunteers

TRANSPORTATION: If in need of transportation to a medical appointment and do not receive Medicaid, the OFA has transportation to medical appointments supported by volunteer drivers. Public bus tokens are also for sale at the office for half price to older adults.

41 Individuals received 240 medical trips

172 Individuals received 22,508 tokens

8. DEPARTMENT OF EMERGENCY SERVICES

MID YEAR DOCUMENT

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$813,308	10	\$295,873	\$517,435
		\$80,000 EMS	\$437,435

Departmental Description

Director Michael Hartzel is responsible for overseeing four (4) branches of Emergency Services.

The Fire Services Branch is led by Fire Coordinator Matt Brisley. Coordinator Brisley works with 17 Volunteer Fire Departments, assisting and advising the local fire chiefs in response. He is responsible for ensuring 100% compliance in the National Fire Incident Reporting System (NFIRS). The Fire Coordinator is assisted in executing his duties by nine (9) part-time Deputy Fire Coordinators. He is also responsible for overseeing specialty teams in Fire Services, which consist of the Search & Rescue Team, Hazardous Materials Team, Fire Investigation (FIVES) Team, and the Firefighter Assist & Search (FAST) Team. Coordinator Brisley is responsible for all Fire based training in Schoharie County, and spearheaded the creation of our Fire Training Center. He has successfully acquired over \$267,000 in Homeland Security Grants and manages the spending, reporting and closing of these grants.

The Emergency Management Branch is led by Emergency Management Coordinator Colleen Flynn. Coordinator Flynn is responsible for creating the framework in which Schoharie County reduces the vulnerability to hazards and copes with disasters. She manages the county's Comprehensive Emergency Management Program (CEMP), and all plans relating to emergency and/or disaster within the county, such as School Plans, Dam Emergency Operations Plans (EOP's), Town/Village EOP's, Continuity of Operations (COOP) and Continuity of Government (COG). The Emergency Manager is also responsible for preparing the Public and Local Government for emergency and disaster by identifying Critical Infrastructure, Managing the Voluntary Evacuation Registry, Cell Phone Registry, Evacuation Zones and other Public Awareness Campaigns. She maintains a constant situational awareness and provides a Common Operating Picture (COP) through Situation Reports and D-Lan. In times of emergency, Coordinator Flynn manages the county Emergency Operations Center (EOC) and reports to the Emergency Policy Team.

Emergency Medical Services (EMS) Branch is led by Coordinator Edward Brandt. Coordinator Brandt oversees and works with 11 Volunteer Rescue Squads, and manages four (4) Paramedics. He coordinates a Fly Car System which provides Advanced Life Support to the residents of the county by riding with the local rescue squad. Coordinator Brandt manages the ALS Billing with EMR, LLC and is responsible for roughly \$80,000 per year of reimbursement for services from insurance companies. He also oversees the county wide EMS Core Training Program.

The Safety Branch is led by Safety Officer James Belfiore. Safety Officer Belfiore is responsible for managing all aspects of employee safety within the county. He conducts mandatory yearly employee training, as well as Sexual Harassment training and investigations and Workplace Violence training and investigations. The Safety Officer also oversees the county Safety Team and conducts Fire Drills on all county facilities. He works with Departments of Public Works (DPW's) to identify safety issues, conduct

training and assist them in OSHA/PESH evaluations. Safety Officer Belfiore also offers CPR and First Aid training for groups, departments and agencies.

Accomplishments

- Fire Services
 1. Purchased and Training on swift water rescue boat
 2. Conducted 4 Search and Rescue missions
 3. Answered 5 Hazmat calls
 4. Conducted 15 fire investigations
 5. Answered 40 structure fire calls
 6. Conducted a Fire Fighter one class with 21 students
 7. 100% National Fire incident reporting for the 10th year in a row
 8. Conducted OSHA/PESH refresher for all 17 fire departments
- Emergency Management
 1. Chaired Local Emergency Planning Committee (LEPC)
 2. Worked with Department Heads on COOP plans
 3. Created Cobleskill Sunshine Fair Emergency Action Plan
 4. Worked with Towns and Villages to complete Emergency Action Plans (EAP)
 5. Developed Evacuation Zone Program with GIS, Supervisors/Mayors, Hwy Superintendents, Code Enforcement and Fire Chiefs
 6. Conducted tabletop exercises with towns of Richmondville and Jefferson
 7. EAP exercises with the New York Power Authority & DEP/Gilboa Dam
 8. Helped design and plan exercise with Iroquois Gas Company
 9. Worked with Towns to reduce flood insurance premiums through CRS
- Emergency Medical Services
 1. Provided 24/7 ALS services for Schoharie County
 2. Managed volunteer EMS services for the Sunshine Fair
 3. New Medical Director
- Safety
 1. Completed 100% County employee mandatory training
 2. Sexual Harassment investigations
 3. Conducted 4 Workplace Violence investigations
 4. Conducted 3 Accident investigations
 5. Taught CPR/First Aid classes

Goals

- Fire Services
 1. 100% National Fire incident reporting
 2. Upgrades to the Fire Training Center
 3. Migrate to High Band Communication
 4. Update county Mutual Aid Plan
 5. Create county Arson Control Plan

Goals

- Emergency Management
 1. Conduct Active Shooter county wide plan and exercise
 2. Finish COOP plans
 3. Conduct county wide COOP exercise
 4. Continue to increase Community Rating System involvement
 5. Finish Town and Village EAP's
 6. Finish evacuation zone maps and plans for each Town and Village
- Emergency Medical Services
 1. Improve membership in volunteer agencies
- Safety
 1. Certified trainer in 10 and 30hour OSHA
 2. Certified trainer in Trenching

FULL YEAR DOCUMENT

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		\$80,000 EMS	\$437,435

Departmental Description

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The Emergency Management Branch is led by Emergency Management Coordinator Colleen Flynn. Coordinator Flynn is responsible for creating the framework in which Schoharie County reduces the vulnerability to hazards and copes with disasters. She manages the county's Comprehensive Emergency Management Program (CEMP), and all plans relating to emergency and/or disaster within the county, such as School Plans, Dam Emergency Operations Plans (EOP's), Town/Village EOP's, Continuity of Operations (COOP) and Continuity of Government (COG). The Emergency Manager is also responsible for preparing the Public and Local Government for emergency and disaster by identifying Critical Infrastructure, Managing the Voluntary Evacuation Registry, Cell Phone Registry, Evacuation Zones and other Public Awareness Campaigns. She maintains a constant situational awareness and provides a Common Operating Picture (COP) through Situation Reports and D-Lan. In times of emergency, Coordinator Flynn manages the county Emergency Operations Center (EOC) and reports to the Emergency Policy Team.

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The Safety Branch is led by Safety Officer James Belfiore. Safety Officer Belfiore is responsible for managing all aspects of employee safety within the county. He conducts mandatory yearly employee training, as well as Sexual Harassment training and investigations and Workplace Violence training and investigations. The Safety Officer also oversees the county Safety Team and conducts Fire Drills on all county facilities. He works with Departments of Public Works (DPW's) to identify safety issues, conduct training and assist them in OSHA/PESH evaluations. Safety Officer Belfiore also offers CPR and First Aid training for groups, departments and agencies.

Accomplishments

- Fire Services
 9. Purchased and Training on swift water rescue boat
 10. Conducted 4 Search and Rescue missions
 11. Answered 5 Hazmat calls
 12. Conducted 15 fire investigations
 13. Answered 40 structure fire calls
 14. Conducted a Fire Fighter one class with 21 students
 15. 100% National Fire incident reporting for the 10th year in a row
 16. Conducted OSHA/PESH refresher for all 17 fire departments
- Emergency Management
 10. Chaired Local Emergency Planning Committee (LEPC)
 11. Worked with Department Heads on COOP plans
 12. Created Cobleskill Sunshine Fair Emergency Action Plan
 13. Worked with Towns and Villages to complete Emergency Action Plans (EAP)
 14. Developed Evacuation Zone Program with GIS, Supervisors/Mayors, Hwy Superintendents, Code Enforcement and Fire Chiefs
 15. Conducted tabletop exercises with towns of Richmondville and Jefferson
 16. EAP exercises with the New York Power Authority & DEP/Gilboa Dam
 17. Helped design and plan exercise with Iroquois Gas Company
 18. Worked with Towns to reduce flood insurance premiums through CRS
- Emergency Medical Services
 4. Provided 24/7 ALS services for Schoharie County
 5. Managed volunteer EMS services for the Sunshine Fair
 6. New Medical Director
- Safety
 6. Completed 100% County employee mandatory training
 7. Sexual Harassment investigations
 8. Conducted 4 Workplace Violence investigations
 9. Conducted 3 Accident investigations
 10. Taught CPR/First Aid classes

Goals

- Fire Services
 6. 100% National Fire incident reporting
 7. Upgrades to the Fire Training Center
 8. Migrate to High Band Communication
 9. Update county Mutual Aid Plan
 10. Create county Arson Control Plan

Goals

- Emergency Management
 7. Conduct Active Shooter county wide plan and exercise
 8. Finish COOP plans
 9. Conduct county wide COOP exercise
 10. Continue to increase Community Rating System involvement
 11. Finish Town and Village EAP's
 12. Finish evacuation zone maps and plans for each Town and Village
- Emergency Medical Services
 2. Improve membership in volunteer agencies
- Safety
 3. Certified trainer in 10 and 30hour OSHA
 4. Certified trainer in Trenching

9. OFFICE OF THE COUNTY ADMINISTRATOR

Full-Year Document

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$141,000	1	0	\$141,000

Departmental Description

- The Office of the County Administrator (OCA) is responsible for the day-to-day operations of county government. All non-elected Department Heads with the exception of the Clerk of the Board of Supervisors report to the County Administrator. In addition, the County Administrator serves as the Budget Officer and the Economic Development Coordinator. In the Budget Officer role, the County Administrator is responsible for the formulation and execution of the annual operating budget. In the latter role, the Administrator oversees a grant consultant contract, serves on the Executive Committee of the Mohawk Valley Economic Development District and the Mohawk Valley Land Bank. The Office of the County Administrator was created by Local Law 3 of 2015 and the first incumbent started on November 1, 2015.

Accomplishments

- In the first year of the OCA's existence, the office focused on assessing and mitigating the most critical financial threats to the County; executing the 2016 and developing the 2017 budgets; developing an economic development approach and assessing the effectiveness and efficiency of county government operations, taking steps to improve the most critical operational aspects.
- Identified and began assessing four critical risks to the financial stability of county government including: 1) risk of lawsuits from contractors and environmental fines and penalties from not completing the emergency watershed protection (EWP) program; 2) rapidly rising employee health care costs; 3) financial penalties associated with lack of compliance with grant terms and conditions; and 4) risks associated with poor contract design.
- Established a county project management team to oversee the EWP projects focused on reducing construction costs, resolving technical issues, managing reimbursement to the county, overseeing permitting, keeping Flood Committee and full Board informed and rebuilding working relationship with funders and regulators.
- Successfully worked with NRCS to release funding suspensions resulting in an increase of about \$900,000 in federal and state reimbursement for work already completed.
- Completed major construction (\$6.7 million) on the Dave Brown Mountain and Platter Kill portions of the EWP project.
- Established a health care cost analysis process including union and retiree representation and technical consultants to recommend appropriate changes in the county health care program.

- Developed Grants Management policy that provides departments and oversight committees with guidance on effectively managing grants in a way that does not risk claw backs of prior awarded funds.
- Developed and implement contract language that ensures contracts established by county departments are consistent with budget policy.
- Drafted a strategic approach to improving the county economy that includes five strategic steps: 1) Update the Schoharie County Long Term Economic Development Plan; 2) Publicize and Market Schoharie County's Economic Assets; 3) Utilize Technology to Unlock Underutilized Sites; 4) Promote policies and initiatives that grow the County's targeted and emerging industries to generate wealth and high-quality jobs; 5) Secure the mechanisms that are required to accomplish all the strategies.
- Secured \$100,000 in state funding to update the Schoharie County Long Term Economic Development Strategy.
- Working with state agencies and regional economic development organizations, increased economic development funding into Schoharie County by 52% over 2015 through the Consolidated Funding application process.
- Working with SUNY-Cobleskill, the Schoharie IDA, and the Schoharie County Planning Department, and Hooper Feeds Company of Pennsylvania to reopen the abandoned IL Richer Feed Mill in Central Bridge. This new Schoharie County business hired 7 full time Schoharie County residents with an annual payroll of more than \$335,000.
- Established a county-wide economic development evaluation group composed of representatives from County Planning, Schoharie IDA and SUNY Cobleskill that responded to dozens of inquiries about Schoharie County sites for possible development.
- Developed a Schoharie County Dairy Industry Reset Roundtable to explore with Schoharie dairy farmers the complex economic environment facing them and develop ways the county government could support the local dairy industry.
- Administered the 2016 county budget by analyzing proposed budget amendments, transfers, new position requests, position backfills, equipment purchases and leases and contracts, assistance agreements, cooperative agreements.
- Implemented Budget Process Reforms that required Department Heads to justify budget requests and actively seek out cost savings and efficiencies.
- Developed the 2017 Tentative Budget, assisted the Finance Committee and full Board in developing the Adopted 2017 Budget.

- Working with multiple county departments including Social Services, Probation, Sheriff, Community Services, Emergency Services, Youth Bureau the Health Department along with the Cobleskill Village Police Department and SUNY-Cobleskill Campus Police and the Opioid Task Force, established a County Government Opioid Working Group that coordinated county efforts to combat the heroin and opioid epidemic in Schoharie including public information briefings at Board of Supervisor meetings and a county public information campaign.
- Working with the Transportation Director, coordinated efforts to reverse a fourth quarter 2015 decline in non-emergency medical transport revenue by developing a marketing and outreach initiative that included negotiating with Medical Answering Service (MAS) and New York State (NYS) Department of Health officials in Syracuse in December to improve referrals.
- Working with the Planning Department, secured \$350,000 in previously awarded Community Development Block Grant funds that the NYS Office of Community Renewal (OCR) was threatening to require Schoharie County to return to the State. In general, County Departments risk having to return previously awarded grants if performance documentation is lacking. Specifically, OCR indicated in the fourth quarter of 2015 that Schoharie County could not demonstrate it met national objective compliance requirements; that it monitored to the project properly or that active citizen participation was documented. The Planning Department staff was directed to recover the required documentation and meet with OCA weekly to review progress with state officials and provided on-going guidance to Planning staff.
- As part of the corrective action plan developed in response to the New State Comptroller's examination of the Schoharie County Stream Restoration and Contract Process (August 2015), examined more than 139 contracts as part of the 2016 implementation of the contract and grant review process that.

10. DEPARTMENT OF PUBLIC HEALTH

FULL YEAR DOCUMENT

In Public Health, our fundamental goal is to prevent disease, promote health, and prolong life for all citizens by: controlling communicable diseases through immunization, hygiene, treatment, and quarantine; promoting screening, early diagnosis, and treatment of chronic disease; preventing foodborne and waterborne illness; and addressing emergent disease (e.g. Zika). In addition, Public Health is an active partner in fostering collaborative community partnerships to promote healthy activities within the community. Public Health works to promote the development of policies and laws that improve the safety and health status of the community. In particular, Public Health is charged with addressing health disparities in a community.

Public Health efforts are focused on, whenever possible, changing the 'default choice' to make the healthiest choice also the easiest. One example of this is in auto safety. Seatbelts are an intervention that provide good protection against injury. They are used widely but not universally. The individual still must choose to fasten them. Meanwhile, air bags are a completely passive injury prevention intervention. If a vehicle has air bags, they will deploy in the event of an accident without an individual having to make a choice.

In 2016 the Schoharie County Department of Health, working closely with the Cobleskill Regional Hospital and the Mohawk Valley Population Health Improvement Program (PHIP) conducted a Community Health Assessment. Stakeholders (including physicians, nurses, social workers, community workers, law enforcement officers, and school officials, among many others) from across the county were asked questions about the health priorities that they felt were most important to the population that they served. This information was combined with population health data and demographic data to determine priority focus areas for the new joint Health Department/Hospital three-year Community Health Improvement Plan. The chosen focus areas are: *Prevent Chronic Diseases and Promote Mental Health and Prevent Substance Abuse*.

Our **Nursing Program** has numerous responsibilities. During 2016, there were 276 investigations of communicable disease. Of those investigations, 239 were confirmed cases. There were also 52 STD screenings performed through our partnership with Planned Parenthood. We had 379 patients that were vaccinated against a variety of illnesses. Our Maternal/Child Health program received 217 referrals for newborns. Attempts were made to contact all mothers and they were offered home visits free of charge, regardless of insurance status. A total of 129 home visits were conducted. We also provide income-qualified residents with car seats, and give instruction in correct car seat usage at no cost to residents. In 2016, 87 car seats were given to residents. Nursing conducts clinics to screen young children for elevated blood lead levels. Twenty-five children were screened with no elevated levels found during this period. Our nursing staff also provides dental education for all the young school-age children in the county. During this period, dental education was done with 51 separate public school classes.

The **Early Intervention** program ensures that all children in Schoharie County, regardless of income, can access services to address early childhood developmental delays. Our Early Intervention staff coordinates the evaluation, services, and ultimately discharge or transition into special needs pre-school

of children between the ages of 0-3. Early intervention focuses on the needs of the family as they relate to supporting the child in the Early Intervention program. Parents or guardians are both the care givers and primary teachers at this very young age. Services are provided in the child's natural environment, often the home and care givers are instructed in ways that they can work with the child during their daily routines. During 2016 there were a total of 38 referrals. The overall case load held steady at approximately 45 children. There were 65 IFSP meetings. IFSP meetings are held when a child enters the program to determine the appropriate service plan to meet the needs of that family. An additional IFSP meeting is held at least annually or when there is a proposed change in services. Access to these early services means that many of the children can catch up to their typically developing peers and are ready to start school in mainstream classrooms. For other children, early services mean that they will be able to fulfill their maximum potential, even if their disabilities prevent them from being able to participate in a typically developing classroom. Ideally, to provide good family support and form a relationship with the family, a service coordinator would have contact with each family a minimum of once a month, with an in-person visit a minimum of every other month. Our goal, then, with a case load of 45 would be to have approximately 68 home visits per quarter. Because of staffing, our level of in-person visits is about 50% of our goal, with the levels dropping much lower, to about 20% of our goal, during the third quarter when our part-time service coordinator relocated with her family.

At the age of three, children transition into the **Special Needs Preschool** program. During 2016, we had 37 referrals, and there were about 50 students enrolled in the Special Needs Preschool. The level of services and the way in which they will be administered is decided in CPSE meetings where the parents, school, therapists, and county meet to decide the best plan for the child going forward. During this period, we had more than 116 CPSE meetings.

Our **Environmental Program** is responsible for programs ranging from rabies prevention to monitoring drinking water. In 2016, we held 7 rabies vaccination clinics at various locations throughout the county and vaccinated 1085 animals against rabies. Under the rabies program we also investigate human exposure that occurs when a person is in contact with a potentially rabid animal. There were 154 cases of humans being bitten, scratched, or otherwise in contact with a potentially rabid animal. Each case was evaluated and a total of eight people underwent post-exposure prophylaxis. In other cases, it was either determined that there was not a significant risk, or the animal was available and was either quarantined or tested. Sixteen domestic animals were also investigated.

Environmental sanitarians also inspect food service facilities (both permanent and temporary), swimming pools, and municipal water systems to make sure that they are being maintained and operated in a way that protects the health of the public and is consistent with New York State Public Health Law. During 2016, 372 inspections were conducted. There were 40 sets of commercial and residential septic plans reviewed to make sure that they met the state requirements and that they could provide adequate capacity for the size of the facility. Our Environmental Division also investigated 66 Public Health Nuisance complaints. Nuisance complaints generally involve residents leaving excessive piles of trash outside their homes or improperly discharging sewage, although there can be other reasons for nuisance complaints. Our sanitarians also conduct ATUPA (Adolescent Tobacco Use Prevention Act) inspections to make sure that businesses are not selling tobacco products to people under the age of 18. There were also three water emergencies. Our department held 12 informal hearings to discuss violations, remediation, and, where applicable, the appropriate fine was levied.

Our **Public Health Preparedness** program conducted, or participated, in twelve full-scale/functional exercises and four tabletop drills. In four of the full-scale exercises and drills, our preparedness staff acted as evaluators for other partners or counties. Five functional continuity of operation (COOP) drills were conducted at rabies clinics in Schoharie County. This allowed us to leverage an activity that we were already conducting to practice using our emergency preparedness technologies and to cross-train additional staff on how to set up our equipment. A major function of our preparedness program is to foster collaborations and connections with relevant groups within our county, as well as developing relationships with preparedness staff in neighboring counties. We actively participate in the Human Services Coordinating Council, the Local Emergency Planning Committee, the Capital District Region Preparedness Coordinators meetings, the County Readiness Initiative (CRI) Five County Emerging Infectious Disease Project, the New York State (NYS) Health Emergency Preparedness Coalition, the NYSDOH workgroup for Health Electronic Response Data System (HERDS) improvement, Cobleskill Regional Hospital Emergency Preparedness and Incident Command meetings, NYS Homecare and Hospice Emergency Preparation Collaborative Workshops. In addition, we conducted a major annual review of our Operational Readiness in conjunction with the Center for Disease Control (CDC) and New York State Department of Health (NYSDOH).

The **Weights and Measures** division is charged with calibrating and certifying devices used in commerce throughout Schoharie County. A total of 155 large and small scale commercial scales were calibrated. Six milk tanks were calibrated. Nine timing devices were calibrated. In the petroleum monitoring program, we both calibrate the gas and diesel pumps to ensure accuracy, and also take samples to ensure the quality of the gasoline. In 2016, 224 petroleum pump calibrations were done. Sixty petroleum quality samples were collected and analyzed.

11. STOP DWI PROGRAM

MIDYEAR DOCUMENT

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$53,147	1	\$0	\$0

Departmental Description

- ✓ Provide a plan for coordination of county, town, city and village efforts to reduce alcohol-related traffic injuries and fatalities
- ✓ To raise DWI prevention as a public priority
- ✓ Facilitate efforts in Enforcement, Prosecution, Probation, Rehabilitation, Public Information, Education, and Administration

Accomplishments

- ✓ Participated in the NYS Governor's Traffic Safety Crackdown Grant
 - Two law enforcement agencies participated in the St. Patrick's Day Crackdown resulting in 110 vehicles being stopped, 1 DWI arrest, 1 DRE (Drug Recognition Expert) evaluation and 1 underage arrest
 - Provided reimbursement to the Schoharie County DRE officer for 5 call-outs
- ✓ Provided funding to 4 county SADD Chapters
 - 3 schools used the funding towards their post-prom parties
- ✓ Ran a Victim's Impact Panel consisting of 64 participants
- ✓ Purchased 2 in-car video systems for Cobleskill Village Police
- ✓ Purchased 1 radar unit for the Sheriff's Department
- ✓ Provided funding to pay for the use of the SCRAM alcohol monitoring bracelets used by probationers and pre-trial defendants as ordered by the Court
- ✓ Provided funding to the Chemical Dependency Clinic towards the cost of an alcohol counselor
- ✓ Provided funding to the Probation Department towards the cost of their Account Clerk Typist who assists the Coordinator with STOP DWI paperwork
- ✓ Purchased blood specimen kits for local law enforcement to use
- ✓ Provided funding to the Schoharie County Council on Alcoholism and Substance Abuse to run the Teen Intervene program for juveniles referred for lower level alcohol or substance abuse

FULL YEAR DOCUMENT

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$53,147	1	\$0	\$0

Departmental Description

- ✓ Provide a plan for coordination of county, town, city and village efforts to reduce alcohol-related traffic injuries and fatalities
- ✓ To raise DWI prevention as a public priority
- ✓ Facilitate efforts in Enforcement, Prosecution, Probation, Rehabilitation, Public Information, Education, and Administration

Accomplishments

- ✓ Participated in the NYS Governor's Traffic Safety Crackdown Grant
 - Two law enforcement agencies participated in the Labor Day and Holiday Crackdown resulting in 750 vehicles being stopped.
- ✓ Provided funding to 1 county SADD Chapters
- ✓ Ran a Victim's Impact Panel consisting of 55 participants
- ✓ Provided funding to pay for the use of the SCRAM alcohol monitoring bracelets used by probationers and pre-trial defendants as ordered by the Court
- ✓ Purchased alcosensor mouthpieces for local law enforcement to use

12. PROBATION DEPARTMENT

MID YEAR DOCUMENT

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$749,355	11	\$110,913	\$638,442

Departmental Description

- ✓ Community protection
- ✓ Rehabilitation of offenders
- ✓ Community supervision
- ✓ Conduct investigations for Courts
- ✓ Restitution collection agency for the county

Accomplishments

- ✓ Supervised 255 adults
 - 6 probationers ordered to wear the SCRAM bracelet for a total of 408 days. Savings to the county - \$32,640 (\$80 per day incarcerated x 408)
 - Probationers ordered to wear the GPS bracelet for a total of 247 days. Savings to the county - \$19,760 (\$80 per day incarcerated x 247)
 - Monitored approximately 87 ignition interlock cases
 - Conducted 1,578 alcohol/drug tests
 - Supervised an average of 53 probationers in the county Drug Treatment Court
 - Executed 21 warrants
- ✓ Supervised 76 juveniles
 - Closed 36 juvenile cases successfully;
 - 3 placed in DSS care
 - Referred 25 juveniles for Mental Health evaluations
 - Referred 17 juveniles to the Stepping Stones program
- ✓ Ordered to conduct 67 investigations
 - 54 investigations completed in-house
 - 11 investigations completed by other counties
- ✓ Collected \$71,694 in restitution
 - Disbursed \$74,461 to victims
- ✓ All Probation Officers participated in in-house defensive tactics training

FULL YEAR DOCUMENT

2016 Budget	2016 Budgeted Positions	Federal/State Aid & Grants	County Funds
\$749,355	11	\$110,913	\$638,442

Departmental Description

- ✓ Community protection
- ✓ Rehabilitation of offenders
- ✓ Community supervision
- ✓ Conduct investigations for Courts
- ✓ Restitution collection agency for the county

Accomplishments

- ✓ Supervised 252 adults
 - 9 probationers ordered to wear the SCRAM bracelet for a total of 813 days. Savings to the county - \$65,040 (\$80 per day incarcerated x 813)
 - 5 probationers ordered to wear the GPS bracelet for a total of 228 days. Savings to the county - \$18,240 (\$80 per day incarcerated x 228)
 - Monitored approximately 93 ignition interlock cases
 - Conducted 796 alcohol/drug tests
 - Supervised an average of 50 probationers in the county Drug Treatment Court
 - Executed 12 warrants
 - 8 Convicted sex offender probationers submitted to a polygraph test
 - Conducted a sex offender check on Halloween
- ✓ Supervised 67 juveniles
 - Closed 10 juvenile cases successfully;
 - 1 placed in DSS care
 - Referred 17 juveniles for Mental Health evaluations
 - Referred 13 juveniles to the Stepping Stones program
- ✓ Ordered to conduct 66 investigations
 - 54 investigations completed in-house
 - 10 investigations completed by other counties
- ✓ Collected \$20,539 in restitution
 - Disbursed \$29,810 to victims
- ✓ All Probation Officers participated in in-house defensive tactics training

13. REAL PROPERTY TAX SERVICES

FULL YEAR DOCUMENT

January 30, 2017

Mr. Steven R. Wilson, County Administrator

284 Main Street, PO Box 429

Schoharie, NY 12157

Re: 2016 Annual Report

Dear Mr. Wilson,

I am pleased to present to you the 2016 Annual Report for the Real Property Tax Services Agency. Please view it as a short summary and a few highlights of the year.

Our primary function is to continually process property sales and transfers, (See attached 2016 Transfer Report), update digital tax maps with any subdivisions or line/parcel changes, disperse this information to assessors and clerks, update the Real Property System (RPS) with current data and then produce the assessment rolls, tax rolls and tax bills to be distributed.

Our digital tax maps are now used as the base layer for a variety of purposes and by many agencies. Planning and Development is provided with our entire digital database and can recreate, print or modify all our data layers. The County Soil and Water Agency receives our layers which helps facilitate the cooperative efforts of farmers obtaining Agricultural Exemptions as well as management of their lands and rented lands.

My overall budget is down again this year. With the retirements and new hires, salaries are lower this year. Expenditures are scrutinized and investments in any software, applications or improvements are put off until better budget times. Several staff members attended trainings offered by ORPS and other counties at no cost. We hosted a week-long Farm Appraisal Course here in Schoharie County in October.

Our new public web application was made available to assessors, staff and county agencies, realtors, students and the public. If you have not already done so, please take a moment to check out the Property Search program at <http://imo.schohariecounty-ny.gov>, or the Mapping Viewer at <http://gis.schohariecounty-ny.gov>. Our office continually updates these applications with the most current information and maps.

I have included a list of office duties and responsibilities to illustrate some of what we do. Here is a brief synopsis of the activities of our office in 2016:

- Mark Wood retired on December 31, 2015, leaving the 911/Geographic Database specialist position in the hands of someone new. The first candidate didn't work out. Maryella Davenport came on board and she has been a great asset to the office. She brings great heart and a stellar work ethic to the position.
- Marjorie Troidl retired on June 30, 2016 as the Director of Real Property. Four months later I was chosen to be the new Director. Playing catch-up and coming on board at a tough time of year brought a little apprehension, but the staff has been totally supportive and encouraging so far. I couldn't do it without this great bunch of people!
- With myself being appointed the Director, there was an opportunity for Tiffany Coppolo to be promoted and to then hire a replacement for her position. Susan Riquier came on board in December 2016 and she is proving to be a wonderful addition to the office dynamic.
- CAP 2 (Carlisle, Seward & Sharon) saw the retirement of the assessor, Judy Sirena. Her clerk, who is also assessor for the town of Wright came on board to take her position and was appointed by the towns in the CAP.
- A goal remains to get towns to form CAPs and to share assessors. Equity is key and much work is yet to be done to achieve that.
- With the NYS Star registration program, Star rebate checks for new Star recipients and the Property Tax Freeze Credit much time has been spent with property owners and with Tax and Finance to assist property owners.
- New and improved web application through SDG and Image Mate Online makes for a wonderful tool for tax maps, aerials, property information and tax information. It has become highly prized by surveyors, real estate agents, banks, attorneys and the like.

- A new Tennessee Gas Pipeline Pilot agreement was adopted by all towns and schools affected by it. Much negotiation and deliberation was involved in the process.

In addition:

- Our office prepares the County Equalization Report annually. (See attached)
- Real Property staff host a special day for the SUNY Cobleskill Farm Appraisal Class. They are always interested to see what is available here to make Farm Appraisal work go more smoothly. We also participated in the Legislative Intern Program and job shadowing.
- We conduct an annual Board of Assessment Review Training. Several Board of Assessment Review members and members of our staff attended the training we held here in Schoharie with guest speaker Attorney Daniel Vincelette from Albany.
- We coordinated and processed 149 Board of Assessment Review Actions and processed 1 Small Claims Hearing result.
- We investigated and recommended 20 School Tax Correction of Errors, 5 Town and County Tax Corrections and 2 Village Tax Corrections.
- We continue to support E911 in updating the database on a weekly basis and providing files to Emergency Management and the Sheriff's Dispatch Center. A large and crucial project is underway to prepare for the implementation of Next Generation 911 in cooperation with a statewide dispatch program.
- We coordinated and held the annual Tax Collector Training. We mediate issues between the Tax Collector, IT and Treasurer's Office concerning the how to's and logistical timeframes of collection. Almost all Towns, Villages and Schools utilize IT's windows-based tax collection program. RPTO does the calculations for corrections and prepares all corrected, apportioned and supplemental bills for the tax collectors.
- This year a lot of work and thought went into the new and improved Ag and Farmland Protection Plan. Margie, as past Director, had much input into what was included in the plan. It was compiled, reviewed, and revised, awaiting the January 2017 public hearings, where it would be presented and hopefully adopted and implemented.
- With the retirement of the Director, Marjorie Troidl, all employees at Real Property stepped up to the plate to keep everything moving ahead without a hitch.

- We host the monthly County Assessors' Association meetings. The Real Property Tax Service Aide II prepares and distributes agendas and minutes for those meetings.
- Real Property takes the responsibility to track and update all changes in exemption levels for County, Town, School, and Village purposes.
- Real Property staff works cooperatively with the County Treasurer and County Attorney with the annual property tax foreclosure sale by preparing documents, viewing properties and participating in tax sale day activities.
- We annually provide the digital parcel layer file with RPS data merged to the City of NY in compliance with our Watershed Agreement. We also received quite a few requests for the same information by banks, mortgage companies, researchers, surveyors and others looking to benefit from our county data.
- A monthly sales report is sent to ORPTS to be used for market data research, as well as emailed to Town Clerks, Collectors, Subscribers and Town Supervisors.
- We work cooperatively with the Schoharie County Assessors' Association to prepare a continual "blog" to be submitted to the Times Journal (as a letter to the editor at their request) and to the Mountain Eagle Newspaper to keep taxpayers reminded of any changes or upcoming deadlines.
- We scan and catalog all filed survey and subdivision maps for the County Clerk's office, which in turn get utilized by IT for the web application for the County Clerk search.
- RPTO staff has attended all requested safety trainings and is in full support of keeping our County employees and the public as safe as possible.
- We are very grateful that GIS expertise is shared from other departments to keep our applications and databases running smoothly. Brian Fleury, from Planning & Development is an enormous asset and we would be lost without his continued knowledge and support.
- We keep informed of all current proposals by the Governor's office regarding Real Property tax law and how they could affect our office, the assessor's and of course the taxpayers.
- In the ever-changing world of assessing we endeavor to aid the assessors in any way we can, realizing that this ultimately benefits the whole County.
- Schoharie County currently has 11 assessors as some towns share an assessor:
(See attached)

Eight towns with Sole Appointed Assessors

Three towns with 3 member Elected Boards

Five towns in CAPs (Coordinated Assessment Program)

Our office is called upon to perform many other tasks too numerous to list. We will continue to provide prompt and courteous attention to all requests for information, products and services.

Sincerely,

Lisa Thom, Director

Real Property Tax Services

CC: All Supervisors

14. HISTORICAL PROPERTY – OLD STONE FORT

FULL YEAR DOCUMENT

Historical Property – Old Stone Fort

2016 Department Goals End-of-Year Report January, 2017

Essential / Ongoing Department duties

Museum Director and Business Manager: Implements and coordinates programs established by County Government and County Historical Society; Completes and submits applications for grants; Ensures money budgeted by County Government and County Historical Society is properly spent; Works with tourist agencies and media in promoting and marketing the museum.

Museum Curator and Collections Manager: Supervises, trains and schedules docents, interpreters, assigned employees and volunteers; Organizes and coordinates educational programs and special projects; Schedules and makes arrangements for group tours. Cares for and maintains the integrity of the museum collection and buildings, including storage, registration, preservation and conservation.

Custodian: Performs routine buildings, grounds and equipment cleaning and semi-skilled maintenance tasks in public buildings; Working knowledge of the operation and maintenance of heating, cooling and alarm systems and ability to make minor plumbing, electrical, carpentry, glazing, plastering, and mechanical repairs to perform a variety of routine maintenance tasks.

Specifically:

- Museum operations will continue 7-day operating schedule from mid-May through mid-October and weekends only at the beginning and end of the season. Volunteers will continue to be sought to supplement staff and for group and educational tours and after-hours programs.
 - COMPLETED, total visitation was 3,758
- Library operations will be the same days as the museum with genealogy volunteers headed by Cathy Adams to assist researchers in situ, by phone and mail. Library is open Tuesdays year round.
 - 238 served, including phone and mail research requests.
 - Volunteer recruitment slow, and with several ageing out some days none were available.
- Low-intensity public educational programs will continue as in prior years, minimally: Spring Program Meeting, Decoration Day, Independence Day, Summer Lecture Series.
 - COMPLETED, events attendance 1,210. (plus 183 who also paid admission to the museum)
- Publicity activities include brochure distribution, paid advertising in both print and broadcast media, press releases, e-mail, website and social media posts, calendars of events such as the local Chambers of Commerce, Albany Convention and Visitors Bureau, Schoharie Valley Association, Route 20 Association, Mohawk Valley Path Through History, I Love NY, etc. within the limits of budget, time allocation and available qualified personnel.
 - COMPLETED, broadcast advertising results were disappointing both in terms of money and time spent, as well as a MyShopper collaborative experiment which at least was not nearly as expensive!
- Routine administrative duties will be performed according to established County and Historical Society policies and procedures, including purchasing, accounts payable/receivable, financial reporting, personnel management and correspondence. ○ COMPLETED to the best of our ability
- Respond to initiatives, inquiries and requests from the public, County government, outside agencies, organizations and unexpected circumstances.
 - Provided photographs to Landis Arboretum for NY Times article
 - Loaned voting machine, election artifacts to Schenectady County Historical Society temporary exhibit
 - Curator worked with or assisted 19 researchers

- Wrote two letters of support for SALT and Schoharie Village grant applications
- NYPA proposal to change the Lansing Manor agreement - analysis, three meetings, drafted response, continued contacts, developed two 2017 Society budget alternatives.
- Participated on the Occupancy Tax Advisory Board, attended meetings on Path Through History and SALT tourism initiatives. Joined the Tourism Committee as a voting member.
- Review and submit for committee approval incoming donations of artifacts and documents; accession, describe and adequately house those accepted. ○ ONGOING space is becoming an issue
- Staff will provide general support for Historical Society programs and activities to attract new and younger audiences, members and volunteers. ○ ONGOING
 - Student Intern worked on social media and reaching out to Millennials projects (90 hours)
 - History Fair included a "TARDIS time machine" from the popular "Doctor Who" TV series assembled and moved about by young volunteers.
 - Began conceptual development of programs to be offered during the 2017 closed season
- Buildings and grounds routine cleaning and maintenance will be performed including mechanical and electronic systems inspections and repair, minor painting, lighting, driveway/walkway maintenance, lawn care, snow and ice removal, cleaning and trash removal, meeting room setup.
 - ONGOING – Repaired and repainted siding and windows on Warner House, Schoolhouse and outhouse. Surveyed other historic structures for structural integrity and pest damage.

Highest Priority / New Goals

- Museum Director will participate in the implementation of the Historical Society's 5 year strategic plan.
 - Prepared and provided detailed information to the Historical Society Executive Committee regarding changes to the bylaws and policies required by the Non-Profit Revitalization Act of 2013. Limited Board action occurred in September and October.
 - Encouraged and enabled the expansion of the Society Programs committee and began planning the next two years of events with them.
 - Periodically reviewed the status of the Long-Range Plan with the person designated by the Society Board to oversee implementation.
 - Participated in the evaluation of buildings, to house an expanded library and collection storage.
- Completion of the event field drainage project
 - DONE - Applied for a Tourism Infrastructure grant for this project, which was not funded
- Development of a Maintenance Plan per the 5 year plan, with Historical Society volunteers.
 - Having difficulty recruiting Society volunteers. Custodian is making lists of projects.
- Obtain the part-time services (paid or volunteer) of qualified communications/public relations personnel.
 - Added one museum interpreter and one volunteer to "Editor" status of the Society Facebook page.
 - Defined the duties of a part-time Communications Coordinator contract worker, drew up a Public Relations and Social Media Policy; obtained Society Board approval of both. Hired a contractor (one to two days per week) in July.
- Resolve the status of the collection of loaned artifacts belonging to Mr. Thom Boynton, to the advantage of the Museum. ○ COMPLETED – all have been returned to Mr. Boynton

Goals

- Obtain the part-time services (paid or volunteer) of a qualified professional Librarian and/or Archivist.
 - COMPLETED. Revised the Society job description of part-time Contract Librarian and hired.
- Provide support for (not leadership of) special events, especially the History Fair in October, including production of the Season Events Booklet. Apply for applicable grant funding.

- Revitalization and expansion of the Programs Committee, including participation by the Society Education committee, has begun
- Published Events Season Guide booklet: 103 advertisers (2 comp/exchange) and 12 articles in 88 page booklet. Total income for the Museum, \$12,195.
- All events were considered successful.
- Awarded a \$1,000 County Tourism grant for event advertising, in collaboration with the Iroquois Museum (\$2,000 total)
- Applied unsuccessfully for a \$4,950 grant from the NY Humanities Council for the History Fair. Nevertheless, the event was on budget.
- Obtain access to and/or take possession of Historical Society artifacts and records stored at a private residence for at least 20-40 years.
 - This process is underway, coordinated by the Curator and several volunteers
- Historical collections inventories and development of new or improved research finding aids, procedures for accurate PastPerfect data-entry by clerical staff and volunteers and some reallocation of artifact storage space. Apply for applicable grant funding and/or student interns.
 - Progress under the Contract Librarian, on reorganizing the utilization of space in the library
 - Continued work on establishing procedures and guidelines for addressing the backlog of collection cataloging, indexes and finding aids.
 - Grant funding from the state was unavailable due to non-compliance with the Non-Profit Revitalization Act. (see above)
- Develop sufficiently comprehensive exhibit and program plans for 2017-18 in order to apply for grants in the Fall of 2016, and begin development as soon as the museum closes in November.
 - Plans for a World War I Centennial Exhibit for 2017-18 are underway
 - A new Schoharie Street Movies Centennial special event will occur in June, 2017.
 - the 240th Anniversary of the Battle of the Flockey will be commemorated by Stone Fort Days in October and a new small event in August.
 - Grants - see above.

Secondary Goals

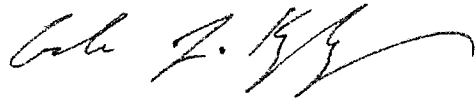
- Open the changing exhibit in the Badgley Museum Annex. ○ OPENED
- Continue repair and upgrade of existing exhibits and labels in the Dutch barn and elsewhere as time and personnel support permit. ○ Fort 1st Floor received priority so far, some changes to 2nd.
- Ensure the continuation and/or improvement of the Lansing Manor Agreement between the Historical Society and the NY Power Authority as part of the relicensing process, with participation of Historical Society Trustees.
 - Power Authority initiated a proposal for a major change. Reviewed the proposal, reported to the Society Board and Oversight Committee, assisted Society Board in drafting a response in May. NYPA finally responded encouragingly at the end of December
- Continue website improvements, including expanded variety of page templates for things such as photo galleries, online exhibits and links to historical resource materials. ○ Some progress
- Installation of internet access in the Fort and Library for public use, completely separate from the County network, in cooperation with County IT, DPW and with Board of Supervisors approval.
 - Not yet begun
- Provide technical/historical support for Blenheim Bridge rebuilding and other historic preservation activities as appropriate. ○ Curator assisting Lansing Manor staff with collections inventory

Remarks

The Historical Society Board of Trustees is beginning to make some reorganizational progress called for in the 5-year plan, and has nearly completed the requirements of the Nonprofit Revitalization Act. The staff can support these efforts, but the leadership and commitment of effort must come from the

Historical Society. To this end, we have participated in their planning and survey of a potential building for a new library and archival storage facility. I am cautiously optimistic that some of the new trustees and organizational changes will improve the the Society Board's effectiveness in 2017.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carle J. Kopecky", with a stylized flourish at the end.

Carle J. Kopecky, Museum Director and Business Manager

15. VETERANS SERVICES

FULL YEAR DOCUMENT

Schoharie County Veterans Service Office

2016 Yearly Accomplishments

*Worked with the I.T. department to develop a computer program that can track all my contacts, phone, email, walk-in or mail. Now I have the ability to be accountable for my hours worked and to keep a log of what is done at each contact. In 2016 I have over 700 phone calls and 300 emails that were directly related to veterans.

*Hosted a Veterans Informational Fair in conjunction with SUNY's Veterans office and SCCAP at SUNY Cobleskill on November 10. This office made arrangement with the VA, several local business and agencies that assist veterans to be at this event. The fair was from 10 to 3 and was supported by over 20 different agencies or organizations that support veterans. It was a successful day with numerous veterans coming to the event.

*Work closely with the SUNY Cobleskill's Veterans Affairs office to support the almost 100 veterans that are currently enrolled at SUNY Cobleskill. Building County relations and supporting the veterans is important for this office.

*Was appointed as a Deputy VAVS at the Albany VA, which is a Voluntary Services representative. My duties include going to meetings, volunteering my time and keeping track of the services at the VA. Making sure the VA is doing their job properly. Part of the responsibility to hold the VA accountable for their care to veterans and file a complaint if not.

*Worked with the Chairman of the Board to make our County a Purple Heart County, the proclamation was read on 12/16 at the Board

meeting. This declared 12/16 as day to remember and recognize veterans who are recipients of the Purple Heart Medal and show the County as a Veterans Friendly County. I also worked with the Sign shop at the DOT to design signs to put up on roads, they will go around the County to signify we are a Purple Heart County.

*Maintained my Accreditation through training at the VA and on-line with the American Legion POA and the VA. This allows me to file claims, talk to the VA on the veterans or widow's behalf to have a better outcome with the submission. I file most of my claims through the American Legion's Regional office in NY city. In 2016 if filed 32 claims, there are hours of work between my office and the family that go into filing one claim. I also file claims without the American Legion POA, in 2016 I filed 23 this way.

*Work with the local American Legion Posts to support Veteran funerals with an Honor Guard. Supported over 20 in 2016.

*Put together and presented to my oversight committee a proposal for a full-time position.

16. OFFICE OF THE COUNTY CLERK

MID YEAR DOCUMENT

2016 County Department Accomplishments Mid-Year Assessment

<u>2016 Budget</u>	<u>2016 Budgeted Positions</u>	<u>Federal/State Aid & Grants</u>	<u>County Funds</u>
\$759,419.51	14 F/T and 1 P/T	0	0

2016 Revenue Budgeted for the Clerk's Office
\$818,500.00

Departmental Description:

Established by the State Constitution and State Law, the County Clerk is the Keeper of the Record. This includes all County Land Records and, as the Records Management Officer for the County, appointed by the Board of Supervisors, has responsibility for the lifespan management of all the County Records created by the various Depts. As the RMO, the County Clerk administers the Record Retention Schedules established by the State Education Dept. via the NYS Archives. The County Clerk is also the Clerk of the Supreme and County Courts and is the keeper of these Court Records. Per NYS Law and Regulations, the County Clerk is also the Commissioner of Motor Vehicles for the County and runs a Dept. of Motor Vehicles in the County as an agent of the State of New York. Per County Policy, the County Clerk is also in charge of Central Printing and Mailing, which encompasses responsibility for the receipt and delivery of the U.S. Mail and to work with any additional vendors required to conduct the shipping of County packages and materials as needed. The Clerk also purchases the Copy Paper required to supply all the County Depts. as needed & desired. The County Clerk's Office is also the sole Passport Acceptance Agency within the County and has the responsibility to provide trained passport acceptance agents among her staff, who act in this capacity as agents of the Federal Government. In addition, the Clerk has established a Veteran's Identification Program, with ID cards, that not only encourages the Veteran's to file their DD-214's in the Office, but also provides a County-Wide Discount program for their benefit.

Accomplishments

- High Level Overview of the Department Goals, objectives strategies and operations
 - 1) Increased efficiency and customer satisfaction, as well as enhanced security, working with the I.T. Dept. through the upgrades and updates in the Clerk Search system this year.
 - 2) Goal to begin establishing the opportunity for "E-Recording" of Land Records in Schoharie in 2017; working in concert with the head of I.T.
 - 3) Clerk's Records Mgt. staff are continuing to process the millions of images created by our document recovery process since the flood. Clear inventory databases are being created, allowing for the speedy retrieval of information as it is requested.
 - 4) Original Historical documents, saved and recovered after the flood, are being catalogued and then wrapped in appropriate archival protective materials to preserve them for future generations.
 - 5) The first Display Case was designed and built to offer viewing and examination of Historical Books and Ledgers recovered after the flood.

- 6) The DMV is increasing county revenue by increasing the number of Auto Dealers who will use our DMV Office to process their Transactions, due to the efficiency and excellent customer service provided by the staff in our office. This outreach includes not only additional Dealers Upstate and around the Capital District, i.e. Fucillo, but also downstate dealers who've learned of the efficiency of sending their work to our office.
- 7) Increased speed-of-processing and overall efficiency in the handling of Passport Photos via the use of wireless technology in our passport camera and photo printer. This allows the office to conduct special "Passport Days" where we can expand the times offered to the public to process passport requests.

FULL YEAR DOCUMENT

2016 County Department Accomplishments
Mid-Year Assessment

<u>2016 Budget County Funds</u>	<u>2016 Budgeted Positions</u>	<u>Federal/State Aid & Grants</u>
\$759,419.51 0	14 F/T and 1 P/T	0

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17. SHERIFF'S DEPARTMENT

MID YEAR DOCUMENT



Schoharie County Sheriff's Office

ANTHONY F. DESMOND
SHERIFF
(518) 295-2266
RONALD R. STEVENS
UNDERSHERIFF

157 DEPOT LANE
PO BOX 689
SCHOHARIE, NY 12157
FAX (518)295-2267
EMERGENCY 911

Updated 8/15/16

To: Steven R. Wilson, County Administrator
From: Sheriff Anthony F. Desmond *A. Desmond*
Subject: Mid-Year Accomplishment/Annual plan
Date: September 25, 2016

Reference is made to your memo dated August 2, 2016 re: Same Subject

The Schoharie County Sheriff's Office has multiple functions and responsibilities. The members of this office strived to provide the best possible services to the residents of and visitors to Schoharie County. This is done under sometimes difficult and dangerous circumstances.

The Sheriff's Administration consists of a Sheriff, an Undersheriff, Chief Deputy and a confidential secretary.

The Divisions of the Sheriff's Office are:

CORRECTIONS handles all inmates who are committed to the custody of the Sheriff. Since August 28, 2011 there has not been an operating jail due to it being totally damaged by Hurricane Irene. This has required all inmates received to be transported to the Albany County Jail to be housed. Transporting these inmates has been time consuming as not only is it necessary to transport these inmates when first received but transportation must be provided back to Schoharie County for court appearances and conferences with their attorneys. (see attached 2016 transport log for the number of transports)

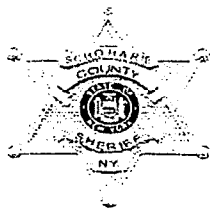
COURT SECURITY DETAIL provides security at the Schoharie Court House. There are 5 Officers assigned to this detail. They are responsible for the safety of the judges, court personnel, jurors, defendants and visitors to the court.

COUNTY OFFICE BUILDING SECURITY DETAIL has 1 officer assigned. The duties are to provide security to all 3 floors of the office building.

911 COMMUNICATIONS DISPATCH CENTER handles all emergency phones calls and radio transmissions in the county. They receive phone calls for the Sheriff's Office, Cobleskill Police Depart-

CIVIL (518)295-2268 • RECORDS (518)295-2268 • JAIL (518)295-2264 • DEPUTIES (518)295-2271

NON-EMERGENCY (518)295-8114



Schoharie County Sheriff's Office

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EMERGENCY 911

ment, Schoharie Police Department, DEC Conservation Officers and Forest Rangers, DEP Police Gilboa Dam. They dispatch all fire departments and ambulances in the county except for small parts of the towns of Gilboa and Jefferson which are covered by departments out of Delaware County. They also handle radio traffic for county, town and village highway departments.

CIVIL DIVISION is staffed by a Sheriff's Sergeant, a civil clerk and a records clerk. They are responsible for receiving, processing, recording and serving all civil papers directed to Sheriff's Office. The records clerk files all reports submitted by the road patrol. The records clerk handles all requests from the public for motor vehicle accident and other reports. The clerk also has the responsibility to respond to all FOIL requests. (see attached Statistical Analysis Report)

PISTOL PERMIT SECTION is staffed by a deputy sheriff and a civil clerk. They are responsible for conducting background investigations along with fingerprinting and taking photographs of all applicants who desire a pistol permit. The clerk's duties include upgrading all permits as requested by the licensee. (see attached sheet re: Pistol Permit information)

ROAD PATROL and CRIMINAL INVESTIGATION DIVISION is staffed by 2 Sergeants, 1 Investigator, 7 fulltime Deputies and 6 part-time Deputies. The Investigator is assigned ½ of his time to DSS for child abuse cases. The other half is devoted to criminal investigations. The 2 Sergeants in addition to their supervisory responsibilities also work road patrol answering complaints, working traffic enforcement, investigating accidents and assisting with involved and serious investigations. During the past 7 months this division has responded to 6 heroin overdoses and 4 fatal heroin overdoses. They have responded to 3 personal injury cliff rescues, 1 fatal farm accident, 4 personal injury ATV accidents, 1 call for a cave rescue, 2 suicides and 1 airplane crash involving a serious personal injury and 3 fatalities. The Division has also answered numerous calls for police service. 1 member was assaulted and injured while effecting a DWI arrest. The division worked very closely with the State Police, the Office of Fire Prevention and Control as well as the county's Fire Investigation Team regarding several arson investigations in the Town of Summit. This cooperation resulted in the arrest of a 14 yearold female for several counts of arson. These fires and investigation generated a large amount of interested not only in Summit where they occurred but throughout the county and beyond. The road patrol also assists in serving of civil processes and transport of all juveniles.

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NON-EMERGENCY (518)295-8114

Attachment
#1

2016 Transport Log

	Albany Co. Jail	Court(s)	State Prison	Other/Medical
	Column1	Column2	Column3	Column4
January	91	37	1	7
February	60	33	1	6
March	70	44	1	10
April	70	30	3	16
May	61	41	0	12
June	70	32	0	6
July	55	32	1	11
August	35	15	1	0
September				
October				
November				
December				
	512	264	8	68

Statistical Analysis Report

01/01/2016 - 08/11/2016

Summons Papers Served

Description of Paper Served	Served	Not Served
3-Day Notice	1	0
30 Day Notice	1	0
Amended Summons & Amended Verified Complaint	1	0
Appearance Ticket	4	2
Compulsory Accounting Citation and Petition	1	0
Decision/ Order	1	0
Domestic Relations Summons and Complaint for Modification	1	0
INFORMATION SUBPOENA	1	0
Information Subpoena and Questionnaire	1	0
NOTICE OF PETITION - PETITION	1	0
Order to Remedy Violation Notice	3	0
ORDER	1	0
Order For Writ Of Assistance	2	0
Order Of Protection - Served in Court Both Parties Present in Court	1	0
Order to Show Cause & Petition	3	0
Order to Show Cause & Petition	1	0
Order to Show Cause, Petition & Temporary Order of Protection	2	0
POST NOTICE OF SALE	3	0
Subpoena	1	0
SUBPOENA DUCES TECUM	1	0
Summons & Complaint	13	13
Summons & Complaint and Notice Regarding Availability of Electronic Filing	1	1
Summons & Modified Temporary Order of Protection, Petition	2	1
Summons & Neglect Petition	20	12
Summons & Notice of Verified Petition & Verified Complaint Petition	2	0
Summons & Petition	5	9
Summons & Petition and Temporary Order of Protection	43	7
Summons & Petition for Dissolution of Marriage	1	0
Summons & Verified Complaint	5	3
SUMMONS AND PETITION	1	0
Summons and Summons With Notice and Verified Complaint Action for A Divorce	1	0
SUMMONS AND TEMP ORDER OF PROTECTION	1	0

Attachment # 2 cont'd

Friday August 12, 2016

Page 2

Statistical Analysis Report
01/01/2016 - 08/11/2016

Summons Papers Served

Description of Paper Served	Served	Not Served
SUMMONS WITH NOTICE	1	0
Summons with Notice & Complaint	1	0
Summons with Notice & Verified Complaint	1	0
SUMMONS WITH NOTICE & VERIFIED COMPLAINT ACTION FOR DIVORCE	1	0
Summons with Notice and Summons & Verified Complaint (Action for Divorce)	2	0
Summons with Verified Complaint (Action for a Divorce)	2	0
Summons With Verified Complaint (Action for a Divorce), Verified Complaint & Plaintiff's Affidavit	1	0
TEMPORARY ORDER OF PROTECTION	1	0
Warrant & Default Judgment & Notice of Eviction	1	0
Warrant and Notice of Eviction	12	2
Warrant Notice of Eviction and Judgement	5	0
Warrant of Eviction Non Payment	2	0
Warrant of Eviction Non Payment & Notice	2	0

Total Papers: 208

Total Served: 158

Total Not Served: 50

Executions Served

Income	Stage 1: 160	Stage 2: 110
Property	3	
Other	0	
Total Served	273	

Attachment # 3

Pistol Permits	2016	01/01/16 - 08/12/16
New Applicants:	262	
Unrestricted Apps:	189	
Supplemental Apps:	48	
Transfer-In:	26	

FULL YEAR DOCUMENT



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RONALD R. STEVENS
UNDERSHERIFF

Schoharie County Sheriff's Office

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FAX (518)295-2267
EMERGENCY 911

To: Schoharie County Administrator Steve Wilson

From: Sheriff Tony Desmond *ACD*

Date: January 2, 2017

Subject: Sheriff's Office accomplishment for last 3 months of 2016

Since the last report regarding the activities of the Schoharie County Sheriff's Office, the Office has continued to respond to numerous incidents and requests for service.

The most notable was the death of a 22 year old in the Town of Cobleskill. The death was related to serious health concerns and the use of heroin and other drugs.

Deputies continue to work closely with county fire departments, rescue squads, ambulance corps and the County Office of Emergency Management ie Fire Coordinator, Search and Rescue and the HAZ-MAT Team.

The Deputies respond to motor vehicle accidents, lost and missing persons, fire scenes and calls for medical assistance.

Pistol permit personnel are still handling many requests for new permits as well as updating and adding new pistols to permits. Currently there are answering many questions from pistol permit holders regarding the re-certification of the permits.

The 911 Dispatch Center is handling very many calls from the public reporting all types of emergencies and crimes. They also get many requests for general information.

The Corrections Officers continues to handle inmates' admissions and transports to the Albany County Jail under the same adverse conditions as they have sine August 28, 2011. At this time there does not appear to be any improvement to these conditions in the foreseeable future.

During the past Christmas Season the Office worked with the Office of Emergency Services to help the United States Marine Corps Reserve with their Toys for Tots program. The local program was coordinated by our jail administrator, Lieutenant Chuck Newman.

CIVIL (518)295-2268 • RECORDS (518)295-2268 • JAIL (518)295-2264 • DEPUTIES (518)295-2271

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The Sheriff's Office, Office of Emergency Services, Jefferson Fire Department along Jefferson Town Supervisor Peggy Hait visited the Jefferson Central School and met with students in grades K thru 6 grade. Through the cooperation of the administration at the school, toys were given to deserving students who might not have received any for Christmas. With a \$100 donation from the Sharon Springs American Legion Post 1269 all the students we visited with received a chocolate candy bar.

Working with the Conesville and Central Bridge Fire Departments, the Correction Officers were able to present toys to several less fortunate youths in the county prior to Christmas.

Also the Road Deputies, Correction Officers in conjunction with the Office for the Aging and the Conesville Fire Department delivered food stuffs such as turkey, ham, potatoes with all the fixings for a delicious Christmas dinner to 5 deserving families. All the food was donated by citizens who wished to remain anonymous.

All employees at the Sheriff's Office wishes to offer a sincere thank you to all residents of the county who have supported us during the past year. We look forward to their continued support in 2017.

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NON-EMERGENCY (518)295-8114

18. DEPARTMENT OF PERSONNEL

2017 Goals Document



STATE OF NEW YORK
SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL & CIVIL SERVICE

Barbara Schaffer
Melissa Wick
Annette Fitzpatrick

Deputy Personnel Officer
Senior Personnel Clerk
Senior Personnel Clerk

January 9, 2017

Happy New Year to all:

The Personnel Office will be working on getting all our civil service files in order, which means we will be looking at each Department, Agency, Municipality, Library, Schools, and Special Districts to make sure that employee's are in the correct titles. This will be a major project, which we have begun with some of the above entities in the last year or so, but there are 31 entities under this office so working together is our best remedy.

I am looking forward to the day when the State calls about someone's roster card and we can submit the roster card to them and be 100% confident it is correct, without researching the employee's employment history first.

We will be looking at all payroll certifications, in the hopes that all the above named entities will comply with the process and that all will be certified correctly. Once a payroll is certified correctly the process going forward becomes easier for all parties involved.

Just some points of importance to help us achieve our goals.

1. Please remember that before hiring someone that you submit a Schoharie County application (not resume) to our office to review to determine whether the person you wish to hire is qualified.
2. Any manatory list maintained at this office must be used first when hiring that specific title.
3. Any change in status with an employee this office must receive a 426.

If you have any questions in regards to NYS Civil Service Law, please contact this office first, so that we may work together to get things done correctly and not have problems at a later time for us, you or the employee.

Sincerely,

Barbara A Schaffer
Deputy Personnel Officer

cc: Mike West

Phone: (518) 295-8374

*Street: 284 Main Street, Room 310 Mailing: P.O. Box 675
Schoharie, NY 12157-0675
E-mail: civilservice@co.schoharie.ny.us*

Fax: (518) 295-8434

19. INFORMATION TECHNOLOGY

MID YEAR DOCUMENT

- ☐ Converted the County Email system over to Office 365.
- ☐ The 2016 Tax Sale Catalog was posted on the public web site and linked to the County Facebook account. The Facebook post received 2,000+ views in the first 40 hours.
- ☐ I.T. assisted Transportation with the setup of a new Facebook page under the County Account.
- ☐ I.T. assisted Real Property in the finalizing of the installation of the new Real Property Search and Mapping View program onto the county servers. This new system secured by the Real Property Director will provide a better and more complete searching method for the public.
- ☐ Internally a new Network Domain User Account Controller Server was set up. Although there is no apparent change to the local users, it will provide a more efficient and secure network user environment.
- ☐ A new Public Announcement and Meeting Scheduling program was released.
- ☐ The Internal County Web site was re-written to run from any computer connected to the internet. Access to county forms requires a log on.
- ☐ All the Public Web Site pages that retrieve data from County servers have been changed to a secure site requiring an https prefix.
- ☐ I.T. installed a server for the Sheriff's Office.
- ☐ A new Resource Scheduling system was released that now shows reservations of county parking lots on the daily schedule so that users will be aware when parking is unavailable.
- ☐ IT staff continues to assist the Auditors office with a re-inventory of county property.
- ☐ Work was completed on a contract and grant tracking program for the Auditor's office. A web page was developed so that Supervisors, Department Heads, and the County Attorneys can access these documents electronically.
- ☐ There were meetings and demonstrations regarding managing documents.
- ☐ I.T. has completed work on an in-house electronic document system. This has replaced the Town and County document indexing system for public searching of documents. It will also now allow offices to catalog non-public documents and have them accessible from the County Web Site using a secured log in.
- ☐ A Solid Waste Information page was created on the Public Web Site.
- ☐ The Town Support policy was reviewed with the Finance Committee and opened up to any suggested changes. At this time, it was agreed to leave it as is with the understanding that the Supervisors could approach I.T. in the future to review again._

FULL YEAR DOCUMENT

The I.T. Department respectfully submits a summary report of requests and work performed for
2016 YEAR END

This report summarizes and highlights requested work topics along with a statistical page of requests and work time.

First Quarter

- Conversion of Zimbra mail accounts to Office 365 has been progressing is 90% completed.

- The Elections Offices data tunnel with the State was taken off line for a week for security improvements. This follows an incident in which corrupt data interfered with normal operations. The data base was restored as a pre-caution and the new system is functioning.

- The 2016 Tax Sale Catalog was posted on the public web site and linked to the County Facebook account. The Facebook post received 2,000+ views in the first 40 hours.

- I.T. assisted Transportation with the setup of a new Facebook page under the County Account.

- I.T. assisted Real Property in the finalizing of the installation of the new Real Property Search and Mapping View program onto the county servers. This new system secured by the Real Property Director will provide a better and more complete searching method for the public.

- Internally a new Network Domain User Account Controller Server was set up. Although there is no apparent change to the local users, it will provide a more efficient and secure network user environment.

- Network and Systems Programmer/Analyst Gary Swinn was terminated from employment. The job has been advertised and the Civil Service exam has been posted. Both deadlines have passed without any eligible candidates applying. The exam has since been cancelled. The position remains unfilled.

- A new Public Announcement and Meeting Scheduling program was released.

- The Internal County Web site was re-written to now run from any computer connected to the internet. Access to county forms requires a log on. This site is found at:
<https://www2.schohariecounty-ny.gov/InternalSiteWebApp/>

- All the Public Web Site pages that retrieve data from County servers have been changed to a secure site requiring an https prefix.

- I.T. installed a server for the Sheriff's Office for the Mutual Link application.

- Work was started on a contract and grant tracking program for the Auditor's office. A web page is being developed so that Supervisors, Department Heads, and the County Attorneys

can access these documents electronically.

-

A new Resource Scheduling system was released that now shows reservations of county parking lots on the daily schedule so that users will be aware when parking is unavailable.

-

Received a memo from the State Courts requesting NYS Counties acquire a Microsoft email account. The Courts are starting to use a security email program that works with Microsoft accounts. Schoharie County's O365 email subscriptions will be compatible for this when the time comes.

-

Work was completed on the County Office Building 2nd floor moves which required phone and PC support.

-

Mike Vroman is job training with Terri McKelvy in Social Services. Terri will be retiring this summer and Mike will be filling that critical position. The I.T. Department will be short staffed in the support area until Terri's retirement / Mike's subsequent promotion will free up that position for a new employee to be hired.

-

IT staff continues to assist the Auditors office with a re-inventory of county property.

Second Quarter

- Work was completed on a contract and grant tracking program for the Auditor's office. A web page is being developed so that Supervisors, Department Heads, and the County Attorneys can access these documents electronically.

- The I.T. Office is down two positions at the moment. A Network Administrator which we are currently advertising for. Also Terri McKelvy, a Senior Computer Support Specialist in Social Services is due to retire soon, so Mike Vroman is job shadowing her. Leaving us down one Computer Support Specialist until she retires next month.

- There were meetings and demonstrations regarding managing documents. The Records Management Office was formed to store paper records. The record retention schedules are the responsibility of each department head. At this time, I.T. cannot recommend a \$30,000-\$100,000 system that would require additional staff to adequately operate.

- I.T. has completed work on an in-house electronic document system. This has replaced the Town and County document indexing system for public searching of documents. It will also now allow offices to catalog non-public documents and have them accessible from the County Web Site using a secured log in.

- A Solid Waste Information page was created on the Public Web Site.

- I.T. has been working with MidTel regarding our internet speed increase to the County Office Building. While MidTel is still awaiting the new equipment, a partial increase was performed. Our internet speed increased from 20mbps download (from the internet to computer) / 10mbps upload (from computer to the world) to 70mbps down/ 60mbps up. Once the new equipment is in we expect to be up around 100 in both directions. Those offices not in the County Office Building should be seeing an increased response in sites running off our servers.

- There have been some suggestions as to purchased computer equipment not meeting the needs of offices. Department Heads were advised to contact I.T. with any performance issues. Last year we did increase the memory purchased with each new unit. With the

outlook that Windows 7 will reach end of life in Jan 2020, and the fact that running outdated software is a security risk (as the State Comptroller's office is now enforcing), I am looking to provide the Budget Officer with a steady replacement schedule of computer equipment. Of course given our bleak financial situation, it may not take hold next year. I realize that work stations vary in setup due to needs. However, in general, I am planning to move away from some desktop units to laptops where we can. This is directed at an overall continuity of government plan. Emergency relocation would be more successful we can pack up a laptop, take it to another work site, and connect wirelessly.

- The Town Support policy was reviewed with the Finance Committee and opened up to any suggested changes. At this time, it was agreed to leave it as is with the understanding that the Supervisors could approach I.T. in the future to review again.
- A Department Etiquette and Procedures document was created and signed by all employees.

Third Quarter

- Continuity of Government plans for I.T. were worked on with the assistance of OES. They are partially complete.
- Deployed the new Electronic Document Management Program in the Health Department.
- The contract / grant lookup and approval process was finished.
- Memo sent to the Department Heads regarding the various ways I.T. provides a means for distributing public information.
- The County's Request for Proposal web site underwent an upgrade to make it more user friendly for the Auditor's Office.
- Message board buttons and links were added to more places on the Public Web Site, making it easier for the public to send messages to County Departments.
- The new Network Administrator started work in September.
- The I.T. Office is down two positions at the moment.
- An information packet was created for Town and Village clerks that reviews the assistance the I.T. office offers. This is designed for new clerks.
- Meetings were held with the Personnel office regarding a re-write of the database system.
- Meetings were also held with the County Court regarding starting a new Pistol Permit database system written and maintained by I.T.
- An update to the extraction of information for the OES office for making Emergency Notifications is in process.
- Research on a new backup site server system is underway. This was postponed until a Network Administrator was selected.
- I.T. assisted with budget entry for some departments.
- Assisted Community Services with an evaluation of moving Accumedic to the web.
- Worked with Elections on the Primary Election Night.
- Added Town Assessment Rolls to the Tax Lookup Site.
- Performed upgrade maintenance to one of the main servers.

Fourth Quarter

- Continuity of Government plans for I.T. were completed.
- The I.T. Office is still down two positions at the moment.
- A new Pistol Permit database system is being written for the County Court.
- I.T. assisted with budget entry for some departments.
- Worked with Elections on Election Night.
- The new tax collection system was completed and released for the 2017 Town and County

Tax Billing Season.

- A network infrastructure audit was performed.
- Equipment for a new Disaster Recover server was purchased.
- A new daily backup system is being reviewed.
- Purchases for the replacement of critical switches and routers were made.
- Research related to the new PSAP is being performed. IT is meeting regularly with the rest of the project team.
- Enhancements were made to the Document Management System.
- Enhancements and New Programming are being performed on the Civil Service / Personnel System.
- New backup batteries were installed on the main blade server.
- Working with Social Services on adding new security cameras to the county security system.
- Enhancements were made to the NYS Voter system.
- Worked with State and Federal offices over the concern of cyber security in relation to Election Night.
- Started work with Probations on updating their case management system with their vendor.
- The volume of end of the year ordering created a back log of requests. There will be an updated recommendation moving into 2017.
- The IT Director was asked to provide testimony to the NYS Assembly Sub-Committee of Election Day Operations regarding security of voter data.

20. INDIGENT LEGAL SERVICES

FULL YEAR DOCUMENT

Indigent Legal Defense

Commonly referred to as the "Assigned Counsel Plan," the Office of Indigent Legal Defense provides private legal counsel to people who are financially unable to obtain counsel in certain proceedings in the criminal, family and surrogates courts which could result in incarceration or the loss of a child's society.

Coordinated trainings for counsel representing indigent clients. For 2016-17 to date:

DWI Defense

Ethics

Evidence

Immigration

Interfaced with state agencies to seek funds to assist the county in representation of indigents. Commenced work on developing the plan to provide attorneys at arraignments, including coordinating meetings and communication with county stakeholders.

21. **ANNUAL UPDATE SUMMARY DOCUMENT FOR FY 2016**



**Office of
County Treasurer of Schoharie County**

284 Main Street ■ P.O. Box 9

Schoharie, NY 12157

Telephone: (518) 295-8386

**WILLIAM CHERRY
FERNANDEZ**

County Treasurer
Treasurer

JENNIFER

Deputy

ANNUAL UPDATE DOCUMENT (AUD) FOR 2016

Results of Financial Operations and summary highlights of the report:

May 11, 2017 The County Treasurer's Office has filed the AUD for the year ended December 31, 2016 with the New York State Comptroller's Office as required by law. A complete copy of the AUD has been filed with the Clerk of the Board and the County Clerk's Office. For your convenience, I have summarized the results of operations for the General Fund; County Road Fund; and Machinery Fund. Please feel free to contact William Cherry, Schoharie County Treasurer if you need further information regarding any specific data in the AUD, or if you would like a copy of the full AUD submission. It is important to keep in mind that the figures reported in the AUD are the UNAUDITED results of the fiscal year operations, and auditor adjustments

made during the course of the independent audit by Bonadio & Co. could affect these figures. Audit adjustments are sometimes material and could affect the remaining fund balances.

It is important that the Board of Supervisors be aware that essentially the entire Unassigned General Fund Balance of \$13,225,527 consists of accounts receivable due to the county based upon pending reimbursement claims from USDA/NRCS for the unfinished Streambank Stabilization Project. If those monies are not received, or if the reimbursement claims are rejected by USDA/NRCS, then the Board should be aware that the entire Unassigned General Fund Balance will be wiped out in one fell swoop leaving the county with no financial cushion or reserves.

GENERAL FUND (A) RESULTS for the year 2016:

Total Revenues received other than property taxes:	\$ 45,086,332	
Total Real Property Taxes:	<u>+ \$ 21,018,756</u>	
TOTAL GENERAL FUND REVENUES:	\$ 66,105,088	
 Total General Fund Revenues:	 \$ 66,105,088	
Total General Fund Expenditures:	<u>- \$ 61,397,681</u>	
NET GENERAL FUND OPERATING SURPLUS:	\$ 4,707,407	
	<u>2015</u>	<u>2016</u>
Total General Fund Unassigned Fund Balance:	\$ 9,317,022	\$
13,225,527		
Total Restricted and Assigned Fund Balance:	<u>+ \$ 2,860,522</u>	<u>+ \$ 3,659,448</u>
TOTAL FUND BALANCE (Restricted + Unassigned):	\$ 12,177,544	\$ 16,884,975

COUNTY ROAD FUND (D) RESULTS for the year 2016:

Total Revenues received other than Interfund Transfers: \$ 3,292,352

Total Interfund Transfers into (D fund) from (A fund): + \$ 7,583,045

TOTAL COUNTY ROAD FUND REVENUES: \$ 10,875,397

Total County Road Fund Revenues: \$ 10,875,397

Total County Road Fund Expenditures: - \$ 11,309,015

NET CO. ROAD FUND OPERATING SURPLUS: \$ (433,618)

	<u>2015</u>	<u>2016</u>
Total Co. Road Fund Unappropriated Fund Balance:	\$ 4,254,647	\$ 2,546,899
Total Restricted and Assigned Fund Balance:	<u>+ \$ 1,005,397</u>	<u>+ \$ 2,279,529</u>
TOTAL FUND BAL. (Restricted + Unappropriated):	\$ 5,260,044	\$ 4,826,428

MACHINERY FUND (DM) RESULTS for the year 2016:

Total Revenues received other than Interfund Transfers: \$ 181,042

Total Interfund Transfers into (DM fund) from (D fund): + \$ 1,145,885

TOTAL MACHINERY FUND REVENUES: \$ 1,326,927

Total Machinery Fund Revenues: \$ 1,326,927

Total Machinery Fund Expenditures: - \$ 1,304,382

NET MACHINERY FUND OPERATING SURPLUS: \$ 22,545

0

	<u>2015</u>	<u>2016</u>
Total Machinery Fund Unappropriated Fund Balance:	\$ 0	\$
Total Restricted and Assigned Fund Balance:	<u>+\$ 118,144</u>	<u>+\$ 140,689</u>
TOTAL FUND BAL. (Restricted + Unappropriated):	\$ 118,144	\$ 140,689

Respectfully submitted,



William Cherry

Schoharie County Treasurer