



Office of the County Administrator

P.O. Box 429, County Office Building

284 Main Street Schoharie, NY 12157

Steven R Wilson

Administrator

Fonda Chronis

Confidential Assistant

MEMORANDUM

TO: Board of Supervisors and Chair, Hon. Earl VanWormer, III
Personnel Committee and Chair, Hon. Bill Federice
Finance Committee and Chair, Hon. Leo McAllister

FROM: Steven R. Wilson, County Administrator

SUBJECT: 2020 County Government Performance Report (CGPR)

DATED: May 28, 2021

“At no time in modern history have state, local, and provincial governments been under greater pressure to provide results that matter to the public, often within severe resource constraints. At the same time, government officials and managers are challenged to overcome the public’s lack of trust in government at all levels.”

This quote, from a 2010 report from the National Performance Management Advisory Commission, summarizes the feelings of many people – both within and outside of government, and it rings true in Schoharie County as well. Rising costs of county operations, rising health care rates, and the possibility of substantial long-term debt makes “doing more with less” a priority in county government.

Annually I have presented to the Board of Supervisors a report we call “County Government Performance Report (CGPR)” as a way to begin quantifying and documenting the services our departments provide county residents. As past CGPR’s have done, the report attached to this memo looks to record the services performed by county employees in a transparent manner. Not all public-sector accomplishments can be measured with numbers or statistics, but it is important for us to try to detail our efforts and make them available for public review and comment. Just

as important, this document is a way for the county to publicize its accomplishments and celebrate its successes.

The methodology for this report is similar to those of the past: department heads were asked to report their major accomplishments for the just-completed fiscal year. Below is summary of the information, broken down by departments and their listed successes.

I would like to thank department heads and their staffs for their hard work in compiling this information. Although not an exhaustive list of county departments, the majority of department heads made the effort to provide their accomplishments for public review.

I believe it is important to recognize stellar performance when it happens. This document does just that, and it also brings the county one step closer to begin measuring performance and benchmarking service delivery at the county level.

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2020 County Department Accomplishment Report

Department: Information Technology and Services

Department Head: Scott Haverly

Department Description:

- Information Technology is responsible for development and support of all County information and telecommunication systems. The department was independently structured and staffed in 1978 and began regular development and support of County functions in 1979. The department reports monthly to the Board of Supervisors a summary of its activities and resource utilization for the past month and its projected activities for the coming month. The department reports to the Finance Committee.
- The department maintains the county network system which currently runs on an IBM Blade center with mirrored backup on a duplicate storage center at the disaster recovery site. The department supports custom programming for several projects involving various county offices.
- The department oversees the county telecommunications with fiber lines running between the County Office Building, Public Works, Public Safety and Annex complex. This includes but not limited to voice communications, internet access, wireless communications including mobile devices, network wiring, and satellite conferencing.
- The department also supports the included towns and villages, identifying needs, ordering, providing antivirus software, hosting and maintaining websites and providing web-based applications.
- The department buys computer supplies for all departments and bills reimbursable departments for supplies and service. By Board resolutions, department approval is required for purchase of all services, supplies and equipment related to information and telecommunications systems. The net County expenditure for the department, after revenues are subtracted has averaged less than one percent of the total County appropriations.

- Overall, the department strategy is to involve in cooperative efforts with other municipalities and State agencies where there is likelihood that cooperation will result in reducing local costs and effort and improve public services. This strategy is on the rise and new systems developed in this manner are being installed replacing older systems developed locally.

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	1,224,886	\$1,224,885.94
Revenues/Grants, State		\$ 90,587
Revenues/Grants, Federal		49,500.00
Fees or Revenues Generated	52,500	52,908.68
Remainder (Local Cost)**	1,172,386	1,031,890.26

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	11	11	11
PTE	0	0	0

Accomplishments:

- The I.T. Director will be attending a meeting at NYS BOE regarding Online Voter Registration
- The I.T. Director has submitted a request to the NYS Department of Homeland Security and Emergency Services for a non-cost cyber assessment. This is to review the progress we have made to date, review the new network security setup we put in place at the Howes Cave Public Safety Facility, and a last look prior to the 2020 Presidential election of our security in that area.
- Schoharie County was personally invited to attend the Cybersecurity Summit at Marist College on Jan 15, 2020 by the Dutchess County OCIS Commissioner.
- I.T. assisted in the move and setup of the Corrections divisions workstations and LiveScan system from Depot Lane to Howes Cave.

- Following the move of the Correction offices to the new PSF, I.T. continued to work on 'settling issues' and assisting the various vendors with their operations.
- I.T. is reviewing the vacated Depot Lane building for the temporary move of the Mental Health Offices.
- I.T. discovered nearly 40,000 attempts by a Russian server to penetrate our VPN access server. All attempts failed and activity was reported to NYS and the FBI.
- The electronic filing system requested by the County Clerk's office is completed with a planned March 1st start date.
- I.T. tested the paging system with OES at the COB. Currently we are working with MidTel on set up of all County phones to access the various paging groups.
- A Computer Programmer/Analyst submitted a resignation
- We are still experiencing delivery delays of computer equipment due to a worldwide shortage of processor chips and now a manufacturing slowdown in China.
- Gretchen worked with Verizon to move us to a different NYS OGS pricing schedule. Instead of a flat monthly rate plus overages, our new schedule would be completely usage based. It will take me a couple of months to determine our new 'average' rate, but I expect to see savings in our budget.
- I.T. has been working to prepare the Depot Lane building for temporary occupation by the Mental Health Department.
- I.T. has done workstation relocation work at the Transportation building for renovations.
- Currently I am having the I.T. staff work from home handling issues over the phone as much as possible. If there is something that needs to be done at the office, I am having no more than 2 staff maximum for 1/2 day in the office. In DSS there is one IT employee working 1/2-day max.
- I.T. has setup remote access to the County Network on County owned devices as requested by Department Heads for their staff members.
- We have obtained three months of free licensing to Go-To-Meetings for Mental Health and Health Departments for tele-health capabilities from provider to client

- I.T. has obtained a third conference call bridge to be available for Town level Board meetings. Middleburgh Telephone is generously providing this service free of charge to Schoharie County during this crisis.
- I.T. is assisting the Sheriff's Office, DA, County Court and Legal Defense with the NYS Courts video court hearings initiative.
- Schoharie County has seen increased cyber-attack attempts against our email system and outer edge devices. This activity is consistent with what we are seeing nationwide. So far none of the attempts have been successful and appropriate reporting to NYS is being done. Cyber warnings are going out to all employees and the public in general as appropriate. Several I.T. staff members are monitoring our systems from home.
- I.T. is developing a citizen response tracking system for OFA, DSS, and Transportation to assist in coordination and response to requested public needs.
- I.T. is performing additional work at the new Public Safety Facility to accommodate the May 19th return of inmates
- I.T. has used the GoTo Webinar and Facebook live to stream the audio portion of the Board Meetings.
- 3 computers were set up in the Board Room to assist County employees who need to file for unemployment during the temporary work force reduction
- Per request I have suspended using our grant award until the County advises me further
- IT has returned to completing work at the Depot Lane facility for the temporary Mental Health Office occupation in June
- I.T. assisted with moving Mental Health to the Depot Lane building
- Assistance was given to the Board of Elections on vendor changes to early voting systems
- I am requesting funding from the NYS BOE off a grant they received from the Federal Government. This grant money is being given to approved Counties for cyber security remediation efforts
- NYS DHSES has contacted us to offer a cyber risk assessment on the County I.T. systems. This follows up a request I made last year. This is a no cost assessment and will show any cyber security issues after the standing up of the server room in the new PSF

- New reports were created in the Treasurer's system that was written by I.T. to assist with insurance processing
- Mental Health has been moved back to the Annex. Several network wires had to be repaired due to damage caused during the renovations. I.T. assisted with relocating equipment in the newly changed reception area.
- The Primary Election was held with no cyber issues. However there have been two malware attacks directed at the BOE office over the last month.
- The 3rd Party Transportation web site was the subject of a malicious attack.
- There was an email account compromise which was detailed to the committee earlier.
- I.T. is assisting BOE with their cyber grant application.
- I.T. Recommendations for County Departments 2021 budget was done
- I.T. will be partaking in the 2020 Nationwide Cybersecurity Review (NCSR). This is a free self-assessment program that provides guidance on future security controls.
- A Grade 12 was promoted to Grade 14 and started duties related to County Cyber Security. This came just in time as a global influx in malware has been spreading for the past few weeks.
- Programming work is being done in relations to NYS mandated change in shared Election Voter Registration information.
- Physical workstation moves and relocations were done for the Offices of Community Services and Aging.
- Worked with NYS and Schoharie County BOE on a cyber risk grant submission
- Worked with Real Property on School Tax Billing
- Worked with the Town of Richmondville on a NYMIR cyber risk survey
- Responded to several requests regarding malicious emails.
- Responded to a network switch failure in the County Annex building.

- NYS DHSES conducted the cyber risk assessment as requested by the I.T. Director
- Pistol Permit system was moved from the County Courthouse to Public Safety Building
- Programming changes due to NYS BOE mandates have taken place
- NYS Tax and Finance changes made to our County Clerk system.
- Changes made to the NYS Motor Voter data exchanged as required by NYS.
- Assisted Schoharie County Court and Board of Elections with a remote terminal to be used by the public to request a Judicial writ for voting
- Assisted in temporary relocation of Community Services and OFA while power was turned off to the County Annex
- Worked with Board of Elections on Election Night Reporting
- I.T. monitored our network, web sites, and emails for suspicious activity during the Election Voting period. A couple of incidents were discovered and NYS and FBI were notified. I monitored the national Election Sit-Rep web site during election week where several threats were posted from other municipalities. This information was immediately incorporated into our defenses.
- Worked with Schopeg on live streaming future meetings
- Adjustments were made to the Village Tax Billing and Collection System for the new Village of Schoharie tax cycle
- Mandated changes are being made to the County Election Data Exchange with NYS BOE system
- Changes were made to the County Clerk system to record monies from e-filed Court Documents
- The Office of Emergency Services phone upgrade was completed
- Schoharie County IT worked with Middleburgh Telephone with Fiber Connection upgrades

Accomplishments:

- Adapted the complete workings of my whole office to the new Covid standards to work from home. Also, how to meet with Veterans/widows in the office/home visits within Covid standards.
- Attended several online trainings to learn the new VA's process on how to file/upload claims since the beginning of Covid.
- Adapted to the mental health of my veterans during Covid and the affects of it on them. Attended training on how to handle this.
- Worked the front door at the Schoharie County building checking in people.
- Answered phones at the DOH.
- Volunteered with the OFA to shop for local shut in during the Covid pandemic.
- Coordinates and collaborates with Community Agencies to support Veterans and Widows.
- Coordinates with other Schoharie County Departments to ensure that Veterans and Widows are receiving the supplemental benefits they are entitled to.
- Works with County Funeral homes to assist family members in final preparations, paperwork, memorial services and potential benefits for Veterans. This was done with the funeral home director, family members phone calls or via email.
- Work with local funeral homes to assist them in receiving a NYS refund for indigent veteran burials.
- Works with Cobleskill Regional Hospital on Veteran issues related to VA benefits, payment issues, homelessness, and other potential benefits. These were done via email or phone.
- Acts as liaison with the seven Veteran County Organizations: American Legion (5), VFW and AMVETS, to keep them informed on Veterans Services. Meetings started in fall.
- Maintains relationship with NYS Division of Veterans Services to ensure all Veterans receive the required services needed. Trainings were held via online.
- Works with SUNY Cobleskill Director of Veterans Affairs to assist student Veterans with service compensated benefits.
- Closely coordinates with Albany Stratton VA on all local Veteran health related issues including financial, medication, mental health, homelessness, returning Veteran, dental, visual, audiology, geriatric and other issues.
- Completes required American Legion yearly accreditation training. All online.
- Completes required VA training to maintain PIV card. Trainings all online.
- Attends quarterly Veterans Affairs Veterans Service Officer training at the Albany VA to stay informed of all programs available to Veterans. Meetings were all online.
- Attends quarterly Veterans Affairs Volunteer Services meetings at the Albany VA to learn how County Veterans can contribute and support their local inpatient Veterans, these were done via online platforms.
- Completes all administrative functions of the Veterans Services office, such yearly budget, Goals and Accomplishment reporting, purchase orders, answering phone calls, scheduling appointments, etc.

Veterans Services List of Accomplishments

Regardless of standard business hours/days, I remain approachable by Veterans and/or family members to answer questions and assist in any way I can on a case-by-case basis. Generally speaking, I make the process of filling out paperwork and understanding the network of services much easier for those I serve.

In 2020, even with the Covid I was busy working with veterans/widows from home:

POA/Claim work: 102 contacts

Burial: 25 contacts

Health Care: 32 contacts

Pension: 23 contacts

Headstone/plaques: 10 contacts

DIC/widows: 18 contacts

DD 214: 23 contacts

Awards: 3 contacts

2020 County Department Accomplishment Report

Department: STOP DWI

Department Head: Denise Minton

Department Description: Provide a plan for coordination of county, town, city and village efforts to redce alcohol-related traffic injuries and fatalities; raise DWI prevention as a public priority; facilitate effort in Enforcement, Prosecution, Probation, Rehabilitation, Public Information, Education and Administration.

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	\$59,236	\$40,442.73
Revenues/Grants, State	\$0	\$0
Revenues/Grants, Federal	\$0	\$0
Fees or Revenues Generated	\$68,250	\$49,663.99
Remainder (Local Cost)**	\$0	\$0

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	0	0	0
PTE	1	1	1

Accomplishments:

- ❖ Participated in the NYS Governor’s Traffic Safety Crackdown Grant
 - Two law enforcement agencies participated in the Labor Day and Holiday Crackdowns. 528 vehicles were stopped between both crackdowns. Three arrests were made.
- ❖ Provided funding to 1 county SADD Chapter
- ❖ Purchased power flare systems and a portion of body cams for 1 local law enforcement agency.
- ❖ Purchased Impairment goggles to be used for educational purposes with school students.

- ❖ Purchased Too Good for Drugs workbooks for the Schoharie County Council on Alcoholism and Substance Abuse to use with school students.
- ❖ Purchased blood kits for local law enforcement to use.
- ❖ Purchased Field Sobriety Testing mouthpieces for local law enforcement to use.
- ❖ Provided funding to pay for the use of the SCRAM alcohol monitoring bracelets used by probationers and pretrial defendants as ordered by the Court.

- 8 pretrial defendants ordered to wear the GPS bracelet for a total of 961 days. Savings to the county - \$76,880 (\$80 per day incarcerated x 961). Final cost to the county to operate the program in 2020 - \$4,427
- Monitored approximately 108 ignition interlock cases
- Conducted 1,532 alcohol/drug tests
- Supervised approximately 43 probationers in the county Drug Treatment Court
- Executed 25 warrants
- 10 convicted sex offender probationers submitted to a polygraph test
- Processed 24 juveniles through the office
 - Closed 26 juvenile cases successfully
 - 2 placed in DSS care
 - Referred 4 juveniles to the Sr. Mental Health Advocacy Care Manager for intensive services.
- Ordered to conduct 51 investigations
 - 53 investigations completed in-house
 - 10 investigations completed by other counties
- Received 89 new referrals for community service
 - 44 defendants successfully completed community service
- Monitored 44 defendants on pretrial supervision
- Collected \$49,950.93 in restitution
 - Disbursed \$51,513.25 to victims
- All Probation Officers participated in in-house defensive tactics, firearms, baton and OC spray training.
- Developed and implemented a successful community service program and provided training to all available local judges.
- Attended and ran the Alternatives to Incarceration Board meetings.
- Developed and implemented a successful pretrial program without guidance from the state. Provided training to all available local judges.
- Worked with law enforcement on understanding and handling Raise the Age cases.
- Participated in the LEAD program.
- Succeeded in managing a smooth and effectively run department throughout COVID

2020 County Department Accomplishment Report

Department: Office for the Aging

Department Head: Nancy Dingee

Department Description: 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. NY Connects services all ages with information, assistance and supports with option counseling to remain in your home safely.

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	1,465,867	1,432,912
Revenues/Grants, State	872,760	1,177,184
Revenues/Grants, Federal	213,514	231,844
Fees or Revenues Generated	125,000	129,666
Remainder (Local Cost)**	254,593	-105,782

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate “Remainder.”

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	11	13	13
PTE	1	1	1

Accomplishments:

In 2020, our office was key in assisting individuals that were self-isolating due to the COVID 19 Pandemic. An idea of a county Supervisor and local Pastor led to the collaboration with our department and two active county food pantries to create “Schoharie Together”; this collaboration allowed us to provide food products to individuals that needed assistance. Our office was the central intake and coordination of referral and delivery. This was also supplemented with shelf stable meals we purchased to assist older adults in need.

Working with SALT, we assisted with distribution of masks into the community for older adults. Volunteers for SALT sewed the masks and dropped them off. Staff, including Home Delivered Meal drivers, distributed them to program clients as well as community members requesting them. We also worked with NYSOFA to receive cases of small disinfectant spray bottles that were distributed with the masks.

All Congregate meal participants transitioned to Home Delivered meals during the first 3 months (March-May) Many continued on after that, but others found alternate resources to obtain food to prepare in their homes. Congregate dining sites closed from March through the rest of the year. The Home Delivered Meal program continued with staff from the department as well as a few from DPW delivering while our contracted older adults were asked to stay home during Matilda’s Law enactment. Procedures were put in place to allow for social distance drop off for most clients and extra precautions for those that could not self-ambulate. HDM demand increase by about 10% during this time.

All other in-person activities stopped in March. We did continue with services via the phone and US Postal service. Contacts were increased for those most isolated. Some of these individuals received an anatomic pet to help with the social isolation.

These activities took precedence during the pandemic over some of our typical programs and services. Some of them were cancelled and others modified to meet the health precautions of the pandemic. Extension of grant funds, ability to move funding to cover different services and “Pandemic” grant funding came into the office to assist with our efforts, resulting in a net profit for our work and reducing the county fiscal burden for our department.

State Service Type	Total Units	Unit Type
Assistive Devices	60	Items purchased
Caregiver Services	0	Caregiver Activity
Case Management	2,230	Hours
Congregate Ineligible Meals	56	Meals not reimbursable
Congregate Meals	885	Meals
Energy Assistance	297	Applications processed
Health Promotion	69	class participation
HIICAP Counseling	596	People served
Home Delivered Ineligible Meals	9025	Meals not reimbursable
Home Delivered Meals	51,392	Meals
In-Home Cont. & Sup.	558	Home visits
Info & Assistance	7,217	Contacts with Information shared
Legal Assistance	187	Hours
Nutrition Counseling	56	Hours

Nutrition Education	3,202	Articles distributed
Other Services	3,168	NY Connects contacts
Outreach	25	contacts
PC Level I (H/Chore)	2,261	hours
PC Level II (H/PC)	8,816	Hours
Personal Emergency Response	381	units
Sr. Center/Rec & Educ.	86	Activities
Taxes completed	229	Tax returns done
Transportation	12,222	One-way trips

2020 County Department Accomplishment Report

Department: Clerk of the Board/Auditor/Purchasing Agent

Department Head: Sheryl Largeteau

Department Description:

The Board of Supervisors are responsible for establishing and approving policies and local laws, approving the annual budget, approving contracts for projects and services, conducting public hearings, making appointments to boards, committees, and administration.

The Office of the Clerk of the Board is a key department at the county government level whose primary goal is to assist the Board of Supervisors in carrying out all of its actions. The office is the source of reliable information, a research arm for the board, record-keeper of board actions, policies, and procedures, and is the link to all departments in the county and the constituency at large. The vast majority of work performed by this office is governed by state rules and regulations.

The Office of the County Auditor and Purchasing Agent is responsible for auditing all vouchers, county inventory, county insurance, FOIL requests, and overseeing county contracts.

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	\$1,220,130.00	\$1,182,288.55
Revenues/Grants, State	\$0	\$0
Revenues/Grants, Federal	\$0	\$0
Fees or Revenues Generated	\$0	\$0
Remainder (Local Cost)**	\$1,220,130.00	\$1,182,288.55

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	3	3 (1 laid off for 3 months)	3
PTE	0	0	0

Accomplishments:

- Insurance premiums were stabilized due to reduced spending in 2020 and the County not purchasing new vehicles or equipment.
- This was a very trying year for all departments and we are extremely lucky that we were able to continue county services, without any payment delays to our vendors.

2020 County Department Accomplishment Report

Department: Historic Property

Department Head: Melinda McTaggart

Department Description: The Department of Historic Property jointly administers the Old Stone Fort Museum with the Schoharie County Historical Society. The Old Stone Fort, built in 1772, as a church was important to Schoharie Valley’s defense during the American Revolution and now serves as the most important repository of county history. The museum complex offer educational group tours and variety of programming throughout the year. Events include lectures, workshops, and the iconic Old Stone Fort Days. The archives and library welcomes researchers from around the world with unique primary source materials such a maps, diaries and letters. Genealogist avail themselves of our extensive holdings on the many of Schoharie’s oldest families including the Palatines. Other resources available include newspapers, books, and photograph collections. Access to the materials is available year round both in person and by mail or email.

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	\$219917	\$159908
Revenues/Grants, State		
Revenues/Grants, Federal		
Fees or Revenues Generated		
Remainder (Local Cost)**	\$219917	\$159908

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate “Remainder.”

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	3	3	2
PTE	5	1	1

Accomplishments:

Despite being closed for the 2020 season, the Old Stone Fort:

- Installed site wide WIFI service, including the Old Stone Fort, with the generous support of a private donor and Mittel
- Began offering virtual programming via Zoom
- Nominated by US Representative Antonio Delgado for the prestigious National Medal for Museum Service.
- Received \$7500 grant from Humanities NY to better utilize alternative methods to serve the public due to COVID 19
- Accepted to participate the Institute of Museum and Library Services and Museum Association of NY's Building Sustainability program to better tell the stories of underserved populations.
- Began construction of a 18th century style beehive oven to enhance interpretation activities
- Accepted to participate in Emergency Response Planning program
- Made much needed repairs to the Badgley Annex and the Jackson Law Office
- Began a website redesign project
- Worked with Schoharie County Department of Probation to provide a venue for work opportunities

2020 County Department Accomplishment Report

Department: TRANSPORTATION

Department Head: CHRISTINE KRAEMER

Department Description: Provide public bus service to residents of Schoharie County for employment, medical, life’s daily necessities and social/recreational needs utilizing our 11-route system. Provide taxi service to Department of Social Services Foster Care Unit, Office for the Aging for medical appointments and Non-Emergency Medical Transportation (NEMT) for eligible clientele.

2020 Budget Information:

	2020 Adopted Budget	2020 Actual Financial Data
Expenditures	1,392,804	1,261,716.61
Revenues/Grants, State	616,009.00	535,608.26
Revenues/Grants, Federal	357,000.00	869,433.62
Fees or Revenues Generated	673,500.00	331,208.20
Remainder (Local Cost)**	-253,705.00	-474,533.47

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate “Remainder.”

Employment Roster:

	2019 Actual	2020 Actual	2021 Anticipated
FTE	4	4	4
PTE	0	0	0

Accomplishments:

- Completed major improvement to parking lots, increasing paved space and improved outdoor lighting through NYS ATC grant with no local cost to County.
- After a two-month shutdown due to Covid -19, instituted a complete reboot of the transportation system. Created new route schedules to accommodate passenger needs while maintaining limited seating capacity for the safety of passengers and staff.
- Modified and merged routes with minimal disruption to the public.
- Developed cleaning and sanitizing procedures to safely transport passengers during the pandemic. Purchased an electrostatic sprayer to sanitize vehicles through CARES funding.
- Completed the purchase of 5 new buses equipped with security cameras with a 90% reimbursement rate.

- Completed triannual Federal review and Schoharie County was found to be in compliance with Federal Transit regulations.
- Fiscally balanced 2020 budget with no local cost to County for operation of public bus and taxi services.
-

2020 County Department Accomplishment Report

Department: *Real Property Tax Services*

Department Head: *Lisa Thom*

Department Description: *The agency’s primary function is to process property sales and transfers, update digital tax maps, disperse this information to assessors and clerks and update the Real Property Tax System (RPS). We are currently maintaining over 23,000 active parcels and 625 sq. miles of area in our digital/GIS system. We are administrative support for the county assessors and maintain a county-wide database. We also have the function of printing town and county, village & School tax bills.*

2020 Budget Information:

	2020 Adopted Budget	2020 Actual Financial Data
Expenditures	430,980	350,003
Revenues/Grants, State		
Revenues/Grants, Federal		
Fees or Revenues Generated	25,500	25,754
Remainder (Local Cost)**	405,480	324,249

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate “Remainder.”

Employment Roster:

	2019 Actual	2020 Actual	2021 Anticipated
FTE	7	7	7
PTE			

Accomplishments: *See attached letter*



Schoharie County
Real Property Tax Services Agency

PO Box 308 • 284 Main Street, Suite 125 • Schoharie, New York 12157
Tel: (518) 295-8349 • Fax: (518) 295-8486

Lisa Thom
Director

Ellen Posson
Deputy

April 30, 2021

Mr. Steven R. Wilson, County Administrator
284 Main Street, PO Box 429
Schoharie, NY 12157

Re: 2020 Accomplishments

Dear Mr. Wilson,

Here is a summary of the activities & accomplishments of the Real Property Tax Office in 2020, but not all inclusive:

- Our primary function is to continually process property sales and transfers, update digital tax maps with any subdivisions or line/parcel changes and disperse this information to assessors and clerks. We update the Real Property System (RPS) with current data and then use it to produce assessment rolls, tax rolls and tax bills. In 2020 our office processed 1306 transfers of real property, despite the shutdown and Covid-19. That was an increase over 2019. We also received, scanned, archived, and made digital changes for 44 filed survey/subdivision maps, along with blueprints, maps, and Department of Labor informational posters.
- Our digital tax maps are used as the base layer for a variety of purposes and by many agencies. Planning and Development is provided with our entire digital database for any projects that would need that data. The County Soil and Water Agency also receives our digital tax maps which helps facilitate the cooperative efforts of farmers obtaining Agricultural Exemptions as well as management of their lands and rented lands. 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.

- In 2019 an Assessment Focus Group was formed after concern was revealed over the changing equalization rates within Schoharie County and the impact it has on all the towns within the County. After many discussions, it was proposed to start with consistent parcel Data Collection throughout the County. In conjunction with the Shared Services Initiative, a Proposal was created, presented, and approved to apply for a Grant to hire two Data Collectors at the County level to collect and enter consistent and up to date parcel information into the RPS system. This would coordinate and update information that the Office of Real Property Services would use in calculation of equalization rates. The application for the Grant would be due in early to mid-2020. However, due to the Covid-19 pandemic, the Administrator's office put that on hold until the beginning of 2021.
- During the year I have had the opportunity to continue as a committee member of the Blighted Property Committee and the Economic Development Technical Support Group. We have positive results to show for all the volunteer efforts. I also am on the Agricultural Development Board as Real Property Tax Director.
- 2020 saw the retirement of two of the Assessor's in the County. Our office assisted those towns in obtaining new candidates for assessor. We provided training and assistance to get them up to speed. We held monthly Assessor Association meetings via Webex to keep the assessors up to speed regarding legislation changes pertaining to Covid and other things.
- With continued legislative changes to the NYS Enhanced Star registration process, our office was pivotal in assisting the Assessor's with education, implementation, and data entry of application forms for the senior property owners to receive their Enhanced Star exemptions.
- Our 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. Assessors also find this an invaluable tool when performing their tasks for assessment, along with our added feature of aerials with oblique images. It has proved to be an invaluable tool for the staff in my office.
- Working with John Dresch from Satellite.biz, starting in 2017 we could give customers the option of using credit and debit cards to pay for their purchases. This is extremely helpful when someone who cannot come into the office requests a map. We have seen increased usage of this payment avenue in 2020.
- Our office prepares the County Equalization Report annually. We prepared the tax schedules and tax warrants for the Board of Supervisors for their approval. Once approved we processed and printed the Town & County bills for 2020. Real Property takes the responsibility to track and update all changes in exemption levels for County,

Town, School, and Village purposes. We also run and print bills for the Villages, along with contracts to print school tax bills for 10 school districts.

- We coordinate and conduct an annual Board of Assessment Review training. Due to the Executive orders and Covid restrictions we were unable to hold an in-person training in 2020. I designed a self-study training and provided a short video, which allowed most of the members who were required to train to do so.
- We coordinated and processed Board of Assessment Review Actions and processed Small Claims and Court Hearing results. The process of correcting assessment and tax rolls falls on our office. In 2020, we investigated and recommended School Tax Correction of Errors, Town and County Tax Corrections and Village Tax Corrections.
- Our office housed the 911 Geodatabase Specialist position, which involves maintaining the GIS database and 911 addressing, but in 2019 a new position was approved calling this a 911 GIS Technician. We continued to support E911 in updating the database on a weekly basis and providing files to Emergency Management and the Sheriff's Dispatch Center, even though we didn't have anyone in that position for the entire year. Brian Fleury, Isabel Paul, and I picked up the slack in that area. A large and crucial project is underway to prepare for the implementation of Next Generation 911 in cooperation with a statewide dispatch program. We resigned our license with EagleView for all those who could benefit from aerial photography and obliques images. We look forward to continued development and implementation of a more user-friendly GIS environment within Schoharie County's 911 system.
- Due to the Pandemic, we were unable to hold the annual Tax Collector Training. We work with 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.
- Real Property staff works cooperatively with the County Treasurer and County Attorney with the annual property tax foreclosure sale by preparing maps and documents, viewing the foreclosed properties, and participating in tax sale day activities. There were a few challenges in 2020, again due to the restrictions placed regarding the pandemic. Despite those challenges we were able to assist the Treasurer's office with a Health Department approved tax sale in October of 2020 at the Cobleskill Fairgrounds.
- A monthly sales report was sent to ORPTS to be used for market data research, as well as emailed to Town Clerks, Collectors, Subscribers and Town Supervisors. We also prepared an annual report of the Arms-Length sales for Schoharie County and distributed it to the same list.
- We worked 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.

- 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. After the last training our office reviewed what we would do if there was an active shooter situation.
- We are very grateful that GIS expertise is shared from other departments to keep our applications and databases running smoothly. Brian Fleury from the Office of Community Development is an enormous asset, and we would be lost without his continued knowledge and support. That being said, my office will very much be at a loss with Brian's decision to leave to go work for the City of Oneonta in 2020. It is hoped that a suitable replacement can be hired to fill the hole in GIS knowledge that has occurred.
- 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 2020, due to legislative changes, we saw more changes to the Enhanced Star exemption and Senior citizen exemption processes. There were also many changes to how we operate due to the pandemic and the Executive orders from the Governor. We jumped through those hoops as they came along.
- 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. In our realm, it is a shared service for us to provide support to the assessors by processing and entering property transfers into the database, transmitting sales to NYS, printing town and village assessment rolls, processing and printing exemption renewal forms and assessment change notices and providing annual copies of taxable status tax maps.

Sincerely,

Lisa Thom, Director
Real Property Tax Services

CC: Fonda Chronis, Confidential Assistant

2020 County Department Accomplishment Report

Department: PUBLIC WORKS

Department Head: DAN R. CRANDELL, P.E.

Department Description: PLEASE SEE ATTACHED

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	\$15,951,507	\$10,906,199
Revenues/Grants, State	\$ 6,333,438	\$ 2,865,557
Revenues/Grants, Federal	0	0
Fees or Revenues Generated	\$ 1,283,657	\$ 1,468,310
Remainder (Local Cost)**	\$ 8,334,412	\$ 6,572,312

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

**Reduction in work and spending due to Covid employee layoffs

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	75	75	85
PTE	5	0	0

2020 Accomplishment Report

Department of Public Works

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 75 active employees plus 6 vacancies which remain due to the COVID financial crisis.

<u>Administrative Division</u>	
<p>This division provides overall financial management of department finances, purchases and rentals of equipment, materials and purchases. They also prepare payroll for each division and oversees many fleet operations. In 1991, the Department of Public Works re-organized to assume responsibility for the maintenance of all the County's fleet of automobiles, trucks and equipment. This relates to over 350 pieces of equipment.</p>	<ul style="list-style-type: none"> • Successfully administer payroll and leave time for 75 employees working two shifts at 5 different locations • Process and track Workers Comp claims and reimbursement of time. • Successfully administer CHIPS, PAVE NY, FEMA, FHWA and Bridge NY funding programs • Process reimbursement for NYS DOT snow and ice removal agreement • Process reimbursement for NYC DEP maintenance of City Rt 30 Prattsville and Town of Gilboa Road #7. • Process payments for Town plowing and sanding contracts • Process and administer Town of Esperance maintenance and Snow and Ice contracts • Handle all County Insurance Claims, vehicles, equipment, property damage • Prepare minutes for monthly department oversight committees • Prepare billing for fleet maintenance, fuel and road maintenance • Record all account receivable payments • Plan and organize the annual county surplus auction • Serve as the primary contact for the county work order system • Generate and process bid specifications for all DPW bid items • Administer county wide WEX fuel card system • Monitor the work of all personnel in the equipment maintenance shop • Prepare approximately 1,000 invoices for shop related work • Purchase and coordinate all sand and salt for use on County Roads by Towns and County • Process all building maintenance bills and contracts • Process all utility bills including Electric, Heating, Oil, Propane, Water, and Sewer for all County owned Buildings, Properties, Street lights and Sirens • Process all bills for road maintenance • Process N.Y.S. Court Claim for reimbursement of cleaning and Maintenance • Coordinate the Department budget and work plans • Work process and quantity was severely impacted by 68% workforce due to Covid Layoffs

Department of Public Works

Building 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, the Annex Building and other facilities. This division has increased in size in the past several years to meet the growth in all County Facilities. The staff is well trained and organized to maximize the in-house ability to perform repairs and maintenance of all county occupied buildings.

- Work to comply with Department of State Property Maintenance Code Enforcement
- Improved Building Infrastructure with the HVAC and roof repairs, ongoing maintenance.
- Improve Building Energy efficiency by replacing fluorescent lights with LED lights when they need replacement.
- Repaired Rooftop and Ground HVAC units at the County Annex building, Mental Health wing and Lobby area. and made duct work improvements
- Replaced Overhead Door and concrete ramp at OES
- Built and installed COVID plexiglass shields for most County Offices
- Replaced carpet at the Old Stone Fort
- Painted offices for Mental Health, OFA, OES
- Installed Digital Sign at OES
- Continue Maintenance Improvements at all 3 Communication Towers
- Replace speed drive at county office building HVAC
- Security Remodel for DSS collections unit
- Respond to security, Fire and HVAC Alarms 24/7
- Clean all County Buildings
- Remodeled billing office and built new community conference room for Mental Health Dept.
- Work process and quantity was severely impacted by 68% workforce due to Covid Layoffs

Department of Public Works

<p align="center"><u>Highway Division</u></p>	
<p>This division is responsible for the care and maintenance of the County’s 321.6 miles of road and the 91 County owned bridges, as well as all roads in the Town and Village of Esperance, through contract. The level of services is maintained through well-trained management and workers and the use of labor saving equipment. This department takes pride in its ability to professionally deal with ever changing workloads and emergencies. The Department also aids all the Towns within the County during emergencies and large construction projects, through shared services.</p>	<ul style="list-style-type: none"> • Install 12.73 combined miles of hot mix asphalt with County DPW employees. • Completed 4.14 miles of Double Seals • Preserve 1.8 miles with fibermat seals • Preserve 6.94 with Micro seals • Perform FDR with pavement replacement on 2.45 miles of road • Stripe 300 center line miles and 50 edge line miles of County Roads • Preform Snow and Ice Control on 22.8 Lane Miles for the Town and Village of Esperance • Preform Snow and Ice Control on 360 lane miles for County Roads • Preform Snow and Ice Control on 300 lane miles for State Roads • Replace multiple driveway and road culverts from 12" to 60" in diameter • Preform road side mowing along all County roads at least twice a season, 644 lane miles • Preform Right of Way brush and tree removal, along 644 lane miles of County Roads * We should be preserving & rebuilding at least 35 miles of County Road per year to follow the CHIPS 10 year plan. However, as you can see based on total paving budget we will only be able to work on 38.08 miles if we use Oil & Stone DBL Seals to finish about 8.25 miles of Road. • Work process and quantity was severely impacted by 68% workforce due to Covid Layoffs

Department of Public Works

<u>Engineering Division</u>	
<p>This division oversees the design and construction of bridges, culverts, road projects and Buildings maintenance and operations. Additionally this division corresponds with NYS DOT regarding the transportation infrastructure within the County. Most correspondence with DOT regards any bridge flags that occur. This Division designs solutions to flagged conditions on bridges and reviews designs provided by outside engineering firms. They also apply for environmental permitting for construction within and adjacent to any waterways, and work on bid and construction documents for numerous projects, as they are needed. They also work on permits that might be required for work to be done on County owned building projects.</p>	<ul style="list-style-type: none"> • Washed 93 bridges • Replaced 3 bridge joints • Repaired 3 scoured bridges • Replaced the deck on Church street bridge • Repaired concrete on Beards Hollow road Bridge • Repaired concrete deck on South Grand street bridge • Repaired concrete pedelstals on Beaver Hill Road bridge • File and Maintain County Beaver Permits • Worked with consultants on 2 bridges and 2 culverts for Bridge NY • Received 9 yellow and 5 red flags from NYS DOT • Reviewed 10 permits for utility work within the county right a away • Prepared 1 building permit for the repairs and maintenance of county property • Review Traffic Safety signage and oversee its implentation • Prepared 3 environmental permits for NYSDEC and USACE for the County and assist the Towns when needed • Respond to all County infrastructure issues that involve all County owned or used property, roads, bridges, sirens, lights, and equipment • Work process and quantity was severly impacted by 68% workforce due to Covid Layoffs

2020 County Department Accomplishment Report

Department: Schoharie County Office of Community Services

Department Head: Bonnie Post, LCSW-R

Department Description: The Office oversees all mental health, chemical dependency and developmental disability services for the county. These services include but are not limited to outpatient mental health and chemical dependency clinics, health home care management services, advocacy services, children and family services (Coordinated Children’s Services Initiative), and management of contracts funded by New York State Aid.

2020 Budget Information:

	<u>2020 Adopted Budget (Revised)</u>	<u>2020 Actual Financial Data</u>
Expenditures	\$3,733,648.00	\$3,642,946.73
Revenues/Grants, State	\$2,275,144.00	\$2,344,609.00
Revenues/Grants, Federal	\$325,000	\$467,080.06
Fees or Revenues Generated	\$2,011,000	\$2,349,352.50
Remainder (Local Cost)**	\$-877,496.00	\$-1,518,095.37

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate “Remainder.”

Please note: State Aid revenues are provided to the LGU for specific amounts for specific services and program codes ONLY and are intended to be used as deficit funding. If the revenues for a given program exceed the expenses, there is a possibility the State Agencies may require repayment of these funds. Additionally, if funds are not passed on to contract providers, or contracted providers due not fully expend the State Aid funding, the underspent amount will be due back to the issuing State Agency. For 2020, due to the initial withholdings of 20% of Q3 and Q4 State Aid, some of these expenses will be reflected in 2021, and all three State Agencies are allowing for a two-year closeout process, where State Aid unspent from 2020 may be utilized in 2021. However, any unspent 2020 AND 2021 State Aid will be due back to the State Agencies at the end of 2021. Medicaid Administration Reimbursement funding (formerly known as Federal Salary Sharing, revenue line A.4490) is intended to be used ONLY for Mental Hygiene purposes, and if these monies are recouped to a general county fund as a result of this profit, it is a distinct possibility that the MAR program could conduct an audit and recoup a portion of these funds as well. The Department provides this information to the County during the budget process and does attempt to ensure that spending is in line with revenues; however, it is of note that future revenues can be jeopardized by underspending in these areas, particularly if Personal Service expenses are reduced due to staff shortages and the additional requirements of the County Administrator’s office for periods of vacancy.

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	27.70 FTE (34.0 FTE budgeted)	28.99 FTE (35.0 FTE budgeted)	32.0 FTE Budgeted (Restoration of positions cut in Budget)

			Process may be requested due to full allocation of State Aid)
PTE	.5 FTE	.43 FTE (.5 FTE Budgeted)	.5 FTE

Accomplishments:

- In 2020, the Schoharie County Mental Health Clinic provided services to 1,132 individuals. This number reflects UNIQUE individuals served within 2020 – generally, a unique client is seen on multiple occasions throughout the year, for a variety of group, individual, and/or family services. For these individuals, the clinic provided a total of 13,382 units of service – meaning that an individual met with a provider to receive a service. It is particularly worth noting that the Mental Health Clinic saw an INCREASE in the number of units of services provided from 2019 to 2020, despite COVID-19 pandemic/SOE restrictions.
- In 2020, the Schoharie County Chemical Dependency Clinic provided services to 343 individuals. This number reflects UNIQUE individuals served within 2020 – generally, a unique client is seen on multiple occasions throughout the year, for a variety of group, individual, and/or family services. For these individuals, the clinic provided a total of 5,278 units of service – meaning that an individual met with a provider to receive a service. While this units of service number is slightly reduced from 2019, the CD Clinic operated with a vacancy in a full-time clinical position for over three quarters of the year.
- The Department has always sought to ensure services are available to the community and as accessible as possible. As such, the Department has worked to establish satellite services within the community, including providing mental health services within multiple school districts and chemical dependency services at SUNY Cobleskill. In 2020, the Department continued to provide services in all satellite sites that have been established; while there was a period during the initial SOE shutdown where satellite services were reduced, all satellite services resumed by Fall 2020.
- In September, the Department began to provide services onsite mental health clinical services at the new Schoharie County Jail. A clinician is at the jail a minimum of four hours each week.
- The Chemical Dependency Clinic has been working with our contractual medical professional (a psychiatric nurse practitioner) to provide Medication Assisted Therapy (MAT) services to individuals with a diagnosis of an opioid or alcohol use disorder. The clients can be seen by the practitioner and prescribed medications to support them in their recovery. In 2020, the CD Clinic modified the process for new clients to establish care with the MAT provider, which allowed clients seeking MAT services to be seen promptly and to begin MAT therapies as soon as possible.
- Both the Mental Health and Chemical Dependency Clinics have continued to offer Open Access (Open Access allows individuals to appear for initial intake services without an appointment during specific Open Access times). During the start of the COVID-19 State of Emergency (SOE), Open Access was temporarily suspended to ensure safety and occupancy requirements could be met. However, as the clinics noted a decrease in attendance at scheduled intake appointments, the clinics prioritized efforts to resume Open Access as soon as possible, and began providing

regular Open Access hours by late summer/early fall 2020 to ensure that community members in need of support were able to be seen as quickly as possible.

- The most significant accomplishment for the Department was that there were NO long-term service interruptions for our clients throughout the entirety of the COVID-19 State of Emergency. While at the start of the pandemic, services were restricted so that as many individuals as possible were attending services remotely, there were no interruptions to service provision, which is particularly important given the vulnerable status of the Department's clients. Medications were provided without interruption throughout the pandemic, and injections of long-acting-injectable medications continued to be provided on-site to avoid any lapses in treatment. All intake appointments and all appointments for identified high-risk individuals were conducted in person to ensure the safety and continuity of care for the Department's clients. The Department worked to ensure these services were provided in a manner that kept clients and staff safe throughout the pandemic.
- The CD Clinic applied to provide telepractice phone and video sessions following the conclusion of the State of Emergency. In September the clinic received an amended operating certificate from NYS OASAS authorizing Telepractice Services.

2020 County Department Accomplishment Report

Department: Board of Elections

Department Head: Clifford C. Hay / Kenneth J. Schweigard

Department Description: The Board of Elections is responsible for running Federal, State, County, Town and Village elections. The Board of Elections is the main registration point and handles all aspects of elections to ensure voters have smooth and valid elections.

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	622,526.00	473,586.00
Revenues/Grants, State	143,753.00	74,593.00
Revenues/Grants, Federal	0.00	0.00
Fees or Revenues Generated	15,255.00	15,255.00
Remainder (Local Cost)**	463,518.00	383,738.00

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	4	4	4
PTE	2	2	2

ACCOMPLISHMENTS

The year 2020 was marked by a dramatically heightened interest in the election process as evidenced by significant voter registration activity, a very active June Primary, unprecedented voter turn-out for the November Presidential Election and changes in legal requirements. Lastly, and perhaps more importantly were the health and safety concerns driven by the Covid 19 procedures.

During 2020 the Board of Elections office experienced a substantial increase in the number of requests for information concerning electoral protocols including voter registration, change

in party enrollment, polling locations and ballot procedures. During the year 2,038 new voters were registered by our office bringing the total of registered voters in Schoharie County from 17,501 to 19,539.

Change in legislation for 2020 required that the Board of Elections mail out absentee ballots to all registered voters who were eligible to participate in the June Primary Election. The office mailed 18,015 absentee applications and 2,279 Absentee ballots were completed and returned for processing.

The turn-out for the General Election in November was unparalleled in comparison with any recent election cycle. The Board of Elections conducted a nine-day Early Voting period prior to the November Election date. During this period 3,000 voters chose to cast their ballots. For the Presidential Election 15,810 ballots were cast of the possible 19,539 number of eligible voters, or an 81% voter turn-out for Schoharie County.

Throughout the year all activities were tempered by the requirements and concerns imposed by the Corona Virus Pandemic. We were concerned that any infection might close the office at this critical time and took every precaution. Additionally, we had difficulty in staffing each of the polling locations throughout the county. Ninety percent of the Election Inspectors are in the most vulnerable age group, and several of them were reluctant to expose themselves to the risk. All polling locations throughout the county were properly staffed, and Access Control Personnel were employed to ensure that voters maintained social distancing and proper Covid protocols were followed.

The year 2020 closed with a budget surplus for the Board of Elections substantially attributed to the receipt of grant funds from the State and private resources, as well as other cost saving measures.

2020 County Department Accomplishment Report

Department: Schoharie County Sheriff's Office

Department Head: Sheriff, Ronald R. Stevens

Department Description: The Schoharie County Sheriff's Office is a full-service Law Enforcement Agency. The Office of the Sheriff is structured around several divisions: Administrative & Civil Offices; Law Enforcement including both Criminal Investigations and Road Patrol; Corrections; Court Security and County Wide Communications. In addition, the Sheriff's Office has a very strong police presence in the County.

2020 Budget Information:

	2020 Adopted Budget	2020 Actual Financial Data
Expenditures	\$6,636,808	\$5,747,758
Revenues/Grants, State	\$1,136,760	\$1,199,634
Revenues/Grants, Federal	\$118,636	\$166,762
Fees or Revenues Generated	\$236,549	\$250,499
Remainder (Local Cost)**	\$5,144,863	\$4,130,913

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

Employment Roster:

	2019 Actual	2020 Actual	2021 Anticipated
FTE	77	77	77
PTE	15	14	14

CIVIL DIVISION

The Civil Division of the Sheriff's Office is responsible for the enforcement of non-criminal court orders, such as income executions (wage garnishment), property executions (property sale and seizure), and disbursement of the proceeds to judgement creditors. The staff is responsible for the timely receipt and disbursement of civil process funds, bail and fine money.

The Civil Office is also required to serve summons, subpoenas, or any other non-criminal matters as directed by the courts.

The Civil Office serves as the reception center for various divisions of the Sheriff's Office. It processes all Pistol Permit applications, transfers and amendments.

Civil Activity for 2020

Financial

Funds Received and Disbursed.....	\$ 524,657.27
Bail Received and Disbursed.....	19,551.00
Civil Fees.....	40,607.56

Service Activity

Total Summons Received for Service.....	355
Summons Served.....	300
*Attempts to Serve (average).....	1,420
Executions Served Received for Service.....	172

**Note: On average it takes 4 attempts for each summons to be served*

Summons Service By Town

Albany.....	1	Middleburgh.....	30
Berne.....	0	North Blenheim.....	4
Carlisle.....	4	Preston Hollow.....	0
Central Bridge.....	6	Schoharie.....	47
Charlotteville.....	1	Richmondville.....	31
Cobleskill.....	67	Seward.....	0
Conesville.....	0	Sharon Springs.....	15
Delanson.....	1	Sloansville.....	4
E. Worcester.....	1	Stamford.....	4
Esperance.....	9	Summit.....	12
Fultonham.....	2	Warnerville.....	7
Fulton.....	1	West Fulton.....	2
Gilboa.....	11	Wright.....	1
Howes Cave.....	36		
Jefferson.....	22		

RECORDS DIVISION

The Records Division of the Sheriff’s Office is responsible for maintaining and retrieving requested reports such as arrest, incident, supplemental, domestic violence, motor vehicle reports, and uniform traffic tickets. All are submitted to the appropriate State Department for statistical data collection. Other functions of the Record’s Office are to perform background and/or criminal history checks for law enforcement agencies, volunteer fire departments, and DSS investigations and respond to foil requests.

2020 Activity

Traffic Tickets Issued482

DWI Arrests15

Arrests171

**Note there may be multiple charges per arrest*

UCR Reported Incidents (**Investigations/ Not Arrests*)

Larceny..... 31

Fraud..... 22

Burglary..... 6

PISTOL PERMIT ACTIVITY

Deputies of the Sheriff’s Office regularly conduct handgun safety classes throughout the year. Completion of a safety class is required in order to obtain a pistol permit. Classes are held at no charge to the applicants. In 2020, 9 classes were held with 140 attendees participating. 196 New applicants were fingerprinted. The Pistol Permit Office was closed during April & May due to Covid.

New Permits Issued.....114

Permit Amendments.....1,345

Permit Transactions.....1,437

Pistol Permit Fees Collected..... \$ 3,255

SEX OFFENDER MANAGEMENT The Sheriff’s Office is responsible for the tracking of 76 registered Level 1, 2 and 3 sex offenders. Processing address changes, updating offender photos, ensuring Level 3 offenders adhere to the 90-day verification and issuing arrest warrants for the non-compliant.

COURT SECURITY

The Sheriff's Office contracts with the 3rd Judicial District of the NYS Unified Court System providing Security in the Supreme, County and Family Courts. Uniformed Officers are present to guard and protect Judges, non-judicial officers, trial jurors, attorneys, witnesses, employees and the general public. Deputies serve as the primary security force in and around the Court House establishing a safe environment. Deputies screen all persons for contraband and weapons prior to entering the courthouse. Deputies take possession of contraband items and return lawfully possessed items to the owner when they exit the building. During 2020, 131 items were seized, ie. firearms, knives, scissors, chemical spray, razors, other weapons and contraband. The Court Security Deputies work diligently to provide a safe environment.

CORRECTIONS DIVISION

The Corrections Division continues to operate as mandated, three shifts around the clock, three hundred and sixty-five days a year. In late December of 2019, the Corrections Division Staff finally relocated to a new Public Safety Facility leaving behind the "Makeshift Detention Area" the division had occupied since the flood of 2011.

On September 22nd, 2020, the corrections division received final approval from NYS Commission of Corrections to relocate Schoharie County inmate(s) to the new facility from Albany County Correctional. The Correctional Officers worked long and hard to achieve this goal and were filled with a variety of emotions on that day.

County Inmates Remanded to the Custody of the Sheriff in 2020

Total Inmate Admission: 127 (Of this figure 102 were Male and 25 were Female)

<u>Reason for Admission</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
Felony	49	6	55
Misdemeanor	32	12	44
Other Offenses	6	3	9

<u>Convicted</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
Felony	9	3	12
Misdemeanor	2	0	2

COMMUNICATIONS DIVISION:

The 911 Communications Center is under the immediate control and supervision of the Sheriff. The Communications Center of the Sheriff’s Office is responsible for answering and dispatching all emergency services in the County. This service is performed for the 4 Sheriff’s Office Administrative lines, 16 - 911 lines as well as phone lines for 17 Fire Departments, 11 Emergency Medical Units, 2 Municipal Police Departments, SUNY Cobleskill University Police, State Police and the Sheriff’s Office.

The Division operates 24 hours a day, seven days a week and serves the County as the after-hours contact point for the Health Department, Mental Health Department, Social Services, Department of Public Works, NYS Department of Transportation during the winter “snow” season along with other County Agencies.

Call Volume For 2020

Sheriff’s Administrative Lines.....	25888
911.....	8167
SUNY UPD Line.....	1288
Cobleskill Village PD Line	1397

CAD Incidents Created (*Action taken by Law Enforcement, Fire, EMS*)

2020.....	16,785
2019.....	18,448
2018.....	17,202
2017.....	16,542

COMMUNITY SERVICE:

The foundation of our mission is community service, with goals to enhance the quality of life of those in the community. The Sheriff’s Office receives numerous requests for service from local Schools, Head Start Programs, BOCES, fire departments, ambulance squads, scouting clubs, villages and towns, and other various organizations requesting the service of a members of the Sheriff’s Office. Deputies offer their expertise in many areas such as crime prevention, career exploration, snowmobile safety, substance abuse prevention, security, traffic assistance and gun safety.

- **Operation Safe Child ID Cards:** Using equipment that contains the latest digital fingerprinting technology and high-resolution photography capabilities the Sheriff’s Office provides SAFE CHILD ID cards for parents and guardians. The program is a free public service administered by the New York State Sheriffs’ Association, Inc. with the technological support of the New York State Division of Criminal Justice Services. The goal of this program is to record and store the fingerprints, basic biographical information and photographs of children who are not missing – information critical to expediting the return of a missing child. Our mobile computer unit can be found at numerous events throughout the county. We are available to visit schools or child-based events. If you are interested in the program, please contact the administrative office.
- **NYS Sheriff’s Summer Camp Program:**

The NYS Sheriff's Association, through its membership dues and donations, has sponsored a Summer Camp Program for under privileged children between the ages of 9 and 12. Schoharie County Sheriff's Office sends several children each Summer. If you know of a child who would like to attend summer next year, please call the administrative Office.

- **Prescription Drug Drop Off Program:**

The Schoharie County Sheriff's Office in conjunction with the Cobleskill Village Police and Cobleskill Regional Hospital worked to establish continual prescription drop off points for county residents to dispose of old or unused prescription medications. Medications can be dropped off Monday-Friday (excluding holidays) from 8 am until 4 pm. at our office located at 159 Steadman Way, Howes Cave or at the Cobleskill Village Police Department, 378 Mineral Springs Road, Cobleskill.

- **Explorer Program**

The Sheriff's Office Explorer Program is embarking on its fifth year of service. The program consists of two groups of youth ranging in age from 10 years old to 21 years old. This program is supervised by volunteer members from the Sheriff's Office who serve as advisors.

The program meets weekly and has over 20 active members. Activities include monthly business meetings, community events such as Child Safe ID's, traffic control and marching in parades, as well as other outreach events. Last year, the group completed a 16-week Explorer Academy, where the group received instruction on all facets of Law Enforcement.

A Few Major Accomplishments for 2020

- Moved Corrections Operations to the new facility.
- Relocation of Schoharie County inmate(s) to the new facility from Albany County Correctional
- Continuous recruitment of new employees to maintain minimum staffing requirements per NYS Commission of Corrections.
- Continued monitoring and upkeep of contractor progress and completion of the building project.
- Trained existing and newly hired staff to meet the current required standards.
- Worked with outside vendors to provide food and medical services for the inmates upon arrival.
- Coordinated with the Cobleskill/Richmondville school district to provide incarcerated youth educational services.
- Coordinated with the local religious organizations to provide religious services to the inmates.
- Contracted with GTL to provide phone services to the inmates.
- Contracted with Keefe Commissary to provide commissary services to the inmates.
- Development of new Policy and Procedures per NYS Commission of Corrections Standards
- Four new Officers graduated from the correctional academy.
- Worked with Judges and County IT to provide remote court sessions throughout the pandemic.
- Provided several new protocols addressing the coronavirus pandemic to keep all individuals safe in the jail.
- Contracted with GTL for inmate tablets to be used for inmate visitations due to the cancelation of in person visits at the jail caused by the ongoing Pandemic.
- Moved Sheriff's Civil, Road Patrol/Investigations and Administration operations out of the old building and into the new PSF.

- Moved the Pistol Permit Office from the County Courthouse and into the new Public Safety Facility enabling us to continue to meet the needs of County residents in the midst of the Pandemic.
- Met the mandate of the Governor's Executive Order 203 in effort to bring mutual trust and respect between the police and the communities that they serve.
- Purchased State Specific, Law Enforcement Policy Writing and Training Solution Software
- Established a 50' Tower and installation of simulcast equipment at the Town of Broome Highway Department and the addition of simulcast equipment and antennas at Mt. Utsayantha in Delaware County in a continuing effort to complete the Simulcast Project in areas of poor radio coverage.
- As always, we continue to seek and secure additional grant funding for the continued development, improvement and sustainment of the county's communications infrastructure. To date, over 6.5 million dollars in awards have been attained through Homeland Security SICG, PSAP and LETPP Grants alone.

2020 County Department Accomplishment Report

Department: Social Services

Department Head: Donna Becker

Department 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).

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	\$17,967,497.00	\$16,436,914.74
Revenues/Grants, State	\$4,364,234.00	\$3,417,361.22
Revenues/Grants, Federal	\$5,483,605.00	\$5,194,401.00
Fees or Revenues Generated	\$313,000.00	\$459,371.84
Remainder (Local Cost)**	\$7,806,658.00	\$7,365,780.68

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	78	78	72
PTE	3	3	2

Staff Furloughs:

FTE: 11 (2 OKBW's; 1 Admin1-svcs; 3 SWE's; 1 INV; 1 Dep Comm; 2 CW's; 1 CW Asst)

PTE: 2 (1 PT INV; 1 PT CW)

(OKBW – office and keyboard worker; SWE – social welfare examiner; INV – Investigator; CW – caseworker; CW Asst – Caseworker assistant)

Unfunded positions (not included in furloughs – were vacant positions):

FTE 6 (1 CSINV; 1 Admin1-Svcs; 1 Admin2-CSE; 1 CW; 1 CW Asst; 1 Admin2-Acct)

PTE 1 (1 – PT CW)

Accomplishments:

Administration and Resource Recovery

- 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, 2020, the agency's Resource Unit recovered a total of \$86,268.41, which was applied against the below programs (please note that both SS Fraud Investigators and our Resource Recovery SWE were furloughed during 2020):

• Medicaid	\$31,370.97
• County Burials/Medicaid Qualified Burials	\$ 6,458.75
• Temporary Assistance/SNAP	<u>\$48,438.69</u>
TOTAL FOR 2020	\$86,268.41

- Department staff attended 810 mandated or optional training opportunities to learn new skills and/or enhance existing skills to better serve clients.

Child Support Enforcement

- The Division filed 458 petitions with Family Court, broken down as follows:

❖	Paternity	6
❖	Support	86
❖	Enforcement	363
❖	Interstate Registration	3

	2019	2020	Difference
Collections to offset current public assistance	\$172,758	\$129,812	-24.86%
Collections to offset former public assistance/medical assistance	\$2,518,092	\$2,795,692	+11.02%
Collections on private cases	\$1,363,833	\$1,203,148	-11.78%
TOTAL COLLECTIONS	\$4,054,684	\$4,128,652	+1.82%

- Schoharie County Child Support like the rest of the state was greatly affected by the Global Pandemic, the court was shut down for several months, we were unable to file petitions due to the shutdown. All court appearances have been virtual, and the amount of cases heard in a day have been greatly decreased because of the way they are carried out. This and a shortage of staff has greatly affected our abilities to perform our duties in the manor we are used to. Our Increase in Collections was only because the first government issued stimulus was offset for Child Support, and the number of people that are collecting unemployment.
- For 2020 – our statistics are:
 - PEP (Paternity Established Percentage) = 97.61%;
 - SEP (Support Established Percentage)= 96.01%

Adult and Children’s Services

- Statistics in the Adult and Children’s Services Division for January 1, 2020 – December 31, 2020 included the following:

As of 12/31/20

- Child Protective reports 507
- Child Preventive cases 80
- Child Foster Care placements 70

- Article 10 relative placements 22
- Adult Protective cases 61
- Law Enforcement Referrals 91
- Representative Payee/ Financial Management Cases 46
- Guardianship cases 8
- During 2020, the department finalized 5 adoptions, giving children permanency and stability in their lives. This number was drastically decreased this year due to the COVID impact on in-person court appearances.

Income Maintenance

- Caseloads in the Income Maintenance Division as of December 31, 2020 were as follows:
 - Temporary Assistance – Family Assistance caseload 67 cases/113 individuals
 - Temporary Assistance – Safety Net Caseload 41 cases/52 individuals
 - HEAP Caseload (non-TA/non-SNAP) 873 cases/1847 individuals
 - Medicaid Caseload 2082 cases/2223 individuals
 - Supplemental Nutrition Assistance Program Caseload 1922 cases/3419 individuals
 - Day Care Caseload 23 cases/40 individuals
- During the period January 1 – December 31, 2020 for the Temporary Assistance programs (Family Assistance and Safety Net), Supplemental Nutrition Assistance program (SNAP), and Medicaid program, a total of:
 - 2,087 applications were received and registered
 - 936 applications were denied or withdrawn
 - 1460 applications were opened
 - 84 cases were reactivated
 - 20,064 under care changes were made to cases
 - 2,245 cases were recertified
 - 1,417 cases were closed
- There are 12 Social Welfare Examiners in the Income Maintenance Division:
 - 4 SNAP SWE’s handle on average 473 SNAP cases a piece
 - 3 TA SWE’s handle on average 37 TA cases a piece and 26 SNAP cases a piece and in 2020 had 41 homeless cases a piece
 - 4 Medicaid SWE’s: 3 who handle on average 375 Community Medicaid cases, and an SSI/Medicaid caseload of 733 cases. 1 Chronic Care Medicaid worker

who has on average 101 Chronic Care Medicaid Cases. Also 135 Foster Care Medicaid cases are opened and maintained by the Medicaid Unit.

- 1 HEAP SWE and 1 Part-Time HEAP Senior SWE who handle, oversee and maintain 1,057 HEAP cases.
- During 2020 the regular and emergency HEAP seasons were extended from its' original end date of April 30, 2020 to August 31, 2020. The Senior HEAP SWE works until April 30th, the additional HEAP cases and emergency cases during this time period were added to the HEAP Coordinator's duties.

2020 County Department Accomplishment Report

Department: Office of Legal Defense of Indigents

Department Head: Suzanne Hayner Graulich, Esq.

Department Description: The Office of Legal Defense of Indigents administers the Schoharie County Assigned Counsel Program to provide mandated representation to indigents in criminal and family law matters. If a person has been charged with a felony, or a misdemeanor / violation that could result in imprisonment, and cannot afford to hire an attorney, a private criminal defense lawyer may be appointed to represent him/her free of charge. Additionally, indigent parents and certain other specified adults, can apply for the appointment of a private family law lawyer if they are involved in cases that could result in the loss of a child’s society or the possibility of criminal charges in Family, Supreme or Surrogates Court

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	908,993.45	633,571.98
Revenues/Grants, State	437,285	254,035.62
Revenues/Grants, Federal		
Fees or Revenues Generated		
Remainder (Local Cost)**	471,708.45	379,536.36

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate “Remainder.”

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	1	1	1
PTE	1	1	1

Accomplishments:

2020 posed challenges due to the COVID 19 pandemic. The administrator and legal assistant successfully worked from home with the assistance of Schoharie County IT, using laptops purchased in 2019 with state funding. The office was also able to continue work with the New York State Office of Indigent Legal Services, and secured grant funding for the second year of the five-year Hurrell-Harring Statewide Extension contract.

2020 Accomplishments:

- **Arraignment Program was Extended Countywide with 24/7 Attorney Coverage to all 17 Local Courts and the County Court.** Schoharie County was able to meet its obligation to afford attorney

representation at every custodial arraignment. Hurrell-Harring Funding was used to pay for attorney stipends to be on call to respond to all off-hour custodial arraignments.

- **Countywide Defense Counsel Coverage at *Appearance Ticket Arraignments*.** Hurrell-Harring funding paid for attorney representation at arraignment to enable a case to commence without delay due to the application process. The county was able to ensure attorney representation for non-custodial arraignments, countywide.
- **Uniform Application for Assigned Counsel was Developed for Criminal Cases.** Court closure due to the pandemic created the immediate need to streamline the process for indigent people to have access assigned counsel. In collaboration with the courts, an application was developed, and the assigned counsel program began accepting applications and making determinations of eligibility.
- **Assigned Counsel Program Responsible for Making Assignment of Counsel in Criminal Cases.** When the courts closed due to COVID19, there was no mechanism for making assignment of counsel as they were unable to return to their offices. Once the countywide application was complete, the assigned counsel program was delegated the responsibility to make assignments for the 17 local courts and county court. In a collaborative effort, law enforcement began copying the assigned counsel program on appearance tickets sent to the courts, and the courts shared information necessary for the assignment of cases enabling the assigned counsel program to make applications available, conduct eligibility screening and make assignment of counsel.

2020 County Department Accomplishment Report

Department: Office of the County Administrator: Community Development Services

Department Head: Shane Nickle, Lead Supervisor

Department Description: The Office of Community Development Services works to improve the quality of life in the County by assisting all communities and agencies with community development and land use issues. The office assists in economic development projects as needed and helps with agency and community mapping needs. This includes:

Acting 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.

Providing implementation capability for such study recommendations and actions as mutually agreed upon by the County Planning Commission and the Board of Supervisors.

Assisting in Economic Development activities as requested.

Providing technical and/or management assistance and otherwise generally assist all town and village governments with their planning and community development activities as requested. This often includes applying for and administering grants.

Providing 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.

2020 Budget Information:

	2020 Adopted Budget	2020 Actual Financial Data
Expenditures	\$3,802,420.00	\$4,586,667.20
Revenues/Grants, State	\$0.00	\$0.00
Revenues/Grants, Federal	\$3,519,000.00	\$4,392,494.23
Fees or Revenues Generated	\$0.00	\$29,865.70
Remainder (Local Cost)**	\$283,420.00	\$164,307.27

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

Employment Roster:

	2019 Actual	2020 Actual	2021 Anticipated
FTE	3	3	2
PTE	1	1	0

Accomplishments:

January 2020 – December 2020

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 was under construction in 2020 and was completed by the end of the year. Some paperwork still needed in 2021.
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 and New York State. Project was under construction in 2020.
3. Ongoing administration of West Fulton Fire Improvements (Community Development Block Grant – Disaster Recovery funds) project. This includes work with Delaware Engineering and other consultants and various officials including West Fulton Fire Officials and New York State. Project was under construction in 2020.
4. Ongoing assistance with proposed Schoharie Valley Trail and development of a trail section in Town of Middleburgh or Town of Schoharie.
5. Continuation of a County Microenterprise program (CDBG). Funds were provided to nine small businesses and the program extended into 2021. We worked with Schoharie County IDA to administer.
6. Two 2020 Small Business Assistance CDBGs are being implemented. \$100,000 was awarded for expansion of a Village business with four new jobs and \$75,000 was awarded for a Town business with three new jobs.
7. Administration of NYSDEC Septic Replacement Program in the Town of Summit.
8. Route 7 Corridor property marketing efforts and zoning updates commenced.
9. Better Economic Development coordination with other agencies in County.
10. Administration of Census 2020 grant. Funds received and distributed. Project closed.
11. Continuation of advisory assistance and monthly meeting coordination for County Planning Commission.
12. Assistance reviewing local Appalachian Regional Commission grants for our County and other Southern Tier Eight (ST8) Counties. Served on ST8 Regional Development Board.
13. Ongoing Geographic Information System coordination efforts. GIS Position vacant as of October 21, 2020.
14. Ongoing assistance to Town of Middleburgh for zoning rewrite.
15. Ongoing assistance to Town of Seward for first comprehensive plan.
16. Ongoing survey and Comp Plan assistance to Town of Jefferson and Town of Gilboa. Town of Jefferson plan completed in 2020.
17. Served on Blighted Property Committee and as Greater Mohawk Valley Land Bank Property Disposition Committee Chair.
18. Completed 12.5 hours of training for 2020-2021 planning certification.

2020 County Department Accomplishment Report

Department: Office of the County Administrator

Department Head: Steve Wilson

Department 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.

2020 Budget Information: (Departments A.1230, A.1340, A.6420)

	<u>2020 Adopted Budget</u>	<u>2020 Amended Budget</u>	<u>2020 Actual Spend</u>
Expenditures	\$193,467	\$228,927	\$168,665
Revenues/Grants, State	\$0	\$0	\$0
Revenues/Grants, Federal			
Fees or Revenues Generated			
Remainder (Local Cost)**	\$193,467	\$228,927	\$168,665

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	2	2	2
PTE	0	0	0

Accomplishments

County Administrator Details:

- Coordinated county operations and fiscal responses to COVID-19 pandemic
- Reviewed analytics for new health care benefit options for employees, where costs are lower and benefit levels remain as good or better than current plans.
- Continued to address technical differences with all parties in relation to the EWP streambank project. Specifically, the office has been working with our hired attorney, McLaren Engineers and NYS DEC to address these differences to move towards resolution.
- Worked with county regulating agencies to balance regulatory interpretations with the needs of the business community.
- Continue working with business community to implement Fairweather Report.
- Participated in and supported the county's membership in MVEDD. Attended several meetings throughout the year as a way to boost the county's economic development efforts.
- Continued the efforts of county's Blighted Property Committee to augment efforts of the land bank to identify properties in need of attention and follow through with remedies. The Committee, in coordination with the Greater Mohawk Land Bank, raised one property and was working with several other landowners.
- Supported the efforts of the private sector in forming a new economic development organization called "Schoharie Economic Enterprise Corporation" (SEEC).
- Created and oversaw the "Project Development Committee" in the county, charged with gathering CFA project information and act as a central clearinghouse of knowledge for county REDC representatives. The PDC provided important information to the Administrator in his role of advocate at REDC meetings, and to the county's (2) REDC representatives, so that they had good knowledge of county projects.
- Coordinated and provided staff support to the Chairman of the Board of Supervisors for the state mandated shared services initiative, including organizing several meetings, providing support information, and drafting the county's interim report filed with the state.
- As budget officer, oversaw the entire budget process for the adoption of the 2018 budget including:
 - ACS training for county staff
 - Department head submission process
 - Justification process for department head submissions
 - Production of the 2021 Tentative Budget
 - Hearing process for the Finance Committee to "mark-up" the tentative budget and decide on additional department head requests
 - Analytical support to the Finance Committee and Board for budget adoption

- Developed a “current services” budget process that anticipated a 20% cut from NYS funding
 - Delivered a budget with a levy decrease. This is the third year in a row being under the NYS property tax cap.
- AUD annual analysis provided to the Board of Supervisors.
- Continue to monitor health care costs, especially analyzing the health reimbursement account portion of costs.
- Provided monthly fiscal analysis of county finances during pandemic.
- Executed quarterly spending plans to monitor county spending due to fiscal uncertainties surrounding pandemic.
- Provided quarterly surplus/deficit estimates based on available information to Board of Supervisors.

2020 County Department Accomplishment Report

Department: Youth Bureau

Department Head: George McDonnell

Department Description: ***It is the mission of the Schoharie County Youth Bureau to promote and advocate for the empowerment and well-being of the youth of Schoharie County by incorporating Positive Youth Development methods in our direct and supportive programs and services. We are able to do this through our allocation of state Youth Development Funding to programs in our county that serve youth, through our direct and supportive programming, and by being a valuable resource on Positive Youth Development for our county.***

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	224,564	103,398.13
Revenues/Grants, State	59,678	36,230.5
Revenues/Grants, Federal	0	0
Fees or Revenues Generated	5,000	0
Remainder (Local Cost)**		

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate "Remainder."

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>
FTE	3	3	3
PTE	5	0	4

Accomplishments:

The focus for the Youth Bureau for 2020 was to begin was the continuation of the restructuring of the Youth Bureau to concentrate on the three areas that we are most effective in.

- Administrating and optimizing our State Youth Development Funding we receive from the Office of Family and Children Services.
 - Our Youth Development Funding
 - Our Safe Harbour Funding

- Our direct youth programming,
- Being a valuable resource for the community by supporting and partnering with others that share our vision in providing an engaging youth centered community.

As we are all aware the year 2020 was anything but a normal year for the Youth Bureau. We started the year off very optimistic and excited about our brand-new program coordinator and a new sense of energy in our department. We hit the ground running in 2020 and for the first 2 ½ months we were moving in the right direction. Our Youth As Leaders program was the strongest it has ever been, we had some great programs set up to run out of our Safe Harbour funding, and our work with our school districts and after school programs was continuing to grow.

Then the COVID-19 pandemic hit, and everything came to a halt. We were shut down for 6 weeks as everyone was trying to figure out the best way to navigate the pandemic. Once it came apparent that this was going to be a much longer and severe response to the pandemic and the financial impact that was expected, we made the very hard decision last April to add the entire Youth Bureau staff to the list of furloughed employees. So, for the next 3 months the Youth Bureau was totally shut down.

Returning from our 3-month furlough brought the next set of challenges. First of all, we were still facing the challenges of returning to our in person direct programming as well as the every growing fiscal concerns the county was facing. Despite the obstacles we returned to the Youth Bureau got right to work dealing with both the financial concerns as well as how to restart our programming.

I. Youth Development Funding we receive from the Office of Family and Children Services.

- Knowing we were facing a 3-month furlough we prepared all our municipalities and youth programs that receive Youth Development funding for what we expected at the time of our furlough.
- Once we returned in August we immediately contacted all of our programs to re-connect with them.
- Unfortunately, we had no information from OCFS on how our state funding was going to be impacted and did not receive our final allocations until November 1st of 2020.
- We were able to work with all of the programs that were able to run and complete our Resource Allocation Plan and submit it to OCFS.
- We were able to voucher NY State for 95% of our Youth Development Funding that we were able to spend in 2020. This included maximizing our Administrative portion of our funding.

II. **Direct Youth Bureau Programs**

- **Youth As Leaders**

- Youth As Leaders continues to be the most impactful program we offer. We have maxed out what we can do with in the current structure of the program. We came off a very strong year and started 2020 with a lot of energy and excitement for the program.
- Unfortunately, with the shut-down of our schools we had to stop all our in-person meetings starting in Mid-March of 2020 and did not complete the program for the 2019-2020 school year.
- The situation did not improve for us at the start of the 2020 fall semester for our schools. We quickly switched to an online platform to run our Youth As Leaders program.
- We had mixed results with this plan. We had to quickly develop an online platform that would work for us as well as something that would be engaging for our students. Being able to be up and running in a short period of time was remarkable.
- We successful launch our program utilizing various online platforms, Office Meeting, Facebook, email, and Instagram.
- We did have limited success in getting but in from our students for various reasons due to the pandemic. I do feel we have created an online tool that we will continue to utilize to expand our connection to complement our in-person meeting.

- **Summer Adventure Program**

- Due to the Youth Bureau being furloughed for most of the summer and the restrictions in place for in person youth programs we did not plan to restart the Summer Adventure Program when we return in August.
- But with the energy and determination of my staff we were able to develop a COVID-19 safety plan to safely operate in person youth programming in a very short period of time.
- This enabled us to run 5 summer adventure trips for both our some of our Youth As Leaders and teen participants from our past summer programs.

- **Other Programs**

- We were not able to run any additional programs that we would have run in a normal year.

III. **Being a valuable resource for the community by supporting and partnering with others that share our vision in providing an engaging youth centered community.**

- The Youth Bureau continues to be an active partner advocating for youth in our county. This continued in 2020 despite the challenges we faced.
- We are represented on various Boards and Committees that serve youth and their families of Schoharie County. Schoharie County Community Action Program Board, Schoharie County Council on Alcohol and Substances Abuse Board, Suicide Prevention Task Force, Boys Day Out Committee, Child at Risk

Response Team, Liberty Partnership Program Advisory Board, the Opioid Task Force and the Duanesburg YMCA Advisory Board.

- We also have a very active and engaged Youth Advisory Board that is made up of adults and youth representing various youth serving organizations and agencies.
- We also make our services available to outside organizations to help them with their mission to serve the youth of Schoharie County.

Mission/Vision Statement

Goals, Planned Accomplishments, Performance Measures

Office of Emergency Services (OES)

The mission of the Office of Emergency Services (OES) is to protect lives, property and the economy of Schoharie County through preparedness, planning, mitigation and effective response to natural disasters, man-made catastrophes, and emergencies.

To accomplish our mission, we work closely with local municipal officials, county departments, state and federal agencies, non-governmental organizations, businesses, and the public.

The Office of Emergency Services is responsible for coordinating the activities of all county agencies to protect the citizens, businesses and visitors of the sixteen towns and six villages of Schoharie County, as well as the infrastructure and environment, from natural and man-made disasters and emergencies.

The Office is headed by a Director, who reports to the Schoharie County Board of Supervisors, and is divided into four branches: Fire Services, Emergency Management, Emergency Medical Service and Safety. Each branch is led by a Coordinator, and the office also has two full time administrative support positions.

We provide effective and professional assistance through a variety of emergency management, emergency medical service, fire service and safety programs, including hazard identification, loss prevention, planning, training, operational response to emergency, technical support, mitigation and disaster recovery assistance.

ACCOMPLISHMENTS

FIRE SERVICES

- Strengthened our team capabilities through an ambitious and robust training regimen.
- Conducted 8 Search and Rescue missions.
- Answered 9 Hazmat calls.
- Conducted 13 fire investigations.
- Answered 48 structure fire calls.
- 100% National Fire incident reporting for the 14th year in a row.
- Conducted OSHA/PESH refresher for 6 of the 17 fire departments.
- Placed over \$65,000 worth of equipment into service purchased solely with Homeland Security grant funds.
- Purchased and programmed 210 portable and mobile radios with funds from the NYPA relicensing for the fire departments in the county. Programming accomplished in house for a savings of \$47 per radio = \$9,870.
- Substantially completed migration to high band communication simulcast system for fire departments in the county.
- Maintained services to the Fire Chiefs and departments of the county through the challenges of Covid-19.

EMERGENCY MANAGEMENT

- Presented 2-hr Lessons Learned from SC Limo Accident at the NYS Emergency Manager’s Association Conference
- Development of the SC COVID-19 Task Force Initial Report
- Hosted COVID-19 Daily EOC Briefings, Weekly School Superintendent Briefings, Oversight Briefings
- Participated in Weekly COVID-19 NYSDHSES Mortuary Affairs Briefings, NYSDHSES Emergency Manager Briefings
- Worked with Coroners and Funeral Directors on Mortuary Affairs; Created/Provided them Go-Packs with Personal Protective Equipment (gloves, gown, mask, sanitizer) for use with Possible COVID-19 Related Deaths.
- Provided Logistical support to Fire Departments, EMS Agencies, County Departments, local Government Officials, School Districts and local Businesses. This included receiving and distributing Gloves, Masks, Face Shields, Gowns and Hand Sanitizer.
- Coordinated NYS PAUSE Complaints with local Building Code Officials. Provided COVID-19 Documentation on Executive Orders and Public Health Law.

EMERGENCY MANAGEMENT (Con't)

- Applied for FEMA Public Assistance Program (DR-4480)
 - Attended Virtual Applicant Briefing
 - Completed Virtual Grants Portal Training
- Developed SC Facilities Reopening Employee COVID-19 Safety Plan and Assisted Department Heads with Departmental Specific COVID-19 Safety Plans.
 - Provided Plan, Logs, Laminated Posters, Thermometers, Masks and Hand Sanitizer to each Department.
- Provided 3 Mass Notification to all Schoharie County Residents/Businesses related to COVID-19.
- Provided 4 Mass Notifications for Area Specific Utility/Infrastructure Issues.
- Assisted Real Property Tax Office in 911 Addressing Database to Link Publicly Entered Phone Number to 911 Address. Working to Review/Update 2,700 Phone Numbers.
- Assisted Richmondville Volunteer Emergency Service in migrating to emsCharts Pre-Hospital Care Reporting Program.
- Strengthened Schoharie County Amateur Radio Association Organization and Participation with Exponential Membership Growth (from 3 Members to ~30 Members).
- Elected NYS Floodplain and Stormwater Managers Association Vice Chair (2-yr term) and Website Chair (12 years).
- Coordinated 12 hours of training for Schoharie County Building Code Officials; Taught Disaster Preparedness for the Building Code Official.
- Completed Town of Esperance NFIP Community Rating System 5-year Cycle Review with ISO/CRS Specialist.
- Continued Daily Distribution of OES Situation Report.

EMERGENCY MEDICAL SERVICES

- Provided 24/7 ALS services for Schoharie County.
- Provided EMT services to Cobleskill, Scho-Wright, Esperance, MEVAC and Southern Schoharie County.
- Facilitated EMS Council and QA/QI Program.
- Assisted EMS Agencies with COVID-19 Related Policy/Procedures.

SAFETY

- Certified 25 Students in CPR/First Aid.
- Certified 15 Students in Snowmobile Safety Course.
- Recertified as OSHA 10-hour/30-hour Outreach Instructor.
- Developing Alternate Training Methods for Safety Classes.
- Transferred Hard Copy Course Records to Electronic Format for ease of determining class need.

2020 County Department Accomplishment Report

Department: Treasurer’s Office

Department Head: Mary Ann Wollaber-Bryan

Department Description: The County Treasurer is the Chief Fiscal Officer of the County and is the legal custodian of all money belonging to the County, or in which the County has an interest. Our responsibility is to keep a true and accurate account of all receipts and expenditures of the County.

Our mission is to perform those duties using full transparency and open disclosure to the Board of Supervisors and to the public, and to fulfill our responsibilities in a professional atmosphere of courteous, respectful, and friendly customer service.

2020 Budget Information:

	2020 Adopted Budget	2020 Actual Financial Data
Expenditures	\$1,339,769.	\$1,252,936.84
Revenues/Grants, State	\$68,000.	\$54,766.28
Revenues/Grants, Federal		
Fees or Revenues Generated	\$2,537,000.	\$2,511,015.28
Remainder (Local Cost)**	\$(1,265,231.)	\$(1,312,844.72)

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate “Remainder.”

Employment Roster:

	2019 Actual	2020 Actual	2021 Anticipated
FTE	9	9	9
PTE	0	0	0

Accomplishments:

The staff at the County Treasurer’s Office remains committed to providing the best service possible to the residents of Schoharie County. Even during the midst of Covid, when operations were “shut down” and the County building was closed, staff rose to the challenges to perform the necessary responsibilities that ensured services were kept operational to the County residents and County employees without interruption. I believe it’s safe to say, 2020 was a challenging year for many of us.

Below is a short, abbreviated list of what I feel are accomplishments for the Treasurer's Office during this past challenging year.

- Administered/implemented the new union contract for approximately 265 CSEA workers in the time frame set by the BOS, including payroll changes and health insurance changes. Coordinated with the Health Insurance Broker to get the best transition possible for employees.
- Continued to operate all county finances. Accounting functions still issued checks when needed and cash accounts were kept up to date. Payroll and benefits continued with no interruption during COVID shutdown and reduced staff/hours.
- Worked with OES to develop Covid Safety Plan (and get supplies) for employees returning to work in a safe environment. Regular cleanings of the office are still conducted by the office staff as part of the Safety Plan. This promotes a clean and safe environment for employees and the public coming into the office.
- When the Board made the decision to furlough approximately 90 workers due to Covid, the Treasurer's office staff worked with Personnel and NYS DOL to report furloughs and help affected employees begin the unemployment process. All employees affected were sent notices from our office with instructions regarding their benefits.
- Coordinated with Personnel and other County Offices with the process of furloughed employees returning to work. This enabled the employees to return, reinstate their payroll and benefits in a seamless manner.
- The Treasurer's Office worked with NYS DOL and NY State Police in 2020 to report and track unemployment insurance fraud claims. This process is continuing into 2021 with over 35 attempts of Unemployment Fraud at the County.
- Developed a plan with Dept of Health & Covid Task Force Team to hold an in-person Property Tax Sale Auction at the Cobleskill Fairgrounds during Covid. The sale was held in October 2020 with almost 100 people, and 38 auction parcels were sold while following strict Health Dept. COVID guidelines. The sale generated \$472,735.05 to offset the outstanding delinquent taxes for the County and put those 38 parcels back on the tax rolls.
- The Treasurer's Office worked with taxpayers to make accommodations in order for people to make their tax payments, to get caught up on the current installment plan, or to start a new one. Our office maintained and collected payments on over 500 Installment Payment Agreements. A drop box was also added outside the County building to make it easier for payments to be made on a timely basis.

- By working with property owners to pay taxes as described above, the percent of uncollected taxes dropped from 20.54% in 2019 to 19.08% in 2020. Resulting in more taxes collected during the “year of Covid” than in previous years.
- During Covid, when the offices were not yet open to the public, staff continued to provide Certificates of Residence without the requirement to come into the office in person to process.
- For Occupancy Tax collection it is important to note that our peak tourism season coincided with peak COVID. This resulted in a slight decline in occupancy tax revenue in the amount of \$10,500.00. However, the occupancy tax revenue for the December 2020 to February 2021 period is up over the previous 2 years. Occupancy tax revenue is up \$12,380 over the same period in 2019 and up \$19,433 for the same period in 2020. Additionally, 20 lodging facilities were added during the 2019 & 2020 fiscal years (9 facilities in 2019 and 11 facilities in 2020).

2020 County Department Accomplishment Report

Departments: **County Clerk’s Office; Dept. of Motor Vehicles; Central Printing & Mailing;**
Archives & Records Management

Department Head / Elected Official: **M. Indica Jaycox, Schoharie County Clerk**

Department Description:

Established by the New York State Constitution and State Law, the County Clerk is the “Keeper of the Record”. This includes all County Land Records and additionally, as the Records Management Officer for the County, appointed by the Board of Supervisors, the Clerk has responsibility for the lifespan management of all of the County Records created by the various Depts. As the RMO, the County Clerk administers the Record Retention Schedules established by the NYS Office of Court Administration, & 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 for all of those 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 all the Copy Paper required to supply all of the County Depts. for their printers & copiers; her staff arranges for paper delivery to any Dept. as needed. The County Clerk’s Office is also the sole Federal 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.

2020 Budget Information:

	<u>2020 Adopted Budget</u>	<u>2020 Actual Financial Data</u>
Expenditures	\$749,778.00	\$656,589.70
Revenues/Grants, State	0	0
Revenues/Grants, Federal	0	0
Fees or Revenues Generated	\$937,500.00	\$858,285.35
Remainder (Local Cost)**/<u>or Profit</u>	<u>\$187,722.00 Profit Budgeted</u>	<u>\$202,000.00 Profit Actual</u>

** Subtract State, Federal Revenues/Grants and Fees from Expenditures to calculate “Remainder.”

Employment Roster:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Anticipated</u>

FTE	14	13; Started with 14, lost 1 person mid-year	13
PTE	1	0; Started with 1, lost person mid-year	0

2020 Accomplishments

- The County Clerk’s Office is always engaged in continuous process improvement and excellent Customer Service. We work closely with the Schoharie I.T. Department to increase efficiency, enhance security, and solve any customer problems that may arise. Through notification and thorough communication, the Searchers, Abstracters, Homeowners and Lawyers who utilize the services of the County Clerk’s Office are provided with the most up-to-date and complete information possible. Our customers tell us that working with the Clerk’s Office and using our Search System is an experience “*head and shoulders*” above the other counties they deal with.
- Over 9,400 Legal Instruments were recorded and filed in the County Clerk’s Office in 2020, each receiving multiple reviews and quality control procedures. We achieve over 97% of our filings and recordings being online and viewable within 24 hours of our receipt.
- In addition to the recording/filing of land records & court documents, the staff in the Clerk’s Office also accepted 278 Pistol Permits from the Sheriff’s Office in 2020 for record keeping, and accepted hundreds more Pistol Permit Amendments for processing.
- On behalf of the Court & the Probation Dept., the Clerk’s Office also collects DWI fines and provides the required record keeping.
- In 2020, the County Clerk’s Office filed & recorded Actions on 126 local D/B/A’s. They also filed & recorded Actions on 197 Corporate D/B/A’s from the State of New York for Schoharie County.
- Throughout 2020, our DMV remained one of any ever-dwindling number of offices that actually answer their phone throughout the

day. Getting a “live person” on the line to answer questions and provide specific, detailed information, is one of the reasons Schoharie’s DMV gets customers and calls from throughout New York State.

- Because of our excellent customer service, attention to detail, and efficient turnaround of Dealer transactions, Schoharie DMV is handling Dealer Work from throughout the Capital District, not just Schoharie County. We provide DMV services to multiple Fuccillo Dealerships, multiple Dealerships in Long Island, and even Dealerships in Florida whose customers live in New York State.
- The *Gross* DMV dollar amount, which includes both the amount that NYS keeps, and the amount Schoharie will keep as “retention”, for all of the transactions our county DMV staff processed in 2020, was \$2,582,324.50 dollars.
- In 2019, the Schoharie County Clerk, Indy Jaycox, arranged for a multi-year ‘Shared Services Agreement’ with the County Clerk of Albany, Bruce Hidley. Schoharie was able to remove all of its Inventory of Archival Microfilm from an expensive rented vault in Pennsylvania (with a vendor) and then store that Microfilm in the Albany County Hall of Records. It is now in a high security, climate-controlled vault with a waterless Fire Suppression System, where Albany stores its most valuable artifacts, all at no charge to Schoharie County. This ten-year contract, on a renewable basis, is saving the County over \$3,000 per year in storage fees for a minimum savings of \$30,000 over the first ten years.
- We are also able to store a NAS Drive with a terabyte of information at the ACHOR facility, providing Schoharie County’s Records Management with another safe, out-of-county, out-of-the-flood-zone location for the millions of Document Images restored & saved after the Flooding of Hurricane Irene.

- The four Passport Acceptance Agents working in the County Clerk's Office, in addition to processing and handling all of their Court Filings and Land Record recordings, were also able to process 218 Passports in 2020, averaging \$1,075. per agent for a total of \$4,300.00 dollars.
- The Clerk's Central Printing and Mailing unit processed over 109,308 individual pieces of mail in 2020, for a total of \$ 75,798. dollars. This included mail for all the County Dept.'s and Agencies and for several towns and Villages as well. In addition, thousands of packages & overnight letters were also sent & received via UPS and FedEx by the Clerk's Mailroom staff.
- In 2020, the Hon. M. Indica Jaycox, Schoharie County Clerk, became the 1st Vice-President for the New York State Assoc. of County Clerks (NYSACC). Indy also continues her roles as a member of the Executive Committee Women's Leadership Council and the Intergovernmental Relations Committee with the New York State Assoc. of Counties (NYSAC).

See the 2020 'Annual Report To County Legislature' (attached) for additional financial information.

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Department of Public Health Year End Report 2020

2020 was an unprecedented year for Public Health. On March 9, 2020 Executive Order 202 declared a Disaster Emergency in the State of New York in response to the COVID-19 pandemic. Over the next months a series of dozens of executive orders altered nearly every aspect of our society and economy in an effort to control the spread of COVID-19 and the impact on the ability of our medical infrastructure to continue to function under the increased burden of very sick individuals. This resulted in schools and universities being forced to serve students remotely (often with inadequate technological resources), businesses being temporarily closed, restaurants being allowed to only serve take-out, non-urgent medical screenings and procedures being cancelled, and many other radical measures. Response to the SARS-COVID19 Pandemic dominated all divisions of Schoharie County Department of Health during the 2020 calendar year, although we continued to provide baseline Public Health Services as much as possible during the pandemic response.

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. SARs, Ebola, Zika, and COVID-19). In addition, Public Health is an active partner in fostering collaborative community partnerships to promote healthy activities within the community.

Our **Nursing Program** has numerous responsibilities during normal years. In addition to our more routine work of investigating communicable disease, providing vaccinations, supplying car seats, responding to high blood lead levels, providing dental education, and supporting parents with newborns, during 2020, SCDOH monitored approximately 590 people in isolation and conducted contact tracing on each of those people. Each of their contacts was placed in quarantine to minimize the spread of COVID-19 as much as possible. There were 5 deaths for a death rate of 0.85%, which is lower than the overall US death rate of 1.8%. Until commencement of the holiday season, through vigilant case investigation and use of isolation and quarantine, our nursing team was able to control the spread of COVID-19, keeping cases to a low baseline level. In November and December our cases rose dramatically over a short period of time as COVID fatigue set in and people's desire to gather with friends and family grew.

During the summer of 2020 New York State introduced a new infectious disease management system called Commcare. Our nursing team adopted and learned the new software, which proved to be crucial to being able to continue our pandemic response during our holiday surge and allowed us to more easily expand our infectious disease response team. Three additional individuals contracted with our department to provide additional capacity for pandemic management. In early January state resources were made available to assist with the continuing surge in cases while our team transitioned to

predominantly managing immunization.

	ON JAN. 2	DAILY AVG. IN LAST 7 DAYS	PER 100,000	14-DAY CHANGE	TOTAL REPORTED
Cases	17	14	44	-6% ↘	611
Deaths	—	<1	<1	— ↘	5

No new deaths were reported in Schoharie County yesterday.

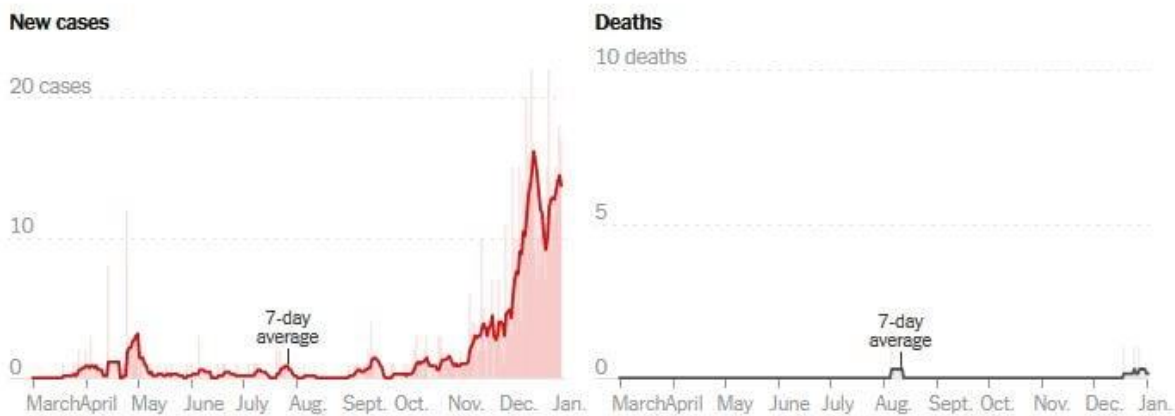


Figure 1: COVID-19 Cases and Deaths in Schoharie County during 2020

An important part of the pandemic management effort was consistent communication between SCDOH and key partners at the state and local level. This required frequent meetings, often daily, at the beginning of the pandemic. State partnerships included meetings with: the Governor’s team, State Epidemiology, State Infectious Disease, the Office of Public Health Practice. Locally important partners included: the County COVID-19 task force, the School Superintendents and BOCES, SUNY Cobleskill COVID-19 task force, the Board of Supervisors, local business organizations, local elected officials, and the local press. It was also essential to watch the Governor’s daily press briefings, as that was the fastest way to learn about the newest regulations that we were tasked with enforcing. In addition to utilizing interviews with the local press to promulgate important messaging, social media played an important role in communicating the ever-changing guidelines to the public. Whenever possible questions asked by the public through social media were answered in near real time.

Our **Environmental Program** took the lead on interpretation and implementation of the constantly evolving COVID-19 guidance and regulation. This is a natural extension of the enforcement role that the environmental team plays during normal times. It is a primary function of Public Health to works to promote the development of policies and laws that improve the safety and health status of the community and to enforce those policies and is responsible for programs ranging from rabies prevention to monitoring drinking water..

In 2020, we held 6 rabies vaccination clinics. Under the rabies program we also investigate human exposure that occurs when a person is in contact with a potentially rabid animal. There were 160 cases of humans being bitten, scratched, or otherwise in contact with a potentially rabid animal.

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. There were 63 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 39 Public Health Nuisance complaints and 89 complaints resulting from the COVID-19 pandemic. 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. We were unable to complete our ATUPA inspections due to inadequate staffing, increased workload, and COVID restrictions on transporting ATUPA undercover workers in the same vehicle with county employees. There were also several water emergencies. Our department held 11 informal hearings to discuss violations, remediation, and, where applicable, the appropriate fine was levied. In one case enforcement lead to additional legal action

In the early pandemic, our **Public Health Preparedness** program was responsible for coordinating response efforts. In particular, our Public Health coordinator took on the task of ensuring that we stayed up to date on the constantly changing mandates and ensured that possible legal issues with enforcement were addressed. While some preparedness requirements were waived as a result of the pandemic, some deliverables, such as quarterly communication drills continued to be required. Preparedness also provided assistance with case investigation, contact tracing, and enforcement. Another major effort was to assist businesses with reopening covid appropriate business plans. While providing this assistance was sometimes time-consuming, it was important to be as supportive to businesses as possible while they attempted to operate during tremendously challenging times.

The connections fostered during our active participation in the Human Services Coordinating Council, the Local Emergency Planning Committee, the Capital District Region Preparedness Coordinators meetings, 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. These connections allowed us to better serve our community during this natural disaster.

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 2020 there were a total of 47 referrals. The overall case load during 2020 was about 40 children, on average. Meeting the needs of this young population during the pandemic was a challenge, particularly because some staff was furloughed. Our service coordinators and speech language pathologist became adept at using technology to continue to perform their duties to the greatest extent possible.

Our **Environmental Program** is responsible for programs ranging from rabies prevention to monitoring drinking water. Public Health works to promote the development of policies and laws that improve the safety and health status of the community and to enforce those policies and laws. This function came to

the forefront during the first portion of 2020. In particular, Public Health is charged with addressing health disparities in a community. During 2020 two of our three of the environmental sanitarians retired, leaving us very short staffed. The majority of the effort was spent on COVID enforcement. New regulations on both facilities that are traditionally regulated by the health department and on businesses that are not typically regulated by the health department. Most of our traditional Public Health activities were on pause unless they rose to the level of a public health emergency (such as water emergency or contact with a potentially rabid animal)

In 2020, we held 6 rabies vaccination clinics. Under the rabies program we also investigate human exposure that occurs when a person is in contact with a potentially rabid animal. There were 160 cases of humans being bitten, scratched, or otherwise in contact with a potentially rabid animal.

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. There were 63 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 39 Public Health Nuisance complaints and 89 complaints resulting from the COVID-19 pandemic. 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. We were unable to complete our ATUPA inspections due to inadequate staffing, increased workload, and COVID restrictions on transporting ATUPA undercover workers in the same vehicle with county employees. There were also several water emergencies. Our department held 11 informal hearings to discuss violations, remediation, and, where applicable, the appropriate fine was levied.