



## Office of the County Administrator

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Steven R Wilson

Administrator

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Confidential Assistant

TO: Personnel Committee of the Board of Supervisors and Chairman Bill Federice  
Finance Committee of the Board of Supervisors and Chairman Leo McAllister

FROM: Steve Wilson, County Administrator

RE: 2018 Annual Plan Document

DATE: February 14, 2018

Local Law 3 of 2015 requires the county administrator to “work with each Department to develop an annual plan for the most effective and efficient operation of County government.” Throughout the year I have met with department heads and worked both formally and informally to develop the process for creating such a plan. Through the budget process each department head was asked to submit an annual plan we have developed throughout the year. Department heads were given the opportunity to update their submitted Annual Plans once the budget was adopted. All updated department submissions follow this memorandum.

It is important to note that this plan is different than the “County Government Performance Report” submitted to the Board of Supervisors in July of last year, although its format is similar. In contrast to accomplishments already achieved by individual departments, this Annual Plan document asks each department to define its goals and planned accomplishments for 2018. Departments, when applicable, are expected to describe performance measures and set benchmarks to describe those goals and accomplishments.

Later in the year and similar to last year, the Office of the County Administrator will present the Board with the “2017 County Government Performance Report,” which will retrospectively describe departmental performance and service delivery. In this way, the Board will have a list of anticipated goals and accomplishments from each department and a document that reports on the progress of those goals. The overall objective is to begin to measure service delivery in a more quantifiable manner and to show the value of county government to its citizens.

We welcome any comments you may have to this document and the process that produced it. Please feel free to contact me on this.

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# Treasurer's Office

## Mission/Vision Statement

### **COUNTY TREASURER'S OFFICE**

*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 duty 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 totally professional atmosphere of courteous, respectful, and friendly customer service.*

## Goals, Planned Accomplishments, Performance Measures

The County Treasurer's Office goal is to continue our distinguished record of exemplary public service:

- Serves as the Tax Enforcement Office and is responsible for the collection of delinquent real property taxes, which include all unpaid county, town, school, and village taxes. Twelve-month payment plans are offered to assist property owners by allowing delinquent taxes to be paid in easy-to-manage installments.
- prepares payrolls for all county employees, including deductions for withholding tax reports; W2, 1095C and 1099 IRS forms, as required by federal and state law.
- administers the employee health insurance program, and is responsible for health and dental insurance information and billing. The Treasurer's Office is also responsible for administration of other employee benefits including disability insurance; vision coverage; and accrual of leave-time earned.
- issues Certificates of Residency to students residing in Schoharie County who choose to attend a Community College in a different New York State county.
- is responsible for the issuance of all forms of county indebtedness, including Serial Bonds; Installment Bonds; Bond Anticipation Notes; Tax Anticipation Notes; and any other form of county indebtedness, by order of the Board of Supervisors.
- oversees county auctions of real property to which the county has taken title due to the non-payment of delinquent real property taxes. The Treasurer's Office schedules the annual public sale, oversees the sale process, and returns the funds raised to the general fund.
- provides official Tax Search Certificates for attorneys and title abstractors.
- maintains Trust and Escrow accounts as ordered by the Schoharie County Court and other Courts.
- prepares reports of employee fringe benefits for departmental quarterly claims for federal and state reimbursements.
- prepares the Annual Update Document (AUD) which is the annual summary of county finances which is filed with the Office of the New York State Comptroller on or before April 30<sup>th</sup> of each year.
- the Treasurer's Office administers and enforces the Motel and Hotel Occupancy Tax Law which was enacted by the Board of Supervisors and took effect on November 1, 2009.

	<ul style="list-style-type: none"><li>the County Treasurer also serves as the Public Administrator of Estates when appointed to fulfill that role by the Schoharie County Surrogate Court.</li></ul>
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# Sheriff's Department

## Mission/Vision Statement

### Department of the Sheriff

The Schoharie County Sheriff's Office is a full-service Law Enforcement agency; an arm of the Court; and a keeper of offenders. In this regard, it exists to serve all the people within Schoharie County with respect, fairness and compassion. The Sheriff's Office is committed to the prevention of crime, the protection of life and property, the preservation of peace and order, the enforcement of laws and ordinances, the safeguarding of constitutional guarantees and safekeeping of prisoners.

## Goals, Planned Accomplishments, Performance Measures

- Continue the building planning phase of the new Public Safety Facility
- Rebuild the Sheriff's Office by improving morale, pride, accountability and instilling a sense of family.
- Prepare the Corrections Officers for a new building and a new form of detainment not previously encountered even by the most experienced.
- Prepare the Road Patrol for the ever-changing responsibilities they will encounter in the future.
- Continue collaboration with local command members of the State Police, Schoharie, Cobleskill and SUNY Cobleskill Police Departments to re-establish the rapport necessary to keep our Schoharie County citizens safe.
- Opioid addiction takes lives prematurely and precipitates other problems. Law Enforcement will never be able to arrest itself out of the problem. We must work collectively with all other resources in Schoharie County to identify, advocate, prevent and treat those affected by opioid addiction. This would serve the citizens of the county well and establish or re-establish trust in policing.

# Department of Public Transportation

## Mission/Vision Statement

### **Department of Public Transportation**

*The Department of Transportation provides safe and reliable public bus service that is NYSDOT inspected, handicapped accessible, user-friendly and affordable to all residents of, and visitors to, Schoharie County. In addition to our public bus service, Schoharie County Public Transportation provides non-emergency medical transportation with our fleet of vans.*

### **Profile:**

*Schoharie County Public Transportation is a Public transportation system providing service to the general public with-in Schoharie County, the Capital Region and Cooperstown with our 10-route system. This service is accomplished in partnership with our operator, the Schoharie County Council of Senior Citizens. Additionally, SCPT provides contract transportation to Medicaid for their client's medical appointments via bus or sedan. Transportation services are also coordinated and contracted with SUNY Cobleskill, Schoharie County ARC, Schoharie County Social Services, and other community service agencies to provide cost-effective means of transport for their consumers.*

## Goals, Planned Accomplishments, Performance Measures

1. Increase and improve collaboration and cooperation between Transportation and other stakeholder agencies.
  - Work proactively to reduce duplication of services and leverage transportation dollars across agencies for maximum efficiency and return.
2. Intensify marketing to grow ridership with groups who do not take advantage of our services.
  - Our Mobility Manager and SUNY Cobleskill Students will partner to create videos to educate the public about Public Transportation.
  - Continue Youth Program and outreach, increase marketing to parents.
  - Targeted marketing to specific geographic areas where ridership is low, and service is already available.
3. Complete grant procurements for capital improvements and vehicles.
  - Create multiple RFPs for 100% grant funded building improvements and repairs.
  - Procure 4 new buses with a 10% local share.
4. Implement new camera systems for bus and building.
  - RFP now complete, awaiting approval prior to distribution to potential vendors.
  - Award project and schedule implementation for summer of 2018.
5. Evaluate routes and ridership for improvements and cost savings.

## Office of Community Services

### Mission/Vision Statement

#### **Office of Community Services**

*The Office of Community Services 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.*

### Goals, Planned Accomplishments, Performance Measures

- Provide Open Access at the Mental Health Clinic – allow new clients to attend on-demand initial appointments.
- Merge the Mental Health and CD Clinics into one Behavioral Health Clinic by obtaining one integrated license (OMH/OASAS)
- Partner with the Probation Department to work with high-risk children and families to reduce the probability of placement outside of the home.
- Utilize administrative staff team to adequately prepare the clinics for the transition to Value Based Payments (insurance) to prevent potential loss of revenue.
- Maintain the cost neutrality of the clinics to the county, with the exception of required county match amounts.
- Offer on-site chemical dependency services to students at SUNY Cobleskill to increase the engagement rate for college students.
- Maintain and expand the services offered for medication assisted therapy for opioid use disorder, including connecting clients at Bassett Healthcare with treatment options.

# Historical Property/Old Stone Fort

## Mission/Vision Statement

### **Department of Historical Property**

*The Department of Historical Property consists primarily of the Old Stone Fort Museum Complex, which is a major tourist attraction and educational resource in the county. The Fort itself is one of very few structures used as a Revolutionary War fort that is still standing in essentially original condition, and is listed on the National Register of Historic Places.*

*Operated as a museum in cooperation with the Schoharie County Historical Society since 1889, the complex consists of seven historic buildings and tens of thousands of artifacts. In addition to being open to the public daily, May through October, the museum houses a genealogical research library and provides educational programs to schools, lectures and special events. In 2017 the Historical Society also took on daily management of the Lansing Manor Museum on the grounds of the NYPA Blenheim-Gilboa Visitor Center.*

*The Department Head, Museum Curator and Custodian are the key staff for all activities at the Museum Complex. The Historical Society employs a full-time office manager, an education director, and seven part-time, seasonal museum workers.*

## Goals, Planned Accomplishments, Performance Measures

### **2017-18 Goals & Plans**

- Obtain a new, multi-year Lansing Manor contract
  - Complete the Lansing Manor artifact inventory
  - Improve interpretation based on updated research and current best practices for historic houses (ongoing)
  - Special events and programs
- Hire Historical Society part time Librarian
  - Increase library volunteer recruitment and training
  - Re-start planning for new/expanded library & storage
- 2018 Events planning
  - History Fair October 6 & 7
  - W.W. I Armistice Day Centennial, November 11
  - Smaller events and programs, at Fort and Lansing Manor
  - 2019 events planning
    - Lansing Manor Bicentennial
- Continue Summer and new Winter Lectures, plus other programs
- World War I Centennial commemoration exhibits and activities
- Increase services to schools, including Old Stone Fort and Lansing Manor
  - Develop and promote off-site/in-school programs year-round
  - Develop and promote online teacher and student resources
- Restore and improve the labeling and signage of permanent exhibits
  - Continue artifact cataloging improvements
- Continue collaborative projects with DPW
  - restoration of Fort windows and other exterior wood
  - Replace rain gutters on the Fort's library addition, recoat metal roof.
  - Improve the condition of Museum Complex roadways and footpaths for increased public safety and handicap access
  - Extend energy-efficient lighting improvements to Fort 1<sup>st</sup> floor
- Develop and fund Warner House repair project
  - Assist with development of a comprehensive maintenance & restoration plan for all Historical Society buildings
- Assist with Historical Society ongoing Strategic Plan implementation



# Real Property Tax Office

## Mission/Vision Statement

### **Real Property Tax Services Agency**

*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.*

## Goals, Planned Accomplishments, Performance Measures

- Our primary function is to provide needed service to taxpayers requesting information, assistance and tax and aerial maps.
- To continue an efficient and timely application of sales/transfers which affect ownership changes, address changes and assessment and exemption updates. These ultimately affect our processing of town and county, village and school tax bills.
- Maintain good relationships with our town clerks and collectors, provide administrative and clerical support to assessors, provide guidance and trainings to Board of Assessment review members and provide other trainings as necessary. Assist when needed with PILOT discussions.
- Keep ongoing relationship with NYS Office of Real Property regarding current issues, legislation and the current transitional plan to RPS V5. Provide trainings when available.
- To work towards a Geographic Information System hub for the County to benefit all departments.
- Continue migration of GIS database to conform with NYS standards necessary for Next Generation 911.

## **Board of Elections**

### **SCHOHARIE COUNTY BOARD OF ELECTIONS 2018 Plan**

- SALARIES – All salaried employees expect to receive their full budgeted compensation.
- CONTRACTUAL INSPECTORS AND TECHNICIANS - Inspector and Technician expenses are anticipated to be on budget due to Deputies handling the School Elections.
- EQUIPMENT - .2 TOTALS- Next year all .2 equipment accounts will also be on budget due to having fairly new machines, and a solid warranty.
- CONTRACTUAL EXPENSES - .4 TOTALS- All .4 expenses will be kept at a minimum due to diligent purchasing and accounting methods used at our office.
- GRANTS AND MATCHING FUNDS- Federal and State grants will either be used or held over for next year.
- A brief overview of our office and how we dispersed our allocated funds is almost self-explanatory. We use our funds for voter education, voter registration, and running elections.
- We also dedicate extra time, energy, and funds to educate, enroll, and update voters about the election process and OPSCAN/BMD machines. This is still a high priority for this office in the upcoming years. This office strives to work within the allotted budget that is presented to us by the county.
- A copy of our 2018 voter action plan is attached.

Clifford Hay  
Commissioner of Elections

Sara Davies-Griffin  
Deputy Commissioner of Elections

**SCHOHARIE COUNTY**  
**2018 ON-GOING VOTER REGISTRATION ACTION PLAN**

**POSTAL PROGRAM**

- ❖ We will ask that each of the 16 town supervisors regularly check the supplies of voter registration forms at the post offices in their area. They will collect and deliver forms as needed. In addition, the postmasters will contact our office to have additional forms sent.
- ❖ Also, staffers will check any time they are in a local post office to monitor that there are adequate supplies of registration forms.
- ❖ Twice a year our staff checks all post offices for forms, and we call once a year also.

**SCHOOLS/COLLEGE PROGRAMS**

- ❖ The Cobleskill-Richmondville, Gilboa, Jefferson, and Schoharie School Districts traditionally welcomes our office to present a voter registration program to the senior class students who are in their “Participation in Government” class.
- ❖ The last two years, BOCES was also involved. During these programs, information is given regarding the entire election process, the importance of participating in the elections and, at the end of the session; each student is encouraged to register.
- ❖ We send out letters to all schools in the county offering this program to all.
- ❖ Each year we hold a registration, and tutorial on voting at SUNY COBLESKILL. We plan on continuing this program with the help of the student volunteers.
- ❖ The Cooperative Extension in Schoharie County fields a “Legislative Intern” program for select high school juniors & seniors. These students are given the opportunity to follow the process of government on the town level, as well as on the County level.
- ❖ In October of every year, we do a presentation to the entire group regarding the procedures and policies followed in the Board of Elections. In addition, later in the year, a small group, usually 2 to 4, will job shadow during the day. We plan on facilitating this program every year.
- ❖ **MEDIA**
- ❖ Last year our media program, paid or public service, had been extensive. We will continue this blitz.

- We also, advertise for inspectors, and run various ads on Polling Sites and registration times and places every year.

### **PRINT RESOURCES**

- ❖ Posters, placemats, and brochures were distributed to:
  - Town Supervisors for use at their town offices
  - Schools and Restaurants
  - Post Offices
  - Posters are mounted on the wall by the counter for the public to see when entering and in addition, the brochures are left on the counter for the public to take with them.

### **ACTION PLAN FOR 2018**

- This year we plan to contact every high school in the County again making each Social Studies teacher and Administrator aware of the presentation available for the “Participation in Government” classes, or any senior class. Hopefully, that will result in more students being informed regarding the election process and increase the number of registrations from that age group.
- Also, contact will be made with SUNY Cobleskill, to make sure they are aware that this office can provide programs and registration materials.
- We will also follow up on our new opportunity to access the large group of BOCES students from all the school districts.
- As we did last year, many demonstrations and out reach programs will be planned. During each of these events, registration will be stressed and forms made available. Local service clubs, senior citizen groups will be targeted for this kind of program.
- Since it is not a Presidential Election year, we will hold only 1 Saturday and 1 Wednesday evening registration day for residents.
- During training sessions for the inspectors, registration information will be made available and inspectors will be encouraged to offer forms in their neighborhoods.
- Our postal program will continue as in previous years, and we will continue to access voters by mass media and assorted mailings. We are considering local radio ads also.
- Before the election, we will again pass out placemats to local diners and restaurants with how to vote properly information on them.
- We also have registration forms on our web site and at some local businesses.
- This plan of action will be coordinated by the two Deputy Commissioners.

Schoharie County Board of Elections

# County Clerk

## Mission/Vision Statement

### **County Clerk's Office; Dept. of Motor Vehicles; Records Management Office; Central Printing and Mailing**

*As a citizen of Schoharie County, it is very likely that an important personal transaction will take place for you at the County Clerk's Office at some point in time. Established by the State Constitution and State Law, the County Clerk is the "Keeper of the Record". This includes responsibility for all County Land Records. The County Clerk is also the Clerk of the Supreme and County Courts and is the keeper of these Court Records. Also, as the "Records Management Officer" for the County, appointed by the Board of Supervisors, the Clerk has responsibility for the lifespan management of all the County Records created by the various departments. Per NYS Law and Regulations, the County Clerk is also the Commissioner of Motor Vehicles for the County and runs the 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 for the County. In addition, by Federal Authority, the County Clerk's Office is also the sole Federal Passport Acceptance Agency within Schoharie County. As employees of Schoharie County, we are dedicated to the service of filing and protecting legal documents and issuing driver licenses and registrations in a prompt and courteous manner, by the most timely and efficient means possible.*

## Goals, Planned Accomplishments, Performance Measures

- Continuing Process Improvement; increased customer satisfaction; increased efficiency; enhanced security: working mutually with Schoharie's I.T. Svcs., the NYS DMV Clerk's Liaison Office, the NY Assoc. Local Govt. Records Officers (NYALGRO), the NYS Assoc. of County Clerks (NYSACC), and the Hudson Valley Regional Committee of NYSACC, for which the Hon. M. Indica Jaycox is the Chairperson. For the NYS Assoc. of Counties, the Hon. M. Indica Jaycox is on the Executive Comm. Women's Leadership Council, and on Intergovernmental Relations Comm.
- In recent years, more than 60,000 transactions have been processed in the local Department of Motor Vehicles, where Annual Revenue has increased significantly during Indy's tenure
- Over 15,000 deeds, mortgages and other legal instruments are recorded annually in the Clerk's Office; in 2016 the Clerk's Office processed \$2,253,355. in business transactions
- Over 9 Million Digital Images and over 2000 Cubic Feet of Official County Records are managed and stored through the Records Management Office
- Awarded a competitive NYS Archives Grant of \$47,446.00 in 2017 for the creation of digital and microfilm Images of permanent records in our care
- Goal to begin the practice of "E-Recording" Land Records submitted electronically to the Clerk's Office, working in union with the County's I.T. Svcs. Office & several vendors
- Goal to begin the practice of "E-filing" Court Records submitted electronically to the Clerk's Office, working in union with the County's I.T. Svcs. Office and the NYS Office of Court Administration
- Original documents with Historical significance, saved and recovered after the flood, continue to be catalogued and then wrapped in appropriate archival protective materials to preserve them for future generations
- The four Passport Acceptance Agents working in the County Clerk's Office processed 652 passports in 2016, averaging \$2,276.25 per agent for a total of \$9,105 dollars

## Information Technology Services

### Mission/Vision Statement

#### **Department of Information Technology**

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

### Goals, Planned Accomplishments, Performance Measures

- Use the 2017 Cyber Security Audit by Bonadio to increase our cyber security efforts.
- Continue to upgrade workstation systems to Windows 10 where purchased.
- Our Cyber Security efforts are focused on the 2020 Presidential Elections. Current predictions indicate stronger cyber disruption attacks against Local Governments. IT will continue to reach out to State and Federal agencies for assistance in our efforts.
- Replace some network equipment to increase network efficiency and cyber security.
- Create and Deploy a customized program signup system for the Youth Department.
- Continue to be an active partner with OES on Disaster Recovery Efforts.
- Continue to be an active partner with the Recovery Officer moving towards the new PSF building.
- Continue to explore use of mobile devices to improve county staff efficiency.
- Due to the increased work load from NYS for DSS IT support, request a 2<sup>nd</sup> Grade 14 to be assigned Full Time in DSS with job duties appropriate for that work.
- Replace the current static public web pages and server with an updated server and page layout.
- Analyze costs related to a public WIFI system in the COB.
- Assess needs and costs associated with upgrading the main firewall infrastructure.

# Department of Social Services

## Mission/Vision Statement

### **Department of Social Services**

*The Department of Social Services provides a variety of financial and social service programs to vulnerable residents of the county. Financial programs are based on eligibility with an emphasis on moving towards self-sufficiency, with social service programs to protect at risk children and adults and strengthen the family unit.*

## Goals, Planned Accomplishments, Performance Measures

To administer the Social Service programs efficiently and effectively.

### **Child Protective Services**

- Complete 90% of safety assessments in a timely basis
- Complete 95% of investigations within the 60-day time frame.
- Reduce recurrence rate in CPS investigations below the national average of 9.1%, currently at 10.1%

### **Foster Care Services**

- Reduce the number of foster children in care by finding viable families to adopt the children cleared for adoption
- Working with a new program with Wendy's Wonderful Kids

### **Preventative Services**

- Work with families to prevent child removals and detention placements

### **Adult Protective**

- To protect the elderly from neglect
- To assist at-risk adults to continue to live safely at home

### **Child Support**

- To administer the Child Support Enforcement program to strengthen families and reduce welfare dependency by placing the responsibility for supporting children on parents with financial resources

### **Temporary Assistance**

- Develop, implement, and monitor policies and procedures that provide assistance to families and individuals while helping them attain self-sufficiency
- Reduce homelessness

### **Employment**

- Provide clients with the skills needed to attain self-sufficiency

### **Resource Recovery**

- To maximize recoveries through billings
- Establish a new garnishment program and policy

# Department of Veteran's Services

## Annual Plan Document

### Mission/Vision Statement

#### Department of Veterans

The functions and objectives of this department is to promote the livelihood and welfare of our veterans, their dependents and survivors and to enhance their quality of life with advocacy through claims assistance, education and persistence in obtaining federal, state and local benefits which may be available to them.

We are not the VA, we are an accredited service officer that works for the County who is here to advocate for You (the Veteran) with the VA!

### Goals, Planned Accomplishments, Performance Measures

- To be a fulltime Department Head that has the appropriate time to assist the Counties veterans and family members with their issues. To have the required time to work with the close to 3000 veterans on filing claims and/or their issues and to bring more federal dollars into our County.
- To maintain my Accreditation with the VA and American Legion through required annual and bi-annual training. Also, to maintain my ability to access the VA system through VBMS which allows me to assist veterans and family members quicker. This requires annual training through the VA system.
- To reach as many Veterans as possible in Schoharie County with outreach and using local resources. In 2018 will host a Veterans/Community Informational Fair. Have hosted 2 previously and were successful.
- To utilize and update the veteran tracking program this office created with IT to better serve our Veterans.
- To work with SUNY Cobleskill and the nearly 100 veterans that are enrolled there. I also work with the Student Veterans Association by attending meetings and giving input.
- Working with community agencies on a variety of veteran issues, from homelessness to health care to elder abuse! Keeping the avenues of communication open, this is where being fulltime would benefit the veterans in our County.
- Since 2008 the VA expenditures in Schoharie County have nearly doubled!
- When I started this position in 2008 there were no female veterans from Schoharie County registered at the Albany VA, now there are 21.
- Since 2013, this office has maintained or filed over 132 claims for compensation, pension and or death pension with a 74% approval rating.
- Will work out a schedule to be able to work in each town and/or village to better have access to veterans and their families. Will work with respective Supervisors to setup a schedule that best suits their needs.



# **District Attorney's Office**

## **Annual Plan Document**

### **Mission/Vision Statement**

### **Goals, Planned Accomplishments, Performance Measures**

#### **Department of District Attorney**

The District Attorney is the chief law enforcement officer of Schoharie County. The District Attorney and Assistants represent the People of Schoharie County, State of New York in prosecuting all criminal offenses including serious felony matters, misdemeanors, and violations under the New York State Penal Law and Vehicle and Traffic Law. Daily activities include advising local and state law enforcement agencies during investigations, assisting crime victims, arguing appeals, presenting cases to the Grand Jury and conducting hearings and trials in 16 Local Justice Courts and County Court. The Schoharie County District Attorney's Office is committed to ensuring that offenders are held accountable and responsible for their criminal conduct and making Schoharie County a safe place to work, live and raise a family.

- Maximize public safety by holding serious and violent felony offenders accountable for criminal conduct
- Strive for speedy prosecutions
- Serve victims in a manner that minimizes trauma, brings closure and secures restitution.

# Office of Emergency Services

## Mission/Vision Statement

### **Department of Emergency Services**

*The Department of Emergency Services is responsible for overseeing four (4) branches: Fire Services, Emergency Management, Emergency Medical Management and Safety Branch.*

*Our core values are to save lives, property and mitigate suffering for the residents of Schoharie County*

## Goals, Planned Accomplishments, Performance Measures

### **2018 Goals**

- Fire Services
  1. 100% National Fire incident reporting
  2. Upgrades to the Fire Training Center
  3. Migrate to High Band Communication
  4. Update county Mutual Aid Plan
  5. Create county Arson Control Plan
  6. Purchase and put into service a new Emergency Response Vehicle (Grant funded)
  7. Explore creating a Regional Search and Rescue Team
- Emergency Management
  1. Conduct Active Shooter county wide plan and exercise
  2. Conduct county wide COOP exercise
  3. Continue to increase Community Rating System involvement
  4. Finish Town and Village EAP's
  5. Finish evacuation zone maps and plans for each Town and Village
  6. Finish EOC upgrades
  7. Create a Volunteer Recruitment plan
  8. Create a Flood Resiliency/ Disaster Preparedness Plan
- Emergency Medical Services
  1. Continue to work with EMS agencies that need help with major focus on Gilboa, Richmondville, And Carlisle
  2. Continue EMT program with expansion to Cobleskill
  3. Work with SUNY Cobleskill on EMT Distance Learning Program
- Safety
  1. 100% participation in mandatory training
  2. Continue with OSHA Certification
  3. Improve County Injury rate

# Department of Public Health

## Mission/Vision Statement

### **Department of Public Health**

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

## Goals, Planned Accomplishments, Performance Measures

### **Nursing Program**

- Investigate all reportable cases of communicable disease
- Monitor STD screenings performed through our partnership with Planned Parenthood. Follow up where appropriate
- Perform vaccinations for vulnerable and underserved populations
- Follow up on newborn referrals. Offer free home visits to all residents
- Provide education for new parents on safe sleep practices and breastfeeding support
- Provide free car seats and booster seats to income-qualified county residents
- Instruct county residents in correct car seat use
- Screen children for elevated blood lead levels
- Provide follow-up and education for children who are found to have elevated blood lead levels
- Provide yearly dental education for all the young school-age children in the county

### **Early Intervention**

- Coordinate the evaluation, services, and ultimately discharge or transition into special needs pre-school for all qualifying children between the ages of 0-3 years.
- Schedule and attend Individualized Family Service Plan (IFSP) meetings to determine the appropriate service plan to meet the needs of that family when the family enters the program and then on an annual (or sometime more frequent) basis
- Provide ongoing family visits so that we develop a positive relationship with the family and have a good understanding of the best ways to support the family

### **Special Needs Preschool**

- Attend Committee on Preschool Special Education meetings for each child receiving services, to ensure that the child's needs are being met while also containing county costs, when appropriate.
- Maintaining the billing portion of the Preschool Special Education program to ensure that county reimbursement is received in a timely manner.

### **Environmental Program**

- Conduct a free animal rabies vaccination program
- Investigate all potential human exposure to rabies

	<ul style="list-style-type: none"> <li>• Monitor animals under rabies quarantine</li> <li>• Test animals that are suspected to have rabies</li> <li>• Staff a 24/7 line to answer questions about rabies and other urgent Public Health issues as they arise</li> <li>• Inspect all food service facilities (both permanent and temporary) 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</li> <li>• Inspect all public swimming pools 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</li> <li>• Inspect all children's camps 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</li> <li>• Inspect all campgrounds 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</li> <li>• Inspect all temporary residences 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</li> <li>• Inspect all Mobile Home Parks 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</li> <li>• Inspect all day cares 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</li> <li>• Monitor and inspect all public 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</li> <li>• Review all commercial and residential septic plans to ensure that they meet state requirements and that they provide adequate treatment and capacity</li> <li>• Enforce remediation for homes with children who have elevated childhood lead levels</li> <li>• Monitor the lead levels in all points of water supply in public schools.</li> <li>• Monitor cooling towers for presence of legionella</li> <li>• Investigate Public Health Nuisance complaints. (e.g. piles of trash or improperly discharging sewage)</li> <li>• 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</li> <li>• Monitor water testing for public water systems</li> <li>• Educate business operators on how to safely operate their businesses during a water emergency</li> </ul>
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	<ul style="list-style-type: none"> <li>• Hold informal hearings to discuss violations, remediation, and ways to improve public safety</li> <li>• Promote education and awareness of Environmental issues (e.g. lead, tobacco, drowning, legionella, zika, etc.)</li> </ul> <p><b>Public Health Preparedness</b></p> <ul style="list-style-type: none"> <li>• Maintain an equipment supply that will allow us to have sufficient surge capacity during a public health emergency</li> <li>• Conduct full-scale/functional exercises and tabletop drills to train staff on procedures and equipment, while identifying areas that require additional planning</li> <li>• Participate fully in regional preparedness activities to develop relationships and thereby increase our ability to adequately respond through cooperation</li> <li>• Act as evaluators for other partners or counties to foster collaborations and connections with relevant groups throughout our region</li> <li>• Develop relationships with local preparedness staff from other agencies</li> <li>• Participate in relevant workgroups including: the Human Services Coordinating Council, the Local Emergency Planning Committee, the Capital District Region Preparedness Coordinators meetings, the County Readiness Initiative (CRI) Five County Emerging Infectious Disease Project, the New York State (NYS) Health Emergency Preparedness Coalition, the NYSDOH workgroup for Health Electronic Response Data System (HERDS) improvement, Cobleskill Regional Hospital Emergency Preparedness and Incident Command meetings, NYS Homecare and Hospice Emergency Preparation Collaborative Workshops</li> <li>• Conduct a major annual review of our Operational Readiness in conjunction with the Center for Disease Control (CDC) and New York State Department of Health (NYSDOH)</li> </ul> <p><b>Weights and Measures</b></p> <ul style="list-style-type: none"> <li>• calibrate and certify measurement devices used in commerce throughout Schoharie County, including large and small scale commercial scales, milk tanks, timing devices, gas pumps, diesel pumps</li> <li>• Collect and submit samples to measure the quality of the petroleum sold.</li> </ul>
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# Office for the Aging

## Mission/Vision Statement

### **Department of Office for the Aging**

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

*To assist and advocate for all county residents providing information and assistance and options counseling for long term service and supports so they may remain at home safely as long as possible.*

## Goals, Planned Accomplishments, Performance Measures

### **Year 3 of OFA 4 Year Plan (2016-2020) Goals:**

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

- Utilize standard protocols for provision of Information and Assistance.
- Continue to become more proficient in data entry in the NYSOFA statewide data system.
- Attend HSCC each monthly to avoid duplicity of services.
- Fully participate in all necessary trainings and webinars under the Expanded NY Connects/NWD program.
- Expand outreach and provide information and assistance to underserved population including minorities, low income, frail and vulnerable.
- Be culturally and linguistically competent and have a skill and understanding of sexual orientation and gender identity of older adults.
- Participate in Case Manager Training, especially those offered under the Systems Integration Grant.
- Participate in Behavioral Health Professional Training Program.
- Collaborate with other agencies to enhance coordination and sharing or transportation resources.
- Ensure HHCAP staff will provide high quality, objective, one-on-one counseling to Medicare beneficiaries and their caregivers.
- Provide assistance to individuals to access the Medicare Savings Program and Medicare health and wellness, prevention and screening benefits.

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

- Explore options regarding consumer directed EISEP. Draft Policies and Procedures to support program.
- Continue to use flexible funding to bridge gaps for in home services
- Continue to participate in quarterly EISEP calls with the State
- Explore Livable New York and NORC/NNORC programs.
- Promote Alzheimer's/Dementia caregiver health by bringing RCI REACH into the county.
- Increase interagency collaborations to enhance program options

	<ul style="list-style-type: none"> <li>• Continue to work with MLTC for contractual services for expansion of Nutritional Services. Work towards the completion of a process to share information with DSS to aid in increased revenue.</li> <li>• Continue to increase use of nutrition counseling and nutrition education and other evidence based interventions that promote healthy living.</li> <li>• Assist older adults to make greater use of Medicare preventive benefits, particularly immunizations, flu shots, mammograms and other preventive screenings.</li> <li>• Continue research towards applying for funding for a Social Adult Day program facility.</li> </ul> <p><b>Empower older adults in Schoharie County to stay active and healthy through Older Americans Act services and those offered under Medicare.</b></p> <ul style="list-style-type: none"> <li>• Continue to provide evidence based programs of CDSMP, DSMP, Matter of Balance and Thai Chi.</li> <li>• Partner with other community organizations to provide sites and referrals for evidence based programs.</li> </ul> <p><b>Integrate ACL discretionary grants (i.e. BIP, ADRC-NY Connects, System Integration) with OAA Title III core programs</b></p> <ul style="list-style-type: none"> <li>• Research consumer directed services under IIIE and EISEP programs.</li> <li>• Collaborate with Alzheimer’s Association to provide support in dementia capability.</li> <li>• Partner with RCI Reach to provide support to caregivers of those with dementia.</li> <li>• Implement intake, screening, tracking, and reporting requirements in NY Connects.</li> <li>• Participate in Dementia Capable LTSS training.</li> <li>• Provide access to caregiver support services and dementia capable services to individuals through the NY Connects screening process.</li> <li>• Contact Legal Aide Society to provide in service training to staff. Work to put policy and procedures in place for accurate and appropriate referrals.</li> <li>• Continue to collaborate with Schoharie County Adult Protective Services to assist older adults who are identified as those experiencing elder abuse.</li> </ul> <p><b>Promote the rights of older adults in Schoharie County and prevent their abuse, neglect and exploitation.</b></p> <ul style="list-style-type: none"> <li>• Revitalize the TRIAD committee to discuss county issues of abuse, neglect and exploitation.</li> <li>• Continue to collaborate with Schoharie County Adult Protective Services to assist older adults who are identified as those experiencing elder abuse.</li> </ul> <p><b>Work in conjunction with other partners and the County to be prepared to respond in emergencies and disasters.</b></p> <ul style="list-style-type: none"> <li>• Continue to develop on going plans for disaster response with local Office of Emergency Services.</li> </ul>
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	<ul style="list-style-type: none"><li>• Continue with position on SALT disaster preparedness committee.</li><li>• Continue data collection for vulnerable older adults in our county. Add client information into NYSOFA Client Data System.</li><li>• Remain on Prepared Committee of Schoharie Area Long Term recovery program.</li></ul> <p><b>Conduct a feasibility study for Adult Day Center</b></p> <ul style="list-style-type: none"><li>• Continue research into Adult Day Social program.</li><li>• Apply for funding under CSBG for building to house program, central kitchen and OFA staff.</li></ul> <p><b>Legal Assistance</b></p> <p>Assist the local long-term ombudsman program:</p> <ul style="list-style-type: none"><li>✓ Reach out to area Regional Ombudsman program to assist with needs of our county residents in our skilled facility as well as supporting those who will make a transition to facilities in other counties.</li></ul> <p>Legal Services Corporation</p> <ul style="list-style-type: none"><li>✓ Legal Services Corporation for our local PSA will be contacted to provide an outreach opportunity to discuss their services and protocol for referrals. Policy and procedure development with necessary forms to ensure confidentiality and monitor effectiveness.</li></ul>
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# Office of the County Administrator

## Mission/Vision Statement

### Office of the County Administrator

*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.*

*The OCA also oversees the Offices of Community Development and Agricultural Development. Below are descriptions of both:*

*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.*

*The Office of Agricultural Development is responsible for carrying out the goals and objectives identified in the County's*

## Goals, Planned Accomplishments, Performance Measures

### Office of the County Administrator:

- Administer county government to increase effectiveness in service delivery and efficiency in resource allocation.
- Continue to develop department head staff into a more highly professional and effective team.
- Deliver sound analytics to the Board of Supervisors for their consideration in policy formulation.
- Work directly with consultant to produce and implement an economic development strategy for the county and its jurisdictions.
- Continue to provide day-to-day staff support to the Finance Committee and Board of Supervisors in the role of Budget Officer.
- Oversee a smooth budget process that includes structural balance and a five-year projection exhibit.
- Identify and mitigate risks that the county may face in 2018 and beyond.
- Actively participate in the state's economic development CFA process to secure funding for county projects.
- Continue working through technical issues of the streambank project with the hopes of finishing construction work in 2018. This will depend on a number of factors outside the county's control, so actively managing the process will be an important function and goal of the administrator.
- Seek and receive reimbursement for completed work on streambank project segments.
- Develop a vehicle replacement program and policy that will place departments on regular replacement schedules.

### Office of Community Development:

1. Assist the Schoharie County Planning Commission in their review of local planning and zoning actions. Assist the Commission in any work as mutually agreed upon by County Board of Supervisors and Planning Commission.

*Continue to provide staff support to the County Planning Commission*

*Agricultural and Farmland Protection Plan.  
The Office is the County's go-to agency for  
agriculturally related matters that involve  
County Government.*

- a. Prepare monthly meeting agendas and distribute one week before the meeting.
- b. Prepare minutes, forward recommendations of the County Planning Commission (CPC) to the referring bodies within 2 days of the CPC meeting and collect final action reports.
- c. Review referrals and determine if they need full CPC review or can be returned as local concerns. Continue to send referrals, as needed, to NYSDOT Region 9, County DPW, and County Health for review and comments.
- d. Finalize the annual report of the CPC after the December meeting for distribution to the County Board of Supervisors.
- e. Keep complete and detailed records of CPC referrals and work with Schoharie County Records Management to develop an electronic filing system for records.
- f. Work with CPC to determine if other countywide projects are needed.

2. Assist in helping agriculture thrive in the County

- a. Work with Office of Agricultural Development, to forward growth and advancement of agriculture in the County.

3. Assist in Economic Development work

*Continue support for business within Schoharie County*

- a. Administer and complete ongoing CDBG applications.
- b. Work with Schoharie County IDA to close out the 2016 Microenterprise program and implement a 2018 application for new funds to assist new/expanding small businesses.
- c. Assist with administration and work on a County Economic Development Strategy.
- d. Work with County Administrator to assist with existing and new local business needs. Investigate different means of advertising available buildings/properties in County.

4. Help the County become more sustainable and resilient

*Better prepare for hazards in Schoharie County through projects/education*

- a. Complete administration of Irene/Lee Acquisition Grants
  - i. Work with State to close out all County projects.
- b. Continue administration of Town of Fulton, West Fulton Fire, and Town of Blenheim NY Rising CDBG-DR projects (2018-2019 construction).
- c. Commence update of County Hazard Mitigation Plan to be approved by October 2018.
- d. Attend County Flood Committee meetings every two months and assist with issues as directed.
- e. Examine potential flood buyout properties and work on projects to mitigate losses (2 identified home buyouts/power backup for signaled intersections).
- f. Assist the Town of Broome with problem culvert issues/projects and continue administering the Hudson River Estuary stream project in Broome.
- g. Consider developing a Green Initiative for Schoharie County and promote ways the County is “going green” that helps the county reduce energy-related expenses while increasing our use of renewable and alternative energy sources. (Efficient lighting, electric cars). Explore ways to expand in order to save taxpayer money and expand resiliency.
- h. Hold trainings on alternative energy and develop an informative webpage providing resources on this site to assist municipalities with renewable energy options.

*5. Assist County Departments with projects and assist County communities in land use regulation improvement/education*

- a. Work toward adoption of Corridor Plan for NYS Route 7.

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|  | <ul style="list-style-type: none"><li>b. Assist all communities with land use issues as they arise and/or as requested.</li><li>c. Assist Village of Richmondville with trail implementation funds.</li><li>d. Assist Village of Richmondville in new planning board and zoning board operations (40-unit apt construction and zoning amendments).</li><li>e. Educate communities on riparian buffer benefits. Help communities understand the impacts of wetlands loss, dumping near streams, culvert cleaning and other similar activities.</li><li>f. Better educate communities on various land use issues by scheduling informative trainings within the County. Assist officials to become more knowledgeable and better prepared for land use issues that they might encounter and to assist Code Enforcement Officers in obtaining their yearly 24 hours of training.</li><li>g. Continue assistance to SALT with the Schoharie Creek Multi-Use Trail project.</li><li>h. Assist the Town of Schoharie in the Central Bridge CDBG Project.</li><li>i. Coordinate with Emergency Services to educate floodplain administrators. Assist with administration of 2 potential NY Rising countywide projects (First Responders/Flood Education)</li><li>j. Assist municipalities as requested with grant applications, land use questions, and/or projects they may request from our Agency as resources are available. This includes determining community grant needs and making sure local plans support those needs. Advertise annual Consolidated Funding Application process and other grants as announced.</li><li>k. Continue working on an atlas of land use and housing conditions for Schoharie County.</li><li>l. Attend relevant NYC Watershed meetings to adequately assist communities located in the watershed.</li><li>m. Attend Southern Tier East Regional Planning Board events and meetings as warranted. Continue discussion of STE “split”.</li></ul> |
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- n. Continue assisting the Town and Village of Middleburgh with updating their zoning laws based on their newly adopted comprehensive plan.
- o. Continue assisting the Town of Seward with developing a comprehensive plan for the Town. This will be the Town's first comprehensive plan.
- p. Explore funding opportunities for the Village of Middleburgh Sewer Plant Improvements.
- q. Explore funding opportunities for Central Bridge Reservoir Improvements.
- r. Prepare for 2020 Census (Local Update of Census Addresses - LUCA)
- s. Improve "Peaceville" exercise for 2018 legislative interns.
- t. Work with County DPW to obtain funding for county building improvements.

6. Help maintain and coordinate a Geographic Information System (GIS) in the County

*Build a template for GIS technology in order to support the appropriate functions for the County*

- a. Identify the issues that prevent GIS from developing at the County level for the purpose of developing this technology that benefits the County as a whole.
- b. Foster the idea that data used in a GIS is not provincial to one Agency, but to the County, and as such all current and future GIS practitioners should have the means to contribute in such a fashion.
- c. GIS as a technology and data sharing endeavor has no defined plan to unify data use or project management. The current implementation of GIS is piecemeal that serves the purpose of a particular project without the consideration of future development or growth in mind.
- d. There are at least five GIS practitioners working within four Departments. All of these users have the capacity to create and edit data, but there lacks a unified system to connect these users with data that is consistent and maintained.

- e. The current web based platform for delivering geographic data to the public is outdated and lacks the intuitive interface required by the non-GIS using public.
- f. Assist in DLAN implementation.

*Continue to facilitate the need for map development in Planning and Development*

- g. Work with office staff to provide as needed GIS/mapping for staff projects and/or data analysis.

*Continue work on projects with inter-agency interests*

- h. Work with Agency of Public Works for the expansion and maintenance of GPS collected data representing fixed assets such as culverts, signs, bridges...etc.
- i. Work with IT to develop the intuitive interface needed to deliver GIS data to the appropriate end users.
- j. Work with Emergency Management to provide for GIS functioning for priority needs.
- k. Work with Real Property to provide technical assistance as needed.

*Continue work on project requests that come in from local municipalities*

- l. Work with municipal representative(s) to analyze the problem and offer GIS/mapping solution. This occurs on an as needed basis.
- m. Work with the Village of Cobleskill's tree committee to maintain and update their village tree inventory. The Village of Cobleskill has developed a robust set of data regarding trees the Village is responsible for maintaining. As such, we have embarked on a system of procedures and protocols for updating and maintaining their data.

**Office of Agricultural Development:**

- 1. Support the Agricultural Economic Development Implementation Roundtable (meets 4-6 times per year). This is made up of the

	<p>key players in the County for Agriculture, and is necessary for the collaborative success of projects important to support the success of farms and food businesses in the County</p> <ol style="list-style-type: none"> <li>2. Partner with appropriate agencies to address significant issues or concerns for Agriculture, such as the current challenges with changes in CAFO regulations, or encouraging farmers to participate in the New York Grown and Certified Program.</li> <li>3. Continue to identify new markets for farmers, including seeking funding for a marketing plan</li> <li>4. Provide Farm Transition planning assistance</li> <li>5. Increase awareness of agricultural careers</li> <li>6. Support the Conservation, Agriculture and Extension Committee</li> <li>7. Provide annual training to planning boards and zba's about agricultural land uses</li> <li>8. Work with the Schoharie Land Trust to explore funding development rights purchases</li> </ol>
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# Probation Department

## Mission/Vision Statement

### Department of Probation

*The Department of Probation's rose is to protect the community by supervising and rehabilitating offenders, and conducting relevant investigations for the courts. It also acts as the restitution collection agency for the county.*

## Goals, Planned Accomplishments, Performance Measures

- Continue to supervise adult offenders as ordered by the courts.
  - Supervised adults are suspected to increase due to new District Attorney.
  - Continue to utilize GPS and SCRAM bracelets to reduce incarceration numbers.
  - Continue to monitor offenders ordered to have ignition interlock devices installed.
  - Continue to conduct alcohol and drug tests.
  - Work with the new District Attorney to address different protocols in the County Drug Treatment Court.
  - Continue to manage the warrant process for probationers.
  - Continue to require sex offenders to submit to annual polygraph tests.
  - Continue to conduct sex offender checks on Halloween.
  - Increase collection of fees (DWI, GPS, SCRAM, drug tests)
- Continue to supervise juvenile offenders both informally and as ordered by the Family Court.
  - Aim to reduce the number of juveniles referred to Family Court by utilizing services.
  - Prepare for the implementation of the Raise the Age legislation by putting direct services to juveniles in place during 2018.
  - Supervised juvenile offenders are expected to increase with Raise the Age implementation.
- Continue to conduct investigations as ordered by the courts.
- Continue to collect restitution
  - Increase the amount of restitution collected so more victims can be paid.
- All officers to participate in in-house defensive tactics training.
- All officers to qualify on the range with firearms.
- Have an officer trained in Offender Workforce Development to work with probationers on employment.
- Send officers to Motivational Interviewing training to improve their communication with probationers.
- Reestablish the Thinking for a Change group with probationers.
- Contract with Catholic Charities to oversee the Community Service Restitution Program.



## Stop DWI Program

### Mission/Vision Statement

### Goals, Planned Accomplishments, Performance Measures

#### **STOP DWI PROGRAM**

*This program is a plan of coordination between county, town, city and village efforts to reduce alcohol-related injuries and fatalities. It works to raise DWI awareness and facilitates efforts in enforcement, prosecutions. Probation, rehabilitation, public information, education and administration.*

- Participate in the NYS Governor's Traffic Safety Crackdown Grant
- Provide funding to 4 county SADD Chapters
- Run 2 Victim Impact Panels
- Provide funding to local law enforcement
- Provide funding to pay for the use of the SCRAM alcohol monitoring bracelets used by probationers and pretrial defendants as ordered by the court to reduce incarceration numbers and costs
- Provide funding to the Chemical Dependency Clinic towards the cost of an alcohol counselor
- Provide funding to the Probation Department towards the cost of their Account Clerk Typist who assists the Coordinator with STOP DWI paperwork
- Purchase blood specimen kits for local law enforcement officials
- Purchase alco-sensor mouthpieces for local law enforcement officials
- Provide funding to the Schoharie County Council on Alcoholism and Substance Abuse to run the Teen Intervene program for juveniles referred for lower level alcohol or substance abuse.

# Youth Bureau

## Mission/Vision Statement

### **Department of Youth Bureau**

*The Youth Bureau promotes and advocates for the empowerment and wellbeing of the youth of Schoharie county by incorporating positive youth development methods in all support programs and services.*

## Goals, Planned Accomplishments, Performance Measures

The goal of the proposed Youth Bureau Budget for 2018 is to restructure the Youth Bureau to focus on the three areas that we are most effective in.

1. Administrating and optimizing our State Youth Development Funding we receive from the Office of Family and Children Services.
  2. Our direct youth programming, specifically our Youth As Leaders Program and our Adventure Programs.
  3. Being a valuable resource for the community by supporting and partnering with others that share our vision in providing an engaging youth centered community.
- Planned accomplishments.
    - ✓ Focus our direct programs into three areas.
      1. Youth Leadership Programs
        - ✓ Expansion of our current Youth As Leaders Program to include additional in school and out of school leadership opportunities for participants.
        - ✓ Create additional leadership programs for youth that are unable to participate in our Youth As Leaders program in week long programs in the summer.
        - ✓ Create a Student Intern Leadership Program.
      2. Local Youth Programs
        - ✓ Adventure Based Programs
          - Restructure our Adventure Programs to become more Adventure Education incorporated in the program.
          - Addition of Teen programming.
          - Additional year-round Adventure Programming
        - ✓ Educational Programming
      3. Special Youth Programs
        - ✓ School Based/ After School Based Programs
          - Continue to expand and develop Youth Development programming that we can offer to our school districts.
        - ✓ Service Learning Programs

### **List goals and planned accomplishments here**

1. By Breaking of youth programming into the 3 distinct categories will allow us to
  - Better quantify the benefits to youth participating in our programming.

	<ul style="list-style-type: none"><li>• Allow us to develop targeted strategies and develop proposals for outside funding agencies.</li><li>• Add further structure and stability to the way the Youth Bureau operates</li></ul> <p>2. Increase the effectiveness of our programming.</p> <ul style="list-style-type: none"><li>• Increase the number of youth that have access to our leadership programs by 25%.</li><li>• Elevated existing programs away from typical recreational programming towards increased youth development programming.</li></ul> <p><b>Performance Measures</b></p> <p>1. Every program or service we provide, no matter the size or length of program, will have a performance measured attached to it, data will be collected, and when appropriate youth, parents, and outside staff will be survey. Either formally or informally.</p>
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## Personnel & Civil Service

### Mission/Vision Statement

### Goals, Planned Accomplishments, Performance Measures

#### Department of Civil Service & Personnel

*The Schoharie County Civil Service & Personnel Office has the responsibility for administering the provisions of New York State Civil Service Law for the 24 County Departments and more than 31 jurisdictions (towns, villages, schools, libraries and special districts); approximately 1,200 employees. The Schoharie County Civil Service & Personnel Office consists of the Personnel Officer, a Personnel Assistant, and a Senior Personnel Clerk. It is the purpose of the Schoharie County Civil Service & Personnel Office to carry out the New York State Civil Service Laws and the Schoharie County Civil Service Rules in order to provide a diverse, qualified and dedicated pool of candidates based upon merit and fitness for the effective and efficient delivery of service for all residents covered under Schoharie County Service's jurisdiction.*

- Payroll Certifications for all jurisdictions completed timely and accurately.
- Classification studies done on job titles within the jurisdictions.
- Training a substitute to help administer testing
- Developing and maintaining an office policy & procedure to have consistency.
- Develop a system to make sure employees are getting annual evaluations by their Department Head.
- FMLA, WC, & HIPPA training

# Department of Public Works

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **Administrative Division**

*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.*

- Successfully administered payroll and leave time for 83 employees working three shifts at 6 different locations
  - Processed and tracked Workers Comp claims and reimbursement of time.
  - Successfully administered CHIPS, PAVE NY, FEMA, FHWA and Bridge NY funding programs
  - Processed reimbursement for NYS DOT snow and ice removal agreement
  - Processed reimbursement for NYC DEP maintenance of Cty Rt 30 Prattsville and Town of Gilboa Road #7.
  - Processed payments for Town plowing and sanding contracts
  - Processed and administered Town of Esperance maintenance and Snow and Ice contracts
  - Handled all County Insurance Claims, vehicles, equipment, property damage
  - Prepared minutes for monthly department oversight committees
  - Prepared billing for fleet maintenance, fuel and road maintenance
  - Recorded all account receivable payments
  - Planned and organized the annual county surplus auction
  - Served as the primary contact for the county work order system
  - Generated and processed bid specifications for all DPW bid items
  - Administered county wide WEX fuel card system
  - Monitored the work of all personnel in the equipment maintenance shop
  - Prepared approximately 1,000 invoices for shop related work
  - Purchased and coordinated all sand and salt for use on County Roads by Towns and County
  - Processed all building maintenance bills and contracts
  - Processed all county owned building bills for electric, heating, etc. for payment
  - Processed all bills for road maintenance
- Processed N.Y.S. Court Claim for reimbursement of cleaning and Maintenance

### **Buildings and Grounds Division**

*This division is responsible for the cleaning and maintenance of all County owned and leased buildings including the County Office Building, Public Transportation, County Courthouse, Public Safety Facility, Highway Facilities, Old Stone Fort, Blenheim Covered Bridge, 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.*

- Replacing the Chiller in Courthouse (on roof)
- Working diligently to meet Department of State Code Enforcement
- Improving Building Infrastructure by installing LED lights when needed
- Completed several landscape projects
- Repaired and Improved DPW Outposts
- Enlarged OES Parking Lot and improved drainage and Paved
- Built 2 offices in OES
- Completed several projects at the DAR property
- Repair to Air Handler at the County Office Building
- Improved radio tower sites with the addition of new buildings and poured slabs for generators
- Re-Shingle Annex Roof
- Installed carpet at OFA

### **Engineering Division**

*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.*

- Replacement of Fuel Island at DPW's main shop in Schoharie - FEMA
- Replacement of Bearkill Road Bridge- In House Design and Construction
- Repairs to Bridge Flags as issued by the NYS DOT
- Review permits for utility work within County Right of way
- Prepare building permits for repairs and maintenance of Cty Property
- Prepare environmental permits for NYSDEC and USACOE for the County and assist the Towns when needed
- Culvert size and assessments for the County and assist the Towns
- Works on more efficient use of county buildings maintenance and operations

**Highway Division**

*This division is responsible for the care and maintenance of the County's 321.6 miles of road and the 93 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.*

- Prepared several ditching and culvert projects for the Town of Esperance
- Hot Mix pave 20 miles of County Roads - In House
- Micro-Fiber Seal 10.5 miles of County Roads
- Cold in Place Recycled 7.9 miles of County Roads
- Stripped 300 center line and 50 edge line of County Roads
- Preformed Snow and Ice Control on 22.8 Lane Miles for the Town and Village of Esperance
- Preformed Snow and Ice Control on 360 lane miles for County Roads
- Preformed Snow and Ice Control on 300 lane miles for State Roads
- Replaced multi-lane driveway and cross culverts
- Preformed road side mowing along all County roads at least twice a season
- Preformed Right of Way brush and tree removal
- Purchased a used shoulder machine to more efficiently lay shoulders
- Rented a new paving machine to increase productivity

## Clerk of the Board of Supervisors

### Mission/Vision Statement

### Goals, Planned Accomplishments, Performance Measures

#### Department of the Legislative Board

*The Board of Supervisors is responsible for the day to day operation of the County of Schoharie. Under the Board of Supervisors is the Clerk of the Board, County Auditor, and Purchasing Agent. They are responsible for overseeing the administrative functions of the Board of Supervisors, as well as auditing and overseeing the county purchases. Additional duties include county inventory, county insurance, FOIL requests, and overseeing county contracts.*

- County contract system is fully functional and in a centralized location, which makes them more readily available for department heads, auditors, and supervisors. They are also online for supervisors and department heads to view.
- Our webpage now includes local laws, resolutions, committee minutes, and board minutes for public viewing.,
- The purchasing section in the County Policy & Procedures manual has been updated and clarified.
- The office has been working with departments regarding purchasing and vouchering process to help expedite the procedure.
- Complete re-inventorying county inventory.