



## Office of the County Administrator

P.O. Box 429, County Office Building

284 Main Street Schoharie, NY 12157

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Steven R Wilson

Administrator

Fonda Chronis

Confidential Assistant

TO: Finance Committee of the Board of Supervisors and Chairman Leo McAllister  
FROM: Steve Wilson, County Administrator  
RE: 2019 Annual Plan Document  
DATE: February 13, 2019

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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. After the budget was adopted, departments were asked to review and update their Annual Plan to make any adjustment necessary based on the funding represented within the adopted budget document.

This document contains all department submissions received by the Office of the County Administrator. It will be presented to the Finance Committee on February 13<sup>th</sup> and the Board of Supervisors on February 15<sup>th</sup>. The document will also be made available to the public via the County Administrator’s page on the county website.

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

# County Clerk

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

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

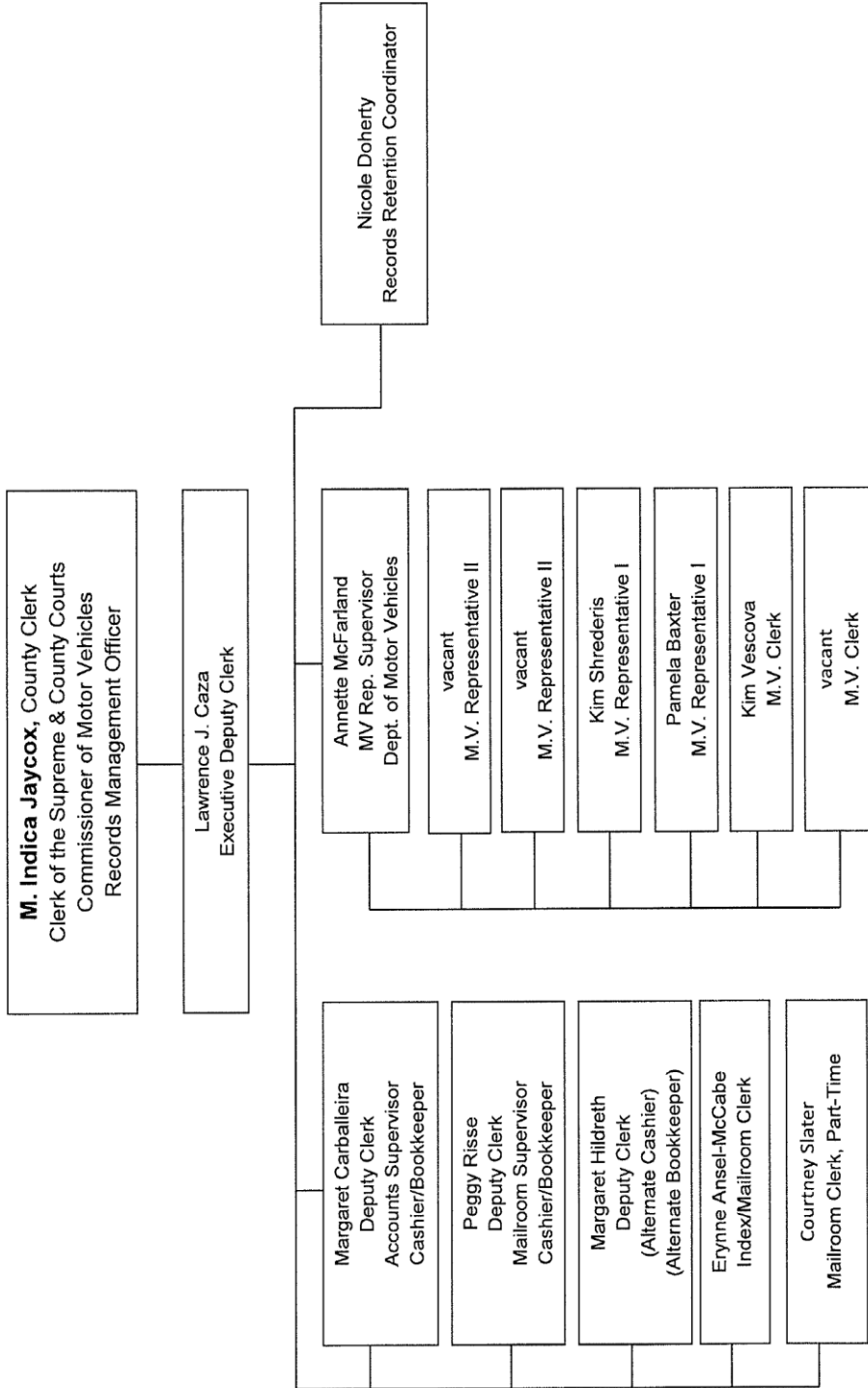
**Office of the County Clerk:**

*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.*

- 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), where the Hon. M. Indica Jaycox is now the 3<sup>rd</sup> Vice-President, and the Hudson Valley Regional Committee of NYSACC, for which the Hon. M. Indica Jaycox is the Past Chair. For the NYS Assoc. of Counties, the Hon. M. Indica Jaycox is on the Executive Committee Women’s Leadership Council, and on the Intergovernmental Relations Committee.
- In recent years, more than 80,000 transactions have been processed in the local Department of Motor Vehicles, where Annual Revenue has increased significantly, \$7K to \$10K per year, during Indy’s tenure
- Over 15,000 deeds, mortgages and other legal instruments are recorded annually in the Clerk’s Office; in 2018 the Clerk’s Office processed **\$2,344,980.** 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. During 2017-2018, the Clerk’s Office was able to process thousands of additional records while staying “under budget.”
- 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.
- Over 98,000 pieces of mail were processed in 2018, for the County Agencies, Departments & Towns, through the Clerk’s Office of Central Printing & Mailing. Additionally, thousands of packages and overnight letters were also sent & received.
- 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 658 passports in 2018, averaging \$2,081 per agent for a total of \$8,325 dollars.

# Schoharie County Clerk's Office

January 2019



# Board of Elections

## Annual Plan Document

### Mission/Vision Statement

### Goals, Planned Accomplishments, Performance Measures

<p><b><u>Board of Elections</u></b>  <i>In accordance with the New York State Elections Law the Schoharie County Board of Elections is charged with the responsibility for the registration of voters, certification of candidates for the ballot; maintenance, programming and deployment of voting machine; appointment and training of Election Inspectors and voting machine technicians; and the canvassing and certifying of all election results.</i></p>	<ul style="list-style-type: none"> <li>• Recruit and Train Election Inspectors             <ul style="list-style-type: none"> <li>✓ Increase the number of inspectors by 10%</li> <li>✓ Conduct training sessions for chairpersons, new inspectors and re-certify existing inspectors.</li> </ul> </li> <li>• Registration of voters             <ul style="list-style-type: none"> <li>✓ Increase the number of voters with more outreach efforts in the county and at schools</li> <li>✓ New DMV programs adds more registrations</li> </ul> </li> <li>• Voting Machines             <ul style="list-style-type: none"> <li>✓ Test all machines (100%) prior to each election</li> <li>✓ Continue training for technicians</li> <li>✓ Insure that voting machines are deployed in a timely manner</li> <li>✓ Insure that all voting machines are returned and stored in a secure area.</li> </ul> </li> <li>• Petitions/Caucus             <ul style="list-style-type: none"> <li>✓ Receive and verify all petitions filed at our office</li> <li>✓ Receive caucus notices, Certificates of nominations, Authorizations, Acceptances, Declinations, and Substitutions filed</li> <li>✓ Rule on any Objections to Petitions etc.</li> </ul> </li> <li>• Elections             <ul style="list-style-type: none"> <li>✓ 100% of the polling sites call in results and are posted on our web-site within 30 minutes of polls closing</li> <li>✓ Absentee and affidavits ballots are received, recorded and then counted within the NYSBOE Laws.</li> </ul> </li> <li>• Reports             <ul style="list-style-type: none"> <li>✓ Timely submission of all reports to the NYSBOE</li> </ul> </li> <li>• Candidate Letters             <ul style="list-style-type: none"> <li>✓ Timely notifications are sent to candidates and party chairs informing them of dates of Machine inspections; counting of ballots and 3% audit.</li> </ul> </li> <li>• Budget             <ul style="list-style-type: none"> <li>✓ Prepare budget with consideration for all possible election cycles                 <ul style="list-style-type: none"> <li>▪ Probable elections – 3 -state/local primary, school, and general</li> <li>▪ Possible elections- 5-Federal primary, state primary, schools, special (deaths, resignations, district changes,), and general</li> </ul> </li> </ul> </li> </ul>
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# Veterans Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### 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!

- To utilize this fulltime Department Head position to strengthen the relationship between the County and the Veterans and to continue to have the ability 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 2019 will host a Veterans/Community Informational Fair with the Albany VA.
- To utilize and update the veteran tracking program this office created with IT to better serve our Veterans and my time management within this office.
- 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.
- Continue to work with elected leaders, such as Congressman Delgado on Veterans issues at his level.
- Work on outreach at each municipality within this County.
- Work with other agencies within the County to assist veterans and widows with their issues.

# Public Transportation

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

**Department of Transportation**

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

- Increase and improve collaboration and cooperation between Transportation, the public and other stakeholder agencies by proactively working to educate, reduce duplication of services, and leverage transportation funds across for maximum efficiency.
- Intensify marketing to grow ridership utilizing the experience of the Mobility Manager for outreach and education to the public, businesses and human service agencies.
- Continually monitoring ridership and evaluating routes for improvement of ridership to our transportation system.
- Increase staff development through training sessions to better educate employees to increase safety awareness, customer service, and knowledge of policies and procedures.
- Continued building improvements and replacement of equipment through the availability of the Accelerated Transit Capital grant program at 100% reimbursement from State funding. No local tax funds used.
- Grant approval to replace 4 aging buses with 90% reimbursement.
- Finalized procurement and successful implementation of the new security camera system for buses utilizing Federal and State grant funding.
- Fiscally responsible by balancing the transportation 2017 budget.
- Informative videos created by SUNY Cobleskill students are part of their curriculum. Videos are posted on our website, facebook page and outreach events.
- Transportation offices received an uplift from DPW with new paint.
- Completed procurement for two new Non-Emergency Medical Transportation vehicles.
- Established employee recognition program to acknowledge and express appreciation to employees for going “The Extra Mile”.
- Increased marketing of youth program with greater success achieved.
- Continued success with NEMT (Non-emergency Medical Transportation).

# Information Technology Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### Department of Information Technology Services

*The Department of Information Technology Services handles the development and support of all County information and telecommunications systems. Every county agency uses 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.*

- Continue Window 7 replacements to be done Summer 2020
- Review Upgrade options for our web application server
- Review and consider moving to the ESRI Arc-GIS online cloud environment
- Complete the NYS-TECH Financial Risk Assessment
- Review Printer/Copier Security
- Continue to pursue Election Information Security enhancements ahead of the 2020 Presidential Election
- Complete the US DHS risk review programs
- Look into an email phishing protection system
- Review options of a centralized calendar page for the public web site
- Complete a County Clerk project relating to e-filing of deeds
- Overhaul the transfer of electronic maps from RPTO to County Clerk
- Launch the on-line Youth program registration system
- Complete the on-line CARRT case intake system
- Install IT services into the new PSF upon significant construction completion
- Review phone system at the Annex for upgrade

# Youth Bureau

**Mission/Vision Statement**

**Goals, Planned Accomplishments, Performance Measures**

**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.*

The goal of the proposed Youth Bureau Budget for 2019 is the continuation of the restructuring 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. Administration and implementation of the Safe Harbour Funding to bring awareness and provide training on the Human Trafficking and Sexual Exploitation of Youth.
  3. Our direct youth programming, specifically our Youth As Leaders Program and our Adventure Programs.
  4. 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.
      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**



	<ol style="list-style-type: none"><li>1. By Breaking of youth programming into the 3 distinct categories will allow us to:<ul style="list-style-type: none"><li>• Better quantify the benefits to youth participating in our programming.</li><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></li><li>2. Increase the effectiveness of our programming.<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></li></ol> <p><b>Performance Measures</b></p> <ol style="list-style-type: none"><li>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.</li></ol>
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# Probation

## Mission/Vision Statement

### Department of Probation

*The Department of Probation's role is to protect the community by supervising and rehabilitating both adult and juvenile 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 Court
- Continue to monitor ignition interlock cases per the law
- Continue to utilize GPS and SCRAM bracelets to reduce incarceration numbers
- Continue to administer alcohol and drug tests
- Continue to have sex offender probationers submit to annual polygraph tests
- Continue to conduct sex offender checks, particularly on Halloween
- Implement Raise the Age legislation and adjust to the needs of this new population
- Attempt to implement services to triage new Raise the Age cases and prevent referral to Family Court (dependent on funding)
- Educate law enforcement and schools on the probation's procedures with juveniles in the hopes to work more effectively and collaboratively
- Reduce the number of juveniles referred to court by utilizing intensive services
- Implement Interactive Journaling program for Raise the Age population (dependent on funding)
- Adjust Criminal Court officers' caseloads to more evenly distribute all caseload types
- Work on redeveloping the juvenile unit to better serve the needs of the juveniles while holding both the juvenile and the parent accountable.

# STOP DWI Program

**Mission/Vision Statement**

**Goals, Planned Accomplishments, Performance Measures**

<p><b><u>STOP DWI PROGRAM</u></b>  <i>This program is a plan of coordination between county, town, city and village efforts to reduce alcohol-related injuries and fatalities. It works to raise DWI awareness and facilitates efforts in enforcement, prosecutions. Probation, rehabilitation, public information, education and administration.</i></p>	<ul style="list-style-type: none"> <li>• Participate in the NYS Governor’s Traffic Safety Crackdown Events</li> <li>• Provide Funding to 4 county SADD Chapters</li> <li>• Run two Victim Impact Panels</li> <li>• Provide funding to local law enforcement</li> <li>• Provide funding to pay for the use of SCRAM alcohol monitoring bracelets used by probation and pretrial defendants as ordered by the courts to reduce incarceration numbers and costs</li> <li>• Provide funding to the Chemical Dependency Clinic towards the cost of an alcohol counselor</li> <li>• Provide funding to the Probation Department towards the cost of their Account Clerk Typist who assists the Coordinator with STOP DWI paperwork</li> <li>• Purchase blood specimen kits and alco-sensor mouthpieces for local law enforcement</li> <li>• Provide funding towards DWI Prosecutors in the District Attorney’s Office</li> <li>• Effectively run the Alive @ 25 program to help reduce traffic injuries and fatalities</li> <li>• 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</li> </ul>
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# Treasurer's Office

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### COUNTY TREASURER'S OFFICE

*Per New York State County Law, § 550, 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 under § 550(2) 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.*

For 2019, the goal of the County Treasurer's Office is to continue our distinguished record of exemplary public service:

- Per NYS RPTL Article 11, the County Treasurer serves as the Tax Enforcement Officer 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.
- The County Treasurer's Office 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.
- The County Treasurer's Office 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.
- The County Treasurer's Office issues Certificates of Residency to students residing in Schoharie County who choose to attend a Community College in a different New York State county.
- The County Treasurer, as Chief Fiscal Officer, 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.
- The Treasurer oversees 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.
- The Treasurer's Office provides official Tax Search Certificates for attorneys and title abstractors.
- Per County Law §551, the County Treasurer 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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# District Attorney's Office

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### Department of the 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 and violent felonies, misdemeanors, violations and traffic offenses under the under the New York State Penal Law and Vehicle and Traffic Law.

The District Attorney and Assistants provides legal counsel and research to every police officer in the county 24 hours a day. The District Attorney and Assistants assist and advise in investigations of crimes and provide bail recommendations 24 hours a day.

Daily activities include interviewing and assisting crime victims, research, daily negotiating, answering motions, answering discovery demands, writing briefs, arguing appeals, presenting cases to the Grand Jury and conducting hearings and trials in 16 Local Justice Courts, County Court and Supreme Court for domestic violence cases.

The District Attorney's Office engages in Drug Court weekly to support the treatment of alcohol and drug addicted citizens of Schoharie County under the principal of behavior therapy which requires swift punishment for conduct violations and rewards positive sober behavior.

The District Attorney's Office participates in the Integrated Domestic Violence Court through the Schoharie County Supreme Court. This participation allows victims of domestic violence to attend one court that may include issues involving the prosecution of a domestic partner, custody, divorce or child abuse/neglect proceedings. The District Attorney's Office is a party in all abuse cases.

The District Attorney's Office is a member of the Schoharie County Child At Risk Response Team (CARRT). CARRT is a multiple agency team to reduce trauma for child victims and works to develop and promote approaches to prevent and stop child abuse in Schoharie

- 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.

<p>County. The District Attorney attends meetings and share interviews to prepare children for the prosecution of cases.</p> <p>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.</p>	
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# Clerk of the Board of Supervisors, Auditor and Purchasing Agent

**Mission/Vision Statement**

**Goals, Planned Accomplishments, Performance Measures**

**Department of 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 the purchasing and vouchering process to help expedite the procedure. This allowed more expedient payments to vendors.
- County inventory is kept up-to-date with new procedures.



# Office for the Aging

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **Office for the Aging**

*The Office for the Aging assists and advocates for county residents aged 60 years and over through programs and services designed to promote health, safety, dignity and independence. NY Connects serves all ages with information, assistance and supports with option counseling to remain in your home safely.*

Goal 1: Empower older Schoharie County residents, individuals with disabilities, their families and the public to make informed decisions about, and be able to access, existing health, long term services and supports and other service options.

- ❖ Participate and maintain OFA information on statewide directory for services and supports.
- ❖ Utilize standard protocols for provision of Information and Assistance.
- ❖ Continue membership in Human Services Coordinating Council to reduce duplication of services and share information and assistance between service providers.
- ❖ Fully participate in Expanded NY Connects/NWD to support provision of core function for all individuals.
- ❖ Expand outreach and provide information and assistance to underserved populations 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 Manger Training especially those offered CADER Grant.
- ❖ Collaborate with other agencies to enhance coordination and sharing of transportation resources.
- ❖ Ensure HIICAP 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.

Goal 2: Enable older adults to remain in their own homes with high quality of life for as long as possible through the provision of home and community-based service, including supports for family caregivers.

- ❖ Implement a consumer directed program under EISEP.
- ❖ 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.

- ❖ Reduce the rate of social isolation among older adults through more socialization experiences.
- ❖ Increase interagency collaborations to enhance program options.
- ❖ Continue to increase use of nutrition counseling and nutrition education and other evidence-based interventions that promote healthy living.
- ❖ Assist older adults to make greater use of Medicare preventive benefits, particularly immunizations, flu shots, mammograms and other preventive screenings.

Goal 3: Empower older adults to stay active and healthy through Older Americans Act services and those offered under Medicare.

- ❖ Continue to provide evidence-based programs of CDSMP, DSMP and Thai Chi.
- ❖ Add CPSMP programs as an additional evidence-based program.
- ❖ Explore outside funding for evidence-based programs.
- ❖ Partner with other community organizations to provide sites and referrals for evidence-based programs

Goal 4: Integrate ACL discretionary grants (i.e. BIP, ADRC-NY Connects, System Integration) with OAA Title III core programs.

- ❖ Have staff take an active role in the implementation of the Lifespan Respite Grant by becoming a 'regional facilitator'.

Goal 5: Promote the rights of older adults and prevent their abuse, neglect and exploitation.

- ❖ Revitalize the TRIAD committee to discuss county issues of abuse, neglect and exploitation.

Goal 6: Work in conjunction with other partners and the County to be prepared to respond in emergencies and disasters.

- ❖ Continue to develop on going plans for disaster response with local Office of Emergency Services.
- ❖ Continue data collection for vulnerable older adults in our county.

Service Unit Goals:

- Personal Care I: 1,904 hours
- Personal Care Level II: 7,361 hours

	<ul style="list-style-type: none"><li>• Home Delivered Meals: 52,926 meals</li><li>• Case Management: 1,420 hours</li><li>• Congregate Meals: 5,280 meals</li><li>• Nutrition Counseling: 61 hours</li><li>• Transportation: 32,304 one-way rides</li><li>• Legal Assistance: 300 hours</li><li>• Nutrition Education: 3,461 units of information</li><li>• Information &amp; Assistance: 11,282 contacts</li><li>• Outreach: 77 initial contacts</li><li>• In-home Contact &amp; Support: 126 in-home visits</li><li>• Sen. Center/Rec. &amp; Ed: 115 group activities</li><li>• Health Promotion: 451 Participants in a class, group session or event</li><li>• Personal Emergency Response: 209 units per month per year</li><li>• Caregiver Services: 25 participants in a group or individual session</li></ul>
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# Real Property Tax Office

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **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.*

- 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.

# Department of Historical Property

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

**Department of Historical Property / Old Stone Fort**

*The Department of Historical property will continue to operate as the County’s premier historical community resource and tourism attraction. The Old Stone Fort Museum will be open seven days from May through October, with additional special events and programs year-round. This operation is a partnership with the Schoharie County Historical Society, which owns the entire collection of artifacts as well as sever historic buildings on a 25-acre site across the street from the Fort itself. County and Society staff and budgets interlock, rather than overlap as a single institution.*

**GOALS FOR 2018-19**

- Hire a new Museum Director and facilitate a smooth transition.
- Enhance and continue effective promotion of the County’s historical resources, for both residents and visitors.
- Continue restoration and repair Fort of exterior woodwork and windows. Continue conversion to LED lighting in the Fort – 1<sup>st</sup> floor and library research room.
- Work with DPW on replacement of fire sprinkler heads and fire/security alarm systems.
- Continue efforts to keep the museum complex on a financially sustainable path of development.
- Continue activities in cataloging and improving access to the museum’s collection of artifacts, documents, and photographs.
- Participate as a partnering museum in the 2019 Museum Association of NY annual conference in Cooperstown.
- Continue planning for expansion of the library and collection storage facilities of the Historical Society

# Department of Social Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **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.*

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 Public Health

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **Department of Public Health**

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

- Investigate every case of a reportable infectious disease
- Provide immunizations to individuals who would otherwise have difficulty accessing them (e.g. Medicaid, no insurance, underinsured, or Native American)
- Conduct flu immunization clinics targeted to vulnerable populations
- Cover the cost of vaccines or antibiotics for prophylaxis in the event of a disease outbreak when individuals are not covered by insurance
- Provide screening and treatment for sexually transmitted infections free of charge, regardless of insurance status
- Provide treatment for tuberculosis free of charge if it is not covered by the individual's insurance
- Provide directly observed therapy for tuberculosis
- Offer nursing support visit to all new parents in the county (with continued support as needed)
- Partner with Head Start to provide both a pre and post-natal visit to new mothers
- Provide lactation technical support to breastfeeding mothers
- Provide free car seats to income qualified residents and a limited number of free car seats to individuals who meet need requirements, regardless of income
- Provide car seat installation and use training to all interested residents
- Provide free screening for blood lead level in early childhood
- Conduct the mandatory lead screening in homes where a child has been found to have elevated blood-lead levels above the state determined threshold
- Educate homeowners and landlords about the requirements for lead remediation when a child has been found to have elevated lead
- Determine whether the homeowners and landlords have fulfilled their obligation to remediate and conduct enforcement as necessary
- Monitor testing results for lead in school plumbing
- Offer free dental education to all school-age children in the county
- Audit immunization coverage rates at provider practices
- Coordinate screening for all children who are referred to the early intervention program due to suspected developmental delays or qualifying conditions

	<ul style="list-style-type: none"><li>• Coordinate all services for children who are determined to have a verified need for early intervention services</li><li>• Provide Speech Therapy services to qualifying early intervention and special needs preschool students</li><li>• Provide county representation on the Committee on Preschool Special Education</li><li>• Actively search for additional special needs service providers to contract with to ensure that children’s services needs are met within the state-mandated timeline</li><li>• Maximize reimbursement for preschool special needs services</li><li>• Permit and inspect all food service facilities, both permanent and temporary to ensure 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>• Permit and inspect all public swimming pools, spraygrounds, and bathing beaches to ensure 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>• Permit and inspect all Temporary Residences to ensure 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>• Permit and inspect all Mobile Home Parks to ensure 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>• Permit and inspect all Campgrounds to ensure 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>• Permit and inspect all Fairgrounds to ensure 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>• Permit and inspect all Mass Gatherings to ensure that they are conducted in a way that protects the health of the public and is consistent with New York State Public Health Law</li><li>• Permit and inspect all Migrant Farm Worker Housing to ensure that it is 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 municipal water systems to ensure 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 ensure that they are being maintained and operated in a way that protects the health of the children and is consistent with New York State Public Health Law</li></ul>
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	<ul style="list-style-type: none"> <li>• Inspect all public water systems to ensure 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 proposals for Realty Subdivisions and issue a certificate to install</li> <li>• Review all commercial and residential septic plans to ensure that they met the state requirements and that they could provide adequate capacity for the size of the facility</li> <li>• Maintain a list of Cooling Towers and monitor the results of their legionella testing</li> <li>• Investigate all reports of Harmful Algal Blooms and respond to protect the health of the public</li> <li>• Investigate all Public Health nuisance complaints</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>• Hold a minimum of four rabies vaccination clinics spaced throughout the year at different parts of the county</li> <li>• Evaluate each instance where a human is in contact with a potentially rabid animal and ensure that the individuals fully understand the risks and have access to post-exposure prophylaxis regardless of insurance status or ability to pay</li> <li>• Monitor the quarantine of domestic animals that have bitten a human and those that have been in contact with a potentially rabid wild animal</li> <li>• Conduct a minimum of one full-scale Public Health Preparedness exercise</li> <li>• Conduct a minimum of one off-site Continuity of Operations full-scale exercise</li> <li>• Leverage the rabies vaccination clinics to provide additional COOP and medication dispensing training opportunities</li> <li>• Conduct communication and readiness drills at regular intervals throughout the year</li> <li>• Prepare an Operational Readiness Review Report for an annual Center for Disease Control (CDC) audit</li> <li>• Inspect all commercial scales</li> <li>• Inspect milk tanks as necessary</li> <li>• Inspect all gas and diesel pumps</li> <li>• Inspect all fuel oil trucks</li> <li>• Collect petroleum quality samples</li> <li>• Check commodity quantity and commercial packaging accuracy</li> <li>• Promote and provide support to municipalities moving forward with Complete Streets infrastructure improvement</li> <li>• Work with other agencies to create a community of trauma-informed caregivers for children who have experienced Adverse Childhood Experiences (ACEs) to help children develop resiliency</li> </ul>
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	<ul style="list-style-type: none"><li>• Continue to participate in many local and regional health initiatives with the Human Services Coordinating Council, Cobleskill Regional Hospital, the Local Emergency Planning Committee, The Hazard and Mitigation Committee, The Mohawk Valley PHIP, and others to prevent siloization</li></ul>
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# Office of Emergency Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **Office 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*

### **Accomplishments**

- Fire Services
  1. Partnered with the Fire Chiefs Association to secure a \$120,000 grant to purchase high band pagers for all the Fire Departments in the County
  2. Conducted 5 Search and Rescue missions
  3. Answered 9 Hazmat calls
  4. Conducted 12 fire investigations
  5. Answered 40 structure fire calls
  6. Conducted a Fire Fighter one class with 14 students
  7. 100% National Fire incident reporting for the 12<sup>th</sup> year in a row
  8. Conducted OSHA/PESH refresher for all 17 fire departments
  9. Purchased with grant funding, a new response/command vehicle, that is outfitted with equipment and up to date radios, was placed into service
  10. Completed 2 Basic Exterior training classes and 1 Firefighter 1 class
  11. Search and Rescue Team conducted over 20 training drills (several with neighboring Mutual Aid agencies)
  12. Over 40 members of our specialized teams attended training at the Fire Academy & State Preparedness Training Center in Oriskany (at little or no cost)
  13. 7 additional Fire Investigators completed their 80-hour Level 2 training (which brings our total to 10)
- Emergency Management
  1. Finished EOC Upgrade
  2. Received NY Rising Grants for Preparedness (\$85,000) and Volunteer Recruitment (\$60,000)
  3. Attended several community events to distribute preparedness material in Do 1 Thing backpacks (Maple Fest, Cobleskill Sunshine Fair, Fam 5K, Safety Fair)
  4. Supported EMS Volunteers/Squads by creating county-wide EMS Flyer/Application, adding page

	<p>for each agency on our website, provided Flyers and Advertised Open Houses</p> <ol style="list-style-type: none"> <li>5. Worked with Amateur Radio Association to increase membership and participation.</li> <li>6. Created Do 1 Thing Preparedness program; added information on our website, created Flyer/materials</li> <li>7. Added Floodplain Information pages to our website to include Know your Risk, insure your Property, Do 1 Thing, After the flood, building responsibly</li> <li>8. County Emergency Planning Assessment (CEPA) update</li> <li>9. Hazard Mitigation Plan Update</li> <li>10. Continued Storm Ready Community Status</li> <li>11. County Building Security/Safety Planning</li> <li>12. Violent Intruder/Active Shooter Planning</li> <li>13. Proposed Shared Services for EMS</li> <li>14. Trained employees for 2 Admin Support positions</li> </ol> <ul style="list-style-type: none"> <li>• Emergency Medical Services <ol style="list-style-type: none"> <li>1. Provided 24/7 ALS services for Schoharie County</li> <li>2. Managed volunteer EMS services for the Sunshine Fair</li> <li>3. Added 5 Fulltime EMT positions</li> <li>4. Managed volunteer EMT services for county EMT program</li> </ol> </li> <li>• Safety <ol style="list-style-type: none"> <li>1. Completed 100% County employee mandatory training</li> <li>2. Conducted 4 Accident investigations</li> <li>3. Taught 17 CPR/First Aid classes</li> <li>4. Obtained Training certification for Trenching</li> <li>5. Assisted 3 DPW's with Department of Labor Inspections</li> </ol> </li> </ul> <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>• Fire Services <ol style="list-style-type: none"> <li>1. 100% National Fire incident reporting</li> <li>2. Work with contractors to keep The Fire Training Center open and functioning during construction of the new PSF</li> <li>3. Work with the Sheriff to migrate the fire service to high band communications</li> <li>4. As needed, examine, review and update, the Arson Control Plan, Mutual Aid Plan, and HazMat Plan</li> </ol> </li> </ul>
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	<ul style="list-style-type: none"> <li>5. Continue to get more investigators trained and certified for Level 2</li> <li>6. Have additional members of the Search and Rescue Teams trained to the Swiftwater Technician level so we have a NYS Certified Team</li> <li>• Emergency Management <ul style="list-style-type: none"> <li>1. Continue expanding Preparedness Activity &amp; Volunteer Recruitment strategies with NY Rising Grant Funds</li> <li>2. Create Community Flood Information Flyer</li> <li>3. Expand OES website to include Fire Department pages, Amateur Radio page and other Volunteer groups</li> <li>4. Promote evacuation zones; maps and plans for each Town and Village</li> <li>5. Conduct EOC exercise</li> <li>6. Expand training calendar/activity</li> </ul> </li> <li>• Emergency Medical Services <ul style="list-style-type: none"> <li>1. Improve membership in volunteer agencies</li> <li>2. Continue to improve call response in all Rescue Squads</li> </ul> </li> <li>• Safety <ul style="list-style-type: none"> <li>1. Certified Train the Trainer for American Heart Association CPR instructors</li> <li>2. Certified trainer in Confined Spaces</li> </ul> </li> </ul>
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# Department of Public Works

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<p>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 83 employees, whereby the allocation of these positions has changed over the years to reflect the changing duties and functions of the department.</p>	
<p><b><u>Administrative Division</u></b></p>	<ul style="list-style-type: none"> <li>• Successfully administered payroll and leave time for 83 employees working two shifts at 5 different locations</li> <li>• Processed and tracked Workers Comp claims and reimbursement of time.</li> <li>• Successfully administered CHIPS, PAVE NY, FEMA, FHWA and Bridge NY funding programs</li> <li>• Processed reimbursement for NYS DOT snow and ice removal agreement</li> <li>• Processed reimbursement for NYC DEP maintenance of City Rt 30 Prattsville and Town of Gilboa Road #7.</li> <li>• Processed payments for Town plowing and sanding contracts</li> <li>• Processed and administered Town of Esperance maintenance and Snow and Ice contracts</li> <li>• Handled all County Insurance Claims, vehicles, equipment, property damage</li> <li>• Prepared minutes for monthly department oversight committees</li> <li>• Prepared billing for fleet maintenance, fuel and road maintenance</li> <li>• Recorded all account receivable payments</li> <li>• Planned and organized the annual county surplus auction</li> <li>• Served as the primary contact for the county work order system</li> <li>• Generated and processed bid specifications for all DPW bid items</li> <li>• Administered county wide WEX fuel card system</li> <li>• Monitored the work of all personnel in the equipment maintenance shop</li> <li>• Prepared approximately 1,000 invoices for shop related work</li> <li>• Purchased and coordinated all sand and salt for use on County Roads by Towns and County</li> <li>• Processed all building maintenance bills and contracts</li> <li>• Processed all county owned building bills for electric, heating, etc. for payment</li> <li>• Processed all bills for road maintenance</li> </ul> <p>Processed N.Y.S. Court Claim for reimbursement of cleaning and Maintenance</p>
<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>	

<p><b><u>Building and Grounds Division</u></b></p>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• Replacing the Chiller in Courthouse (on roof)</li> <li>• Working diligently to meet Department of State Code Enforcement</li> <li>• Improving Building Infrastructure by installing LED lights when needed</li> <li>• Completed several landscape projects</li> <li>• Repaired and Improved DPW Outposts</li> <li>• Replace Fire Panel at DPW</li> <li>• Installed Media Wall at OES</li> <li>• Painted and installed new floors at OES</li> <li>• In the process of improving the HVAC system in Mental Health</li> <li>• Upgraded the lighting on the 2nd floor at the Old Stone Fort</li> <li>• Rebuilt the bus stop at the Park and Ride</li> <li>• Installed carpet at OFA</li> <li>• Install a patio and new walkways at the DAR</li> <li>• Moved Records Management to new location in Cobleskill</li> </ul>

<b><u>Highway Division</u></b>	
<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"> <li>• Prepared several ditching and culvert projects for the Town of Esperance</li> <li>• Hot Mix pave 8.84 miles of County Roads - In House</li> <li>• Micro-Fiber Seal 12.47 miles of County Roads</li> <li>• Cold in Place Recycled 4.11 miles of County Roads</li> <li>• Stripped 300 center line miles and 50 edge line miles of County Roads</li> <li>• Performed Snow and Ice Control on 22.8 Lane Miles for the Town and Village of Esperance</li> <li>• Performed Snow and Ice Control on 360 lane miles for County Roads</li> <li>• Performed Snow and Ice Control on 300 lane miles for State Roads</li> <li>• Replaced multiple driveway and road culverts from 12" to 60" in diameter</li> <li>• Performed road side mowing along all County roads at least twice a season</li> <li>• Performed Right of Way brush and tree removal</li> <li>• Purchased a used shoulder machine to more efficiently install road shoulders</li> <li>• Rented a new paving machine to increase productivity</li> </ul>



<p style="text-align: center;"><b><u>Engineering Division</u></b></p>	
<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"> <li>• Fuel Island at DPW's main shop is up and running</li> <li>• Replacement of Bearkill Road Bridge- In House Design and Construction</li> <li>• Repair response to Bridge Flags as issued by the NYS DOT</li> <li>• Review permits for utility work within County Right of way</li> <li>• Prepare building permits for repairs and maintenance of Cty Property</li> <li>• Prepare environmental permits for NYSDEC and USACOE for the County and assist the Towns when needed</li> <li>• Culvert size assessments for the County and assist the Towns</li> <li>• Work on more efficient use of county buildings maintenance and operations</li> <li>• Repairs are being done to Cripple Bush Bridge</li> </ul>

# Office of the County Administrator

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### 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 Agricultural and Farmland Protection Plan. The Office is the County's go-to agency for*

### 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 professional and effective team.
- Deliver sound analytics to the Board of Supervisors for their consideration in policy formulation
- Work directly with consultant to implement the "Fairweather Plan" economic development strategy for the county and its jurisdictions
- Support the efforts of the private sector in creating an economic development organization
- Continue to provide day-to-day staff support to the Finance Committee and Board of Supervisors in its role as Budget Officer.
- Oversee a smooth budget process that includes structural balance and a five-year projection exhibit.
- Support a budget process to deliver a property tax levy as low as possible
- Coordinate efforts that support Personnel/Finance Committee's temporary procedure on backfills and transfers; track savings and report quarterly
- 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 restarting construction work in 2019. 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.
- Support the efforts of various county departments in bringing the new public safety facility to operation
- Support the negotiating process with CSEA Union to come to a labor agreement

*agriculturally related matters that involve County Government.*

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*

- i. Prepare monthly meeting agendas and distribute one week before the meeting.
- ii. 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.
- iii. 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.
- iv. Finalize the annual report of the CPC after the December meeting for distribution to the County Board of Supervisors.
- v. Keep complete and detailed records of CPC referrals and work with Schoharie County Records Management to develop an electronic filing system for records. Organize records for storage.
- vi. Work with CPC to determine if other countywide projects are needed.
- vii. Consider reorganization of CPC in late 2019 and possible County Comprehensive Plan.

2. Assist in helping agriculture thrive in the County

- i. 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*

- i. Administer and complete ongoing CDBG applications.
- ii. Work with Schoharie County IDA to implement a 2018 – 2019 Microenterprise Program to assist new/expanding small businesses.
- iii. Assist with closing out County Economic Development Strategy project. Advise newly formed Economic Development Group as needed.
- iv. 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

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

- i. Complete administration of Irene/Lee Acquisition Grants
  - 1. Provide State with any additional information to help close out all County projects.
- ii. Continue administration of Town of Fulton, West Fulton Fire, and Town of Blenheim NY Rising CDBG-DR projects (2019-2022 construction).
- iii. Complete update of County Hazard Mitigation Plan and request reimbursement funds by August 2019.
- iv. Attend County Flood Committee as needed.
- v. Examine potential flood buyout properties and work on projects to mitigate losses (2 identified home

	<p>buyouts/power backup for signaled intersections).</p> <ul style="list-style-type: none"> <li>vi. Assist the Town of Broome with problem culvert issues/projects and implement the Hudson River Estuary stream study project in Broome.</li> <li>vii. 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 to save taxpayer money and expand resiliency.</li> <li>viii. Hold trainings on alternative energy and develop an informative webpage providing resources on this site to assist municipalities with renewable energy options.</li> </ul> <p><i>b. Assist County Departments with projects and assist County communities in land use regulation improvement/education</i></p> <ul style="list-style-type: none"> <li>i. Revisit Corridor Plan for NYS Route 7.</li> <li>ii. Assist all communities with land use issues as they arise and/or as requested.</li> <li>iii. Assist with finding trail implementation funds. (Valley Trail and other locations)</li> <li>iv. Assist Village of Richmondville in new planning board and zoning board operations.</li> <li>v. 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>vi. 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</li> </ul>
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	<p>Enforcement Officers in obtaining their yearly 24 hours of training.</p> <ul style="list-style-type: none"> <li>vii. Close out with SALT the Schoharie Creek Multi-Use Trail project study.</li> <li>viii. Assist the Town of Schoharie, Town of Esperance, SALT in implementing the Central Bridge CDBG Study.</li> <li>ix. Coordinate with Emergency Services to educate floodplain administrators. Assist with administration of 2 potential NY Rising countywide projects (First Responders/Flood Education)</li> <li>x. 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>xi. Continue working on an atlas of land use and housing conditions for Schoharie County.</li> <li>xii. Attend relevant NYC Watershed meetings to adequately assist communities located in the watershed.</li> <li>xiii. Attend Southern Tier Eight Regional Planning Board events and meetings as warranted.</li> <li>xiv. Continue assisting the Town and Village of Middleburgh with updating their zoning laws based on their newly adopted comprehensive plan.</li> <li>xv. Continue assisting the Town of Seward with developing a comprehensive plan for the Town. This will be the Town's first comprehensive plan.</li> <li>xvi. Commence assistance with the Town of Gilboa Comprehensive Plan.</li> <li>xvii. Explore funding opportunities for Central Bridge Reservoir Improvements.</li> <li>xviii. Prepare for 2020 Census (Local Update of Census Addresses - LUCA)</li> </ul>
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xix. Improve “Peaceville” exercise for 2019 legislative interns (if attendance warrants).

xx. Work with County DPW to obtain funding for county building improvements.

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

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

i. 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.

ii. 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.

iii. 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.

iv. 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.

v. 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.

vi. Assist in DLAN implementation.

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

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

*c. Continue work on projects with inter-agency interests*

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

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

- i. Work with municipal representative(s) to analyze the problem and offer GIS/mapping solution. This occurs on an as needed basis.
- ii. 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: 2019**

1. Support the Conservation, Agriculture and Extension Committee.
2. Support the Transition of Tourism Program from the Chamber to the County.
3. Prepare for the transition of personnel due to retirement in the Office.
4. Support the Agricultural Economic Development Implementation Roundtable. This is made up of the 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
5. 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.
6. Continue to identify new markets for farmers.
7. Provide Farm Transition planning assistance.
8. Partner with Farm to School Initiatives
9. Work with the Schoharie Land Trust to explore funding development rights purchases

# Office of Community Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **Office of Community/Mental Hygiene Services**

*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.*

- Provide Open Access at the Mental Health and CD Clinics – 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).
- Coordinate behavioral health services with the Probation Department to work with high-risk children and families to reduce the probability of placement outside of the home.
- Continue to participate in DSRIP Projects as the Behavioral Health system is transitioning to Value Based Payment.
- Utilize administrative staff team to adequately prepare the clinics for transition to Value Based Payment (insurance) to prevent potential loss of revenue.
- Maintain cost neutrality of the clinics to the county, except for required county match amounts.
- Offer on-site chemical dependency services to students at SUNY Cobleskill to increase the engagement rate for college students.
- Increase provision of mental health clinical services in the local school districts.
- Expand the medication assisted treatment at the CD Clinic to include some evening hours for induction to buprenorphine treatment.
- The Department will recruit and hire a dedicated Care Manager to work with clients who have an addiction to provide support services, including outreach, engagement, and linkage to services in the community.
- Participate in the LEAD (Law Enforcement Assisted Diversion) Program. A staff member will assume the role of Program Director and will be responsible for managing and facilitating communication between and amongst the partners, facilitating bi-weekly Operational Work Group Meetings, and organizing the Policy Coordinating Group meetings.

# Personnel Department / Civil Service Office

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **Personnel Department / Civil Service**

#### **Office:**

*In Schoharie County, administration of the Civil Service Law is carried out under the direction of the County Personnel Officer.*

*The Personnel/Civil Service office is responsible for personnel actions taken in all county departments, the 16 towns, 6 villages, 6 school districts, and any special districts, such as the county Soil and Water.*

- To encourage the Towns, Village, and School Districts to get their payroll certifications up to date so that when employees have a change in status we are updates and our system is correct. This is an important function in our office because when the employee retires and the NYS Retirement System asks for a roster card, we have the correct information non the card for the employee., (ex: years of service, ending salary, position and dates of service).
- To complete the annual report and test fee reports for NYS Civil Service.
- To review the Schoharie County Civil Service rules and the classification/specifications to make sure they are in order and up to date.
- Work with IT to get our internal Civil Service System more accurate, updated, and user friendly (This will be a huge undertaking for this department and IT).