



## 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

### **MEMORANDUM**

TO: Finance Committee of the Board of Supervisors and Chairman Leo McAllister  
FROM: Steve Wilson, County Administrator  
RE: 2020 Annual Plan Document  
DATE: July 20, 2020

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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. These plans are listed below.

As the budget process has unfolded, priorities for the next fiscal year have been set by the Board of Supervisors. This document is developed from the service delivery vision expressed through each department’s budget submissions and is honed throughout the budget process. What is now presented here is the County’s best hopes on how it will serve its constituents and hold itself accountable to such standards.

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

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# Clerk of the Board of Supervisors / Auditor / 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, producing the Book of Proceedings and County Directory annually, 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.

# District Attorney

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<p>Department of the District Attorney</p> <p>The District Attorney is the chief law enforcement officer of Schoharie County.</p> <p>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 New York State Penal Law and Vehicle and Traffic Law.</p> <p>The District Attorney and Assistants provide legal counsel and research to every police officer in the county 24 hours a day. The District Attorney and Assistants assist, conduct and advise in investigations of crimes and provide bail recommendations 24 hours a day.</p> <p>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.</p> <p>The District Attorney's Office and Assistants attend weekly Drug Court 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.</p> <p>The District Attorney's Office participates in the Integrated Domestic Violence Court through the Schoharie</p>	<p style="text-align: center;">New to 2020:</p> <ul style="list-style-type: none"> <li>• New York State is providing defense attorneys at arraignments. The arraignments are 24 hours a day and we lack the manpower to cover every arraignment. Our County is looking to do centralized arraignments at 7:00 am to 9:00 am and 7:00 pm to 9:00 pm. We will need to staff these arraignments. New York State is also requiring Court appearances after Appearance Tickets are issued to be scheduled at Court within 20 days. This will require additional Court appearances. We currently do not have the staff for the new requirements.</li> <li>• Additionally, commencing January 1, 2020, New York State is now required to provide all discovery within 15 days of arraignment. Defense Attorneys must have the discovery prior to entering any pleas. In the past, we did not answer discovery on every case. We must file certificates of readiness on our cases. We must prepare all cases for trial. In the past we only prepared a fraction of our cases for trial, as many cases entered into negotiated pleas without preparing for trial. We must gather and watch hours of body camera footage, gather all evidence, interview witness and create witness lists with contact information entered within 15 days of arraignment.</li> </ul> <p style="text-align: center;">Goals</p> <ul style="list-style-type: none"> <li>• Maximize public safety by holding serious and violent felony offenders accountable for criminal conduct.</li> <li>• Strive for speedy prosecutions and meet new discovery demand timelines.</li> <li>• Serve victims in a manner that minimizes trauma, brings closure and secures restitution.</li> <li>• We would like to attend Mental Health Court and develop that program more but often lack the staffing to do so.</li> </ul>
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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 proceeding. The District Attorney's Office is a party in all abuse cases filed by the Department of Social Services and attends Abuse proceedings in Family Court.

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 County children. The District Attorney attends meetings and interviews to prepare children for the prosecution of cases.

The District Attorney's Office is a member of the Child Fatality Review Team of Schoharie and Otsego Counties. We review child fatalities to determine if education or initiatives should be implemented in an effort to prevent a similar death. We further conduct prevention activities and training.

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.

## Department of Public Works

The Schoharie County Department of Public Works was organized as a successor to the Schoharie County Highway Department by a local Law in 1977. The department, through its divisions, is responsible for a wide variety of activities. The Department's staffing 73 employees, whereby the allocation of these positions has changed over the years to reflect the changing duties and functions of the department.

<b><u>Administrative Division</u></b>	<ul style="list-style-type: none"> <li>• Successfully administered payroll and leave time for 73 employees working two shifts at 5 different locations</li> </ul>
<p>This division provides overall financial management of department finances, purchases and rentals of equipment, materials and purchases. They also prepare payroll for each division and oversees many fleet operations. In 1991, the Department of Public Works re-organized to assume responsibility for the maintenance of all the County's fleet of automobiles, trucks and equipment. This relates to over 350 pieces of equipment.</p>	<ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <li>• Entered the 2020 Budget into ACS for approval</li> <li>• Complied detailed budget packet for the Administrator</li> </ul>

<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>• 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>Highway Division</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>• Purchased a new paving machine to increase productivity</li> </ul>



# Department of Social Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<p><b><u>Department of Social Services</u></b>  <i>The Department of Social Services provides a variety of financial and social service programs to vulnerable residents of the county. Financial programs are based on eligibility with an emphasis on moving towards self-sufficiency, with social service programs to protect at risk children and adults and strengthen the family unit.</i></p>	<p>Accomplishments:</p> <p>DSS Administration goals, planned accomplishments, and performance measures:</p> <ul style="list-style-type: none"> <li>• Started implementation and training of supervisory staff in counseling memos and conducted several staff counseling sessions in order to ensure accountability of staff as well as proper documentation and escalation, if needed, in connection with personnel issues to determine whether disciplinary action or additional training and support is needed.</li> <li>• Implemented monthly documented progress meetings with direct reports (from Commissioner and Division Heads, to supervisory personnel) to include staff and division strengths, needs, concerns, and other matters (to acknowledge and praise staff as well as learn about concerns before becoming crises). Started with Commissioner having monthly meetings with Division Heads, with the expectation that each person in a supervisory position will begin to have monthly meetings with his/her direct reports in order to have a better idea of early warning signs of possible upcoming issues, as well as to provide encouragement, feedback, and opportunities for growth and advancement.</li> <li>• Implemented timeframes and forms for responding to outside inquiries and complaints (form for internal investigation has been implemented for a 20-business-day response from date of complaint/inquiry – now working on approval of form to provide to public for complaints and inquiries as well as acknowledgment of complaint/inquiry and notification of timeframes to expect)</li> <li>• By implementing each and all of the above, the goals for the Department include increased teamwork between divisions, staff retention efforts including increased ability for promotions within the department, staff accountability and training, as well as staff appreciation and safety.</li> <li>• Main goal for 2020 is to review and analyze the Department’s amount of overtime including its overtime plan and process in an effort to decrease the amount of overtime spent. This will start by documenting the tasks completed during overtime hours spent.</li> </ul> <p>Our Dedicated Staff and their functions include:</p> <ul style="list-style-type: none"> <li>➤ <u>Office and Keyboard Workers:</u> (Recently moved from under Income Maintenance supervision to Administration supervision</li> </ul>
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for flexibility and cross-training within the Department) We have 5 staff members in this title who complete the following tasks: Fair Hearings organization including creating files, keeping logs, scheduling meetings; assisting with voter registrations; daycare time sheets and log, applications, recertifications for daycare, copying documents for examiners; run monthly employment reports; keep track of fraud logs; Temporary Assistance and SNAP recertifications – accepting paperwork and delivering to appropriate examiners; running Medicaid Error Report and providing it to examiners; obtaining jail listing and providing memo to workers; printing SNAP recertifications; answering appointment window and phones and scheduling appointments for all programs as applicable; mail out monthly recertifications; drug court lookups; assisting clients with filling out applications when needed; handling incoming faxes – date stamp; emailing switchboard every morning with additions and deletions to DSS Calendar; keep track of room bookings; register all HEAP applications handled at the front desk and log in to computer program; HEAP mail – open and deliver to examiners; assign SNAP e-applications; schedule Dr. Luria appointments and send out letters, packets, billing, and returning clients; provide completed packets to examiners; copy Dr. Luria’s packets for employment; tracking SNAP and Temporary Assistance recertifications; pull files for SNAP recertifications; 911 lookups; issuing and returning vault cards; scanning, PIN # assistance for clients; AFIS; DMV lookups; keep track of case # log; prepare application packets; filing; preparing Temporary Assistance worker packets; handling incident reports; handling all HEAP faxed applications and delivering them to examiners; assign and print HEAP e-applications for SCCAP and OFA logs; maintain SCCAP and OFA contacts for case numbers and questions; HEAP imaging; NY State of Health referrals and accepting applications; registering all medical assistance and MSP applications; create folders for Medicaid and obtain case #'s; assist with Family Planning worksheets; print yearly logs for all programs; register daycare applications and mail out recertifications; faxing HEAP info; assisting with all mail for DSS – both incoming and outgoing; imaging and tape scanning of old files; handle National Grid report and utility letters; daily check of printers/copiers for unclaimed documents; assign interview rooms; and other duties as needed or requested.

- Legal Unit: We have one attorney and one legal assistant to complete the following tasks: Investigation, Preventive, and Foster Care case court hearings and preparation for hearings; drug court attendance and updating caseworkers with the status of each participant who has a DSS case; weekly meetings with caseworkers to discuss specific cases, issues, upcoming

appearances, etc.; handling expungements related to DSS cases; Child Support representation; communication with multiple attorneys on each case via phone calls, email, letters, and pleadings; preparation and filing of pleadings for Child and Adult Protective Services cases; preparation of all legal documentation related to each case in Child and Adult Protective Services as well as Child Support Enforcement; reviewing and providing advice regarding suits against DSS (normally then handled by counsel for our insurance carrier); general legal advice and scheduling/organization of meetings, phone conferences, and court appearances and all related documentation.

- *Investigators:* We have one full time and one part time investigator who perform the following tasks: Investigations of allegations of fraud related to Medicaid, SNAP, HEAP, and Temporary Assistance and then referrals to the DA's office for those cases in which we believe fraud was committed; Hotel/Motel Inspections twice a year; assist with transporting homeless clients to and from shelters; being an additional person to supervise visits to assist with the safety of our caseworkers; going to hotels/motels and apartments to verify that the room/apartment has no damage so DSS can recover all available security deposits paid; and any other tasks needed or requested.
- *Recovery Resource:* We have one full time staff member who is responsible to recover all funds owed to DSS by individuals, estates, and mortgage companies or businesses including reviewing all amounts owing to ensure that we are within the 10-year recovery period for each case; ensure that liens are filed for new cases and released for paid in full cases; working closely with our contracted attorney to whom we refer estate collections to ensure he has all the information and documentation he needs; working closely with Income Maintenance staff to ensure that the new cases coming in do or do not have old amounts owing from which we can offset current funds; and working closely with investigative staff with regard to the fraud investigations and whether those investigations are confirmed or unfounded and then collecting on those confirmed fraud cases; running several reports to determine correct funds owed; and communicating with clients, attorneys, mortgage companies, funeral homes, and others with regard to amounts owed to DSS.
- *Child Support Enforcement Unit:* Our Child Support Enforcement Unit has earned very high awards related to their efficiency and continue to do so every year. We have 7 staff members assigned to this Unit who perform the following tasks: Answering questions from payees as well as payors, preparing and filing income withholding orders, accepting child support payments

and sending the payments to custodial parents, searching for income, tax returns, and other means to satisfy court-ordered child support obligations, preparation of reports, ensure higher measures of confidentiality related to IRS income tax returns and information, making daily cash deposits of amounts received, working with district attorneys' office and other departments in enforcement of child support orders, requesting arrears and penalties, ensuring proper accounting and calculation for all amount owed and paid.

- Accounting Unit: We have 7 accounting staff members who perform the following tasks: reviewing payroll documentation to confirm each full time employee is paid the correct amount every two weeks and submitting this information to the treasurer to issue checks or direct deposits, categorizing and logging all receipts and payments to the proper revenue or appropriation line; compiling and submitting multiple recoupment requests sent to state and federal agencies; working with staff from all divisions of DSS to answer questions about payments, receipts, and payroll; preparing multiple annual reports for various federal and state programs; reconciliation of all accounts; ordering supplies; processing refund requests to vendors; maintain check file; stop payments on checks; running and distributing BICS reports; process purchase orders; sending letters to request transfers/payments to and from treasurer's office; accounting and handling petty cash; handling Walmart card for DSS (checking it out to staff, ensuring proper receipts are returned); maintaining homeless log; time studies; dormitory authority reports; handling all checks coming into the department by listing them in spreadsheets to ensure accountability and then processing the checks; issuing all payment requests for processing through the treasurer's office; and assisting with preparing the DSS annual budget.
- Income Maintenance: We have 21 full time staff in the Income Maintenance Division who determine eligibility for the financial programs operated by the department. These programs include: Temporary Assistance (Family Assistance and Safety Net), Supplemental Nutrition Assistance Program (SNAP), Community and Chronic Care Medicaid, Home Energy Assistance Program (HEAP) and Child Care Program. We have an Employment Unit that is responsible for assisting and monitoring temporary assistance applicants/recipients who are employable to find and retain employment, track those who are temporarily unable to work and assist and track anyone who is required to apply for SSI because they are permanently disabled and unable to work.

➤ Services: We have 32 full time staff members in the following service areas: CPS: 8 full time investigative staff receive and fully investigate new referrals to determine whether neglect/abuse may have occurred and, for those cases where there are immediate safety concerns for the child or children in the home they work with our legal team and file petitions to request that the Court agree to the placement of children in kinship homes or foster homes and those cases are referred to the Foster Care Unit. For those cases wherein there is not an immediate removal warranted, the CPS unit refers the family to preventive services and may ask for Court approval to place the children with family members under Article 6 or Article 10; Preventive Unit - 7 full time preventive staff work with families whose children were not placed in foster care by providing case management services including referrals to counseling, drug treatment, mental health treatment, setting up supervised or unsupervised visitation between parents and children, attending court hearings and family conferences, as well as working toward family reunification and child safety; Foster Care Unit has 8 staff who provide ongoing services for children in foster care (family foster care homes or institutions, or kinship foster care homes), including similar service referrals as those made in preventive services, but include more court appearances; Adult Protective Services – we have 6 full time staff members who accept and investigate allegations of abuse, neglect, and financial exploitation of our elder citizens, work with clients who agree for DSS to become representative payee to assist them with paying their bills, finding safe housing, case management to include referrals for medical needs, daily living needs, and locate and work with the clients’ extended families when able.

**Department:** Schoharie County Department of Social Services  
**Department Head:** Commissioner Donna Becker

*2019 County Department Accomplishments  
End of Year Assessment  
January 1 – December 31, 2019*

## **Departmental Description**

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

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

- Administration and Resource Recovery – This division of the agency is responsible for the oversight of all departmental programs as well as monitoring of the department’s budget. The Commissioner and Deputy Commissioner work closely with supervisory staff of each of the divisions to assure that program plans are in place and that all programs are effectively implemented and operated in accordance with established rules and regulations. The division is also involved in contract development as well as guiding the agency’s resource unit, legal unit, personnel functions as well as staff development activities.
- Accounting - The accounting division is responsible for overseeing the department’s fiscal operations (including submitting claims for state and federal reimbursement), participating in the development of the department’s annual operating budget, as well as performing a variety of functions that support the day-to-day operation of the department.
- Child Support Enforcement – The Child Support Division provides custodial parents with assistance in obtaining financial support and medical insurance coverage for their children from any person who is legally liable for such support. Services include locating absent parents, establishing paternity, establishing/enforcing support orders, and collecting and distributing child support payments.
- Adult and Children’s Services – This division protects adults and children against abuse and exploitation, provides temporary out of home placements for children who cannot live with their birth families or legal guardians. Services are also provided to children and their families to strengthen the family unit. Programs include: Adult Protective Services, Child Protective Services, Child Preventive Services, Foster Care and Adoption.
- Income Maintenance – Staff in the Income Maintenance Division determine eligibility for the financial programs operated by the department. These programs include: Temporary Assistance (Family Assistance and Safety Net), Supplemental Nutrition Assistance Program (SNAP), Community and Chronic Care Medicaid, and the Home Energy Assistance Program (HEAP).

<b><u>2019 BUDGET INFORMATION</u></b>	
<b>Expenditures</b>	\$ 16,625,912
<b>Revenues/Grants, State</b>	\$ 2,958,921
<b>Revenues/Grants, Federal</b>	\$ 6,215,735
<b>Fees or Revenues Generated</b>	\$ 451,500
<b>Remainder (Local Cost)</b>	\$ 6,999,756

<b>DSS Employees</b>	<b>2019</b>
Full Time Employees	78
Part Time Employees	3

# Board of Elections

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<p>Board of Elections</p> <p>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.</p> <p>Our Mission Statement is very basic. We register voters and update any changes in a voter’s registration. We run Federal, State, County, some School, some Village, and Town elections, and all the records and preparations associated with said elections, in a bi-partisan and honest atmosphere.</p>	<ul style="list-style-type: none"> <li>• 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 the new age group which will allows 16 and 17-year old’s to register.</li> <li>• 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.</li> <li>• As we do every year, many demonstrations and outreach 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.</li> <li>• Since it is a Presidential Election year, we will hold extra registration days for residents in the evenings and Saturdays.</li> <li>• New DMV programs adds more registrations</li> <li>• Our office hopes to increase our Election Inspectors by 10% and train the inspectors on the new voting machine and procedures.</li> <li>• 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.</li> <li>• We also have registration forms on our web site and at some local businesses.</li> <li>• Voting Machines -Test all machines (100%) prior to each election; Continue training for technicians on new machines; Insure that voting machines are deployed in a timely manner; Insure that all voting machines are returned and stored in a secure area.</li> <li>• Elections – Run Early Voting from our office with new E-Poll books; 100% of the polling sites call in results and are posted on our web-site within 30 minutes of polls closing; Absentee and affidavits ballots are received, recorded and then counted within the NYSBOE Laws.</li> <li>• Reports - Timely submission of all reports to the NYSBOE; Candidate Letters; Timely notifications are sent to candidates and party chairs informing them of dates of Machine inspections; counting of ballots and 3% audit.</li> <li>• Budget - Prepare budget with consideration for all possible election cycles; Probable elections – 4 -Presidential primary, Federal/State primary, school, and general;</li> <li>• Possible elections- 5-Presidential primary, Federal/state primary, schools, special (deaths, resignations, district changes), and general             <ul style="list-style-type: none"> <li>○ Petitions/Caucus - Receive and verify all petitions filed at our office; Receive caucus notices, Certificates of nominations, Authorizations, Acceptances, Declinations, and Substitutions filed; Rule on any Objections to Petitions etc.</li> </ul> </li> <li>• On the revenue side, we plan on continuing charging schools for time spent formulating ballots and delivering and picking up voting machines. This plan of action will be coordinated by the two Deputy Commissioners</li> </ul>
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# Department of Public Health

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<p><b><u>Department of Public Health</u></b>  <i>The Department of Public Health’s fundamental goal is to prevent disease, promote health and prolong life for all citizens by: controlling communicable diseases through immunization, hygiene, treatment, and quarantine; promoting screening, early diagnosis, and treatment of chronic disease; preventing foodborne and waterborne illness; and addressing emergent disease. In addition, Public Health is an active partner in fostering collaborative community partnerships to promote healthy activities within the community. Public Health works to promote the development of policies and laws that improve the safety and health status of the community. Public Health is charged with addressing health disparities in a community.</i></p>	<p><b>Nursing Program</b></p> <ul style="list-style-type: none"> <li>• Investigate all reportable cases of communicable disease</li> <li>• Monitor STD screenings performed through our partnership with Planned Parenthood. Follow up where appropriate</li> <li>• Perform vaccinations for vulnerable and underserved populations</li> <li>• Follow up on newborn referrals. Offer free home visits to all residents</li> <li>• Provide education for new parents on safe sleep practices and breastfeeding support</li> <li>• Provide free car seats and booster seats to income-qualified county residents</li> <li>• Instruct county residents in correct car seat use</li> <li>• Screen children for elevated blood lead levels</li> <li>• Provide follow-up and education for children who are found to have elevated blood lead levels</li> <li>• Provide yearly dental education for young school-age children in the county</li> <li>• Immunization Record Review as required by New York State Department of Health (Physician’s Offices, Schools, Day Cares, etc.)</li> </ul> <p><b>Early Intervention</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> <li>• 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</li> </ul> <p><b>Special Needs Preschool</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintaining the billing portion of the Preschool Special Education program to ensure that county reimbursement is received in a timely manner.</li> </ul> <p><b>Environmental Program</b></p> <ul style="list-style-type: none"> <li>• Conduct a free animal rabies vaccination program</li> </ul>
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	<ul style="list-style-type: none"><li>• Investigate all potential human exposure to rabies</li><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></ul>
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- Educate business operators on how to safely operate their businesses during a water emergency
- Hold informal hearings to discuss violations, remediation, and ways to improve public safety
- Promote education and awareness of Environmental issues (e.g. lead, tobacco, drowning, legionella, zika, etc.)

**Public Health Preparedness**

- Maintain an equipment supply that will allow us to have sufficient surge capacity during a public health emergency
- Conduct full-scale/functional exercises and tabletop drills to train staff on procedures and equipment, while identifying areas that require additional planning
- Participate fully in regional preparedness activities to develop relationships and thereby increase our ability to adequately respond through cooperation
- Act as evaluators for other partners or counties to foster collaborations and connections with relevant groups throughout our region
- Develop relationships with local preparedness staff from other agencies
- Participate in relevant workgroups including: the Human Services Coordinating Council, the Local Emergency Planning Committee, the Capital District Region Preparedness Coordinators meetings, the Cities Readiness Initiative (CRI), 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, New York State Division of Homeland Security and Emergency Services Mass Fatality Management and Resource Guide Project, NYS Homecare and Hospice Emergency Preparation Collaborative Workshops
- 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)

**Weights and Measures**

- 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
- Collect and submit samples to measure the quality of the petroleum sold.

# Information Technology Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

*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 equipment 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
- Continue to pursue Election Information Security enhancements ahead of the 2020 Presidential Election
- Reach out to the NYS DHSES for a cyber assessment review following completion of new PSF
- Create and support network infrastructure for Corrections Sally Port System
- Complete installation of Sophos Firewalls
- Bring County Cyber Security compliance up to new standards set by SHIELD act
- Develop a system for the Village of Cobleskill water/sewer/refuse billing
- Create a formal MOU with 3<sup>rd</sup> party vendors who access the County Network
- Finish Public WIFI project at the COB
- Upgrade Voting IT equipment in the BOE
- Create a segmented file server for offices that have PII
- Make cyber upgrades as awarded in the NYS DHSES Cyber grant
- In July a new Information Support Specialist will join I.T. with the responsibility of cyber security assistance to the County and Towns
- Enhance the cyber protection of the County email system
- Upgrade the phone system at OES
- Improve the security of remote connections to the County Network

# 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.*

- Create, hire, and maintain a Recovery Peer Advocate position at the CD Clinic in order to provide peer support services and comply with OASAS Part 822 Program Regulations. This position will support community members with accessing chemical dependency services and facilitating service linkages.
- Provide clinical and transitional management services to the Schoharie County Jail.
- Provide Open Access at the Mental Health and CD Clinics – allow new clients to attend on-demand initial appointments.
- Expand the medication assisted treatment at the CD Clinic as part of Open Access.
- Operate the Mental Health and CD Clinics as one Behavioral Health Clinic but maintain two operating licenses (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.
- Integrate a Senior Mental Health Advocacy Worker within the local Department of Social Services – Services Unit to assist with cases that have a significant addiction and/or mental health component to reduce long term placement of children outside their home.
- Continue to participate in DSRIP Projects as the Behavioral Health system is transitioning to Value Based Payment.
- Participate as a member of the MOHAWK VALLEY BEHAVIORAL HEALTH IPA, INC to adequately prepare the clinics for transition to Value Based Payment (insurance) and 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.
- 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.

# Office of Emergency Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<p><b><u>Department of Emergency Services</u></b>  <i>The Department of Emergency Services is responsible for overseeing four (4) branches: Fire Services, Emergency Management, Emergency Medical Services and Safety Branch.</i></p> <p><i>Our core values are to save lives, property and mitigate suffering for the residents of Schoharie County</i></p>	<p><b>Accomplishments</b></p> <ul style="list-style-type: none"> <li>• Fire Services             <ol style="list-style-type: none"> <li>1. Strengthened our team capabilities through an ambitious and robust training regimen, and utilization of state and federal training programs</li> <li>2. Conducted 7 Search and Rescue missions</li> <li>3. Answered 14 Hazmat calls</li> <li>4. Conducted 12 fire investigations</li> <li>5. Answered 33 structure fire calls</li> <li>6. 100% National Fire incident reporting for the 13<sup>th</sup> year in a row</li> <li>7. Conducted OSHA/PESH refresher for 10 of the 17 fire departments</li> <li>8. Placed over \$128,000 worth of equipment into service purchased solely with Homeland Security grant funds.</li> </ol> </li>   <li>• Emergency Management             <ol style="list-style-type: none"> <li>1. Chaired Local Emergency Planning Committee (LEPC)</li> <li>2. Coordinated First Responder Wellness Day at SUNY Cobleskill</li> <li>3. Created Cobleskill Sunshine Fair Emergency Action Plan</li> <li>4. Worked with Towns and Villages to complete Emergency Action Plans (EAP)</li> <li>5. Provided recruitment materials and preparedness materials to Fire Departments and Rescue Squads, purchased 100% with NY Rising Grant funds</li> <li>6. EAP exercises with the New York Power Authority &amp; DEP/Gilboa Dam</li> <li>7. Attended several community events to hand out preparedness materials. Worked with NY Rising Grant to purchase preparedness and recruitment materials for SC OES, Fire Departments and Rescue Squads.</li> <li>8. Continued as NYS Floodplain and Stormwater Managers Association Region 4 Director and website chair (11 years)</li> </ol> </li> </ul>
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9. Coordinated 43 hours of training for Schoharie County Building Code Officials; Taught Disaster Preparedness for the Building Code Official
10. Completed Main Office Building Emergency Action Plan update; Trained employees and updated Flip Charts
11. Coordinated 2-day Technical Large Animal Emergency Rescue (TLAER) course with NYR Grant funds

- Emergency Medical Services

1. Provided 24/7 ALS services for Schoharie County
2. Managed volunteer EMS services for the Sunshine Fair
3. Facilitated EMS Council to improve services in volunteer agencies
4. Managed volunteer EMT services for county EMT program

- Safety

1. Completed 100% County employee mandatory training
2. Sexual Harassment investigations
3. Conducted Workplace Violence investigations
4. Conducted Accident investigations
5. Taught CPR/First Aid classes
6. Taught Sexual Harassment for 570 people
7. Safety Officer became certified to teach OSHA 10-hour/30-hour General Industry & Construction Training.

**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

- 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

- Emergency Medical Services

1. Improve membership in volunteer agencies

	<ul style="list-style-type: none"><li>• Safety<ol style="list-style-type: none"><li>1. Certified trainer in 10 and 30hour OSHA</li><li>2. Certified trainer in Trenching</li></ol></li></ul>
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# 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.*

- Empower county Older Adults, their families and the public to make informed decisions about and be able to access, existing health, long term care and other services
- Enable older adults to remain in their 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.
- Empower older adults to stay active and healthy through Older Americans Act services and those offered under Medicare.
- Embed ACL discretionary grants within our Title III core programs.
- Ensure the rights of older adults and prevent abuse, neglect and exploitation.
- Ensure we are prepared to respond in emergencies and disasters.
- Develop business acumen strategies to engage with and integrate into emerging health care delivery system transformation activities that foster outcomes-driven population health approaches.

# Historical Properties

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **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 a 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.*

*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.*

The overall motivation of 2020 is to continue to build on the success of 2019, our 130<sup>th</sup> year as a museum. We had year of growth and change that will require further development.

1. To strive to develop our member and donor base to support our growing list of activities and the efforts to preserve the buildings, library and archival collections.
2. To installing a temporary exhibit this year to commemorate the 100<sup>th</sup> anniversary of women’s suffrage as well as host at least two events related to this important event in American history. Additionally to offer more programming particularly relevant to Schoharie County residents such as “We were there: Schoharie County and the 9/11 response”.
3. To continue to offer a growing list of programs/activities throughout the year and to no longer be confined to the traditional museum calendar of May through October. We are reinvigorating traditional offerings such as the History Fair to now be known as the Schoharie County Breadbasket Fair on October 3.
4. To increase our network of partners and friends not only in Schoharie County, but around the state as well to help grow the fort in terms of programs, supporters and prestige.
5. To offer professional development opportunities for all staff to encourage more in-depth knowledge of area attractions and offerings to better serve our visitors
6. To further foster and nurture a strong collaborative relationship between the county and the society’s board of trustees and staff to grow and improve the museum complex on behalf of all Schoharie County residents and visitors.
7. To create a capital improvement plan for the fort in cooperation with appropriate county departments, county administrator and supervisors to address the structural concerns identified by the architect’s report done in 2019.
8. To develop exhibits that highlight the county’s local historical societies and serve as a supportive presence for them
9. To fully participate in efforts to help promote the fort and the county’s other venues as a tourist destination.

# Department of Probation

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

**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.*

*It is the vision of the Probation Department to directly manage the Community Service Restitution Program and provide an alternative to incarceration option for the courts, while providing a level of responsibility and accountability to the defendants.*

*It is the vision of the Probation Department to manage a reliable pretrial program to reduce the number defendants failing to appear for court appearances.*

- 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 the second half of the Raise the Age legislation and continue to adjust to the needs of this new population
- Triage new Raise the Age cases to prevent referral to Family Court by utilizing intensive services
- Reimplement Thinking for a Change classes for youth
- Reduce the number of juveniles referred to court by utilizing intensive services
- Take over the Community Service Restitution Program in-house and cease contract with Catholic Charities. It is with hope the process will be smoother and more effective.
- Hire a Probation Assistant to manage both the Community Service Restitution Program and Pre-trial program.
- Gain guidance on the responsibilities the Probation Department will be facing with the new Bail Reform Legislation
- Develop a mandated Pre-trial program and work directly with local magistrates and the County Court Judge on the most efficient process that benefits the safety of the community yet takes the county's finances into consideration.
- Increase the department's GPS program to meet the needs of potential pre-trial cases as directed in the unfunded mandate of Bail Reform.

# 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 Events
- Provide Funding to 4 county SADD Chapters
- Run two Victim Impact Panels
- Provide funding to local law enforcement for STOP DWI related equipment
- 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
- Provide funding to the Chemical Dependency Clinic towards the cost of an alcohol counselor and alcohol testing
- 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 and alco-sensor mouthpieces for local law enforcement
- Provide funding towards DWI Prosecutors in the District Attorney’s Office
- Effectively run the Alive @ 25 program to help reduce traffic injuries and fatalities
- Provide funding to the Schoharie County Council on Alcoholism and Substance Abuse to facilitate the Safe, Sober Homecoming Initiative in all 6 school districts to provide safe and sober activities for students.

# Real Property Tax Services

## 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.
- As administrative support for the local Assessors, we maintain a close relationship with them and host the Schoharie County Assessor Association meetings once a month.
- 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. We have a license agreement with Eagleview/Pictometry for the latest Schoharie County aerial photos and oblique images which assist us and the Assessor's in their daily tasks.
- 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 (ACES). Provide trainings when available.
- To work towards a Geographic Information System hub for the County to benefit all departments. We were able to change some of our existing job titles to accommodate the need for GIS knowledgeable staff to perform related projects and functions.
- Continue migration of GIS database to conform with NYS standards necessary for Next Generation 911.
- Work towards a successful grant process for the hiring of Data Collectors to collect parcel data county wide and to update our Real Property System program with updated information.

# Department of Public Transportation

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### Department of Public Transportation

*The Department of Public 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 the use of our NYSDOT inspected fleet of vans.*

- Promote increased collaboration and cooperation between Transportation and other agencies. Reduce duplication of services, increase knowledge and utilization of service offerings, and leverage transportation funds across agencies for maximum efficiency.
  - Previous efforts have resulted in increased collaboration with the Office for the Aging, the Department of Social Services and non-agencies like SCCAP.
- Recruit additional human service agencies to help establish “First Mile, Last Mile” program. This program will help us increase access to Public Transportation for customers outside our established service area.
- Launch Youth Ambassador program in the spring of 2020 to educate youth about our transportation system with the goal of increasing youth ridership and utilization of the Cruiser Card bus pass.
- Finish facility improvements with the completion of the paving project and office remodeling.
- Continue to replace rolling stock by pursuing grant funds.
- Invest in our employees by providing training to increase safety, improve customer service and knowledge of policies and procedures. Acknowledge and express appreciation for employees who go “The Extra Mile”.
- Utilize Mobility Manager to increase marketing, outreach and education to the public.
- Increase investment in technology solutions utilizing grant funding to enhance passenger experience, assist with data collection and decrease reliance on paper.
- Maintain fiscal responsibility by balancing the 2020 Transportation budget.

# County 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 2020, 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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# Department of Veterans Services

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### **Department of Veteran's Services**

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 2020 will host a Veterans/Community Informational Fair with the Albany VA.
- To maintain, utilize and update on a weekly basis 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 90 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 and Assemblyman Tague and all local Officials 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.

# Youth Bureau

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<p><b><u>Department of Youth Bureau</u></b>  <i>The Youth Bureau promotes and advocates for the empowerment and wellbeing of the youth of Schoharie county by incorporating positive youth development methods in all support programs and services.</i></p>	<p>The goal of the proposed Youth Bureau Budget for 2020 is the continuation of the restructuring the Youth Bureau to focus on the three areas that we are most effective in.</p> <ol style="list-style-type: none"> <li>1. Administrating and optimizing our State Youth Development Funding we receive from the Office of Family and Children Services.</li> <li>2. Our direct youth programming, specifically our Youth As Leaders Program and our Adventure Programs.</li> <li>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.</li> </ol> <ul style="list-style-type: none"> <li>• Planned accomplishments.             <ul style="list-style-type: none"> <li>✓ Focus our direct programs into three areas.                 <ol style="list-style-type: none"> <li>1. Youth Leadership Programs                     <ul style="list-style-type: none"> <li>✓ Expansion of our current Youth As Leaders Program to include additional in school and out of school leadership opportunities for participants.</li> <li>✓ Create additional leadership programs for youth that are unable to participate in our Youth As Leaders program in week long programs in the summer.</li> <li>✓ Create a Student Intern Leadership Program.</li> </ul> </li> <li>2. Local Youth Programs                     <ul style="list-style-type: none"> <li>✓ Adventure Based Programs                             <ul style="list-style-type: none"> <li>○ Restructure our Adventure Programs to become more Adventure Education incorporated in the program.</li> <li>○ Addition of Teen programming.</li> <li>○ Additional year-round Adventure Programming</li> </ul> </li> <li>✓ Educational Programming</li> </ul> </li> <li>3. Special Youth Programs                     <ul style="list-style-type: none"> <li>✓ School Based/ After School Based Programs                             <ul style="list-style-type: none"> <li>○ Continue to expand and develop Youth Development programming that we can offer to our school districts.</li> </ul> </li> <li>✓ Service Learning Programs</li> </ul> </li> </ol> </li> </ul> </li> </ul> <p><b>List goals and planned accomplishments here</b></p> <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> </ul> </li> </ol>
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	<ul style="list-style-type: none"><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> <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 surveyed. Either formally or informally.</li></ol>
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# Office of the County Administrator

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<u>Office of the County Administrator</u>	<u>Office of the County Administrator:</u>
<p><i>The Office of the County Administrator (OCA) is responsible for the day-to-day operations of county government. All non-elected Department Heads with the exception of the Clerk of the Board of Supervisors report to the County Administrator. In addition, the County Administrator serves as the Budget Officer and the Economic Development Coordinator. In the Budget Officer role, the County Administrator is responsible for the formulation and execution of the annual operating budget. In the latter role, the Administrator oversees a grant consultant contract, serves on the Executive Committee of the Mohawk Valley Economic Development District and the Mohawk Valley Land Bank. The Office of the County Administrator was created by Local Law 3 of 2015 and the first incumbent started on November 1, 2015.</i></p> <p><i>The OCA also oversees the Offices of Community Development and Agricultural Development. Below are descriptions of both:</i></p>	<ul style="list-style-type: none"> <li>• Administer county government to increase effectiveness in service delivery and efficiency in resource allocation.</li> <li>• Continue to develop department head staff into a more professional and effective team.</li> <li>• Deliver sound analytics to the Board of Supervisors for their consideration in policy formulation</li> <li>• Support the efforts of SEEC as the County’s primary economic development organization as it looks to implement the Fairweather Plan.</li> <li>• Continue to provide day-to-day staff support to the Finance Committee and Board of Supervisors in its role as Budget Officer.</li> <li>• Oversee a smooth budget process that includes structural balance and a five-year projection exhibit.</li> <li>• Identify and mitigate risks that the county may face in 2020 and beyond.</li> <li>• Actively participate in the state’s economic development CFA process to secure funding for county projects.</li> <li>• Continue working through technical issues of the streambank project with the hopes of finishing construction work in 2021. 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.</li> <li>• Seek and receive reimbursement for completed work on streambank project segments where the County is held harmless financially.</li> <li>• Support the goals and priorities as set forth by the Board of Supervisors.</li> <li>• Hire and train a new position to support agricultural development efforts in the County (Specialist for Agriculture Business).</li> <li>• Support the efforts of the Board of Supervisors to enter into a labor agreement with CSEA Union.</li> <li>• Support the efforts of the Board of supervisors to open and successfully agree to labor agreements with the County’s two law enforcement unions.</li> </ul>

# Office of the County Administrator: Community Development

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

<p><b><u>Office of Community Development Services</u></b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Assisting the Schoharie County Planning Commission in their review of local planning and zoning actions. Investigating ways to streamline project reviews.</li> <li>• Working as subrecipient on three Community Development Block Grants (CDBG) – Disaster Recovery for the Town of Fulton and Town of Blenheim. Staff time on the project is reimbursed by the CDBG program.</li> <li>• Initiating a new CDBG Microenterprise grant program for 2020-2021.</li> <li>• Working on three CDBG Small Business Assistance grants with two in-County expanding businesses and one new business locating in the County.</li> <li>• Assisting with implementation of the County Economic Development Study and the startup of the Schoharie Economic Enterprise Corporation (SEEC).</li> <li>• Assisting with Schoharie Valley Trail feasibility study and work to get construction started.</li> <li>• Assisting the Town of Broome to address riparian issues on a tributary to Franklinton Vlaie.</li> <li>• Assisting the Town of Gilboa, Jefferson, Seward, and Wright with Comprehensive Plan work and surveys.</li> <li>• Assisting the Town of Middleburgh with a zoning rewrite and helping Route 7 communities analyze current land use regulations.</li> <li>• Assisting communities with various solar projects/regulations and continue investigation of a community solar project.</li> <li>• Assisting with Complete Streets and Senior Needs issues throughout the County.</li> <li>• Assisting communities and departments with various mapping projects and 911 work/addressing.</li> <li>• Working on Census 2020 data, advertisement, and mapping.</li> </ul>
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# Indigent Legal Defense

## Mission/Vision Statement

## Goals, Planned Accomplishments, Performance Measures

### Department of Legal Defense of Indigents

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

- Implement a Plan for Countywide Defense Counsel Representation at *Off-Hour Arraignments* by January 1, 2020.
  - To meet the mandate, expand the Cobleskill Pilot countywide by January 1, 2020.
  - To ensure sustainability, continue collaboration with the courts, law enforcement and other county agencies to develop and implement a plan for a Centralized Arraignment Part.
- Implement Countywide Defense Counsel Coverage at *Desk Appearance Ticket Arraignments* by January 1, 2020.
- Develop a uniform application for indigents seeking assigned counsel and implement it countywide with the 16 local courts.
- Increase access for panel attorneys to training to improve the quality of representation and to ensure compliance with legislative reforms including bail, discovery and speedy trial.
- Streamline data collection and attorney vouchering with an electronic case management and vouchering system.

