



Opportunity...



History...



Progress...

# 2019 & 2020 ANNUAL REPORT

**County of Sullivan, NY**

Prepared by the Office of the County Manager, February 2021

Sullivan County Manager Joshua A. Potosek, MBA



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# FROM THE COUNTY MANAGER

## Two Years of Incredible Challenges

We began this report period - 2019 - with an unprecedentedly strong economy and low unemployment. By the time 2020 got rolling, we faced a pandemic that threatened to devastate our County's health and finances.

## Two Years of Incredible Change

In 2019, we aimed for even higher ground, melding solid, achievable goals with our budget and capital planning process to better serve our taxpayers. In 2020, that switched almost entirely to COVID response and preparing us for some potentially very harsh fiscal realities.

## Two Years of Incredible Growth

The roaring successes of 2019 threatened to disappear - if not reverse - in 2020, and we took appropriate steps to mitigate the damage. Yet while we did struggle mightily in the beginning months of the coronavirus pandemic, our worst fears were not realized. In fact, we found a workable balance between what was required of us to operate and what we required to stay in operation. Our staff of more than 1,000 made this feat possible, and I thank them for this incredible achievement.

## And More to Come

As a result, 2021 features essentially a tax decrease, and Sullivan County can look forward to an expanding tax base as more people and businesses move here, thanks to the attractiveness of our land, our expanding broadband, and our proximity to major markets. Our future looks nowhere near as grim as feared, but I promise you this government, this Legislature, this administration continues to plan prudently and conservatively.

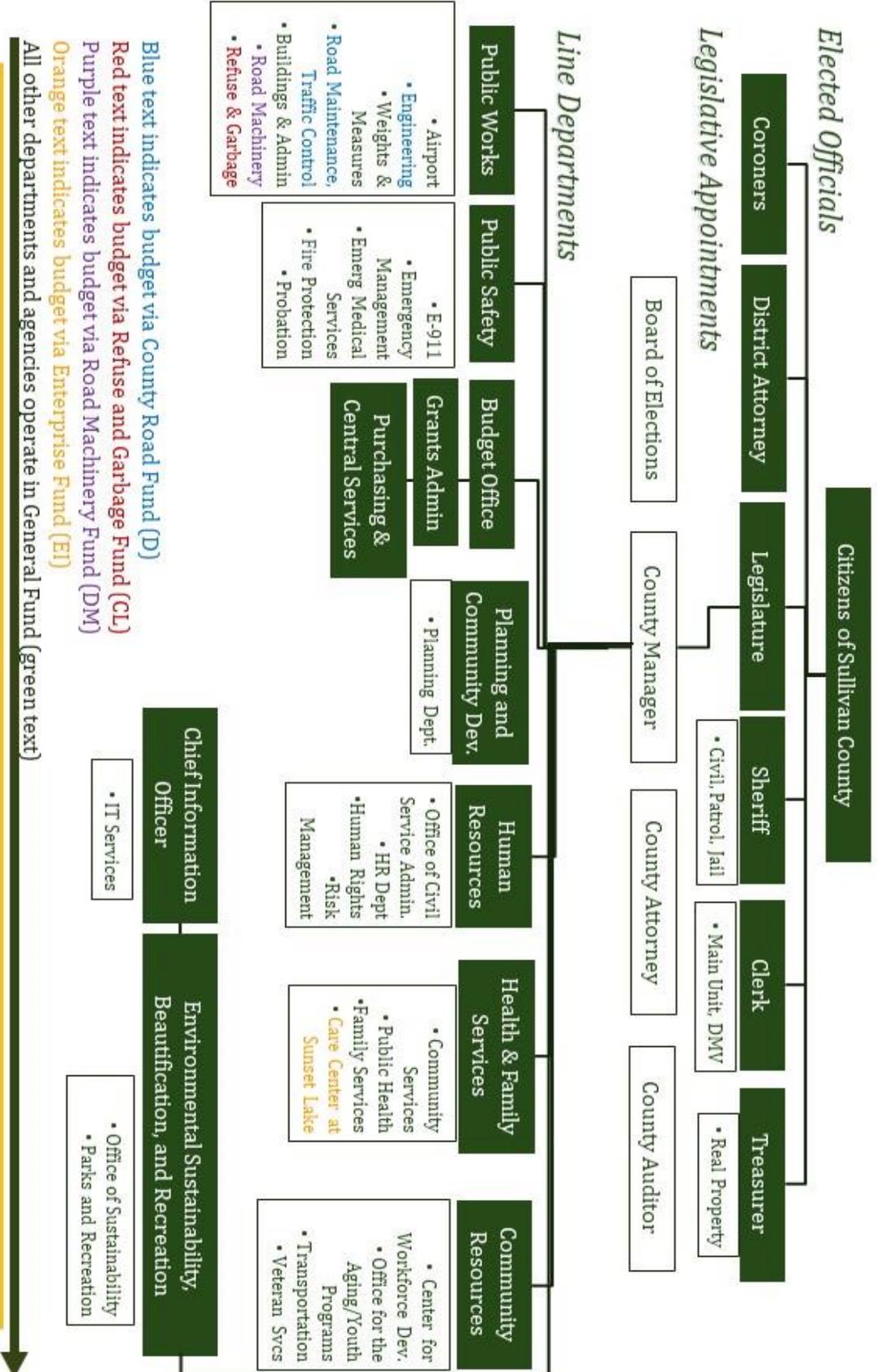


Joshua A. Potosek, MBA  
Sullivan County Manager  
February 2021



# County Government Organization Chart

## \*2021 Budget Proposed\*



Blue text indicates budget via County Road Fund (D)

Red text indicates budget via Refuse and Garbage Fund (CL)

Purple text indicates budget via Road Machinery Fund (DM)

Orange text indicates budget via Enterprise Fund (EI)

All other departments and agencies operate in General Fund (green text)

# DIVISION, DEPARTMENT AND UNIT REPORTS

Note that the following reports are presented as submitted to the County Manager's Office. They have been modified only where page formatting requires it.

Unless otherwise noted, statistics and accomplishments relate solely to calendar years 2019 and/or 2020. Listed goals represent only those goals set for calendar years 2019 and/or 2020 and may or may not reflect whether the goals were achieved or remain to be accomplished.

The 2019 & 2020 Annual Report is available in its entirety at [www.sullivanyny.us](http://www.sullivanyny.us). If a printed copy is desired, contact Director of Communications Dan Hust at 845-807-0450 or [dan.hust@sullivanyny.us](mailto:dan.hust@sullivanyny.us).

*Note: Any department not appearing in this report did not submit data in time to be included. Those offices should be contacted directly if a report is sought.*

## Acknowledgments

The County Manager thanks each office, department and division for submitting data to be included in this Annual Report, and also thanks the Office of Communications' Dan Hust and Kristen Kitson for compiling the information contained herein.

# COUNTY MANAGER

Joshua Potosek

## Accomplishments

- Carried out 2019 and 2020 Budgets as adopted, though with major changes in 2020 due to rapid onset of worldwide pandemic
- Proposed 2021 Budget (adopted by Legislature) that lowered taxes on properties Countywide and reduced Solid Waste Access Fee by a third
- Completed purchase of 26 Hamilton Avenue (behind old County Jail) for District Attorney's Office, which in turn expanded available space in County Courthouse
- Oversaw completion of the construction of the new County Jail
- Restructured multiple departments to provide more efficient operations and oversight
- Guided County through unprecedented COVID-19 pandemic, including operational and fiscal response
- Continued plans to develop Monticello property behind Apollo Mall as a shovel-ready industrial park
- Nurtured transformative project to expand wireless broadband to all of County, starting with pilot project in Monticello
- Instituted a formal Countywide employee goal and appraisal program
- Worked with Transportation and Community Resources to adjust public transportation route
- Updated and distributed Business Associate Agreements between various County departments and the covered entities (Compliance Office)
- Conducted 26 potential breach investigations in 2019 & 2020 (Compliance Office)
- 4 reportable breaches for 2019 and no reportable breaches for 2020 (Compliance Office)
- 671 employees trained (Compliance Office)

# Communications

Dan Hust, Director

## Accomplishments

The Office of Communications continued to provide critical services to virtually every County department and office in 2019 and 2020. Highlights included:

- Well over 1,000 mentions and full stories about County government (the majority positive) in local, regional, online and national news outlets - newspapers, radio, TV, online-only
- Upwards of 350 press releases issued
- Averaged 3,720 unique viewers per post on main Facebook page
- Administered/oversaw 18 social media channels (13 Facebook, 1 Twitter, 2 Instagram, 1 LinkedIn and 1 YouTube)
- Started 2019 with 3,700 people following County's main Facebook page; as of February 2021, 8,010 people follow that page
- Added 125 YouTube subscribers, who viewed videos more than 20,000 times
- 1,764 Instagram followers, 795 Twitter followers, 158 LinkedIn followers
- Initiated and continue to create "From the Chair" monthly newsletter and semi-weekly Public Health video update
- Maintain primary content oversight of and creation on County website
- Manned Emergency Operations Center from March-June 2020 as Public Information Officer, with primary authority for distributing info on COVID and other health matters
- Assisted in planning for Woodstock 50<sup>th</sup> Anniversary, including helping conceive Dove Trail with SCVA
- Conceived and obtained County and State approval to permanently designate Route 17B as "The Woodstock Way"
- Helped create, lead and promote 2020 Census Complete Count Committee
- Brought Care Center's Marketing & Outreach Coordinator under this office to assist in workload, expand promotion of County activities (especially at Liberty campus) and serve as a backup to Director
- Utilized multiple cameras to shoot and broadcast informative videos and presentations, as often as three times a week during pandemic's height

- Worked with DPW to create audiovisual recording studio next to Communications Office, dedicating a controlled space to video production
- Trained on and implemented video editing system at very little cost to County
- Maintained daily contact with press, public and outside politicians to ensure County's message is emphasized and well-understood

### **Goals Yet to Be Realized**

- Complete integration of deputy position (Marketing & Outreach Coordinator), pending once Care Center operations are fully transferred, including marketing responsibilities
- Full utilization of audiovisual studio and video editing capabilities
- Increased promotion and marketing of programs, personnel and services on Liberty campus

# HISTORIAN

John Conway, County Historian

This report is submitted in accordance with the New York State “Historians’ Law” as originally passed in 1919 and amended in 1921 and 1933, which requires the County Historian to keep the governing body of the jurisdiction advised of local historical activities by filing an annual report.

There were several significant milestones in Sullivan County’s history celebrated during 2019, which triggered a renewed interest in the region from far and wide.

The 50th anniversary of the Woodstock Festival in particular prompted numerous interview requests from all over the country and abroad. A story arc on the television series “The Marvelous Mrs. Maisel” in which the titular character and her family visit the Catskills in the early 1960s, also ignited interest in the region from diverse corners and the result of all the attention was prominent mentions for Sullivan County in media as diverse as National Geographic, Refinery 29, and the Jewish Forward.

In addition to being part of several documentary films—mostly about Woodstock-- the Historian made a national television appearance on the Travel Channel series, “Code of the Wild,” which filmed part of one of their episodes at the Sullivan County Museum in Hurleyville. The show’s stars interviewed the Historian in connection with their search for bootlegger Dutch Schultz’s buried treasure, and described him as “the go-to” expert on the treasure tale.

In terms of the number of speaking engagements and in the number of interviews requested from film makers, news reporters, authors, and public relations firms, the year was the busiest of all the 27 years the Historian has been in office. A complete list of speaking engagements is attached to this report.

The Historian finalized the editing of material for his eighth local history book, *In Further Retrospect*, which will be released early in 2020. Another book, *The Upper Delaware in Retrospect*, which is also a compilation of material selected from the Historian’s weekly newspaper column, *Retrospect*, which he began writing for the *Times Herald-Record* in July of 1987, is also due out in 2020. The column has appeared on Fridays in the *Sullivan County Democrat* since 2004.

In addition, the Historian continued to work on another book, detailing the evolution of the Sullivan County resort industry, a topic about which he has spoken and written extensively over the years. It is hoped that this comprehensive look at the most important industry in the county’s history will be ready for publication in 2021. The working title of this book is *Go to the Mountains*.

The Historian’s previous books about the county’s history include *Muskrats, Milkmaids and Mobsters*, published by History Prose in 2016; *Blessed By The Gods: The History of Sullivan County as a Healing Environment* (2011); *Sullivan County: A Bicentennial History in Images* (2009); *Remembering the Sullivan County Catskills* (2008); *Loomis: The Man, The Sanitarium and The Search for the Cure* (2006); *Dutch Schultz and His Lost Catskills Treasure* (2000) and *Retrospect: An Anecdotal History of Sullivan County* (1996).

In February, the Historian had the honor of being interviewed about tourism and the resort industry by Katie Zuber, the Executive Director of the Center for Law & Policy Solutions at the Rockefeller Institute of Government.

In July, the Historian hosted a showing of the documentary “The Sullivan County Catskills: The Next Act” at the Hurleyville Arts Centre, and about 85 people showed up. The film, which debuted at the annual Catskills History and Preservation Conference in Liberty in August of 2018, was mostly well-received and a lively Q&A, moderated by the Historian and featuring the film makers and others, followed the screening.

The Historian again worked closely with The Delaware Company, the non-profit history group he helped form in 2012, to plan, promote and present a number of educational programs for children and adults throughout the county.

The Historian collaborated with The Delaware Company to offer two different six-week-long courses (one night a week) on Sullivan County history, open to the public, one in April and May and one in September and October. Both courses were offered at the Sullivan County Museum in Hurleyville, and more than 50 people signed up for each.

There have also been ongoing discussions with the Narrowsburg Union about the possibility of running classes there about the history of the Upper Delaware River Valley in the future.

In June, the Historian collaborated with The Delaware Company on the annual Magical History Tour, a fully narrated bus tour of historical and architectural landmarks in the county. For more than 20 years now, the tour has taken participants on a bus trip to visit different parts of the county, and the 2019 tour started and ended in Hurleyville, travelled through parts of the towns of Fallsburg and Mamakating, and for the first time ever, ventured into Ulster County’s town of Wawarsing. More than 40 people took part in the tour.

The Historian collaborated with The Delaware Company again in July, to plan, promote, and present the annual commemoration of The Battle of Minisink at the county owned Minisink Battleground Park in Minisink Ford. The county’s decision not to allow re-enactors to camp at the Battleground and the dangerously high temperatures on the day of the event severely curtailed the attendance, which was closer to 60 than to the usual 150 or so who typically participate. The ceremony was moved to the Benjamin Tusten Pavilion at the Park because of the heat.

The Historian served as one of the judges at The Delaware Company’s second “Living History Oratory Contest” in Honesdale, PA in September. The contest was open to students in local middle and high schools and featured competition in two divisions. Although there was a great turnout in both age groups, no Sullivan County students participated

On a Saturday afternoon in December, the Historian collaborated with The Delaware Company again to host the fourth annual Hurleyville History Hike at the Milk Train Rail Trail. More than 30 participants took part. These History Hikes have proven to be exceptionally popular, and there are plans to continue them at various locations throughout the county, including the Minisink Battleground Park, various sections of the Rail Trail, and along the D&H Canal towpath.

The Historian attended two statewide conferences in 2019: the Museum Association of New York annual conference in Cooperstown in April and the annual meeting and conference of the Association of Public Historians of New York State in Albany in September, where he was selected to present a program on “The Women of Loomis,” about the women who ran the famous tuberculosis sanatorium in Liberty in the late 19th and early 20th century.

In all, the Historian conducted 58 historical presentations during the year, as compared with 50 presentations in both 2018 and 2017, and 51 in 2016. Looking further back, the historian presented 39

programs in 2015, 28 in both 2014 and 2013, and 22 each in both 2012 and 2011. A complete listing of speaking engagements for the year is attached to this report.

The Historian spent 663 hours performing his duties in 2019, compared with 724 hours in 2018, 649 hours in 2017, 741 hours in 2016, 719 hours in 2015, 610 hours in 2014 and 566 hours in 2013. The Historian totaled 3298 miles on the job in 2019, compared with 4336 miles of travel in 2018, 3682 miles in 2017, 4177 miles in 2016, 5313 miles in 2015, 4601 miles in 2014 and 4294 miles in 2013. Those totals in other previous years were 423 hours on the job and 3764 miles in 2012 and 479 hours and 3675 miles in 2011.

### **2019 SPEAKING ENGAGEMENTS (58)**

**Wednesday, January 30, 2019** The Travel Channel Telephone Interview for *Code of the Wild Dutch Schultz and His Lost Catskills Treasure*

**Wednesday, February 6, 2019** WJFF Radio Radio Chatskills - Taped *A Walking Tour of Main Street, Hurleyville*

**Friday, February 22, 2019** Rockefeller Institute of Government Katie Zuber, Executive Director, Center for Law & Policy Solutions *Interview about the Evolution of Tourism in the Catskills*

**Thursday, March 21, 2019** Crawford Library Monticello, NY - 6 PM *Outstanding Women in SC History*

**Wednesday, April 3, 2019** Refinery 29 Magazine (Anabel Pasarow) Telephone Interview *History of SC Hotel Industry*

**Wednesday, April 3, 2019** The River Reporter (Elizabeth Lepro) Telephone Interview *History of Boarding Houses in Sullivan County*

**Wednesday, April 10, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*

**Monday, April 15, 2019** Delaware & Hudson Canal Transportation Heritage Council Videotaped Interview *The History of the D&H Canal (Video)*

**Wednesday, April 17, 2019** The Travel Channel Videotaped Interview for Television Series *The Code of the Wild Dutch Schultz's Lost Catskills Treasure*

**Wednesday, April 17, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*

**Wednesday, April 24, 2019** Town of Highland D&H Canal Historic Marker Dedication Barryville, NY - 11 AM

**Wednesday, April 24, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*

**Wednesday, May 1, 2019** Sullivan Renaissance - Juan Journet *History of Sullivan County*

**Wednesday, May 1, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*

**Thursday, May 2, 2019** Stylist Magazine (France) Telephone Interview *History of the Catskills*

**Wednesday, May 8, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*

**Saturday, May 11, 2019** Fort Delaware Museum of Colonial History Narrowsburg, NY - 12 Noon *Brief Staff on Colonial History of the Upper Delaware*

**Wednesday, May 15, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*

**Thursday, May 16, 2019** Hurleyville, NY - 10 AM Woodstock Dove Unveiling *Woodstock, Hamlet of Hurleyville Music Festivals*

**Thursday, May 16, 2019** Sullivan County Route 17B, Monticello - 12 Noon *Woodstock Way Unveiling - Remarks*

**Saturday, May 18, 2019** Town of Tusten Ten Mile River, NY - 10 AM *Massacre of 1763 Historic Marker Unveiling*

**Saturday, May 18, 2019** Sullivan Renaissance Spring Conference Hurleyville, NY - 3 PM *History Hike on the Milk Train Trail*

**Monday, May 27, 2019** The Delaware Company Honesdale, PA - 2 PM Annual Student Oratory Contest *Judge and Opening Remarks*

**Wednesday, May 29, 2019** Hudson River Radio Stony Point, NY Live Interview *The Summer of 1969 and Woodstock*

**Friday, June 7, 2019** Babes Ride Out East Coast Narrowsburg, NY - 10 PM *Sullivan County Ghost Stories*

**Saturday, June 15, 2019** The Magical History Tour From Luzon to Lockport Co-Planner, Narrator

**Monday, June 17, 2019** National Geographic Magazine In Person Interview with Bill Newcott *The Summer of 1969 and Woodstock*

**Thursday, July 18, 2019** The Hurleyville Arts Centre Hurleyville, NY - 6 PM *The Sullivan County Catskills: The Next Act (Introduction, Q&A)*

**Saturday, July 20, 2019** Minisink Battleground Minisink Ford, NY - 4 PM *Annual Commemoration (M.C.)*

**Wednesday, July 24, 2019** WJFF Radio Telephone Interview (Dalvin Aboagye) *The Summer of 1969 and Woodstock*

**Saturday, July 27, 2019** Town of Delaware Anniversary Callicoon Theater, Callicoon, 10:30 AM *History of the Town of Delaware*

**Monday, August 5, 2019** Sullivan Renaissance Awards Ceremony Bethel Woods - 5 PM *Award Presentation, Remarks*

**Wednesday, August 7, 2019** Jeffersonville JEMS Festival Callicoon Town Hall Jeffersonville, NY - 6:30 PM *Germans in Jeffersonville*

- Thursday, August 8, 2019** Fallsburg Library South Fallsburg, NY - 6 PM *Unsolved Mysteries from Sullivan County History*
- Monday, August 12, 2019** Newburgh Free Library Newburgh, NY - 7 PM *The Summer of 1969 and Woodstock*
- Thursday, August 15, 2019** Crawford Public Library Monticello, NY - 6 PM *The Summer of 1969 and Woodstock*
- Thursday, August 22, 2019** Mamakating Public Library Wurtsboro, NY - 7 PM *The Honeymoon Murder*
- Thursday, September 5, 2019** The River Reporter Telephone Interview with Anne Marie Schuetz *Early Medical Doctors in Sullivan County*
- Wednesday, September 10, 2019** Association of Public Historians of New York State Albany, NY - 8:30 AM *Mary M. Irvin and the Women of Loomis*
- Wednesday, September 11, 2019** Sullivan County Veterans 9-11 Remembrance/Viet Nam Wall Dedication Rock Hill, NY - 7 PM *Keynote Address - 9-11 Remembered*
- Wednesday, September 18, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*
- Friday, September 20, 2019** Big Eddy Film Festival Narrowsburg, NY - 7 AM *Panel Discussion - Narrowsburg Documentary*
- Tuesday, September 24, 2019** Leadership Sullivan Forestburgh Playhouse Tavern - 9:30 AM *History of Sullivan County*
- Tuesday, September 24, 2019** White Sulphur Springs Senior Citizens White Sulphur Springs, NY - 6 PM *Unsolved Mysteries from Sullivan County History*
- Wednesday, September 25, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*
- Thursday, September 26, 2019** Orange County Bank & Trust Company Bethel Woods Center for the Arts - 6 PM *The Summer of 1969 and Woodstock*
- Wednesday, October 2, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*
- Sunday, October 6, 2019** Bethany Public Library Bethany, PA - 3 PM *Murder in Paradise: Organized Crime in Sullivan County 1920 - 1940*
- Wednesday, October 16, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*
- Saturday, October 19, 2019** Barryville Farmers' Market Barryville, NY - 9:30 AM *Walking Tour of Historic River Road*

**Wednesday, October 23, 2019** The Delaware company Sullivan County Museum - 6 PM *History of Sullivan County Class*

**Sunday, October 27, 2019** Sullivan County Historical Society Annual Dinner - Rockland House 4 PM *Introduction and Historical Background of Award Recipients*

**Wednesday, October 30, 2019** The Delaware Company Sullivan County Museum - 6 PM *History of Sullivan County Class*

**Friday, November 1, 2019** Monticello High School Hall of Distinction Annual Induction Ceremony - 11 AM *Introduction of Inductee Patrick H. Dollard*

**Sunday, November 3, 2019** Hancock Partners Statue Dedication Hancock, NY - 2 PM Keynote Address: *Baseball and America*

**Tuesday, November 5, 2019** Liberty Rotary - Belarus Delegation Hurleyville, NY - 11 AM *Walking Tour of Historic Main Street and Milk Train Trail*

**Saturday, December 7, 2019** Holiday in Hurleyville Hurleyville, NY - 2 PM *Walking Tour of the Milk Train Trail*

## **2020 Accomplishments**

*This report is submitted in accordance with the New York State "Historians' Law" as originally passed in 1919 and amended in 1921 and 1933, which requires the County Historian to keep the governing body of the jurisdiction advised of local historical activities by filing an annual report.*

This marked the Historian's 28th year in office, and was, without a doubt, the strangest and most historic year yet.

The COVID-19 pandemic and the resulting restrictions dictated much of what happened and didn't happen in 2020, but despite the disruption in the regular routine, there were still a number of accomplishments.

The historian monitored and chronicled the trajectory of the pandemic in Sullivan County and also researched and wrote about historical parallels to the Spanish Flu pandemic of 1918 and the impact of tuberculosis on everyday life in the 19th and early 20th centuries. The most obvious result of this pandemic were the restrictions on gatherings and cancellation of events.

Because of the pandemic, the six-week long History of Sullivan County courses the Historian has been offering in April and September the past few years were cancelled in 2020. So was the annual

Historical-Architectural Bus Tour the Historian has narrated for the past 24 years. For the first time in memory, the annual commemoration of the Battle of Minisink at the Battleground did not take place. Many scheduled speaking engagements were also cancelled.

Among the accomplishments during 2020, the publication of *In Further Retrospect*, the Historian's ninth book, in February was the most visible. The book is a collection of the Historian's weekly newspaper columns, and marks the third time selected columns have been collected in book form, following *Retrospect* in 1996 and *Remembering the Sullivan County Catskills* in 2008. In addition, the Historian nearly completed yet another book, *The Upper Delaware in Retrospect*, which will be published in spring of 2021.

The Historian continued to write his weekly newspaper column, *Retrospect*, as he has since July of 1987. Originating in the *Times Herald-Record* and running there through 2004, the column has run every Friday in the *Sullivan County Democrat* newspaper since 2004.

The Historian collaborated with Debra Conway, the Executive Director of the non-profit history education group, *The Delaware Company*, and the *Sullivan County Democrat* newspaper to research, write, and publish a special supplement to celebrate the 100th anniversary of the ratification of the 19th Amendment to the United States Constitution. The special section, "Women's Suffrage," profiled 20 groundbreaking political women from Sullivan County's history. It was published in August.

The Historian worked with teacher Polly Ash of Sullivan County BOCES in the development of a curriculum focused on water resources in Sullivan County, including rivers, lakes, and streams. He also worked with Monticello High School teacher Annette Schoeling, addressing two of her classes in the school's Hospitality and Tourism curriculum about the history of Sullivan County's hotels, particularly the trends and innovations they spearheaded over the years.

At the outset of the pandemic restrictions in March and April of 2020, the Historian put together, posted, and graded weekly quizzes about Sullivan County history on Facebook, offering copies of his books as prizes. The response was overwhelming, and grew each week. This is something he will likely repeat in the coming year.

In October, the Historian assisted *The Delaware Company* (of which he was a founding member in 2012 and still serves as president) in researching the historical information necessary to apply for a grant from the William G. Pomeroy Foundation for a historical marker at the site of the suspension

bridge that spanned the Delaware River from Barryville to Shohola from 1855 to 1941. In January, 2021, The Delaware Company received word the grant application had been approved. The marker should be erected in the spring.

Despite the restrictions from the pandemic, the Historian conducted 17 historical presentations and/or interviews during the year—most via ZOOM-- as compared with 58 in 2019, 50 presentations in both 2018 and 2017, and 51 in 2016. Looking further back, the historian presented 39 programs in 2015, 28 in both 2014 and 2013, and 22 each in both 2012 and 2011. A complete listing of speaking engagements for the year is attached to this report.

The Historian spent 620 hours in performance of his duties in 2020, compared with 663 hours in 2019, 724 hours in 2018, 649 hours in 2017, 741 hours in 2016, 719 hours in 2015, 610 hours in 2014 and 566 hours in 2013.

The Historian travelled 1305 miles on the job in 2020, far less than usual. In 2019, that number was 3298 miles, compared with 4336 miles of travel in 2018, 3682 miles in 2017, 4177 miles in 2016, 5313 miles in 2015, 4601 miles in 2014 and 4294 miles in 2013. Those totals in other previous years were 423 hours on the job and 3764 miles in 2012 and 479 hours and 3675 miles in 2011.

A table showing these totals follows:

Year	Speaking Engagements	Hours	Mileage
2011	22	479	3675
2012	22	423	3764
2013	28	566	4294
2014	28	610	4601
2015	39	719	5313
2016	51	721	4177
2017	50	649	3682
2018	50	724	4336
2019	58	663	3298
2020	17	620	1305

## 2020 SPEAKING ENGAGEMENTS (17)

**Thursday, March 12, 2020**

Ethelbert B. Crawford Public Library

Monticello, NY - 6 p.m.

*Reading, Book Signing, "In Further Retrospect"*

**Sunday, May 17, 2020**

Time & The Valleys Museum (via ZOOM)

*Reading, "In Further Retrospect"*

**Monday, July 13, 2020**

Prime Timers of Temple Shalom

Monticello, NY - 1 p.m. (via ZOOM)

*Lessons from the Pandemic of 1918*

**Monday, July 27, 2020**

The Laura Flanders Show (videotaped Interview)

*Transportation in the Pandemic*

**Friday, July 31, 2020**

Mamakating Library

Wurtsboro, NY (via ZOOM)

*Reading, "In Further Retrospect"*

**Thursday, August 6, 2020**

Manor Ink (newspaper)

Telephone Interview

*History of Tanning in Sullivan County*

**Sunday, August 23, 2020**

Time & The Valleys Museum (via ZOOM)

*Women's Suffrage in Sullivan County*

**Monday, August 31, 2020**

Main Street Magazine (telephone interview)

w/ Regina Molaro

*The History of Sullivan County Hotels*

**Monday, August 31, 2020**

Upper Delaware Scenic Byway (via ZOOM)

*The Erie Railroad in Sullivan County*

**Thursday, September 10, 2020**

Main Street Magazine (telephone interview)

w/ Regina Molaro

*Sullivan County Hotels*

**Wednesday, September 16, 2020**

Sullivan County BOCES (via telephone)

w/ Polly Ash

*Sullivan County's Rivers, Lakes and Streams*

**Monday, October 19, 2020**

WVOS Radio (telephone interview)

w/ Eddie Wilson

*Sullivan County Ghost Stories*

**Wednesday, October 21, 2020**

Sullivan County BOCES (via ZOOM)

*Sullivan County's Rivers, Lakes and Streams*

**Thursday, October 22, 2020**

Ethelbert B. Crawford Public Library

Monticello, NY (via ZOOM) - 6 p.m.

*Sullivan County Ghost Stories*

**Monday, October 26, 2020**

New York Times (via telephone)

w/ Devorah Lev-Tov

*Dutch Schultz, Bootlegger*

**Friday, October 30, 2020**

Monticello High School (via ZOOM)

Hospitality and Tourism Classes (2)

*Sullivan County Hotels*

**Saturday, November 7, 2020**

Veterans' Day Parade

Woodbourne, NY - 1 p.m.

*Sullivan County Veterans*

# SHERIFF

Michael Schiff, Sheriff

## 2020 Accomplishments

After 30 years of planning and 2 ½ years of construction the new Sullivan County Jail opened in 2020. The patrol and civil divisions moved to the new building on March 6, 2020. The jail division received approval from the state Commission of Corrections to move into the new facility on June 5, 2020. The new Sheriff's Office/Jail complex is located at 58 Old Route 17 in the Village of Monticello.

# LEGAL AID PANEL

Tim Havas, Executive Director

## 2019/2020 Overview

### 1. Mission Statement

Pursuant to federal and state law, county municipalities are mandated to provide free legal assistance for indigent people who are accused of crimes and for indigent people in specified family court cases including, but not limited to, neglect and custody proceedings. The Sullivan Legal Aid Panel, Inc. is a not-for-profit corporation that has existed since 2003 and has served as the primary indigent defense provider on behalf of Sullivan County in conformity with federal and state mandate.

### 2. Day-to-Day Operation

- This agency zealously defends those accused of serious violent felonies, non-violent felony offenses, misdemeanors, and in some instances, violations.
- Our entity has handled in the range of 3,000 cases annually since its inception.
- We are presently handling five homicide cases and have handled a total of eleven homicide cases since 2017.
- On a daily and nightly basis, our attorneys appear in front of three Superior Court judges in criminal matters, two Superior Court judges in Family Court, and one support magistrate. Additionally, we appear regularly in approximately 25 town courts which meet at different times during business hours and, in many instances, during the evening. Many of these courts meet at the same time and on the same evening requiring sufficient staff to ensure coverage is available pursuant to federal and state mandate. Many of the town courts exist on the outskirts of Sullivan County and some do not convene until 7:30 p.m. and oftentimes conclude in the very late evening.
- We handle administrative proceedings in front of parole magistrates at least twice a month.
- In order to provide competent representation, we have a dedicated staff of attorneys all of whom have substantial experience handling complicated litigation in criminal and family court. Tim Havas, the present Executive Director of the Sullivan Legal Aid Panel, Inc., has 33 years of indigent defense experience. Each attorney on staff has at least 15 years of criminal defense experience.

- Additionally, our agency exists with highly experienced support staff handling secretarial work, state data collection, reception work, intake work, and investigation.
- Our agency participates as a member of the Sullivan County Drug Court Team, which meets for several hours once a week.

### **3. Caseloads**

- In 2019, the Sullivan Legal Aid Panel, Inc. opened approximately 2,941 files. Of that number, 2,557 matters were criminal cases.
- Of that number, 401 of those cases were felonies.
- Our agency handled 1,543 misdemeanor cases.
- Our agency handled 251 non-criminal offenses.
- Our agency also handled 362 administrative proceedings relating to probation matters, parole matters, proceedings under the Corrections Law, and general advice.
- Our agency handled 384 family court related and civil matters.

### **4. Budget/Indigent Legal Services/State Grants**

- The Sullivan Legal Aid Panel, Inc. has operated under the same county budgetary disbursement without increase for the last nine years.
- Indigent Legal Services (ILS) is an entity dedicated to the improvement of legal representation for the indigent. ILS is funded by the state and has provided this agency with grant opportunities for purposes of supplementing and enhancing the level of service that is already provided.
- In a collaborative effort between the County Manager's office and the Sullivan Legal Aid Panel, Inc. we have been able to obtain state grants from ILS which allow us to continue, supplement, and enhance the level of legal service in conformity with federal and state guidelines without increased costs to the local taxpaying constituency.
- ILS and the Sullivan Legal Aid Panel, Inc. are united in lobbying for legislation which, if passed, will result in the state taking over the responsibility for the entire expense associated with free legal assistance. At this point, that legislation has stalled as a result of the pandemic; however, both entities are continuing to push so this legislation comes to fruition.

### **5. Covid/Pandemic**

- The Sullivan Legal Aid Panel, Inc. is an essential agency and there is no lapse in services or coverage despite the pandemic.

## 6. Future Goals

- This agency will continue to strive to provide zealous representation pursuant to state and federal mandate.
- We will continue to work diligently to obtain state grants in order to minimize the County's responsibility for funding as much as possible.
- There is an enormous backlog of cases as a result of court limitations due to the pandemic. This agency will be staffed and ready to handle that backlog efficiently once courts become fully operational.

# CONFLICT LEGAL AID

Joel Proyect, Executive Director

## 2019 / 2020 Overview

The Conflict Panel serves the same population as Legal Aid. There are three entities that provides these services: Legal Aid Panel; Conflict Panel and the Assigned Counsel Program. Legal Aid Panel handles all of the legal representation of indigent persons in criminal proceedings and adult representation in Family Court. If there is a conflict, the Conflict Legal Aid will be assigned.

# Office of Public Defense

Lynda Levine, Administrator of Assigned Counsel

Headed by the Administrator of Assigned Counsel, Lynda Levine, Esq. Ms. Levine also performs the duties of the Data Officer.

Office created on January 27, 2020 with the creation and appointment of the Administrator. This office consists of one full time employee.

## Responsibilities include:

Provide quality legal representation to eligible indigent persons in criminal matters and parental representation in family court matters. Includes representation at all critical stages of criminal prosecution including but not limited to arraignment or first appearance, post disposition representation including appeals.

Coordinate and supervise Sullivan County's Assigned Counsel Program - Sullivan County Assigned Counsel Program consists of private attorneys who are assigned to represent eligible persons in criminal and family court matters in the event that both the Sullivan Legal Aid Panel, Inc. and the Sullivan County Conflict Legal Aid, Inc. are conflicted from representation. The provision of quality representation in these matters is Constitutional and mandated by Article 18B of the County Law of the State of New York.

Established and formalized CAFA Panel. CAFA Panel currently consists of 9 private attorneys who have represented criminal defendants in at least five separate cases in the last three years. They are scheduled on a rotating basis for two weeks "on call", one of which would be as the primary attorney, one as back up. Each attorney receives a stipend for their two week assignment which is reimbursed by the State under Contract No. CSTWIDEHH45. This is a direct result of the Hurrell-Harring litigation which determined that arraignment is a critical stage at which defendant is constitutionally and statutorily entitled to representation.

Administer grant funding provided mostly by the New York State Office of Indigent Legal Services which provides funding to the counties to offset the cost of improving legal services to indigent eligible persons. The intent is to develop initiatives to provide counsel at arraignment, improve quality of representation and implement caseload standards.

Compiles data required to be reported to the New York State Office of Indigent Legal Services as required by state statute

Prepare and submit reports on annual and biannual as required.

Develop budgets and grant proposals.

## Program Costs

Please note that these figures include the County's payments Sullivan Legal Aid Panel, Inc. and Sullivan County Conflict Legal Aid:

2019: Cost of Services:

Total cost:	\$1,729,504.49
State reimbursement of expenses pursuant to grants:	\$ 533,771.15
<b>Total County expense:</b>	<b>\$ 1,195,733.34</b>

2020 Cost of Services

Total cost:	\$ 2,653,067.93
State reimbursement of expenses pursuant to grants:	\$1,097,678.91*
<b>Total County expense:</b>	<b>\$1,555,389.02</b>

\*please note that this figure does not include some claims for reimbursement submitted to the State but not yet been paid to the County.

## Goals for 2021:

Develop a more formalized Assigned Counsel Plan

Develop a Handbook for 18B attorneys on the Assigned Counsel Panel

# COUNTY CLERK

Russell H. Reeves, County Clerk  
Doreen Huebner, Deputy County Clerk  
Erin Mason, Deputy DMV Clerk

## Welcome to Sullivan County!

*The Sullivan County Clerk's Office is located in the Sullivan County Government Center at 100 North Street and the Department of Motor Vehicles is conveniently located at the same location. We have continued to remain open for business throughout the Covid-19 pandemic using our online appointment systems..*

*Both offices are known for our friendly and helpful staff, and ease of access—either in person or online. Our goal is to provide excellent service to our customers.*

- *Need a copy of your deed?*
- *Renewing your driver's license?*
- *Applying for a pistol permit?*
- *Need a passport?*
- *Need a Notary?*
- *Registering a vehicle?*
- *Have a question about court records?*

*How may we help you?*



### County Clerk Staff:

Russell	Dori
Dot	Lori
Tom	Barbara
Maria	Chris
Annie	Dina
Pepsine	Barbara
Joanne	Russ
Stephanie	

### DMV Staff:

Erin	Joanne
Cheryl	Debbie
Sandra	Christine
Denise	Jennifer
Donna	Tina
Tina	

### County Clerk's Office Staff (pictures taken pre-Covid)



### Department of Motor Vehicles Staff



# COUNTY CLERK/DMV

2020

Our mission is to provide exceptional customer service for the public, be it at DMV or the County Clerk's Office, while generating revenue for the County in order to reduce the property tax burden.



## County Clerk Fees Collected:

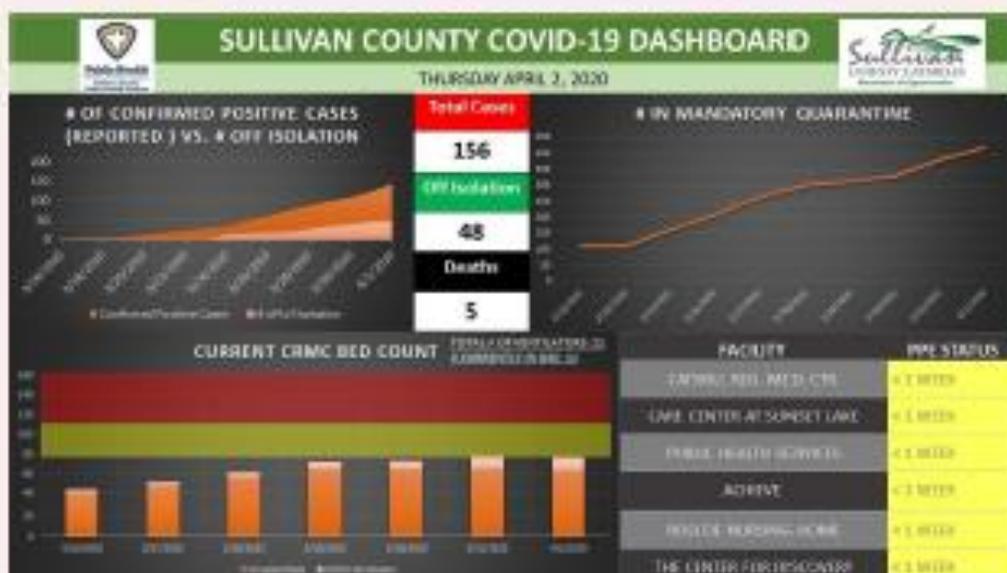
- ◊ \$2,113,905 in mortgage tax for town
- ◊ \$3,869,796 in fees & taxes for state departments
- ◊ \$1,057,367 in mortgage tax for Sullivan County
- ◊ \$1,028,813 clerks fees for Sullivan County
- ◊ \$9,390 passport fees for Sullivan County
- ◊ \$21,040 pistol permit fees for Sullivan County
- ◊ \$2,870 court fines for Sullivan County
- ◊ \$15,879 DWI fines for STOP DWI

## DMV Fees Collected:

- ◊ \$51,207 in internet sharing revenue
- ◊ \$490,908 in DMV use fee for the county
- ◊ \$510,685 in clerk's retention fees
- ◊ \$3,675,171 in DMV fees for the state
- ◊ \$3,125,982 in sales tax for the state



# COVID-19 RESPONSE



- Clerk and DMV offices remained open and staffed during the entire pandemic while instituting constantly changing protocols:
  - Appointments
  - Servicing Sullivan County residents only
  - Staggered employee shifts
  - Drop Boxes
  - Compartmentalize office employees
  - Use of online appointment system in DMV
- County Clerk, along with upper management took a voluntary 4% pay reduction to offset county budget revenue losses
- Rehired two retired employees on a P/T basis to improve service to public
- DMV appointment wait times went from over 2 months out to 2 weeks out

# SULLIVAN COUNTY CLERK

## 2020 HIGHLIGHTS

We were only able to hold one naturalization ceremony due to COVID-19 restrictions.



We assisted customers in obtaining their US Passport Books or US Passport Cards



## *Services provided by the Office of the County Clerk*

### **Land Records**

- > Recording land records, including deeds, mortgages, assignments, and satisfactions.
- > Collection and processing of New York State mortgage and transfer taxes
- > Filing of maps, UCC statements, tax liens

### **Legal**

- > Fee collection and filing of court records for Supreme and Sullivan County courts
- > Administration of Notary Public licenses
- > Host Notary Public testing
- > Filing of Veterans Military Discharge papers
- > Recording matrimonial court records
- > Filing of DBA Business Certificates
- > Filing Judgements

### **Licensing**

- > Processing of United States Passport applications
- > Administration of Pistol Licenses and amendments
- > Host and Administration of Oath of Allegiance to newly naturalized United States citizens
- > Process Precious Metal & Gems forms

### **DMV**

- > Processing vehicle registrations
- > Issue Driver's Licenses and ID cards
- > Driver certification
- > Adjudicating traffic violations
- > Process CDL Licenses
- > Maintain driving and vehicle records
- > Enhanced, Real ID & Greenlight licenses

### **Administration**

- > Financial reporting to partners in federal, state and county government
- > Administering and filing of Oaths of Office
- > Provision of certified copies of all recordings and filings
- > Administer Veterans FAVOR cards

# DEPT. OF MOTOR VEHICLES

## 2020 HIGHLIGHTS

REAL ID License—Extended to October 1, 2021 due to COVID-19

**REAL ID LICENSE, PERMIT, & ID**

### Do You Have the Right Documents?

Social Security Card & 2 Proofs of NYS Residency &

Valid U.S. Passport



U.S. Birth Certificate &

4 Additional Documents:  
Utility Bill,  
Credit / Debit Card,  
Pay Stub, Marriage  
Certificate, etc.



Valid Foreign  
Passport or  
Green Card &

1 Additional  
Document

**> Learn more at [DMV.NY.GOV/REALID](https://DMV.NY.GOV/REALID)**

ALL DOCUMENTS MUST BE **ORIGINAL**. PHOTOCOPIES ARE **NOT** ACCEPTABLE.

## Flight in your Future?

You'll need one of these.



[DMV.NY.GOV/REALID](https://DMV.NY.GOV/REALID)

Document Type	Enhanced (EDL)	Federal REAL ID	Standard
Displayed on document			NOT FOR FEDERAL PURPOSES
Boarding a domestic (U.S.) flight (starting October 2020)	X	X	
Entry into a Military Base	X	X	
U.S. Border Crossing into Canada, Mexico, some Caribbean countries	X		

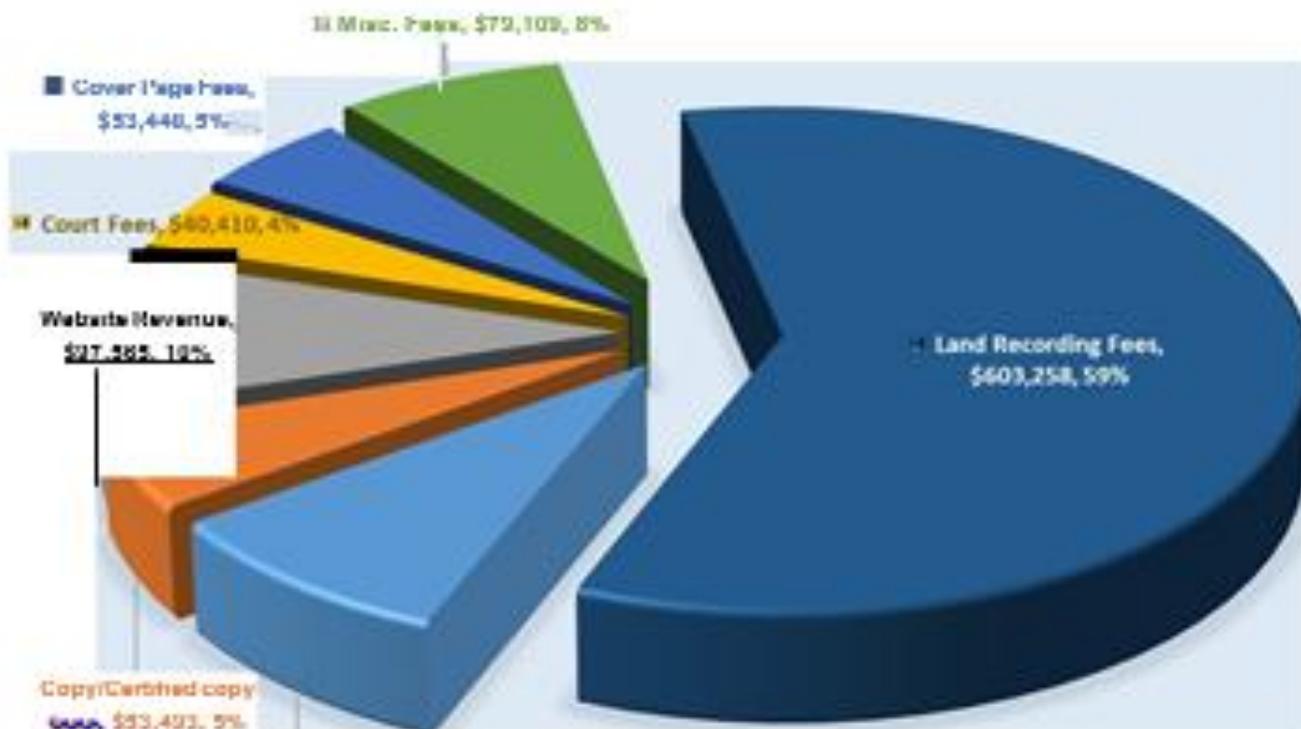
## *Highlights and Initiatives*

- > **Notary Test Site:** In an effort to accommodate the residents of Sullivan County, the County Clerk requested that the state add a notary examination test site location within Sullivan County. The notary examination has been given to over a 100 applicants in the legislative room in the county Government center to date. The County Clerk is hoping to host another exam in 2021.
  
- > **Mobile DMV vehicle:** The County Clerk's office has run a very successful Mobile DMV vehicle. The mobile unit visited different towns, throughout the county on a rotating basis, throughout the year. The unit brings convenience directly to residents and reduces congestion at the DMV's main office.
  
- > **Access to County Land Records:** The County Clerk continues to back scan Land records for easier access for searchers and the public.
  
- > **E-Recording:** Approximately 60% of the land record documents are currently e-recorded. Electronic recording has been a tremendous success, significantly increasing the efficiency of the filing and recording by reducing manual labor, foot traffic and storage issues.
  
- > **E-Filing:** Instituted in June of 2019. E-filing enables users to have instant access to court documents with no mailing costs. Documents can be filed from anywhere and faster filing means faster resolutions. E-filing has reduced the clerk's time spent recording documents and reduces the need for storage.
  
- > **E-Recording and E-Filing** played a critical role in providing continuous services to the public during the Covid-19 pandemic.

## CLERKS REPORT TO THE LEGISLATURE OF THE COUNTY

2020	State Revenue	County Revenue	Town Revenue	Difference from 2019	
<b>MORTGAGE TAX</b>					
Mortgages Recorded-2329				568	32.25%
Town Mortgage Tax			\$2,113,904.82	\$472,404.57	28.78%
County Mortgage tax		\$1,057,366.59		\$236,642.74	28.83%
SONYMA Mortgage Tax	\$988,256.48			\$214,559.80	27.73%
<b>Total</b>	\$988,256.48	\$1,057,366.59	\$2,113,904.82	\$923,607.11	28.54%
<b>CLERK FEES</b>					
Documents Recorded-10754				1455	15.65%
Clerks Fees		\$1,028,812.71		\$123,152.78	13.60%
Pasaports		\$9,390.00		(\$16,515.00)	-63.75%
Pistol Permits		\$21,040.00		(\$2,551.50)	-10.82%
County Court Fines		\$2,870.00		(\$3,683.06)	-56.20%
County Court Stop DWI Fines		\$15,878.61		(\$8,763.46)	-35.56%
<b>Total</b>		\$1,077,991.32		\$91,639.75	9.29%
<b>STATE TAXES/FEES</b>					
Deeds Recorded-4566				537	13.33%
NYS DTF-Real Estate Transfer Tax Unit	\$2,604,477.28			\$924,829.18	55.06%
NYS Unified Court System	\$411,351.10			(\$148,098.76)	-26.47%
NYS Education Dept.	\$236,517.22			\$17,182.97	7.83%
NYS DTF-Office of Real Property Tax Services	\$612,770.00			\$39,134.00	6.82%
NYS Department of State (Notary fees)	\$4,680.00			(\$3,960.00)	-45.83%
<b>Total</b>	\$3,869,795.60			\$829,087.39	27.36%
<b>Grand Total \$8,127,314.81</b>					
<b>Clerk's Revenue Total \$2,135,357.91</b>					

## 2020 COUNTY CLERK REVENUE



State reimbursement  
for processing  
mortgages, \$20,518, 2%

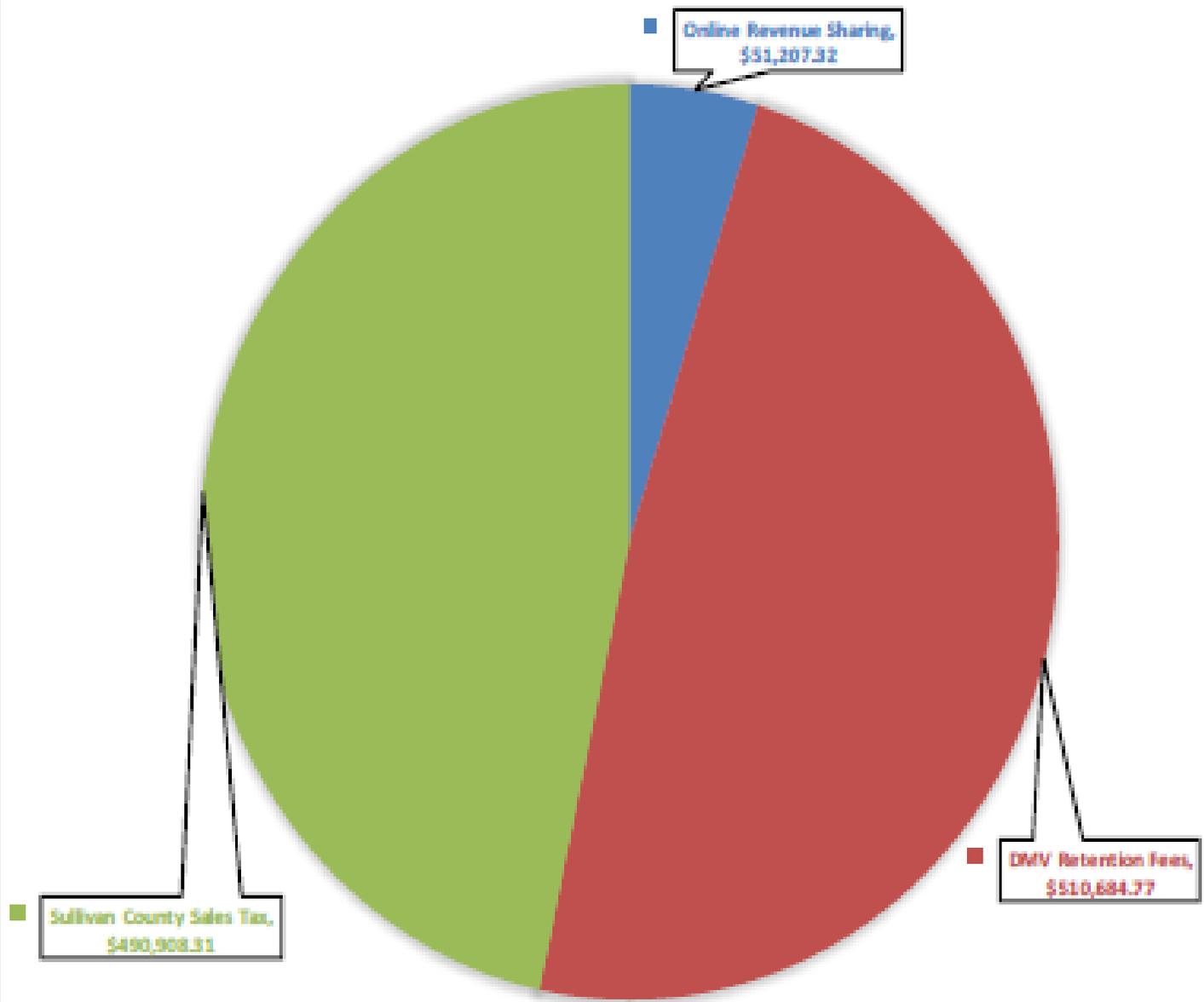
- Y State reimbursement for processing mortgages
- Copy/Certified copy fees
- Website Revenue
- ✕ Court Fees
- Cover Page Fees
- Misc. Fees

## DMV REPORT TO THE COUNTY LEGISLATURE

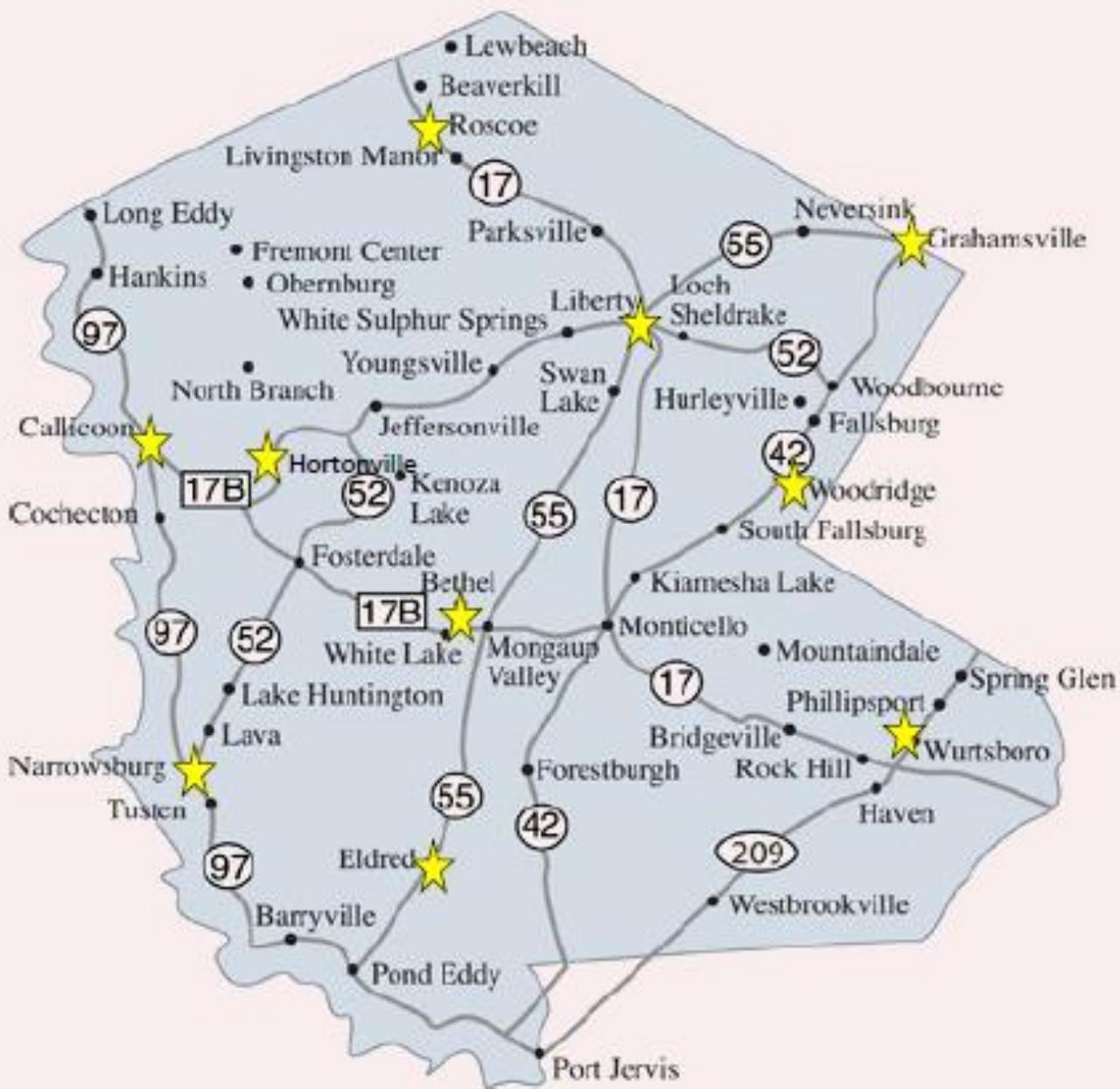
2020		Difference from 2019		
REVENUE				
County Bad Check	\$280.00		0.00	0.0%
Surrenders	\$5,973.00		-2,732.00	-45.7%
Online rev sharing	\$51,207.32		22,361.87	43.7%
Sales Tax	\$3,132,605.21		1,189,451.70	38.0%
Terminal Issuance	\$4,172,929.75		-1,191,593.00	-28.6%
<b>Total Revenue</b>	<b>\$7,362,995.28</b>		<b>17,488.57</b>	<b>0.2%</b>
DISBURSEMENTS				
NYS DMV COMM		3,675,171.00	-1,046,912.19	-28.5%
COUNTY CLERK		561,892.09	-125,314.58	-22.3%
CASHIER overage		-50.27		39.6%
NYS TAX/FINANCE		3,125,982.46	1,189,695.45	38.1%
		7,362,995.28	17,488.57	0.2%
COUNTY REVENUE				
Online revenue share	\$51,207.32		22,361.87	43.7%
DMV FEES	\$510,684.77		-147,676.45	-28.9%
Sales Tax	\$490,908.31		-30,209.12	-6.2%
<b>Total County Revenue</b>	<b>\$1,052,800.40</b>		<b>-155,523.70</b>	<b>-14.8%</b>

**DMV Revenue Total \$1,052,800.40**

### 2020 DMV REVENUE



# 2019 DMV Mobile Office Visits



# COUNTY TREASURER

Nancy Buck

## 2019 DEPARTMENT PERFORMANCE PLAN

### GENERAL DEPARTMENT GOALS:

- Remodel Front office including new counter and doors for safety. Installation of two computers for public to view property and tax information online. ***Goal partially realized: The new counter and area for computer kiosks are installed. We are waiting for installation of the two computers.***

### TAX DEPARTMENT GOALS:

- Tax Collection Software replacement: Our current software is over eleven years old and will soon be unsupported by Windows. Nancy has already started the process by reaching out to colleagues to inquire as to what software they use, how they implement the Article 11 foreclosure procedure using the software and if they are willing to share (if it was created in-house). ***Goal not realized.***

### ACCOUNTING DEPARTMENT GOALS:

#### GENERAL ACCOUNTING:

- Purchase New World Business Analytics Module to make New World data easily accessible and manipulated to create custom reports and data analysis. ***Goal realized.***
- Continue to add content to TCM - specifically with Revenue Collections and Journal Entries. ***Goal realized: backup is scanned into New World for easier access by parties who need to review the same.***
- Institute ACH payments starting with payroll account. ***Goal not realized.***

#### ROOM TAX:

- Enter Agreement with Host Compliance to obtain a more thorough list of properties being utilized as short term rentals in Sullivan County. ***Goal realized and contract entered into in November 2019.***
- Research use of Laserfiche as document storage for room tax documents. ***Goal not realized.***

### REAL PROPERTY AND TAX DEPARTMENT GOALS

#### GENERAL:

- Revise the laws, rules and regulations for all Installment Agreements, including institute strict guidelines for enforcement to fix loopholes some taxpayers have found to delay repayment. ***Goal partially realized: default and penalties are explained and deadlines more strictly enforced; law could not be changed as it mirrors NYS Law.***
- Institute single spreadsheet for foreclosure parcels to avoid errors. ***Goal realized***

## 2020 DEPARTMENT PERFORMANCE PLAN

## Updated January 2021: GOALS REALIZED/NOT REALIZED

It should be noted that in June 2020, the structure of many Departments in the County changed. The Real Property Tax Department (which was previously under the Planning Department) was moved to be under the Treasurer's Department. While this move made sense on many levels, there were many obstacles that needed to be addressed to effectuate the change. Starting in June 2020, this office undertook many additional responsibilities on behalf of Real Property including: all financial matters, including budgetary and purchasing matters and payroll/personnel matters. In addition, this office regularly assists with the processing of transfer documents and gives general assistance in the Real Property Department. This was all accomplished without having to ask for additional staffing.

### ACCOUNTING DEPARTMENT GOALS:

#### GENERAL ACCOUNTING:

- To decrease the amount of paper we are using by utilizing the tools provided by TCM and other document storage solutions.  
*Goal realized: The office is continuing to work on the amount of paper used. At this time we have decreased the amount of printing by approximately 50%. There is still a need for certain printed documents but we will continue to find ways to reduce this.*
- To make all accounting documents and backup easily accessible for information by all departments.  
*Goal realized: As of January 1, 2020 we began the process of attaching all backup for accounts payable. We also continue to attach backup to revenue collections.*
- Continue to cross train employees to be able to cover all Accounting department duties in one's absence.  
*Goal realized: Cross training is extremely important in our office. We continue to cross train and have been able to run our department on limited in person staff during these difficult times.*
- Continue to maintain the good working relationships between Treasurer's Accounting and all other Government Offices.  
*Goal realized: Treasurer's Accounting is a vital support department for the entire County. During these difficult times we have done our best to maintain the excellent communication with all departments via phone conference, zoom or in person when possible.*

#### ROOM TAX:

- Continue to maintain a good working relationship developed between the Room Tax division, County Attorney, County Clerk, County Auditor and SCVA.  
*Goal realized: During these difficult times we have maintained excellent communication with all departments. We are currently working the County Attorney's Office to revamp the Room Tax Law.*
- Continue to develop relationships between Room Tax Division, Room Tax applicants and third party vendors such as AirBnB.  
*Goal realized: Communications has been key during these difficult times. We continue to form relationship with new and old applicants.*
- Research the use of Laserfiche as document storage solution for room tax applications, returns and communications.

***Goal not realized due to COVID***

- Research creating a room tax credit card payment process with electronic filing.

***Goal not realized due to COVID*****SOLID WASTE:**

- Continue to maintain a good working relationship between DPW and Landfill/Transfer Station employees.

***Goal realized:*** *We continue to work with the transfer stations daily. We have set up system where Sue visits the landfill weekly to maintain these relationships.*

- Continue to develop relationships between haulers and large landfill customers.

***Goal realized:*** *Communications has been key during these difficult times. We have made available drop off boxes when the building was closed and continue to work with the haulers to build professional relationships.*

- Research use of Laserfiche as document storage for solid waste documents.

***Goal not realized due to COVID*****REAL PROPERTY AND TAX DEPARTMENT GOALS****GENERAL:**

- Cross train to ensure work can be completed when someone is unavailable

***Goal realized:*** *measures are now taken when a staff member will be absent to ensure work flow continues in their absence.*

- Interact and cooperate with other departments to provide excellent customer service

***Goal realized:*** *communication between our office and County Clerk was done prior to the filing of auction deeds which greatly reduced the amount of time spent and errors made.*

- Be more aware of any opportunities to improve our work performance

***Goal realized:*** *Data is now placed in Excel spreadsheets for bankruptcy, installment, foreclosure and auction which makes it useable for many purposes. We only have to enter the information one time and then utilize it repeatedly.*

- Complete assigned tasks within established deadlines

***Goal realized:*** *Due to Covid, our timelines were changed, but we were able to meet all deadlines in 2020.*

- Review work more carefully to ensure accuracy

***Goal realized:*** *All information for Deeds is reviewed prior to preparing the same (Excel data is reviewed and corrected as needed). Installment and delinquent tax information is reviewed by several staff members prior to commencing any collection efforts.*

- Strive to keep a positive attitude in the face of any adversities that may arise

***Goal realized:*** *2020 proved that we can do this.*

- Be conscious of any opportunity improve work flow and efficiency that may provide cost savings or improve customer's experience

***Goal realized:*** *See above for creation of Excel spreadsheets.*

- Checks and balances: employees receiving cash from a taxpayer does not prepare daily deposit. Cash drawers are audited by Accounting Department.

***Goal realized.***

- Scan deposit backup to help with deposit and address corrections

***Goal realized.***

FILE MANAGEMENT:

- Foreclosure searches will be signed out when removed from the designated area by placing a colored placard in its place with your name on it
- In September 2020 we will be placing card stock “backers” on one Town’s foreclosure searches to test if that helps keep searches neat and the mailings more secure
- Institute a formal, written chain of command for searches, for example:
  - 1) Tax Dept. pulls foreclosure searches once paid; provides to abstractor. Abstractor removes unnecessary items attached to search and files in closed drawer
  - 2) Real Property Tax Service Specialist gives all private sale and repurchase searches to person preparing journal once the deeds are recorded; searches are then given back to Specialist to be filed in appropriate area.

*Above goals NOT realized due to Covid and time constraints.*

- Establish database of known address issues to reduce mail costs and time  
*Goal realized.*

PROPERTY MANAGEMENT:

- Review problem parcels: gores created by Real Property Department, parcels less than a tenth of an acre, “unknown owner” parcels, etc. and try to either transfer to a third party or place on the RPLT §1138 list and remove from tax rolls  
*Goal realized, but the process is continuing.*
- Provide list of parcels posted by Real Property Examiner to Tax Department daily to ensure fees are added in a more timely manner  
*Goal realized. Property Examiner will give a list of the properties posted each day, rather than at the end of posting.*

# Real Property Tax Services

Edward Homenick, Director (in 2019)

## 2019

### Accomplishments

The Sullivan County Department of Real Property Tax Services has functioned for the past year in conformance with the New York State Real Property Tax Law and the Rules and Regulations of the New York State Department of Taxation and Finance, Office of Real Property Tax Services.

During 2019, our office operated with a staff of six; The Director, Deputy Director, Real Property Tax Service Aid, a GIS/Tax Map Technician, a GIS Coordinator, as well as a GIS Specialist, which is a new position that was filled by our Senior GIS/Tax Map Technician.

This office maintains a close working relationship with its 15 assessors, local title companies, surveyors, attorneys, and other local governments to ensure that our real property records and tax maps are accurate and up to date.

### Director's Responsibilities

Mandated duties of this office are specified in RPTL 1532 and include the preparation and maintenance of tax maps. This maintenance includes plotting parcels from deed descriptions or survey, whereby improving the accuracy of these maps. We also review subdivision, condominium, and lot improvement plats before recording, and depict these on the tax map as well. Features portrayed on the tax map include parcels, special districts, easements, address points, hydrology, and wetlands. Tax map maintenance also includes the updating of records associated with each parcel.

Other duties include:

- Provides orientation and training of newly appointed assessors
- Annual training of the Board of Assessment Review
- Administer correction of errors of the tax roll
- Provides guidance and assistance to local assessors in the administration of Real Property Tax Law. Attends monthly meetings of the Sullivan County Assessors' Association, updating them on the latest changes in the Real Property Tax Law and other information relative to the real property tax administration process.
- Member of the Real Property Advisory Board

- Member of the Agriculture and Farmland Protection Board
- Provide reports to the County Manager for the preparation of the county budget.
- Provide exemption impact reports to municipalities and school district upon request.
- Responsible for coordinating the creation and distribution of the tax and assessment rolls and tax bills.
- Maintains a list of all county owned properties.

### 2019 Statistics

- Sullivan County parcels: 66,900 +/-
  - **Deeds:** 3,897
  - **Subdivisions:** 47
  - **Parcels conveyed:** 5,153
  - **Subdivision Lots created:** 395
  - **Parcel combinations:** 495 parcels combined

The ten year history as depicted below reveals that the amount of deeds recorded for processing in our office had been steadily increasing over the past few years. This was the first year with a decrease since 2011

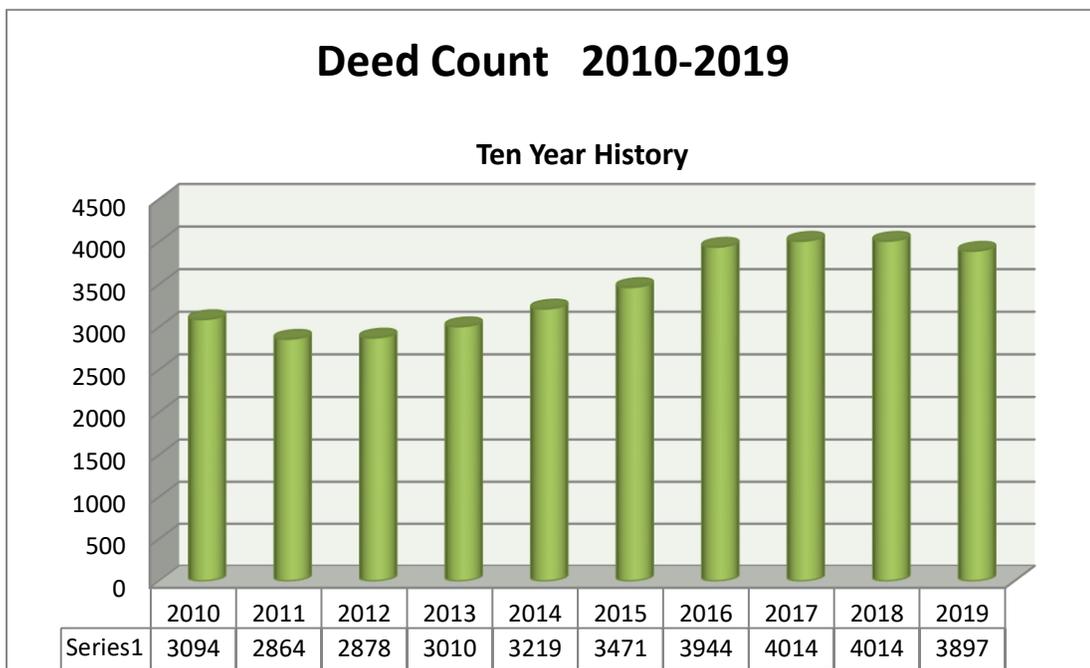
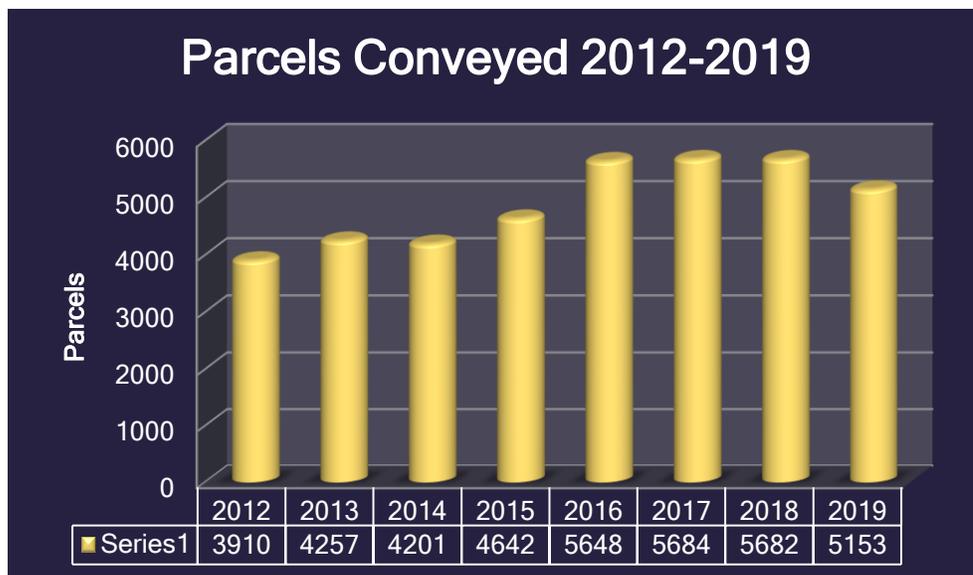


Chart below depicts the number of parcels conveyed for the past eight years.



The chart below depicts the number of subdivision lots created over the past ten years. Much of the increase during this year was attributed to the expansion of The Chapin Estates Subdivision in the Town of Bethel.



## ADDITIONAL DUTIES

Real Property Tax Services maintains the 911 addressing database and provides addressing services as part of the 911 Addressing Program. Additionally, our GIS Program is responsible for all county related GIS mapping and GIS database administration. The 911 Addressing Program and GIS Program components of this office are sustained by our GIS Coordinator and our GIS Specialist.

### 911 Addressing Program

Maintaining the 911 addressing database allows us to provide our county residents and businesses with new addresses as well as assist them with any address related issues. We are responsible for adding new address points to the system (Site Address Points) as well as adding new roads or name changes. Many hours are devoted to maintenance and public inquiry each year.

We currently maintain approximately 56,500 address points with associated data within the county.

- *New Site Address Points added: 523*
- *Other issues resolved: 384*
- *Private Communities addressed: 8*
- *New Roads created: 28*
- *Verizon AMS (Address Management System) Support Requests: 48*

### GIS Program

Our department produces nearly all of the GIS maps and services requested by county departments, the general public, professional agencies, and governmental agencies. We also fill requests that come to us through the NYS GIS Clearinghouse. Providing maps and associated data allow those we serve to make informative decisions with respect to their initiatives or goals.

We filled more than one hundred requests for maps and data this year. For a listing of the many of these, please refer to our monthly activity reports that have been submitted at our monthly legislative committee meetings.

### Data Development

Data development within our GIS system has allowed us to support county wide initiatives. Some select examples of data developed for use in 2019 is listed below.

- Services
  - Bus Routes and Stops
  - Neighborhood Services

- Community Event Assets
- Public Safety
  - Incident Locations
  - Communications
  - Response Zones
  - Landing Zones
  - Epidemiology
  - Air Support
  - Mission Ready Packages
  - Evacuation Notices and Routes
  - Points of Distribution
  - Public Safety Transportation
- Various Infrastructure layers
  - Millennium Pipeline
  - Bridges
  - Schools
  - Medical Facilities
  - Governmental Facilities
  - Landmark Facilities
  - Transportation Facilities
  - Park Recreation Facilities
  - Mail Shipping Facilities
  - Commercial and Industrial Facilities
- Election Boundaries
- Recreational data
  - Historical Markers
  - Frost Valley Trails
  - Frost Valley Landmarks
  - DEC Trails
  - DEC Landmarks
  - Geographic Landmarks
- Demographics
  - Population
  - Housing Costs
  - Employment Status
  - Median Income
  - Vehicle Availability
  - Poverty Level

## Web Development

### Public Facing Apps:

Apps developed this year have enabled the public and municipalities to get information easily. Apps developed by our GIS program included:

- MOVE Sullivan - Our new public transportation locator. Designed to enable residents and visitors to locate bus stops and routes for the MOVE Sullivan and Lifeline routes established by the Transportation Department.
- Sullivan County GIS Program Story Map - Provides a story map based format for viewing information related to the history, activity, and benefit of the GIS Program in Sullivan County.
- Real Property Performance Dashboard - A dashboard showing progressing calculations of the work completed by the staff within the Real Property Services Office.
- Community Services Locator - Called "My Neighborhood Services", this app was designed to assist the public in locating food pantries and other community services available within Sullivan County.

### Organizational Apps:

- SC Outages Weather & Traffic Dashboard - used by Public Safety to monitor outages, weather, and traffic.
- Emergency Resources Reporter - used by Public Safety to map emergency management inventory and assets.
- Incident Briefing - Tabular story map for use by Public Safety to provide map and data based visual briefings to authorities, and the public, as needed.
- Logistics Planning - Data mapping and analysis app for use in the asset planning, response, and recovery stages of any given Public Safety event or incident.
- Operations Response - Data mapping and analysis app for use in the operations planning and response stages of any given Public Safety event or incident.
- Situational Awareness - Data mapping and analysis app for use in identifying and analyzing key demographics for any given Public Safety event or incident.
- Epidemiology Reporter - Data mapping and analysis app, for use by Public Health staff, to report exposure, suspected, and confirmed contamination/infection during Public Health incidents.
- Epidemiology Dashboard - Data Analysis dashboard, for use by Public Health staff, to identify hot spots and key demographics for affected areas.
- MOVE Sullivan Reporter - Data mapping and analysis app, for use by Transportation staff, to report new bus stops and bus routes in a non-GIS setting.
- MOVE Sullivan Manager - Tabular data editing app, for use by the Transportation staff, to edit existing bus stop times and details.
- Historical Markers Web Map - Web map, used by the Planning Dep't staff, for field data collection of historical markers within Sullivan County, NY.

The graphic shown below demonstrates the popularity of the apps developed by our GIS Program. All of the apps listed are publically available via our Gallery on the Real Property website, or via our Sullivan County GIS Open Data Portal. The apps are used by surveyors, engineers, commercial vendors, municipal agencies, and the general public to quickly locate needed answers and to perform map based research.

	<p>Notify my Neighbors</p> <p>Views: 2,336</p> <p>Created: 6/15/2017</p>		<p>Find your Election District</p> <p>Views: 1,304</p> <p>Created: 6/1/2017</p>
	<p>Research Special Districts</p> <p>Views: 1,316</p> <p>Created: 5/11/2018</p>		<p>MOVE Sullivan</p> <p>Views: 691</p> <p>Created: 3/20/2019</p>
	<p>Sullivan County GIS Open Data</p> <p>Views: 38,387</p> <p>Created: 4/13/2017</p>		<p>Geoportal Quick Access App</p> <p>Views: 19,565</p> <p>Created: 6/21/2018</p>
	<p>Verify your Address</p> <p>Views: 22,481</p> <p>Created: 6/14/2017</p>		<p>Move Sullivan Story Map</p> <p>Views: 6,882</p> <p>Created: 8/29/2018</p>

The graphic shown below demonstrates the popularity of the open data developed by our GIS Program. All of the datasets listed, and many others, are publically available for download via our Sullivan County GIS Open Data Portal. This data is used by surveyors, engineers, commercial vendors, municipal agencies, and the general public to add to the value of their own projects.

	<p>911 Addressing Dataset</p> <p>Views: 54,262</p>		<p>Local Landmarks</p> <p>Views: 23,713</p>
	<p>Parcels Dataset</p> <p>Views: 53,922</p>		<p>Tax Map Boundaries Dataset</p> <p>Views: 13,562</p>

## INITIATIVES

- Measles Outbreak Monitoring Initiative - At the request of the Public Health Dep't, the GIS Program developed the Epidemiology Reporter and Epidemiology Dashboard, for the use of the Public Health staff, to monitor, report, and analyze measles cases in a non-GIS setting.
- MOVE Sullivan Transportation Initiative - At the request of the Communications Director, the GIS Program developed a public transportation locator, to be used by the public, along with supporting apps for data editing and analysis by non-GIS users among county staff.
- Food Pantry Initiative - At the request of the Communications Director, the GIS Program developed the My Neighborhood Services Locator, to be used by the public, along with supporting apps for data editing and analysis by non-GIS users among county staff.
- Woodstock 50<sup>th</sup> Anniversary Emergency Preparedness Initiative - At the request of the Public Safety Commissioner, the GIS Program developed a collection of apps, called the Emergency Management Suite, for use during the Woodstock 50<sup>th</sup> Anniversary. This suite was requested as a means of improving Emergency preparedness, mitigation, response, and recovery during Woodstock weekend and for incidents/events moving forward.
- National GIS Day - The Sullivan County GIS Program hosted our first annual National GIS Day Event in November, 2019. Our theme focused on "Empowering You through GIS" and highlighted the ways in which our program is assisting you, and our departments, to get the answers you need.

## Equalization Rates

Three towns have maintained a 100% equalization rate in 2019. The Town of Fremont is actively working toward the same and hopes to have accomplished this in a few more years. The Towns of Liberty and Tusten noticed a decrease in the Estimate of Full Value this year. Two towns had significant increase in their estimate of full value, Bethel and Thompson, with Bethel realizing an 11.48% increase and Thompson at 6.7%.

Municipal Code	Municipal Name	(A) 2018 State Equalization Rate	(B) 2019 State Equalization Rate and Status	(C) Percentage Change in Estimate of Full Value
482000	Town of Bethel	68.00	61.00 Final	11.48%
482200	Town of Callicoon	66.45	65.30 Final	1.76%
482400	Town of Cochection	77.00	74.00 Final	4.05%
482600	Town of Delaware	100.00	95.75 Final	4.44%
482800	Town of Fallsburgh	59.50	59.00 Final	0.85%
483000	Town of Forestburgh	100.00	100.00 Final	0.00%
483200	Town of Fremont	66.50	65.90 Final	0.91%
483400	Town of Highland	100.00	100.00 Final	0.00%
483600	Town of Liberty	75.00	77.34 Final	-3.03%
483800	Town of Lumberland	100.00	100.00 Final	0.00%
484000	Town of Mamakating	63.78	61.85 Final	3.12%
484200	Town of Neversink	3.80	3.65 Final	4.11%
484400	Town of Rockland	68.65	68.55 Final	0.15%
484600	Town of Thompson	86.00	80.60 Final	6.70%
484800	Town of Tusten	54.00	56.00 Final	-3.57%

## Correction of Errors

Correction of errors to the tax roll for the year totaled 99. A majority of these were for Land Bank parcels.

- **Town & County:** 17
  - **Village:** 37
  - **School:** 45

## Highlights for 2019

- **GIS Upgrade:** We were able to complete the upgrade our county GIS system using Enterprise GIS. This system has enabled us to integrate county GIS data into the central GIS database. We have used that data to deploy departmental GIS solutions, minimize long term cost and data storage limitations by hosting data on our own servers, and take advantage of additional functionality to provide user friendly maps and apps for public consumption. This new system also allowed us to assist the 911 Dispatch Center with a GIS and CAD dispatch system upgrade.
- **New legislation:** New legislation amending Real Property Tax Law included requiring enhanced STAR recipients to enroll in the income verification program. Seniors are required to sign up the first year with their assessor if they have not participated in the past. Failure to do so would result in loss of the enhanced exemption or credit check. Likewise, residents who have qualified for the enhanced STAR exemption in the past were automatically qualified for the aged exemption. This is no longer the case. Property owners must apply for this exemption separately.
- **Land Bank:** Land Banks are now exempt as of the date of transfer of title to the Land Bank. This bill was signed on December 28, 2018.
- **New Assessor:** The assessor in the Town of Liberty had resigned and filled a vacancy within the Town of Delaware. She was replaced in Liberty by Renee Ozomek. Long time assessor in the Town of Callicoon, Bonnie Hubert, resigned at the end of 2019. Jackie Pilny, the former assessor's clerk, has filled the position.
- **911 Addressing:** We continue to process of addressing our private communities. Original 911 addressing in the 1990's included only one address for private communities, such as mobile home parks, and condominium developments. There are a few hundred communities that we need to address, and much of this work requires involvement from the community governing bodies. This year, we were able to address all residential and public gathering units or locations (i.e.: apartments, units, pools, playgrounds, community centers, etc...) within eight non-compliant private communities.
- **Website Development:** We updated our website this year, adding useful information to help our property owners. We also upgraded our Sullivan County GIS Open Data site to be compliant with new standards required by our hosting platform.

## DEPARTMENTAL GOALS - 2019

### GOALS Realized

- Developed a command operations GIS solution for Public Safety Emergency management. This solution, now known collectively as the Emergency Operations Suite, was developed to enhance the monitoring, preparedness, mitigation, response, and recovery capabilities of the Sullivan County Emergency Operations Center. This solution is now used on a daily basis by the Public Safety Commissioner and the Fire Coordinator to monitor incidents related to outages, weather, and traffic. This allows them to more effectively respond to the ever changing public safety needs within Sullivan County.
- Integrated two core data groups into the GIS infrastructure. By integrating the core data groups into the central GIS database we can more effectively share data, while minimizing duplication, cost, and time required. This data is now readily available to the public, other county departments, and municipal agencies. This data has also been used to create organizational and public apps, enhancing efficiency and transparency throughout the County.
- Reviewed census blocks and tract boundaries for LUCA Phase II. A follow up to the address review in LUCA Phase I, this phase allowed us to review the tract and block boundaries used for demographic and statistical purposes by the US Census Bureau. This review included the modification of existing boundaries to more accurately reflect census designated places, current neighborhood use, and municipal boundaries. This information is imperative for an accurate determination of federal funding to support highway planning and construction, public transportation, schools, family services, housing assistance, and emergency/disaster response, among others.
- Reviewed and corrected address range fallout provided by BOE. This process assists the Board of Elections in evaluating the accuracy of addresses provided by voters within Sullivan County. Addresses are compared to the road ranges within the 911 addressing system. Those addresses that do not fall within a valid range are marked for follow up and review.
- Merged road names with communities for BOE. This process also assists the Board of Elections in evaluating the accuracy of addresses provided by voters within Sullivan County. Roads are compared to the roads within the 911 Addressing System. Road names that do not exist in that system are marked for follow up and review.

### GOALS Yet to Be Realized

- Perform telephone number / ALI audits in 911 database (*in progress pending receipt of new data from 911 Coordinator and/or Verizon AMS*)
- Develop an Opioid Drug Initiative GIS solution for Coroner / Public Health (*on hold per request of Public Health*)
- Work with DPW to create new digital highway inventory maps for remaining towns (*in progress pending receipt of requested information from DPW*)
- Reconcile BOE and E-911 addresses (*in progress*)

We look forward to serving the Sullivan County community in 2020.

# Real Property Tax Services

Christopher J. Knapp, Director

## 2020

The Sullivan County Department of Real Property Tax Services has functioned for the past year in conformance with the New York State Real Property Tax Law and the Rules and Regulations of the New York State Department of Taxation and Finance, Office of Real Property Tax Services.

During 2020, our office operated with a staff of six for the first three months; the Director, Deputy Director, a Real Property Tax Service Aide, a GIS/Tax Map Technician, a GIS Coordinator, as well as a GIS Specialist. Due to the pandemic two of the offices staff were laid off in April; the real property tax services Aide and GIS/Tax Map Technician leaving the office with a staff of four. Thereafter, in June and July the Director and Deputy Director retired with only the Director's position being replaced from within leaving the office with a staff of one until August when the Real Property Tax Services Aide was allowed to return. The department is now overseen by the Deputy County Treasurer and is under the jurisdiction of the Treasurer's Office; the Treasurer's Office assists us daily with our daily operations. Additionally, the GIS program is no longer under the department's jurisdiction since the GIS Coordinator was transferred to Information Technology Services; we still provide some GIS services which were primarily handled by the former GIS Specialist who is now the Director. We created a new position, Tax Map /Real Property Systems Specialist, this position will help us become more involved with the creation of assessment/tax rolls and tax bills; the position was filled by our Real Property Tax Services Aide. The Real Property Tax Services Aide position will not be filled at this time, instead there was a need for a new position, Real Property Tax Map Specialist to assist with the tax mapping duties of the department. To sum up, the department will now operate with a staff of three and assistance from the County Treasurer's Office. The staff are as follows: Director, Tax Map/Real Property Systems Specialist and Real Property Tax Map Specialist.

This department maintains a close working relationship with its 15 assessors, local title companies, surveyors, attorneys, and other local governments to ensure that our real property records and tax maps are accurate and up to date.

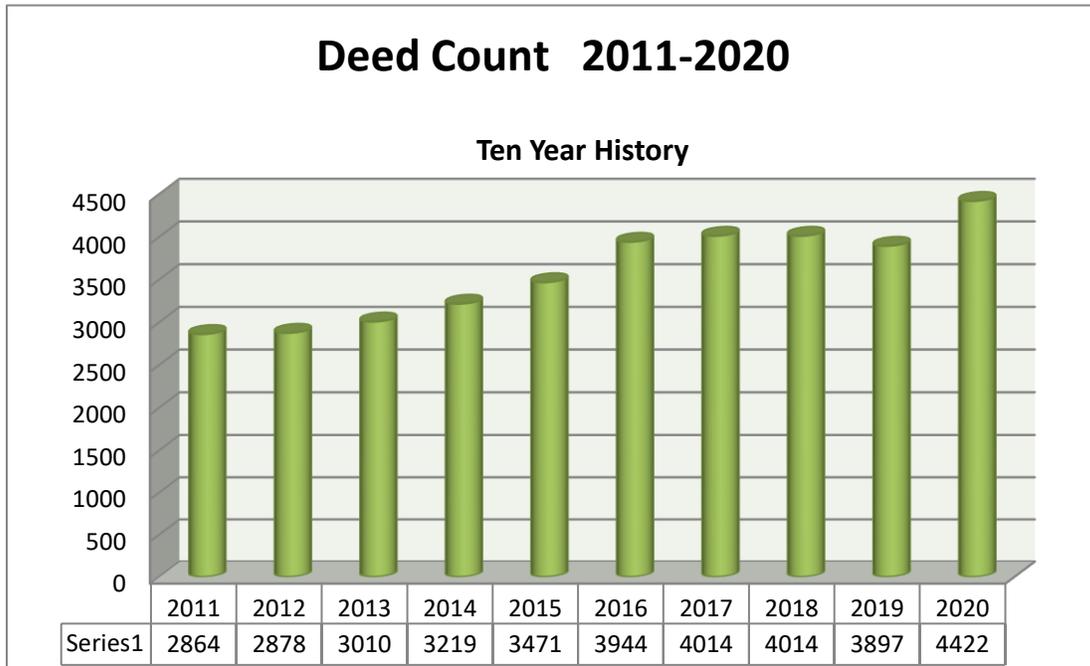
## DIRECTORS RESPONSIBILITIES

Mandated duties of this office are specified in RPTL 1532 and include the preparation and maintenance of tax maps. This maintenance includes plotting parcels from deed descriptions or survey, whereby improving the accuracy of these maps. We also review subdivision, condominium, and lot improvement plats before recording, and depict these on the tax map as well. Features portrayed on the tax map include parcels, special districts, easements, address points, hydrology, and wetlands. Tax map maintenance also includes the updating of records associated with each parcel. Other duties include:

- Provides orientation and training of newly appointed assessors
- Annual training of the Board of Assessment Review
- Administer correction of errors of the tax roll
- Provides guidance and assistance to local assessors in the administration of Real Property Tax Law. Attends monthly meetings of the Sullivan County Assessors' Association, updating them on the latest changes in the Real Property Tax Law and other information relative to the real property tax administration process.
- Member of the Real Property Advisory Board
- Member of the Agriculture and Farmland Protection Board
- Provide reports to the County Manager for the preparation of the county budget.
- Provide exemption impact reports to municipalities and school district upon request.
- Responsible for coordinating the creation and distribution of the tax and assessment rolls and tax bills.
- Maintains a list of all county owned properties.

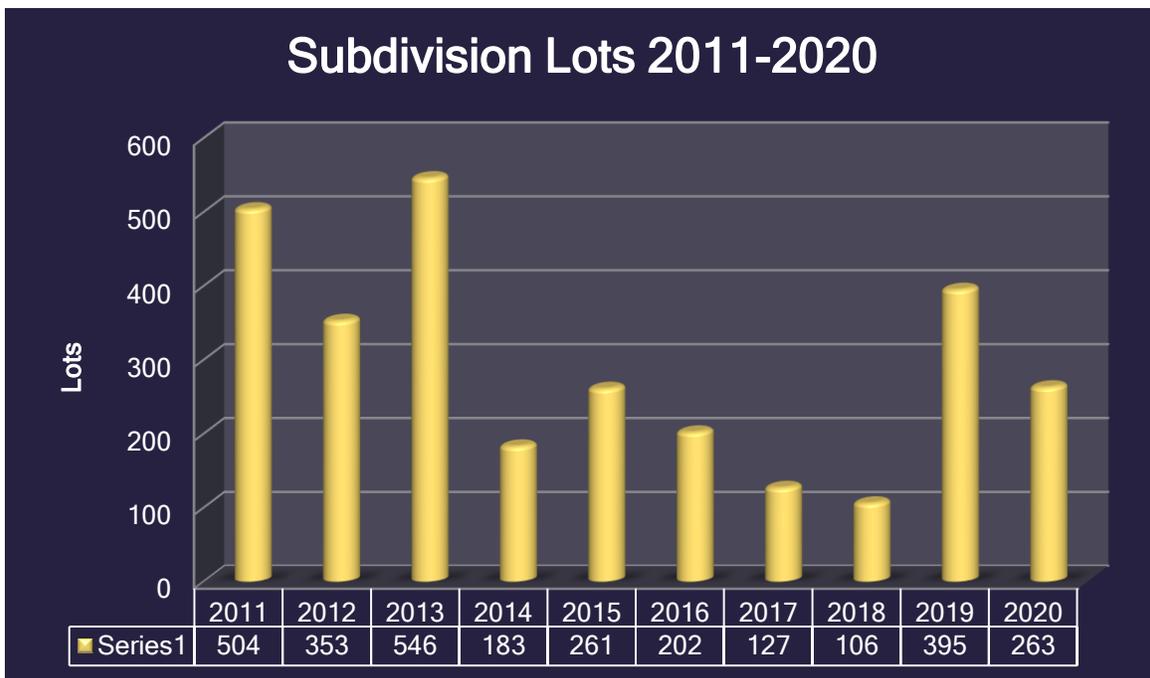
## 2020 STATISTICS

- Sullivan County parcels: 66,900 +/-
  - *Deeds:* 4,422
  - *Subdivisions:* 36
  - *Parcels conveyed:* 6274
  - *Subdivision Lots created:* 263
  - *Parcel combinations:* 193 parcels combined



The following chart depicts the number of parcels conveyed over the past nine years.

The chart below depicts the number of subdivision lots created over the past ten years.



## ADDITIONAL DUTIES:

Real Property Tax Services maintains the 911 addressing database and provides addressing services as part of the 911 Addressing Program. The 911 addressing program is partially administered with the help of the GIS Coordinator who is housed in the ITS department. The GIS Coordinator assists with addressing larger developments along with providing technical assistance and updates to the E-911 center.

### 911 Addressing Program:

Maintaining the 911 addressing database allows us to provide our county residents and businesses with new addresses as well as assist them with any address related issues. We are responsible for adding new address points to the system (Site Address Points) as well as adding new roads or name changes. Many hours are devoted to maintenance and public inquiry each year. We currently maintain approximately 57,000 address points with associated data within the county.

- ***New Site Address Points added:*** 680
- ***Other issues resolved:*** 176
- ***Private Communities addressed:*** 8
- ***New Roads created:*** 32

## Equalization Rates:

One town has maintained a 100% equalization rate in 2020. The Town of Fremont is actively working toward the same and hopes to have accomplished this in a few more years. The town of Cochection was the only town that had a decrease in its estimate of Full Value this year. All of the other towns had moderate to significant increases in their estimations of Full Value. The towns that realized the most significant increases were Highland, Lumberland & Thompson with increases of 8.70%, 8.70% & 8.19% respectively.

Municipal Code	Municipal Name	(A) 2019 State Equalization Rate	(B) 2020 State Equalization Rate and Status	(C) Percentage Change in Estimate of Full Value
482000	Town of Bethel	61.00	58.00 Final	6.70%
482200	Town of Callicoon	65.30	61.20 Final	6.70%
482400	Town of Cochection	74.00	75.00 Final	-1.33%
482600	Town of Delaware	95.75	93.00 Final	2.96%
482800	Town of Fallsburgh	59.00	54.70 Final	7.86%
483000	Town of Forestburgh	100.00	100.00 Final	0.00%
483200	Town of Fremont	65.90	64.00 Final	2.97%
483400	Town of Highland	100.00	92.00 Final	8.70%
483600	Town of Liberty	77.34	74.00 Final	4.51%
483800	Town of Lumberland	100.00	92.00 Final	8.70%
484000	Town of Mamakating	61.85	59.00 Final	4.83%
484200	Town of Neversink	3.65	3.45 Final	5.80%
484400	Town of Rockland	68.55	63.50 Final	7.95%
484600	Town of Thompson	80.60	74.50 Final	8.19%
484800	Town of Tusten	56.00	52.75 Final	6.16%

## Correction of Errors:

Correction of errors to the tax roll for the year totaled 127 & 1 mass correction of error involving 176 parcels.

- **Town & County:** 70
  - **Village:** 6
  - **School:** 51

## HIGHLIGHTS FOR 2020

- ***New legislation:*** Real Property Tax Services Directors must now provide a listing of all taxpayers who are a year or more delinquent on their taxes in May of each year. This list is to be updated quarterly to remove taxpayers who have paid their taxes or have entered into a payment agreement. The purpose of this legislation is to either remove the STAR exemption or withhold STAR credit checks unless the taxpayer pays their taxes or enters into a payment agreement. Also, due to COVID-19 taxpayers who received an exemption in 2020 pursuant to RPTL 467 or RPTL 459-c do not have to fill out renewal paperwork for 2021, instead, the taxpayer's exemption will be automatically renewed for 2021. However, these taxpayers can apply for a greater exemption if their income has decreased.
- ***New Assessors:*** The assessor in the Town of Liberty had resigned. The Town of Mamakating Assessor also resigned in February and her vacancy was filled by Acting Assessor Vanessa Kelder who later took a position in the Town of Liberty and the assessor position in Mamakating was then filled by Michele Lagomarsino.

## Departmental Goals - 2020

### GOALS Realized

- Maintained tax maps and property ownership records in accordance with Real Property Tax Law.
- Provided new 911 addresses and resolved addressing concerns.
- Maintained the Geographic Information System for 6 months before the responsibility was transferred to ITS.
- Completed integrating all condominiums into the tax maps.

### GOALS Yet to Be Realized

- Tax map QA/QC.

# AUDIT AND CONTROL

Angela Chevalier, County Auditor

## 2019-2020 Report

The mission of the Office of Audit and Control is to audit and process all lawful claims or charges against the County or against funds for which the County is responsible. Our office promotes accountability throughout the County government, and serves the public interest by providing the Legislature, County Manager and other county management with reliable information, unbiased analysis and objective recommendations. We will continue to provide services in a timely manner, as we strive to be as efficient as possible.

### ACCOUNTS PAYABLE

- During 2019-2020, the Office of Audit & Control ("Audit Department") worked diligently to process over 97,000 invoices. In 2019 we continued the decentralization of the data entry of accounts payable and in 2020 this process was re-evaluated for efficiency and accuracy. We found the decentralization was not as efficient as anticipated, and steps were taken to reorganize for a hybrid approach to the accounts payable process. This appears to have facilitated a more efficient and accurate process, and the process will continue to be evaluated and adapted through-out 2021.
- The Audit Department continued to process new vendor creation and maintenance in financial software which included requesting of I.R.S. Form W-9 from vendors for proper business entity information.
- The Audit Department complied with IRS regulations and issued Form Misc-1099 to all applicable County vendors in 2019. In 2020, the IRS introduced new reporting requirements and created an additional form to be completed for non-employee compensation which Audit also complied with and issued accordingly. Each year, regardless of the form, this process included manual entry of ACC data and importation of State BICS system to properly issue County Wide.

### AUCTIONS

- The County Auditor monitored the Real Property Tax Auction in 2019. This process included verifying

# BOARD OF ELECTIONS

Lori Benjamin and Cora Edwards, Commissioners

## 2019 Accomplishments

April: Ordered 51 new voting machines

July: Ordered 75 E-poll pads

August: Received new voting machines and poll pads

Complies with 26 new election reform bills from NYS Legislature

## Goals

Our office needs to be housed with the voting machines

Pay is increased to compare with other department heads. Salary is between \$20,000 to \$30,000 less

2019 ANNUAL STATISTICAL INFORMATION REPORT

REGISTRATION AND ENROLLMENT SUMMARY

	Question #107	Question #108	Question #109	Question #110	Question #111	Question #112	Question #113	Question #114	Question #115	Question #116
	REGISTRATION INFO								FORMS DIS	
County	Total Number Received by Agency-Based Programs	Total Number Received Through DMV Programs	Total Number Received by Mail	Total Number of Central Reg. (registered at front counter)	Total Number Received Via Personal Delivery to Board	Total Number from Advocacy Groups or Political Parties Reg Drives	Total Number from other Agencies Not Mandated by NVRA	Grand Total of Forms Processed	Number of Forms Issued to Groups	Number of Forms used By Outreach Programs
SULLIVAN	599	5,906	599	430	1,463	unknown	unknown	43,311	231	325

Question #117	Question #118	Question #119	Question #119a	Question #120	Question #121	Question #122	Question #123	Question #124	Question #125
TRIBUTION									
Number of Forms Mailed out by Voters Requests	Grand Total of forms distributed	Number of New Registrations Processed	Number of New Pre Registrations Processed	Number of Movers within your County	Number of Movers outside your County	Number of Enrollment Changes	Number of Name Changes	Number of Duplicate Applications Received	Number of Duplicate Regs received by Mail
556		3,953	35	2,498	1,101	770	572	596	0

Question #126	Question #127	Question #128	Question #129	Question #131	Question #132	Question #133	Question #134	Question #135	Question #137
REGISTRATION SUMMARY FROM ALL SOURCES									
Number of Duplicate Regs received at Front Counter	Number of Duplicate Regs received from DMV	Number of Duplicate Regs received from State Agencies	Number of Duplicate Regs received from Armed Forces Recruitment	Number of Invalid Regs Received by Mail	Number of Invalid Regs Received from DMV	Number of Invalid Regs Received from Public Assistance	Number of Invalid Regs Received from State Agencies	Number of Invalid Regs Received from Armed Forces Recruitment	Number of Invalid Regs Received through Reg Drives by Advocacy Groups, Political
593	2		c						

Question #138	Question #139		
Number of Other Transactions	Reason	Number of Forms Rejected	Reason
		1,592	

**2020 Bullet Points:**

- Administered 27 new pieces of NYS Legislation in January 2020 pertaining to NYS Election Law (prior to Covid-19 pandemic) and an untold number of Executive Orders issued on a daily basis also pertaining to election administration during pandemic.
- “Election Extravaganza Event “ (photos attached) in Feb 2020 for Voter Education and Outreach, Mock Election, Election Inspector Recruitment and Training.
- Administered Presidential Primary (moved from April to June) , Federal Primary, Village (moved from March to September) and General Election in November.
- Absentee Ballot Applications sent to over 27,000 eligible voters for the Primaries due to Covid-19 per Executive Order.
- Serviced over 6,000 Early Voters in October - Covid-Free during the 9 day Early Voting periods.
- Received record number of Absentee Ballot Applications for General Election (by mail and email, over the phone and by portal) per Executive Order.
- Opened over 7,000 Absentee Ballots
- Over 1,000 Affidavit Ballots during Hearings held in Government Center Lobby due to physical distancing requirements.
- For the November 2020 General Election, processed over 33,000 voters (including Early Voting, Absentee Voting and Election Day).
- Tested and Certified 75 Dominion Electronic Voting Machines
- Staffed 34 Polling Sites in 68 Election Districts with over 100 paid Election Inspectors and Custodians.

All of the above was accomplished with our very small office staff, including going back and forth to the warehouse 7 miles away (one way). We are looking forward to moving the voting machines into the area adjacent to the current BOE Office which will save a lot of time and mileage.

**Election Extravaganza Feb 2020**



# DIVISION OF ENVIRONMENTAL SUSTAINABILITY, BEAUTIFICATION AND RECREATION

## Parks, Recreation and Beautification

Brian Scardefield, Director

### 2019 Accomplishments

- Renewed the long term lease agreement the County has with the Palisades Interstate Park Commission for the operation of Lake Superior State Park. The agreement is for the next 25 years (2020 - 2045).
- Began extensive repairs to the Fort Delaware Museum of Colonial History cabins and structures. Repairs include replacing deteriorated logs and lumber on the structures, replacing deteriorated cedar shake roofs on many of the cabins and buildings, replacing the candle shed fieldstone fire pit and chimney, and staining of all the structures.
- Replaced a large portion of the deteriorating split rail fencing at the Livingston Manor Covered Bridge Park and resurfaced the parking lot.
- Replaced the deteriorated split rail fencing and resurfaced the parking lot at the dam area parking lot of Lake Superior State Park.
- Cleared brush along the D&H Canal Linear Park waterway to provide an enhanced hiking experience.
- Supported the Sullivan County Historical Society with their monthly first Sunday Music in History concerts. The concerts have been a great success averaging between 50 - 100 attendees at each concert.
- Sponsored a successful Countywide Roadside Litter Pluck event. During the six week event 226 bags, 83 tires, and 2.35 tons of loose trash were picked from our County Roadsides.
- Lake Superior State Park was chosen as one of the locations throughout Sullivan County to take part in Governor Cuomo's Catskill Challenge to promote tourism in the Catskill region.
- Sponsored new colonial events at Fort Delaware Museum of Colonial History.

- Worked with a local Boy Scout to obtain his Eagle Scout status. For the Eagle project the scout installed duck houses around the perimeter of Sunset Lake located within viewing distance of the Care Center at Sunset Lake.

#### Lake Superior State Park 2019 Attendance:

- 12,088 patrons entered the park during open hours Memorial Day Weekend - Labor Day
- 305 Season Passes holders

#### Fort Delaware Museum of Colonial History 2019 Attendance:

- 2,348 patrons visited Fort Delaware
- Of the 2,507 patrons 955 were local school students who attended during the Fort Delaware Student Days program from 17 different school districts.

#### Group Picnic Permits

- The department administered 35 Group Picnic Permits for the county parks.

## **2020 Accomplishments**

- Due to the COVID-19 pandemic, many of the park facilities were unable to open for the 2020 season. Fort Delaware Museum of Colonial History, Delaware & Hudson Canal Interpretive Center, Lake Superior State Park Beach, and the Sullivan County Cultural Center remained closed to the public. Though these facilities were closed, the County was able to keep the park grounds and trails open. Park usage increased significantly with patrons hiking trails and enjoying the outdoors.
- Cabin and structure repairs continued at the Fort Delaware Museum of Colonial History. Repairs included replacing deteriorated logs and lumber on several of the structures, replacing deteriorated cedar shake roofs on many of the cabins and buildings, replacing the candle shed fieldstone fire pit and chimney, and staining of the structures to protect them from the elements.
- Approximately nine miles of hiking trails were mapped at Lake Superior State Park to submit to the Palisades Interstate Park Commission to seek approval to build the trails. Pending approval, trail construction could begin in 2021.
- Working with the Trust for Public Land, the Sullivan County Legislature authorized the acquisition of park land in the Town of Delaware, pending DASNY funding. The park land borders the Delaware River which will provide tremendous opportunities for public access and enjoyment.

- The Countywide Roadside Litter Pluck event was delayed over a month due to the COVID-19 pandemic. However, during the shortened time, participants persevered and plucked 10 Cubic Yards, 0.48 ton and 35 Tires. In “Bag Equivalents” Cubic Yards (10 at 125 lbs/CY) = 63 bags of material; 0.48 ton (960 lbs.) = 48 bags for a calculated total of **111 Bags and 35 Tires**. 20 lbs. is used as an average bag weight for calculations. A big thank you to all of the municipalities, organizations, and participants who supported and participated in this event.
- Enhancing several of the County parks, concrete picnic table pads and tables were installed at the Stone Arch Bridge Park, D&H Canal Park, and Minisink Battleground Park. Park information kiosks were also installed at all of the county parks.

## 2021 Goals

Department	County Goal	Department Goal in Accordance with County Goal	2021 Specific	How will this be measured?	
Parks, Recreation and Beautification	Promote Community and Economic Development	Develop and enact long term plans for County parks in conjunction with County departments and townships	Hiking trail development at Lake Superior State Park	PIPC trail approval	Trail development
			Development of the new Callicoon Park	County acquisition of the property	Park grounds development
			Roadside litter pluck program expansion	Increased participation	Litter removal totals

# Sustainable Energy

Heather Brown, Sustainability Coordinator

## 2019 Year-End Summary of County Achievements and Policy News

### *County Operations*

- Coordinated and participated in New York Power Authority (NYPA) initiative for energy efficient street lighting with towns of Thompson, Fallsburg and Tusten
- First full year of benchmarking data for Government Center documented \$86,000 in operational savings as a result of the energy retrofit completed in 2018
- Vendor identified for the Facilities Master Plan

### *Grants*

- Clean Energy Communities -- \$150,000 for improvements to Domestic Hot Water at the CCASL
- NYSERDA -- \$9,336.10 (50% match) for Flex Tech audit for CCASL
- SAM/DASNY/Senator Jen Metzger -- \$250,000 for completion of CCASL project
- Climate Smart Communities - \$934,084 for Kohlertown Flood Mitigation
- Zero Emission Vehicles \$ 22,600 for Electric Vehicle Charging Stations at the Government Center
- NYSERDA New Construction Program - Incentives available to improve the energy efficiency of new or substantially renovated properties; renovation of 518 Broadway submitted and accepted into program.

### *Awards*

- SolSmart Silver Certification from the US DOE in recognition of efforts to promote solar build-out
- New York Power Authority's "Local Government Project Champion" Award for achievements in energy efficiency and greenhouse gas reduction in County operations

### *Policy*

- NYS Climate Leadership and Community Protection Act ("The Climate Act") sets ambitious new goals for GHG reduction across the NYS economy
- OSE is working with the 7-county Mid-Hudson Regional Sustainability Coalition's Energy Working Group to develop a Regional Renewable Energy Implementation Plan.
- NYSEG Rate Case - OSE drafted detailed comments on NYSEG's proposed rate increases and expressed concerns regarding vegetation control, system resiliency, grid reliability, customer service and emergency planning as well as impacts on low-to-moderate income rate payers
- Joined "Open C-PACE," providing low cost financing option for energy improvements to commercial properties
- Worked with Planning to develop sustainable building standards for Land Bank projects

### *Outreach*

- Worked with towns to identify potential joint projects/project support for Climate Smart Communities certification
- Numerous community and regional presentations at venues such as the Mamakating Library, Cornell Cooperative Extension, WJFF, Leadership Sullivan, Ethelbert B. Crawford Public Library, Monticello Seniors, SLAC, Mid-Hudson Regional Renewable Energy Forum
- Feature article in Business View Magazine's "Sustainable Cities" series, focusing on Sullivan's

- achievements in renewable energy and sustainability
- Updated “Powering Sullivan” resource guide for County residents and businesses

### Looking Ahead

- Continue and complete projects initiated in 2019:
  - CCASL DHW replacement
  - Facilities Master Plan
  - Street Light retrofit
  - Build out of Electric Vehicle Supply Equipment (charging station) infrastructure
- Support DPW efforts with Organics Waste Management initiative, including identification of grant opportunities through the Climate Smart Communities Program, Clean Energy Communities Program, and other available funding streams.
- Work with state and local agencies to develop a Code Training Program for town and village code enforcement officers and other town officials as NYS Building and Energy codes continue to evolve.
- In connection with implementation of The Climate Act, engage in public hearings that will help determine how New York State will reach the goals set out in the legislation. Sullivan County must be represented.

Engage in targeted informational outreach to towns, villages and the public on relevant sustainability topics and technologies, such as the Climate Smart Communities program

### 2020 Year-End Summary of County Achievements and Policy News Sullivan County Office of Sustainable Energy Report 2020

#### *Operations*

- Sullivan County has assumed ownership of street lights on County campuses and will be converted to LED lighting. Lights have been ordered and will be installed (construction segment of this project has been slowed due to COVID-19). Annual costs savings to the County estimated at approximately \$12,000 and will reduce electric usage by 53,619 kWh.
- Design initiated on the replacement of the Domestic Hot Water system at the Care Center. Existing propane fired boilers will be replaced with LGWP heat pump technology. The project is being partially funded through a Clean Energy Communities grant of \$150,000
- Worked with SUNY Sullivan, NYPA, and Public Works to develop a project through NYPA’s Energy Efficiency Program to address critical facility deficiencies at Sullivan County Community College
  - Approximately \$9.5 million total project cost with a local share of \$4.7 million
  - Addresses boilers, geothermal system upgrades/heat pumps, building controls, building envelop, ventilation, lighting, culinary exhaust, and potential EV Charging Stations

#### *Grants*

- OSE assumed responsibility for identifying, applying to, and administration of grants related to the County’s Broadband initiative.
  - Northern Borders Regional Commission - \$320,000 for construction of a tower on East

- Broadway and LTE Wireless Broadband Equipment
- DASNY - \$425,000 for construction of a tower at the Health and Human Services Campus in Liberty and LTE Wireless Broadband Equipment
- Economic Development Administration - Application submitted for \$2,075,315 for LTE Wireless Broadband Equipment on 8 existing communication towers

### *Awards and Appointments*

- Coordinator was appointed to the NYS Energy Planning Council as a representative to the upstate region.
- Coordinator now serves as Vice Chair of the NYSAC Climate Resiliency Committee
- Appointed to CCE Planning Advisory Committee

### *Policy*

- New York State established the new Office of Renewable Energy Permitting. OSE reviewed documents issued by the NYS Department of Public Service to determine potential impacts resulting from the proposed changes, as the new office essentially replaced Article X siting procedures for utility scale renewable energy systems.
- Monitored and advised on NYS bans on single use plastic bags (implementation delayed to fall of 2020) and newly established ban on expanded polystyrene foam (effective January 2022).
- Received regular updates on the implementation of Climate Leadership and Community Protection Act, and monitored work being conducted by working groups of the NYS Climate Action Council (see below re: NYSAC Climate Resiliency Committee)
  - New regulations associated with the legislation anticipated in 12-24 months

### *Outreach*

- Worked through the NYSAC Climate Resiliency Committee to advocate for local government representation on Climate Action Council working groups (especially Land Use and Local Government)
  - The cCommittee was successful in gaining a spot to participate in a round table discussion with the Land Use and Local Government Committee (Chair Martha Robertson). We were also successful in hosting the Chair of the LULG committee at a special meeting on November 20. Committee members were given the opportunity to express concerns, advocate for local government support, and suggest innovative ways to accomplish the goals of the Climate Act while stimulating economic growth and protecting community character.
- Participated in meetings with the Sullivan Waste Reduction Alliance, which is coordinated through the Ethelbert B. Crawford Library. The group is interested in identifying ways to assist business owners with the transition away from expanded polystyrene foam containers.

### Notes

- Due to impacts of the COVID-19 pandemic OSE's funding was significantly cut in 2020 and most projects were cancelled, including the comprehensive Facilities Master Plan, expansion of EV Charging Infrastructure, training opportunities for the updated NYS Energy Code, and other planned education and outreach.
- OSE staff assisted with County operations during the early months of the pandemic induced shut down. Activities ranged from assisting at call centers, assisting Emergency Management with

distribution of PPE and other supplies, and assisting with inventory at the Emergency Operation Center. Both RPT staff members were temporarily laid off for the months of May through August, which significantly reduced OSE's capacity to take on new initiatives.

- Moving forward, OSE will begin to address Sullivan County's recertification as a Climate Smart Community (due in July 2022), and plans to support climate smart actions such as development of a count-wide composting initiative as well as the Chairman's industrial hemp initiative.

# DIVISION OF PUBLIC WORKS

Edward McAndrew, Commissioner

2019 & 2020 Annual Report

## EXECUTIVE SUMMARY

The past year in particular with the worldwide pandemic has been challenging on many levels. For extended periods of time staffing levels were reduced with some staff remote working and others working a part time schedule. Additionally there were layoffs as a result of the financial challenges being faced by the County. The majority of staff have now been returned although some positions still have not been recreated due to ongoing financial stresses. Throughout all of this though the Division of Public Works has managed to keep the County widely varied infrastructure functional. I believe this to be a testament to the outstanding staff that make up the Division of Public Works and all should be commended for the works that have been able to accomplish under the most trying times faced globally in recent history.

DPW's administrative staff continued record keeping and accounting functions for the entire division covering Roads & Bridges, Engineering, Buildings, Weights & Measures, Transportation, Solid Waste, the Airport, Repair Shops, and Traffic through 2019 -2020. This included requisition entry, voucher processing, contract and project tracking, the maintenance of personnel records and the timekeeping/payroll system, rental fleet coordination and billing, and fuel and repair invoicing. The current year's budget was monitored and adjusted for changes in estimated expenditures and the capital and operating budgets were submitted for anticipated outlays.

The Department of the Sullivan County International Airport (SCIA) had successful and busy years in 2019 - 2020. The County continues to work with the NYSDEC and NYSDOH to address a PFOA condition uncovered recently at the airport. Fuel sales which are now completed in-house have continued to grow. Business aviation has been affected by the pandemic and SCIA operated at about 63% of the previous year's activities based on fuel sales and flight numbers. A major construction project was completed with runway resurfacing, which occurred at night thereby keeping SCIA open every day. If construction at night had not occurred SCIA would have lost 58 days to closure and loss of revenue. The result was a significant success for the County.

The DPW Buildings Unit was engaged in a variety of activities during the past two years involving County facilities relating to planning, budgeting and the design required for the maintenance, renovation and construction of existing and new buildings. These activities included inspection and recertification of County facilities for conformance with federal and state regulations, technical support for DPW Maintenance and Operations personnel, preparation of plans and specifications for private sector contracts and DPW work on County facilities, coordination of consultant services and participation in long term planning for future County facilities, and preparation of submissions to outside regulatory agencies.

The Division of Public Works Bridge unit continues to progress in the area of improving the condition of County bridge inventory. In the past low contribution of County funding has limited maintenance and bridge replacement efforts. As a result of this limitation there has been a negative impact on the condition of County bridges in general. The County did recently commitment 10 Million Dollars in bond monies which has been effectively utilized to repair and replace several structures.

The DPW shop employees continued to keep the County's vehicles and equipment in operating condition in 2019 and 2020. Various County agencies continue to put repair demands on the maintenance staff as well. DPW continued to acquire vehicles through the Enterprise lease agreements for new vehicles this year and have the majority of the fleet cars in this program. Some of the DPW's older pieces of equipment have been refurbished to extend their useful life. Adjustments were made at the Maplewood facility to accommodate the separation required off staff due to the Covid protocols. The Paint shop, Body shop and Sign shop and heavy equipment maintenance still remain at the Barryville facility which also acts as a storm station.

## 2019-2020 DPW Work Summary

### Bridge Engineering Unit

- Completed coordination with NYSDOT for providing responses to twenty-one flags that were received.
- Completed work for the preparation of the bid documents, review of bids and recommendation of the construction contract award for the Bridge 360 (MAM) rehabilitation project.
- Completed the preparation project administration, management and inspection contracts for consultant engineering services needed for the Bridge 360 (MAM) rehabilitation project, Bridge 269 and 243 replacement projects (MAM) and Bridge 192 (NEV) Replacement Project.
- Completed coordination with Orange County to enable cost sharing of the local share of the Bridge 360 (MAM) construction costs.
- Completed project management, administration and quality control inspection work for the construction and inspection contracts for the rehabilitation of Bridge 360.
- Completed inspection work and providing engineering assistance for the replacement of Bridge 71 (MAM).
- Completed inspection work and providing engineering assistance for the Bridge 425 (FAL) Rehabilitation Project.
- Completed the of review bids and recommended the award of the construction contracts for the replacement of Bridges 192 (NEV), 243 (MAM) and 269 (MAM).
- Completed obtaining property owner releases for the construction of Bridges 192 (NEV), 183, 243 268 and 269 (MAM).
- Completed project management and administration work for the construction and construction inspection contracts for replacement of Bridge 192 (NEV).
- Completed project management and administration work for the construction and construction inspection contracts for replacement of Bridges 243 (MAM) and 269 (MAM).
- Completed plans and details, procuring materials, obtaining a NYSDEC permit, utility coordination and inspection work for the replacement of Bridge 183 (MAM).
- Completed plans and details, procuring materials, obtaining a NYSDEC permit, utility coordination and inspection work for the replacement of Bridge 268 (MAM).
- Completed engineering assistance and inspection work for the replacement of the Bridge 119 (CAL) wing wall and parapet wall.
- Completed design computations and a plan for the repair of the Maplewood Facility rinse rack and ordered materials for construction.
- Completed inspection work for the repair of the Maplewood Facility rinse rack by DPW Operations.
- Completed coordination for the addition of a safety railing for the Government Center sidewalk area.

- Completed the preparation of a plan to replace the accident damaged bridge rail for Bridge 428 (FAL) on Riverside Drive using concrete barriers; and inspected the remedy work.
- Completed planning and inspection work for additional bollards needed for the Government Center Parking lot that was installed by a contractor.
- Completed assistance to the DPW Permits Unit for the review and approval of overweight permits requested by trucking companies.
- Completed the preparation of detailed plans for the replacement of Bridge 471 (TUS) on County Road 26.
- Successfully procured a grant to provide 50% funding of the Kohlertown Flood Risk Reduction Project, coordinated with property owners and started planning work design activities.
- Initiated conversations with the property owner where the in-take facility needs to be built for the Kohlertown Flood Reduction Project to discuss property acquisition.
- Completed an initial meeting with the property owner upon whose land the County Road 164 Flood Reduction Project's pipeline will pass through to its terminus at the East Branch of Callicoon Creek.
- Completed the administration and management work for a geotechnical contract for nine (9) bridge projects and the review and critique of the geotechnical reports.
- Completed project management and administration work for consultant services to prepare a new engineering assessment report for the Toasperm Dam.
- Completed the review of the Toasperm Dam engineering assessment report and coordinated with NYSDEC to obtain approval.
- Completed project management and administration work for consultant services to revise the Toasperm Dam Emergency Action Plan and coordinated the acceptance of the Plan by NYSDEC.
- Completed project management and administration work for consultant services to revise the Toasperm Dam Inspection and Maintenance Plan and coordinated the plan with NYSDEC.
- Completed the annual updating of the Toasperm Dam Emergency Action Plan and coordination of its review by County emergency service providers.
- Completed work for the annual certification needed for the Toasperm Dam and submittal of certification documents to NYSDEC.
- Completed the review of the Toasperm Dam Remedial Alternatives report and coordinated the obtaining approval of the report from NYSDEC.
- Completed the preparation of bid documents to procure geotechnical services and surveying services for the Toasperm Dam Remediation Project.
- Obtained property owner approval for land access to enable the expediting of surveying and geotechnical work.
- Initiated conversations with the adjacent property owner next to the Toasperm Dam for the future acquisition property need for the dam project.
- Completed the semi-annual inspections needed for the Toasperm Dam and the preparation of inspection reports.
- Completed semi-annual inspections of the Sunset Lake Dam and preparation of inspection reports.

- Completed annual coordination with DPW Operations for coordinating annual maintenance work for the Toaspern and Sunset Lake Dams.
- Completed an annual field inspection of the County's Monticello Transfer Station Materials Receiving Facility's (MRF) concrete floor and submitted a report to NYSDEC.
- Completed the close out of the Bridge 247 (ROC) rehabilitation project's construction and inspection contracts.
- Completed the annual preparation of documents for updating GASB.
- Successfully completed an application that was accepted by NYSDOT to obtain 100% funding for the replacement of Bridge 198 and coordinated the execution of a grant agreement.
- Completed the preparation of an agreement for consultant engineering services for the planning, design and construction engineering services for the replacement of Bridge 198 (HIG).
- Completed design work for the replacement of Bridge 198 (HIG).
- Completed assistance to the Town of Neversink by providing repair details for the Grahamsville Covered Bridge, inspecting repair work done by the Town and coordinating with NYSDOT with respect to the removal of Red and Yellow flags.
- Completed the annual updating of the six year capital bridge program.
- Completed coordination with NYSDEC for obtaining permits for Bridges: 423 (CAL), 104, 240 and 273 (DEL), 404 (LIB), 216 (NEV), 152 (ROC) and 471 (TUS).
- Completed a review of the construction of Bridge 374 (THO) in response to NYSDOT's request for information with respect to the bridge posting.
- Procured concrete barriers for use on our Bridges 75 (TUS), 268 (MAM) and 428 (FAL) projects.
- Completed participation in the Health Emergency Preparedness MCM/SNS Team meetings.
- Completed participation in the Health Emergency Preparedness MCM/SNS Team receiving facility drill.
- Completed the annual updating of the secondary County Staging Facility Checklist for the Health Emergency Preparedness MCM/SNS committee.
- Completed coordination of permit requirements for the removal of beaver dams.
- Completed the review of plans and information for a Town of Delaware project to install a standby generator adjacent to County Bridge 224 (DEL).
- Successfully coordinated the receipt of NYSDOT funding for funding bridge maintenance work and started planning for the development of projects to be funded.
- Completed the review of shop drawings for the acquisition of reinforcing steel, bearings, guide railings and bridge railings for 2019 bridge construction and repair work.
- Completed the annual inspection of bridges, the updating of the Bridge Encyclopedia and identification of bridge maintenance needs.
- Updated planning for the procurement of Federal and State funding for bridge maintenance projects.
- Continued coordination with NYSDOT for a renewal of an agreement to share in the cost of the maintenance of Bridge 304 (ROC).

- Completed research requested by NYSDOT for providing structural information for Bridge 421 (CAL).
  - Completed the coordination of mitigation work for timber clogging the stream upstream of Bridge 22 (CAL) in response to NYSDOT inspector comments.
  - Coordinated the needs of the Bloomingburg Fire Department with the Bridge 360 (MAM) project and successfully had a dry hydrant added to the bridge that was 97.5% funded by the project.
  - Coordinated with the Village of Monticello for the 2021 project to replace Bridge 449 on Waverley Avenue (THO) with respect to the Village's sanitary sewer service.
  - Completed coordination and the review of the Maplewood garage building structure and the need for additional reinforcement of the building walls to enable adding a new garage door to the building.
  - Completed the inspection of the Maplewood garage for assuring structural matters are considered to enable modifications to be made for additional overhead crane installation.
  - Completed the structural review and preparation of structural modification details for a new Livingston Manor Shop Garage door to replace the double doors with a single larger garage door.
  - Completed inspection work and contract management for the replacement of the entrance way sidewalk into the Care Center at Sunset Lake
- 
- Completed coordination with NYSDOT for providing responses to thirty-one flags that were received.
  - Completed work for the preparation of the bid documents, review of bids and recommendation of the construction contract award for the Bridge 198 (HIG) replacement project.
  - Continued project management, administration and quality control inspection work for the construction and inspection contracts for the Bridge 198 (HIG) replacement project.
  - Prepared reimbursement requests for the Bridge 198 (HIG) replacement project for submission to NYSDOT.
  - Completed inspection work and providing engineering assistance for the replacement of Bridge 471 (TUS).
  - Prepared the Quarterly reports for the Hamlet of Kohlertown Flood Risk Reduction Project (DEL) for submission to NYSDEC.
  - Prepared reimbursement requests for the Hamlet of Kohlertown Flood Risk Reduction Project (DEL) for submission to NYSDEC.
  - Completed the preparation of a Preliminary Design Report for the Hamlet of Kohlertown Flood Risk Reduction Project (DEL) and submitted it to NYSDEC.
  - Completed a first draft of preliminary plans for the Hamlet of Kohlertown Flood Risk Reduction Project (DEL).
  - Continued coordination with property owners for the procurement of right-of-ways needed for the Kohlertown Flood Risk Reduction Project (DEL).
  - Completed obtaining property owner releases for the construction of Bridges 471 (TUS).
  - Completed plans and details, procuring materials, obtaining a NYSDEC permit, utility coordination and inspection work for the replacement of Bridge 404 (LIB).

- Completed plans and details, procuring materials, obtaining a NYSDEC permit, utility coordination and inspection work for the replacement of Bridge 431 (FRE).
- Completed coordination for the replacement of concrete access stairs for the Government Center.
- Completed assistance to the DPW Permits Unit for the review and approval of overweight permits requested by trucking companies.
- Continued coordination with the property owners upon whose land the County Road 164 Flood Reduction Project's pipeline will occupy.
- Completed the review of the Toaspern Dam engineering assessment report and coordinated with NYSDEC to obtain approval.
- Completed the annual updating of the Toaspern Dam Emergency Action Plan and coordination of its review by County emergency service providers.
- Completed work for the annual certification needed for the Toaspern Dam and submittal of certification documents to NYSDEC.
- Completed the administration of geotechnical services and surveying services for the Toaspern Dam Remediation Project.
- Continued conversations with the adjacent property owner next to the Toaspern Dam for the future acquisition property need for the dam project.
- Completed the semi-annual inspections needed for the Toaspern Dam and the preparation of inspection reports.
- Completed semi-annual inspections of the Sunset Lake Dam and preparation of inspection reports.
- Completed annual coordination with DPW Operations for coordinating annual maintenance work for the Toaspern and Sunset Lake Dams.
- Completed an annual field inspection of the County's Monticello Transfer Station Materials Receiving Facility's (MRF) concrete floor and submitted a report to NYSDEC.
- Completed the annual preparation of documents for updating GASB.
- Completed coordination with NYSDEC for obtaining permits for Bridges: 228 (LIB), 450 (CAL), and 462 (FAL).
- Completed participation in the Steering Committee for updating the County Hazard Mitigation Plan.
- Completed participation in the Health Emergency Preparedness MCM/SNS Team meetings.
- Completed participation in the Health Emergency Preparedness MCM/SNS Team receiving facility drill.
- Completed the annual updating of the secondary County Staging Facility Checklist for the Health Emergency Preparedness MCM/SNS committee.
- Completed coordination of permit requirements for the removal of beaver dams.
- Continued submissions and coordination with NYSDOT for the Cyclical Highway Maintenance / Bridge Minor Maintenance Program's funding of Sullivan County Bridge Membrane Project

- Completed the annual inspection of bridges, the updating of the Bridge Encyclopedia and identification of bridge maintenance needs.
- Updated planning for the procurement of Federal and State funding for bridge maintenance projects.
- Completed coordination with NYSDOT for a renewal of an agreement to share in the cost of the maintenance of Bridge 304 (ROC).
- Completed research requested by NYSDOT for providing structural information for Bridge 421 (CAL).
- Coordinated with the Village of Monticello for the project to replace Bridge 449 on Waverley Avenue (THO) with respect to the Village's sanitary sewer service.
- Completed plans and inspection work for the installing a timber hub on Bridge 82 (FOR).
- Coordinated utility relocations for the Bridge 241 (CAL) replacement project.
- Completed project administration and quality control work for consultant services for the preparation of a load rating for the Bridge 227 (ROC) covered bridge
- Prepared Bridge Unit 2021 budget and multi-year Capital Plan.
- Coordinated with NYSDOT regarding the load posting on Bridges 28 (DEL) and 188 (NEV).
- Continued a review of the construction of Bridge 374 (THO) in response to NYSDOT's request for information with respect to the bridge posting.
- Completed plans and quality control inspections for the Red Flag repair of Bridge 427 (FAL) and coordinated with NYSDOT for flag removal.
- Prepared specifications for procuring materials for the repair of Bridge 363 (HIG) deck.
- Completed design work and started final review of plans for the replacement of Bridge 228 (LIB). Also continued coordination with the Village of Liberty Water Department with respect to their water main crossing.
- Inspected the deteriorated pile caps flagged by NYSDOT for CB 361(NEV) and coordinated details for the remediation of two piles.
- Coordinated emergency repairs for Bridge 168 (CAL), 210 (NEV), and 455 (DEL).

#### Bridges / Buildings & Grounds Operations

- Completed concrete slab and dock for the garbage compactor at the New Jail
- Constructed a security wall around washing machines in the New Jail
- Moved the District Attorney's office to 26 Hamilton Building
- Completed installation of side stream filter in the GOB HVAC system
- Completed office renovations in the Travis Building for the District Attorney's Child Advocacy Center occupancy of west wing of GOB
- Moved offices from the GOB to the Travis building
- Made modifications to the lighting system in the Care Center at Sunset Lake
- Painted and refurbishes floors in the ESTC
- Installed new counter and door in the DFS Legal office in the Government Center
- Replaced the roof on two (2) cabins at Fort Delaware
- Installed a wooden hub on County Bridge 241

- Removed the cooling tower from the GOB
- Made renovations to the County Manager's Office, 26 Hamilton Ave. and the Emergency Services Training Facility
- Renovated the front of the Livingston Manor shop to accommodate a larger overhead door
- Repaired and recapped three (3) well casings at the Sullivan County International Airport per NYSDOH Sanitary Survey order
- Made repairs to the walk-in freezer at the Care Center at Sunset Lake
- Renovated offices in the Family Services building and the GOB
- Installed several TV/monitors and mounts in the New Patrol Offices at the New Jail
- Added extensive additional cleaning throughout County Buildings
- Installed composite Grate flooring in all three "Ammo Rooms" for the Sheriff's Dept. and Jail.
- Renovated Legislative Office and built Lobby Counter and door.
- Painted the County Attorney's office
- Relocated office furniture from Family Court to the County Attorney Office
- Painted the Lobby Stairs of the Government Center
- Worked on counter upgrade and renovation in the Board of Elections office
- Installed Heat Pumps in Transfer stations and MRF
- Upgraded HVAC at Landfill Scale House and Pretreatment Plant
- Removed walls from in between the bays of the Body Shop to create an open more efficient shop in Barryville
- Installed a new lift in the auto body shop in Barryville
- Upgraded the X-Bracing in the Maplewood Shop and facilitated the installation of a new overhead door in the automotive main shop
- Completed countless deliveries and picked up Cleaning supplies and PPE for the Purchasing Dept.
- Enclosed the garbage shelter at Lake Superior Park
- Shingled the roof on the storage building at Lake Superior
- Replaced Water Pressure Storage tank at Lake Superior
- Converted Ferndale, Highland, Rockland and Western transfer station to make office Covid-19 social distancing capable
- Upgraded to LED lighting at the Transportation building, Mamakating transfer, Highland and Rockland Transfer station
- Installed lighting in the Facilities pole barn at Maplewood for the purpose of staging snow equipment
- Rebuilt two DI's and replace culverts causing sink holes in the Liberty complex near the Child Care Council Building.
- Spring grounds clean up and maintenance at the Liberty Complex and Veterans Cemetery
- Repaired / modified 10 DI's on CR 55 for paving project
- Began the in house mowing of all county facilities
- Installed 30 plus temporary Air Conditioning units throughout the Courthouse and Government Center Annex

- Assisted in the moving of the contents of the Old Jail to the New Facility
- Made modifications to the Booking Room of the New Sheriffs Facility
- Delivered and retrieved voting machines and supplies
- Installed signage and provided assistance to various departments in accordance with the reopening plan (COVID-19)
- Provided additional cleaning of County Clerk's Office ,DMV, Transportation, 911, ESTF and other county facilities
- Replaced the basement doors of the 26 Hamilton building, the new DA's Office and MVP
- Conducted spring Radio Tower maintenance for the 911 radio towers
- Replaced the compressor in the RTU for the lobby of the Care Center
- Repaired a leaking condensate pan in an RTU for the Care Center
- Replaced approximately 20 feet of leaking water line in the ceiling of the Care Center kitchen
- Completed Refrigerant system repairs to Walk-in freezer in the kitchen of the Care Center
- Completed a tile repair and seal shower floors in the Care Center
- Modified the Booking Room of the New Sheriff's Facility
- Repaired the warning light on the beacon at the SICA
- Modified the SCIA water system piping and installation of a check valve per NYSDOH requirements
- Relocated existing large wall mounted monitors and installed 8 new monitors in the classrooms of the ESTF for the use of the EOC
- Replacement of Bridge 471 in the Town of Tusten
- Repaired the Guide Rail on Bridge 327 in the Town of Rockland
- Repaired the deck boards on Bridge 432 in the Town of Highland
- Cleared debris from Bridge 324 in the town of Neversink
- Mowed and cleared brush from the Toaspern Dam in the Town of Highland
- Mowed and cleared brush from the Liberty Solar Field
- Cleared debris and spoils from Bridge 104 in the Town of Callicoon
- Cleared debris and spoils from Bridge 423 in the Town of Delaware
- Installed a swing style gate at the access road to the Monticello radio tower site
- Repaired walls and completed substantial painting of Unit 1 of the Care Center
- Repaired the fire alarm at the Court House
- Fire Extinguisher Maintenance County wide
- Coordinated Fire alarm and Sprinkler system test and repairs at the New Jail
- Secured and boarded up 518 Broadway
- Completed hanger door repairs to 3 hangers at the SCIA
- Conducted office move for OFA to the Transportation Building
- Conducted furniture move from ITS to the Care Center
- Mowed and cleared brush from the Sunset Dam at the Care Center and the Liberty Solar Fields
- Removed dead and nuisance trees and brush from Liberty Complex
- Removed dead trees, pruned trees and removed shrubs from the Government Center, planted new tree
- Stripped forms and cleaned up debris from secondary containment around the tank farm at the Landfill
- Cleared Debris and Spoils from Bridge 240 on CR164 in the Town of Delaware

- Deck and center pier repairs on Bridge 82 on CR49 in the Town of Forestburgh
- Removed fallen trees from under Bridge 289 and 288 on Pine Kill road in Mamakating
- Cleared beaver dam from Bridge 462 on CR105 in the Town of Fallsburg
- Installed road plates to temporarily fix sink holes in Bridge 363 in the Town of Highland and Bridge 28 in the Town of Delaware
- Performed extensive overhead door repairs and maintenance at the MRF / Transfer Station building at the Landfill
- Made emergency hand rail repair at the Landfill Scale House, followed by replacing both sets of precast steps to the scale
- Securing foreclosure properties for Treasurer's Dept.
- Re-set posts for Gate #3 and man gate for the FBO at the SCIA
- Located and unearthed abandoned well at the SCIA per NYSDOH
- Repaired heating system in DCS building
- Repaired Main Sewer line at 26 Hamilton Ave.
- Repaired Barryville Wash Building Roof
- Annual Oil Burner/ Fall HVAC Maintenance
- Ran IT Cabling to Fuel Master equipment at Maplewood, Barryville, Liberty and Livingston Manor for the replacement project
- Completed the Rinse Rack and Wash Building systems cleaning at the Maplewood and Barryville shops
- Pressure washed and sealed the front block wall of the G.O.B. in Liberty
- Pressure washed and sealed sidewalks at the Liberty Complex, Government Center and New Jail
- Bridge #210 Town of Neversink, sink hole repair, installed road plates and patched asphalt
- Bridge #249 Town of Rockland, repaired Guide Rail damage from accident
- Bridge #341 Town of Rockland, repaired bridge rail and posts
- Bridge #333 Town of Thompson, patched approach slab and expansion joint
- Bridge #471 Town of Highland, substantial completion of bridge replacement project
- Bridge #401 Town of Bethel, Bridge deck and guide rail repairs
- Cleared built up sand/soil and debris from various bridge decks and approaches
- Completed securing foreclosure properties for Treasurer's Dept.
- Delivered and picked up voting machines for Village elections
- Bridge #471 Town of Highland, completed replacement project
- Bridge #249 Town of Rockland, repaired rust damage and drain tubes
- Bridge #82 Town of Forestburgh, installed a timber hub and guide rail as a temporary remedy to the bridge deck issue
- Replaced concrete steps and repaired pillars and sidewalks in the courtyard between the Government Center and Annex
- Re-routing the water line directly to the Court House by-passing the old Jail and built a new water room off the basement of the Courthouse with the remains of the "tunnel"
- Completed sexual harassment training
- Began winterizing and Fall maintenance at the various Parks
- Winterized seasonal equipment and put into storage

- Assisted BOE with equipment moves and preparations for the General Election
- Completed roof repairs to the Government Center Annex
- Continued Fall HVAC and Boiler Maintenance at various facilities
- Repaired water main at the Landfill
- Bridge #455 on TH#5 in the town of Delaware, set barricades and temporary repair to footing
- Bridge #401 on TH#50 in the town of Bethel, bridge Deck and Rail repairs
- Bridge #184 on TH#53 in the town of Bethel, cleared Beaver Dam and debris
- Annual bridge maintenance cleaning schedule
- Continued HVAC repairs in the Court House
- Replaced 6 roof top exhaust fans on the Government Center Annex
- Completed our Fall HVAC and Boiler Maintenance at various facilities
- Completed ITS Office remodel in the Government Center
- Welded repairs to several pieces of Kitchen equipment at the New Jail
- Bridge #272 on Denman Road in the Town of Liberty, emergency repairs to two girders
- Bridge #361 on East Mountain Road in the Town of Neversink, began emergency repairs two 4 of the Piles
- Bridge #168 on Callicoon Center Road in the Town of Callicoon, began emergency repairs to preserve the road and replace the shifted wing wall
- Bridge #17 on Jeffersonville North Branch Road in the Town of Callicoon, removed fallen tree obstructing the inlet
- Built a secured storage room for the storage of PPE for the Care Center at Sunset Lake in Shop building at Human Service Complex
- Insulated and added heat to a secure storage room for PPE storage for Public Health in Shop building at Human Service Complex
- Continuous HVAC repairs in the Court House, replaced 8 wall mount heat pumps and various repairs/ maintenance
- Remodeled the testing room in the Personnel Office of the Government Center
- Completed Mail Room renovation in the Government Center

#### Buildings Engineering Unit

- New Jail Offsite Utilities Phase 2 review of concrete reports, compaction reports and daily activity reports
- Reviewed plans, specifications, final reports from Design Professionals, Contractor, Subcontractors, Certified Inspectors, Third Party Inspectors, and completed final walk-through inspection of New Jail Phase 1 for issuance of Certificate of Occupancy
- Provided potable water free chlorine residual testing and recording at New Jail Offsite Utilities for New Jail
- Attended New Jail Double Interlock Pre-action Sprinkler System meeting and provided concurrence email to Architect & Engineer
- Attended New Jail Electrical Stat-X testing, Kitchen Equipment testing, Smoke Control Systems testing and installed mandatory truss signs at perimeter doors & fire department hose connections
- New Jail Pump House water float alarm code search for Fire Alarm System use
- Participated in various Jail construction meetings, conference calls and meetings with Jail staff concerning furniture order



- SCGC Reroof replacement plans & specification. Reviewed and approved applications for payment and project coordination
- Met with and further communicated with NYS Department of Labor investigator concerning prevailing wage projects
- Processed SCGC Window Replacement invoice
- Participated in deposition concerning County legal matter
- Assisted County Planning Department with Main St Grant project review and Historic Marker project specification writing
- Assisted SCDPW Operations staff in response to NYSDOH Survey issues for Care Center at Sunset Lake
- Prepared plans, details & specification for SCGC Annex roof replacement
- Prepared PDF plans for Engineering Consultant for CEC Grant project
- Emergency Services Training Facility Office & Lavatory Renovation plans and inspections
- Callicoon Storm Station beam & footing load calculations per code requirements
- GC County Management office, DFS Legal front office and Payroll front office renovation plans
- Developed Human Service Complex Healthy Beginnings DFS office and GOB Health Educators office renovation plans
- SCIA Corporate Hangar Plan code review & summary report
- Updated Sullivan County Buildings Inventory and Addresses
- Prepared forms for Building Inspection 2019-2020-2021 Triennial Program
- Completed the mandated 2019 NYS Building Code Inspections for County facilities, Triennial Building Inspection Summary Charts & reports
- Provided OGS with bid and quote documents for various projects/purchases
- Prepared the NYS Commission of Corrections annual report for the existing Sullivan County Jail
- Updated CAD plan notebooks for all Sullivan County Buildings
- Measured and prepared CAD plan for Terminal Building Cafe kitchen & gate
- Develop CAD plans and provided support to operations for Stoloff building CAD plans for District Attorney Office Relocation and Stoloff Building Renovation work
- Completed the Annual Uniform Code Administration and Enforcement Report online for Reporting Year 2018 as mandated by the New York State Department of State (NYSDOS)
- Coordinate New York Power Authority (NYPA) Phase 1 Various Buildings Project with engineering consultant for HVAC and Electrical energy efficiency measures at the GC Annex, Courthouse, Gladys Olmstead Building and Care Center at Sunset Lake
- Issued the Sullivan County Human Service Complex (SCHSC) Record Retention Building Addition Certificate of Occupancy
- Prepared plans for New Jail and Stoloff building cleaning contract bid
- Prepared updated 5 year Capital Plan
- Worked with FAO and Management on tentative 2020 Sullivan County Budget
- Worked with OSE and ITS on Dude Solutions Purchase
- Completed Cooling tower mandated testing & cleaning for NYSDOH database registration and mandated Maintenance Program DPW files
- Provided Sullivan County Maintenance-In-Lieu-Of-Rent (MILOR) plan updates to FAO

- Completed weekly water chlorine level testing at the Sullivan County International Airport (SCIA) and Sullivan County Human Service Complex (SCHSC) Chlorinated Water Distribution System
- Prepared the Annual Water Quality Report (AWQR) for the SCHSC as mandated by the NYSDOH and submitted required certification forms
- Prepared SCIA and SCHSC nitrate water reports/letters, quarterly water bacteriological reports/letters and monthly chlorination system operation reports/letters for submittal to NYSDOH
- Prepared the SCHSC water lead and copper 90<sup>th</sup> percentile test reports package and Principal Organic Chemicals annual Well #2 water test reports/letter for submittal to NYSDOH
- Completed NYSDOH three year Water System Operator Certification Renewal
- Reviewed and processed water testing lab invoices and vouchers
- Researched and requisitioned amperometric analyzers for SCHSC water system
- Coordinated work with design team on 518 Broadway renovation planning
- Coordinated and met with District Attorney team for new department at Gladys Olmsted Building along with preparing plans and specifications for the renovations and carpet install project
- Coordinated with testing contractor to perform required Rinse Rack Outfall sampling at Barryville & Maplewood Facilities
- Continued to develop petroleum spill reporting forms and procedures
- Continued working with Engineering Consultant on environmental issue at SCIA
- Updated SPCC Plan for SCIA and recent oil tank changes at SCHSC
- Prepare 2-year NYSDEC registration renewal documents for Landfill Chemical Bulk Storage tanks
- Coordinated hazardous building materials survey with testing firm at Old Jail and Bushnell Building
- Coordinated and attended underground storage tank tightness testing with contractor at Stoloff Building
- Coordinated updates to NYSDEC PBS Facility Registrations for Maplewood and Human Services Complex
- Coordinated and documented response to minor petroleum spill
- Coordinated with NYSDEC for updating Barryville Air Facility Registration
- Prepared 2018-2019 Annual MS4 Report for submittal to NYSDEC, held public meeting for comment on MS4 Annual Report and submitted MS4 Report to NYSDEC
- Performed MS4 Inspection along regulated areas of County Roads 64 & 65
- Reviewed survey reports and processed invoices for building materials survey performed by testing firm at current Jail and Bushnell Building
- Hazardous waste manifests submitted to NYSDEC and ILEPA
- Coordinated with NYSDEC for PBS tank closures at Maplewood Facility
- Coordinated with NYSDEC and SCDPW for install of one new PBS fuel oil tank and changes to various PBS tanks at Maplewood Facility
- Prepared Specification for PBS diesel tank and coordinated with NYSDEC and SCDPW for installation
- Performed inspections of Micropool Extended Detention Basins at Maplewood and Transportation Facilities and coordinated necessary maintenance activities with operations

- Coordinated extension and modification of Emergency Spill Response and General Environmental Services contract
- Processed invoicing from spill response contractor for recent spill cleanups and waste disposal
- Coordinated pre-demolition survey and suspect asbestos testing with building materials testing firm. Accompanied firm on pre-demolition survey at 49 Pittaluga Road and suspect asbestos testing at Liberty Complex cooling tower
- Coordinated removal of Non-PBS heating oil tanks at 49 Pittaluga Road
- Assisted Planning Department with various projects
- Assisted with RFQ development and review of proposals for NYSERDA Flex Tech project
- Continued work on Facilities Master Planning
- Participated in weekly facility staff meetings
- Prepared Monthly Reports and resolutions as required
- Participated in NYPA Aggregated Streetlight meeting
- Hosted Countywide Fire Drill meeting with Emergency Management & County Manager
- Participated in SCVA Visitor Center Project meeting & coordinated tasks
- Worked with Sustainability on Clean Energy Communities grant projects
- Worked with Mechanical Contractor on service items at New Jail
- Met with Unified Court System about upcoming NYPA project
- Prepared Buildings / Environmental Compliance budget
- Worked with operations/stone vendor on veneer at SCIA Wayfinding project
- Worked with Grants Department to close out SCIA Wayfinding project
- Coordinated Emergency Generator Project at SCGC
- Participated in mandatory training for HIPAA & Sexual Harassment/Workplace Violence
- Attended several in-service code training classes as mandated by NYS DOS and NYS DOH to maintain Code and Water Operator Certifications
- Attended NESEA ProTour with Office of Sustainability
- Participated in North American Passive House Network Government Policy Panels
- Provided ongoing Technical Support for County Facility Operations and Maintenance
- Reviewed plans, specifications, final reports from Design Professionals, Contractor, Subcontractors, Certified Inspectors, Third Party Inspectors, and completed final walk-through inspection of New Jail Phase 1
- Issued Certificate of Occupancy for Phase 1
- Reviewed reports, documents, site and codes
- Issued Certificate of Occupancy for Phase 2, Off Site Utilities
- Participated in NYPA bi-weekly progress mtg. with Engineer and Contractor
- Updated GC Legislative Public Area Occupancy Load sign
- Worked with operations on New Jail Visitation Room Glass Project
- Organized and participated in SCIA Water Chlorination System Operation Reports meeting with facility staff
- Issued CTHS sign specification, requisition & coordinated with vendor
- New Jail CAD plan updates
- Prepared SCGC lockbox Fire Department Plans
- Participated in various New Jail meetings and conference calls

- Filed required NYSDOH Online Registration info for multiple cooling towers
- Researched NYSDOH regulations on cooling tower decommissioning
- Filed Decommissioning Reports with NYSDOH on existing cooling towers
- Reviewed and approved applications for payment for SCGC Reroof Project
- Measured former DA space for NYS Unified Courts
- Met with and further communicated with NYS Department of Labor investigator concerning prevailing wage projects
- Processed SCGC Window Replacement invoice
- Assisted SCDPW Operations staff in response to NYSDOH Survey issues for Care Center at Sunset Lake
- Prepared plans, details, and specification for SCGC Annex roof replacement with review of new 2020 energy codes for compliance
- Attended virtual kickoff for Street Lighting Project with OSE
- Provided support for Covid related signage for reopening of buildings
- Provided feedback on countywide reopening plan draft documents
- Researched Emergency Management code question and provided information for storage facility grant application
- Created SCGC Board of Elections Entry Plan, County Management Recording Work Area Plan, Legislative Entry Area Plan, ITS Office Area Plan, Personnel Training Room Plan and Leg. Mtg. Room Grand Jury Social Distancing Plans
- Created Human Service Complex GOB Health Educators office plans and DA's Child Advocacy Center office plans
- Prepared forms for Building Inspection 2019-2020-2021 Triennial Program
- Completed the 2020 NYSDOS mandatory Annual Building Code Inspections for County facilities, Triennial Building Inspection Summary Charts & reports
- Provided OGS with bid and quote documents for various projects/purchases
- Updated CAD plan notebooks for all Sullivan County Buildings
- Reviewed new 2020 NYSDOS Building Codes, NFPA Codes and Standards and NYSDOH Public Water System Regulations
- Prepared resolution for New Jail Fire Alarm, Sprinkler & Fire Suppression System Testing and Inspection Contract Award
- Conducted code review for mandated sprinklers at 26 Hamilton Ave
- Develop CAD Plumbing Plans and support to operations for 26 Hamilton Ave
- Worked with County Attorney's Office on Mechanic Lien Resolution & Vendor Contract termination for SCGC Roof Project
- Completed the Annual Uniform Code Administration and Enforcement Report online for Reporting Year 2019 as mandated by the New York State Department of State (NYSDOS)
- Coordinating New York Power Authority (NYPA) Phase 1 Various Buildings Project with Engineering Consultant for HVAC and Electrical energy efficiency measures at the GC Annex, Courthouse, Gladys Olmstead Building and Care Center at Sunset Lake
- Participated in meeting with CWD and NYSDOL to review space needs
- Verified FCC Radio License Renewal 10 Year Registration
- Prepared updated 5 year Capital Plan & participated in discussions
- Worked with FAO and Management on tentative 2021 Sullivan County Budget
- Worked with OSE and ITS on Dude Solutions Facility Asset Management
- Worked with OSE on CEC Domestic Hot Water Project for NYSERDA

- Created 2020 Sullivan County Maintenance-In-Lieu-Of-Rent (MILOR) Sq. Ft. Tables and plan updates for FAO
- Completed weekly water chlorine residual testing at the Sullivan County International Airport (SCIA) and Sullivan County Human Service Complex (SCHSC) Chlorinated Water Distribution System
- Prepared the Annual Water Quality Report (AWQR) for the SCHSC as mandated by the NYSDOH and submitted required certification forms
- Prepared SCIA and SCHSC nitrate water reports/letters, quarterly water bacteriological reports/letters and monthly chlorination system operation reports/letters for submittal to NYSDOH
- Prepared the SCHSC annual water Lead and Copper 90th Percentile Test Report Package, Disinfection Byproducts/Stage 2 Test Report and Primary Inorganic Chemical test report with letter for submittal to NYSDOH
- Prepared new 2020 Water Testing Schedule
- Reviewed and processed water testing lab invoices and vouchers
- Coordinated work with design team on 518 Broadway renovation planning
- Updated chart for Sullivan County Buildings 2020 History of Roofs
- Updated Water Chlorination System Operation & Maintenance Manuals for SCIA and the Sullivan County Human Service Complex
- Coordinated and participated in SCHSC Water Chlorination System NYSDOH Sanitary Survey Inspection walk-through
- Prepared and issued new Water Sampling and Testing Bid through OGS
- Requested Vendor estimate for E911 raised floor repair
- Coordinated contract execution and site work with vendor for Maplewood and Barryville Rinse Rack/Wash Bay Cleaning
- Monitored and responded to PBS Compliance Inspections at Maplewood and Barryville Facilities
- Coordinated with testing contractor to perform required Rinse Rack Outfall sampling at Barryville & Maplewood Facilities
- Continued to develop petroleum spill reporting forms and procedures
- Continued working with Engineering Consultant on environmental issue at SCIA
- Updated SPCC Plan for SCIA and recent oil tank changes at SCHSC
- Coordinated updates to NYSDEC PBS Facility Registrations for Landfill
- Prepared 2019-2020 Annual MS4 Report for submittal to NYSDEC, held public meeting for comment on MS4 Annual Report and submitted MS4 Report to NYSDEC
- Performed MS4 Inspection along regulated areas of County Roads 64 & 65
- Submitted hazardous waste manifests to NYSDEC and ILEPA
- Coordinated with NYSDEC for Mamakating Transfer Station PBS
- Prepared Specification for PBS diesel tank and coordinated with NYSDEC and SCDPW for installation
- Performed inspections of Micropool Extended Detention Basins at Maplewood and Transportation Facilities and coordinated necessary maintenance activities with DPW operations
- Worked with County Attorney's office to modify spill response contract and update rate sheet

- Coordinated extension and modification of Emergency Spill Response and General Environmental Services contract
- Processed invoicing from spill response contractor for spill cleanups and waste disposal
- Coordinated & supervised removal of Non-PBS heating oil tanks at 49 Pittaluga Road
- Assisted Planning Department with various projects
- Assisted with RFQ development and review of proposals for NYSERDA Flex Tech project
- Continued work on Facilities Master Planning RFQ with various departments
- Reviewed GASBY information with Audit
- Prepared Monthly Reports and resolutions as required
- Preparation of bid documents for asbestos abatement, building demolition and waste disposal for several County owned structures
- Assisted Highways with Survey and Field Work as needed
- Worked with property owners concerning highway access permits and issues
- NYPA Project at SCCC & site visit with Engineers
- Worked with Sustainability on Clean Energy Communities grant projects
- Prepared and issued Ozone Laundry quote for Care Center at Sunset Lake
- Worked with Mechanical Contractor on service items at New Jail
- Worked with Sullivan Renaissance on SCIA Wayfinding Landscape Project
- Worked with Grants Department to close out SCIA Wayfinding project
- Coordinated Emergency Generator Project at SCGC
- Participated in mandatory EAP Sexual Harassment training online
- Attended several online in-service code training classes as mandated by NYSDOS to maintain code certifications
- Participated in OSHA 10 Training
- Provided ongoing Technical Support for County Facility Operations and Maintenance
- Participated in NYS Bldg. Code In-Service Training Webinars & online courses for mandatory credit hours
- Participated in various meetings and site visit about Capital project needs as SCCC
- Provided input for NYPA project for capital project needs at SCCC

#### Airport Unit 2019

- Established SCIA as an NYS Aviation Fuel Dealer
- Sold \$348,844.10 fuel, collected \$33,126,79 in fees and credit card revenue with rents and other fees SCIA returned **61%** in revenue against its operating cost the first time in which this airport revenue exceeded the County share of operating expense
- Created 5 year plan
- Succeeded in **clearing 100% of Airport internal and external perimeter** first time in over 20 years
- Sullivan County Int'l Airport is rated by FAA for average of 59 flight operations per day
- 90% of our Fuel Sales is Jet fuel for Commercial Charter Aircraft
- Charter Aircraft flights increased **35%** in 2019 over 2018 (over 320 per year)

Bulleted List of goals for 2019 differentiated by realized and not realized

Goals Realized	Goals Yet to be Realized
<ul style="list-style-type: none"> <li>Created 5 year Plan</li> </ul>	<ul style="list-style-type: none"> <li>Plan has not been Recognized</li> </ul>
<ul style="list-style-type: none"> <li>1 Staff position added</li> </ul>	<ul style="list-style-type: none"> <li>1 staff position not approved</li> </ul>
<ul style="list-style-type: none"> <li>Capital improvement plan Runway Rehab</li> </ul>	<ul style="list-style-type: none"> <li>Construction phase Runway Rehab</li> </ul>
<ul style="list-style-type: none"> <li>Capital improvement plan Taxiway Rehab</li> </ul>	<ul style="list-style-type: none"> <li>Construction phase Taxiway Rehab</li> </ul>
<ul style="list-style-type: none"> <li>Upgrade Airport to homeland security standards</li> </ul>	<ul style="list-style-type: none"> <li>While gate devices have been upgraded we have not been able to print the individual access cards</li> </ul>
<ul style="list-style-type: none"> <li>Up-graded ARFF training</li> </ul>	
<ul style="list-style-type: none"> <li>Supported GA activities (plan improved hangar facilities)</li> </ul>	<ul style="list-style-type: none"> <li>Although Planned not able to rehab Cafe</li> </ul>
<ul style="list-style-type: none"> <li>Market Airport part 139 activities</li> </ul>	<ul style="list-style-type: none"> <li>Approval In process- 20,000 sq. ft. Hangar commercial –self funded</li> </ul>

## Airport Unit 2020

- Capital Plan Runway Rehabilitation Construction Completed under budget and early
- Increased rental revenue (Old FBO building)
- Obtained 100% Construction Grant for Taxiway- no local share
- Negotiated lease extensions for expired 30 year leases on H2, H3 and H4
- Successful negotiation and lease to build new private FBO hangar next to ARFF
- Obtained \$30,000 COVID CARE grant
- Continued to return revenue to County almost equaling County share

Bulleted List of goals for 2020 differentiated by realized and not realized

Goals Realized	Goals Yet To Be Realized
<ul style="list-style-type: none"> <li>Capital Improvement Taxiway Grant 100%</li> </ul>	<ul style="list-style-type: none"> <li>Construction phase delayed to 2021</li> </ul>
<ul style="list-style-type: none"> <li>Plan to acquire Fuel Dispensing (QTPOD) equipment ordered</li> </ul>	<ul style="list-style-type: none"> <li>Installation delayed till 1/15/2021</li> </ul>
<ul style="list-style-type: none"> <li>Obtained Grant for 5 Bay Hangar Rehab</li> </ul>	<ul style="list-style-type: none"> <li>Construction delayed till 2021</li> </ul>
<ul style="list-style-type: none"> <li>FAA ACM inspection complete and final within 1 month complete by Nov. 30, 2020</li> </ul>	
<ul style="list-style-type: none"> <li>Security Camera plan and project set</li> </ul>	<ul style="list-style-type: none"> <li>Equipment to be acquired</li> </ul>

SOLID WASTE & RECYCLING - MONTHLY REPORT

<b>Month</b>	<b>2018 MSW/CD</b>	<b>2019 MSW/CD</b>	<b>2020 MSW/C&amp;D</b>
January	3,521	2,363	4,098
February	3,380	3,177	3,630
March	3,647	4,067	4,430
April	4,751	5,614	4,379
May	5,816	6,509	5,398
June	7,553	6,844	7,346
July	10,660	11,340	9,973
August	11,120	11,660	10,004
September	5,739	6,056	7,427
October	6,120	5,767	6,106
November	5,855	4,806	4,848
December	4,541	3,775	4,756
<b>TOTAL</b>	<b>72,630</b>	<b>74,332</b>	<b>72,395</b>

(T) - Total Monticello Transfer Station

**SOLID WASTE & RECYCLING**

- Education/Outreach: DSW offering an ongoing successful series of short educational programs at the landfill and advertised thru Facebook on an ongoing basis.
- HHW Collection Days: Cancelled for 2020 due to vendor deficiencies reviewing possibility to reinstitute in 2021
- Organics Management: Project progressing well working with the Consultant on the next steps.
- Accounts: continue to address any delinquent accounts so they remain current with payment and provide electronic communication for customers.
- Annual Reports: continue to track data for NYSDEC and EPA reporting.
- Construction: replacement of two (2) leachate collection/ storage tanks completed.
- Performed Annual Leachate Line cleaning as required by NYSDEC Permit.

**SHOP STAFF**

- Continued services and New York State inspections
- Continued repairs on solid waste roll-off trucks and containers
- Made all necessary repairs to DPW and outside agency equipment
- Repaired and repainted body damage on vehicles
- Prepared new vehicles and equipment for service
- Prepared estimates on damaged vehicles
- Shop continues to work under the COVID-19 restrictions
- Completed installing snow equipment on all trucks for the upcoming season
- Began lift repairs to bring lifts into compliance
- Completed all DEC inspections
- Began working with Enterprise for vehicles needed for 2021

- Continued to sandblast & refinish County equipment

#### SIGN SHOP

- Fabricated signs for the Division of Public Works and Towns
- Repaired signs on county roads and bridges
- Continued addressing sign complaints
- Continued brushing County signs
- Placed Sullivan County decals on new vehicles and equipment
- Continued Sign inventory
- Continued to removed detours for County bridges
- Continued sign upgrades to County roads
- Completed winterizing the sprayer

## Highway Unit 2019

PROGRAM	KEY STATISTICS	OUTCOME
<b>Pavement Rehabilitation (Rehab.):</b> a combination of partial depth repairs and asphalt overlays (3.5") along with replacement of all pavement markings (striping) - Mamakating Transfer Sta. (6" overlay)	<b>County Roads (CR's): 22.8 Mi. (\$ 6.367 M)</b>  <b>SCSL - Landfill Dr.: 1.4 Mi. (\$ 0.404 M)</b> <b>Mama. Transfer Sta. Rear Lot: (\$ 0.086 M)</b>  <b>Contractor: Sullivan County Paving Inc.</b>	Extended the pavement life of County Roads 11, 24, 55, 81, 95, 149, 156, Sullivan Co. Landfill roads and Mamakating Transfer Station rear lot by 10 to 12 years. (Remainder of CR 149 to be completed in 2020)
<b>Pavement Preservation (Preserv.):</b> a combination of crack sealing (CR 115 only), asphalt shimming, double chip sealing (oil & stone) and micro-surfacing (thin overlay) along with replacement of all pavement markings (striping) Jeff. St. repaired thru' Jail funding	<b>County Roads (CR's): 23.3 Mi. (\$ 0.715 M)</b> <b>CR 178 (Micro-Surf.): 2.9 Mi. (\$ 0.209 M)</b> <b>Contractor: Suit-Kote Corp.</b>  <b>CR's 94 &amp; 134 (T &amp; L): 6.8 Mi. (\$ 0.354 M)</b> <b>Jeff. St. (Mill &amp; Fill): 0.3 Mi. (\$ 0.065 M)</b>  <b>Contractor: Sullivan County Paving Inc.</b>	Extended the pavement life of: - CR's 108, 115, 116, 123, 131, 132 by 3 to 5 years (Double Chip Seal) - CR 178 by 5 to 6 years (Micro-Surface) - Jefferson St. (Village of Monticello) by 6 to 8 years (1.5" Mill & Fill)
<b>Pavement Program Management &amp; Oversight (Rehab. &amp; Preserv.):</b> provide daily contractor inspection, quantity tracking, materials testing, billing review and CHIP's reimbursements.	<b>Rehab.: 94,124 Tons of Asphalt Placed</b> <b>14,746 Tons Shldr. Bkup. Placed</b> <ul style="list-style-type: none"> <li>• (103) Days of Contractor Inspection</li> </ul> <b>Preserv.: 157,109 Gallons of Oil Used</b> <b>4,100 Tons of Aggregate Placed</b> <ul style="list-style-type: none"> <li>• (25) Days of Contractor Inspection</li> <li>• Bid Specs. (6-8 wks.) - RSMS (3 wks.)</li> </ul>	Contractor compliance to County and NYSDOT specifications Ensure proper construction practices to gain maximum life expectancy of finished product Effective funding utilization RSMS: Road Surface Management System – Annual survey of all 385 mi.
<b>Total 2019 Resurfacing Programs</b>	<b>55.8 Mi. of Co. Rds. Treated (\$ 7.645 M)</b>	<b>(Both Rehabilitation &amp; Preservation)</b>
<b>Traffic Safety:</b> replacement of non-standard guiderail (G/R) systems – review and processing of speed zone (S/Z) requests to DOT – review and coordination of installation of road signs with sign shop	<b>G/R Replacement: 875 Ln. Ft. (\$ 0.020 M)</b> <b>(Material Only)</b>  <b>S/Z Requests: 7 (4 on Town Highways)</b>  <b>Sign Requests: 8 (handled by engineering)</b>	<b>G/R improved roadside safety on County Road 123</b>  <b>S/Z requests on multiple Town and County Roads</b>  <b>Sign requests on various Co. Rds.</b>
<b>Embankment Stabilization:</b> (Not funded this year)	<b>CR 16; 125 LF by 20 Ft. high (\$ 0.000M)</b> <b>Contractor: Geo-stabilization Inc. (GSI)</b>	Repair failing roadway embankments with soil nailing and drilling
<b>Survey Support &amp; Design:</b> - Construction layout services in support of bridge and highway reconstruction projects - design for drainage improvement projects - survey, design and layout at County facilities - Cadd mapping and design	<b>County Bridges (CB's): 183 &amp; 268</b> <b>(construction layout)</b> <b>CB's: 228, 431 &amp; 449 (field survey for design)</b> <b>CB's: 29 &amp; 34 (GPS control set for survey)</b> <b>Co. Rds.: 95 &amp; 164 (drainage topo. surveys, grades and design)</b> <b>Facilities: (survey, design &amp; field layout); →</b>	- Provided cost-effective, professional, in-house survey and construction layout and design services - responsive and timely data collection and survey support <b>Mama. Transfer Sta. storm facility;</b> <b>New Sull. Co. Jail compactor pad;</b> <b>Veteran's cemetery plot markers</b>
<b>Provide record ROW &amp; mapping research services and respond to FOIL requests:</b> deed and right-of-way mapping along with historical county highway construction plans and town highway record data - highway boundary determinations	<b>County &amp; State Road Requests: 63</b> <b>Town Road Requests: 11</b> <b>Total No. of Requests: 74</b> <b>FOIL Requests: 2</b> <b>(mainly by surveyors and engineers in addition to Co. Real Property and other scdpw personnel and local town officials)</b>	- SCDPW maintains an extensive record ROW mapping and construction plan set for our Co. Rd. system & old state highways - SCDPW also is the "keeper" of town highway historical records and inventories
PROGRAM	KEY STATISTICS	OUTCOME

<p><b>Review of Roadside Development &amp; Highway Work Permitting:</b> site plan and subdivision review, highway access, sight distance measurements, drainage inspections and utility work Limit impacts to Co. infrastructure from proposed development</p>	<p><b>239 Reviews – 62</b></p> <p><b>Permits Processed – 47</b> (D-Dig, M-Misc./Access, O-Oversize &amp; U-Utility)</p> <p><b>Field Inspections related to 239's &amp; Permits – 154</b></p>	<p>- Provided for safe ingress and egress to and from the county highway system for the benefit of the travelling public</p> <p>- Ensured burden is borne by the developer or mitigated during the review process</p>
<p><b>Flood / Rain Event Damage Response and Assessment:</b> Damage assessment teams from engineering document extent and severity of road and bridge damage from rain &amp; flood events. Coordinate with regulatory agencies to facilitate repairs</p>	<p><b>April 14<sup>th</sup> and 15<sup>th</sup> heavy rain event:</b> Extensive damage to shoulders, culverts and driveway crossers in the northwestern part of the County along CR's 96, 125, 127, 128, 131, 151, 152 &amp; 164</p>	<p>Complete records/documentation of damage and repairs allow for possible reimbursement of funds expended from State and Federal agencies if the event is declared as an emergency at a later date</p>
<p><b>Annual Local Highway Inventory:</b> (Town Assistance) NYSDOT requires annual reporting of all municipalities local roads mileage for certification as part of the Consolidated Local Street and Highway Improvement Program (CHiP's)</p>	<p>Review and assist all fifteen (15) towns with additions and subtractions to their highway inventories and report them to NYSDOT on their behalf</p>	<p>Accurate and up-to-date mileages are used by NYSDOT to calculate and determine CHiP's funding amounts for each municipality</p>
<p><b>Annual Reporting:</b></p>	<p>Resurfacing Report GASB Capital Improvements (Highways) County Mileage Certification Miles by Jurisdiction Snow and Ice Miles (6) Yr. Capital Plan</p>	<p>Annual internal county auditing and reporting of capital expenditures are required for good fiscal responsibility</p>



SULLIVAN COUNTY  
DIVISION OF PUBLIC WORKS

2019  
ANNUAL RESURFACING  
REPORT

Prepared For:

Edward McAndrew, P.E., Commissioner

## 2019 RESURFACING SUMMARY

### I. GENERAL CATEGORIES OF MILEAGE RESURFACED AND MATERIAL QUANTITIES USED

<b>A. CONTRACT PERFORMED CRACK FILLING:</b>	<b>5.6 Miles</b>
1. Material - Crafc0 Road Saver 201 & 221 (meets ASTM D6690 - Type II)	<b>2,035 Gallons</b>
<b>B. CONTRACT PERFORMED SURFACE TREATMENT:</b>	<b>26.2 Miles</b>
1. Bituminous Materials (CRS-2P Polymer Modified)	<b>127,022 Gallons</b>
2. Bituminous Materials (Diluted Tack - Fog Seal)	<b>30,087 Gallons</b>
3. Aggregates - 1A Crushed Stone	<b>2,649 Tons</b>
4. Aggregates - Cover Sand	<b>699 Tons</b>
5. Type II - F3 - Micro-Surfacing	<b>752 Tons</b>
<b>C. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX BY COUNTY (PREP FOR WINTER PLOWING):</b>	
1. County Highways	<b>None Miles</b>
2. Plant Mix Material	<b>None Tons</b>
3. Recycled Asphalt Product	<b>None Tons</b>
<b>D. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX BY CONTRACT (PREP FOR SURFACE TREATING &amp; WINTER PLOWING):</b>	
1. County Highways	<b>9.4 Miles</b>
Plant Mix Material	<b>8,641 Tons</b>
2. Bituminous Materials (Diluted Tack Coat)	<b>5,676 Gallons</b>
<b>E. CONTRACT PLACED HOT MIX FOR APPROACHES AND DECKS OF REPAIRED COUNTY BRIDGES</b>	
1. Plant Mix Material	<b>409 Tons</b>
<b>F. COUNTY FACILITIES RESURFACED WITH HOT MIX BY CONTRACT:</b>	
1. Plant Mix Material	<b>6,753 Tons</b>
2. Bituminous Materials (Diluted Tack Coat)	<b>2,836 Gallons</b>
<b>G. CONTRACT PLACED HOT MIX FOR RESURFACING</b>	
1. County Highways	<b>25.47 Miles</b>
a. Plant Mix Materials	<b>78,321 Tons</b>
b. Bituminous Materials (Diluted Tack Coat)	<b>32,192 Gallons</b>

**II. CRACK FILLING**

**A. MATERIAL & QUANTITY PLACED BY CONTRACT:**

- 1. Crafco Roadsaver 201 & 221 2,035 Gallons  
(meets ASTM D6690 - Type II)

**B. COUNTY ROADS CRACK FILLED BY CONTRACT:**

C.R.	NAME	TOWN	GAL.	MILEAGE
115	County Road 115	Bethel / Cochection	1,235	5.58
TOTALS			1,235	5.58

**C. COUNTY FACILITY CRACK FILLED BY CONTRACT:**

NAME	TOWN	GAL. USED	JUSTIFICATION
Emergency Services Training Facility	Bethel	400	Water proof cracks in pavement to extend the pavement structures life
Transportation Facility	Bethel	400	Water proof cracks in pavement to extend the pavement structures life
TOTALS		800	

**III. SURFACE TREATMENT**

**A. QUANTITY USED:**

- 1. Bituminous Material
  - a. CRS-2P (Polymer Modified) 127,022 Gallons  
Average Application Rate 0.32 Gallons/Square Yard
  - b. Diluted Tack Coat (Fog Seal) 30,087 Gallons  
Average Application Rate 0.08 Gallons/Square Yard
- 2. Aggregates
  - a. Crushed Stone - #1A 2,649 Tons\* \* Estimated  
Average Application Rate 17.0 Lbs./Square Yard
  - b. Cover Sand 699 Tons\* \* Estimated  
Average Application Rate 4.0 Lbs./Square Yard
- 3. Type II, F3 Micro-Surfacing
  - a. Scratch Course 371 Tons  
Average Application Rate 15.0 Lbs./Square Yard
  - b. Finish Course 381 Tons  
Average Application Rate 18.0 Lbs./Square Yard

**B. COUNTY ROADS SURFACE TREATED: CHIP SEALING**

C.R.	NAME	TOWN	CRS-2P (Gallons)	Fog Seal (Gallons)	1A's (Tons)	C. Sand (Tons)	MILEAGE COMPLETED
108	St. Joseph's Road	Forestburgh	16,541	4,149	393	100	3.73
115	County Road 115	Bethel / Cochection	30,508	6,544	653	154	5.58
116	County Road 116	Cochection	16,015	2,890	313	74	2.73
123	Gulf Road	Callicoon	28,667	5,371	565	133	4.80
131	County Rd. 131 / Hankins Rd.	Delaware / Fremont	22,012	4,231	438	103	3.82
132	Hankins Road	Fremont	13,279	6,902	287	135	2.64
TOTALS			127,022	30,087	2,649	699	23.30

**C. COUNTY ROADS SURFACE TREATED: MICRO-SURFACED**

C.R.	NAME	TOWN	Course		MILEAGE COMPLETED
			Scratch (Tons)	Finish (Tons)	
178	Old Route 17	Rockland	371	381	2.92
TOTALS			371	381	2.92

**IV. COUNTY PLACED HOT MIX**

**A. QUANTITY USED:**

- 1. Plant Mix Materials None Tons
- 2. Recycled Asphalt Product None Tons

**B. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX:**

None Tons

**C. SHOULDER MATERIAL PLACED (RECYCLED ASPHALT)**

None Tons

**V. CONTRACT PLACED HOT MIX**

**A. QUANTITY USED:**

**1. Asphalt Concrete**

a. Top Course, 9.5 mm<30 (64-22 Poly. Mod.) S.P.	27,008 Tons	94,124 Tons
b. Top Course, 12.5 mm<30 (64-22 Poly. Mod.) S.P.	575 Tons	
c. True and Leveling, 9.5 mm< 30 (64-22 Poly. Mod.) S.P.	64 Tons	
d. True and Leveling, 12.5 mm<30 (64-22 Poly. Mod.) S.P.	4,746 Tons	
e. True and Leveling, 19.0 mm<30 (64-22 Poly. Mod.) S.P.	44,247 Tons	
f. True and Leveling, 25.0 mm<30 (64-22 Poly. Mod.) S.P.	723 Tons	
g. True and Leveling, 37.5 mm<30 (64-22 Poly. Mod.) S.P.	16,761 Tons	

**2. Bituminous Materials**

a. Diluted Tack Coat	40,704 Gallons
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**3. Shoulder Material**

a. Recycled Asphalt Shoulder Material	14,746 Tons
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**B. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX (PREP FOR SURFACE TREATING & WINTER PLOWING):**

C.R.	NAME	TOWN	T&L (Tons)	Tack Coat	MILEAGE COMPLETED	
94	Hankins Road	Fremont	3,146	2,576	4.31	Leveled for Winter Plowing (Entire Road)
132**	Hankins Road	Fremont	3,895	1,679	2.64	Paved 2" Binder Course Prep for Surface Treating
134	Basket Road	Fremont	1,600	1,421	2.42	Leveled for Winter Plowing (Entire Road)
TOTALS			8,641	5,676	9.37	

\*\* CR 132 was work left over from 2018 Contract Paving Project. This road section's binder course was Surface Treating in 2019

**C. COUNTY ROADS RESURFACED WITH HOT MIX:**

C.R.	NAME	TOWN	T&L (Tons)	TOP (Tons)	MILEAGE COMPLETED	
11	State Route 55	Highland	8,687	5,441	4.10	Entire Length
24	Bridge Street	Tusten	1,225	995	0.68	Entire Length
55	Mountindale Road	Fallsburg / Mamakating	9,869	0	6.55	Entire Length
81	DeBruce Road	Rockland	7,655	2,760	2.45	Entire Length
95	Obernburg Road	Callicoon / Fremont	13,954	5,723	4.80	Entire Length
149	Main Street / Shandalee Road	Call. / Liberty / Rockland	5,775	5,710	3.90	From TH No 10 (Huber Road) North to CR 178
156	South Hill Road	Neversink	7,170	3,357	2.99	Entire Length
TOTALS			54,335	23,986	25.47	

**D. APPLICATIONS ON COUNTY ROADS RESURFACED WITH HOT MIX:**

C.R.	APPLICATION
11	Paved "Boxed Out" sections with 3.0" 37.5<30 - T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
24	Paved "Boxed Out" sections with 3.5" 37.5<30 - T&L with 2" 19.0<30 (No binder in "Town") & Wearing Course of 1.5" 9.5<30 with RAP Shoulders
55	Paved "Boxed Out" sections with 3.5" 19.0<30
81	Paved "Boxed Out" sections with 3.5" 37.5<30 - T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
95	Paved "Boxed Out" sections with 3.5" 37.5<30 - T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
149	Paved T&L with 2" 19.0< 30 (No binder placed in "town section") & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
156	Paved "Boxed Out" sections with 3.5" 37.5<30 - T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders

**E. HOT MIX PLACED FOR APPROACHES AND DECKS OF REPAIRED COUNTY BRIDGES:**

C.B.	BRIDGE LOCATED ON	TOWN	T&L Tonnage	TOP Tonnage	LINEAR FEET COMPLETED	
183	Haven Road (TH No. 20)	Mamakating	130	125	475 ft.	Binder course placed in the East and West approaches. Top overlay of a +/- 475 ft of Haven Road (Section including across the deck / membrane)
268	Gumaer Falls Road (TH No. 32)	Mamakating	66	88	350 ft.	Binder courses placed in the North and South approaches. Top overlay of a +/- 350 ft of Gumaer Falls Road (Section including across the deck / membrane)
SUB-TOTALS			196	213	825 ft.	
TOTALS			409			

## F. COUNTY FACILITIES RESURFACED WITH HOT MIX BY CONTRACT:

NAME	TOWN	T+L Tonnage	Top Tonnage	Tack Coat	JUSTIFICATION
Sullivan County Jail (Jefferson St.)	Thompson & Village of Monticello	0	500	296	Replaced wearing surface of the entire width of the road section after County progressed utility work in road bed under a separate contract.
Landfill (Landfill Drive)	Thompson	2,842	2,309	2,423	Replaced failing and age material in box out sections and overlaid entire roadway to extend the pavement structures life.
Mamakating Transfer Station (Parking Area for Salt Building)	Mamakating	527	575	117	Install new pavement structure under and in front of salt enclosure being constructed for newly aquired Town of Mamakating snow routes.
SUB-TOTALS		3,369	3,384	2,836	
TOTALS		6,753			

## VI. TOTAL QUANTITY SUMMARY OF ALL MATERIALS PLACED IN 2019

## A. CRACK FILL MATERIAL

1. Crafcro Roadsaver 201 & 221 (Contract Placed) 1,235 Gallons  
(meets ASTM D6690 Type II)

## B. LIQUID BITUMINOUS MATERIALS

1. Surface Treating Emulsion (RS-2P) (Polmer Modified Asphalt) 127,022 Gallons
2. Fog Seal (Diluted Tack Coat) 30,087 Gallons
3. Diluted Tack Coat 40,704 Gallons

## C. CRUSHED STONE - MICRO-SURFACING

1. Surface Treating Aggregates (1A Stone) 2,649 Tons
2. Surface Treating Aggregates (Cover Sand) 699 Tons
3. Type II, F3 Micro-Surfacing 752 Tons

## D. SHOULDER MATERIAL

1. County Placed Recyled Asphalt Product None Tons
3. Contract Placed Recycled Asphalt Shoulder Material 14,746 Tons

## E. PLANT MIX MATERIALS

1. County Placed Mixes None Tons
  2. Contract Placed Mixes 94,124 Tons
- 94,124 Tons Total

## Highway Unit 2020

PROGRAM	KEY STATISTICS	OUTCOME
<b>Pavement Rehabilitation (Rehab.):</b> a combination of partial depth repairs and asphalt overlays (3.5") along with replacement of all pavement markings (striping)	County Roads (CR's): 19.1 Mi. (\$ 4.490 M)  County Roads (CR's): 5.7 Mi. (\$ 1.220 M) (Repairs Only)  Contractor: Sullivan County Paving Inc.	Extended the pavement life of CR's 15, 55, 82, 83 and portions of CR's 143 & 149 by 10 to 12 years. Extended the pavement life of County Roads 22 and 114 by 8 years (Partial Depth Repairs only).
<b>Pavement Preservation (Preserv.):</b> a combination of crack sealing, asphalt shimming and double chip sealing (oil & stone) along with replacement of all pavement markings (striping)	County Roads (CR's): 24.7 Mi. (\$ 0.856 M)  Contractor: Peckham Road Corporation	Extended the pavement life of: - CR's 25, 44, 45, 49, 111, 112, 127, 146 & 154 by 3 to 5 years (Double Chip Seal)
<b>Pavement Program Management &amp; Oversight (Rehab. &amp; Preserv.):</b> preparation of detailed bid specifications (specs.), provide daily contractor inspection, quantity tracking, materials testing, billing review and CHIP's reimbursements.	Rehab.: 74,567 Tons of Asphalt Placed 18,321 Tons Shldr. Bkup. Placed • (73) days of Contractor Inspection Preserv.: 166,099 Gallons of Oil Used 338,711 S.Y. of Aggregate Placed • (29) days of Contractor Inspection  Bid Specs.: (6-8 weeks) - RSMS (3 weeks)	Contractor compliance to County and NYSDOT specifications Ensure proper construction practices to gain maximum life expectancy of finished product Effective funding utilization RSMS: Road Surface Management System – Annual survey of all 385 mi.
<b>Total 2020 Resurfacing Programs</b>	49.5 Mi. of Co. Rds. Treated (\$ 6.566 M)	<b>(Both Rehabilitation &amp; Preservation)</b>
<b>Traffic Safety:</b> replacement of non-standard guiderail (G/R) systems – review and processing of speed zone (S/Z) requests to DOT – review and coordination of installation of MUTCD road signs with sign shop	G/R Replacement: 1,400 +/- Ln. Ft.  S/Z Requests: 18 (15 on Town Highways, 2 on County Roads and 1 on a State Route)  Sign Requests: 10 (handled by engineering)	G/R improved roadside safety on County Road 131  S/Z requests on multiple Town, County & State Roads – NYSDOT performs speed studies Sign requests on various Co. Rds. – Ensure compliance to the MUTCD
<b>Project Oversight and Consultant Management:</b> Manage design and right-of-way (ROW) acquisition consultants on federal-aid project – Coordinate extensively with NYSDOT local programs project liaison	CR 173 / East Broadway Village of Monticello NY (\$ 3.000 M)  Consultants: Stantec (Design) RK Hite (ROW)	Project design and ROW acquisition at 90% completion. Preparing for letting in spring of 2021
<b>Survey Support &amp; Design:</b> - Detailed topographic (topo.) field surveys and as-built surveys of bridge replacement and repair projects - Base Cadd mapping of all bridge projects - Construction layout services in support of bridge and highway reconstruction projects - Design for drainage improvement projects - Survey, design and layout at County facilities	County Bridge (CB): 471 (construct. layout) CB's: 228 & 449 (cadd mapping for design) CB's: 241 & 462 (GPS control, field survey & cadd mapping for design) Co. Rds.: 143 (GPS control, topo. survey & cadd mapping for drainage design) Facilities: SCIA; (fuel farm topo. and staking) SCIA; (taxiway millings pile volume) SCSL; (broadband tower topo. & cadd map) ESC; (Rockhill tower topo. & cadd map & FAA 1A survey certification) Vet Cem; (plot markers sec. 2, rows L & M)	- Provided cost-effective, professional, in-house survey and construction layout and design services - responsive and timely data collection and survey support  <i>Sullivan. County International Airport</i> <i>Sullivan. County Sanitary Landfill</i> <i>Emergency Services Communication</i>  <i>Veterans Cemetery</i>
PROGRAM	KEY STATISTICS	OUTCOME
<b>Provide record ROW &amp; mapping research services and respond to FOIL requests:</b> deed and right-of-way mapping along with historical county	County & State Road Requests: 63 Town Road Requests: 4 Total No. of Requests: 67 *	- SCDPW maintains an extensive record ROW mapping and construction plan set for our Co. Rd. system & old state highways

highway construction plans and town highway record data - highway boundary determinations	<b>FOIL Requests: 2</b>  <i>* (mainly by surveyors and engineers in addition to Co. Real Property and other scdpw personnel and local town officials)</i>	- SCDPW also is the “keeper” of town highway historical records and inventories
<b>Review of Roadside Development &amp; Highway Work Permitting:</b> site plan and subdivision review, highway access, sight distance (S/D) measurements, drainage inspections and utility work Limit impacts to Co. infrastructure from proposed development	<b>239 Reviews – 51</b>  <b>Permits Issued – 52</b> (D-Dig, M-Misc./Access, O-Oversize & U-Utility)  <b>Field Inspections related to 239’s, Permits &amp; S/D Measurements – 119</b>	- Provided for safe ingress and egress to and from the county highway system for the benefit of the travelling public - Ensured burden is borne by the developer or mitigated during the review process
<b>Flood / Rain Event Damage Response and Assessment:</b> Damage assessment teams from engineering document extent and severity of road and bridge damage from rain & flood events. Coordinate with regulatory agencies to facilitate repairs	<b>No significant rain events in 2020:</b>	Complete records/documentation of damage and repairs allow for possible reimbursement of funds expended from State and Federal agencies if the event is declared as an emergency at a later date
<b>Embankment Stabilization:</b> (Not funded this year)	CR 16; 125 LF by 20 Ft. high <b>(\$ 0.000M)</b> <b>Contractor: Geo-stabilization Inc. (GSI)</b>	Repair failing roadway embankments with soil nailing and drilling
<b>Annual Local Highway Inventory:</b> NYSDOT requires annual reporting of all municipalities local roads mileage for certification as part of the Consolidated Local Street and Highway Improvement Program (CHiP’s)	Review and assist towns and real property GIS with additions and subtractions to highway inventories – Review County Highway mileage inventory and submit 2020 certification to NYSDOT – <b>385.16 Centerline Miles</b>	Accurate and up-to-date mileages are used by NYSDOT to calculate and determine CHiP’s funding amounts for each municipality
<b>Annual Reporting:</b>	Resurfacing Report RSMS Road Network Repair Summaries RSMS Network Health Percent Deficiencies Lane Mile Year Indices & Graphs GASB Capital Improvements (Highways) County Highway Mileage Certification Miles by Jurisdiction Snow and Ice Contract Miles & Cadd Maps (6) Yr. Capital Plan	Annual internal county auditing and reporting of capital expenditures are required for good fiscal responsibility  Historical tracking and evaluation of overall road network health

**2020 RESURFACING SUMMARY**

**L GENERAL CATEGORIES OF MILEAGE RESURFACED AND MATERIAL QUANTITIES USED**

<b>A. CONTRACT PERFORMED CRACK FILLING:</b>	<b>24.67 Miles</b>	
1. Material - Crafcro Road Saver 221 & 534 (meets ASTM D6690 - Type II)	<b>49.34 Ln. Mi.</b>	
<b>B. CONTRACT PERFORMED SURFACE TREATMENT:</b>	<b>24.67 Miles</b>	
1. Bituminous Materials (CRS-2P Polymer Modified)	<b>133,548 Gallons</b>	
2. Bituminous Materials (Diluted Tack - Fog Seal)	<b>32,551 Gallons</b>	
3. Aggregates - 1ST Crushed Stone	<b>338,711 Sq. Yd.</b>	
4. Aggregates - Cover Sand	<b>111,975 Sq. Yd.</b>	
5. Type II - F3 - Micro-Surfacing	<b>0 Tons</b>	
<b>C. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX BY COUNTY (PREP FOR WINTER PLOWING):</b>		
1. County Highways	<b>None Miles</b>	
2. Plant Mix Material	<b>None Tons</b>	
3. Recycled Asphalt Product	<b>None Tons</b>	
<b>D. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX BY CONTRACT (PREP FOR SURFACE TREATING &amp; WINTER PLOWING):</b>		
1. County Highways	<b>None Miles</b>	
Plant Mix Material	<b>None Tons</b>	
2. Bituminous Materials (Diluted Tack Coat)	<b>None Gallons</b>	
<b>E. CONTRACT PLACED HOT MIX FOR APPROACHES AND DECKS OF REPAIRED COUNTY BRIDGES</b>		
1. Plant Mix Material	<b>311 Tons*</b>	<small>* 59 tons of 311 Tons Total Placed by Co. Forces</small>
<b>F. COUNTY FACILITIES RESURFACED WITH HOT MIX BY CONTRACT:</b>		
1. Plant Mix Material	<b>None Tons</b>	
2. Bituminous Materials (Diluted Tack Coat)	<b>None Gallons</b>	
<b>G. CONTRACT PLACED HOT MIX FOR RESURFACING</b>		
1. County Highways	<b>28.89 Miles</b>	
a. Plant Mix Materials	<b>74,256 Tons</b>	
b. Bituminous Materials (Diluted Tack Coat)	<b>30,985 Gallons</b>	

**II. CRACK FILLING**

**A. MATERIAL & QUANTITY PLACED BY CONTRACT:**

1. Crafcro Roadsaver 221 & 534  
(meets ASTM D6690 - Type II)

49.34 Ln.Mi.

**B. COUNTY ROADS CRACK FILLED BY CONTRACT:**

C.R.	NAME	TOWN	Lane Miles	MILEAGE
25	County Road 25	Tusten	2.78	1.39 Entire Road
44	Sackett Lake Road	Forestburgh	6.96	3.48 Entire Road
45	Sackett Lake Road	Thompson	2.50	1.25 CR 44 North to Gregory Road (TH No. 73)
49	Oakland Valley Road	Forestburgh	6.88	3.44 Entire Road
111	State Route 52	Cochecton / Tusten	10.16	5.08 Entire Road
112	State Route 52	Cochecton	4.48	2.24 Entire Road
127	Callicoon Center Road	Callicoon	2.94	1.47 Entire Road
146	Dahlia Road	Liberty / Rockland	8.02	4.01 Entire Road
154	Ulster Heights Road	Fallsburg	4.62	2.31 Entire Road
TOTALS			49.34	24.67

**C. COUNTY FACILITY CRACK FILLED BY CONTRACT:**

None

**III. SURFACE TREATMENT**

**A. QUANTITY USED:**

1. Bituminous Material

- a. CRS-2P (Polymer Modified) 133,548 Gallons  
Average Application Rate 0.40 Gallons/Square Yard
- b. Diluted Tack Coat (Fog Seal) 32,551 Gallons  
Average Application Rate 0.10 Gallons/Square Yard

2. Aggregates

- a. Crushed Stone - #1ST 338,711 Sq. Yd.  
Average Application Rate 17.0 Lbs./Square Yard
- b. Cover Sand 111,975 Sq. Yd.  
Average Application Rate 4.0 Lbs./Square Yard

3. Type II, F3 Micro-Surfacing

None

**B. COUNTY ROADS SURFACE TREATED: CHIP SEALING**

C.R.	NAME	TOWN	CRS-2P (Gallons)	Fog Seal (Gallons)	1ST's (S.Y.)	C. Sand (S.Y.)	MILEAGE COMPLETED
25	County Road 25	Tusten	7,203	1,794	18,321		1.39 Entire Road
44	Sackett Lake Road	Forestburgh	18,141	4,538	47,430	47,003	3.48 Entire Road
45	Sackett Lake Road	Thompson	6,764	1,616	17,236	16,792	1.25 CR 44 North to Gregory Rd (TH 73)
49	Oakland Valley Road	Forestburgh	20,170	4,650	49,267	48,180	3.44 Entire Road
111	State Route 52	Cochecton / Tusten	27,522	6,912	69,713		5.08 Entire Road
112	State Route 52	Cochecton	12,037	2,863	30,659		2.24 Entire Road
127	Callicoon Center Road	Callicoon	7,881	1,888	19,979		1.47 Entire Road
146	Dahlia Road	Liberty / Rockland	21,645	5,334	55,163		4.01 Entire Road
154	Ulster Heights Road	Fallsburg	12,185	2,956	30,943		2.31 Entire Road
TOTALS			133,548	32,551	338,711	111,975	24.67

**C. COUNTY ROADS SURFACE TREATED: MICRO-SURFACED**

None

**IV. COUNTY PLACED HOT MIX**

**A. QUANTITY USED:**

- 1. Plant Mix Materials None Tons
- 2. Recycled Asphalt Product None Tons

**B. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX: None Tons**

**C. SHOULDER MATERIAL PLACED (Recycled Asphalt / Crusher Run)  
(PREP FOR CONTRACT PAVING & REGULAR MAINTENANCE):**

- 1. Recycled Asphalt Product / Crusher Run 7,122 Tons\*    \*Estimated Tonnage

C.R.	NAME	TOWN		Shoulder Backup (Tons)		MILEAGE COMPLETED
14	State Route 55	Bethel / Liberty		630	1.6	Placed to increase safety & add lateral support to pavement
15	State Route 55	Liberty		360	0.9	Raised shoulders prior to contract placed overlay
22	Beaver Brook Rd. / Co. Rd. 22	Highland / Tusten		1,116	2.8	Raised shoulders after contract placed repair sections
26	Crystal Lake Road	Bethel / Highland / Tusten		648	1.6	Placed to increase safety & add lateral support to pavement
58	Glen Wild Road	Fallsburg / Thompson		972	2.4	Placed to increase safety & add lateral support to pavement
103	Anawana Lake Road	Thompson		414	1.0	Placed to increase safety & add lateral support to pavement
107	Old Liberty Road	Thompson		768	1.9	Placed to increase safety & add lateral support to pavement
114	County Road 114	Cochecton		1,080	2.7	Raised shoulders after contract placed repair sections
161	Heiden Road	Thompson		1,134	2.8	Placed to increase safety & add lateral support to pavement
<b>TOTALS</b>				<b>7,122</b>	<b>17.7</b>	

**V. CONTRACT PLACED HOT MIX**

**A. QUANTITY USED:**

**1. Asphalt Concrete**

a. Top Course, 9.5 mm<30 (64-22 Poly. Mod.) S.P.	22,866 Tons	74,508 Tons
b. Top Course, 12.5 mm<30 (64-22 Poly. Mod.) S.P.	0 Tons	
c. True and Leveling, 9.5 mm< 30 (64-22 Poly. Mod.) S.P.	0 Tons	
d. True and Leveling, 12.5 mm<30 (64-22 Poly. Mod.) S.P.	77 Tons	
e. True and Leveling, 19.0 mm<30 (64-22 Poly. Mod.) S.P.	43,006 Tons	
f. True and Leveling, 25.0 mm<30 (64-22 Poly. Mod.) S.P.	59 Tons*	* 59 tons of 25 mm Placed on CB 471 by Co. Forces
g. True and Leveling, 37.5 mm<30 (64-22 Poly. Mod.) S.P.	8,559 Tons	

**2. Bituminous Materials**

a. Diluted Tack Coat	30,985 Gallons
----------------------	----------------

**3. Shoulder Material**

a. Recycled Asphalt Shoulder Material	11,199 Tons
---------------------------------------	-------------

**B. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX (PREP FOR SURFACE TREATING & WINTER PLOWING):**

None

**C. COUNTY ROADS RESURFACED WITH HOT MIX:**

C.R.	NAME	TOWN	T&L (Tons)	TOP (Tons)	MILEAGE COMPLETED	
15	State Route 55	Liberty	5,269	2,021	1.65	From CR 71 North to Village of Liberty Line
22	Beaver Brook Rd. / Co. Rd. 22	Highland / Tusten	6,723	0	4.31	Entire Length
55	Mountaindale Road	Fallsburg / Mamakating	8,862	7,539	6.55	Entire Length
82	DeBruce Road	Rockland	10,519	3,785	3.40	Entire Length
83	DeBruce Road	Rockland	715	329	0.27	Entire Length
114	County Road 114	Cochecton	7,725	0	5.50	Entire Length
143	White Sulphur Road	Liberty	3,486	2,635	2.42	From CR 144 North to TH No. 57 (Cutter Road)
149	Shandeele Road	Callicoon	8,266	6,382	4.79	From SR 52 North to TH No. 10 (Huber Road)
<b>TOTALS</b>			<b>51,565</b>	<b>22,691</b>	<b>28.89</b>	

**D. APPLICATIONS ON COUNTY ROADS RESURFACED WITH HOT MIX:**

C.R.	APPLICATION
15	Paved "Boxed Out" sections with 3.5" 37.5<30 - T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
22	Paved "Boxed Out" sections with 3.5" 19.0<30
55	Paved T&L with 2" 19.0< 30 (No binder placed in "town section") & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
82	Paved "Boxed Out" sections with 3.5" 37.5<30 - T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
83	Paved "Boxed Out" sections with 3.5" 37.5<30 - T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
114	Paved "Boxed Out" sections with 3.5" 19.0<30
143	Paved T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders
149	Paved T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders

**E. HOT MIX PLACED FOR APPROACHES AND DECKS OF REPAIRED COUNTY BRIDGES:**

C.B.	BRIDGE LOCATED ON	TOWN	T&L Tonnage	TOP Tonnage	LINEAR FEET COMPLETED	
471	Crystal Lake Rd. (CR No. 26)	Tusten	136	175	650 ft.	Two (2) courses of T+L placed on prepared subgrade over the box culvert with a combination of contract and in-house forces. Top overlay of a +/- 650 ft of County Road No. 26 all placed by contract.
<b>SUB-TOTALS</b>			<b>136</b>	<b>175</b>	<b>650 ft.</b>	
<b>TOTALS</b>			<b>311</b>			

**F. COUNTY FACILITIES RESURFACED WITH HOT MIX BY CONTRACT:**

None

**VI. TOTAL QUANTITY SUMMARY OF ALL MATERIALS PLACED IN 2020**

<b>A. CRACK FILL MATERIAL</b>	
1. Crafcro Roadsaver 221 & 534 (Contract Placed) (meets ASTM D6690 Type II)	49.34 Ln.Mi.
<b>B. LIQUID BITUMINOUS MATERIALS</b>	
1. Surface Treating Emulsion (CRS-2P) (Polmer Modified Asphalt)	133,548 Gallons
2. Fog Seal (Diluted Tack Coat)	32,551 Gallons
3. Diluted Tack Coat	30,985 Gallons
<b>C. CRUSHED STONE - MICRO-SURFACING</b>	
1. Surface Treating Aggregates (1ST Stone)	338,711 Sq. Yd.
2. Surface Treating Aggregates (Cover Sand)	111,975 Sq. Yd.
3. Type II, F3 Micro-Surfacing	None Tons
<b>D. SHOULDER MATERIAL</b>	
1. County Placed (Recyled Asphalt Product / Crusher Run)	7,122 Tons
2. Contract Placed Recycled Asphalt Shoulder Material	11,199 Tons
<b>E. PLANT MIX MATERIALS</b>	
1. County Placed Mixes	59 Tons
2. Contract Placed Mixes	<u>74,508</u> Tons
	<b>74,567 Tons Total</b>

# DIVISION OF PUBLIC SAFETY

Rick Sauer, Commissioner

## 2019 Accomplishments

### Emergency Services Training Center

- Completed a renovation project that took an existing storage room and bathroom and made two new offices and two new bathrooms, one with a shower, to help comply with the new Firefighter Cancer Bill without compromising storage capacity.
- Continued to offer training courses to First Responders.

### Office of Emergency Management

- Prepared and planned for over one year with Bethel Woods Center for the Arts and many other partners for a successful and uneventful 50<sup>th</sup> Anniversary of Woodstock Celebration in August, 2019.
- Upgraded the Emergency Operations Center (EOC) capabilities to include increasing bandwidth, increasing cellphone reception, increasing cellphone capacity for the amount of users, and improving the layout for more efficient operations.
- Purchased a new pickup truck through grant funding to help maintain the grounds and to pull our Hazardous Materials and Special Operations trailers. The replaced 2005 pickup truck was given to the Sheriff's Office for their use.
- Purchased with grant funds and put into service a Kawasaki 6 person UTV and trailer to be used at extended emergency scene operations. The UTV also has tracks that will be used to access remote Public Safety communication radio towers in winter conditions.

## 2020 Accomplishments

### Emergency Services Training Center

- The Emergency Services Training Center also serves as the Emergency Operations Center (EOC) when required. As a result of COVID-19, the Emergency Operations Center was activated on March 11, 2020 as we saw an increase in COVID-19 cases and training courses were postponed. The EOC operated for at least 12 hours a day, often times 14 to 16 hours a day, seven days a week for many weeks and remained open through early June. The normal EOC staffing levels were significantly reduced because of the pandemic and the requirement for social distancing. As a result, numerous conference calls were scheduled to maintain situational awareness and support the community.

## Office of Emergency Management

- Supported Sullivan County Public Health Services with the activation of the County Emergency Operations Center (EOC) for the COVID-19 Pandemic.
- Assisted Public Health Services with the planning, operation, and logistics of public COVID-19 testing sites.
- Received tens of thousands of Personal Protective Equipment (PPE), equipment, and testing supplies from New York State Office of Emergency Management, and distributed PPE and equipment to 148 different agencies and organizations within the county that included First Responders and Healthcare Providers.
- Purchased additional PPE with grant funding in order to maintain sufficient supplies for at least 60 days of operations as required by the New York State Department of Health.
- Created additional storage capacity to house the cache of PPE, equipment, and supplies, and created an inventory management and tracking system.
- Organized appreciation parades for Healthcare Providers at Garnet Health Medical Centers in Harris and Callicoon along with The Care Center at Sunset Lake, Achieve Rehab and Nursing, Ahava Urgent Care, and Roscoe Nursing and Rehab.
- Used grant funding to purchase additional monitors that have been installed at the Emergency Operations Center (EOC) for situational awareness while the EOC is activated.

# Bureau of Fire

John Hauschild, Fire Coordinator

## 2019 Annual Report

Fire Departments were dispatched to 5,202 calls

- See Report

Fire Coordinator and Deputy Fire Coordinator Response

- Dispatched 469 times

Fire Investigator Response

- Dispatched 54 times for Investigations
  - 43 - Structure Fires
  - 11 - Vehicle Fires
  - 7 - Incendiary Fires
  - 20 - Accidental
  - 27 - Undetermined
  - 2 - Fatal Fires
  - 1 - Serious Injury
  - 6 - Police Department Arrest
  - 1 - Juvenile Fire

## 2019 Accomplishments – Bureau of Fire

- Worked with the County Attorney, Risk Management and Human Resources to make the Fire Investigators County Employees
- Developed a policy for the Porta-a- Count Fit test respiratory protection machine, that has been made available to all Sullivan County First Responders
- Purchased new personal protective equipment for the Fire Coordinator, Deputy Fire Coordinators and Fire Investigators
- Purchased two new Multi Rae Gas Meters for the Bureau of Fire with grant money

## 2019 Accomplishments - Emergency Services Training Center

- Accepted a donation from the Monticello Fire District of a used Fire Engine to be used for training evaluations at the training center
- Installed Cabinets in Classroom A for training supplies and EOC equipment which freed up space to create an instructors office
- Provided 40 State Fire Training courses and completed 6,417 hours of training for the fire service of Sullivan County

## 2019 Goals and Objectives – Bureau of Fire

- Create a Fire Rehabilitation Team and Response Trailer  
Start - 1/2019  
Completion - 2020

Cost- Unknown at this time

- Create Special Operations Trailer  
Start - 1/2019  
Completion - 2020
- Review and Update 3 Standard Operating Procedures  
Start - 4/2019  
Completion - 12/2019  
Cost - none

## 2019 Goals and Objectives – Emergency Services Training Center

- County Fire Instructors Evaluate need  
Start - 3/2019  
Procurement / Approval - 8/2019  
Completion -2020  
Cost - unknown at this time
- Upgrade of Burn Building  
Start - 1/2019  
Procurement / Approval - 8/2019  
Completion -11/2020  
Cost - Estimate \$ 100,000.00- grant?
- Construct a Self-Contained Breathing Apparatus MAZE for Training Courses  
Start 1 1/2019  
Completion 8/2019  
Cost -None Fire Instructor, Fire Coordinator and Deputies are building it  
Sullivan County Firefighters Association bought the material.

## 2019 Training Report – Emergency Services Training Center

- Completed Courses - 40
- Firefighters Completing Courses - 800
- Firefighters Training Hours - 6,417
- Fire Training Course Cancelled - 3
- Fire Training Course Postponed - 0
- Fire Departments Training - All but 3 departments trained in 2019
- Average Firefighters Per Course - 20
- Average Firefighters Hours Per Course - 8
  - Training Center Activity
    - Classroom (263):

- Fire 142
- EMS 9
- Sheriff 50
- NYS Parks 1
- E-911 6
- Emergency Management 31
- NYSDOCCS 18
- NYS Police 3
- Sullivan County Planning Department 3
- **Tower & Grounds (40):**
  - Fire 23
  - Sheriff 2
  - DOCCS 14
  - NYSP 1
- **Outreach:**
  - Fire11
- **Classroom By Month (263):**
  - January 13
  - February 28
  - March 40
  - April 29
  - May 21
  - June 21
  - July 13
  - August 28
  - September 18
  - October 23
  - November 19
  - December 10

## 2020 Annual Report

Fire Departments were dispatched to 5,445 calls

- See Report

Fire Coordinator and Deputy Fire Coordinator Response

- Dispatched 615 times

Fire Investigator Response

- Dispatched 64 times for Investigations
  - 57 - Structure Fires
  - 5 - Vehicle Fires
  - 6 - Incendiary Fires
  - 36 - Accidental
  - 22 - Undetermined
  - 1 - Fatal Fires
  - 2 - Serious Injury
  - 4 - Police Department Arrest
  - 1 - Juvenile Fire

## 2020 Accomplishments – Bureau of Fire

- Worked with the Emergency Operations Center during COVID-19 with the distribution of protective equipment to the emergency services. Also assisted in the Emergency Operations Center day to day operations.
- Purchased new personal protective equipment for our Fire Investigators

## 2020 Accomplishments – Emergency Services Training

- Accepted a donation from the Rock Hill Fire District of a used Fire Engine to be used for training evaluations at the training center
- Training was limited due to COVID-19 but we still provided training for our Firefighters completing 26 State Fire Training courses and completed 5,250 hours of training for the fire service of Sullivan County.

## 2020 Goals and Objectives – Bureau of Fire

- Create a Fire Rehabilitation Team and Response Trailer
  - Start - 1/2019
  - Completion - 2021
  - Cost- Unknown at this time
- Create Special Operations Trailer
  - Start - 1/2019
  - Completion - 2021

- Review and Update 3 Standard Operating Procedures  
Start - 4/2019  
Completion - 12/2021  
Cost - none

## **2020 Goals and Objectives – Emergency Services Training Center**

- County Fire Instructors Evaluate need  
Start - 3/2019  
Procurement / Approval - 8/2019  
Completion -2021  
Cost - unknown at this time
- Upgrade of Burn Building  
Start - 1/2019  
Procurement / Approval - 8/2019  
Completion -11/2021  
Cost - Estimate \$ 50,000.00- grant?
- Construct a Self-Contained Breathing Apparatus MAZE for Training Courses  
Start 1/2019  
Completion 8/2021  
Cost -None Fire Instructor, Fire Coordinator and Deputies are building it  
Sullivan County Firefighters Association bought the material.
- Construction of a Storage Building  
Start 11/2019  
Completion 12/2021  
Cost- Funded by Grant

## **2020 Training Report – Emergency Services Training Center**

- Completed Courses - 25
- Firefighters Completing Courses - 552
- Firefighters Training Hours - 5,250
- Fire Training Course Cancelled - 11 (COVID)
- Fire Training Course Postponed - 0
- Fire Departments Training - All but 7 departments trained in 2020

- Average Firefighters Per Course - 22
- Average Firefighters Hours Per Course - 13
  - Training Center Activity
    - **Classroom (179):**
      - Fire 99
      - EMS 3
      - Sheriff 1
      - NYS Parks 1
      - E-911 4
      - Emergency Management 72
    - **Tower & Grounds (20):**
      - Fire 20
    - **Outreach:**
      - Fire12
    - **Classroom By Month (179):**
      - January 15
      - February 21
      - March 24
      - April 22
      - May 22
      - June 5
      - July 5
      - August 10
      - September 14
      - October 20
      - November 16
      - December 5

# E-911

Alex Rau, E-911 Coordinator

## 2019 Annual Report



***Sullivan County E-911 Communications Center***

Sullivan County International Airport

76 County Route 183A

White Lake, NY 12786

Prepared by: Alex Rau, E-911 Coordinator

Submitted: January 20, 2020



## SULLIVAN COUNTY E-911 COMMUNICATIONS

SULLIVAN COUNTY AIRPORT

Address: 76 COUNTY ROUTE 183A, SWAN LAKE, NY 12783

Mailing: PO BOX 5012, MONTICELLO, NY 12701

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**ALEX RAU**  
E-911  
COORDINATOR  
TEL: (845) 807-0134  
FAX: (845)807-0130

**RICHARD SAUER**  
PUBLIC SAFETY  
COMMISSIONER  
TEL: (845) 807-0508  
FAX: (845) 807-0130

January 20, 2020

To the Reader,

Welcome to the Sullivan County 911 annual report for 2019. This document was created to give you a brief overview of the various activities the 911 staff participated in and accomplishments throughout the year. You will also find attached our 911 call and dispatch statistics for your review.

In 2019 our department continued on its mission of providing residents and visitors to Sullivan County with professional, expedient and efficient emergency dispatch for Fire, Police and Ambulance services. Our greatest strength continues to be our dedicated staff of (17) full-time, (1) part-time and (2) per-diem dispatcher(s) who are true 911 communications professionals, and all being involved in emergency services while off-duty which gives them a unique perspective of the first responders needs. We did lose one supervisor who went on to become a NYS Trooper but were fortunate to hire a new dispatcher to fill the void. The department also lost an icon and key position with the retirement of Chief Dispatcher Chella Ascatis in January 2019 who was the last charter member of the department.

Sullivan County 911 is fortunate to receive much needed funding through several formula based grants administered by the NYS Department of Homeland Security and Emergency Services. This funding is a result of the 911 surcharge collected by NYS on wireless phones, of which only a small portion is shared with County 911 Centers through formula based grants. Much of this funding goes to maintain the public safety communications system which is utilized by 911, EMS, Fire, Law Enforcement

agencies, Sheriff's Office, DPW and others. These funds have also allowed the County to continue to grow the core system while laying a foundation of portable communications capabilities which will aid first responders at larger incidents such as the Woodstock 50 event we saw in August 2019. A good portion of 2019 was spent working with our public safety partners in preparation of a safe and peaceful event Woodstock 50 event.

In closing I'd like to thank our Public Safety Commissioner, our County Legislators, and County Manager for their continued support and commitment to 911 projects. Our dedicated staff of men and women remains focused and committed to the efficient and professional delivery of dispatching service to anyone who may call for emergency assistance. We look forward to an equally challenging and productive 2020.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Rau', written in a cursive style.

Alex Rau

E911 Coordinator

## **2019 - The Year In Review**

### **Participated in the following meetings and Public Events:**

- Sullivan County Fire Advisory Board
- Sullivan County EMS Advisory Board
- Sullivan County EMS Council
- School Superintendents school safety meetings
- Local Emergency Planning Committee Meeting
- Adult home and healthcare facilities safety tabletop exercise
- All Legislative Public Safety & Law Enforcement Committee Meetings
- NYS 911 Coordinators Conference
- Hudson Valley, Catskills and Tri-State Interoperable communications consortiums
- Numerous Fire & EMS Department Meetings and Dinners
- Bethel Woods Disaster Preparedness Exercise
- Public Health SNS planning sessions
- Weekly Woodstock 50 celebration planning meetings
- Hatzalah summer community operations meetings
- NYS DHSES grants workshop(s)
- Supported communications for the Public Health POD exercise at SCCC

### **Department Accomplishments 2019:**

- Completed upgrade and additional staff training among County departments in the use of NY ALERT/Everbridge as their notification platform
- Procured, trained and deployed a cache of portable radio equipment and tactical portable repeaters that could be used during large scale or extended events to supplement radio communications and improve interoperability
- Completed bi-annual maintenance at all 10 tower facilities in our communications network
- Installed additional security systems in each of our communications facilities
- Filled key positions which were vacated during the year. Also began the process to backfill and train other staff to ensure succession into the future if the need arises.
- 911 staff completed over 400 hours of continuing dispatch education, a standard required by NYS.
- Provided support to local fire & EMS agencies related to programming of equipment which in turn provides a cost savings to the volunteer agencies
- Completed an 8 month software/hardware upgrade to our computer aided dispatch system (CAD), with support from vendor, GIS and ITS departments. This upgrade improved mapping capability and overall CAD function
- Woodstock 50: Participated in months of weekly planning meetings, assisted in support of EOC operations, staffed EOC with communications and planning sections, deployed portable repeaters to support communications among all agencies, coordinated with Verizon Wireless to ensure adequate cellular capabilities for the event, and interfaced with NYS DHESE and NYS Police communications teams where were deployed within Sullivan County

## **AGENCIES DISPATCHED BY SULLIVAN 911**

The following departments are dispatched by the Sullivan County 911 Center.

### **Fire Service:**

- Sullivan County Bureau of Fire
- Sullivan County Dive Taskforce
- Sullivan County Search & Rescue
- Sullivan County Fire Investigation
- Beaverkill Valley Fire Dept
- Bloomingburg Fire Dept
- Callicoon Fire Dept
- Callicoon Center Fire Dept
- Claryville Fire Dept
- Fallsburg Fire Dept
- Forestburgh Fire Dept
- Grahamsville Fire Dept
- Hankins - Fremont Fire Dept
- Highland Lake Fire Dept
- Hortonville Fire Dept
- Hurleyville Fire Dept
- Jeffersonville Fire Dept
- Kauneonga Lake Fire Dept
- Kenoza Lake Fire Dept
- Lake Huntington Fire Dept
- Lava Fire Dept
- Liberty Fire Dept
- Livingston Manor Fire Dept
- Loch Sheldrake Fire Dept
- Long Eddy Fire Dept
- Lumberland Fire Dept
- Monticello Fire Dept
- Mountaindale Fire Dept
- Narrowsburg Fire Dept
- Neversink Fire Dept
- North Branch Fire Dept
- Rock Hill Fire Dept
- Roscoe Fire Dept
- Smallwood Fire Dept
- Summitville Fire Dept
- Swan Lake Fire Dept
- Westbrookville Fire Dept
- White Lake Fire Dept
- White Sulphur Spring Fire Dept
- Woodbourne Fire Dept
- Woodridge Fire Dept
- Wurtsboro Fire Dept
- Youngsville Fire Dept
- Yulan Fire Dept

### **Ambulance Service:**

- American Legion Ambulance
- Bethel Ambulance
- Cochection Ambulance
- Grahamsville Ambulance
- Hatzalah Ambulance
- Jeffersonville Ambulance
- Livingston Manor Ambulance
- Lumberland Ambulance
- Mamakating Ambulance
- Mobilemedic EMS
- Mountaindale Ambulance
- Neversink Ambulance
- Rock Hill Ambulance
- Roscoe Ambulance
- Tusten Ambulance
- Upper Delaware Ambulance
- Woodbourne Ambulance
- Sullivan County Bureau of EMS
- Mobile Life Support

### **Police Agencies:**

- New York State Police
- Sullivan County Sheriff's Office
- Liberty Police
- Monticello Police
- Fallsburg Police
- Woodridge Police
- DEP Police
- Bethel Constable
- Lumberland Constable
- Highland Constable

**Adjunct Agencies we dispatch as requested:**

- Sullivan County Coroners
- Sullivan County DPW
- NYS DOT
- Town Code Enforcement
- Town Animal Control
- Town DPW's (Trees and Snow)
- Medevac Services
- NYS DEC - Forest Ranger
- Utility Companies
- After hour watch center for DPW

### Translation Service Usage:

Through the use of our Interpretation service, our 911 dispatchers can interface with callers in over 200 different languages. Foreign language breakdown for 2019:

Language	2018	2019
Spanish	571	798
Russian	22	21
Mandarin	29	22
Portuguese		3
Cantonese		8
Chinese		45
Korean		13
Arabic		19
Ukrainian		8
Creole		5
French		8
Polish	11	
Total:	633	950

**Coroner Dispatch:** A total of 209 dispatches occurred for coroners in 2019

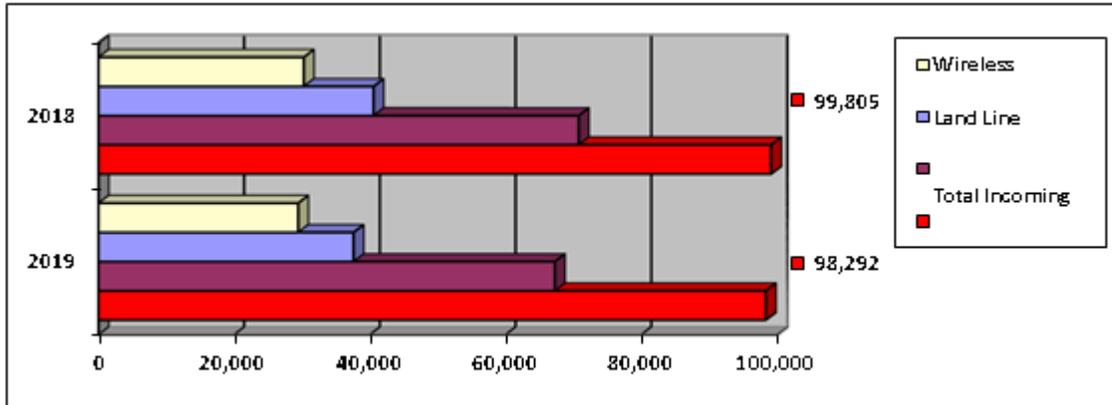
Year	Total
2017	220
2018	209
2019	263

**Text-To-911:** Represents number of text-to-911 messages

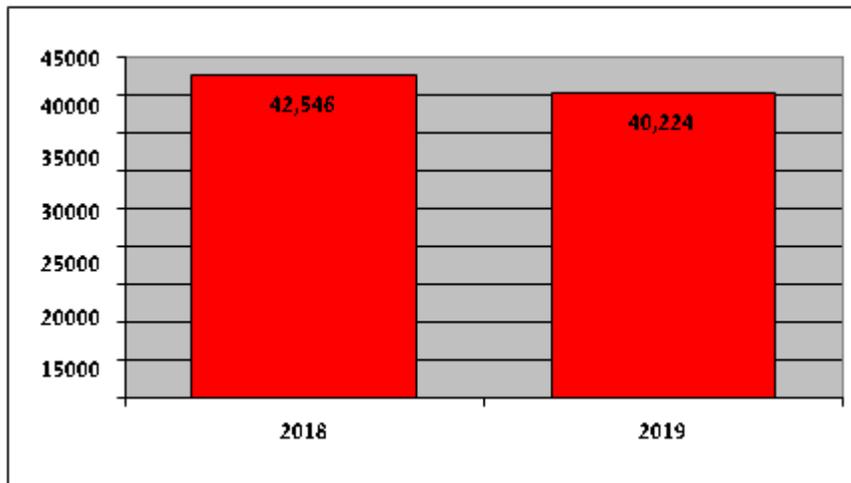
Year	Total
2019	253

## 2019 - 911 CENTER STATISTICS

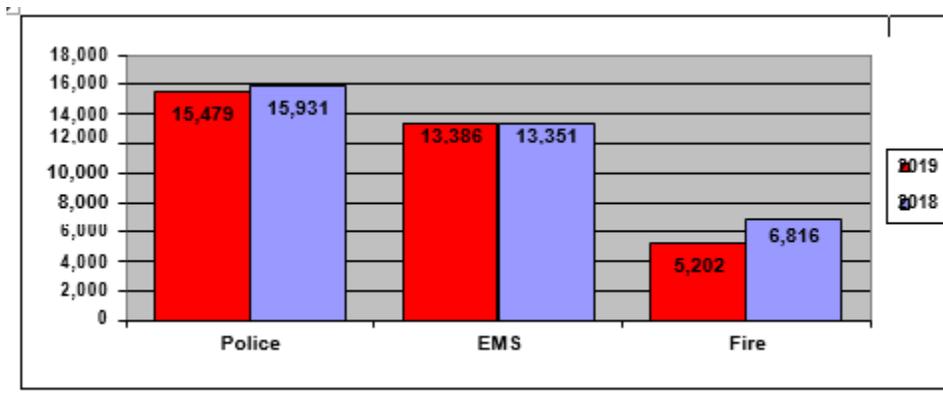
**Telephone Statistics:** Represents breakdown of phone calls processed by 9-1-1.



**Incidents Created:** Represents total number of calls for service (CFS) created:



**Agency Dispatch Statistics:** Represents the number of dispatches per discipline



## 2020 Annual Report



***Sullivan County E9-11 Communications Center***

Sullivan County International Airport 76

County Route 183A

White Lake, NY 12786

Prepared by: Alex Rau, E-911 Coordinator

Submitted: February 12, 2021



## SULLIVAN COUNTY E-911 COMMUNICATIONS

SULLIVAN COUNTY AIRPORT

Address: 76 COUNTY ROUTE 183A, SWAN LAKE, NY 12783

Mailing: PO BOX 5012, MONTICELLO, NY 12701

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RICHARD SAUER  
PUBLIC SAFETY  
COMMISSIONER  
TEL: (845) 807-0508  
FAX: (845) 807-0130

February 12, 2021

To the Reader,

Welcome to the Sullivan County 911 annual report for 2020. This document was created to give you a brief overview of the various activities the 911 staff participated in and accomplishments throughout the year. You will also find attached our 911 call and dispatch statistics for your review.

What began as a routine year of operations in January 2020, soon turned into an unprecedented challenge for our department. As fears and infection rates of the COVID-19 virus began to rise, our attention turned toward protecting the continuity of operations of the County's 911 system, protecting our staff and protection of our first responders. Early in the pandemic, a decision was made to split 911 operations between our primary 911 Center and our backup center located at the New York State Police barracks in Liberty in order to diversify our staff and minimize the potential for virus spread to all of our most valuable resources. We are proud to say that this model was adopted by the 911 community statewide, and within days many other 911 Centers followed our lead. We are also fortunate to have only had one dispatcher test positive for the coronavirus throughout 2020 without further spread within the 911 Center. Our operation remained split from March - June, and was later split again in mid-December as the "second wave" increased cases once again. I must give credit to my staff for stepping up this challenge and performing flawlessly.

The ripple of this pandemic was also felt as NYS DHSES was directed to halt all grant funding through 2020. This placed a hold on many projects that were planned including radio paging upgrades, maintenance contracts and other enhancements that were planned. We did however receive permission to move forward on preparations for the construction of a new communications facility in the Rock Hill area which will support/improve public safety communications.

In closing I'd like to thank our Public Safety Commissioner, our County Legislators, and County Manager for their support and commitment to 911 projects. Our dedicated

staff of men and woman remains focused and committed to the efficient and professional delivery of 911 service to anyone who may call for emergency assistance. We look forward to a return to “normal” as we head into 2021.

A handwritten signature in black ink, appearing to read 'Alex Rau', with a stylized, cursive script.

Sincerely,  
Alex Rau  
E911 Coordinator

## **2020 – The Year In Review**

### **Participated in the following meetings and Public Events:**

- Sullivan County Fire Advisory Board
- Sullivan County EMS Advisory Board
- Hudson Valley EMS Council (virtual)
- Legislative Public Safety & Law Enforcement Committee Meetings
- Public Health SNS planning sessions
- NYS DHSES grants workshop(s) (virtual)
- Consortium Chairmen Meetings x3 (virtual)
- Hudson Valley Interoperable Communications Consortium (virtual)
- Catskills Interoperable Communications Consortium (virtual)
- Hosted Sullivan Amateur Radio Emergency Services meetings (virtual)
- Ongoing ICS meetings related to COVID-19 response (virtual & in-person)
- NYS DHSES weekly 911 Center brief (virtual)
- NYS DOH EMS leadership weekly brief (virtual)
- Numerous calls with nursing homes, hospitals, schools and municipal officials related to COVID (virtual)
- Law Enforcement chiefs/leaders quarterly meeting (virtual & in-person)

### **Department Accomplishments 2020:**

- Began environmental assessment and design for new communications tower/facility in Rock Hill
- Developed a simultaneous response with Rock Hill Fire Department for communications support on search incidents with portable repeaters and equipment
- Completed bi-annual maintenance at all 10 tower facilities in our communications network
- Seamlessly accomplished a continuous split operation of 911 operations due to pandemic
- Filled vacant positions which were vacated during the year
- 911 staff completed over 420 hours of continuing dispatch education, a standard required by NYS.
- Provided support to local fire & EMS agencies related to programming of equipment which in turn provides a cost savings to the volunteer agencies
- Reduced department budget by 10% and attritioned (2) positions in response to OMB COVID request
- Assisted EOC with support staff in logistics and planning for COVID response which included 12-14 hour days over a 3 month period, PPE distribution, COVID dashboard v1 design, situational reports and more as needed
- Assisted Public Health Services to support COVID mobile testing

- Our administrative assistant absorbed additional duties to assist the entire division with accounts receivable, budget, payroll and other duties as required
- Provided communications and additional support for PHS mobile POD exercise at SCCC

### **AGENCIES DISPATCHED BY SULLIVAN 911**

The following departments are dispatched by the Sullivan County 911 Center.

#### **Fire Service:**

- Sullivan County Bureau of Fire
- Sullivan County Dive Taskforce
- Sullivan County Search & Rescue
- Sullivan County Fire Investigation
- Beaverkill Valley Fire Dept
- Bloomingburg Fire Dept
- Callicoon Fire Dept
- Callicoon Center Fire Dept
- Claryville Fire Dept
- Fallsburg Fire Dept
- Forestburgh Fire Dept
- Grahamsville Fire Dept
- Hankins - Fremont Fire Dept
- Highland Lake Fire Dept
- Hortonville Fire Dept
- Hurleyville Fire Dept
- Jeffersonville Fire Dept
- Kauneonga Lake Fire Dept
- Kenoza Lake Fire Dept
- Lake Huntington Fire Dept
- Lava Fire Dept
- Liberty Fire Dept
- Livingston Manor Fire Dept
- Loch Sheldrake Fire Dept
- Long Eddy Fire Dept
- Lumberland Fire Dept
- Monticello Fire Dept
- Mountindale Fire Dept
- Narrowsburg Fire Dept
- Neversink Fire Dept
- North Branch Fire Dept
- Rock Hill Fire Dept
- Roscoe Fire Dept
- Smallwood Fire Dept
- Summitville Fire Dept
- Swan Lake Fire Dept
- Westbrookville Fire Dept
- White Lake Fire Dept
- White Sulphur Springs FD
- Woodbourne Fire Dept
- Woodridge Fire Dept
- Wurtsboro Fire Dept
- Youngsville Fire Dept
- Yulan Fire Dept

**Ambulance Service:**

- American Legion Ambulance
- Bethel Ambulance
- Cochection Ambulance
- Grahamsville Ambulance
- Hatzalah Ambulance
- Jeffersonville Ambulance
- Livingston Manor Ambulance
- Lumberland Ambulance
- Mamakating Ambulance
- Mobilemedic EMS
- Mountaindale Ambulance
- Neversink Ambulance
- Rock Hill Ambulance
- Roscoe Ambulance
- Tusten Ambulance
- Upper Delaware Ambulance
- Woodbourne Ambulance
- Sullivan County Bureau of EMS
- Mobile Life Support

**Police Agencies:**

- New York State Police
- Sullivan County Sheriff's Office
- Liberty Police
- Monticello Police
- Fallsburg Police
- Woodridge Police
- DEP Police
- Bethel Constable
- Lumberland Constable
- Highland Constable

**Adjunct Agencies we dispatch as requested:**

- Sullivan County Coroners
- Sullivan County DPW
- NYS DOT
- Town Code Enforcement
- Town Animal Control
- Town DPW's (Trees and Snow)
- Medevac Services
- NYS DEC - Forest Ranger
- Utility Companies
- After hour watch center for DPW

**Translation Service Usage:** Through the use of our Interpretation service, our 911 dispatchers can interface with callers in over 200 different languages. Foreign language breakdown for 2020:

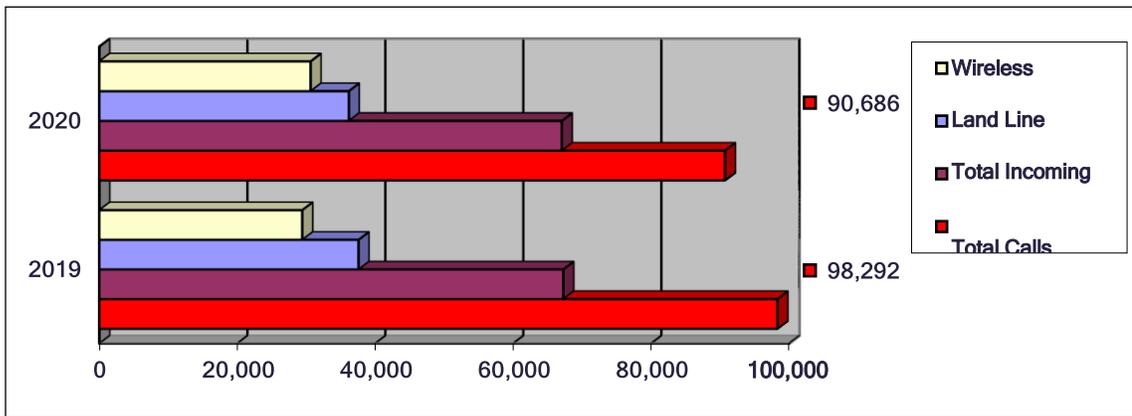
Language	2018	2019	2020
Spanish	571	798	1,226
Russian	22	21	14
Mandarin	29	22	13
Portuguese		3	
Cantonese		8	
Chinese		45	
Korean		13	
Arabic		19	8
Ukrainian		8	8
Creole		5	
French		8	
Polish	11		24
Albanian			11
Hindi			4
Italian			5
Total:	633	950	1,313

**Coroner Dispatch:** A total of 288 dispatches occurred for coroners in 2020

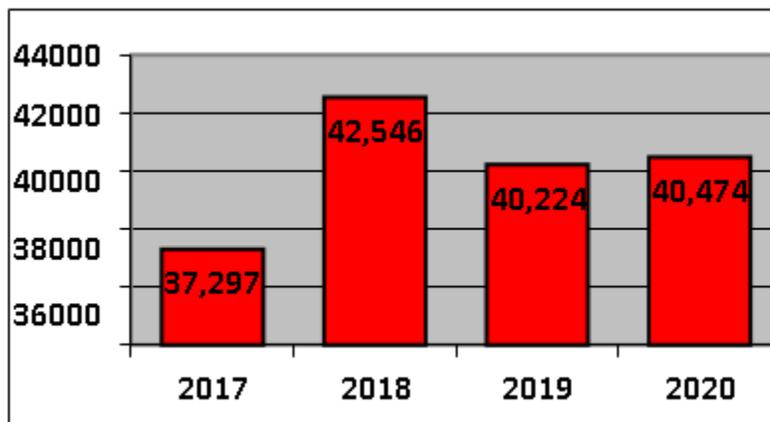
Year	Total
2017	220
2018	209
2019	263
2020	288

## 2020 - 911 CENTER STATISTICS

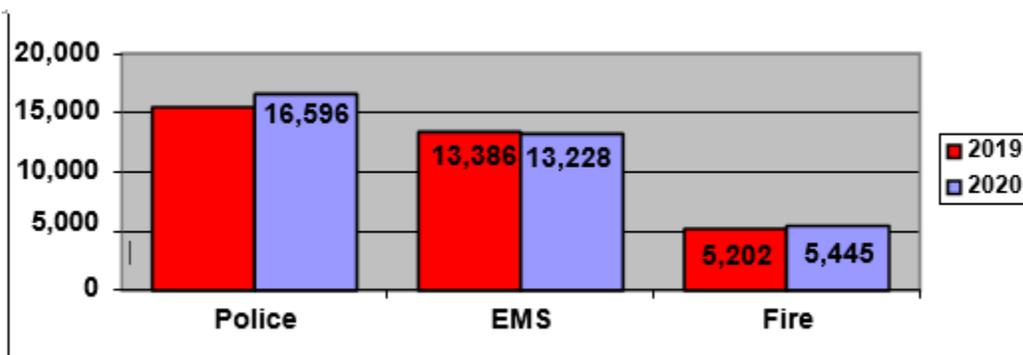
**Telephone Statistics:** Represents breakdown of phone calls processed by 9-1-1.



**Incidents Created:** Represents total number of calls for service (CFS) created:



**Agency Dispatch Statistics:** Represents the number of dispatches per discipline



## 2020 Photo Album



Dispatcher Tim Morey dispatching during a seasonal storm



911 Center supporting communications at the Public Health Services exercise at SCCC



Engineers conducting balloon flight assessment for proposed tower in Rock Hill



Our team troubleshooting a mid-winter failure at Thunder Hill



911 providing communications support at a search in Monticello

# Probation

Barbara Martin, Director (2019)

## 2019 Accomplishments

- Completion of annual State Aid Plan
- Validation of Peace Officer Registry and Certification
- Implementation of Raise the Age Legislation
- 100% compliance with annual training requirements
  - Minimum 21 clock hours of continuing education hours annually
  - 4 Probation Officer trainees completed 160 hours of Fundamentals of Probation Practice
- 100% compliance of quarterly sex offender residence checks.
- Exceeded state established milestones for Alternative to Incarceration / Pre-trial release programs.
- Participation on multiple committees
  - Public Safety- Law Enforcement Committee
  - Sullivan County Drug Treatment Court
  - Sullivan County Youth Board
  - Sullivan County Designated Assessment Committee (PINS)
  - Single Point of Access (mental health program)
  - Opioid Epidemic Task force
  - Participation in STOP DWI-Victim impact Panel
  - Mid-Hudson Regional Youth Justice Team
- Polygraph examination of sex offenders-completed in 2019 15
- Probation / Community relations presentations.
  - Presentation to Monticello My Brother's Keeper Program
  - Rock Hill Boy scouts
  - National Night out - August 6, 2019- Callicoon (Fallsburg cancelled )  
Livingston Manor
  - Various school presentations - Sullivan West / Livingston Manor/ Eldred/  
BOCES
  - Youth Board Halloween Party-- October 31, 2018
- Continuation of home visits during non-traditional work hours.

## Goals

- Completion of the annual State Aid Plan
- Annual validation of Peace Officer Registry and Certification-accomplished
- Implementation of Raise the Age Legislation--a multi-year work in progress.

- Filling of departmental vacancies- accomplished
- 100% compliance with annual training requirements - exceeded requirements
- 100% compliance of quarterly sex offender residence checks-accomplished
- Exceed state established milestones to the Alternatives to Incarceration, and Pre-trial release programs.
- Reduction of files stored.- progress made
- Department moving towards going paperless-progress made.

## Statistics

### Investigations

The Sullivan County Probation Department services 14 Courts, including the Sullivan County Court, the Sullivan County Family Court and various Justice Courts. Pre-sentence and Pre-dispositional reports are comprehensive documents which include demographic information on a face sheet, a defendant's legal history with an analysis of that legal history, the defendant's statements of the present offense, the police version and victim information and statements, the defendant's family life from birth to the present, education, employment, financial information, military service, physical and mental health issues, addictions and treatment, etc. The information is evaluated and recommendations consistent with state laws are made to the court. Each report is from 10 to 15 pages each with as much information as possible be verified.

#### Presentence Investigations:

• Felony Investigations ordered by the courts	182	
• Misdemeanor Investigations	78	Total: 268
• Other	13	

#### Pre-Dispositional Investigations:

• Juvenile Delinquency	13	
• Person in Need of Supervision	6	Total 21
• Other	2	

### Remote Video Interviews

Assisting the probation department is the use of technology in the form of remote real time, video conferences. This enables probation officers to interview detained or incarcerated offenders without additional security measures and time savings.

- Total number interviews conducted 194
  - Pre-sentence investigations 72
  - ATI/ Pre-trial Release 122
  - Supervision related 1

## Alternatives to Incarceration

### Pre-trial Release

The Pre-trial release program allows detained persons who have been accused of a crime but not convicted to be released back into the community (without posting bail) under supervision. This represents a savings to the county in that it costs approximately \$200 per day to house one person in jail per day. It allows the offender the opportunity to remain employed, support his/her family, seek treatment, etc. There are offenders who are ordered to perform community service, (work for the public good) as a condition of their sentence. This number is expected to change in 2020 due to the Criminal Justice reforms enacted in 2019 and formally put into place on January 1, 2020

- Total number of persons released on pre-trial release during 2019—109

### Community Service:

(Note: subjects may have several years to complete the community service.)

- Number community service hours ordered in 2019- 15,277 (a significant increase from 2018)
- Number community service hours completed in 2019- 6743.5
- Number of persons ordered to perform community service during 2019-- 124

### Supervision of Offenders:

Number of Adult Persons on Probation at the end of each month:  
Number of new Adult case received during month

Month	Felony	Misd.	Totals	NEW Felony	New Misd	Total
January	258	232	490	14	16	30
February	256	231	487	7	16	23

March	265	234	499	18	20	38
April	264	228	492	7	15	22
May	261	225	486	5	12	17
June	264	219	483	12	15	27
July	273	220	493	19	20	39
August	269	220	489	11	21	32
September	264	225	489	10	15	25
October	277	228	505	18	21	39
November	278	231	509	13	9	22
December	283	228	511	15	14	29
AVERAGES	268	227	494	12	15	29

Month	Felony Discharges/ TOD			Misdemeanor Discharges			TOTALS
	Early	Max	Revoked	Early	Max	Revoked	
January	6	4	3	0	2	3	19
February	1	0	4	3	4	4	16
March	5	0	2	6	2	7	23/1deceased
April	1	2	0	1	2	5	11
May	0	0	4	0	0	2	3
June	2	1	3	5	2	6	19
July	2	1	2	2	8	4	19
August	4	2	3	3	4	4	20
September	4	0	1	1	0	4	11
October	1	1	3	1	4	6	16
November	0	5	8	4	1	3	16
December	0	0	0	2	1	2	5
Totals	26	16	29	28	30	50	171

Specialized caseloads:

Sex Offenders:

- Each quarter the Sullivan County Probation Department is required to report to the NYS Division of Criminal Justice Services (DCJS) and Office of Probation and Correctional Alternatives, a Sex Offender Registry confirmation summary form. The Sullivan County Probation Department has had and maintains a 100% compliance rate for confirming addresses in 2018.

Number of sex offenders/ SORA level

Quarter	Level 3	Level 2	Level 1	Pending	Total
1 <sup>st</sup> Jan-Mar 19	2	11	24	0	37
2 <sup>nd</sup> Apr-Jun 19	2	11	22	0	37
3 <sup>rd</sup> Jul- Sep 19	3	12	21	0	36
4 <sup>th</sup> Oct-Dec19	3	10	21	0	34

DWI caseload: Average 150 person on probation for DWI or related offenses.

Interlock Quarter	Number ordered	LENS Registration	Vehicle Registration checks	Notes
1 <sup>st</sup> Oct 1-Dec 31, 19	14	14	73	Required monthly.
2 <sup>nd</sup> Jan 1-Mar31, 19	12	12	80	Must be reg LENS
3 <sup>rd</sup> Apr 1-Jun 30, 19	11	9	76	
4 <sup>th</sup> Jul 1-Sep30, 19	7	14	77	

Domestic Violence caseload: 15 participants a year

Drug Treatment Court Participants. 28

Restitution- See attached

Family Court Supervision 2019

- Supervised 19 Juvenile Delinquent on Probation
- Supervised 8 Persons in Need of Supervision on Probation
- Supervised 5 Adults for Nonpayment of Child Support
- Supervised 0 Adult Family Offense

- Total 32
- Conducted a total of 76 Youth Assessment and Screening Instruments on all juveniles the department dealt with

**Miscellaneous Information:**

- The department executed multiple warrants on probationers
- Conducted random drug testing days at probation for the Drug Treatment Court
- Average 2 times a month of home visits at night.

**Training / Continuing Education:**

- New Probation Officer Trainees are required to complete 160 hours of Fundamentals of Probation Practice (Fundamentals of Probation Practice, Officer Safety and Survival, Peace Officer qualification) in their first year of employment. They must then undergo 47 hours of firearms / Aerosol Subject Restraint training plus and addition 11 hours of Peace Officer/ Use of Force training.
- Thereafter, all Probation officers, senior probation officers, probation supervisors and director are required to complete 21 hours of continuing education hours, which includes mandatory 8 hours of firearm recertification, 2 hours of ASR and now 11 hours of Peace Officer /use of force.

During 2019- 24 different staff members attended a total of 278 trainings for a grand total of 2,391.50 hours of training attended.

# Probation

Pennie Huber, Acting Director

## 2020 Accomplishments

- Completion of the annual State Aid Plan
- Validation of Peace Officer Registry and Certification
- 100% compliance with annual training requirements
  - Minimum 21 hours of continuing education hours annually
  - Two Probation Officer Trainee's attended the Fundamentals of Probation Practice through Albany, NY. One received 160 hours of credit and one received 80 hours.
- 100% compliance of quarterly sex offender residence checks
- Exceeded state established milestones for Alternative to Incarceration / Pre-Trial Release programs
- Participation on multiple committees
  - Public Safety - Law Enforcement Committee
  - Sullivan County Drug Treatment Court
  - Sullivan County Youth Board
  - Sullivan County Designated Assessment Committee (PINS)
  - Single Point of Access (SPOA - mental health program)
  - Sullivan County Substance Use Task Force
  - Participation in STOP DWI-Victim Impact Panel
  - Mid-Hudson Regional Youth Justice Team
  - Wellness Committee
- Polygraph examination of sex offenders completed in 2020: 2
- Continuation of home contacts during non-traditional work hours
- DWI enforcement during non-traditional work hours
- Filling of departmental vacancies - accomplished (2 PO Trainee's and Account Clerk)

## Goals

- Completion of the annual State Aid Plan
- Annual validation of Peace Officer Registry and Certification
- 100% compliance with annual training requirements
- 100% compliance of quarterly sex offender residence checks
- Exceed state established milestones to the Alternatives to Incarceration, and Pre-Trial Release programs



COVID-19, the new jail and Bail Reform there were hardly any Pre-Trial jail interviews this year. However, defendants were released to Pre-Trial supervision directly from the Court and the interviews were conducted by telephone.

- Total number interviews conducted
  - Pre-Sentence Investigations: 6 video interviews, 28 telephone interviews
  - ATI/Pre-Trial Release: 4 video interviews, 38 telephone interviews
  - Supervision related: 0

## **Alternatives to Incarceration**

### **Pre-Trial Release**

The Pre-Trial Release program allows detained persons who have been accused of a crime but not convicted to be released back into the community (without posting bail) under supervision. This represents a savings to the county in that it costs approximately \$200 per day to house one person in jail per day. It allows the offender the opportunity to remain employed, support his/her family, seek treatment, etc. There are offenders who are ordered to perform community service, (work for the public good) as a condition of their sentence.

- Total number of persons released on Pre-Trial Release supervision during 2020 - 82
- There were 104 active Pre-Trial Release cases at the end of 2020.

### **Community Service**

Number of community service hours ordered in 2020 - 6,155 (a significant decrease due to COVID-19)

Number of community service hours completed in 2020 - 6,991.75 (We did the best we could with COVID-19 restrictions, utilizing litter plucking when businesses were shut down.)

Number of persons ordered to perform community service during 2020 - 46 (a significant decrease due to COVID-19)

There were 60 active community service cases at the end of 2020.

Note: Offenders may have several years to complete the community service obligation.

### Supervision of Offenders

Number of Adult Offenders on Probation at the end of each month:

Month	Felony	Misd.	Totals		Interim Felony	Interim Misd	Total
January	285	225	510		42	7	49
February	280	232	512		43	8	51
March	278	229	507		45	8	53
April	271	227	498		46	8	54
May	265	232	497		49	7	56
June	258	227	485		52	9	61
July	253	209	462		50	12	62
August	242	201	443		49	11	60
September	241	201	442		50	9	59
October	242	195	437		49	9	58
November	229	194	423		48	10	58
December	217	196	413		50	10	60

Month	Felony Discharges/ TOD			Misdemeanor Discharges			TOTALS
	Early	Max	Revoked	Early	Max	Revoked	
January	3	0	1	4	3	3	14
February	2	2	4	0	4	3	15
March	3	2	1	3	2	1	12
April	1	0	0	0	0	0	1
May	3	3	0	1	0	0	7
June	3	2	0	2	1	0	8
July	4	0	0	13	6	1	24
August	4	0	1	7	4	1	17
September	3	2	2	2	1	2	12
October	1	0	0	2	5	0	8
November	6	2	2	2	3	4	19
December	3	1	2	4	6	2	18
Totals	36	14	13	40	35	17	155

### Specialized caseloads

#### Sex Offenders:

Each quarter the Sullivan County Probation Department is required to report to the NYS Division of Criminal Justice Services (DCJS) and Office of Probation and Correctional

Alternatives, a Sex Offender Registry confirmation summary form. The Sullivan County Probation Department has had and maintains a 100% compliance rate for confirming addresses. We do not release these offenders from supervision early.

Number of sex offenders/SORA level (Average caseload is 50 offenders - includes those who are not required to register)

Quarter	Level 3	Level 2	Level 1	Pending	Total
1 <sup>st</sup> Jan-Mar	1	10	24	0	35
2 <sup>nd</sup> Apr-Jun	1	10	24	0	35
3 <sup>rd</sup> Jul- Sep	1	6	26	0	33
4 <sup>th</sup> Oct-Dec	1	5	25	0	31

#### DWI:

Each quarter the Sullivan County Probation Department is required to report to the NYS Division of Criminal Justice Services (DCJS) and Office of Probation and Correctional Alternatives, the number of offenders sentenced to Probation that require an ignition interlock device. Staff are required to enter these offenders into a DMV system known as LENS. A PO is then notified by DMV of any changes to that offender's license. PO's must also run registration checks every 3 months to ensure the offender does not have any vehicles registered/titled to them that are not equipped with an Ignition Interlock Device. (Average - 150 offenders under supervision)

DWI stats for 2020:

Interlock Quarter	Number ordered	LENS Registration	Vehicle Registration checks
1 <sup>st</sup> Jan-Mar	7	9	71
2 <sup>nd</sup> Apr-Jun	1	2	66
3 <sup>rd</sup> Jul- Sep	3	3	73
4 <sup>th</sup> Oct-Dec	5	7	73

#### Domestic Violence:

The department supervises offenders convicted of domestic violence related offenses where there is generally an active Order of Protection. These offenders are not released

from supervision early. We had 30 offenders at the end of 2020 (average was 15 and has doubled over the past year)

### **Drug Treatment Court:**

There are generally 20-30 participants in our county Drug Court program annually. We have a Senior Probation Officer who is part of the treatment team. We supervise on average 10-15 of these offenders participating in the program who are not in inpatient treatment.

### **Restitution, Fines, Fees 2020**

**907 payment(s) received in 2020: Total \$118,599.70**

By Obligation Type:

Administrative Supervision Fee - (357) - \$32,634.49

DWI Supervision Fee - (182) - \$21,975

Fines/Court Fees - (29) - \$4,444

Misc. Fee - (1) - \$20

Restitution - 10% - (259) - \$44,865.99

Restitution - 5% - (56) - \$7,231.11

Restitution - Family Court - (21) - \$2,146.23

Surcharge - (316) - \$4,992.88

Unallocated - (3) - \$290

### **Family Court Supervision 2020**

- Supervised 10 Juvenile Delinquent on Probation
- Supervised 4 Persons in Need of Supervision on Probation
- Supervised 4 Adults for Non-payment of Child Support
- Conducted Youth Assessment and Screening instruments on all juveniles
- Processed 87 Family Offenses / requests for Orders Of Protection
- Processed 35 Juvenile Delinquency Appearance tickets

### **Miscellaneous Information**

- The department executes many of our warrants for probation offenders
- Conducted random drug testing, on average two days per week, for the Drug Treatment Court (suspended in March 2020 due to pandemic)
- Average 2 times a month evening home contacts (suspended in March 2020 due to pandemic and resumed July 2020)

**Training / Continuing Education:**

- New Probation Officer Trainees are required to complete 160 hours of Fundamentals of Probation Practice (Fundamentals of Probation Practice, Officer Safety and Survival, Peace Officer qualification) in their first year of employment. They must then undergo 47 hours of firearms/Aerosol Subject Restraint training plus an additional 11 hours of Peace Officer/Use of Force training.
- Thereafter, all Probation Officers, Senior Probation Officers, Probation Supervisors and Director are required to complete 21 hours of continuing education annually, which includes 8 hours of mandatory firearm recertification, 2 hours of ASR, 1 hour Use of Force, 2 hours of Taser Recertification.
- During 2020, 21 different staff members attended a total of 370 trainings for a grand total of 964 hours of training attended.

# BUDGET OFFICE

Janet Young, Budget Officer

## 2019

- Developed and crafted the 2020 Operating Budget and 2020 - 2025 Capital Plan in conjunction with the County Manager, including input from departments. This budget stayed within the Tax Cap as defined by the NYS Office of the State Comptroller. This budget consists of two separate books. The detail book includes each individual line item for each of the County's organization codes; detailed position listing by department including position number, title and budgeted dollar amount; and the 2020 - 2025 Capital Plan. The Executive summary is designed to provide the average taxpayer a more transparent and easy to understand version of the budget. Included in the Executive Summary is a budget overview, revenue and expense discussions, various fiscal summaries and department summaries.
- Sullivan County received the Distinguished Budget Presentation Award from the National Government Finance Officers Association (GFOA) for the 2019 budget. This is the fourth consecutive year the county received this award. This award is based upon certain criteria outlined by the GFOA with the goal of providing the citizens of Sullivan County a document that is easy to read and understand where their tax dollars are being spent. Each year the Budget Office strives to make improvements to the document by following GFOA guidelines.
- Began a Loss Control Program with the County's Risk Management Department and the vendor, Rose and Kiernan. This program assesses risk potential and offer training to mitigate same for the county as well as all participants in the County's Worker's Compensation program.
- Coordinated efforts with Risk Management and IT to develop Risk nFinity - a custom application created by the Sullivan County IT Department to track all employee benefit administration activity for health, dental and vision insurance. The development of this program created efficiencies by working with the data already maintained in the countywide financial software, New World. Throughout 2019 meetings continued to ensure success of the project and enhance the capabilities of the program.
- The New World security team issued a survey to county departments requesting their input on the need for training, reporting, possible use of new modules, etc. This survey resulted in various training sessions being organized and offered to the departments. The goal was to increase efficient use of the software's capabilities through better education. The step was also taken to have additional training on the basics from New World to better educate the security team. (This initiative ceased in 2020 with the onset of the pandemic, but needs to be revisited.)

## 2020

- Developed and crafted the 2021 Operating Budget and 2021 - 2026 Capital Plan in conjunction with the County Manager, including input from departments. This budget stayed within the Tax Cap as defined by the NYS Office of the State Comptroller. This budget consists of two separate books. The detail book includes each individual line item for each of the County's organization codes; detailed position listing by department including position number, title and budgeted dollar amount; and the 2021 - 2026 Capital Plan. The Executive summary is designed to provide the average taxpayer a more transparent and easy to understand version of the budget. Included in the Executive Summary is a budget overview, revenue and expense discussions, various fiscal summaries and department summaries.
- Sullivan County received the Distinguished Budget Presentation Award from the National Government Finance Officers Association (GFOA) for the 2020 budget. This is the fifth consecutive year the county received this award. This award is based upon certain criteria outlined by the GFOA with the goal of providing the citizens of Sullivan County a document that is easy to read and understand where their tax dollars are being spent. Each year the Budget Office strives to make improvements to the document by following GFOA guidelines.
- The goal was set to increase training for both timekeepers and managers in use of Kronos, the countywide timekeeping software. Implementation of the Kronos Enhanced Scheduling module to be used in both the Care Center and the Sheriff's Office, as well as, increased use of features in Kronos not yet rolled out was also set to occur in 2020. This goal was not met and was moved to 2021.
- The Budget Office (Payroll) began work with Human Resources and IT to convert employee files to electronic format. The goal is to create one centralized electronic employee file to be accessible to Payroll, Human Resources and the employee's work location department. Security will be set up to determine what access each department has to the file. The project is still ongoing.
- The County currently uses a Purchasing Card through a program initiated through NYSAC. This program allows the County to receive rebates on purchases. The amount of the rebate is based upon the total dollar spent using the purchasing card (P-Card) and is percentage based. The higher the level of purchases the greater the percentage rebate. There is a need to review the P-Card policy and strategize to increase the use of the card in order to increase the rebate amount. This goal was moved to 2021 due to the pandemic.
- The County Manager started regularly scheduled fiscal meetings with the Budget Director, County Treasurer and County Auditor. This aided in communication among the three main fiscal units of the county and the County Manager.
- The Kronos Security Team was organized with representation from IT and the Budget Office (Payroll). The team approach aids in communication and decision making as new modules are set up and the need for training is reviewed.

- With onset of the pandemic much of 2020 was spent in realigning fiscal priorities, modifying the adopted budget and implementing new legislation and executive orders.

# GRANTS ADMINISTRATION

Arthur Hussey, Director

## 2019 Accomplishments

### Department of Grants Administration (DGA) / 2019 Goal Attainment

The following 2019 Goals have been attained by DGA:

- Training Goals - DGA staff continued to take in workshops, webinars, informational sessions as they are made available by funding sources and County Government;
- Long Term Goals (Ongoing) - ensured continued efficiency and effectiveness of the department operations in the acquisition of funding resources for County Government needs and services; and planning continues for the future operation of the department to ensure continuation of services to County Government. Long Term Goals / Performance Elements met included the following:
  - Long Term Goal / Performance Element 1) - updates to the DGA Grants Administration Manual, as necessary, for policy and procedure amendments. This is measured by identifying County Government divisions & departments that are not complying with the manual; and outcomes of State and / or Federal grant and /or allocation program and fiscal monitoring visit outcomes;
  - Long Term Goal / Performance Element 2) - conducted regular reviews of the DGA grant filing cabinets to determine records eligible for shredding. Thereby freeing up filing cabinet space - all as part of the overall effort to eliminate the purchase of additional filing cabinets, paper files/folders, and reduce budget expenditures. To be measured via the number of filing cabinets freed up for use; and cost reduction on ordering paper files / folders; and
  - Long Term Goal / Performance Element 3) - In line w/ County Goal to promote community and economic development, DGA continues to support capital and other projects related to tourism, community and economic development, public works, public safety and other priority projects as identified by County Management in the provision of DGA professional support services. This is measured by the continued tracking of funding activity and awards as recorded on the DGA Funding Activity and Award chart; and the DGA Supervisor participating in the Plans & Progress

Program Committee meetings (*program suspended during COVID-19 pandemic in early 2020*).

## 2020 Accomplishments

### 2020 Goals, Statistics and Accomplishments

In year 2020, the Department of Grants Administration (*DGA*) continued its mission of facilitating access to discretionary external funding for Sullivan County Government divisions / departments, while improving the administration and management of existing grant resources.

DGA has met a majority portion of and continued collaborative efforts with others towards meeting the established 2020 Goals:

- Continued to provide grant research services to County Govt. divisions / departments so they may pursue funding for priority projects, which in turn reduces the County share and funding required from property tax dollars;
- Continued to provide technical assistance services to County Govt. divisions / departments to coordinate the decision-making process and secure necessary approvals prior to the expenditure of resources, which in turn ensures efficient deployment of County resources. In addition, provide funding administration oversight for awarded grant applications, which in turn minimizes / eliminates deficient audit findings and the return of funds;
- Continued to evaluate declined grant applications w/ funding source, we request feedback from the source representatives concerning the strengths and weaknesses of a declined application, which in turn improves the success rate of securing grant funding in the future;
- Continued to recoup County taxpayer dollars by collaborating w/ County Govt. division / department staff in the securing and/or recording of Federal and / or State funds for various needs within Sullivan Co. - *i.e.* - *public safety, public works, community planning/ development, sustainable energy, transportation, etc.*;
- DGA routed over 100+ funding opportunity notifications to Co. Govt. divisions / departments, County not-for-profit organizations, businesses and County municipalities for various needs related to Public Works, Public Safety, Public Health, Planning & Community Development, etc.;
- DGA assisted 20+ small businesses and / or individuals seeking funding resources to establish a business; and

- DGA continued to collaborate with our local representatives, Senators and Assemblywoman Staff in the development, securing and administration of funding resources / programs as nominated by each respective office, addressing funding requests from not-for-profits organizations, businesses and municipalities the local representative office is unable to serve / address.

Additionally, the DGA Office staff were of critical importance in responding and assisting the County Government in addressing the COVID-19 pandemic. DGA was instrumental in tracking / recording funding specific to the COVID-19 pandemic, and communicating the information onto County staff as appropriate.

During the COVID-19 pandemic, the DGA Office continued operations by telework or physically presenting at their office at the County Government Center (as permitted).

DGA Office staff COVID-19 activities included the following:

- Working with our community economic development organizations in identifying and routing COVID-19 funding opportunities for small businesses, etc.;
- DGA staff responded to outside inquiries for COVID-19 funding assistance from residents, small business and community organizations;
- DGA Supervisor was asked to participate in the COVID-19 Recovery Working Group (*RWG*) established by the County Govt. DGA Supervisor developed the Small Business COVID-19 Impact Survey, which was used by our economic development organizations (*SC Partnership for Economic Development, Sullivan Co. Chamber of Commerce, and Sullivan Co. Visitors Assoc.*) to identify small business COVID-19 funding needs. In addition, virtual attendance at weekly and bi-weekly meetings required to provide information on COVID-19 funding opportunities, inclusive of the County Public Communications Officer for placement into the County COVID-19 Resource Library, route COVID-91 information / data, etc. to the RWG partners;
- Identified funding resources for County Government COVID-19 funding needs and provided information to the respective County Govt. division / department / office, and addressed COVID -19 funding inquiries from various County Govt. divisions, etc.;

- DGA staff working with the County Govt. staff, as appropriate, in developing and submitting the FEMA - Public Assistance Reimbursement, specific to financial reimbursement for emergency protective measures in response to, and in addressing, the COVID-19 pandemic under Presidential Emergency Declaration #4480. In addition, DGA Supervisor was asked to assist a local community private-not-for-profit organization in initiating actions to register for said FEMA Public Assistance and provide guidance;
- DGA staff tracked COVID-19 funding received by the County Govt. - as notified by respective County Govt. division / department / office, and provided detail to Budget Office and County Treasurer staff as appropriate; and
- DGA staff needed to develop and implement the department COVID-19 Telework Plan, and Office Re-Opening Plan in accordance with County Manager directives.

# PURCHASING AND CENTRAL SERVICES

Allyson Lewis, Director

## Overview

The Purchasing Department is responsible for purchasing all goods and services for all Sullivan County departments. This includes all bids, requests for proposals, quotes and purchase orders.

This office executes all contracts for bids and services procured through this office.

Purchasing has the responsibility of obtaining the best quality products and services for the best price, in a fair, open, and competitive manner.

## 2019 Accomplishments and Goals

### Purchasing Department:

For the 2019 year, the Purchasing Department accomplished the following:

- Processed 3,317 Purchase Orders
- Issued 61 Formal Quotes
- Issued 42 Request for Proposals
- Issued 88 Bids
- Executed 84 Contracts for Services
- Completed approximately 800 Change Orders
- Provides New World Training for all new employees assigned to requisition entry
- Utilized municipal piggybacking contracts
- Utilized NYS OGS Contracts and Vehicle Marketplace Purchasing options
- Oversight of Resolutions for departments for procurement
- Trouble shooting all issues pertaining to bids, orders and deliveries
- Processing Accounts Payable batches for both Purchasing & Central Services
- Processes monthly Central Services chargebacks

In addition to the above accomplishments, the Purchasing Department assists local political subdivisions (towns, villages, fire departments, libraries, etc.) in procurement options, piggybacking opportunities and guidance on how to utilize the NYS OGS

website contracts for commodities. We provided a Shared Services training session in 2019, open to all political subdivisions, on guidance on utilizing various procurement options and how the Purchasing Department can assist. We received positive feedback and we have been requested to provide additional training for other agencies.

#### Central Services Department (Mailroom):

The Central Services Department provides mail services for all departments and outside agencies. This includes processing incoming and outgoing mail daily, delivering to all departments at the Government Center and delivering to outside agencies. This office also provides incoming and outgoing service for UPS, Fed Ex, overnight service and certified mailing for all departments.

We have started working on a redesign for the mailroom office to make access and services more efficient. This will be an ongoing project through 2020.

For the 2019 year, the Central Services Department accomplished the following:

- Processed 158,500 pieces of outgoing mail
- Provided mail courier services twice a day for the Jail, Courthouse, Legal Aid and all State Agencies
- Assisted multiple departments on large bulk mailings

## **2020 Accomplishments and Goals**

#### Purchasing Department:

When COVID-19 arrived, this department, with the guidance of the County Managers Office, and the assistance from the Department of Public Works, moved expeditiously in procuring and delivering PPE supplies to all departments and agencies. In addition to this, this office had the duty of verifying compliance of federal and state guidelines as it relates to products on the approved FDA and CDC list as well as following all FEMA grant guidelines. The Purchasing Department maintains the inventory list for all County procured PPE products.

Although we encountered many hurdles during the year in procuring necessary supplies and equipment, we made sure that departments had the supplies and equipment they needed to run their departments and facilities safely and efficiently.

#### Purchasing Department:

For the 2020 year, the Purchasing Department accomplished the following:

- Processed 2,833 Purchase Orders
- Issued 51 Formal Quotes
- Issued 46 Request for Proposals
- Issued 59 Bids
- Extended 25 Bids
- Executed 81 Contracts for Services
- Completed approximately 900 Change Orders
- Provided New World Training for all new employees assigned to requisition entry and provide training updates and refresher training for employees that request it
- Provided assistance and guidance to Sullivan County municipalities in NYS OGS contract opportunities (fuels, road salt, services, etc.)
- Maintained communication with local municipalities on bidding/RFP opportunities for shared services
- Utilized municipal piggybacking contracts
- Utilized NYS OGS Contracts and Vehicle Marketplace Purchasing options
- Provided oversight of Resolutions for departments for procurement
- Trouble shooting all issues pertaining to bids, orders and deliveries
- Processed Accounts Payable batches for both Purchasing & Central Services
- Processed monthly Central Services chargebacks
- Procured on a continuous basis, COVID Personal Protective Equipment (PPE) supplies for all County departments and agencies.
- Assisted many County municipalities and County businesses with guidance and referrals for procurement of PPE products
- Reviewed department grants, verifying procurement requirements for all department projects, commodities and services

The Purchasing Department provides the foundation for all departments to realize their goals. Whether it be that they need this office to issue a bid for food, medical supplies, construction, paving, parts or commodities, or they may need a study completed for one of their programs or to procure specialized services for their clientele, this office is involved in helping them achieve their goals.

Central Services Department (Mailroom):

The Central Services Department provides daily mail services for all departments and outside agencies. This includes processing incoming and outgoing mail daily, delivering to all departments at the Government Center and delivering to outside agencies. This office also provides incoming and outgoing service for UPS, Fed Ex, overnight service and certified mailing for all departments.

We started renovations on the mailroom at the end of 2020 to make access and services more efficient and secure. The Department of Public Works has done a great job and have almost completed this renovation.

For the 2020 year, the Central Services Department accomplished the following:

- Processed 173,600 pieces of outgoing mail
- Provided mail courier services twice a day for the Jail, Courthouse, Legal Aid and all State Agencies
- Assisted multiple departments on large bulk mailings

# DIVISION OF INFORMATION TECHNOLOGY SERVICES

Lorne Green, Commissioner/Chief Information Officer

## 2019 Accomplishments

A vast majority of the year there was an office wide focus on the preparing for the new Sullivan County Sherriff's Office facility.

In October a fire suppression disaster occurred at the newly constructed jail and the remainder of quarter 4 and into 2020 was focused on restoring the systems at the facility.

Implemented air point-to-point wireless solution for back up data redundancy in case of ground-based fiber affected by a natural disaster keeping them functional regardless of resulting weather conditions on the ground.

Began discussions and implementation of the County broadband project.

## 2020 Accomplishments

### COVID

- Remote telework access for over half of the user community in less than 3 business days.
- Ongoing user support throughout.
- Call center spun up in a day for the Emergency Community Assistance folks.
- Then moved in less than 2 hours to a new location a few days later.

- Custom GIS based dashboard for COVID reporting, both internally and publically.
- Custom contact tracing database for PHS to use in tandem with NYS supplied CDMS app.
- Custom vaccination database for 1<sup>st</sup> and 2<sup>nd</sup> dose tracking and scheduling.
- Custom vaccination clinic notification request to gather contact info from interested parties.

Seamless, no issue technical move of the entire SCSO staff to their new facility.

### **Broadband**

- Monticello pilot tower underway
- Grant funding app support for 12 additional towers countywide
- LDC formation

# DIVISION OF HUMAN RESOURCES

Julie Diescher, Commissioner

## 2020 Goal Status Report

Review of the Sullivan County Strategic Business Plan and how it applies to the HR/Personnel goal setting and achievement

### Fundamentals:

**Our Values:** How we treat our neighbors and each other - *with dignity, courtesy, and respect for all.*

How we treat our work on behalf of taxpayers - *with rigor, transparency, and accountability*

**Our Mission:** Provide quality public services in a timely and competent manner in cooperation with community partners and local governments. Service delivery will be focused on increasing sustainability and resilience by improving infrastructure, keeping the community safe, enhancing public health and wellness, and enabling economic and community development.

**Our Vision:** By the end of the year, Sullivan County sees improved quality in our infrastructure, enhanced opportunity for local businesses, healthier, more vibrant communities, and a more responsive, professional government which supports the continuing rebirth of the Sullivan Catskills.

### Addressing Outstanding 2019 Goals:

#### Sexual Harassment Prevention Training

The State implemented a mandatory annual sexual harassment prevention training requirement. This was initially solved through in person training. This cost prohibitive solution was replaced with a free on-line solution approved by the State of NY, which has flexibility critical for continued operations for the appointing authority. This solution also provides a completion report which affords more efficient completion tracking.

#### Employee Practices Handbook

This document was reviewed, updated and presented to the County Legislature in 2020. It was subsequently adopted and has been posted on the employee portal.

Personnel Files	A 2019 goal that was refreshed in 2020 – to digitize and maintain personnel files in HR. Upon meeting with all stakeholders a plan was developed, approved and began in September 2020. Currently all personnel files (active and inactive employees) letters A- C have been scanned in line with required document retention requirements. Additionally, other areas of the organization that maintain personnel related documentation have begun developing plans for their respective transitions to digital files.
Testing area	The 2019 goal of renovating and rearranging the testing area was completed, expanding the testing area to continue to test in line with COVID19 social distancing requirements.
e428 for Jurisdictions	HR successfully streamlined the electronic 428 (change form) to the 41 jurisdictions in the County. Initially believed to require staff to travel to respective jurisdictions, this deliverable was achieved through remote trainings.

### Deliver Efficiency & Effectiveness

- Enhance talent management
- Accelerate digitization of records and transition from paper to electronic forms

Human Resources goals tied in to the **Deliver Efficient and Effectiveness Category** found on page 6 of the Strategic County Plan

### Key Performance Indicators include:

- Improved data collection regarding recruiting and resignation/retirement
- Improved data collection regarding employee training
- Reduce number of call-out sick days
- Provide more computer-based training
- Digitize records across all departments
- Ensure timely, error-free processing of transactions
- Ensure a net increase in fund balance

## How HR Goals are reflected in KEY PERFORMANCE INDICATORS

### Key Performance Indicator:

#### \* Improved data collection regarding recruiting and resignation/retirement

HR/Personnel moved to a digital solution for accepting applications/resumes, reducing lag time and increasing range of applicants.

HR/Personnel implemented a company wide Exit Interview process whereby data is tracked and analyzed for areas of improvement.

HR/Personnel has added data tracking areas to better assist with efficiency in reporting and pertinent information. This includes; languages spoken for stipends, reason for leaving, notary public and other valuable metrics.

**\* Improved data collection regarding employee training**

Human Resources implemented a checks and balance system to ensure that employees have received required training, and documentation. A report for checks and balances ensures accurate information/reduces discrepancies. Finally, the County is transitioning several training elements to a new system (Power DMS) that will provide a county wide solution for required trainings by division/department.

**\* Provide more computer-based training**

Human Resources met this objective through providing Sexual Harassment Training on-line in addition to providing egov training to our 41 jurisdictions on-line, achieving this goal rather than the previous practice of traveling and in-person training which was not an option during COVID19.

Additionally, HR conducted investigations and utilized EAP computer based trainings to remedy any areas of concern at the conclusion.

**\*Digitize records across all departments**

HR/Personnel was the catalyst for digitizing personnel records, previously housed in Payroll. This process will streamline, gain efficiency and provide department specific access to information that was previously printed and housed by three separate departments. Tentatively slated for roll out to the Risk Department, currently used by HR and Payroll.

**\* Ensure timely, error-free processing of transactions**

The completion of eGov training across 41 jurisdictions reduces lag time of processing. This will significantly reduce the amount of time that personnel staff spends entering data into the eGov system as it is entered directly into the system by the jurisdiction and is processed on our end through approval. Finally, the announcement of exams was previously completed through distribution of copies of paper submitted via interoffice or "snail mail". This process has been replaced by digital documents sent via email, thus decreasing processing time, paper and mailing costs and increasing time in which pertinent information is distributed.

# Risk Management

Monica Farquhar Brennan, Director

## Executive Summary

The Department of Risk Management and Insurance is responsible for the comprehensive risk management and various insurance programs that are in place to protect and insure the assets of Sullivan County.

Risk Management oversees various employee benefit programs such as: health insurance, dental insurance, vision insurance, administration of COBRA benefits and voluntary (member funded) programs. Benefits are provided to approximately 900 employees and 500 retirees. Full Rates for 2019, 2020 and 2021 are as follows: \*2021 Rates were available and provided. We do not have any retirees enrolled in the Excelsior Plan.

	INDIVIDUAL	FAMILY
<u>NYSHIP EMPIRE PLAN</u>		
ACTIVE - 2019	\$1,042.85	\$2,412.77

<u>NYSHIP Excelsior Plan</u>		
ACTIVE - 2019	\$943.70	\$2,198.72

	INDIVIDUAL	FAMILY
<u>NYSHIP EMPIRE PLAN</u>		
ACTIVE - 2020	\$1,031.82	\$2,387.58

NYSHIP Excelsior Plan

<b>ACTIVE-2020</b>	<b>\$929.43</b>	<b>\$2,153.84</b>
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<b><u>NYSHIP EMPIRE PLAN</u></b>	<b>INDIVIDUAL</b>	<b>FAMILY</b>
<b>ACTIVE - 2021</b>	<b>\$1,074.87</b>	<b>\$2,452.24</b>

**NYSHIP Excelsior Plan**

<b>ACTIVE</b>	<b>\$1,074.87</b>	<b>\$2,107.67</b>
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The Department of Risk Management continues to reduce the County's total cost of risk. Where appropriate, the responsibility for potential loss is placed on other parties through the purchase of commercial insurance coverage or contractual obligations.

Various types of coverage are provided for the County, the Sullivan County Airport and the Sullivan County Adult Care Center. The Risk Management and Insurance Department administers the Self-Funded Worker's Compensation Program. This includes the County, Sullivan County Community College, Sullivan County Soil & Water, 15 Towns, 5 Villages and 47 Volunteer Fire and Ambulance companies.

## **Accomplishments**

In 2020 we were successful in transitioning the Self-Funded Workers' Compensation to a new Third Party Administrator. This RFP was done during the height of the Pandemic. Our new TPA was in place effective 5/1/2020. CorVel is bringing new technology to the County and the Plan participants.

We had a successful RFP for Occupational Medical Services and have secured our vendor and scheduled pricing through 2025. These services are very important to the County and our Plan Participants.

## Goals

Our goals for 2019-2020 and 2021 continue as they have been; to provide the best customer service to our clients; The County, the County employees and Retirees; Participants in our self-funded WC Plan and the Taxpayers of the County.

We hope to continue to work with the Human Resource Department in reviewing and updating the various collective bargaining agreements that are in place at the County. This is a very important process and we take that responsibility very seriously.

We continue the process of reviewing targeted loss control for our County staff and our WC Plan Participants. We continue to strive to create safer workplace environments. We are looking to put in place a more robust training and safety program. This should evolve in 2021.

The County does not offer Paid Family Leave at this time. There is no obligation for municipalities to do so at this time. Our current Short Term Disability was once again renewed with a two year rate guarantee. This will expire in 12/2022.

Risk Management will also do a Request for Proposals for our Flexible Spending and Dependent Day Care Programs. This would be in place for the 2022 Benefit Year.

# DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT

Freda Eisenberg, Commissioner

## ACTIVITY HIGHLIGHTS & Year End Snapshot

### Land Use Planning & Municipal Technical Assistance

#### GML §239 Reviews

- Received 12 referrals for the month of December 2019. Completed 12 reviews from the previous month.

#### Listing of Referrals:

For All Municipalities

For All Municipalities

For the Period 11/26/2019 to 12/31/2019

Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
12/30/2019	2/12/2020	Camp Mazah - DRAFT DEIS	SEQR	FAL19-022	19-0161	Joseph Perrello
12/20/2019	1/6/2020	Breslov Camp Nursery School	Special Use Permit	LIB19-011	19-0160	Luis Alvarez
12/20/2019	1/15/2020	Camp Krula	Area Variance	FAL19-021	19-0159	Ira Steingart
12/18/2019	1/8/2020	Mountaindale Heights	Subdivision Review	FAL19-020	19-0157	Joseph Perrello
12/13/2019	1/13/2020	Town of Delaware Water System	SEQR	DEL19-07	19-0158	Terri Ward
12/12/2019	12/18/2019	Proposed Local Law No. 8 of 2019 - Implement GTG	Adoption/Amendment of Zoning Text	MON19-07	19-0156	Alan Sorensen
12/9/2019	1/6/2020	TFS Parksville LLC	Special Use Permit	LIB19-010	19-0155	Mark McCarthy
12/9/2019	12/13/2019	CES Worship Center	Area Variance	BET19-08	19-0154	Scott B. Samuelson
12/6/2019	1/6/2020	Pierre Belle III	Use Variance	MAM19-05	19-0153	Nadia Rajsz
12/6/2019	1/6/2020	Proposed Local Law No. 13 of 2019 - District Regul	Adoption/Amendment of Zoning Text	THO19-043	19-0152	Alan Sorensen
12/5/2019	12/10/2019	Proposed Local Law - Mass Gatherings	Adoption/Amendment of Zoning Text	TUS19-010	19-0151	Scott B. Samuelson
11/26/2019	12/11/2019	52 Pizzeria & Restaurant	Site Plan Review	FAL19-019	19-0150	Luis Alvarez

Grand Totals: 8 Municipalities

12 Referrals



#### 2019 GML Referral Activity

- Intermunicipal agreements to exempt certain actions were authorized by the legislature in April. This reduced staff time devoted to reviews of routine actions with no anticipated impacts.
- Despite the reduction from exemptions, total referrals in 2019 increased nearly 10% over 2018.

### Training Programs

- Conducted two programs: Historic Preservation seminar at Sullivan Renaissance (12/4) and Conservation Subdivision Workshop with Natural Lands Trust (12/11).
- Initiated planning for 2020 training schedule.

### Resiliency Planning:

- Confirmed Liberty as pilot community for Environmental Protection Agency (EPA)/Federal Emergence Management Agency (FEMA) Resilience Implementation Assistance project. Secured Town and Village commitments and completed first project exercise. Two-day community workshop being planned for February.

### *2019 Municipal Training Programs*

- 9 events
- 17.5 hours of training credits
- 228 participants
- Partners included: NYS Department of State, Pace Land Use Law Center, Natural Lands Trust, Sullivan Renaissance, Cornell Cooperative Extension
- Formats varied to include “lunch & learn”

## Community Development

### County Community Development Incentive Programs

- Program Guidelines updated to reflect 2020 County Budget. Resolution prepared for PEMRP Committee.
- 2019 Annual program summary is attached.

### *2019 Incentive Programs*

- Plans & Progress: \$100,000 distributed to 17 projects providing a more than 3:1 leverage
- Sullivan Signs: \$30,000 distributed to 8 projects
- Business-Friendly Zoning: \$20,000 distributed to 3 projects
- Removing Unsafe Structures (RUSt): \$200,000 awards supported 14 demolitions in 5 districts

### Sullivan Counts 2020 Census Complete Count Campaign:

- Submitted required Letter of Interest to NYS DOS to access \$173,000 State funding allocation for Sullivan complete count efforts. Crafting program budget.
- Submitted application to Hudson Valleys Foundation for \$10,000 funding to support outreach efforts (max available).
- Launched survey to identify partners and activities for census promotion and assistance.
- Held monthly Complete Count Committee meeting 12/11.
- Responded to Sullovan Democrat inquiry.

Historic Marker Restoration: Bid is being revised to eliminate marker and installation component, which was identified as a barrier to response. SC DPW will take on those tasks. Bid will be reissued in January.

Sneak Peek Sullivan: Ongoing work to prepare for inaugural event this Spring offering behind the scenes access to Sullivan County attractions and historic sites.

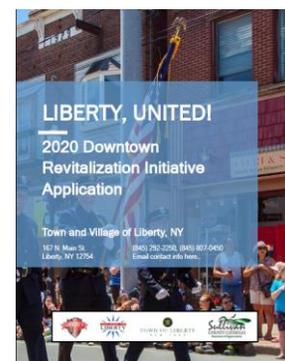


## Main Street Redevelopment/Downtown Revitalization

Village of Liberty: Collaborated with Deputy County Manager on draft Downtown Revitalization Initiative application, to focus a joint effort by the Town, Village and Liberty CDC. Kick-off meeting set for 1/29.

### Grow the Gateways (i.e. Thompson-Monticello Gateway Corridor Strategic Plan) Implementation:

- *East Broadway Rezoning* - Public hearings scheduled by both the Town and Village. Code amendments expected to be adopted by both municipalities in January, after which USDA RDGB grant will be closed out.
- *Exit 106 Traffic Circle Public Art Enhancement* - Committee refined calls for design proposals, assembled distribution list, and reviewed potential app for use.
- *Village of Monticello Broadway Historic District* - The New York State Historic Preservation Office (SHPO) referred the application to the National Register for Historic Places. Working with the Village to promote the potential availability of Historic Tax Credits and the NYS Real Property Tax Law §485B exemption for investment in mix-use property to eligible property owners.
- *NY Main Street Grant* - Façade improvement work on Peachtree Building (457 Broadway) initiated but stalled due to weather. Bids for construction work on 442 and 440 Broadway to be released in January.
- *HUD HOPE VI Grant* - Continued to advise property owners on the federal Housing and Urban Development (HUD) administration requirements to access this \$500,000 grant to the Village.
- *Code Enforcement* - Working with Village to adopt the completed Strategic Code Enforcement Plan prepared by May 8 consulting under a NYS Zombie grant. Proposal for assembling a code enforcement task force under discussion.



### *2019 Grow the Gateways*

- Completed priority Plan recommendations of:
  - Adopting the GTG Plan and Design Guidelines
  - Enabling use of the §485B tax incentive for mixed use investment
  - Streamlining and coordinating zoning along the East Broadway corridor (under USDA grant)
  - Creating a plan for strategic code enforcement
- Launched effort to solicit design proposals for public art in the Exit 106 Traffic circle
- Assisted ENGN in locating pop-up event in vacant storefront. Land Bank initiated outreach to activate vacant storefronts in 2020
- Working with GTG Implementation Committee to identify 2020 program



## Health, Open Space & Recreation, Complete Streets

### Sullivan O&W Rail Trail:

- Feasibility plan complete.
- Draft trail marketing plan completed.
- Draft printed trail map completed and reviewed by project committee. Revisions underway for spring 2020 printing and distribution.
- Responded to Sullivan Renaissance and Sullivan 180 request for presentation on trail status and funding needs.
- Met with Cornell Cooperative Extension to identify locations for trailhead amenities including bicycle repair stations funded under CCE's Complete Streets grant.
- Received paperwork from Senator Metzger's office for \$200,000 in SAM funding.

### *2019 Sullivan O&W Rail Trail*

- Completed feasibility study for trail buildout under grant from NYS Office of Parks, Recreation and Historic Preservation. (OPRHP)
- Logo design completed under Empire State Development (ESD) Market New York grant.
- ESD-funded marketing plan and map design commissioned. Near completion.
- Completed resurfacing and repairs to two mile stretch of rail trail in Fallsburg, in partnership with the Town of Fallsburg, Village of Woodridge and Sullivan Renaissance.
- Researched status of Sullivan Rails to Trails Conservancy, Inc. (defunct) and explored concepts for replacement entity.
- Worked with Open Space Institute on obtaining appraisals for targeted acquisitions.
- Offered \$200,000 in SAM funding for trail

### Trailkeeper.org:

- Website upgrades complete.
- SnO&W snowshoe walk on the rail trail planned and promoted.

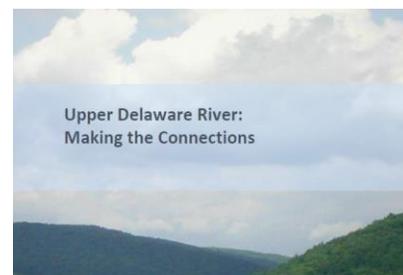


### Upper Delaware Scenic Byway:

- Continued assistance on identifying locations for vista clearing.
- Attended meeting on Skinners Falls Bridge closing. Reviewed draft position paper from Wayne Co. re: bridge reconstruction.

Upper Delaware Local Waterfront Revitalization Plan:

- Worked with NY Office of Trust for Public Land on national board package for 2020 acquisition of Callicoon riverfront parcel.
- Reviewed federal regulations and requirements concerning the Highland Access grant. Organized project kick-off meeting.



***2019 Upper Delaware Local Waterfront Revitalization (River Access focus)***

- Awarded \$250,000 grant from the National Fish and Wildlife Federation (NFWF) to support capital improvements to the Upper Delaware river access in the Town of Highland.

Hurleyville TAP: Working with The Center for Discovery and Barton and Loguidice to address potential project increases.

## **Housing and Neighborhood Redevelopment**

Community Development Block Grant (CDBG) HOME:

- Completed paperwork on \$442,500 grant to subsidize new affordable home development and rehab costs.
- Worked with RUPCO (formerly Rural Ulster Preservation Corp) on refining project scope and budget.

Sullivan County Land Bank Corporation:

- Paperwork submitted for final drawdown to close out the original Community Revitalization Initiative grant of \$920,000.
- Submitted EPA Brownfields grant requesting cleanup funding for Monticello Manor. Notification expected Spring 2020.
- Submitted, in collaboration with RUPCO, funding application to the Affordable Housing Corporation (AHC).
- Monticello Manor site secured by Tectonic. Initial debris clean up commenced.
- Met with potential buyer of 20 Orchard Street (Liberty, multifamily) to discuss proposed renovations and operations plan.
- Draft sales agreements sent to five potential purchasers.



- Met with Village of Liberty to discuss donation offer of a parcel adjacent to a Village-owned parcel.

### ***2019 Sullivan County Land Bank***

#### ***Corporation***

- Awarded \$900,000 in NYS Attorney General's Office Community Revitalization Funding.
- Conducted 18 demolitions of blighted properties
- Sold one home, 6 additional sales pending; all sales to owner-occupants
- Sold one side-lot, 2 additional side lot sales pending
- Negotiating pilot project for three-family apartment building
- Completed environmental assessment of Monticello Manor property and issued Request for Expressions of Interest (RFEI) for redevelopment
- Conducted Arts Roundtable to explore opportunities for placemaking projects on Land Bank lots and in vacant storefronts

## Economic Development

Community Development Block Grant Economic Development: Initiated contract paperwork on \$180,00 award for the Healthy Kids Daycare project in Monticello. Sub-recipient also received an award directly from Empire State Development, and is working on an application for Historic Tax Credits to assist in the rehabilitation of its building.

EPA Brownfields Assessment Grant:

- Phase 1 assessments - 2 completed, 5 in progress
- Phase 2 assessments - 1 completed, 1 in progress
- Phase 3 Redevelopment Plan - 1 in progress (Monticello Manor)

Emerald Corporate Center Economic Development Board:

- Reviewed realtor website listing of property and requested improvements. Working with Dan Hust to edit drone footage of the site to be included.
- Part conducting due diligence on property is seeking additional tenants for potential development.
- Attorney resolving final questions on agreement to transfer of water company with Town of Thompson attorney.

Revolving Loan Funds

- Responded to six inquiries including several agricultural businesses (greenhouses, dairy equipment) and a new storefront on Broadway in Monticello. Applications pending completion of business plans. One applicant seeking to take entrepreneurial training class being planned for 2020.
- Current portfolio has 18 loans. All but two are current.
- Cumulative balance of \$977,425.

***2019 Sullivan County Revolving Loan Funds***

- 3 loans completed in 2019, totaling \$115,000

2019 Planning Goals			
Goal	Project	Strategy	Outcome
Sullivan 2020 Comprehensive Plan Update	Countywide Resiliency Plan	Prepare a Countywide Resiliency Plan, that integrates the County's topic-specific plans	For 2019: completed scoping and procurement, project kick off, vulnerability assessment, inventory and analysis; issues identification; plan completion in 2020
	Existing Plan Inventory & Assessment	Review, by SC Planning Staff and Resiliency Plan Consultants, of the range of County Plans	Identification of plan accomplishments; action plan for recommendations not addressed
Municipal Planning & Zoning Board Training	Training Series	Conduct minimum of 6 training events during the course of the year	Better informed, more engaged municipal board members, with improved capacity for addressing the anticipated increase in significant development review applications.
Business Friendly Zoning	BFZ Incentive Program	Obtain work products/close out projects from 2018 awards; engage 1-2 municipalities for 2019 program	Zoning amendments and process improvements in the Town of Liberty, Town of Highland, Village of Monticello, Town of Thompson, plus 1-2 new projects.
239 Referral Process Improvements	239 Referrals	Obtain approval from County Legislature to enter into IMA's for 239 exemptions and follow up with SC municipalities to execute agreements	Reduced staff time on inconsequential referrals; improved reviews of substantial projects.
2020 Census Complete Count	Complete Count Committee	Establish Complete Count Committee and prepare for 2020 census	Improved Census participation (Sullivan ranks 60 of 61 NY counties)

## 2019 Planning Goals

<i>Partners</i>	<i>Funding</i>	<i>Timeframe</i>
NYS DOS, all SC municipalities, environmental, civic and ec dev agencies	\$200,000 NYS DOS grant	18-24 month process
TBD	internal staff time/partial use of Resiliency Grant funding	For completion in Fall 2019
Sullivan Renaissance, PACE Land Use Law Center, NYS DOS, Preservation League of NY, International Dark Sky Association, Upper Delaware Scenic Byway	Refreshment costs included in Division Budget; Other costs and sources TBD	Events spaced throughout the year
Program committee; participating municipalities	County Budget; \$20,000 for 2019; \$35,000 rolled over/committed from 2018	2018 projects to be closed out by June 2019; 2019 project details TBD
SC Legislature; County Arttorney; SC municipalities	NA	Legislature approval target: April; IMAs with ;larger municipalities by August
Rockefeller Institute, others TBD	NA/TBD	Year long, into 2020

2019 Community Development Goals: Downtown Revitalization			
Goal	Project	Strategy	Outcome
Downtown Revitalization	NYMS Grant - Monticello	Manage grant to support building renovations on Broadway in downtown Monticello.	2-3 improved buildings with new commercial space and upper story residential apartments.
	HOPE VI Grant	Manage grant to Village of Monticello for the rehabilitation of the Strong Building at 430 Broadway	15 affordable apartments and ground floor commercial space
	Incentive Package/Opportunity Zone Promotion	Create a plan and collateral materials to support investment in the County's Opportunity Zones	Print materials, outreach events and other marketing tools to promote investment in the OZ's
GTG Implementation	East Broadway Zoning	Analyze and amend the zoning on East Broadway in both the Town and Village to promote consistency throughout the corridor, and refine the use mix to spur redevelopment	Updated zoning codes in Monticello and Thompson to support GTG goals
	East Broadway Joint Code Enforcement	Identification of violations and jointly issued warnings, enforcement on East Broadway between Rt 42/Pleasant Street and Exit 106	Visual improvement, blight alleviation in major Village corridor
	Exit 106 Traffic Circle	Solicit request for Design Proposals for iconic art in the traffic circle	Design proposal and cost estimates need to pursue funding for the capital improvement
	Mixed Use Tax Incentives	Have Village, County & School District opt in to section 485-b of the tax code to provide incentives for mixed use development downtown	An additional tool to spur Broadway redevelopment
ECC Parcel Sales & Development	ECC Back Lots	Complete subdivision and design sketch project with Keystone; secure exclusive realtor to aggressively market lots	Sale of ECC back lots for new development, with tax revenue and jobs generation
	Emerald Springs Water Company Sale	Complete/execute agreement with Town of Thompson for sale of water company	Reduced County subsidy for water company; elimination of operations responsibilities
	Apollo Phase II site	Obtain grants and initiate work to make the site "shovel ready"	Addition to County inventory of shovel ready sites; opportunity for OZ investment

2019 Community Development Goals: Downtown Revitalization		
<i>Partners</i>	<i>Funding</i>	<i>Timeframe</i>
Project subrecipients	NYMS Grant of \$300,000	Projects targeted for completion by end of 2019; potential delays due to changes in selected subrecipients
Village of Monticello; grant subrecipients -- current building owner and new owner (sale pending)	HUD grant of \$500,000	End of year
SC Partnership; Granite Associates	CDBG Program Income Fund, \$17,000	Work products targeted for April 2019; year long promotion
Town of Thompson, Village of Monticello, GTG Implementation Committee	USDA RDBG grant, \$25,000	August 2019 completion
Town of Thompson, Village of Monticello, GTG Implementation Committee	TBD	TBD
SC Planning, DPW, Legislature, GTG Committee	NA for this stage; capital funding needs and source(s) tbd	TBD
SC Planning, Village, County, School District, GTG committee	NA	By September 2019
ECC Board, others TBD	\$10,000 remaining on Keystone Contract	Sales materials and realtor by May 2019
ECC Board, Town of Thompson	Attorney fees TBD	Agreement execution by July 2019
ECC Board, IDA, County Legislature, HV Regional Council	NA	EDA and Northern Borders submissions by June 2019

2019 Community Development Goals: Neighborhood Stabilization			
Goal	Project	Strategy	Outcome
Neighborhood Stabilization	SCLBC	Complete tasks on CRI LISC, initiate work on CRI Enterprise	
	RUST Program	Solicit applications and administer awards for RUST demolituon subsidy program	11-15 demolitions of blighted structures in visible locations
	Brownfields Grant(s)	Complete EPA Brownfields Assessment grant tasks; apply for subsequent rounds of brownfields funding, state and local	Environmental assements that pave the way for clean up funding applications, project redevelopment
	Home Mainentance Tool Lending Library	Launch HMTLL to support community clean ups.	Rock the Block clean up on Washington Street in Monticello scjeduled for June

2019 Community Development Goals: Neighborhood Stabilization		
<i>Partners</i>	<i>Funding</i>	<i>Timeframe</i>
Please refer to SCLBC draft business and strategic plan documents, grant scopes of work		
DPW, Municipal applicants	County budget, \$200,000	all demos completed by end of 2019
Land Bank, Liberty, Monticello, Fallsburg, property owners	\$200,000 EPA grant	Grant tasks to be completed by end of 2019
Sullivan Renaissance, Community residents	NA	Initial project scheduled for June; others tbd

2019 Community Development Goals: General			
<i>Goal</i>	<i>Project</i>	<i>Strategy</i>	<i>Outcome</i>
Historic Preservation	Historic Marker Upgrades	Inventory, map and refurbish historic markers	Improved marker appearance; increased County appeal for historical tourism, increased community pride
	Open House Sullivan	Create event to showcase Sullivan County's special places	Increased community pride, sense of place, tourism appeal, attractiveness for economic development
Community Improvement	Plans & Progress Program	Close out 2018 projects; Launch and manage 2019 program with improvements	Support of varied community improvement projects throughout the County
	Sullivan Signs	Close out 2018 projects; Launch and manage 2019 program with improvements	Improved welcome and other signage throughout the county; Improved visitor-readiness
Placemaking	North Street Commons	Ongoing efforts to obtain funding for parking lot improvements; engage community, conduct events; explore playground development	Winter 2019 skating rink; other outcomes pending funding success
	SC YMCA	Technical assistance to Sullivan 180 in developing a Y at the Ted Strobele Center	New community facility; downtown revitalization, etc.

2019 Community Development Goals: General		
<i>Partners</i>	<i>Funding</i>	<i>Timeframe</i>
SC Historian, SC municipalities	\$40,000 in 2019 County budget	To be completed by October 2019
SCVA, SC Historian	NA/TBD	Event targeted for mid-late October 2019
County Attorney, OMB, awardees	County budget, \$100,000	Ongoing; 2019 projects to be complete within two years of award
County Attorney, OMB, awardees	County budget, \$35,000	Ongoing; 2019 projects to be complete within one year of award
Sullivan Renaissance, Village of Monticello	NA	Ongoing
Sullivan 180, Village of Monticello, others	NA	Ongoing; initial programs in building scheduled for Fall 2019

2019 Community Development Goals: Health, Open Space & Recreation		
<i>Project</i>	<i>Strategy</i>	<i>Outcome</i>
Feasibility Study	Complete feasibility study.	Blueprint for proceeding with acquisition, capital fundraising, etc.
Branding	Create regional trail brand and marketing materials (e.g. map) or existing trail resources	Trail promotion
Capital Improvements	Restore an existing section of trail leveraging County funds with in-kind municipal DPW labor	Restored section of trail connecting with Woodridge with Mountindale
Hurleyville Tap Sidewalks	Support Town of Fallburg and Center for Discovery through management of a TAP grant for sidewalk repair and expansion in downtown Hurleyville	Expanded, accessible sidewalks on the west side of Hurleyville
Kauneonga Lake	Create a Complete Streets plan for Kauneonga Lake, addressing traffic safety, circulation and parking in the seasonally-congested hamlet.	Plan that will allow the Town to implement some low-cost improvements while seeking funding for more ambitious changes (i.e. through the TAP program).
Callicoon Access & Park	Continue working with Trust for Public Land, Town of Delaware, County Parks and DEC on acquisition and development of riverfront campground.	New, superior location for Callicoon river access site; new County Park with walkingpaths to fill gaps in trail access.
Highland Access	Continue to seek funding for capital improvements to the access site.	Capital project improving access to the Upper Delaware River.
Other	Package all access site improvements into funding proposals in order to convey regional impact. Support DEC in its implementation of Long Eddy improvements.	Improved and expanded access to one of the County's premier visitor destinations.

2019 Community Development Goals: Health, Open Space & Recreation		
<i>Partners</i>	<i>Funding</i>	<i>Timeframe</i>
NYS OPRHP, Project Committee	NYS OPRHP grant	to be completed 2019
ESD, Project Committee	ESD Grant	To be completed 1st quarter 2019
Town of Fallsburg, Village f Woodridge	County funding, \$100,000	to be completed Spring 2019 as weather permits
Center for Discovery, NY DOT, Barton & Loguidice	TAP Grant --	2020 construction
Town of Bethel, Sullivan Renaissance	Mix of funding from all partners -- \$25,000 County share	Draft completed; final expect by June when Town will test recommendations at Father's Day Block Party.
Primary: Trust for Public Land, Town of Delaware, County Parks and DEC; Secondary: Delaware Highlands Conservancy, National Park Service	Mix, County share TBD	ongoing
Town of Highalnd	Funding being sought	ongoing
See above, plus other Upper Delaware towns	DEC funding Long Eddy improvements. Other TBD.	ongoing

# Planning & Community Development

Freda Eisenberg, Commissioner

## 2020 Accomplishments

### Land Use Planning

- Hazard Mitigation Plan
  - Draft completed and circulated for public review and comment
  - Final draft under review by FEMA prior to County adoption
  - Web-based plan available at <https://sullivan.mitigateny.org/>
  - Adopted plan required for FEMA funding eligibility.
- Countywide Resiliency Plan
  - Deferred to 2021 in response to Covid challenges
  - Consultant procurement to launch in January 2021
- Technical Assistance & Training
  - Provided year end round up of online training resources where municipal Planning and Zoning can log required credits
  - Provided technical assistance to:
    - Forestburgh zoning rewrite committee
    - Tusten Comprehensive Plan committee
    - Town of Rockland on potential regulation of food trucks

All projects are ongoing and will continue into the new year.

- NYS 2020 Census Outreach Grant
  - Drafted final report to funding agency
  - Packaged materials for project closeout
- New: NYSDOT launching update of 2013 Route 17 Planning and Environmental Linkage (PEL) Study; participated on initial Partnering Committee meeting.

### 2020 Highlights

- ☑ Completion of HMP update.
- ☑ Completion of Complete Count Campaign for 2020 Decennial Census.
- ☑ Maintenance of core division responsibilities (GML239 referrals, technical assistance).
- ➡ For 2021, focus on Resiliency Plan and technical assistance.



Division of Planning & Environmental Management

### Do I Still Need Four Hours of Training?



- GML-239 Reviews
  - 15 GML referrals received in December

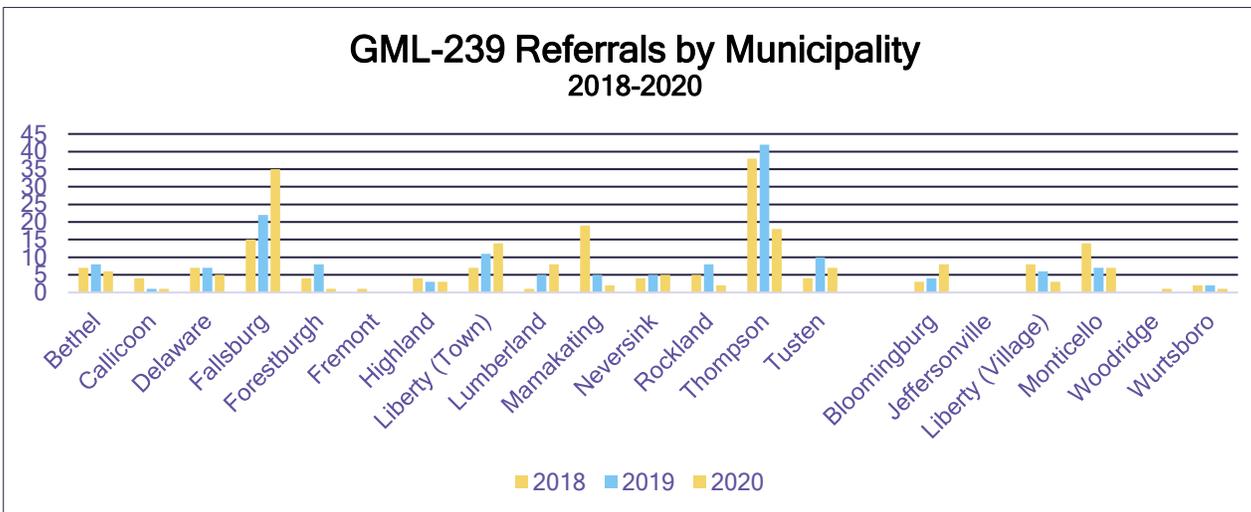
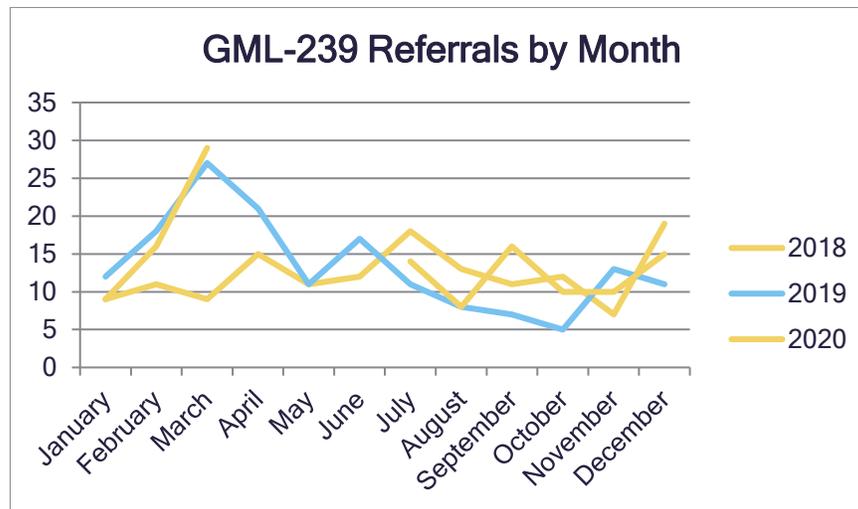
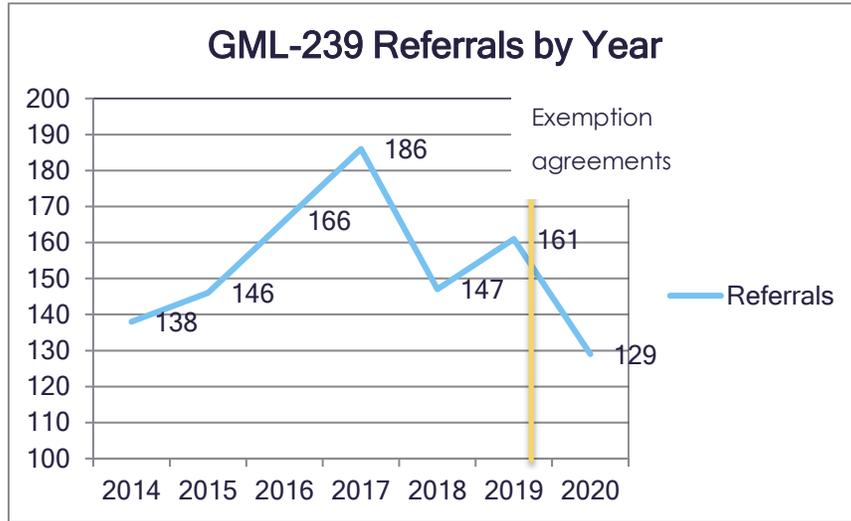
### Listing of Referrals:

For All Municipalities

For the Period 11/17/2020 to 12/30/2020

Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
12/9/2020	1/4/2021	Camp Adas Yereim	Special Use Permit	LIB20-14	20-0136	Michael Brooks
<i>1 Referrals for 3</i>						
<b>4</b>						
Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
12/16/2020	1/14/2021	Achieve Storage Expansion	Site Plan Review	LIV20-03	20-0141	Luis Alvarez
<i>1 Referrals for 4</i>						
<b>7</b>						
Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
11/18/2020	12/8/2020	Liberty Villas Subdivision Review	Subdivision Review	MON20-06	20-0129	
<i>1 Referrals for 7</i>						
<b>8</b>						
Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
12/10/2020		Lodge at Neversink	Special Use Permit	NEV20-06	20-0135	Michael Brooks
<i>1 Referrals for 8</i>						
<b>10</b>						
Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
12/2/2020		Keren Hatorah	Site Plan Review	THO20-16	20-0134	Ira Steingart
12/2/2020		Countryside Acres	Site Plan Review	THO20-15	20-0133	Ira Steingart
12/10/2020	1/5/2021	Local Law 7	Adoption/Amendment of Zoning Text	THO20-18	20-0138	
12/10/2020	1/5/2021	Local Law #8	Adoption/Amendment of Zoning Text	THO20-17	20-0137	Alan Sorensen
<i>4 Referrals for 10</i>						
<b>12</b>						
Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
12/16/2020		Main St Shop	Site Plan Review	BLO20-08	20-0142	Nicholas Salomone Jr
<i>1 Referrals for 12</i>						
<b>19</b>						
Dt Rec	Dt Request	Project Name	Action Type	Referral ID #	Referral #	Legislator
11/17/2020	11/23/2020	Riverside Drive	Adoption/Amendment of Zoning Map	FAL20-31	20-0131	Joseph Perrello
11/17/2020	12/9/2020	Formaggio extension	Site Plan Review	FAL20-30	20-0128	
12/2/2020	12/16/2020	Ira and Gita Lipsius Area Variance	Area Variance	FAL20-32	20-0132	Joseph Perrello
12/11/2020	1/10/2021	Gems in the Woods (Ben Werczberger)	Subdivision Review	FAL20-33	20-0140	Joseph Perrello
<i>4 Referrals for 19</i>						

- o Year-end GML-239 referral summaries



## Open Space & Recreation

- Sullivan O&W Rail Trail:
  - Prepared comprehensive project summary and status document, provided at the end of this document.
  - December activities included work on trail website, project review meeting with Fallsburg, follow up with Assemblywoman Gunther on potential state funding, and interview on Sullivan 180 social media video on the project.
- LWRP/Upper Delaware:
  - Highland river access improvements: Consultant work on bringing design completion to 100%. Next steps in January include review of plans to identify potential for in-kind services and other project cost reductions, preparation of bid documents for spring-summer construction.
  - Upper Delaware Scenic Byway:
    - Reviewed original enhancement plan and conducted Zoom workshop for UDSB committee to launch in-house strategic plan update. Next steps will be member survey to elicit info for updating the organizational mission and drafting strategies; also, review NYS requirements for byway management plans.
    - Supporting Visitor Center effort with review of draft parking study; calculation of hamlet parking needs based on commercial build out.
    - Coordination with UDC on Ten Mile River access improvements.
    - Promoted webinar presentation on the Spotted Lanternfly invasive pest. Initiated distribution of egg-scraper information cards to the ag community through CCE and DPWs through County DPW.
  - Participated in Delaware River Watershed Initiative review and discussion of upcoming programs and funding opportunities; potential support for ROW acquisition for O&W Monticello spur line.

### 2020 Highlights

- ☑ Completion of O&W Feasibility Study, with \$600,000+ initial implementation project underway.
- ☑ LWRP river access improvements in Highland brought to bid stage for 2021 completion
- ☑ Preservation of riverfront acreage in Callicoon for relocation of river access and County park development.
- ➡ For 2021, focus on O&W implementation with establishment of O&W Alliance group, website launch and additional funding; UDSB support; LWRP river access



## Community Development & Revitalization

- Monticello Downtown Revitalization:
  - NY Main Street Grant: Extension filed to allow for 2021 construction on improvements at 440 and 422 Broadway. Both projects ready for work.
  - Land Bank:
    - Proceeding on acquisition and stabilization of the Broadway Theater. Bid for roof and other repairs completed for Board approval and commencement of work in January.
    - Structural analysis of Strong Building received and being used to prepared bids for stabilization..
    - Key Bank acquisition in progress.
- RUST program: Award notifications and contracts sent to Thompson and Neversink for Round 2 projects.

### 2020 Highlights

- ☑ Site control achieved and stabilization initiated for anchor projects on both ends of Broadway in Monticello.
- ☑ SCLBC agreement with developer for 75 artist lofts in Monticello Manor.
- ☑ SCLBC disposition of all single family home inventory and some vacant lots.
- ☑ Creation of the Bailey Commons public woodland trail in Monticello.
- ☑ Secured \$1.26 million in new grant funding.

➡ For 2021, focus on completion of Monticello Main Street, larger Land Bank projects, inc. Yeager mansion in Liberty.

## Economic Development

- Revolving Loan Fund:
  - Advisory Committee approved extending forbearance period to continue to support businesses in the pandemic. Resolution for Legislative approval in January.
  - Advisory Committee approved Main Street loan for new Roscoe restaurant pending favorable credit checks.

### 2020 Highlights

- ☑ Secured \$400,000 NBRC grant for broadband expansion.
- ☑ Increased RLF activity, with five new loans approved in last quarter of 2020.
- ☑ Completed ECC development concepts.

➡ For 2021, focus on Ag Plan review and implementation, ECC marketing, continued small business support through RLF.

- Emerald Corporate Center Economic Development Board:
  - Repairs completed to damage on Water Company building.
- Completed annual update to County's Agricultural Districts; paperwork on additions submitted to NYS Ag and Markets for approval.
- Project maintenance for Healthy Kids CDBG economic development grant, farmland protection initiative grant, responses to inquiries



# PROJECT OVERVIEW & STATUS

Date: 2/26/21

## I. TRAIL BUILD OUT

### Notes on the chunking of the trail into sections or segments:

- For purposes of assessing existing conditions and conceptualizing the proposed alignment of the trail buildout, Alta Planning + Design divided the study area into 16 sections, 14 addressing the O&W Main stem from Phillipsport to Livingston Manor and two addressing the Monticello-Port Jarvis spur line.
- For purposes of prioritizing areas for implementation, Alta further broke down the trail into 36 segments, 29 on the mainline and seven on the spur.
- For this overview of the trail buildout project, SC Planning is concentrating on the five unbuilt, or gap, sections of trail between the five existing local trails (Mamakating, Mountaindale-Woodridge, Hurleyville, Liberty and Parksville) plus the unbuilt spur line, for a total of six focus areas. These focus areas may cross municipal boundaries and may entail combinations of the segmentation units used by Alta.

### Notes on the Opinion of Probable Costs:

- The estimates provided by Alta are conservative and include:
  - 10% escalation on construction to anticipate cost increases over time
  - 18% engineering and survey
  - 25% general contingency
  - 7 % third party engineering inspection
- County experience with municipal DPW labor on trail reconstruction yielded substantial reductions from consultant estimates.

### 1. Summitville to Mountain Dale

Towns of Mamakating and Fallsburg, SC Legislative Districts 2 and 7

Description: This portion of the trail represents the largest and most challenging gap in the in rail trail. It is addressed as sections 1 through 5 in the Proposed Alignment chapter of the Feasibility Study and crosses 14 privately held properties in multiple ownership. In addition to acquisition of land or easements, extensive clearing, grubbing and paving operations will be

required to upgrade the railbed to preferred conditions, and stream and roadway crossings will be needed as well.

Status & Condition: Unbuilt. The segments comprising this section ranked relatively low in the Feasibility Study's implementation priority matrix and are not actively being pursued at present.

Considerations:

- The Open Space Institute, which has been assisting the trail project with ROW acquisition, has had discussions with owners of two significant properties in this section, and had one of them appraised in 2019.



- This section includes Tomsco Falls (see photo, right), which the Feasibility Study notes has the potential to become a tourist destination. The Study includes a conceptual design for the portion of trail around the Falls.

Costs: ROW acquisition estimated at \$150,000.

Build out estimated at \$13 million

Funding: TBD.

Timetable: TBD. Long term.

## 2. Mountain Dale to Ferndale

Towns of Fallsburg and Liberty, Village of Liberty, SC Legislative Districts 6, 7 & 8

Description: This portion of the trail encompasses two existing and well used local trails, the Hurleyville "Milk Run" Trail and the Woodridge-Mountindale Trail. There is a one mile gap between them which includes a crossing over the Neversink River and a long disused tunnel that requires costly stabilization before it can be safely operational. An off-road work around of the tunnel is proposed.



Status & Condition: Active. Priority.

- The eight parcels required for building out this section are held by a single owner. The Town of Fallsburg has committed to acquiring them, including a 133-acre parcel to be preserved as a public park. The Open Space Institute is facilitating these acquisitions.
- The connection from the western abutment of the Neversink to the rail bed requires substantial grading and a switchback design. A County-funded survey has been completed that will allow consultants to bring design to the 10% stage. A Zoom meeting is being scheduled to review options and discuss cost implications. This will facilitate the pursuit of funding for the river crossing.
- The Town of Fallsburg has commissioned a survey of the rail bed west of the Neversink River to the hamlet of South Fallsburg. This is being coordinated with the County survey and is nearing completion.
- Next steps include revising project cost estimates, updating the funding plan and follow-up with potential funding sources.

Considerations:

- The Town of Fallsburg has been partnering with the County on enhancement and expansion of the O&W for the past several years. In conjunction with the Village of Woodridge and the County, which funded materials, Town DPW staff resurfaced two-miles of the Woodridge-Mountain Dale section at a substantial savings over consultant estimates. The Town intends to continue to provide in-kind services to keep implementation costs down.
- Buildout of this section has been supported by Senator Metzger with a \$200,000 SAM grant, and Sullivan

Renaissance, which awarded the Town the \$400,000 Golden Feather prize in its 2020 Municipal Impact grant program. This funding success may provide leverage for future grants.

- This connection is prioritized for its ability to substantially increase the amount of contiguous rail trail in the county relative to investment.

Costs:	ROW acquisition being undertaken by the Town Build out estimated at \$1.2 - \$2 million; estimates will be revised with completion of the 10% design for the western bank of the Neversink rail bed-abutment connection
Funding:	\$600,000 and Town in-kind committed as detailed above; other sources being pursued include private donation, future (i.e. 2021) SAM grants, NYSOPRHP grants when CFA is restored, and USDA.
Timetable:	2021-2023, pending weather conditions for construction and available funding

### 3. Ferndale to Liberty

Town and Village of Liberty, SC Legislative District 6

Description: The Center for Discovery is extending the Hurleyville Trail to the former site of Poley Paving in Liberty. Due to construction of NY-17/future I-86 much of the original rail bed in this area has been eliminated.

Consequently, an on-road alignment is proposed to connect the Hurleyville Trail with the existing 2.5 miles of rail trail in Liberty. Implementation is anticipated primarily through signage and a marked shared roadway. Opportunities for a shoulder bikeway and/or traffic calming require further study.



Status & Condition: Not active.

Considerations:
 

- This section is being considered in conjunction with the previous Mountain Dale - Ferndale connection in order to

expand the trail's reach to the Village of Liberty. However, immediate focus is on the off-road connection and Neversink crossing.

- These segments ranked at the bottom in the Feasibility Study's prioritization exercise. Buildout of the adjacent Hurleyville section, and upgrades to the Liberty Rail Trail, will shift its ranking and make them more desirable.
- The Feasibility Study proposes additional on-road alignment through the Village of Liberty to connect the existing trail with the downtown.

Costs: \$30,000 - \$50,000

Funding: TBD. Will be included in funding efforts for the Mountain Dale - Ferndale section.

Timetable: TBD.

#### 4. Liberty to Parksville

Town and Village of Liberty, SC Legislative Districts 6 and 3

**Description:** Connecting the existing 2.5 mile trail in Liberty with the 1.5 mile Parksville Trail will require acquisition of ROW across multiple parcels. Portions of the old rail bed have developed into wetland in some places and the presence of the highway in others necessitates some diversion of the trail from the original rail corridor, including some on-road alignment.

**Status & Condition:** Unbuilt. Like the Phillipsport - Mountain Dale gap, the segments comprising this section ranked relatively low in the Feasibility Study's implementation priority matrix and are not actively being pursued at present.

**Considerations:**

- Implementation of this section would support Liberty revitalization efforts. A Livingston Manor - Liberty excursion length trail could potentially direct Catskills tourism into the Village.
- Acquisition planning is required for this section. The Feasibility Study lists more than 7 privately-owned parcels along the proposed alignment, but notes some may be avoided.

**Costs:** ROW acquisition estimated at \$120,000.  
Build out estimated at \$13 million

**Funding:** TBD.

**Timetable:** TBD. Long term.

#### 5. Parksville to Livingston Manor

Towns of Liberty and Rockland, SC Legislative District 3

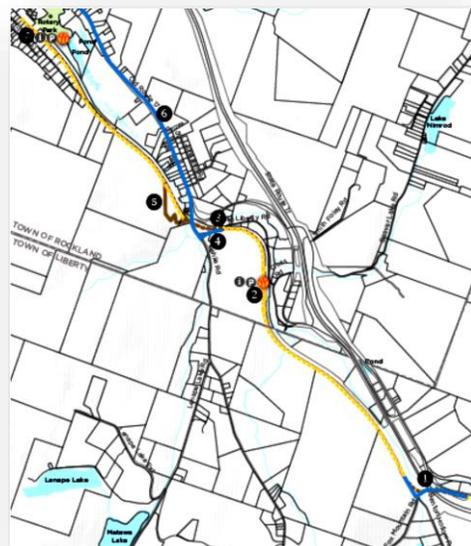
**Description:** Seven miles of new trail are needed to connect the revitalized hamlet of Livingston Manor, where the project terminus is envisioned, with the existing Parksville Rail Trail. ROW acquisition is less complicated and costly than in other sections, with much of what is needed currently in public ownership. The full section requires a 190' bridge span

crossing the Little Beaverkill trout stream and some switchback construction from the bridge to the rail bed, but the project may be completed in phases.

**Status & Condition:** The Town of Rockland is interesting in partnering with the County on implementation of this trail section. A site visit with Town officials, Friends of the Upper Delaware, Assemblywoman Gunther and was held on 11/11/20 to review the conditions on the rail bed and the alignment proposed in the Feasibility Study. Although Alta proposed a lower-cost on road alignment from Sonoma Falls to the manor, the Town prefers to route the trail to the fullest extent possible along the original rail bed. Updated cost estimates from Alta were provided to address this preference (see below), which are being used as the basis to pursue a budget line investment through the NYS Environmental Protection Fund in 2021. A project description with budget was submitted to the Assemblywoman's office on 12/2/20.

**Considerations:**

- Conditions on the rail bed from Parksville to Sonoma Falls, a segment of approximately 2 miles, are stable and require minimal improvement for reaching proposed standards. See lower half of illustration at right. This could be pursued as a lower cost, phase 1, improvement.



- The project has the support of Catskill Mountainkeeper, whose offices are in Livingston Manor, and the Open Space Institute as well as the Town of Rockland.

## Costs:

<b>Right-of-Way Acquisitions</b>	<b>\$ 25,000</b>
Survey and engineering	\$ 1,100,000
Trail construction	\$ 2,900,000
Little Beaverkill crossing (190' span bridge)	\$ 1,500,000
On-road alignment	\$ 30,000
<b>Total</b>	<b>\$ 5,555,000</b>

Funding: TBD. Environmental Protection Fund is being targeted.  
Private donations will be pursued along with grants.

Timetable: TBD pending funding.

## 6. Monticello - Forestburgh Spur Line

Towns of Thompson and Forestburgh, Village of Monticello, SC Legislative Districts 9 and 2

Description: The proposed spur line is 11+ miles and runs from Monticello through Thompson and Forestburgh, adjacent to the Neversink Unique area. At the southern end, there is the potential to ultimately reach the active train station in Port Jervis. To the north, this segment might be connected to the main O&W line through the multi-use trail within the Resorts World Catskills development.

Status & Condition: Unbuilt. Although implementation is not being actively pursued:

- Outreach has been done to the new owners of the Lost Lake development site which contains nearly three miles of the rail

corridor. They have expressed interest in working to develop that section as an amenity to the project. Follow up is needed.

- There have been preliminary discussions with the Orange County Land Trust regarding a joint funding application when NYS funding through the CFA is resumed. Trail applications that are regional (i.e. two counties) may receive extra points from the regional economic development council.
- The section has been presented to the William Penn Foundation at their annual meeting of the Pocono Kittatiny Cluster. There may be funding opportunities for acquisition through their Delaware watershed conservation programs.

- Considerations:
- This is the most rural section of the trail and is identified in the feasibility study as suitable for equestrian use.
  - The segment heading out of the Village of Monticello is currently in public ownership. Provision of a trail amenity would support area revitalization efforts.

Costs: ROW acquisition estimated at \$330,000.

Build out estimated at \$16 million

Funding: TBD.

Timetable: TBD. Long term.

## II. OPERATIONS AND PROMOTION

### 1. Sullivan O&W Rail Trail Alliance

Description: Trail municipalities have agreed to form and join a Sullivan O&W Rail Trail Alliance, to be established as a 501 c 3 organization comparable to the Upper Delaware Scenic Byway. The group will be able to solicit funding from private donations as well as grants.

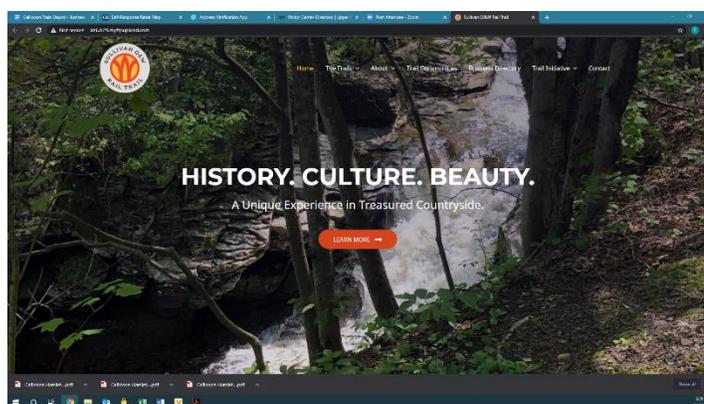
Status: Bylaws have been drafted, circulated and approved by member municipalities. A budget is being prepared. The group will be convened informally as an extension of the study advisory

committee prior to filing and formalization. Next steps: set a date for January meeting.

## 2. Sullivan O&W Rail Trail Website

**Description:** Website to promote the trail, provide detailed information on the usable segments and the communities that host them, along with information on the long-term trail development project

**Status:** Domain names have been purchased from Go Daddy. A draft website has been completed. Planning has provided detailed revisions to the



consultants, which have been jointly reviewed. Consultants currently making changes. Next steps: Planning to draft text for some pages. Consultants to train Planning staff on maintaining and updating the site before it goes live. Launch expected for early spring 2021.

# DIVISION OF COMMUNITY RESOURCES

Laura Quigley, Commissioner

## Overview

The Division of Community Resources was formed in March 2020 and brought together the Center for Workforce Development, Veterans Services, Transportation, Office for the Aging and Youth Services. These departments provide direct services and work closely with community partners and businesses to maximize outreach to County residents. The Division also operates the Emergency Community Assistance Center (ECAC). Created in response to the pandemic, the ECAC responds to the basic needs of residents who are in quarantine or isolation due the pandemic, are unemployed, homeless or in need of short-term basic needs assistance. The ECAC also help local pantries by acting as a weekly Food Bank distribution site and has taken on the role of managing the County Public Health vaccine notification list.

# Youth Bureau

Lesia Snihura, Director

## 2019 Accomplishments, Initiatives & Goals

- The Youth Bureau provided funding, monitoring, and extensive technical support to 24 youth programs in 2019, reaching 9,694 children and youth with recreational, educational, and preventive activities.
- The Youth Bureau assisted in the development and funding of a new youth program in 2019, the Summer Youth Leadership Academy.
- The Youth Bureau assisted in the expansion of five existing youth programs that addressed the physical, educational, preventive, and social well-being of our county's youth: YMCA of Sullivan County, Cornell Cooperative Extension's 4-H program, Nesin Cultural Arts Children's Community Chorus, Dispute Resolution Center's YARD, and Town of Highland Recreation.
- The Youth Bureau updated its comprehensive list of resources, programs, and services for youth in Sullivan County. This list is made available to a wide range of agencies and venues, and shared with parents and other individuals.
- The Youth Bureau through e-mail distribution of information to its network of funded programs, schools, police departments, community-based organizations, families, and pertinent county departments, promoted more widespread and effective use of community resources.
- The Youth Bureau performed program networking to bring together funded programs, agencies, and community-based organizations to share ideas and resources, collaborate on projects, and create fruitful connections and linkages.
- In 2019, the Youth Bureau participated in a number of initiatives. In one, together with the Fallsburg CTC and the Fallsburg Police Department, the Youth Bureau participated in the planning and set-up of National Night Out. However, a last-minute decision was made at the event itself to cancel the event due to extremely inclement weather.
- A second initiative, spearheaded by the Youth Bureau, was hosting a Safe Halloween Trick or Treat outreach event at the Government Center on October 31, 2019. The event was a huge success. Over 2,000 individuals attended the event, as well as 43 vendors from various not-for-profits, county departments, and schools. The event was a great opportunity for agencies to educate the public as to the services that their organizations provide.
- In a third initiative, the Youth Bureau participated in the formation of the Governor's NYS Youth Council. This entailed doing extensive outreach to recruit youth to apply for a chance to serve on the Governor's council, assembling a Governor's Youth Council Judging Committee to review submitted youth applications, and choosing three finalists from Sullivan County to recommend to New York State to the next level in the selection process.

## **2019 Goals**

All the 2019 Youth Bureau goals were realized:

- The Youth Bureau will fund recreational, educational, and preventive programs that will promote youth development.
- The Youth Bureau will assist in the planning and development of at least one new youth program.
- The Youth Bureau will expand a current program, increasing youth participation by offering new activities and/or enhancing current activities.
- The Youth Bureau will connect youth and families directly with programming, activities, and events.
- The Youth Bureau will act as a central clearinghouse, providing e-mail distribution of information on youth resources, programs, and community special events.
- The Youth Bureau will identify needs and advocate on issues that affect youth; promote best use of shared resources; and expand community outreach.
- The Youth Bureau will maintain a leadership role in planning, particularly the Integrated County Planning (ICP) process for the Child and Family Services Plan.
- The Youth Bureau will host a Safe Halloween Trick or Treat Outreach event at the Government Center that will provide youth and families with the opportunity to socialize, learn about various resources/services in the community, and enhance community relations.

Data on number of participants served and programs provided are included in the list of accomplishments and initiatives.

## **2020 Accomplishments, Initiatives & Goals**

- The Youth Bureau provided extensive technical support and funding to 18 youth programs in 2020, offering children and youth recreational, educational, and preventive activities.
- The Youth Bureau assisted in the development and funding of three new youth programs in 2020: Teen Dating Violence Prevention Program, Program B.I.G., and Youth Development in their Community Program.
- The Youth Bureau assisted in the expansion of two existing youth programs that addressed the physical, educational, preventive, and social well-being of our

county's youth: Town of Mamakating's Youth Recreation Program and Town of Tusten's Recreation Program.

- The Youth Bureau through e-mail distribution of information to its network of funded programs, schools, police departments, community-based organizations, families, and pertinent county departments, promoted more widespread and effective use of community resources.

## **2020 Goals**

Realized 2020 Youth Bureau goals:

- The Youth Bureau will fund recreational, educational, and preventive programs that promote youth development.
- The Youth Bureau will assist in the planning and development of at least one new youth program.
- The Youth Bureau will expand a current program, increasing youth participation by offering new activities and/or enhancing current activities.
- The Youth Bureau will connect youth and families directly with programming, activities, and events.
- The Youth Bureau will act as a central clearinghouse, providing e-mail distribution of information on youth resources, programs, and community special events.
- The Youth Bureau will identify needs and advocate on issues that affect youth; promote best use of shared resources; and expand community outreach.
- The Youth Bureau will maintain a leadership role in planning, particularly the Integrated County Planning (ICP) process for the Child and Family Services Plan.

## **2020 Youth Bureau goals not realized:**

- The Youth Bureau was unable to host a Safe Halloween Trick or Treat Outreach event at the Government Center this year due to the COVID-19 pandemic.

Data on number of programs provided is included in the list of accomplishments and initiatives. Data on number of participants served in 2020 will not be available until later in the year.

# Workforce Development

Loreen Gebelein, Director

## 2019 Goals

### 2019 CWD GOALS

GOAL	PROGRESS & STRATEGIES	IMP. STRATEG.	ACCOMPLISHMENTS	COMMENTS	START DATE
<p>Marketing plan to increase visibility of reentry services and position CWD as leader of local reentry system</p>	<p>Western Development Board, Marketing firm *WOD leads \$50,000</p>	<p>*Complete BPP process and enter Contract by May 2019 *Hire in new job and branding by End of 2019 *Website redesign in early 2020 *Marketing &amp; Creative Development by end of 2020</p>	<p>*HPP to 56 issued *Federal Agreement 6/25/19-6/30/20 w/ stakeholders *Market Research completed by agency Marketing</p>	<p>*Federal Agreement later than we anticipated and research took longer than expected</p>	<p>*Carryover to 2020</p>
<p>Recamp Western to Work program and move it from a benefit compliance focus to an employment/career focus. This includes retraining program orientation and the work experience program and increasing job development focus.</p>	<p>Department of Social Services Business community *Hire Staff of CWD *No funding needed in-house project</p>	<p>*Increase in client engagement in program offerings, increase number of clients entering employment, and decrease number of noncompliance referrals by 12/31/19 *Reentry orientation, work experience and job development by 12/31/19</p>	<p>*Lesson between CWD &amp; DSS for smooth process has been established and engagement and employment rates will be tracked moving forward *Recamp in process</p>	<p>More to retrain than anticipated, scanning of documentation now in process as well</p>	<p>*Carryover to 2020</p>
<p>Increase employment opportunities for ex-offenders jail &amp; Probation Project</p>	<p>*SC Jail *CWD Partners to develop a coordinated support system for ex-offenders to help them succeed *Business community &amp; CWD Business Staff to educate them and increase the pool of employers on being ex-offenders *Staffing will be determined later</p>	<p>*Reach out to all partners by 2nd quarter 2019 *Perceive a referral process with SC Probation by end of year *Increase the number of ex-offenders entering employment *Staffing on new jail to open</p>	<p>*CWD has contacts in place for SC Probation &amp; SC Jail *Under DOJ guidelines a new referral form has been put in place</p>	<p>*Opening of jail has been delayed due to water problems</p>	<p>*Carryover to 2020</p>

CENTER FOR WORKFORCE DEVELOPMENT 2020 GOALS

Department/Division	County Goal	Dept Goal in Accordance with County Goal	2020 Specific	How will this be measured?	Accomplishments	Comments
Center for Workforce Development Q2-Promote Community & Economic Development	Promote Community and Economic Development *Carry over from 2019	Promote CWD with increased marketing services	*Marketing targeted to businesses, underemployed & unemployed citizens, and older youth	*Increase in business market penetration rate *Increase in diversity of businesses served and frequency of recruitment events. *Increase in number of targeted citizens who receive services	*CWD has a new logo and web design which has been fully implemented	*COVID has closed offices, our Federal money has decreased, and unemployment has skyrocketed, not allowing us a real time presence to our participants, or to determine the impacts this has had *The Messaging & Creative Development still needs to be implemented *Carry over into 2021
Center for Workforce Development Q2-Provide organizational efficiency and effectiveness	Provide Organizational Efficiency and Effectiveness *Carry over from 2019	Provide organizational efficiency and increased effectiveness by implementing a paperless environment and reamping of the Welfare to Work program	*Working with OTDA, DFS, Welfare to Work program and IT to automate workflow processes and communication	*Increase efficiency of overall workflow *Reduction in misplaced/filled paperwork *Increased /more effective communication between staff and agencies *Lower costs of operations in staff time and supplies	*A paperless environment has been created between DSS & CWD for our Welfare to Work program *The WTW orientation has been completely redesigned and can be done in house or now virtually *There has been a large increase in efficiency, workflow and effective communication between DSS & CWD which has lowered the costs of supplies. Once the scanning is completed costs of operations and staff time will be noticed	*Under-COVID CWD is not allowed to require WTW clients to do orientation or job searches *Older files are still in process of being scanned for continued efficiency *Waiting on e-signature from IT for requirements under the orientation *Work experience & job development still needs to be implemented *Carry over into 2021
Center for Workforce Development H2-Encourage Health & Wellness	Promote Community and Economic Development *Carry over from 2019	Re-imagine service delivery for currently incarcerated individuals and exoffenders to provide funding for quality of life to put them back into society	*Begin delivering services to individuals housed at the jail including: *Targeted outreach initiative to employers to assist in removing barriers to hiring target population	*Reduce number of offenders falling through the cracks *Increase the number of job placements *Decrease the frequency of parole/probation violations	*CWD successfully launched three new on-line virtual training companies with 9 new enrollments by the end of 2020 *CWD finalized a virtual Career Readiness Training to have enrollment for 2021	*CWD had Bi-weekly interviews at Probation until COVID shut this process down-they are currently sending referrals only *The new jail finally opened and COVID shut us down from entering or doing business outreach *Carry over into 2021
Center for Workforce Development I2-Foster Infrastructure Investment	Foster Infrastructure Investment	Re-imagine service delivery for virtual training to safely and effectively serve our community	*Research and implementation of virtual program offerings *CNA training in Sullivan County	*Success of number of virtual programs *number of participants enrolled in programs *completion/certification of participants		*CWD continues to find new avenues for training under the pandemic *CRT to start in 2021 *CNA classes to start in 2021 w/SCCC *Carry over into 2021

FUNDING CATEGORY	# OF PARTICIPANTS SERVED FOR 2020
WIOA Adult	4
WIOA Dislocated Worker	1
WIOA Youth	0
TEF/NDWG	5
OPHOID/NDWG	2
TANF	359
Summer Youth Program	36
Renaissance	17
<b>TOTAL</b>	<b>424</b>

\*COVID decreased trainings available in 2020 with so much closed down. CWD was not able to do in-house Career Readiness Training which would have been approximately 48 more people. Our TANF clients were served, but the State changed the laws with COVID and we could not mandate them to do job searches. Do to the pandemic our Summer Youth Program was reduced by half the participants to follow safety guidelines. 2020 was a rough road for everyone, and CWD staff assisted with the County EDC, Public Health, and the Department of Labor with unemployment shy rockering and fraud cases on the rise. Our Businesses in Sullivan County were constantly updated and assisted with their needs, we saw participants by appointment only, and still served 424 Sullivan County Residents.

2020 Goals

# Office for the Aging

Lise-Anne Deoul, Director

## 2019 Annual Report Office for the Aging Overview

### Mission

Through providing community-based supportive services for older people and their caregivers, empowering informed decisions and effective access to existing health and long-term options, and advocating for the dignity and rights of older people, we work to ensure that older people in Sullivan County receive the care and support they need to live long and well in their community.

### Vision

Wellness and independence in aging through adequate and accessible community-based supports.

#### Committees

OFA Advisory Committee

United Sullivan Planning Committee

Sullivan 180 Community Advisory Committee

RSVP Advisory Committee

Long Term Care Council

Rural Health Network

Sullivan Agencies Leading Together (SALT)

CRMC Patient and Family Advisory Committee

Older Adult Transitional Support (OATS)

Senior Legislative Action Committee (SLAC)

Physical Accessibility Sub-committee

No Wrong Door Implementation Team

### 2019 Highlights

New OFA director started on 2/19/19. Lise-Anne Deoul replaced Stephanie Brown upon her promotion to the position of Assistant County Manager. Initial 2019 Goals: Cross

training of staff, promoting general staff development, instating leadership team meetings, outreach to partner agencies, strengthening existing and bolstering new collaborative partnerships and opportunities, improving advocacy and representation of senior population and needs on key committees across the county.

2 employees retired this year and 2 were added this year: Point of Entry Assistant (NY Connects), and Full Charge Bookkeeper.

October 16, 2019 the Annual OFA Public Hearing and Senior Safety Day was held for the first time at the Sullivan County Airport in Swan Lake, NY. In addition to OFA services presentations, Seniors received presentations on Addictions, Transportation through the newly started MOVE Sullivan Bus Route, and there was an open Q & A period. Over 100 individuals attended the event and provided feedback on the current OFA programs and services and provided insight into the main issues impacting seniors in Sullivan County. There were also over 25 vendor tables available with services and programs providing information to the attendees. Sullivan County also co-sponsored the Senior Health Expo at the Monticello Firehouse attended by several hundred on May 22nd.

Sullivan OFA also tabled at the following community events:

BagelFest, Senior Stroll in Parksville, Eldred Community Health Fair, Harvest Fest at Bethel Woods, Halloween Trick-or-Treating at SC Government Center, & Gender Equality Event at Hurleyville Arts Center.

Our Facebook Page has been updated and receiving a great increase in reach by providing frequent updates and information and also sharing relevant information from community partners. Updated OFA Brochure for increased marketing efforts.

#### Key 2019 statistics

- Approximately 16,000 hot meals served to 295 individuals at the 12 congregate meal sites
- Over 34,000 hot and cold home-delivered meals provided for over 211 individuals
- Unmet Needs funding allocated to hiring additional Case Management Specialist for EISEP
- Information and Assistance regarding OFA programs and services provided to over 1,100 individuals

- Personal Emergency Alert Systems provided to 34 individuals
- Legal information and assistance provided to 43 individuals
- Over 4,700 hours of in-home personal care provided to EISEP clients
- Over 6,000 hours of case management provided to clients
- HIICAP assisted approximately 300 individuals in obtaining affordable health insurance and prescription plans during Annual Election Period
- Farmer's Market coupon distribution, 542 given to eligible Seniors
- 282 active RSVP volunteers served over 38,358 hours in Sullivan County
- Over 127 individuals utilized the senior shopping bus
- Transportation to medical appointments was provided to approximately 300 clients
- Staff development; in-services from Legal Services of the Hudson Valley, Alzheimers Association, Social Security Administration, CADER, consultant for team development
- 

#### 2019 Goals

- Continue to provide the highest quality of supportive services to seniors, their families, and caregivers. We are committed to working to increase access to a comprehensive and coordinated system of services for the increasing senior population (especially those with the greatest social and economic needs) enabling them to continue to remain independent in their own homes and communities. Continue to expand the capacity and enhance the functionality of the Sullivan County NY Connects program and continue to meet the challenge of serving an increasing population of individuals who are in need of long term services.
- Provide nutrition education with the collaboration of health and well-being committees and agencies throughout Sullivan County. This will enable seniors to remain home, out of nursing homes, saving taxpayers thousands of Medicaid dollars. Continue to serve seniors in need of nutritional support through home delivered meal and senior dining centers.
- To increase and enhance EISEP by brining on a new case management specialist with Unmet Needs funding (no county match required), and develop consumer directed program under EISEP
- Increasing efficiency by better using technology and lead to paperless operations
- Gaining compliance by acquiring a Registered Dietician as per state regulations
- Succession planning for staff nearing retirement
-

## Aging Services Client Demographics

The OFA gives priority for services to the frail, low income, minority, and homebound individuals in the County.

		Total
Total Served		1,879
Age		
	Under 60	80
	60 - 74	756
	75 - 84	486
	85+	308
	Date of Birth Missing	249
Disabled		
	Yes	172
	No	321
	N/A	1,195
	Disabled Missing	191
Frail		
	Yes	192
	No	305
	N/A	1,191
	Frail Missing	191
Gender		
	Female	1,078
	Male	618
	Gender Missing	183
Lives With		
	Alone	849
	Child(ren)	41
	Domestic Partner Only	16
	Non-relative(s) in a community-based setting	4
	Non-relative(s) in a facility/institution or group setting	4
	Non-Relatives, Domestic Partner	18
	Not Available	118
	Others Not Listed	12
	Parent/Guardian	4

	Relatives	45
	Spouse & Others	14
	Spouse Only	161
	With Domestic Partner & Others	1
	With Non-Relative(s)	8
	With Relatives (excludes spouse)	28
	With Spouse	212
	With Spouse & Others	11
	Lives With Missing	333
Poverty Level		
	<100	204
	100-124	202
	125-149	215
	150-184	222
	185+	437
	Refused to Answer	7
	Unsure	16
	Poverty Level Missing	576
Race		
	2 or More Races	2
	American Indian/Native Alaskan	5
	Asian	8
	Black or African American	127
	Native Hawaiian/Other Pacific Islander	2
	Not Available	103
	Other Race	12
	Refused to Answer	0
	White - Hispanic	93
	White - Not Hispanic	1,219
	Race Missing	308
Low Income Minority		
	Yes	101
	No	1,075
	N/A	420
	Low Income Minority Missing	283

Ethnicity	Hispanic or Latino	84
	Missing/Unknown	110
	Not Hispanic or Latino	1,359
	Refused to Answer	1
	Ethnicity Missing	325
Limited English Proficiency		
	Yes	23
	No	795
	Limited English Proficiency Missing	1,061
Rural		
	Yes	1,150
	No	183
	N/A	47
	Rural Missing	499

### OFA Core Programs and Services

#### Caregiver Resource Center (CRC)

Local CRC's provide caregivers with information, assistance and counseling, support groups, and training, as well as initiatives including specialized training curricula for caregivers of developmentally disabled adults, minority populations, and caregivers of grandchildren.

#### Main Program Objectives

- To provide a single focal point of assistance to family members and other informal caregivers
- To provide training, support groups, counseling and technical assistance to caregivers so they may continue in their caregiving roles
  - To link caregivers with AAA and other community-based services

The OFA has a contract with Cornell Cooperative Extension to provide caregiver resources in Sullivan County.

“Powerful Tools for Caregivers” was offered this year as was Tai Chi for arthritis. All chronic disease self-management programs offered by the caregiver resource center, such as Living Healthy, Living Well, are evidence-based. Support groups, Powerful Tools for Caregivers, Living Healthy, Living Well, and Tai Chi will continued to be offered.

#### Expanded In-Home Services for the Elderly (EISEP)

The New York State funded Expanded In-home Services for the Elderly Program (EISEP) enables many frail older adults to remain in their homes. The program provides a well-planned, coordinated package of in-home and other supportive services designed to supplement informal care. Core services provided by EISEP are case management, in-home services, non-institutional respite, and ancillary services.

#### Main Program Objectives

- Improve access to and availability of appropriate and cost-effective non-medical support services for functionally-impaired, non-Medicaid elderly.
- Enhance the ability of family members or other informal caregivers to care for an older person in a home environment.
- Improve the planning, accessibility and management of home care services at the community and client levels.
- Expand the availability of non-medical home care services as a cost-effective alternative to more intensive and costly forms of care.

The OFA contracts with home care agencies (Willcare, Wellness) to provide in-home personal care services. In total, EISEP clients received approximately 4,700 hours of homemaker/personal care and 1,500 hours of case management. The monthly EISEP program caseload for 2019 was between 12 and 15 clients.

The New York State Office for the Aging works with Boston University to offer case management certification free of charge to OFA employees. Five OFA staff members have enrolled for certification.

#### Health Insurance Information Counseling and Assistance (HIICAP)

HIICAP works directly with Medicare Beneficiaries to educate them about the Medicare Program, Medigap policies, Medicaid, Medicare Advantage Plans, Long-term Care Insurance, Low-Income Subsidy Programs, employer-sponsored insurance, and other health insurance programs that are available in New York State.

## Main Program Goals and Objectives

Answer New Yorkers' questions about Medicare, Medicare Advantage programs (managed care), Medicare prescription drug coverage, Medigap and other health and long term care insurance.

Approximately 300 individuals were assisted during Annual Election Period 2019.

## Legal Assistance

The OFA contracts with a local attorney to provide legal services to senior residents of Sullivan County.

### Scope of legal services

Simple Wills, Power of Attorney, Living Will Health Care Proxy

Deed Transfers/Life Estates

Advice on: Estates, Evictions/Landlord and Tenant Problems, Selling property, mortgages Debts, Medicaid, Divorce

Referrals for: Bankruptcy attorneys

Legal Services of Hudson Valley for Court representations

Legal services were provided to 43 seniors in Sullivan County in 2019.

2019 Goal: Continue current legal services.

## Personal Emergency Alert System (PERS)

PERS is a service which utilizes an electronic device to alert appropriate people of the need for immediate assistance in the event of an emergency situation in an older person's home. The OFA has a contract with Connect America to provide PERS to eligible residents of Sullivan County. 34 individuals receivers PERS in 2019.

## Retired Senior Volunteer Program (RSVP)

RSVP is the largest older adult volunteer program in the nation. RSVP recruits, trains, and places older adult volunteers (age 55+) in a host of community-based human service agencies. Service opportunities are as diverse as the communities in which volunteers serve and include areas such as health promotion and wellness; assistance to frail and vulnerable older adults through home visiting, escort, transportation, and home-delivered meals as well as cross-generational efforts in tutoring and mentoring children. RSVP volunteers choose how, where, and how they want to serve, with commitments ranging from a few hours to 40 hours per week.

## Main Program Objectives

To promote older adults to remain involved in their community by using the skills and talents they have developed over the years, or developing new ones; and to increase their socialization and feeling of purpose.

RSVP has over 180 volunteers placed in over 60 sites throughout the County, providing over 40,000 hours of their time. RSVP volunteers are utilized in the OFA office as front desk reception and as medical transportation drivers in and outside the County and as nutrition program drivers. 280+ active RSVP volunteers served over 38,000 hours in Sullivan County.

#### Main Program Objectives

To promote older adults to remain involved in their community by using the skills and talents they have developed over the years, or developing new ones; and to increase their socialization and feeling of purpose.

#### Senior Nutrition Program

##### Senior Congregate Meals

Congregate meals are available for any person aged 60 years or older and their spouse. Participants can share a well-balanced meal with friends and new acquaintances. Participating in the Senior Dining program has been proven to help improve the quality of life for many seniors. Each site also provides social activities, informal nutritional education, and information on other Office for the Aging services provided for our Sullivan County residents. There are currently 12 senior centers in the County that serve as congregate meal sites. The OFA provided approximately 16,000 congregate meals for over 295 Sullivan County Seniors.

##### Senior Home Delivered Meals

Home delivered meals are hot nutritious meals that are delivered to qualified homebound seniors 60 years or older, who are residents of Sullivan County and have limited support and difficulty preparing their own meals. Frozen meals are provided for qualifying individuals to fill in gaps such as during holidays, bad weather, and long weekends.

The OFA delivered approximately 34,000 hot meals to homebound seniors in 2019.

#### Sullivan NY Connects

NY Connects is a point of entry into the long term services and support system for older adults and people of all ages with disabilities. NY Connects programs are locally based

where anyone - individuals, concerned family members or friends, or helping professionals - can go for help in finding the information, services, and supports that they need.

Long term services and supports can be provided in the home or in other community-based or residential settings to help someone stay healthy and independent. There are many long term services and supports options that may be available in your community, including:

- Home Delivered Meals
- Transportation
- Respite Care
- Home Care
- Insurance Information
- Options Counseling

Sullivan NY Connects provided information and assistance to over 450 individuals in 2019.

All Sullivan NY Connect staff will continue to provide Options Counseling/Person-Centered Counseling, as appropriate, to assist consumers and their caregivers in making informed choices to meet their identified needs

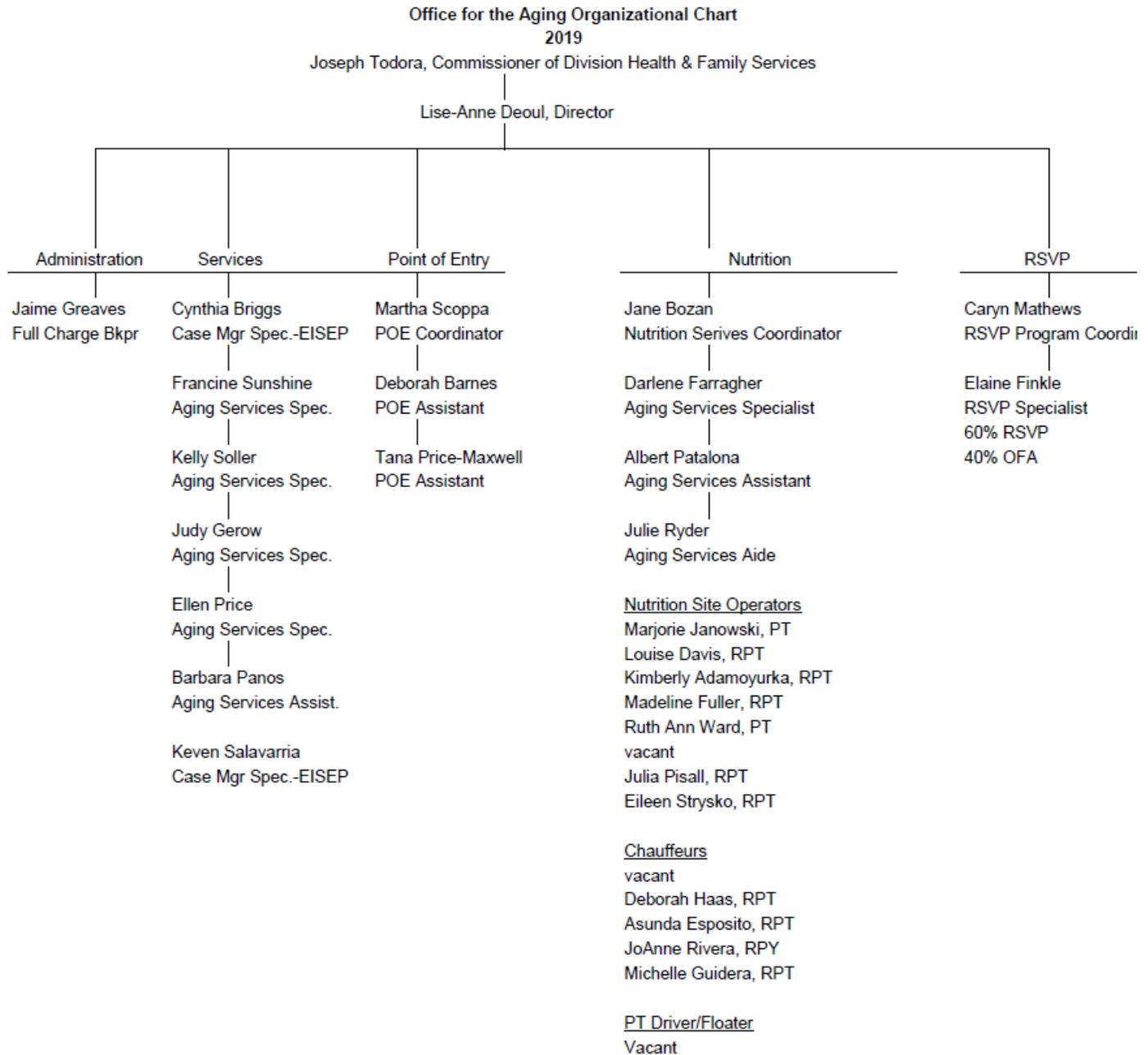
#### Transportation

The OFA offers medical and non-medical transportation for qualifying seniors in the County. The OFA has contracts with Sullivan County Transportation to provide a senior shopping bus, medical appointment transportation, and nutrition program transportation. RSVP provides volunteers to assist with medical transportation to appointments outside of Sullivan County, as far as Goshen and Honesdale, and to pick up appointments Sullivan County Transportation cannot accommodate.

Sullivan County Transportation and RSVP provided over 2,400 medical appointment trips to seniors in Sullivan County.

The Shopping Bus provided over 5,400 shopping trips to approximately 130 Seniors in Sullivan County.

2019 ORG CHART (Next Page)



## 2020 Annual Report Office for the Aging

### Overview

#### Mission

Through providing community-based supportive services for older people and their caregivers, empowering informed decisions and effective access to existing health and long-term options, and advocating for the dignity and rights of older people, we work to ensure that older people in Sullivan County receive the care and support they need to live long and well in their community.

#### Vision

Wellness and independence in aging through adequate and accessible community-based supports.

#### Committees

OFA Advisory Committee  
United Sullivan Planning Committee  
Sullivan 180 Community Advisory Committee  
RSVP Advisory Committee  
Long Term Care Council  
Rural Health Network  
Sullivan Agencies Leading Together (SALT)  
CRMC Patient and Family Advisory Committee  
Older Adult Transitional Support (OATS)  
Senior Legislative Action Committee (SLAC)  
Physical Accessibility Sub-committee  
No Wrong Door Implementation Team  
Senior Games Committee

#### 2020 Highlights

Initial 2020 Goals: Consumer Directed Program under EISEP, Gaining compliance by having Registered Dietician for at least 16 hours weekly, updated website, clearly

written policies and procedures for all functions of the office, increased efforts to go paperless and improve efficiencies. Meetings were held for a newly revamped Senior Games which had to be postponed from 2019 due to uncertainty of availability of Stroebele Center. SUNY Sullivan graciously offered their Fieldhouse as location for 2020 games, unfortunately due to COVID, Senior Games for 2020 were not held. Public Hearing for 2020 also was not able to be held due to COVID, NYSOFA (New York State Office for the Aging) released guidance that this would not be mandated for compliance this year due to unprecedented pandemic event. The Public Hearing is mandated as part of approval of Annual Implementation, which for the purposes of keeping funding available, was approved by NYSOFA universally.

NYSOFA guidance also provided for mass disaster declaration (MDD) standards to allow us to provide assessments by phone, waive eligibility criteria for many programs, and transfer funds from grant to grant to support feeding programs. OFA was also in receipt of stimulus funding to support the increased need of services and supports during the pandemic.

Matilda's Law was distributed in March 2020 which gave strong recommendations to those above 70 or with underlying high-risk medical conditions to stay home and has been distributed repeatedly.

OFA was part of the creation of the Emergency Community Assistance Center (ECAC), which has been vital in providing much needed resources including food, masks and information. When the offices in the Government Center were closed and staff was required to work from home, 3 OFA staff remained at the ECAC during the entirety of the shutdown. Full-time Nutrition staff also continued to work throughout the shutdown. As our office had always been very cramped, and re-opening with proper social distancing would now be mandatory, we were able to relocate 4 Nutrition staff to the Transportation Building in Swan Lake. This was not only instrumental in increasing space for those in the Government Center, but increases efficiencies and communication with Transportation staff that work closely with our Nutrition program. Great progress towards paperless efficiencies were also realized as staff were not able to work co-located together in the office. Processes that required several staff and copious amounts of paper have been transitioned to greater utilization of our statewide database PeerPlace to accomplish duties and track simultaneously.

When the county introduced a retirement incentive due to the anticipated fiscal crisis, 5 full-time OFA staff took the incentive. Due to this, we were able to combine/abolish positions along with having a merger with the Youth Bureau which equated to a significant savings to the county.

Along with updates to our website, and much increase use and reach using Facebook, we've also continued to have our Older and Wiser Article in the Democrat and also have implemented using the Everbridge emergency notification system to our clients when necessary. Primarily we've been utilizing these methods to inform clients of changes to programming, access to support services, educating from reliable sources about ongoing developments, and information regarding scams and fraud that were unfortunately rampant during this time.

Issued an RFP for the Consumer Directed Program under EISEP.

#### Key 2020 statistics

- Approximately 7,600 hot meals served to 212 individuals at the 12 congregate meal sites prior to the shift to homebound meals only
- Over 45,000 hot and cold home-delivered meals provided for over 215 individuals- shelf stable food and care packages in addition to normal meal delivery
- Information and Assistance regarding OFA programs and services provided to over 1,300 individuals
- Personal Emergency Alert Systems provided to 38 individuals
- Legal information and assistance provided to 20 individuals
- Over 5,800 hours of in-home personal care provided to EISEP clients
- Over 6,000 hours of case management provided to clients
- HIICAP assisted approximately 300 individuals in obtaining affordable health insurance and prescription plans during Annual Election Period
- Farmer's Market coupon distribution, 712 given to eligible Seniors- amazing partnership with Cornell Cooperative Extension to help distribute at farmer's markets and throughout the community
- 250 active RSVP volunteers served over 12,151.00 hours in Sullivan County
- Over 90 individuals utilized the senior shopping bus

- Transportation to medical appointments was provided to approximately 300 clients
- All registered clients with Nutrition, Transportation received a delivery of reusable/washable masks, hand sanitizer and informational materials regarding the 2020 Census, Scams/Frauds and COVID safety information
- Staff development; increased opportunities for online courses-staff teleworking were able to complete a variety of expanded course options offered at no cost. Additional CADER funding that had not been previously allocated to Sullivan was able to be utilized for additional certifications of staff
- During shutdown, staff working from home continued to contact their clients daily to ensure their well-being

#### Aging Services Client Demographics

The OFA gives priority for services to the frail, low income, minority, and homebound individuals in the County.

		Total
Total Served		2,184
- Total Served via Client		1,788
Age		
	Under 60	52
	60 - 74	744
	75 - 84	578
	85+	381
	Date of Birth Missing	429
Disabled		
	Yes	163
	No	287
	N/A	1,329
	Disabled Missing	405
Frail		
	Yes	178
	No	285
	N/A	1,316
	Frail Missing	405
Gender		

	Female	1,116
	Male	642
	Gender Missing	426
Lives With		
	Alone	994
	Child(ren)	54
	Domestic Partner Only	21
	Non-relative(s) in a community-based setting	2
	Non-relative(s) in a facility/institution or group setting	2
	Non-Relatives, Domestic Partner	14
	Not Available	50
	Others Not Listed	12
	Parent/Guardian	4
	Relatives	24
	Spouse & Others	16
	Spouse Only	135
	With Domestic Partner & Others	0
	With Non-Relative(s)	8
	With Relatives (excludes spouse)	28
	With Spouse	278
	With Spouse & Others	19
	Lives With Missing	523
Poverty Level		
	<100	215
	100-124	207
	125-149	258
	150-184	234
	185+	462
	Refused to Answer	10
	Unsure	13
	Poverty Level Missing	785
Race		
	2 or More Races	2
	American Indian/Native Alaskan	4
	Asian	11
	Black or African American	116
	Native Hawaiian/Other Pacific Islander	2

	Not Available	44
	Other Race	9
	Refused to Answer	0
	White - Hispanic	89
	White - Not Hispanic	1,401
	Race Missing	506
Low Income Minority		
	Yes	93
	No	1,262
	N/A	380
	Low Income Minority Missing	449
Ethnicity		
	Hispanic or Latino	81
	Missing/Unknown	49
	Not Hispanic or Latino	1,532
	Refused to Answer	1
	Ethnicity Missing	521
Limited English Proficiency		
	Yes	14
	No	1,050
	Limited English Proficiency Missing	1,120
Rural		
	Yes	1,311
	No	176
	N/A	59
	Rural Missing	638

### OFA Core Programs and Services

#### Caregiver Resource Center (CRC)

Local CRC's provide caregivers with information, assistance and counseling, support groups, and training, as well as initiatives including specialized training curricula for caregivers of developmentally disabled adults, minority populations, and caregivers of grandchildren.

#### Main Program Objectives

- To provide a single focal point of assistance to family members and other informal caregivers ·

- To provide training, support groups, counseling and technical assistance to caregivers so they may continue in their caregiving roles
  - To link caregivers with AAA and other community-based services

The OFA has a contract with Cornell Cooperative Extension to provide caregiver resources in Sullivan County.

After the PAUSE order, most courses have been made available virtually and by phone when possible. “Powerful Tools for Caregivers” was offered this year as was Tai Chi for arthritis. All chronic disease self-management programs offered by the caregiver resource center, such as Living Healthy, Living Well, are evidence-based. Support groups, Powerful Tools for Caregivers, Living Healthy, Living Well, and Tai Chi will continued to be offered.

#### Expanded In-Home Services for the Elderly (EISEP)

The New York State funded Expanded In-home Services for the Elderly Program (EISEP) enables many frail older adults to remain in their homes. The program provides a well-planned, coordinated package of in-home and other supportive services designed to supplement informal care. Core services provided by EISEP are case management, in-home services, non-institutional respite, and ancillary services.

#### Main Program Objectives

- Improve access to and availability of appropriate and cost-effective non-medical support services for functionally-impaired, non-Medicaid elderly.
- Enhance the ability of family members or other informal caregivers to care for an older person in a home environment.
- Improve the planning, accessibility and management of home care services at the community and client levels.
- Expand the availability of non-medical home care services as a cost-effective alternative to more intensive and costly forms of care.

The OFA contracts with home care agencies (Willcare, Wellness) to provide in-home personal care services. Due to the pandemic, many aides were not willing to go to client’s homes and vice-versa, many clients refused or were not in need of services due to family members being able to assist. In total, EISEP clients received approximately

5,900 hours of homemaker/personal care and 1,600 hours of case management. The monthly EISEP program caseload for 2020 was between 21 and 37 clients.

#### Health Insurance Information Counseling and Assistance (HIICAP)

HIICAP works directly with Medicare Beneficiaries to educate them about the Medicare Program, Medigap policies, Medicaid, Medicare Advantage Plans, Long-term Care Insurance, Low-Income Subsidy Programs, employer-sponsored insurance, and other health insurance programs that are available in New York State.

#### Main Program Goals and Objectives

Answer New Yorkers' questions about Medicare, Medicare Advantage programs (managed care), Medicare prescription drug coverage, Medigap and other health and long term care insurance.

Approximately 260 individuals were assisted during Annual Election Period 2020, there is a decrease from previous years, partially due to individuals who had created a Medicare.gov account last year as was mandated, were able to navigate the enrollment system independently

#### Legal Assistance

The OFA contracts with a local attorney to provide legal services to senior residents of Sullivan County.

#### Scope of legal services

Simple Wills, Power of Attorney, Living Will Health Care Proxy

#### Deed Transfers/Life Estates

Advice on: Estates, Evictions/Landlord and Tenant Problems, Selling property, mortgages Debts, Medicaid, Divorce

Referrals for: Bankruptcy attorneys

Legal Services of Hudson Valley for Court representations

Legal services were provided to 20 seniors in Sullivan County in 2020

#### Personal Emergency Alert System (PERS)

PERS is a service which utilizes an electronic device to alert appropriate people of the need for immediate assistance in the event of an emergency situation in an older person's home. The OFA has a contract with Connect America to provide PERS to eligible residents of Sullivan County. 38 individuals receivers PERS in 2020

#### Retired Senior Volunteer Program (RSVP)

RSVP is the largest older adult volunteer program in the nation. RSVP recruits, trains, and places older adult volunteers (age 55+) in a host of community-based human service agencies. Service opportunities are as diverse as the communities in which volunteers serve and include areas such as health promotion and wellness; assistance to frail and vulnerable older adults through home visiting, escort, transportation, and home-delivered meals as well as cross-generational efforts in tutoring and mentoring children. RSVP volunteers choose how, where, and how they want to serve, with commitments ranging from a few hours to 40 hours per week.

#### Main Program Objectives

To promote older adults to remain involved in their community by using the skills and talents they have developed over the years, or developing new ones; and to increase their socialization and feeling of purpose.

RSVP volunteers are utilized in the OFA office as front desk reception and as medical transportation drivers in and outside the County and as nutrition program drivers. 250+ active RSVP volunteers served over 12,000 hours in Sullivan County. Once COVID started, OFA was not utilizing RSVP volunteers in office. A huge decrease due to many volunteer stations shutting down to in-person assistance. Also, many medical transportation volunteers declined to transport clients during the pandemic. Proper PPE (Sanitizer, masks, wipes) were distributed to all RSVP drivers still accepting rides.

#### Main Program Objectives

To promote older adults to remain involved in their community by using the skills and talents they have developed over the years, or developing new ones; and to increase their socialization and feeling of purpose.

#### Senior Nutrition Program

##### Senior Congregate Meals

Congregate meals are available for any person aged 60 years or older and their spouse. Participants can share a well-balanced meal with friends and new acquaintances. Participating in the Senior Dining program has been proven to help improve the quality of life for many seniors. Each site also provides social activities, informal nutritional education, and information on other Office for the Aging services provided for our Sullivan County residents. There are currently 12 senior centers in the County that serve as congregate meal sites.

## Senior Home Delivered Meals

Home delivered meals are hot nutritious meals that are delivered to qualified homebound seniors 60 years or older, who are residents of Sullivan County and have limited support and difficulty preparing their own meals. Frozen meals are provided for qualifying individuals to fill in gaps such as during holidays, bad weather, and long weekends.

### **Breakdown of OFA Meals programming since beginning of crisis:**

March 9-20th Congregate meals available as pick-ups at sites

March 20th was the last day of Congregate meals @ sites

March 16-March 26 Home Delivery of Meals as usual with addition of congregates and shoppers to Homebound Meal Delivery

March 24 Operations to prep HDM moved from town sites to Transportation Building

March 24 - 25 clients received hot meal, milk, bread, fruit

March 26 -27 Clients received Shelf stable box, bread, milk, frozen meals and food bank produce

April 3 Clients received Shelf stable box, bread, milk, frozens and food bank produce

April 10 Clients received Shelf stable box, bread, milk, frozens and food bank produce

April 17- June 26 Clients receive Moms Meals- Direct UPS Delivery of ready to heat meals

July 6<sup>th</sup>- Phase-in of home delivered meals starting twice weekly utilizing Nutrition Site staff to deliver meals due to Transportation Furloughs

November 2 transitioned over to hot meals, 3 days a week. M, W & F, hot meals along with a frozen are delivered to homebound clients. We will still continue to deliver care packages (produce, butter, cheese, etc.) on a weekly basis.

### Sullivan NY Connects

NY Connects is a point of entry into the long term services and support system for older adults and people of all ages with disabilities. NY Connects programs are locally based where anyone - individuals, concerned family members or friends, or helping professionals - can go for help in finding the information, services, and supports that they need.

Long term services and supports can be provided in the home or in other community-based or residential settings to help someone stay healthy and independent. There are

many long term services and supports options that may be available in your community, including:

- Home Delivered Meals
- Transportation
- Respite Care
- Home Care
- Insurance Information
- Options Counseling

Sullivan NY Connects provided information and assistance to over 240 individuals in 2020, this does not represent the hundreds of callers assisted by NY Connects staff at the ECAC.

All Sullivan NY Connect staff will continue to provide Options Counseling/Person-Centered Counseling, as appropriate, to assist consumers and their caregivers in making informed choices to meet their identified needs

#### Transportation

The OFA offers medical and non-medical transportation for qualifying seniors in the County. The OFA has contracts with Sullivan County Transportation to provide a senior shopping bus, medical appointment transportation, and nutrition program transportation. RSVP provides volunteers to assist with medical transportation to appointments outside of Sullivan County, as far as Goshen and Honesdale, and to pick up appointments Sullivan County Transportation cannot accommodate.

Sullivan County Transportation and RSVP provided over 2,100 medical appointment trips to seniors in Sullivan County in 2020

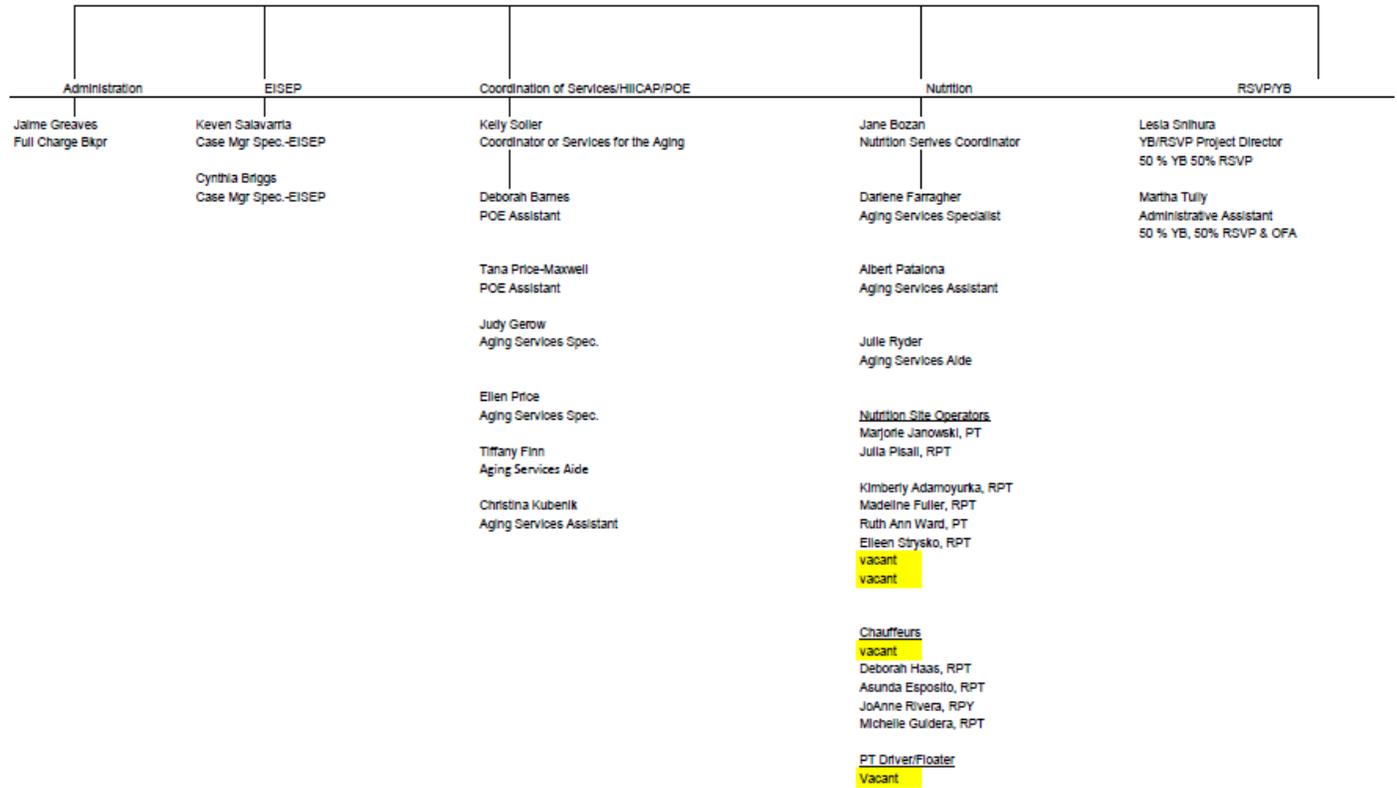
The Shopping Bus shut down March 20<sup>th</sup> and resumed on a modified schedule to accommodate multiple rides with increased social distancing on October 12<sup>th</sup>.

The Shopping Bus provided over 849 shopping trips to approximately 81 Seniors in Sullivan County in 2020.

2020 ORG CHART (Next Page)

Office for the Aging Organizational Chart  
2020  
Laura Guigley, Commissioner of Division of Community Resources

Lise-Anne Deoul, Director



# Transportation

Ruthann Hayden, Director

## 2019

### January

Castle Point- 19 trips and 64 vets

Albany- 11 trips and 13 vets

Medical-42

Shopping- 35 bus trips and 207 shoppers/Total of 326 people transported for the month

### February

Castle Point- 16 trips and 45 vets

Albany- 8 trips and 11 vets

Medical- 24

Shopping- 31 bus trips and 169 shoppers  
Total of 249 people transported for the month

### March

Castle Point- 20 trips and 62 vets

Albany- 13 trips and 20 vets

Medical- 34

Shopping- 35 bus trips and 230 shoppers  
Total of 346 people transported for the month

### April

Castle Point- 20 trips and 67 vets

Albany- 14 trips and 21 vets

Medical- 37

Shopping- 38 bus trips and 248 shoppers / Total of 373 people transported for the month

**May**

**Castle Point - 22 trips and 52 vets**

**Albany- 9 trips and 10 vets**

**Medical- 48**

**Shopping- 41 bus trips and 251 shoppers**

**June**

**Castle Point- 19 trips and 52 vets**

**Albany- 10 trips and 15 vets**

**Medical- 55**

**Shoppers- 38 bus trips and 243 shoppers**

**Total of 365 people transported for the month**

**July**

**Castle Point- 21 trips and 54 vets**

**Albany- 11 trips and 18 vets**

**Medical- 77**

**Shoppers- 39 bus trips and 270 shoppers**

**Total of 419 people transported for the month**

**August**

**Castle Point- 20 trips and 57 vets**

**Albany- 8 trips and 11 vets**

**Medical- 71**

**Shoppers- 39 bus trips and 347 shoppers/ Total of 486 people transported for the month**

**September**

**Castle Point- 18 trips and 48 vets**

**Albany- 9 trips and 12 vets**

**Medical- 67**

**Shoppers-** 35 bus trips and 227 shoppers

Total of 354 people transported for the month

**October**

**Castle Point-** 20 trips and 61 vets

**Albany-** 8 trips and 11 trips

**Medical-** 93

**Shoppers-** 37 bus trips and 281 shoppers

Total of 446 people transported for the month

**November**

**Castle Point-** 14 trips and 45 vets

**Albany-** 9 trips and 11vets

**Medical-** 63

**Shoppers-** 32 bus trips and 215 shoppers for the month

Total of 334 people transported for the month

**December**

**Castle Point-** 15 trips and 35 vets

**Albany-** 8 trips and 11 vets

**Medical-** 43

**Shoppers-** 24 bus trips and 170 shoppers

Total of 259 people transported for the month

Here are the totals of all trips for 2019:

224 total trips to Castle Point transporting 642 veterans

118 total trips to Albany transporting 164 veterans

654 medicals transported for the year

424 shopping trips and 2,858 shoppers for the year

## **2020**

### **January**

**Castle Point-** 19 trips and 52 vets

**Albany-** 11 trips and 13 vets

**Medical-** 66

**Shopping-** 33 bus trips and 211 shoppers/ total of 342 people transported for the month

### **February**

**Castle Point-** 16 trips and 63 vets

**Albany-** 8 trips and 9 vets

**Medical-** 35

**Shopping-** 28 bus trips and 179 shoppers/ total of 286 people transported for the month

### **March**

**Castle Point-** 12 trips and 40 vets

**Albany-** 11 trips and 17 vets

**Medical-** 46

**Shopping-** 27 bus trips and 157 shoppers/total of 260 people transported for the month

### **April**

**Castle Point-** 1 trips and 1 vet

**Albany-** 2 trips and 2 vets

**Medical-** 2

**Shopping-** 0/ total of 5 people transported for the month

### **May**

**Castle Point-** 2 trips and 2 vets

**Albany-** 2 trips and 3 vets

**Medical- 19**

**Shopping- 0/ total of 24 people transported for the month**

**June**

**Castle Point- 6 trips and 9 vets**

**Albany- 7 trips and 7 vets**

**Medical- 42**

**Shopping- 0/ total of 82 people transported for the month**

**July**

**Castle Point- 7 trips and 8 vets**

**Albany- 8 trips and 11 vets**

**Medical- 43**

**Shopping- 0/ total of 62 people transported for the month**

**August-**

**Castle Point- 8 trips and 10 vets**

**Albany- 4 trips and 4 vets**

**Medicals- 33**

**Shopping- 0/ total of 47 people transported for the month**

**September**

**Castle Point- 12 trips and 18 vets**

**Albany- 5 trips and 5 vets**

**Medicals- 58**

**Shopping- 0/ total of 81 people transported for the month**

**October**

**Castle Point- 9 trips and 14 vets**

**Albany- 6 trips and 8 vets**

**Medical- 58**

**Shopping-** 11 bus trips and 42 shoppers/ total of 122 people transported for the month

**November**

**Castle Point-** 11 trips and 23 vets

**Albany-** 6 trips and 6 vets

**Medical-** 55

**Shopping-** 11 buss and 38 shoppers/ total of 122 people transported for the month

**December**

**Castle Point-** 11 trips and 19 vets

**Albany-** 4 trips and 5 vets

**Medical-** 56

**Shopping-** 13 buses and 46 shoppers/ total of 126 people transported for the month

114 total trips to Castle Point transporting 259 veterans

74 total trips to Albany transporting 90 veterans

513 medicals transported for the year

123 shopping trips and 673 shoppers for the year

# Veterans Service Agency

John Crotty, Director

## 2019 Statistics and Accomplishments

Program	Key Statistics	Outcome
General Assistance	Active participation with Hudson Valley Task Force, Committee for Families and SC Veterans Coalition	Coordinated delivery of services across county boundaries
Valentines for Vets	Nearly 3,000 children provided cards to active duty service personnel and Veterans in hospitals and nursing homes	Raised morale of Troops and Veterans and provided children a connection to our military members
Veterans Stand Down	136 attendees 12 exhibitors providing services to veterans	New location to reach other areas in County
General Outreach	1,300 client contacts All VSOs participated at Grahamsville Fair booth Veterans were visited at home and nursing homes	Raised awareness of VA programs and Veteran benefit eligibility
Transportation	1,500 clients to Castle Point and Albany medical centers	Provides access to medical care for those unable to travel by private vehicle
Sullivan County Veterans Cemetery	1,720 burials [cumulative since cemetery established]	Burials with honor and dignity for our Veterans and eligible family members

## 2020 Statistics and Accomplishments

Program	Key Statistics	Outcome
General Assistance	Active participation with Veteran groups and support providers in Hudson Valley	Delivery of support services have increased due to Covid cooperation
Valentines for Vets	3,400 cards were distributed to active duty personnel and Veterans	Children connected with the Veteran community Covid isolation effects were helped by these handmade works of art
General Outreach	Face to face contacts have been restricted requiring more phone time and zoom meetings. Radio talk programs have proven effective	Increased phone contacts from people seeking information
Transportation	300 individual transports to Albany and Castle Point VA medical Centers.	VA has reduced provision of care at all facilities only most necessary appointments are being made
Vet2Vet program	Sen. Metzger has secured a \$175,000 budget line item to fund a mental health and mentoring program in Sullivan County. Program is expected to start when NYS budget funding stabilizes.	This is a much needed support program with and excellent track record in other NYS counties.
Sullivan County Veterans Cemetery	1,756 Burials [cumulative since cemetery established	Burials with honor and dignity for our Veterans and eligible family members

**Veterans Service Agency  
2020 Goals and Outcomes**

Goals	Outcomes
1. Grow effective networking with VA, NYSDVS, local and bordering county agencies with emphasis for “warm hand-off” referrals.	Growing number of intersecting service providers working to solve problems and overcome challenges.
2. Work on information distribution and marketing efforts	Pandemic has curtailed traditional marketing efforts. Radio and cable talk programs has been well received by Veteran community
3. Data scanning project continues	Reduced rate of scanning but program is working well
4. Secure materials storage facility for donated and <u>Gov</u> surplus material	Requirements of dry, security, and forklift has so far proved a challenge
5. Continue to aggressively pursue earned benefits for our Veterans	Staff was able to work around limitations of work from home and meet deadlines
6. Continue training for VSOs to maintain VA and Veteran association accreditations	All staff participate in Zoom and webinar programs as available.

- Brainstorming Sessions between school superintendents, counselors, teachers, law enforcement, local leaders, and community to address anti-bullying options

- Held a Gender Equality Forum for the public to understand transgender and gender non-conforming people. Excellent attendance at SUNY Sullivan's Seelig Theatre
- Sponsored "Reel Abilities Film Festival" at the Hurleyville Art Center which showcases films, dance, and music made by people living with disabilities

# DIVISION OF HEALTH AND FAMILY SERVICES

## Family Services

Joseph Todora, Commissioner (2019)

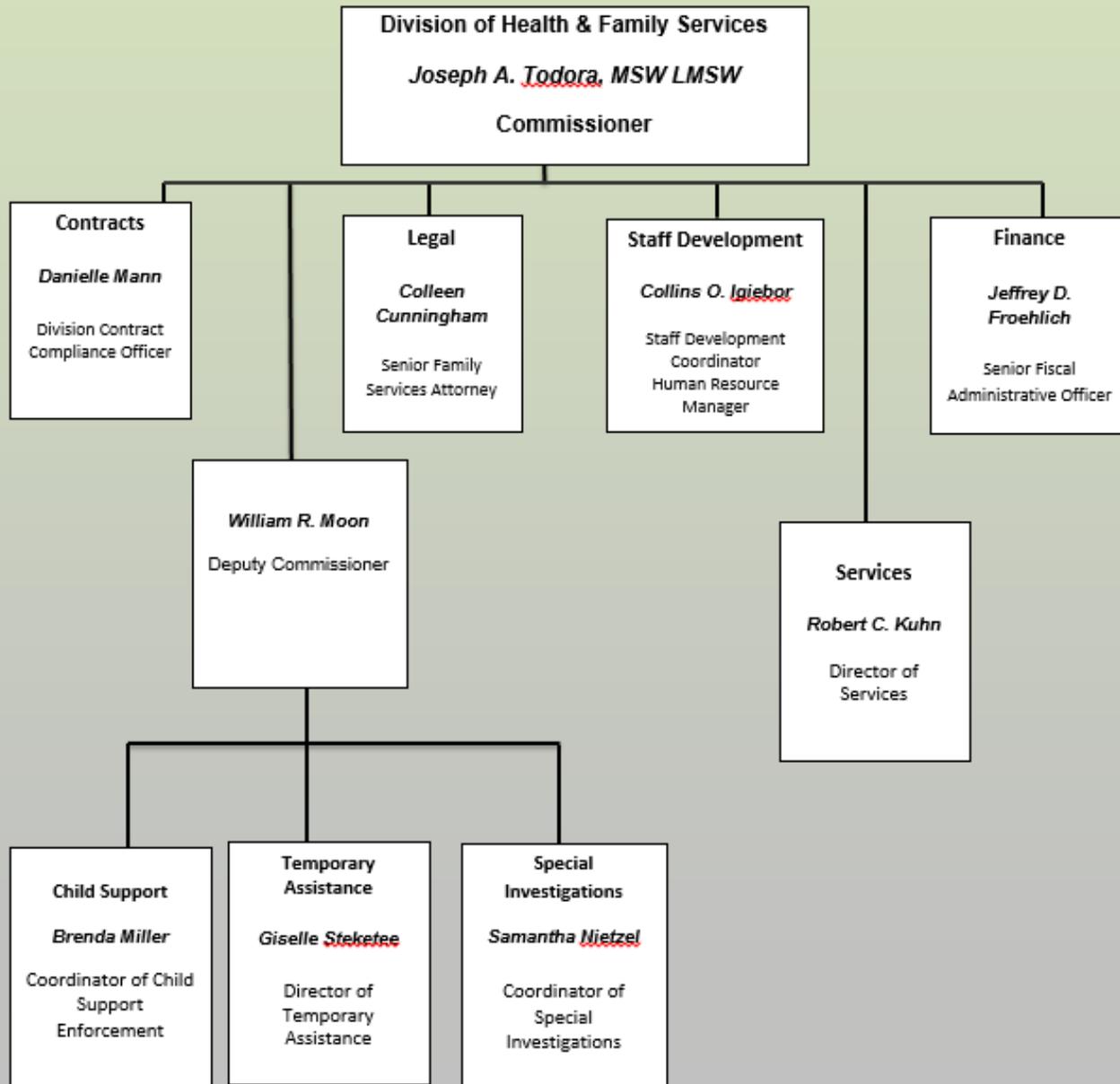
*Department of Family Services*

*2019 Annual Report*



# Department of Family Services

## 2019 ORGANIZATIONAL CHART



The Department of Family Services (DFS) is Sullivan County's local district for social services which administers all phases of social services and public assistance programs as defined in NYS Social Services Law. We provide over 30 support and assistance programs, mostly mandated by NY State and Federal regulation.

Mission Statement:

*“To help residents of Sullivan County achieve wellbeing and independence through opportunities that protect, empower, respect choice and preserve dignity”.*

We carry out this mission in ways that strengthen families and communities, respecting the dignity of individuals, while providing the range of services appropriate and necessary to meet our customer’s requirements with the resources that have been entrusted to us.

This requires us to implement measures to meet the basic human needs of community members who find themselves in a temporary condition of hardship by:

- Enhancing the well-being of Sullivan County citizens through services and programs that promote and enable self-reliance, health, family strength and independence.
- Sustaining and protecting vulnerable individuals who are unable to care for themselves.
- Providing timely and accurate case and medical assistance to people during the loss of employment or other adversity.
- Providing humane long-term support to those with chronic needs.

**Liberty Buildings Security:**

- Department of Family Services:
  - 59 Incidents
  - 20 Clients removed from the building
  - 9 Patrol assists
  - 98 knives surrendered

- 2 Pepper Spray surrendered
- 1 State Police assists
- 11 Mental Health assists
- 3 Ambulance assist
- 16,318 Clients signed in at the front desk
- Community Services Building (Child Protective/Foster Care/Preventive Services):
  - 28 Incidents
  - 15 Patrol assist
  - 11 Knives
  - 6 Pepper spray
  - 11 Potential weapons

**Accounting** - This department is responsible for all duties related to the financial operation of the DFS. This responsibility includes processing authorizations for payments for both the consumer and all employees. The responsibilities of the unit include:

- Submission of claims for reimbursement from Federal and State governments
- Updating of accounts payable and receivable
- Accounting for other agency programs such as Home Energy Assistance Program (HEAP), Adult Protective, Child Protective, Day Care, Foster Care and Employment
- Direct entry of payroll
- Tracking leave time, accruals, longevity and credited service time
- Preparation of department budget
- Monitoring, Printing of Checks, and Bank Reconciliations for the Rep Payee's
- Preparing all payments for DFS which include BICS, Manuals and Admins

**2019 Accomplishments:**

- We continue to streamline the payment process and work with the satellite audit office to eliminate errors/voids and alter processes for efficiencies. Trainings were attended to ensure all funding is being captured. We continue to implement efficiencies with the Rep Payee payment process to cut down on delivery time. The implementation of billing of all claims in DFS CAMS system will be completed by year's end. We have begun development of an all-encompassing policy for CAMS procedures/write-offs which should be completed in early 2020.
- We continue to meet Federal and State claiming deadlines. All Settlement and Claim information is being forwarded to the Treasurer's Office on a monthly

basis. The department is also getting all Foster Care payments up-to-date including all retros.

- We are continuing to work with NYS and Federal agencies to ensure compliance, including with the Title IV-E Foster Care Eligibility Review.

### **2020 Goals**

- Complete the all-encompassing policy for CAMS procedures/write-offs.
- Continue to streamline and search for efficiencies
- Continue to meet Federal/State claiming deadlines
- Cross train staff, ensuring adequate coverage for all accounting department function once fully staffed
- Continue to work with NYS and Federal agencies to ensure compliance, including with the Title IV-E Foster Care Eligibility Review
- Continue implementation of all CAMS billings

**Child Support Enforcement Unit (CSEU)** - The Child Support Unit strives to establish and enforce child support orders in an effort to minimize the number of individuals requiring Temporary Assistance. Over half of the 2019 collections were for individuals who had been in receipt of Temporary Assistance benefits but are now able to maintain their households and provide for their children with the assistance of Child Support services.

### **Accomplishments for 2019**

- We have received approval to promote a Family Services Investigator to a Senior Family Services Investigator thereby creating intermediate supervision in the Child Support Unit.
- Created a procedure for removing interest on Birthing Expenses judgments based on URA, thereby reducing our arrears figures. Mr. Moon has continued to assist with removing interest on a case by case basis.
- Collection on arrears cases is currently at 35%. Although collecting money on arrears has been problematic, we have continued to work on our arrears reduction project and have successfully removed \$2,734,073.00 from our past due balances.
- The total collections for 2019=\$8,589,508.03.
- We are exceeding our federally mandated Paternity Establishment Percentage (PEP) at 95.52% and Support Establishment Percentage (SEP) at 90.98%.

### **Goals for 2020**

- Request a position for a Senior Family Services Investigator for Intake and Interstate and a Principal Family Services Investigator
- Reclassify the title for the Child Unit to Child Support Investigators to differentiate the work that is done by SIU and SCU

- Continue to reduce outstanding arrears.

**Children & Family Services Unit** - is responsible for providing services to children and families to improve familial relationships, strengthen family life as well as to provide safe and stable living situations.

Services available through the Children and Family Services unit include:

- Child Protective Services
- Preventive Services including PINS Diversion
- Foster Care Services
  - Adoption Services
- Adult Protective Services
- Personal Care Services

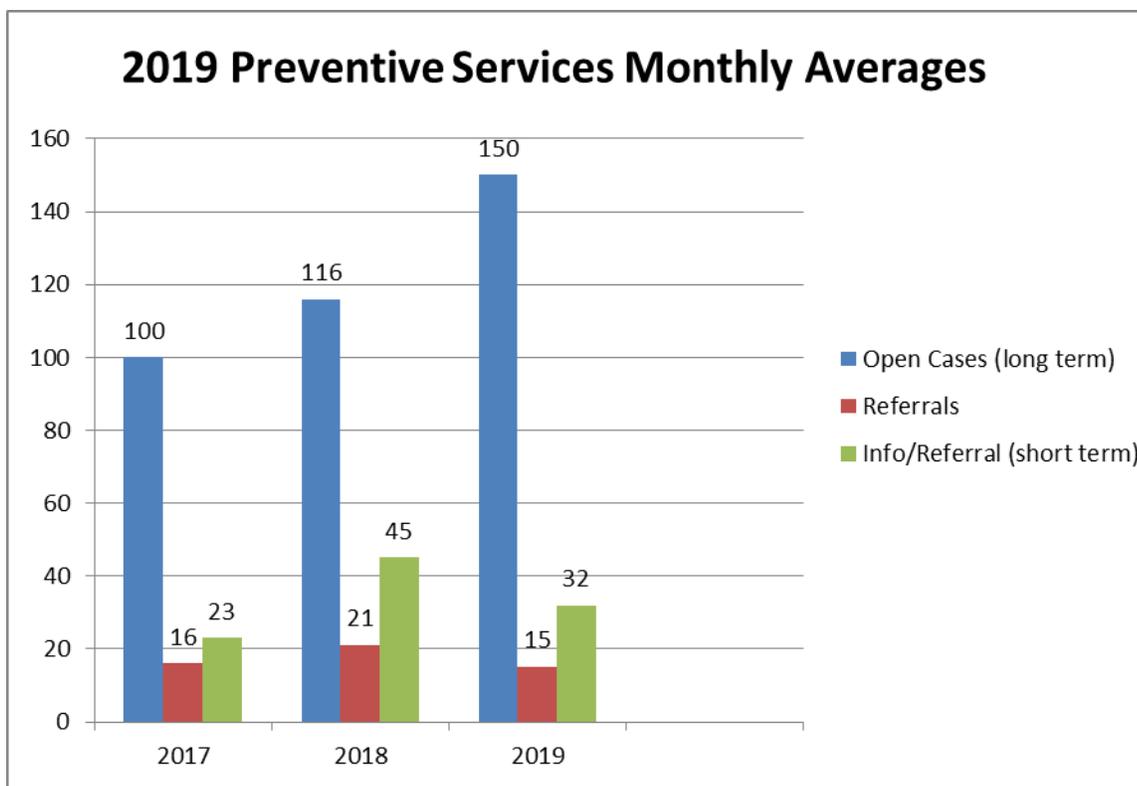
**Child Protective Services (CPS)** is mandated to investigate all reports of alleged child abuse and maltreatment of children under the age of 18. Coverage is provided 24 hours a day and 365 days a year. Investigations must commence within 24 hours of receipt of a report from the New York State Central Register for Child Abuse and Maltreatment. Investigation of a Child Protective Services report is a fact finding process including interviews, observation and information gathering. Caseworkers will determine the validity of the allegations and evaluate other conditions of abuse or maltreatment not included in the report. A decision of what services are necessary to ensure the protection of the child and reduce the risk factors which may contribute to future harm. They will make referrals for the appropriate community services and, if necessary, provide for legal intervention.

#### CPS Reports

	<b>2017</b>	<b>1563</b>
2018		1553
2019		1522

**Preventive Services Unit:** is comprised of the Family and Youth Services Units from both the DFS and community based agencies. Together they are

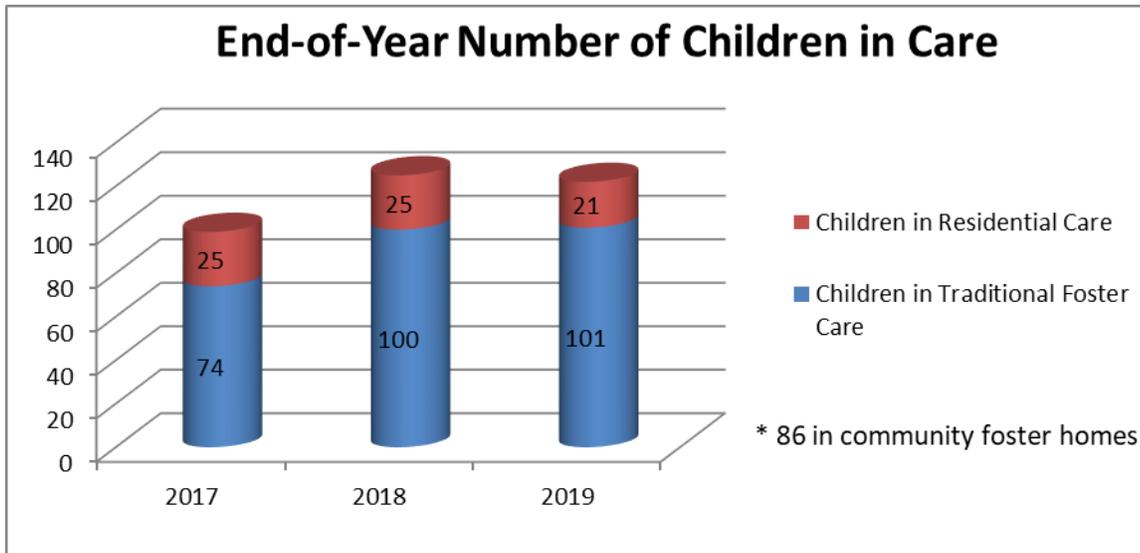
responsible for providing services to children and families to improve behavioral concerns, familial relationships and strengthen family life as well as to provide safe and stable living situations. These units provide services to families in an effort to preserve the family unit and maintain children at home in a safe environment. Preventive services are supportive and rehabilitative services provided to children and their families to avert disruption of a family which could result in an out of home placement for the child, to enable a child who has been placed in foster care to be reunited with his or her family at an earlier time than would otherwise be possible, or to reduce the likelihood that a child discharged from foster care will return to such care.



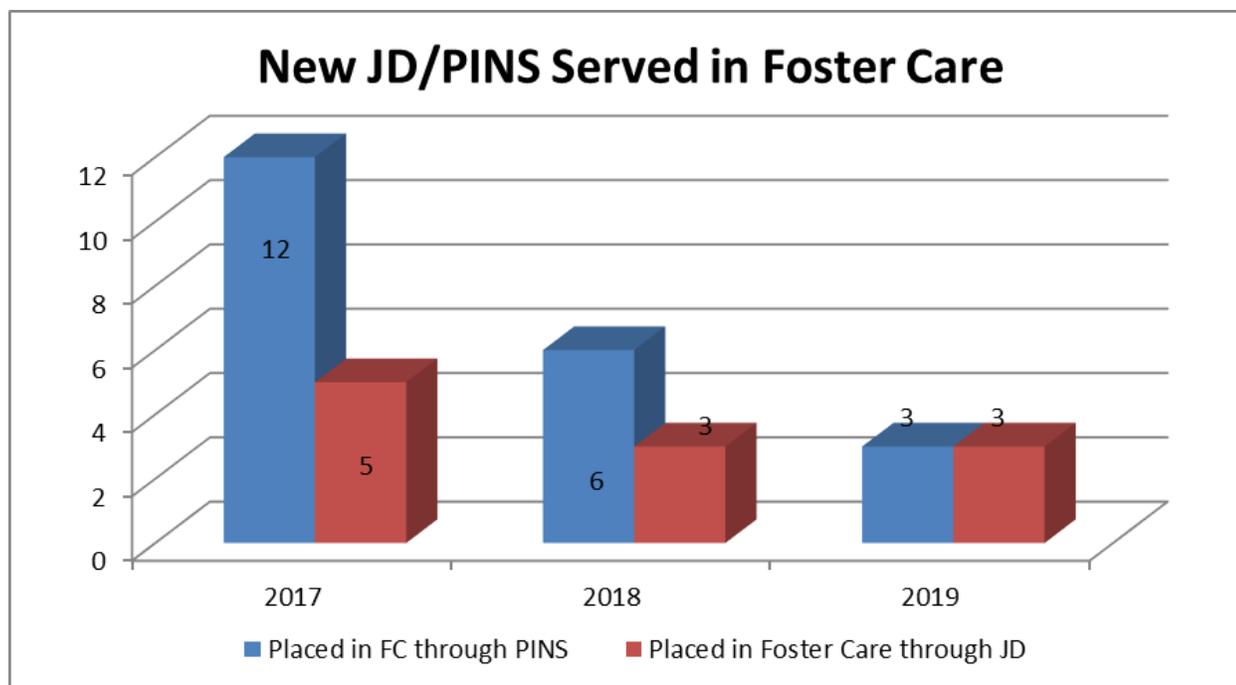
Services provided may include Child Day Care, Parent Education, Parent Aide Services, Emergency shelter, food, clothing or other essential items to avert foster care placement, respite care services for crisis situations, Case management and PINS Diversion.

During 2019, Preventive Services responded to 32 requests from families and schools for help in dealing with PINS youth. The Unit provided Preventive Services, including referrals to other County and community agencies, as well as in home support and assessments. The Designated Assessment Service (DAS) Committee comprised of representatives from the Youth Services Unit, Community Services, Probation Department, MST and the Dispute Resolution Center met with youth and their families to provide wraparound services for families in a convenient and efficient manner. Going into 2020, the Department is re-purposing DAS with a new-named committee, Family Services Referral Program (“FSRP”). This change follows new PINS legislative changes from the Feds for PINS processes and service programs

for 2020 Respite services have been contracted with a Friend's House, a licensed runaway and homeless shelter for when families are in crisis. Preventive Services are provided without regard to income.



Foster Care: responsible for services for children in the custody of the Commissioner of Family Services in foster homes, group homes or residential facilities. Caseworkers develop permanency plans for children in placement, working diligently to return them to their families, or when that is not available, to work towards adoption or independent living. Services provided to birth families when a child is placed in foster care may include Casework counseling and case management, permanency planning, independent living services to teens and services to help return the child to their home as soon as possible. Services given to families who want to become foster parents include orientation, certification and training, casework counseling and support services, and stipends for room, board, clothing and other costs.

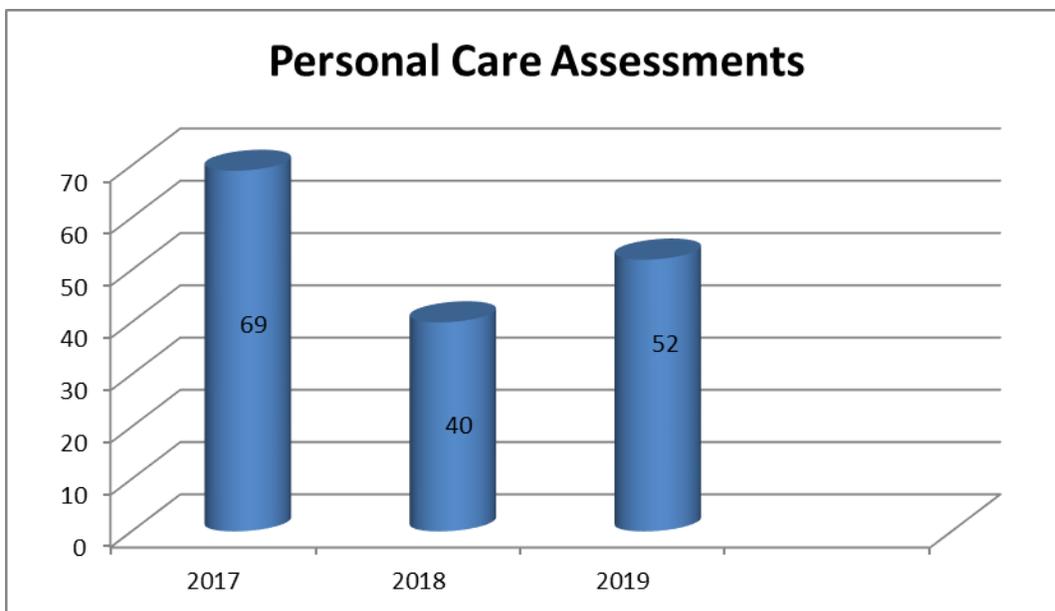


Adoption Services: focuses on assisting a child to secure a permanent home through adoption. This includes casework counseling and case management, counseling biological parents concerning a surrender to place their child for adoption and initiating a legal proceeding resulting in freeing the child for adoption. The unit performs home studies and evaluations on prospective adoptive parents. After the adoptive placement is made there is on-going counseling and supervision. Training and support are always available for the adoptive parents. 2019 was a banner year for adoptions. Eleven adoptions were finalized for the second highest total on record.

Family Violence Response Team (FVRT): The FVRT is a trained multidisciplinary specialty unit staffed with four senior caseworkers, and two Law Enforcement Investigators. The unit coordinates investigations with the District Attorney's office, the Westchester Child Advocacy Center and forensic experts in the fields of physical child abuse and sexual child abuse. The FVRT investigates reports of alleged sexual abuse, serious physical abuse and domestic violence. The Sullivan County Family Violence Response Team is in the process of becoming a state certified Child Advocacy Center under direction of the County's District Attorney's Office.

This team responded to a total 396 calls in 2019 leading to 86 indicated reports and 31 arrests.

Protective Services for Adults: Adult Protective Services assist those persons 18 years of age or older who, because of mental or physical impairments, cannot provide for their basic needs for food, clothing, shelter or medical care, or protect themselves from neglect or hazardous situations, and who have no one willing and able to help in a responsible manner. Caseworkers in this unit assess potential adult abuse and neglect as well as financial exploitation. Their needs are identified and the appropriate community services are arranged. The services also include casework counseling, case management as well as personal care services, money management, legal interventions and assistance in obtaining entitlements and other general benefits and services. There is no income limit to receive these services.



Personal Care Services: provided to Medicaid recipients who are unable to perform certain daily living activities and personal care chores for themselves. We are serving approximately 35 people currently but are no longer accepting new referrals - Clients must call Maximus.

Residential Placement for Adults

Residential placement services are provided to people 18 years of age or older who are mentally and/or physically impaired, in need of a supervised living situation and who meet specified income levels. Staff can assist with accessing a family-type adult home, an adult home or a nursing home placement.

#### Guardianships

The Commissioner obtains guardianship over individuals who are deemed disabled or incapacitated to the point that they are no longer able to safely care for themselves; and have no one who is willing and able to perform this function. During recent years, we have experienced a slight decrease in the number of Article 81 Guardianship cases, from 29 in 2017 to 27 at the end of 2019.

	<b>2017</b>	<b>29</b>
2018		28
2019		27

#### 2019 Accomplishments:

- Working closely with foster/child care agencies, such as Berkshire, to increase the number of therapeutic foster homes in Sullivan County in an effort to keep more of our foster children local. We now have 16 certified therapeutic foster homes with 23 beds from Berkshire.
- Our new Homefinder has been making efforts to recruit foster families in the community and has been participating in our MAPP trainings.
- We are increasing the services capacity of our Preventive Services unit as a result of our new contracts to prevent and divert placement of kids. New services will increase preventive capacity (cases) threefold. We've contracted 7 different preventive programs creating a continuum of services to support the preventive workers. Youth Advocate Program, Inc. is a new contract and provides 20 cases annually to our services.
- Reduced the needs for higher level residential placements, reducing foster care costs in higher, more expensive foster placements and thereby providing more expansion in the preventive programs partnered with child care agency, Berkshire Farms, KidsPeace and Abbott House to operate more therapeutic homes, beds and mental health services to provide alternatives to residential placement.
- Eleven (11) adoptions finalized in 2019, the second highest on record for annual totals.

- Improving state-monitored CPS performance measures by 10%; 15 cases max for each worker; completing 7-day safety assessments on time; reducing number of over-due reports. We have already seen a 20% increase over past few months.
- In APS, develop a minimum two (2) additional Family Type Homes (FTHA). We have opened one home and one is pending final state inspection prior to opening.
- Continue to increase community awareness of Adult Services by vrending and sponsoring another WEAAD forum. We sponsored a forum in the Regency for WEAAD in 2019. We plan to provide question & answer forums to area seniors at the following sites: Liberty United Methodist Church and Temple Sholom and Town of Bethel Seniors in 2020. In May of 2019, we provided information table to celebrate Older Americans Month at the 12 Baskets Clothing Ministry monthly giveaway and plan to do the same in May of 2020. We continue to attend National Night Out. In October, we were at Senior Safety Day at the Ted Stroble Center. We are planning to meet with the Town of Bethel Senior Citizens Group and will be presenters at the Monticello Seniors Meeting in April 2020.
- Increased networking with community-based organizations to better sustain assistance for adult clients, using both faith-based and not-for-profit organizations continues. It should be noted that Adult Services staff are able to obtain food, clothing and household items for clients by working with the Ellenville and Mongaup Valley United Methodist Churches and the Federation for the Homeless.

### 2020 Goals

- Continue to work with Berkshire Farms, and expand partnership with Children's Home of Wyoming Conference and LaSalle School to increase the number of therapeutic foster homes in Sullivan County in an effort to keep more of our foster children local.
- Use our new "Homefinder" contract to develop more regular foster homes, supporting the foster care unit in having greater options for placement. Expectation is twenty-five 25 additional homes by the end of 2020.
- Increase the services capacity of our preventive service unit as a result of new contracted providers to prevent and divert placement of kids (JD/PINS, STSJP and RTA Youth).
- Use PIP to increase state monitored CPS performance measures to reach and maintain state median levels. The 7-day assessments are currently at that level.
- Enhance supervision protocols to sustain higher level performance and improved casework practice.
- In APS, develop a minimum two (2) additional Family Type Homes (FTHA).

- Increase networking with community based organizations to better sustain assistance for adult clients, using both faith-based and not-for-profit organizations.
- Work in partnership with OCFS and the District Attorney's Office to finish development of a full service Child Advocacy Center (CAC).
- With CAPTA/CARA grant, assign Public Health Nurse full time with CPS in providing service and planning with new young and CPS involved families in Safe Health Care.
- Implement strategies supporting Family First initiatives such as: preventing removal of children from their parents; ensuring parents have access to needed services; increasing Kinship foster care; and preventing children from going into congregate care.

**Contract Compliance** - The Contract Compliance Office is responsible for supervising the performance of contractors throughout the various human service programs of the Department. Other responsibilities of the office include:

- Facilitating communication between the Department and service providers
- Developing contracts with services providers and Department staff in consultation with the County Attorney's Office and Office of Audit and Control
- Assisting with the specification development for RFIs, RFPs, RFQs and Bids after a need is identified within the Department
- Monitoring and reporting on provider performance, documentation and outcomes
- Preparing Department Resolutions for the Commissioner to present to the Legislative Committees

**2019 Accomplishments:**

- The position of Contract Monitor was re-established in the 2019 budget and a candidate was selected, hired and trained on the position responsibilities.
- Continue to review systems for efficiency and cost saving opportunities with contracted providers. This is an ongoing process. Further reviews took place for the contracts associated with the Welfare to Work programs (Rolling V and CWD). Each month data is reviewed and costs continue to remain under budget.
- Reviewed established contracts that were issued under RFPs from 2017. Areas identified as having deficiencies were reported to the contractors with corrective action discussed. As a result, some contracts will be reduced, eliminated or increased for the 2020 year based on performance. This process will be ongoing to allow for the best possible outcomes. Quarterly updates are now being received from the following contractors: Rehabilitation Support Services, Access Supports for Living, Center for Workforce Development, Berkshire Farm Center and Services for Youth,

Sullivan County Child Care Council, Safe Homes of Orange County, Public Health Services, Town of Walkkill Boys and Girls Clubs and Dispute Resolution Center. Each quarter these reports are reviewed and if issues are identified, support to the agency is provided as well as feedback from Department staff.

### 2020 Goals:

- Reevaluate preventive service contracts and update with additional provisions that must be adhered to before payment is issued
  - Thoroughly review the Fiscal Intermediaries for the Consumer Directed Personal Assistance Program as it has been identified as a high risk program
  - Develop quality rating system for foster care agencies to be used internally
- Continue to monitor the progress on the implementation of the Community First Choice Option (CFCO) program and develop RFPs and contracts needed.

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**Human Services** - The Department of Family Service Human Resources/Staff Development is represented by one Human Resources Manager/Staff Development Coordinator (SDC) and one Administrative Secretary.

The Human Resources/SDC has the responsibility of identifying, and developing key competences that enable staff to perform their current or future jobs effectively.

Human Resources/SDC works in collaboration across the individual work units, to maintain a performance based culture; while working in conjunction with the New York State Bureau of Training and Development, OTDA, OCFS, CAI, PDP, the Sullivan County Personnel Office, managers and supervisors as well as department heads, and numerous training providers to arrange high quality training tailored to meet the need of DFS employees.

The department compiles and submits quarterly report to the DFS accounting department for all training reimbursement, submits Training Need Assessments to New York State and retains data records that affect monies reimbursed to the department by New York State and Federal government. Human Resources/SDC also monitors training attendance to ensure that staff attends assigned training and avoids “No shows”.

### **2019 Accomplishments**

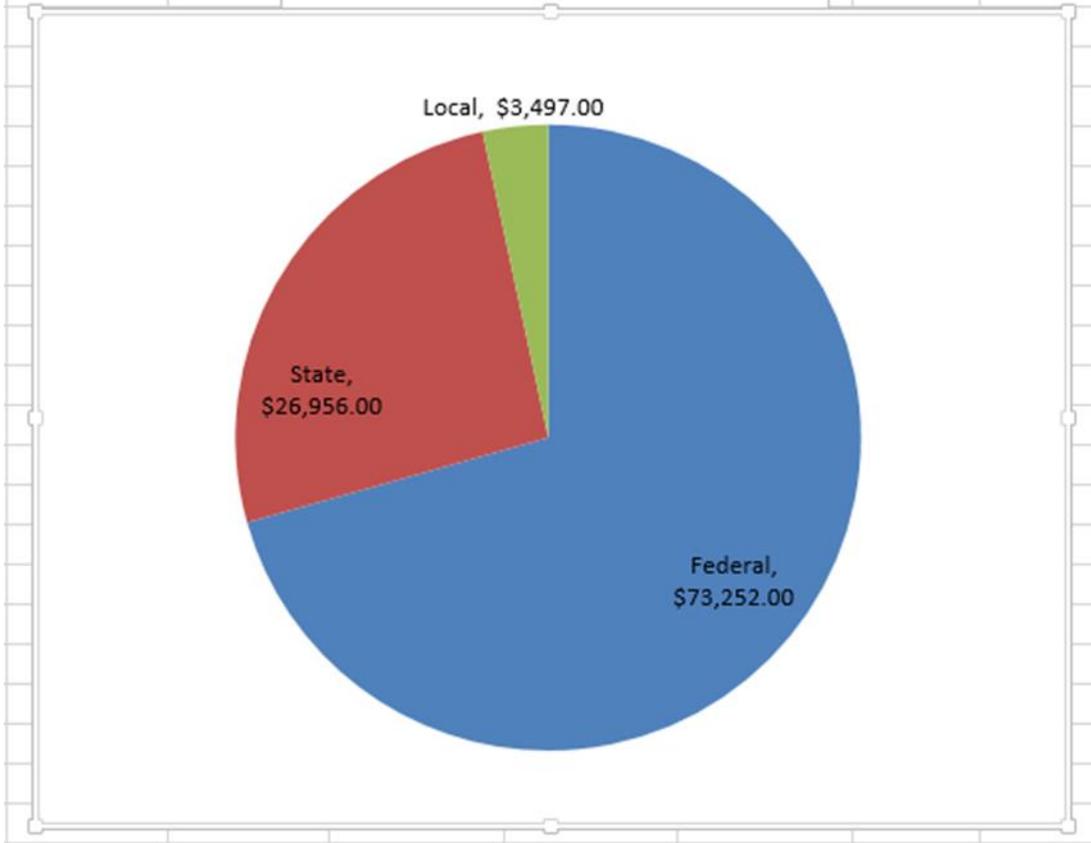
- Trainings: 331 training opportunities offered locally and State-wide which is up 82% from 2018. Training is to equip employees with the tools necessary to excel in their positions.

- Highlights of 2019 trainings:
  - Motivational Interview Training;
  - FMLA Training for Department heads and all time keepers;
  - Work Skills to Build a Better Workplace;
  - Transitioning from Employee to Supervisor (for new/future supervisors);
  - Managing Difficult Employees;
  - Conflict Resolution;
  - Conducting Performance Appraisals;
  - Managing Workplace Incivility;
  - High Performance Customer Services;
  - Key Core Supervisor's Training for Adult Services;
  - Adult Abuse Training;
  - Legal Aspects of Adult Services;
  - Domestic Violence for Child Support;
  - Shelter Management System for Districts and Providers;
  - Resolving Shelter & Energy Emergencies;
  - Child Welfare Foundation Training;
  - Working With Permanency Hearing Reports;
  - CPS Petition Writing Refresher;
  - Progress Notes, Legal Issues;
  - Medicaid Trust Training;
  - Excel Formatting Worksheets;
  - MS Word Building Documents and Reports;
  - MS Using Excel Using Tables & Pivot Tables,
  - MS Excel Formulas & Functions; and
  - Domestic Violence Awareness Training for Child Support Workers.
  
- Training Needs Assessments: Trainings offered via classroom/online included, but are not limited to: Leadership Training - Family Court Act; CPSRT Starting the Investigation; Overview of the SNAP Employment and Training Program and Work Requirements; MS Excel Core Concepts for Spreadsheet Success; Requirements for Able-Bodied Adults without Dependents; Welfare Fraud Investigator Training Institute; Service Coordination for Hard to Serve Individuals; Child Protective Services Response Training; Legal Updates for CPS and Child Welfare; OTDA & NYWFIA Program Integrity Regional Training; Front Door Training; Mental Health First Aid Course; Bridges out of Poverty; WTWMS Training; Introduction to Child Support Accounting: Account Mode; Foster Care -

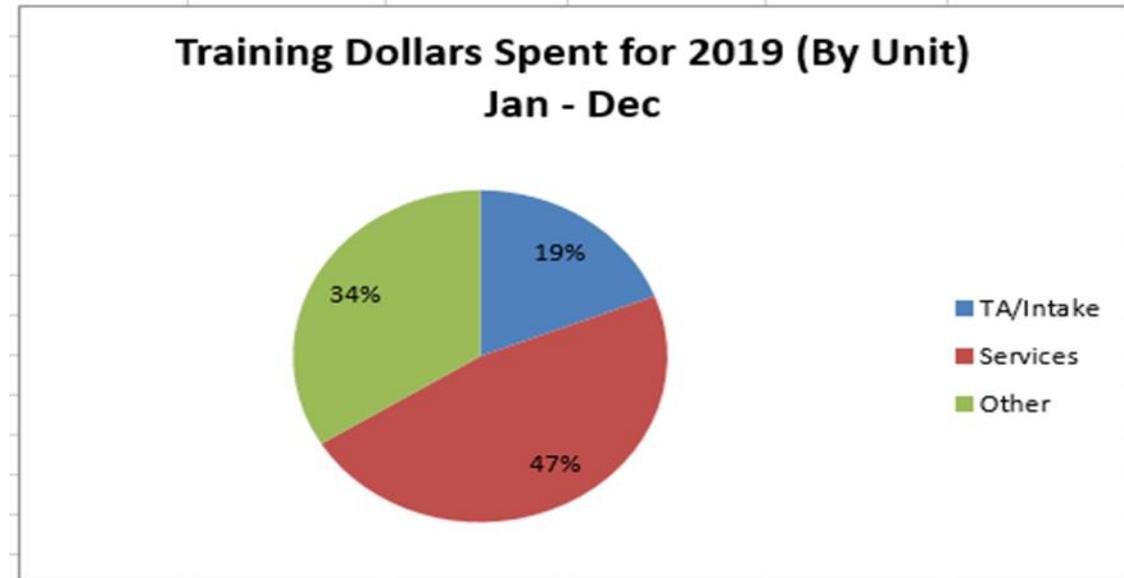
- Preparing Youth in Care for the College Experience; Foster Care - Transition Plan: Helping Youth in Care Plan for Their Future; CPS Responsive Training; Completing the Placement Module in Connections; Navigating Assets; Bridges out of Poverty; Difficult Conversations with Parents; PSA New Worker Institute; Domestic Violence Summit; Initiating the Placement Request; CPS Petition Writing Refresher Training; Medicaid Training Trust; Legal Issues; Chronic Care Workers; KEYS Core Training; Adult Abuse Training Institute; Batching and Financial Adjustments; Case Management; COLA Process; Child Support Pass-Through and Disregard Training; Staff Development Coordinators Annual Conference; Preparing for the Placement; Progress Notes; Property Execution Process; Family Assessment and Service Plan; Foster and Adoptive Home Development; Child Welfare Foundations Program; MS Excel Charts and Graphs; MS Excel Formatting Worksheets; MS Excel Using Tables and Pivot Tables to Analyze Data; MS Outlook Managing Calendars; MS Core Concepts for Creating and Using Databases; MS Word Creating Templates and Forms; MS Word Building Documents and Reports; MS Excel Formulas and Functions; MS Excel Core Concepts for Spreadsheet Success.
- Local Training included, but was not limited to: Adult Services Meeting; Caring For-At-Risk-Youth; Case Management; Connections Training; CPS Update; Domestic Violence Training; Healing From Trauma and Learning to Thrive; LDSS 3410 Periodic Reporting; Legal Update for Caseworkers; Medicaid Update; NYSTART Presentation - Brief Overview of Services; Recoupment/Claims; RTA/YAP Presentation; Sanction & Reconciliation Training; Sex Trafficking; SNAP Meeting; SNAP Refresher; Understanding Alien Eligibility; and Use of Code Cards.
  - Reduction in Training “No Show” - Implemented Training Questionnaire form to be completed by employees nominated for training by supervisors to confirm availability and commitment to attend training. Implemented Cancellation Policy that would require supervisor approval, with good cause on a minimum of three (3) day notice. Implemented calendar invites and calendar reminders for employees nominated for trainings.
  - Submitted quarterly in service training reports to DFS Senior Fiscal Administrative Officer timely for reimbursements.
  - Total Training Expenditures for period January 1<sup>st</sup> through December 31<sup>st</sup>. 2019: \$100,208.00
  - 2019 Training Reimbursements: Federal \$73,252.00; State \$26,956.00; and Local \$3,497.00

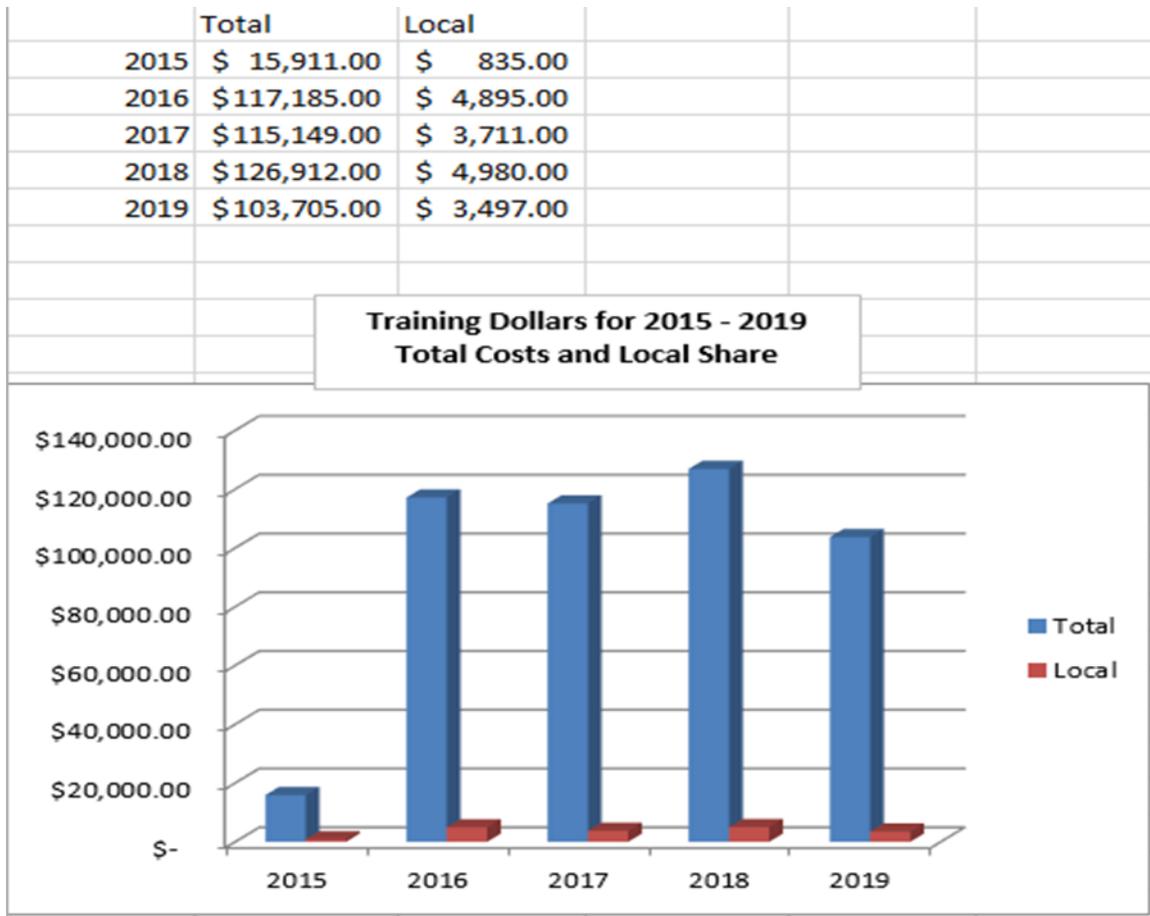
<b>Federal and State Reimbursement</b>	<b>\$ 100,208.00</b>
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Training Dollars for 2019  
Federal, State and Local Share  
Jan - Dec



TA/Intake	Services	Other		
\$ -	\$ -	\$ -	\$ -	
\$19,811.00	\$ 48,795.00	\$ 35,099.00	\$ 103,705.00	
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- Retention: Worked collaboratively with Dan Hust, Dir. of Communication and the Personnel Department to strengthen our recruitment efforts in 2019. Ads were posted in LinkedIn, Indeed, Facebook, and on Instagram
  - Interviews: 69 interviews conducted as of 11/20/19
  - New Hires: 19 employees hired as of 11/20/2019
  - Resignation: 19 employees resigned as of 11/20/2019
  - Retired: 5 employees retired as of 11/20/2019
  - Separations: 26 employees terminated as of 11/20/2019
  - Promotions: 36 employees promoted as of 11/20/2019
- Performance Evaluations: Achieved 99% performance evaluation rate. Monitored bi-weekly evaluation “Dashboard” to notify supervisors of upcoming 2, 4, and 6 month performance evaluations and annual performance evaluations by both email and calendar reminders of upcoming due dates. Bi-Monthly Process Improvement Meeting with Management and Department Heads to discuss common issues and concerns among departments and implement procedures to address them.

Monthly time/attendance review to address lateness or call out issues.  
 Reduced unauthorized monthly overtime and comp time by addressing unapproved early in/out punches.

➤ Staff Morale:

- “Star Sighting” campaign. 37 Thank You letters were received through October 2019 highlighting the outstanding assistance and customer service given by our employees to the public.
- Annual Staff Appreciation Picnic - The staff appreciation BBQ was celebrated August 2, 2019, and it was a successful fun filled event. Prizes included Sullivan County Logo Shirts, gift certificates, and a 50-50 raffle were won by DHFS staff. Funding fully paid for by personal donations of DFS Managers/Supervisors.

**2020 Goals:**

➤ Training:

- Continue ongoing training needs assessments with OTDA/OCFS/DOH, and CAI to delivered training that will enhance employee’s overall job satisfaction and job skills.
- Division wide supervisory training/refresher training.
- Ongoing training and development “path” tailored specifically to each agency’s units for 2020.

➤ BI-Monthly Process Improvement Meeting: Continue with our ongoing Bi-monthly meeting to address issues/concerns raised by management among departments and implement procedures to improve efficiencies.

➤ Performance Evaluations: Continue with our ongoing monitoring of all employee’s performance evaluations, including but not limited to:

- Annual Performance evaluation.
- New hire 2mos, 4mos and 6mos evaluations.

➤ Training No Shows: Limit “no shows” to 5% or less for 2020.

➤ Retention: Work collaboratively with the County Human Resources, Communication and Personnel Department to strengthen our recruitment efforts in 2020. (Post ads in LinkedIn, Indeed, Facebook, Instagram, Newspaper and Radio ads).

➤ Staff Morale:

- Star Sighting -Award - Ongoing for 2020.
- Annual Staff Appreciation Picnic (fully paid for by personal contributions from DFS Management Staff)—Ongoing for 2020.

➤ Time & Attendance:

- Continue our ongoing time & attendance monitoring for 2020 to reduce lateness and unauthorized overtime.

**Legal** -The Legal Department is essentially a small law firm within the Department of Family Services (DFS) consisting of three attorneys, one senior attorney and two support staff members. We provide representation to all units of the DFS in legal matters before the County, Family, Surrogate, Justice and Supreme Courts. Our team of attorneys advises the Commissioner and staff on legal matters, procedures and issues such as confidentiality, fair hearings and legal aspects of new programs.

The DFS Legal Department represents DFS in the following matters: Neglect and Abuse, Permanency Hearings (foster care placement reviews FCA Art. 10), Person In Need of Supervision (PINS - Art. 7), Extension of Placement petitions (juveniles in DFS care and custody through JD or PINS), Child Support (FCA Article 4), Modification and Violation proceedings in all matters, Custody and Guardianship (Art. 6 - where child is in care or may go into care), Guardianship of Adults ( MHL Article 81 and SCPA Article 17A) and Fair Hearings (FH) (all child welfare FH and TA FH when Appellant has counsel).

Attorneys appear in Family Court in all phases of court case including Removal hearings, arraignment, appearances, conferences, fact-finding (trial) and dispositional hearings as well as permanency, extensions of placement and termination of parental rights.

Representation also includes Petition review, consultation with caseworkers regarding removal of children and access order applications, witness preparation, all appeals, any motions, and subpoenas for DFS records and all court orders for investigations and reports of investigations pursuant to FCA 1034 and SSL 422.

The attorneys also respond to outside counsel motions for subpoenas for DFS records and may appear in Court if necessary. All Permanency Hearing Reports, Preventive reports, FCA 1034 and SSL 422 reports are reviewed by attorneys prior to submission to court. The Legal Department litigates any Medicaid Lien filed in a personal injury lawsuit. The Senior Attorney and one Family services Attorney appear, Of Counsel, to the County Attorney and draft

and prosecute Juvenile Delinquency Petitions before the Family Court Judges. The Legal Department may file and argue appeals before the Appellate Division, Third Department when determined necessary. This includes researching and drafting Appellate briefs and arguing before the Appeals Court.

In addition, the office's attorneys are regularly contacted regarding a wide variety of issues involving every unit. They conduct consultations, research legal issues and advise staff regarding these issues. Thousands of consultations are conducted each year by our attorneys.

### **2019 Accomplishments:**

- Family Court appearances total by Docket for all cases: 3100
- Neglect and abuse petitions filed: 141
- FCA 1034 court ordered investigation, Preventive Orders & SSL 422 orders and reports: 84
- JD petitions filed: 20
- PINS Petitions and VOP: 18
- Fair Hearing appearances: 39
- Guardianship Petitions filed: 12
- STIPSO- 1
- Appeals - In 2019, the Legal Department successfully argued a number of matters before the Appellate Court resulting in favorable decisions for the Department.
- Raise the Age - Department attorneys assisted in the establishing the Raise the Age Processes in Sullivan County.
- The Legal Department is implementing laser fiche to manage all Legal files electronically.

### **2020 Goals**

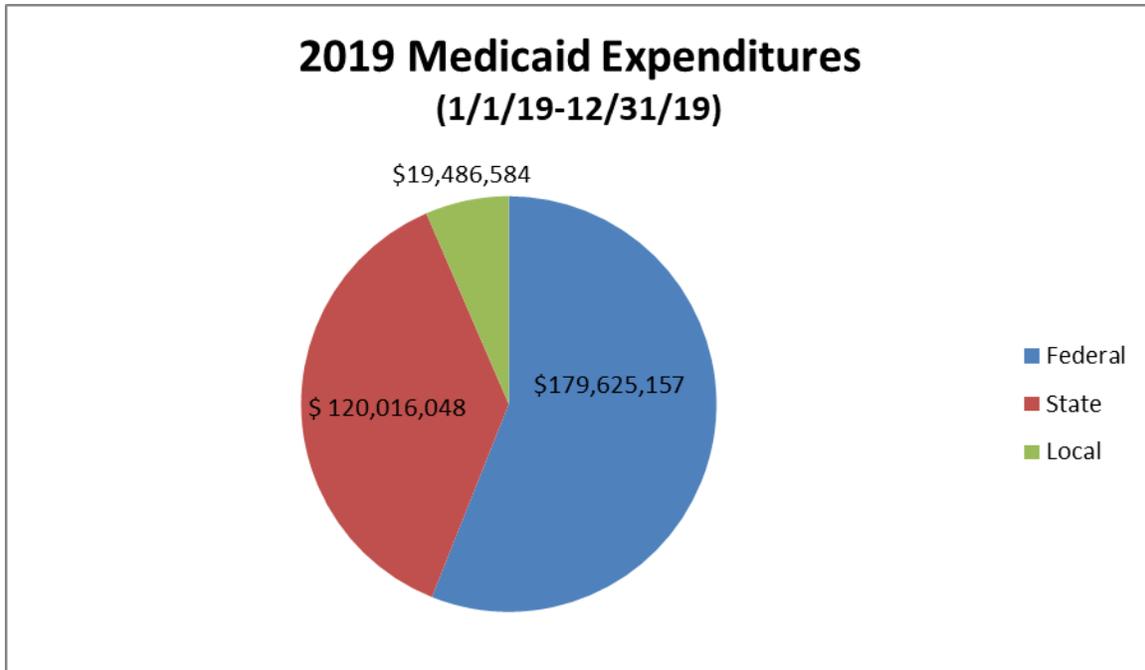
- To continue to be successful in ensuring that families receive the services they need.
- Ensure that children are protected through the court system.
- Continue to develop electronic files for all Family Court Legal files.

**Medical Assistance Unit:** The Medical Assistance Unit is responsible for determining the eligibility for Medicaid programs.

These programs are designed to provide necessary medical, dental and optical care to families who may not otherwise be able to obtain these services. This program is based on need. There are varying eligibility requirements for specialized groups such as

pregnant women, children under age nineteen and the aged. Within this unit there are several specialized programs:

- Nursing Home (Chronic Care): This unit provides guidance to applicants and potential applicants inquiring of prospective medical eligibility and/or availability of long-term care facilities.
- Disabled Client Assistance Program: This program is designed to facilitate the Social Security SSI/SSD application process for disabled Temporary Assistance recipients and applicants who would have difficulty pursuing benefits on their own.
- Medicare Savings Programs: The Medicare Buy-in, administered by Medical Assistance, assists low income people who are on Medicare due age or disability by paying their monthly Medicare premiums.
- Managed Care Medicaid Program: Medicaid Managed Care offers an alternative to Medicaid and is designed to improve access to quality medical services in a more cost effective manner. HMO plans are available to Medicaid eligible recipients
- Aid to the Disabled: This program provides for the collection and evaluation of medical and vocational reports in a manner that can document the applicant's disability and the expected duration of the impairment, preventing work. Working Disabled: This program offers an opportunity for disabled individuals to buy Medicaid health coverage.
- SSI Medicaid: If a client is receiving SSI they are automatically enrolled in Medicaid.
- Medical Audit:
  - Verification of all Third Party Health Insurance, Medicare Coverage, Medicare Savings Program, Subrogation for Accident and Worker Compensation Insurances
  - Reimbursement of Medicare Part B
  - Sending in claims to State for reimbursement of Medical Services paid during a retroactive period for a determined eligible time (Siettelman vs. Sabol, Krieger vs. Perales and Greenstein vs. Dowling)
  - Exceptions and Restrictions Programs, Comprehensive Medical Case Management (CMCM) authorizations and terminations, Recipient Restriction program establish enrollees with primary care providers to coordinate Medical Services. Working with State and County agencies.
  - EMEDNY is updated with all information needed.



### **2019 Accomplishments**

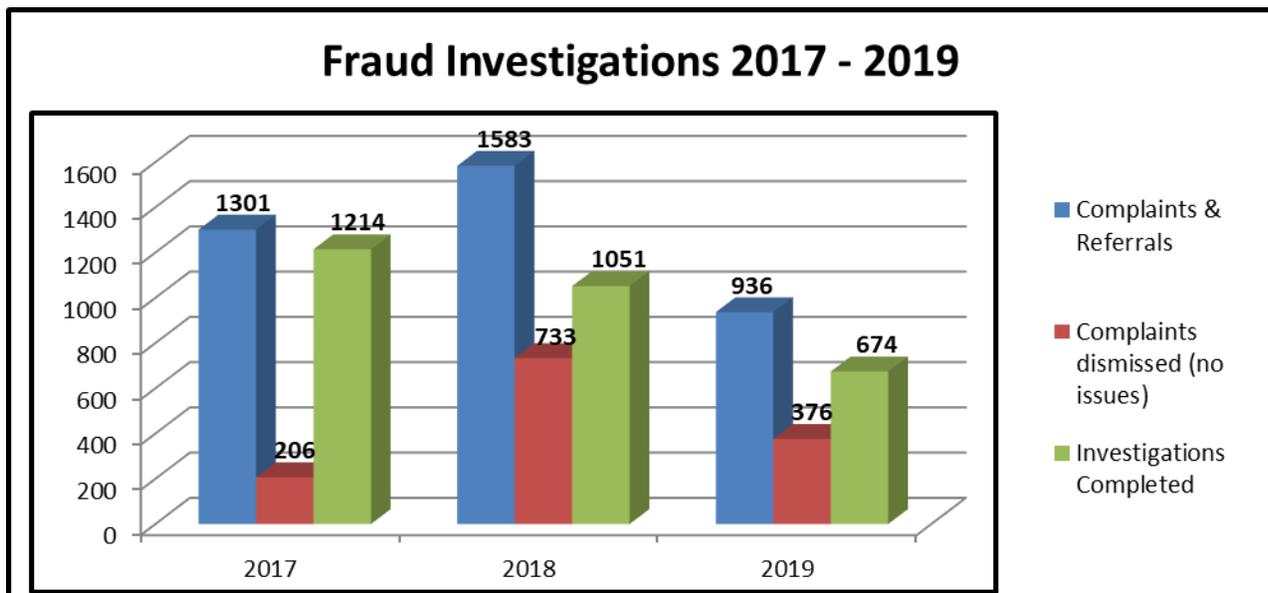
- The Medical Assistance program continues to improve efficiency in all of the medical programs. Staff continue to use data and reports to organize and to help direct the work that needs to be completed.
- Operations of the Title IVE (Foster Care) component of Medicaid Assistance continues to improve. A redesign of the program within the MA unit resulted in an enhanced database to provide weekly updates on the status of cases. There has been improved interdepartmental communication between the Foster Care Unit and MA Unit. Benefits are now available in a timely manner, while maximizing reimbursements for MA services through Title IVE.
- At the beginning of 2019, the Medicaid Assistance (MA) Department had 150 overdue cases requiring attention (those that have lingered past 30 days or greater). Leaders of that department put a plan in place to aggressively reduce that backlog.
- As of 12/31/2019, the Medicaid Assistance (MA) Department had only 2 cases over 45 days, which were being resolved. It has improved and is no longer an issue with the proper monitoring. The MA team was able to continue to decrease the backlog and maintain their current caseloads even with a vacancy of a Social Welfare Examiner position.

### **2020 Goals**

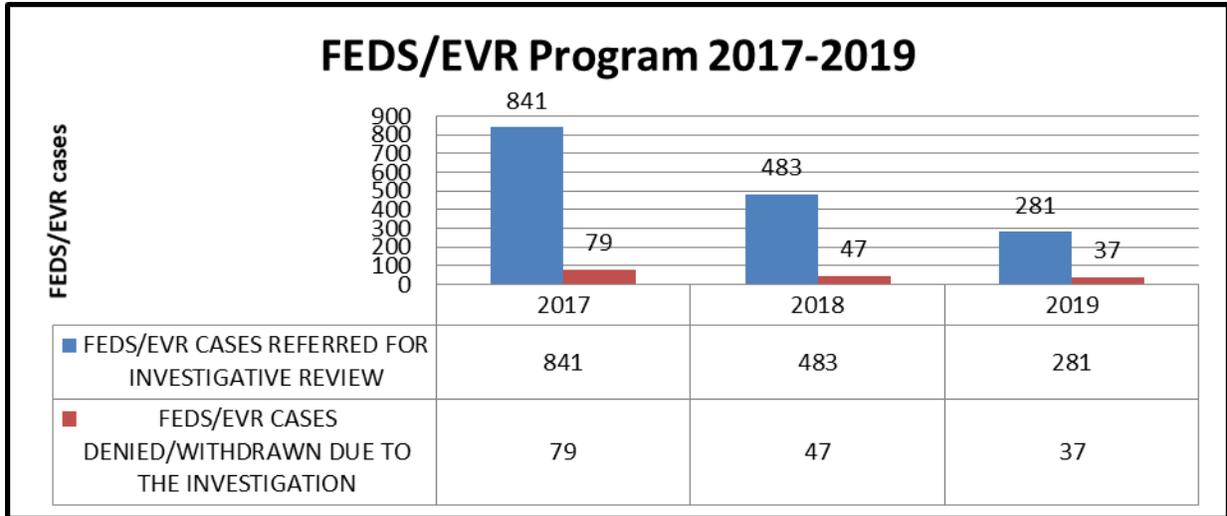
- Continue to shorten the processing time for applications. Meet the goal of processing Community Medicaid Cases within 45 days of application.

- Fill remaining SWE vacancy in the unit and provide training to streamline operations and even out caseloads.
- Improve staff knowledge of Managed Care and Third Party Health Insurance programs to increase their proficiency in operating the programs and using data and reports effectively to manage these programs.

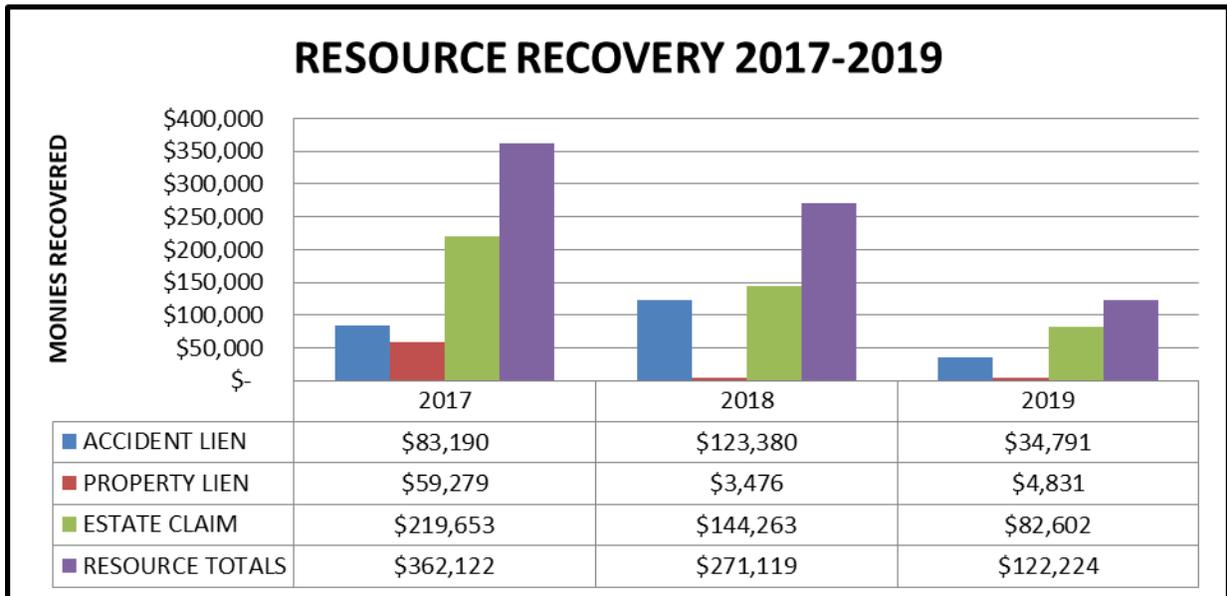
**Special Investigations Unit (SIU):** SIU is responsible for fraud referral intake and reporting, conducting fieldwork, maintaining collateral contacts and interviewing. The unit also receives a variety of information through the Criminal Justice, Prison, Lottery, and Public Assistance Recipient Information System Matches. The Unit currently has 129 pending investigations.



The Special Investigations and Resource Unit has continued its efforts for Front End Detection (FEDS) and Eligibility Verification Review (EVR). The FEDS program is designed to prevent fraud at the point of intake, before the dollar loss has occurred. If unresolved indicators are present the Examiner refers the applicant for investigative review. The Investigator reviews the application and interviews the applicant, this process can lead to the application becoming denied or withdrawn due to the investigation.



The Resource Unit recovers money through establishment of property liens, accident liens, and estate claims. Funds are also recovered from bank accounts, unclaimed funds, and other assets for deceased recipients

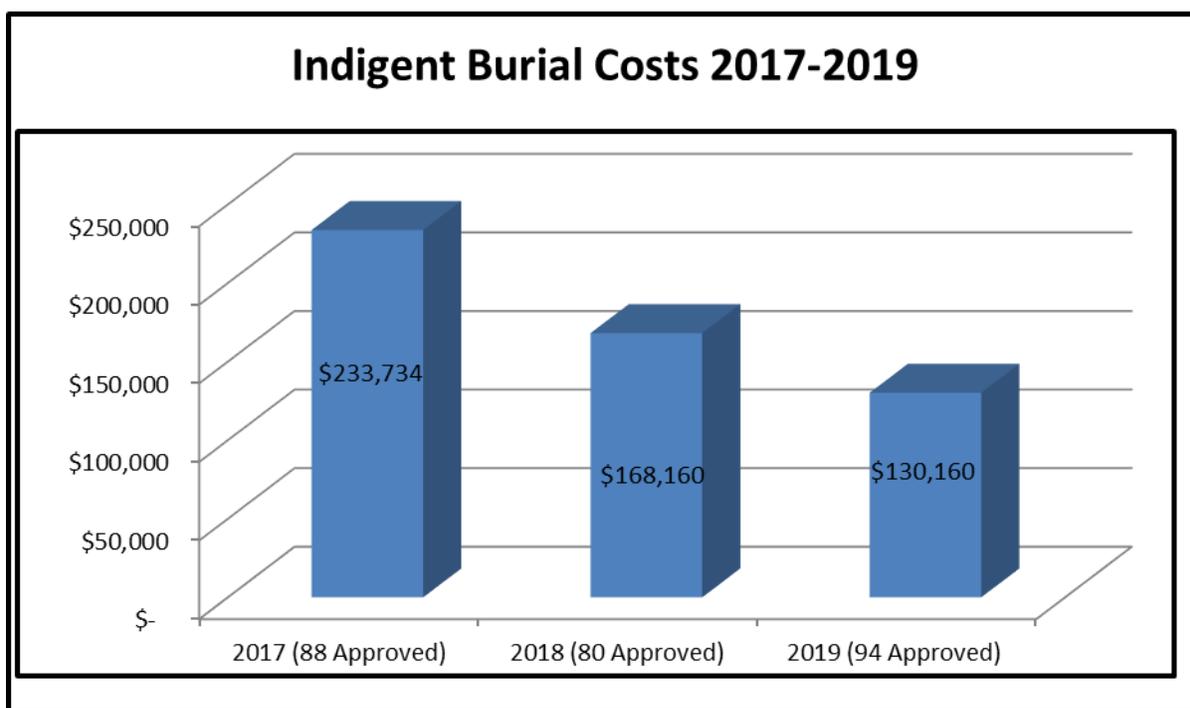


Approval and authorization of indigent burial funds are also the responsibility of the Resource unit. Each request is reviewed to determine if any funds/resources exist.

2019 Accomplishments:

- SIU staff attended the following training for required/mandated programs:
  - In October 2019, the NY Welfare Fraud Investigator Training for updates from OTDA on understanding the professional standards in performing their job duties which included updates for the requirements and process of investigating, interviewing, gathering/evaluating evidence, and pursuing IPV and Criminal Prosecution.

The Special Investigations Unit reviewed 164 cases for possible overpayments. 128 of these cases had overpayments that clients were not entitled to receive



- totaling \$334,362.40, breakdown as follows:
  - Public Assistance           \$ 47,947.03
  - Medicaid                   \$ 160,062.07
  - SNAP                         \$ 112,666.98
  - HEAP                         \$ 7,950.00
  - Childcare                   \$ 5,736.32
- The SIU unit had \$298,842 in cost avoidance for the FEDS/EVR programs. During this time frame 281 cases were referred for FEDS/EVR investigations resulting in 37 cases being denied/withdrawn due to the investigation.
- The Resource Unit collected a total of \$122,224 in Resource Collections from Accident and Property Liens, Unclaimed funds and Estate claims.

- The Special Investigations Unit is working towards the goal of real time investigations. On 1/1/19 the unit had 244 pending investigations and reduced this number to 129 pending investigations as of 12/31/19.
- Fraud Efforts have increased as a result of the Sullivan County Welfare Fraud Task Force. The Welfare Fraud Task Force is a joint effort and includes members of the District Attorney's Office, Sullivan County Sheriff's Office, and the Family Services Special Investigations Unit. These collaborative efforts resulted in 49 arrests in 2019 related to abuse or fraudulently obtaining Public Assistance, Food Stamps, and/or Medicaid Assistance, and some included individuals that violated parole/probation or sex offender requirements, outstanding warrants, and/or additional crimes.

### 2020 Goals:

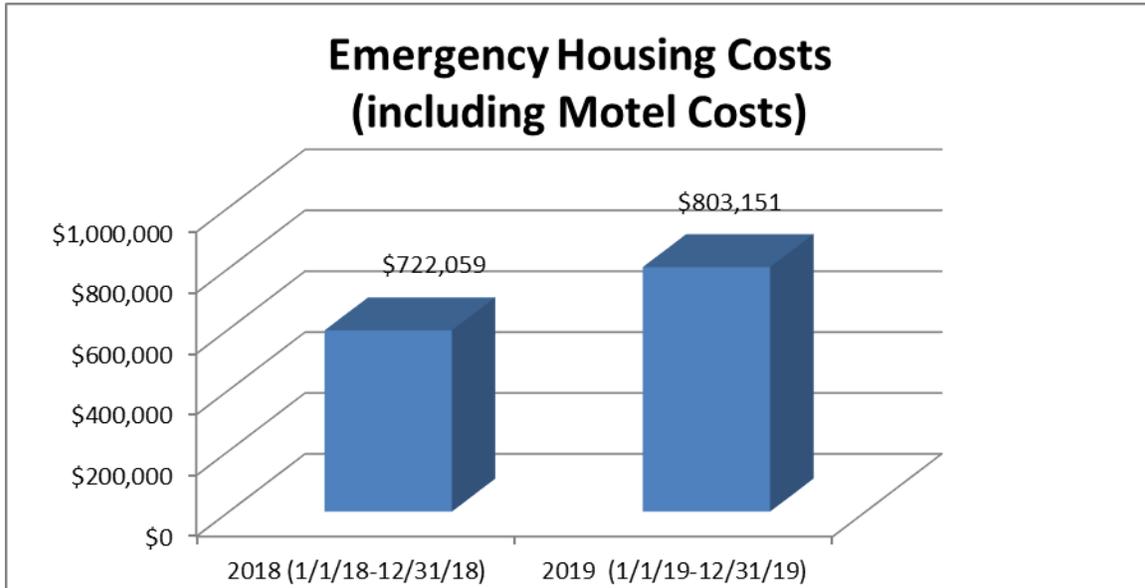
- Ensure that any training available to the staff is utilized.
- Continue to recover monies owed to the Sullivan County Department of Family Services, especially monies that are local county share.
- Increase the cost avoidance for the FEDS/EVR programs.
- Continue our joint efforts to eliminate abuse of Welfare Assistance. The Special Investigations Unit continues to work towards the goal for having and maintaining real time investigations with no backlog.
- Schedule a FEDS/EVR refresher training for 2020 to continue the success and enhance program operations.
- Fill 2 vacant investigator positions.

**Temporary Assistance** - provides programs for needy men, women and children that are unable to work, can't find a job or their job does not pay enough for food, or a place to live; There are several different programs, each of which, have specific program requirements and eligibility standards.

- **Child Care Subsidy Program:** These three programs assist income-eligible parents with child care costs.
  - Transitional Child Care is a support subsidy for those leaving Temporary Assistance due to new employment or increased income. The recipient receives a day care subsidy allowance per child in daycare (regardless of income) for a period of twelve months.
  - Child Care & Development Block Grant Program provides child care subsidies for the working poor whose income is up to 200% of the Federal Poverty Level.
  - Title XX provides childcare for ill or incapacitated parents whose income is between 225% and 275% of the Federal poverty level

From 1/1/2019-12/31/2019, approximately 1558 children were provided services under the Child Care Subsidy Program at a cost of \$ 777,541.

**Emergency Assistance:** These programs are available to assist those who meet eligibility criteria for immediate unforeseen emergency needs. An emergency is an urgent need or situation that has to be taken care of right away. Providing emergency housing assistance to the homeless is a major component of this program.



- **Supplemental Nutrition Assistance:** This is a food supplemental program is to help stretch the family food budget when purchasing groceries. Only non-taxable food items are allowed for purchase by this program. Originally called the food stamp program it is operated under regulations set by the US Department of Agriculture and is 100% federally funded.
- **Home Energy Assistance Program (HEAP):** The HEAP program is designed to offset fuel and utility costs for eligible families or individuals. HEAP funds are usually available mid-November until mid-April, but may end sooner if funds are depleted. The amount of this benefit is based on the type of household, income for the household and the type of fuel or utility. It is supported by a 100% federal block grant.
  - HEAP dollars used in 2018-2019 for the federal fiscal year- 10/1/2018-9/30/2019): \$4,700,281. This was an increase over the year before due to the availability of a second emergency benefit. It was the first time in 6 years that a second emergency benefit was offered.
- **Temporary Assistance:**
  - **Temporary Cash Assistance** is provided to eligible clients through two major entitlement programs. The cash grant for each program includes a basic allowance, a rent or shelter allowance and an energy allowance.

- The amount of the grant is based on family size and total household income and expenses
- Family Assistance (FA) - provides financial assistance to families with children deprived of support due to the death, absence or incapacity of a parent. This program is governed by federal and state regulations and is funded 100% by a federal block grant (TANF).
  - Temporary Assistance for single/childless adults (SN) - Safety Net (SN) - This State (29%) and County (71%) funded program provides financial assistance to eligible needy individuals and some families who are not categorically eligible for Family Assistance.
  - Fair Hearings: (2019) 285 Fair hearings were requested. 58 were held as a courtesy for other agencies/counties and were not Sullivan County's cases. 158 cases (70 %) defaulted, withdrew, had no basis for a hearing, or were resolved via case conference or an agency stipulation and correction of case. Of the remaining cases that were heard, 70 % of those were decided in favor of the district. The majority of the remaining cases were adjourned with a small percentage lost (2) or awaiting a decision (4).

### **2019 Accomplishments:**

- Successfully transposed all case number books into an electronic database on a shared drive. This has reduced paper and maximized efficiencies with obtaining case numbers.
- Continued to improve transportation services through the Welfare to Work (WTW) program. Instituted a dashboard of program statistics monitored by the Contract Compliance Officer and Employment Coordinator working with Center for Workforce Development (CWD) staff.
- 10/1/2018-9/30/2019: Achieved an employment participation rate of 26.9%. We are currently ranked 1st out of 16 districts of medium- small size. We were changed from a medium-size district to a medium-small size district. Participation rate measures the number of people that are participating in work or a work activity and meeting the minimum requirements.
- Achieved an engagement rate of 41.8 %. We are currently ranked 7th of 16 districts of medium-small size. The Statewide ranking is 42.4 %. The engagement rate measures the number of people that are engaged in an activity even if they are not meeting the minimum requirements.
- Hired a Housing Coordinator for the newly created role. This individual will be instrumental to our housing goals and will work closely with the chronically homeless to find and maintain permanent housing.

### **2020 Goals:**

- Fill multiple vacancies in the Social Welfare Examiner Series. Focus on training of new staff and improve efficiencies with existing staff by

reorganizing departments and streamlining tasks and responsibilities in the TA/SNAP units.

- Open 12-24 additional temporary emergency housing beds. Continue plans to secure funding and develop a Homeless Intake Center.
- Continue to work with the Contract Compliance Officer, Employment Coordinator, and Center for Workforce Development staff to improve program statistics.

# Family Services

John Liddle, Commissioner of Social Services

## *Department of Family Services*

### *2020 Annual Report*

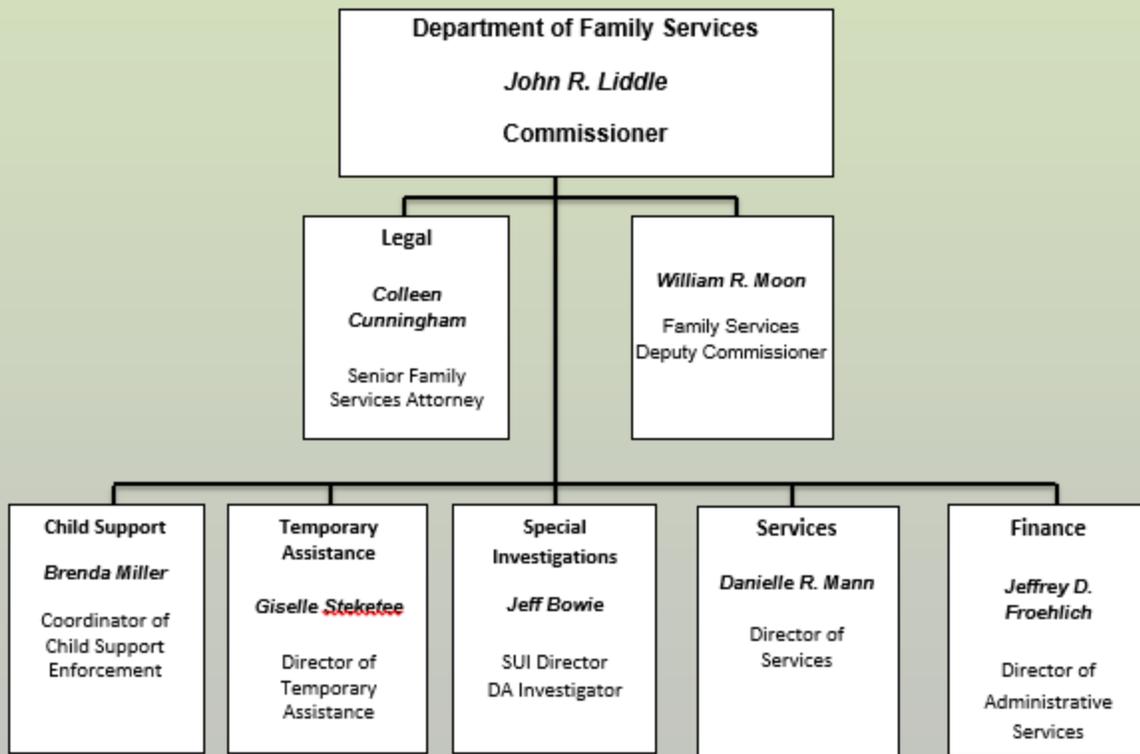


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# Department of Family Services

## ORGANIZATIONAL CHART



The Department of Family Services (DFS) is Sullivan County's local district for social services which administers all phases of social services and public assistance programs as defined in NYS Social Services Law. We provide over 30 support and assistance programs, mostly mandated by NY State and Federal regulation.

Mission Statement:

*“Help residents of Sullivan County achieve wellbeing and independence through opportunities that protect, empower, respect choice and preserve dignity.”*

We carry out this mission in ways that strengthen families and communities, respecting the dignity of individuals, while providing the range of services appropriate and necessary to meet our customer's requirements with the resources that have been entrusted to us.

This requires us to implement measures to meet the basic human needs of community members who find themselves in a temporary condition of hardship by:

- Enhancing the well-being of Sullivan County citizens through services and programs that promote and enable self-reliance, health, family strength and independence.
- Sustaining and protecting vulnerable individuals who are unable to care for themselves.
- Providing timely and accurate case and medical assistance to people during the loss of employment or other adversity.
- Providing humane long-term support to those with chronic needs.

**ADMINISTRATIVE SERVICES UNIT** - This department is responsible for all duties related to the financial operation of the DFS. This unit also supervises the personnel administration, staff development, contracts, records management and technology systems for the Department. This unit includes:

**Accounting:** Responsible for all duties related to the financial operation of the DFS. This responsibility includes processing authorizations for payments for both the consumer and all employees. This unit is responsible for the submission of claims for reimbursement from Federal and State governments as well as updating accounts payable and receivable. Accounting also tracks leave time, accruals, longevity and credited service time, completes the direct entry of payroll, prepares the department budget, monitors the printing of checks and bank reconciliations for the Rep Payee's, prepares all payments for DFS which includes BICS, Manuals and Admins.

**Contracts:** Responsible for supervising the performance of contractors throughout the various human service programs of the Department. Other responsibilities of the office include facilitating communication between the Department and service

providers, developing contracts, specification development for RFIs, RFPs, RFQs and Bids. Also responsible for monitoring and reporting on provider performance and preparing Resolutions for the Commissioner to present to the Legislative Committees.

**Staff Development/HR:** Responsible for identifying and developing key competencies that enable staff to perform their current or future jobs effectively. Also works in collaboration across the individual units to maintain a performance based culture while working in conjunction with the New York State Bureau of Training and Development, Office of Temporary and Disability Assistance, Office of Children and Family Services, Professional Development Programs, Maximus, Sullivan County Human Resources Department, managers, supervisors and department heads to arrange high quality training tailored to meet the needs of the DFS employees.

**Records Management and Technology Systems:** Provides both strategic IT vision and enterprising solutions for department staff so they may be able to meet their goals and deliver results for our clients. This office also provides support required for the County's mission in an efficient and effective manner. Responsible for following NYS protocols, procurement, implementation, operation and support of computing infrastructure and services.

**2020 Accomplishments:**

- Continue to streamline the payment process and work with the audit office to eliminate errors/voids and alter processes for efficiencies.
- Trainings were attended to ensure all funding is being captured.
- Continue to implement efficiencies with the Rep Payee payment process to cut down on delivery time.
- Continue to meet Federal and State claiming deadlines.
- All Settlement and Claim information is being forwarded to the Treasurer's Office on a monthly basis.
- The department is also getting all Foster Care payments up-to-date including all retros.
- Worked with NYS and Federal agencies to ensure compliance, including with the Title IV-E Foster Care Eligibility Review.
- Continued to review systems for efficiency and cost saving opportunities with contracted providers. This is an ongoing process.
- Developed dashboards to effectively track data for services to monitor foster care utilization and number of certified homes.
- 187 training opportunities were virtually delivered locally in 2020, and due to COVID-19 Pandemic there were no in-person training delivery.

**Mandatory Trainings:**

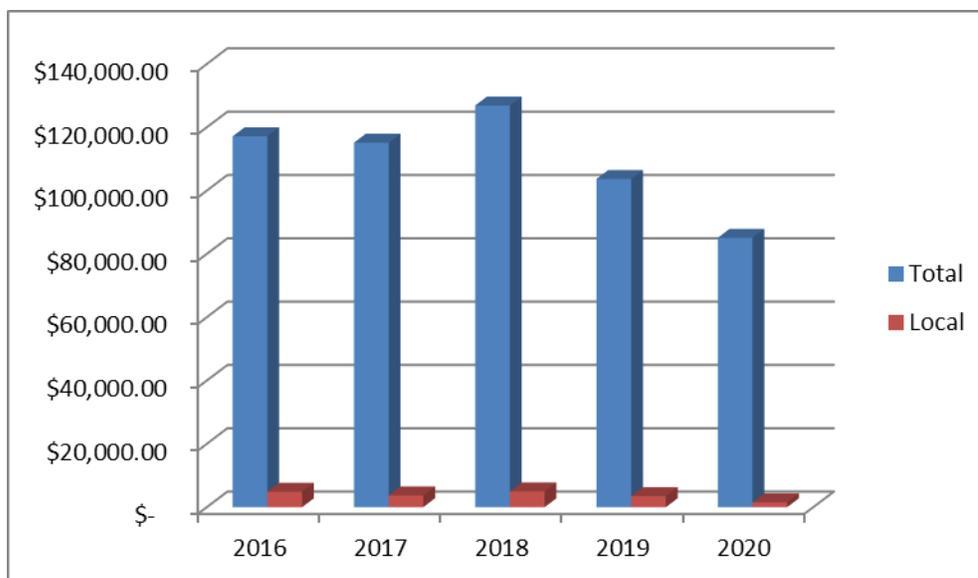
- Sexual Harassment Prevention-175 employees trained 100% achieved
- Mandated Reporter-214 employees trained- 100+% achieved
- Workplace Violence-179 employees trained-100% achieved
- OTDA Information Security-171 employees trained -100% achieved
- SNAP Civil Right-34 employee trained-100% achieved
- CPS 6 Hours in-Service Requirement-28 trained-100% achieved.

### 2021 Goals

- Complete the all-encompassing policy for CAMS procedures/write-offs.
- Policy/operations manual on billing of all claims in DFS CAMS system will be implemented.
- Continue to streamline and search for efficiencies.
- Continue to meet Federal/State claiming deadlines
- Cross train staff, ensuring adequate coverage for all accounting department function once fully staffed
- Continue to work with NYS and Federal agencies to ensure compliance, including with the Title IV-E Foster Care Eligibility Review
- Develop a uniform system for staff training enrollment as well as comprehensive Staff Development Plan
- Solidify on boarding and off boarding process
- Work collaboratively with Human Resources Department to strengthen our recruitment efforts in 2021.
- Ensure 2021 performance evaluations are submitted timely.
- Continue our ongoing collaboration with department heads/supervisors on reducing lateness and unauthorized overtime for 2021.
- Procure new services needed to comply with Family First requirements.
- Continue to search for areas where contract process can be streamlined.
- Develop a formal monitoring plan for visits to various contractors.
- Identify areas where additional data may be extracted from various systems such as COGNOS to provide department heads with valuable information to assist in program planning.

### **Annual Training Dollars**

	Total	Local
2016	\$ 117,185.00	\$ 4,895.00
2017	\$ 115,149.00	\$ 3,711.00
2018	\$ 126,912.00	\$ 4,980.00
2019	\$ 103,705.00	\$ 3,497.00
2020	\$ 85,103.00	\$ 1,579.00



**CHILD SUPPORT ENFORCEMENT UNIT (CSEU)** - The Child Support Unit strives to improve the well-being of children, promote the self-sufficiency of families and deliver quality Child Support services, with recognition that to grow and thrive, children require the financial, medical and emotional support of both parents.

#### Accomplishments for 2020

- The position of Senior Family Services Investigator was filled to create intermediate supervision in the Child Support Unit
- \$2,945,453.81 in past due balances were removed from our outstanding arrears totals as the result of diligent work by the Child Support staff
- \$9,482,256.55 total collections for 2020, a 10.39% increase over 2019 collections
- The Child Support unit is exceeding the federally mandated guidelines for Paternity Establishment Percentage (PEP) at 97.02% and the Support Establishment Percentage (SEP) at 90.87%
- The Family Court backlog of Child Support petitions, due to the court closure from 3-17-2020 through 7-8-2020, has been resolved

#### Goals for 2021

- Reclassify the title for the Child Unit to Child Support Investigators to differentiate the work that is done by SIU and SCU
- Continue to reduce outstanding arrears.

**SERVICES UNIT** - is responsible for providing services to children and families to improve familial relationships, strengthen family life as well as to provide safe and stable living situations.

Services available through the Children and Family Services unit include:

- Child Protective Services

- Preventive Services including PINS Diversion
- Foster Care Service
- Adoption Services
- Adult Protective Services
- Personal Care Services

**Child Protective Services (CPS) Team** is mandated to investigate all reports of alleged child abuse and maltreatment of children under the age of 18. Coverage is provided 24 hours a day and 365 days a year. Investigations must commence within 24 hours of receipt of a report from the New York State Central Register for Child Abuse and Maltreatment. Investigation of a Child Protective Services report is a fact finding process including interviews, observation and information gathering. Caseworkers will determine the validity of the allegations and evaluate other conditions of abuse or maltreatment not included in the report. A decision of what services are necessary to ensure the protection of the child and reduce the risk factors which may contribute to future harm. They will make referrals for the appropriate community services and, if necessary, provide for legal intervention.

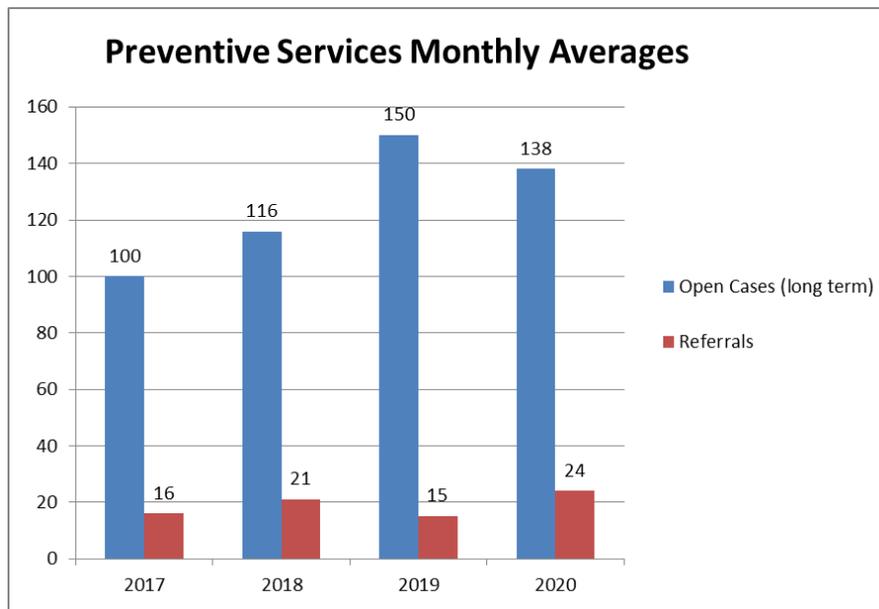
#### CPS Reports

2017	1563
2018	1553
2019	1522
2020	1275



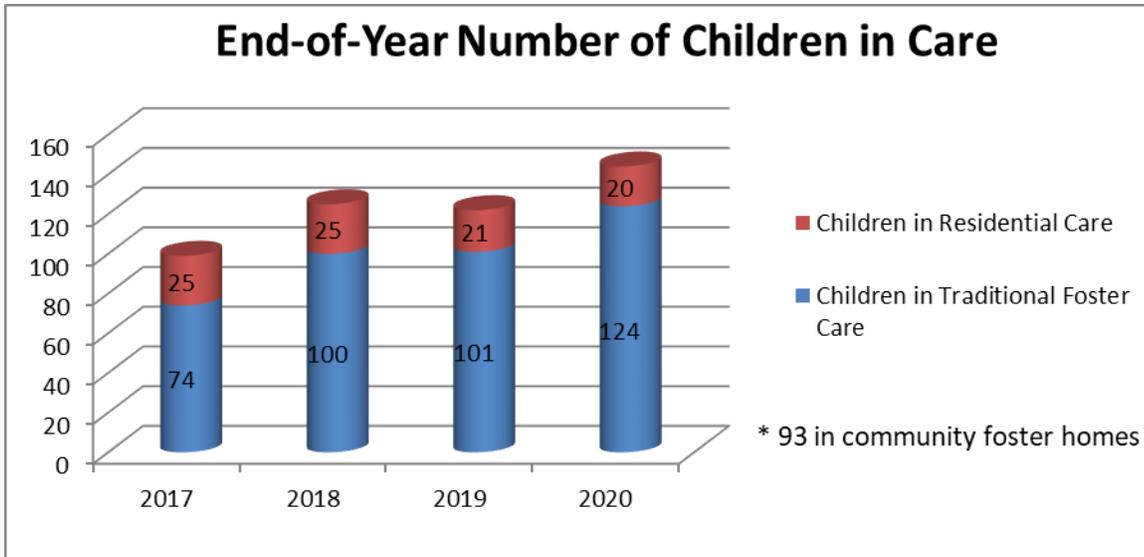
**Preventive Services Team:** is comprised of the Family and Youth Services Units from both the DFS and community based agencies. Together they are responsible for providing services to children and families to improve behavioral concerns, familial relationships and strengthen family life as well as to

provide safe and stable living situations. These units provide services to families in an effort to preserve the family unit and maintain children at home in a safe environment. Preventive services are supportive and rehabilitative services provided to children and their families to avert disruption of a family which could result in an out of home placement for the child, to enable a child who has been placed in foster care to be reunited with his or her family at an earlier time than would otherwise be possible, or to reduce the likelihood that a child discharged from foster care will return to such care.

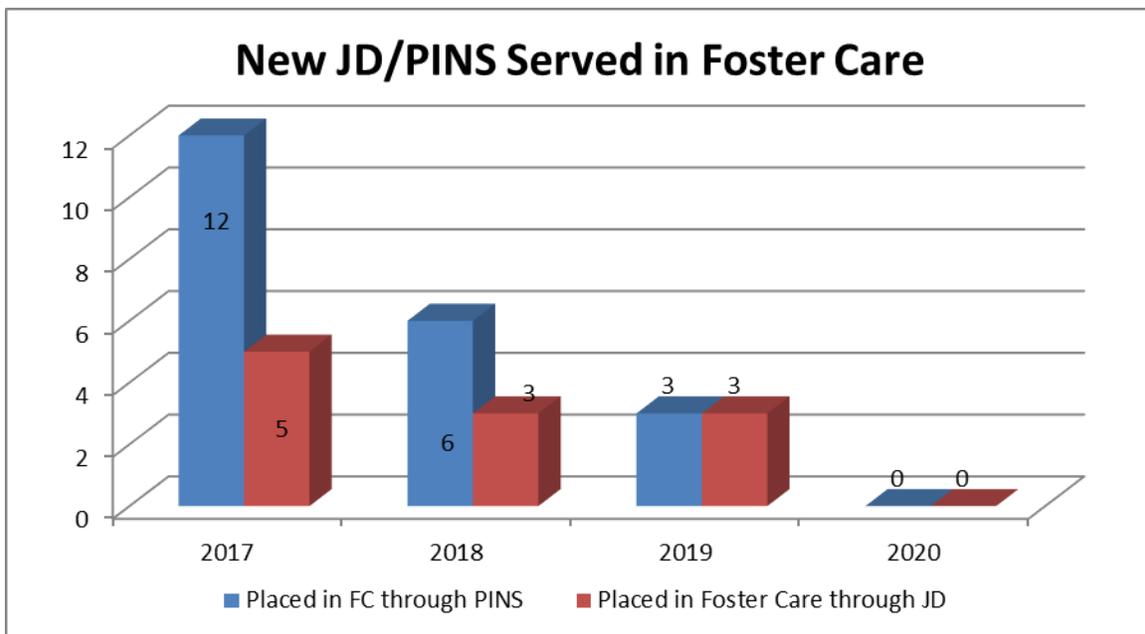


Services provided may include Child Day Care, Parent Education, Parent Aide Services, Emergency shelter, food, clothing or other essential items to avert foster care placement, respite care services for crisis situations, Case management and PINS Diversion.

During 2020, Preventive Services responded to 35 requests from families and schools for help in dealing with PINS youth. The Unit provided Preventive Services, including referrals to other County and community agencies, as well as in home support and assessments. The Designated Assessment Service (DAS) Committee had been revamped to be the Family Review Team to follow the new PINS legislative changes from the Feds for PINS processes and services programs.



**Foster Care & Adoption Services Team:** responsible for services for children in the custody of the Commissioner of Family Services in foster homes, group homes or residential facilities. Caseworkers develop permanency plans for children in placement, working diligently to return them to their families, or when that is not available, to work towards adoption or independent living. Services provided to birth families when a child is placed in foster care may include Casework counseling and case management, permanency planning, independent living services to teens and services to help return the child to their home as soon as possible. Services given to families who want to become foster parents include orientation, certification and training, casework counseling and support services, and stipends for room, board, clothing and other costs.



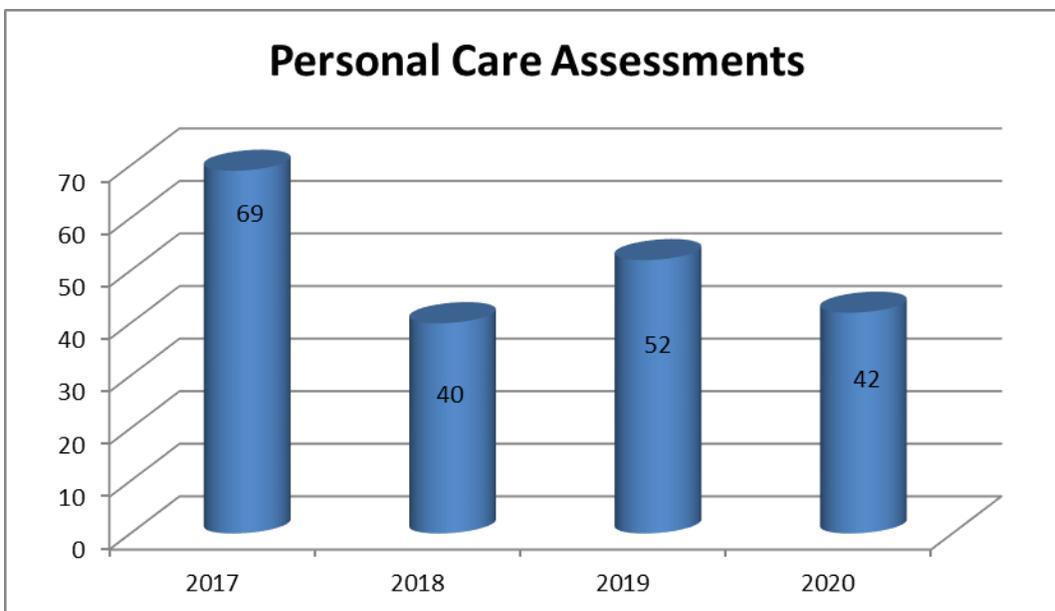
**Adoption Services:** Focuses on assisting a child to secure a permanent home through adoption. This includes casework counseling and case management, counseling biological parents concerning a surrender to place their child for adoption and initiating a

legal proceeding resulting in freeing the child for adoption. The unit performs home studies and evaluations on prospective adoptive parents. After the adoptive placement is made there is on-going counseling and supervision. Training and support are always available for the adoptive parents. In 2020, 5 adoptions were finalized.

**Family Violence Response Team (FVRT):** The FVRT is a trained multidisciplinary specialty unit staffed with four senior caseworkers, and two Law Enforcement Investigators. The unit coordinates investigations with the District Attorney's office, the Westchester Child Advocacy Center and forensic experts in the fields of physical child abuse and sexual child abuse. The FVRT investigates reports of alleged sexual abuse, serious physical abuse and domestic violence. The Sullivan County Family Violence Response Team is in the process of becoming a state certified Child Advocacy Center under direction of the County's District Attorney's Office.

This team responded to a total 197 calls in 2020 leading to 59 indicated reports and 11 arrests.

**Adult Protective Services Team:** Adult Protective Services assist those persons 18 years of age or older who, because of mental or physical impairments, cannot provide for their basic needs for food, clothing, shelter or medical care, or protect themselves from neglect or hazardous situations, and who have no one willing and able to help in a responsible manner. Caseworkers in this unit assess potential adult abuse and neglect as well as financial exploitation. Their needs are identified and the appropriate community services are arranged. The services also include casework counseling, case management as well as personal care services, money management, legal interventions and assistance in obtaining entitlements and other general benefits and services. There is no income limit to receive these services.



- Personal Care Services: provided to Medicaid recipients who are unable to perform certain daily living activities and personal care chores for themselves. We are serving approximately 31 people currently but are no longer accepting new referrals - Clients must call Maximus.
- Residential Placement for Adults are provided to people 18 years of age or older who are mentally and/or physically impaired, in need of a supervised living situation and who meet specified income levels. Staff can assist with accessing a family-type adult home, an adult home or a nursing home placement.
- Guardianships  
The Commissioner is assigned guardianship over individuals who are deemed disabled or incapacitated to the point that they are no longer able to safely care for themselves; and have no one who is willing and able to perform this function.

	2017	2018	2019	2020
				29
2018		28		
2019			27	
2020				29

### **2020 Accomplishments:**

- Increased the number of locally certified foster homes from 33 to 52.
- Reduced congregate care settings in foster care from 28.10% to 17.74% while increasing placements with kin from 2.48% to 8.87%.
- Established the Family Review Committee which meets on a weekly basis to assist with the decision making process for placements and casework activities.
- Five (5) adoptions finalized in 2020.
- Improving state-monitored CPS performance measures steadily holding the 15 cases max for each worker throughout the majority of 2020; completing 7-day safety assessments on time; reducing number of over-due reports.
- Fully implemented CAPTA/CARA grant, including an assigned Public Health Nurse with embedded with CPS in providing service and planning with new young and CPS involved families in Safe Health Care.
- Increased networking with community-based organizations to better sustain assistance for adult clients, using both faith-based and not-for-profit organizations continues.

### **2021 Goals**

- Continue to expand amount of locally certified foster homes in Sullivan County.
- Educate the public on kinship foster care.
- Increase the number of adoptions that were low in 2020 due to the courts being closed.
- Specially train local foster care resources to keep more children local and LaSalle School to increase the number of therapeutic foster homes in Sullivan County in an effort to keep more of our foster children local.
- Create a centralized system for all available County resources that may be beneficial for our staff when needed to refer services.

- Use PIP to increase state monitored CPS performance measures to reach and maintain state median levels. The 7-day assessments are currently at that level.
- Enhance supervision protocols to sustain higher level performance and improved casework practice.
- Increase networking with community based organizations to better sustain assistance for adult clients, using both faith-based and not-for-profit organizations.
- Work in partnership with OCFS and the District Attorney's Office to finish development of a full service Child Advocacy Center (CAC).
- Implement strategies supporting Family First initiatives such as: preventing removal of children from their parents; ensuring parents have access to needed services; increasing Kinship foster care; and preventing children from going into congregate care.

**LEGAL** -The Legal Department is essentially a small law firm within the Department of Family Services (DFS) consisting of three attorneys, one senior attorney and two support staff members. We provide representation to all units of the DFS in legal matters before the County, Family, Surrogate, Justice and Supreme Courts. Our team of attorneys advises the Commissioner and staff on legal matters, procedures and issues such as confidentiality, fair hearings and legal aspects of new programs.

The DFS Legal Department represents DFS in the following matters: Neglect and Abuse, Permanency Hearings (foster care placement reviews FCA Art. 10), Person In Need of Supervision (PINS - Art. 7), Extension of Placement petitions (juveniles in DFS care and custody through JD or PINS), Child Support (FCA Article 4), Modification and Violation proceedings in all matters, Custody and Guardianship (Art. 6 - where child is in care or may go into care), Guardianship of Adults ( MHL Article 81 and SCPA Article 17A) and Fair Hearings (FH) (all child welfare FH and TA FH when Appellant has counsel).

Attorneys appear in Family Court in all phases of court case including Removal hearings, arraignment, appearances, conferences, fact-finding (trial) and dispositional hearings as well as permanency, extensions of placement and termination of parental rights.

Representation also includes Petition review, consultation with caseworkers regarding removal of children and access order applications, witness preparation, all appeals, any motions, and subpoenas for DFS records and all court orders for investigations and reports of investigations pursuant to FCA 1034 and SSL 422. The attorneys also respond to outside counsel motions for subpoenas for DFS records and may appear in Court if necessary. All Permanency Hearing Reports, Preventive reports, FCA 1034 and SSL 422 reports are reviewed by attorneys prior to submission to court. The Legal Department litigates any Medicaid Lien filed in a personal injury lawsuit. The Senior Attorney and one Family services Attorney appear, Of Counsel, to the County Attorney and draft and prosecute Juvenile Delinquency Petitions before the Family Court Judges. The Legal Department may file and argue appeals before the Appellate Division, Third Department when determined necessary. This includes researching and drafting Appellate briefs and arguing before the Appeals Court.

In addition, the office's attorneys are regularly contacted regarding a wide variety of issues involving every unit. They conduct consultations, research legal issues and

advise staff regarding these issues. Thousands of consultations are conducted each year by our attorneys.

### **2020 Accomplishments:**

- Neglect and abuse petitions with supplemental petitions (violation and modifications) filed: 176
- FCA 1034 court ordered investigation, Preventive Orders & SSL 422 orders and reports: 103
- JD petitions filed: 21
- PINS Petitions and VOP: 8
- Fair Hearing appearances:
- Guardianship Petitions filed: 10
- Permanency Hearing Reports and foster care placement petitions: 186
- Appeals - In 2020, the Legal Department filed briefs in a number of matters before the Appellate Court resulting in favorable decisions for the Department.
- The Legal Department continued without interruption despite the Pandemic. The attorneys have appeared and conducted hearings and trials virtually.

### **2021 Goals**

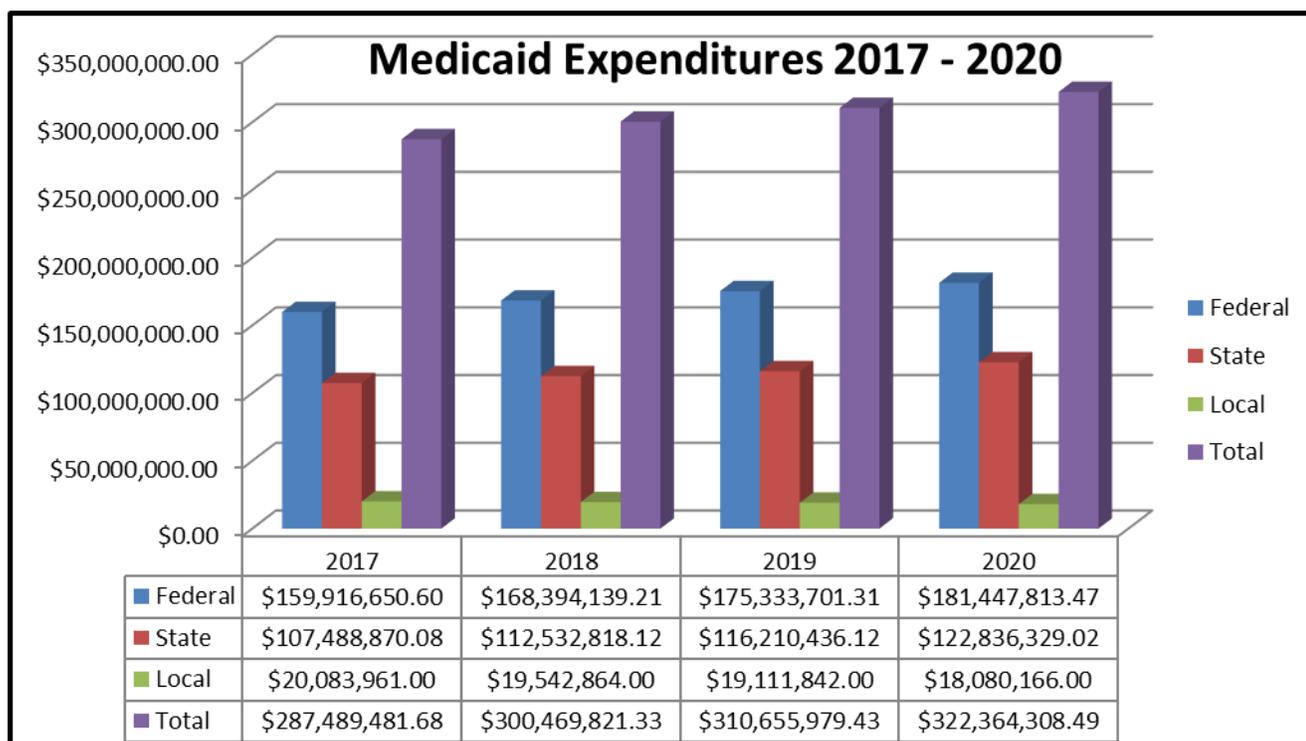
- To continue to be successful in ensuring that families receive the services they need.
- Ensure that children are protected through the court system.
- Continue to develop our use of virtual court.

**MEDICAL ASSISTANCE UNIT:** The Medical Assistance Unit is responsible for determining the eligibility for Medicaid programs.

These programs are designed to provide necessary medical, dental and optical care to families who may not otherwise be able to obtain these services. This program is based on need. There are varying eligibility requirements for specialized groups such as pregnant women, children under age nineteen and the aged. Within this unit there are several specialized programs:

- Nursing Home (Chronic Care): This unit provides guidance to applicants and potential applicants inquiring of prospective medical eligibility and/or availability of long-term care facilities.
- Disabled Client Assistance Program: This program is designed to facilitate the Social Security SSI/SSD application process for disabled Temporary Assistance recipients and applicants who would have difficulty pursuing benefits on their own.
- Medicare Savings Programs: The Medicare Buy-in, administered by Medical Assistance, assists low income people who are on Medicare due age or disability by paying their monthly Medicare premiums.
- Managed Care Medicaid Program: Medicaid Managed Care offers an alternative to Medicaid and is designed to improve access to quality medical services in a more cost effective manner. HMO plans are available to Medicaid eligible recipients

- **Aid to the Disabled:** This program provides for the collection and evaluation of medical and vocational reports in a manner that can document the applicant's disability and the expected duration of the impairment, preventing work. **Working Disabled:** This program offers an opportunity for disabled individuals to buy Medicaid health coverage.
- **SSI Medicaid:** If a client is receiving SSI they are automatically enrolled in Medicaid.
- **Medical Audit:**
  - Verification of all Third Party Health Insurance, Medicare Coverage, Medicare Savings Program, Subrogation for Accident and Worker Compensation Insurances
  - Reimbursement of Medicare Part B
  - Sending in claims to State for reimbursement of Medical Services paid during a retroactive period for a determined eligible time (Siettelman vs. Sabol, Krieger vs. Perales and Greenstein vs. Dowling)
  - Exceptions and Restrictions Programs, Comprehensive Medical Case Management (CMCM) authorizations and terminations, Recipient Restriction program establish enrollees with primary care providers to coordinate Medical Services. Working with State and County agencies.
  - EMEDNY is updated with all information needed.



### **2020 Accomplishments:**

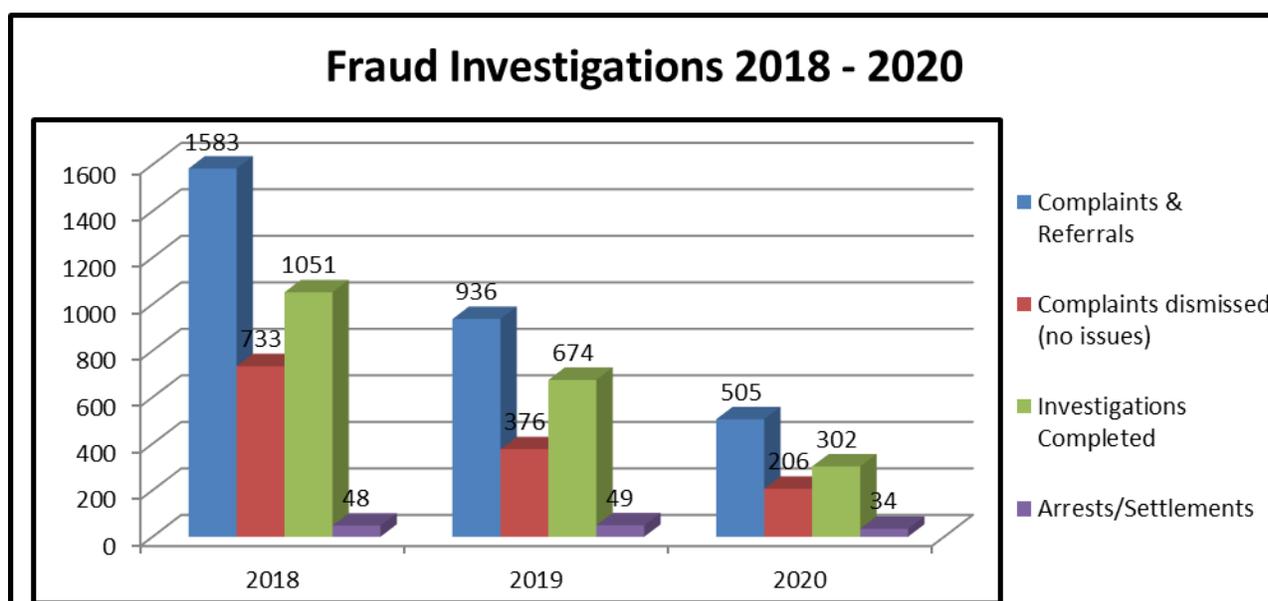
- Implemented procedures during the COVID-19 pandemic to ensure that clients were able to receive their benefits if they were unable to pay spend down payments or get spend down payments to us in a timely manner.

- Implemented procedures to continue operations without delay while managing a staff working remotely.
- Developed a Medicaid Buy- in (MBI) aka Working Disabled program desk guide.
- Compiled written procedures for aspects of the Managed Care and Third Party Health Insurance programs. Continue progress towards developing a user guide/ procedural manual for these programs.
- As of 12/31/2020, there were 0 Medicaid applications over 45 days. This was a great achievement from the last year and a result of the hard work and commitment of all of the Medicaid staff and Supervisors.
- 1 vacancy for a Social Welfare Examiner was abolished so the Medicaid Unit has been able to operate efficiently without being fully staffed, which is a testament to the workers in the department.
- The Nursing Home unit under Medicaid was able to promote a Social Welfare Examiner to a Senior Social Welfare Examiner position and also hire a new Social Welfare Examiner. They are both being trained at this time.

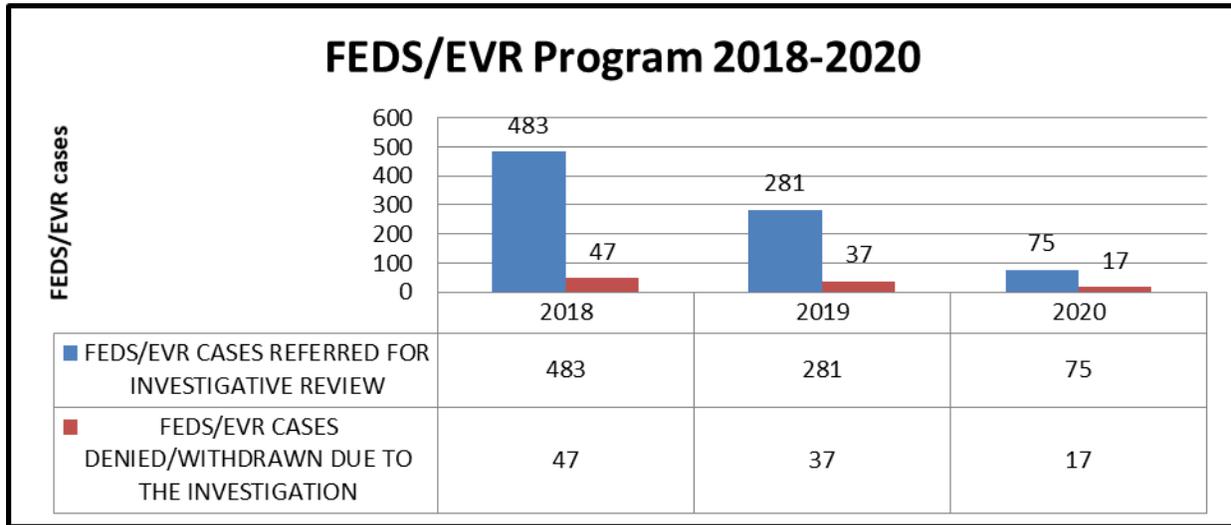
### 2021 Goals:

- Finalize a user manual/guide for the Managed Care and Third Party Health insurance programs.
- Maintain an acceptable level of application processing time to ensure that there are no cases over 45 days pending.
- Continue monitoring operations to ensure staff remote work schedule meets agency needs as long as we are affected by COVID 19.

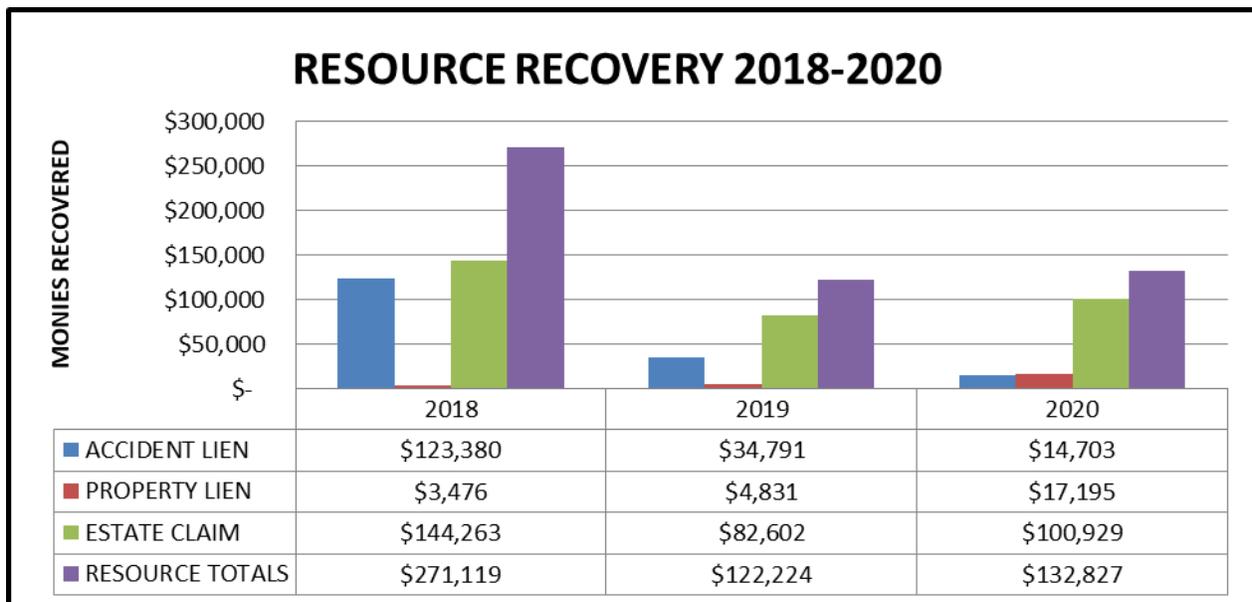
**SPECIAL INVESTIGATIONS UNIT (SIU):** SIU is responsible for fraud referral intake and reporting, conducting fieldwork, maintaining collateral contacts and interviewing. The unit also receives a variety of information through the Criminal Justice, Prison, Lottery, and Public Assistance Recipient Information System Matches. The Unit currently has 128 pending investigations.



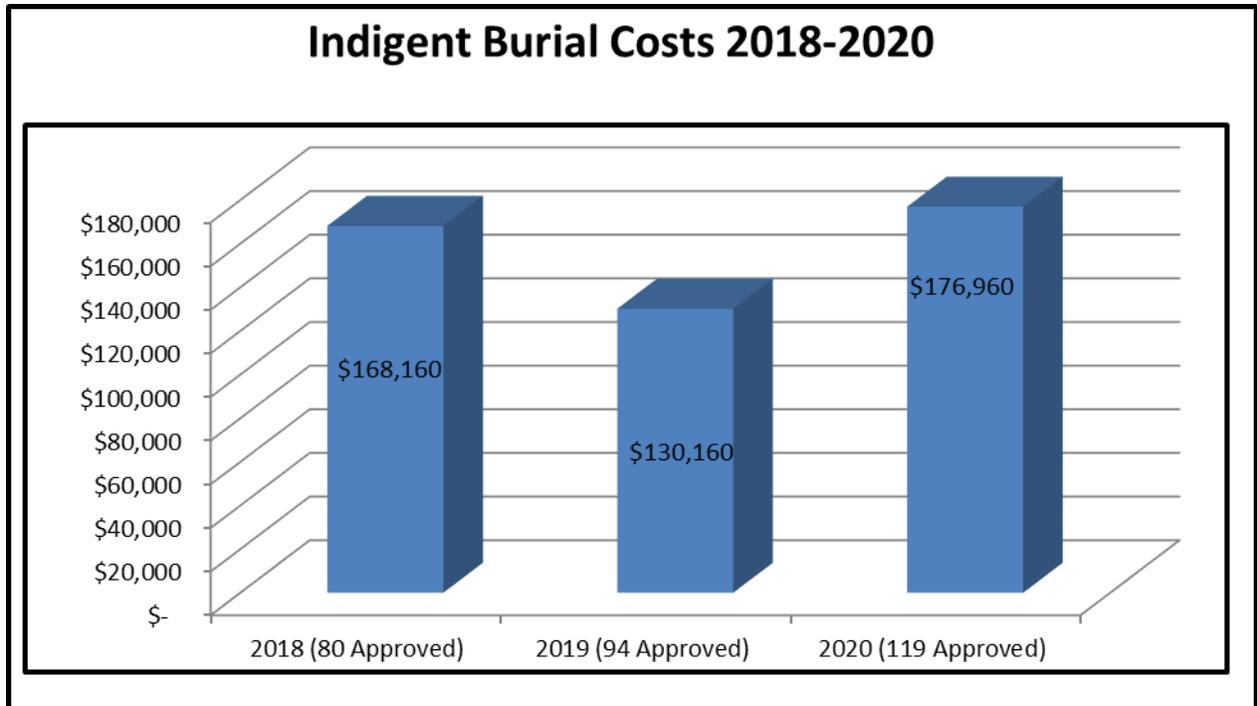
The Special Investigations and Resource Unit has continued its efforts for Front End Detection (FEDS) and Eligibility Verification Review (EVR). The FEDS program is designed to prevent fraud at the point of intake, before the dollar loss has occurred. If unresolved indicators are present the Examiner refers the applicant for investigative review. The Investigator reviews the application and interviews the applicant, this process can lead to the application becoming denied or withdrawn due to the investigation.



The Resource Unit recovers money through establishment of property liens, accident liens, and estate claims. Funds are also recovered from bank accounts, unclaimed funds, and other assets for deceased recipients



Approval and authorization of indigent burial funds are also the responsibility of the Resource unit. Each request is reviewed to determine if any funds/resources exist



#### 2020 Accomplishments:

- SIU staff attended trainings for required/mandated programs.
- The Special Investigations Unit reviewed 84 cases for possible overpayments. 72 of these cases had overpayments that clients were not entitled to receive totaling \$262,760.09, breakdown as follows:
  - Public Assistance \$ 25,074.98
  - Medicaid \$ 142,205.66
  - SNAP \$ 93,345.31
  - HEAP \$ 1,706.00
  - Childcare \$ 428.14
- The SIU unit had \$142,026 in cost avoidance for the FEDS/EVR programs. During this time frame 75 cases were referred for FEDS/EVR investigations resulting in 17 cases being denied/withdrawn due to the investigation.
- The Resource Unit collected a total of \$132,827 in Resource Collections from Accident and Property Liens, Unclaimed funds and Estate claims.
- The Special Investigations Unit is continuing to reduce/maintain real time investigations. On 1/1/20 the unit had 129 pending investigations and reduced/maintained this number to 128 pending investigations as of 12/31/20.
- Fraud Efforts have increased as a result of the Sullivan County Welfare Fraud Task Force. The Welfare Fraud Task Force is a joint effort and includes members of the District Attorney's Office, Sullivan County Sheriff's Office, and the Family Services Special Investigations Unit. These collaborative efforts resulted in 32 arrests and 2 settlements in 2020 related to abuse or fraudulently obtaining Public Assistance, Food Stamps, and/or Medicaid Assistance, and some

included individuals that violated parole/probation or sex offender requirements, outstanding warrants, and/or additional crimes.

#### 2021 Goals:

- Ensure that any training available to the staff is utilized.
- Continue to recover monies owed to the Sullivan County Department of Family Services, especially monies that are local county share.
- Increase the cost avoidance for the FEDS/EVR programs.
- Continue our joint efforts to eliminate abuse of Welfare Assistance. The Special Investigations Unit continues to work towards the goal of reducing/maintaining real time investigations with no backlog.
- Schedule a FEDS/EVR refresher training for 2021 to continue the success and enhance program operations.
- Fill 1 vacant investigator positions.

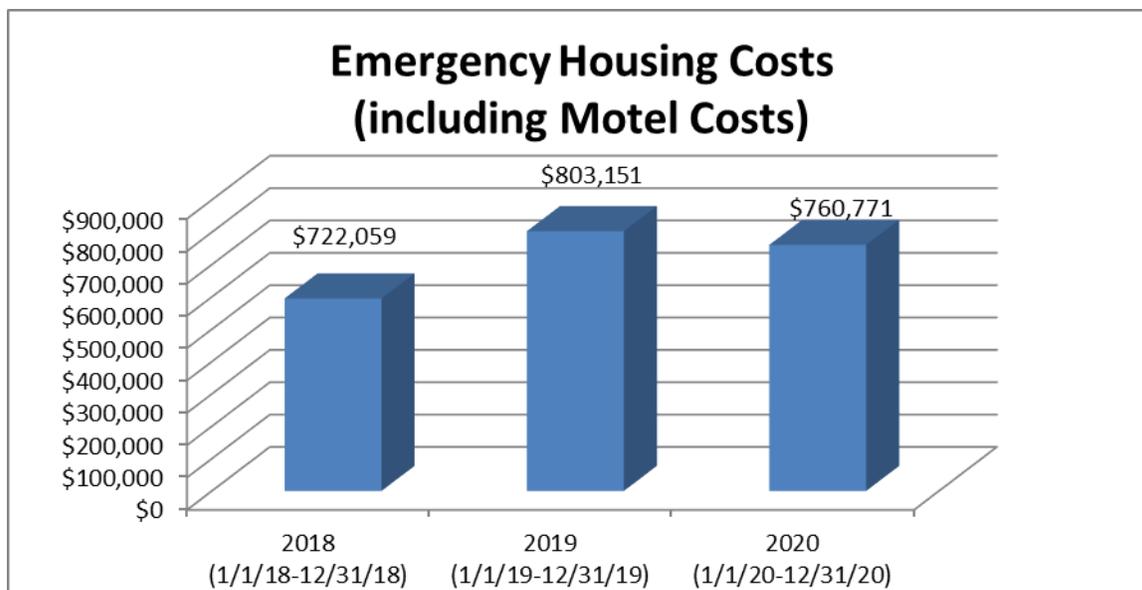
**TEMPORARY ASSISTANCE UNIT** - provides programs for needy men, women and children that are unable to work, can't find a job or their job does not pay enough for food, or a place to live; There are several different programs, each of which, have specific program requirements and eligibility standards.

**Child Care Subsidy Program Team:** These three programs assist income-eligible parents with child care costs.

- Transitional Child Care is a support subsidy for those leaving Temporary Assistance due to new employment or increased income. The recipient receives a day care subsidy allowance per child in daycare (regardless of income) for a period of twelve months.
- Child Care & Development Block Grant Program provides child care subsidies for the working poor whose income is up to 200% of the Federal Poverty Level.
- Title XX provides childcare for ill or incapacitated parents whose income is between 225% and 275% of the Federal poverty level

From 1/1/2020-12/31/2020, approximately 383 children were provided services under the Child Care Subsidy Program at a cost of \$ 515,291. There was a significant decrease from last year's numbers due to loss of employment because of COVID 19 financial effects on businesses. However, most children attended a day care center, which has an increased cost as opposed to a legally exempt provider. Also, there was additional funding available through CARES ACT scholarships for essential workers, which may have impacted the need for subsidy payments.

**Emergency Assistance Team:** These programs are available to assist those who meet eligibility criteria for immediate unforeseen emergency needs. An emergency is an urgent need or situation that has to be taken care of right away. Providing emergency housing assistance to the homeless is a major component of this program.



**Supplemental Nutrition Assistance:** This is a food supplemental program is to help stretch the family food budget when purchasing groceries. Only non-taxable food items are allowed for purchase by this program. Originally called the food stamp program it is operated under regulations set by the US Department of Agriculture and is 100% federally funded.

**Home Energy Assistance Program (HEAP):** The HEAP program is designed to offset fuel and utility costs for eligible families or individuals. HEAP funds are usually available mid-November until mid-April, but may end sooner if funds are depleted. The amount of this benefit is based on the type of household, income for the household and the type of fuel or utility. It is supported by a 100% federal block grant.

- HEAP dollars used in 2019-2020 for the federal fiscal year- 10/1/2019-9/30/2020: \$4,762,175. This was for the issuance of 9847 benefits. As of April 2020, which was the original HEAP closing date, 9118 benefits had been issued and \$4,355,609 had been authorized in benefits.
- So from April 2020 to September 2020, an additional 729 benefits equaling \$406,566 was authorized due to the extension of benefits to August 31, 2020. There were also 2 additional furnace approvals equaling \$6,386.00 and 105 additional Clean and Tunes roughly equaling \$4,200.
- The 2019-2020 HEAP season also had 1 regular benefit and 3 emergency benefits offered. This is the first season where there were more than 2 emergency benefits offered.

**Temporary Assistance:**

- Temporary Cash Assistance is provided to eligible clients through two major entitlement programs. The cash grant for each program includes a basic

- allowance, a rent or shelter allowance and an energy allowance. The amount of the grant is based on family size and total household income and expenses
- Family Assistance (FA) - provides financial assistance to families with children deprived of support due to the death, absence or incapacity of a parent. This program is governed by federal and state regulations and is funded 100% by a federal block grant (TANF).
  - Temporary Assistance for single/childless adults (SN) - Safety Net (SN) - This State (29%) and County (71%) funded program provides financial assistance to eligible needy individuals and some families who are not categorically eligible for Family Assistance.
  - 2020 Fair Hearings:
    - 197 Fair hearings were requested. This was 88 hearings less than the previous year.
    - 38 were held as a courtesy for other agencies/counties and were not Sullivan County's cases.
    - 99 cases (62 %) defaulted, withdrew, had no basis for a hearing, or were resolved via case conference or an agency stipulation and correction of case.
    - Of the remaining 60 cases actually heard, 22 were adjourned, 1 was lost, and 6 are awaiting decision. The agency won most of the hearings that were heard.
  - Employment: (Data from NYS DOL- Division of Research and Statistics)
    - As of 11/30/2020, the unemployment rate in Sullivan County was 5.8%. In 2019, for the same time period, the unemployment rate was 3.9 %.
    - There were 7,500 individuals in receipt of unemployment insurance benefits for the year ending 2020, totaling \$44,570,000 in benefits for 2020.

#### 2020 Accomplishments:

- We successfully launched a new mobile app in April 2020. It was developed by the State and used to take pictures of documentation, which could then be uploaded to DFS. It is called NY DocSubmit and can be used for the HEAP, SNAP, TA, and MA programs to send required documentation for an application to be processed. This eliminates the need to come in and drop off documentation if you can use the app. We have received 161 submissions since we launched it.
- We also launched an electronic version of the TA application or LDSS 2921 in July 2020. This application covers TA benefits and can be submitted without coming into DFS. Currently, there is also a waiver for face-to-face interviews until 4/1/2021 so this eliminates the need to come in for TA applications until at least 4/1/2021. We have received over 200 online apps since we launched.
- We operated an extended HEAP season until 8/31/2020 consisting of 1 regular benefit and 3 emergency benefits. This was the first HEAP season that has been extended for so long. It also was the first season with more than 3 benefits available.
- We hired a Social Welfare Examiner and promoted an Examiner to a senior position. These hires needed to be trained, which was challenging during the pandemic.

- We started working with ITS to scan Child Care cases into the Laser fiche system. We have scanned approximately 60 cases so far and are working on scanning additional cases to reduce the amount of paper stored in the agency.
- We have been successful in developing new procedures based on policies enacted due to COVID 19, such as waivers for certain screenings or face to face interviews. We have also been successful in maintaining operations while managing a remote work force, as about 50 % of the office rotates on a remote schedule.
- We received approval from the NYS Office of Temporary and Disability Assistance (OTDA) for the plan we submitted to obtain federal CARES Act assistance for homeless persons and those at high risk of becoming homeless due to pandemic impacts in Sullivan County.
  - OTDA has entered into a contract with Action Toward Independence (ATI) out of Monticello for \$319,417. DFS will work closely with ATI, Legal Services of the Hudson Valley (LSHV), Ulster County Community Action Committee, and Fearless! Hudson Valley to provide a variety of different types of assistance to members of our community in need including, support to our shelters with PPE, eviction prevention services, rapid rehousing assistance, and community outreach.

#### 2021 Goals:

- Fill available vacancies in the Social Welfare Examiner series. Many of the past vacancies were either abolished or put on hold due to the financial effects of COVID 19.
- Develop a Case Management model for homeless individuals and families placed in local motels used for temporary emergency housing.
- Identify and develop alternative housing beds for the Sex Offender population.
- Open 12-24 additional temporary emergency housing beds. Continue plans to secure funding and develop a Homeless Intake Center.

# Community Services

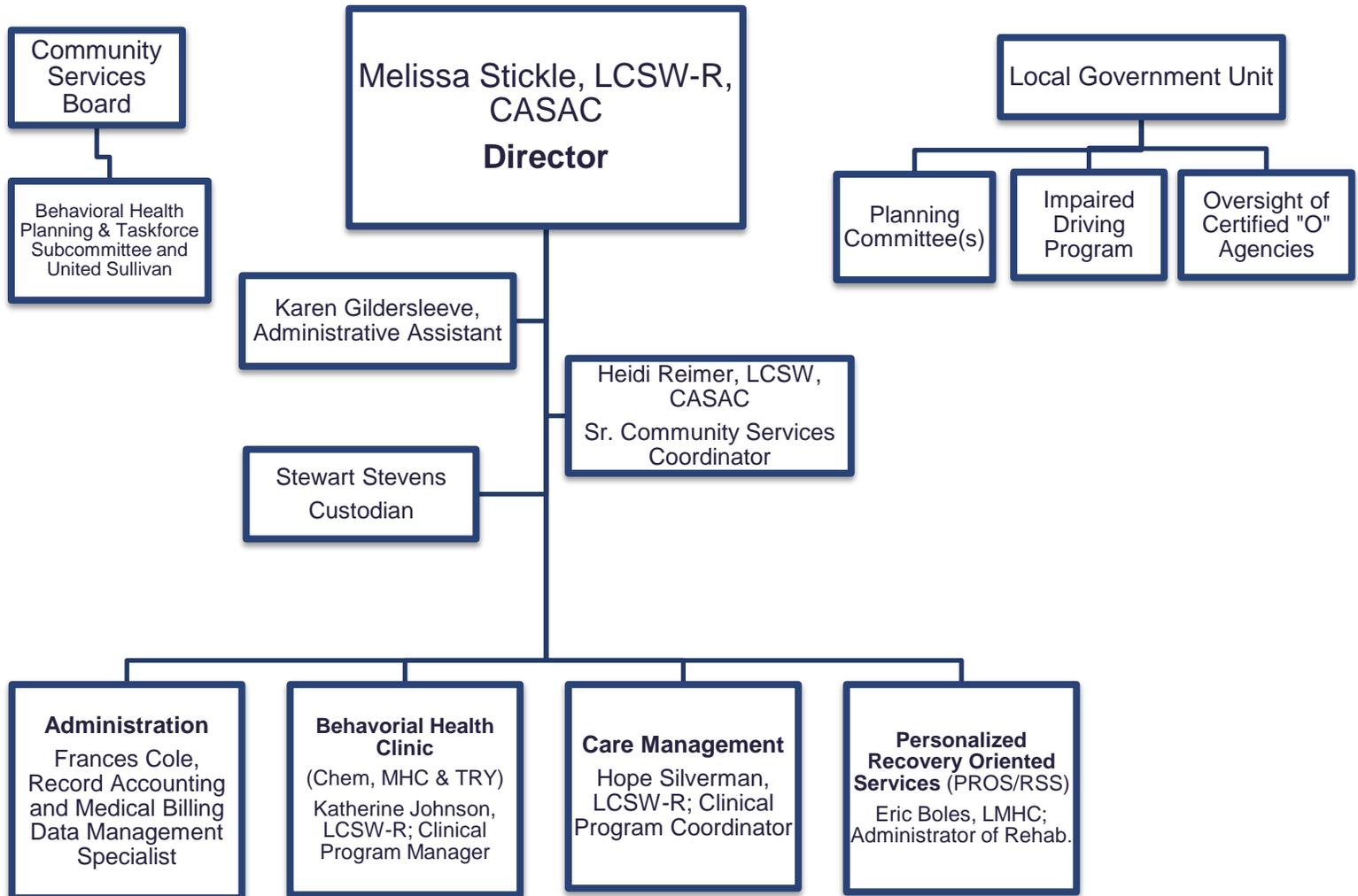
Melissa Stickle, Director

## SCDCS-BHC 2020 Annual Report



Sullivan County Department of Community Services Behavioral Health Clinic offers flexibility in treatment services. We are committed to providing an integrated care model to treat the “whole” individual by merging the behavioral health and physical health needs of our clients. Our goal is to promote the health and well-being of the residents of Sullivan County by providing patient-centered, evidenced-based, cost-effective, behavioral health interventions

## SCDCS-BHC Organizational Chart



For most of us, 2020 has tested us in ways we could never have imagined. Working in healthcare, we have all been touched by the Covid-19 pandemic in one way or another. Many of us have lost loved ones or patients we care deeply about; a small number have battled Covid-19 directly; and treating patients in-person became a year of wearing PPE, constant vigilance to infection control, and working in a patient care world fraught with increased fear and loss that has been emotionally and physically exhausting.

Through the many tragedies and challenges our agency faced, what has shined through it all in our organization is the perseverance and commitment to supporting and providing behavioral health treatment to those in need. While our business, as many others, has been impacted by the pandemic, we have also persevered and even expanded into new behavioral health frontiers.

Community Services truly cares for those in need and strives to help our clients remain resilient through these dark times to heal and recover. During the height of the pandemic, we were forced to cease our Open Access clinic, which provided same day access to individuals requiring behavioral health interventions. We were required to reduce our on-site staffing pattern to 25% while also enduring the work furloughs of 12 essential employees and elimination of vacant positions from our administrative support staff, our care management unit, our chemical dependency unit, and our mental health unit. In spite of this, a dedicated core of employees continued to remain on site to provide the essential face-to-face patient care that was necessary, such as post-hospitalization follow-up care and administration of injectable medications. To remain progressive and on top of patient care, we championed the use of telehealth and technology to support increased access to mental health care. With the fortitude, commitment, compassion, and perseverance shown by our providers along with the creativity and innovation that is at the core of this organization, there was no shortage of opportunities for positive impacts and meaningful accomplishments.

- We quickly converted 90% of our facility visits to telehealth (primarily telephonic) at the height of the pandemic, with 10% remaining as in-person visits, predominantly in our medical unit to continue to meet the pharmacotherapy needs of our patients.
- Our administrative support staff became our telephonic schedulers for hospital discharge appointments, self-referrals, and agency referrals, many of them completed while working remotely from home and also while supervising the education of their own children who were suddenly tasked with virtual learning platforms themselves.

- Our Care Managers continued to be a life line to our very serious and persistently mentally ill clientele by assisting them with getting to their much needed appointments, getting their medications, delivering groceries and supplies to the homebound, and were often the only face that many of our patients got to see in-person during the entire pandemic.
- We instituted Tele-video services in collaboration with E-Psychiatry which provided a virtual platform for our prescribers to meet face-to-face with our patients and we are looking to further expand out on Tele-video services for therapy patients.
- We instituted Medication Assisted Therapy for our substance abuse clientele to aid in the recovery of their addictions to alcohol and opioids.
- We continued to educate and distribute Naloxone to individuals and their families to reduce opioid overdose deaths.
- We continued to provide court ordered and mandated treatment services, including urine toxicology's at a time when other agencies completely discontinued the practice.

We remain here for the very vulnerable whose pre-existing behavioral health challenges have been further exacerbated by the pandemic, financial insecurities, and uncertainties about what our future will be. Hospitalizations for depression, suicidality, and substance abuse have all increased dramatically and unfortunately, completed suicides and deaths by opioid overdose have also risen. Now more than ever, Community Services is a necessary and essential service to the citizens of Sullivan County.

#### 2020 Initiatives and accomplishments:

- United Sullivan - (Mission statement) *"All services welcome individuals and families with co-occurring and complex needs. All people deserve the promise of hope and help to achieve productive and meaningful lives that fulfill their vision of happiness."* - The group has developed a mission statement, a vision statement, a logo, and is currently working on a key stakeholders meeting and charters.

- Improve program collaboration and partnerships (United Sullivan) - The department in collaboration with other Sullivan County partners will create a system of care that is welcoming, accessible, person and/or family-oriented, recovery and/or resiliency-oriented, trauma-informed, culturally competent, integrated, and co-occurring capable.
- Peer Connection Initiative - is a 3 phase approach, first step is to have Peers integrated into our Behavioral Health Clinic to aide with engagement, retention, and coordination of care (delayed due to Pandemic), second step is to place peers on our local Mental Crisis Team to aide in linkage and access which was **completed** in late December 2020, third step is to create a Peer Connection Center in Monticello at Action Toward Independence. We have developed an RFP to bring peers services onsite at our clinic, and are awaiting construction to begin and be completed in order to open the center.
- Trauma Team - Working with the Division of Family Services to establish a local Mental Health Trauma team to work with high risk youth currently in the foster care system and in need of mental health interventions. Staff has been trained in Trauma Care; we are in the process of implementing the utilization of the ACE's screening tool, and need to train staff on resiliency.
- Drug Task Force Redesign - Treatment Pillar.
- Medication Treatment Services - Opioid overdose mortality continues to ravage Sullivan County. Improved access to pharmacotherapy is essential for combatting this epidemic as well as for improving the lives of persons struggling with addiction. MAT is the use of medications, in combination with psychosocial treatment and supports, to provide a whole-person approach to the treatment of substance use disorders. MAT is clinically driven with a focus on individualized patient care. MAT for opioid use disorder is considered the best practice in the treatment of most patients including pregnant women. We began our MAT Program in May of 2020 and are looking to expand it through collaboration with other county providers and tele-services.
- Virtual Services - Telephonic and video expansion. Reduce brick and mortar - improve access and reduce cost. Teleservices is the use of video conferencing to allow

qualified providers to deliver real time clinical services to patients from a remote site. Teleservices enhances the access to quality care for individuals living in rural geographic regions, or underserved areas, and to individuals with limited access to services due to mobility, poverty, or incarceration. These services can be offered on various days and times based on the availability of providers.

### **2020 Goals Realized and yet to be realized**

- Tele-Services - Offering of tele-psych services with psychiatrists who are offsite to improve access to care. We went live with this service on 1-14-2020, and are looking to expand and enhance this service. Due to the pandemic we began providing services via telephone and are now looking to expand our video platform to include our social workers in providing needed services to patients. These services can be provided at various days and times based on scheduling and availability of providers.
- Medication Assisted Therapy (MAT) - our clinic went live with MAT in May of 2020 we are looking to expand utilize tele-psych services for prescribing and oversight to improve access. We are looking to create improved linkages with other providers like Garnet Health, Lexington Center, and Bridge Back to Life.
- Trauma Informed Care ACES - By screening for ACEs, providers can better determine the likelihood a patient is at increased health risk due to a toxic stress response, a critical step in responding with trauma-informed care. The Science of ACEs & Toxic Stress A consensus of scientific research demonstrates that cumulative adversity, especially when experienced during childhood development, is a root cause to some of the most harmful, persistent, and expensive health challenges facing our nation. We will be training Staff in ACES and utilize with our patients.
- Staff investment and enhancement -began utilization of the supervisory note in January 2020 to support staff and aide them in improving documentation and other work skills, and are looking to provide staff with a clear voice regarding their needs and goals.
- Peer RX - PeerRX™ is a new app that facilitates rapid peer response for substance use and mental health clients. Montefiore St. Luke's Cornwall Hospital and the Orange County 311 Crisis Call Center in Orange County, New York are examples of happy

customers. PeerRX™ has reduced the time to find a peer from 1 hour and 40 minutes to less than 10 minutes. ED Nurses rave about the app's Uber-like ease of use, increasing referrals for peer support in the ED 225%\*. PeerRX™ Intelli-Match™ technology allows users to tailor their peer requests to the client's request for gender, age, language in order to help ensure the client and peer are compatible. A peer from Independent Living, Catholic Charities, or the Alcoholism and Drug Abuse Council responds, calling ahead to prepare for the visit. PeerRX™ is FREE with a subscription model offered for advanced reporting. Metrics provide business intelligence data to both the peer providers and hospital users to better inform them of their area's needs and optimize peer resources. We are looking in partnering with Peer RX for Sullivan County with Department of Community Services, Garnet Health, Independent Living, Action toward Independence, Catholic Charities, Sullivan County 911 Center, to name a few.

- Mobile Trailer - Bridge Back to Life and Lowell Feldman - we have been discussing the development of a Mobile Trailer in Sullivan County that will be equipped with Tele Equipment in an effort to go out to the remote sections of the County and allow individuals/patients access to tele services to be provided by existing providers when available or Bridge Back until individual can be linked to local services. The initiative is funded through an OASAS grant. Trailer is currently being built and not expected to be completed till sometime in late spring. Implementation and sustainability plan currently being discussed with LGU and other County Partners.
- Law enforcement revitalization (Fallsburg and Liberty) - To ensure these plans are developed through an inclusive process, the Governor called for the New York State Police Reform and Reinvention Collaborative. With more than 500 law enforcement agencies in our large and diverse state, there is no "one size fits all" solution. To rebuild the police community relationship, each local government must convene stakeholders for a fact-based and honest dialogue about the public safety needs of their community. Each community must envision for itself the appropriate role of the police. Policies must be developed to allow the police to do their jobs to protect the public and these policies must meet with the local communities' acceptance. DCS has been asked to be a stakeholder representing mental health and substance abuse from a preventative and treatment perspective.

**Statistics of persons served in 2020 (Unique annual/unduplicated)**

Statistics of persons served in 2020 (Unique Annual /Unduplicated)						
Unique Individuals Served						
2020		MHC		TRY		CHEM
January		681		126		149
February		609		117		116
March		639		94		121
April		610		71		101
May		580		66		87
June		620		42		84
July		645		54		111
August		651		55		115
September		674		53		105
October		613		50		103
November		575		46		102
December		638		43		95
Unique Annual		2167		256		520

**Services provided during pandemic with 8 providers**

Unique Individuals Served						
2019		MHC		TRY		CHEM
January		666		173		154
February		661		150		141
March		695		182		137
April		734		186		152
May		703		187		141
June		681		177		111
July		704		61		147
August		675		36		134
September		663		155		140
October		728		134		159
November		633		95		130
December		604		36		125
Unique Annual		2420		314		557

**Services provided pre-pandemic with 14 providers**

# Public Health Services

Nancy McGraw, Director

## 2019 Summary



### DEPARTMENT OF PUBLIC HEALTH SERVICES SULLIVAN COUNTY, NY

Public Health Services as the local health department, is the legal entity authorized in Public Health Law that provides a variety of programs and health related services in Sullivan County. Sullivan County Public Health Services works within the framework of the Ten Essential Public Health Services, from the National Public Health Performance Standards which outline the type of work expected of public health departments throughout the U.S. (Centers for Disease Control):

**What We Do:** Local health departments prevent disease, promote health and protect the public from health problems and hazards. Through ten essential services, we work to:

1. Monitor health status to identify and solve community health problems.
2. Diagnose and investigate health problems and health hazards in the community.
3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships and action to identify and solve health problems.
5. Develop policies and Plans that support individual and community health efforts.
6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure competent public and personal health care workforce.

9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.

10. Research for new insights and innovative solutions to health problems.

Public Health receives outside funding from several sources, including State and Federal aid, as well as grants and third party payers and local funding.

Article 6 state aid is provided by the New York State Department of Health for services mandated in Public Health law by local health departments, maternal child health care activities, Community Health Assessment, and the Community Health Improvement Plan, as well as Communicable Disease Control. Medicaid, Medicare and private insurance provide revenue to the Certified Home Health Agency (CHHA) (Medicaid also covers portions of Long Term Home Health Care, and Early Care receives funding from both Medicaid and private insurance). Grants through various state and federal agencies fund programs such as Child Safety Seat, Healthy Families, the Sullivan County Rural Health Network, Physically Handicap Children, and the WIC program.

#### **Administration:**

Several programs administered by Public Health Services are mandated by various State and Federal regulations, including Communicable Disease Control (Diagnostic and Treatment), Early Care programs, overall administration of the health department, the multi-year Community Health Assessment, the Community Health Improvement Plan, Health Education, maternal child health nursing services, and emergency planning. The department administers numerous insurance contracts with health insurances, manages claims and work plans for about 10-15 different NYS Department of Health pass-through and open competitive grants for public health related services on an annual basis, annual budget preparation, an annual state aid application, and administers all payroll, and personnel matters for a staff of approximately 70 full time, part time and per diem employees, licensed professionals, highly trained and certified paraprofessionals, clerical and support staff.

**Community Health Assessment 2019-2021:** Sullivan County Public Health Services worked in partnership with local health and human services providers, the Rural Health Network, and Catskill Regional Medical Center on a comprehensive four year plan to identify, prioritize and document health issues relevant to the residents of the county. The four year plan is intended to establish a strategy for evidence based interventions that will improve the health of residents. The current plan was conducted in 2019 and is a three year plan. This document is our Community Health Assessment which

identifies priority health issues in the county and gaps in services, healthcare, or access to them.

The activities involved in conducting a Community Health Assessment involve identifying and describing community health problems, issues, health risks, resources in the community, and interventions to improve the health of the community. The Community Health Assessment establishes community-wide health priorities and facilitates collaborative action planning to improve community health status, as outlined in the Community Health Improvement Plan 2019-2021; both documents are posted on our Department's web page.

A Community Health Assessment is a state requirement for continued funding and identification of priorities for health services, and is the basis for all local public health planning. It gives the health department the opportunity to interact with key community leaders, organizations, and interested residents about health priorities and concerns. The Community Health Assessment also helps local health departments meet one of the Essential Public Health Services: Monitor Health Status to Identify Community Health Problems.

#### **Administration Accomplishments for 2019:**

1. Provided leadership for the county legislature to pass Public Health Order No. 1 to require measles immunization or proof of immunity for children's summer camps at a time when a statewide and national measles outbreak threatened the health of the county.
2. Successfully contained a serious Measles outbreak in Sullivan County which was part of a statewide measles outbreak impacting NYS, and coordinated responses with county officials, state and federal partners. Received state and federal recognition.
3. Improved data collection and utilized info to plan targeted responses to community health issues and community education.
4. Participated in a Rural Health Chronic Disease Surveillance Study for Sullivan County with NYU Medical College, which resulted in peer reviewed journal article publication, bringing heightened resources and attention to county efforts to improve health outcomes.
5. Completed the 2019-2021 Community Health Assessment and 2010-2021 Community Health Improvement Plan
6. Expanded health education outreach to communities
7. Reorganized of the Sullivan County Rural Health Network, including new Board of Directors, website development and marketing materials.
8. Hired and oriented Director of Patient Services for CHHA fully oriented by end of 2019, with a successful NYSDOH survey resulting in no citations.
9. Successfully recruited new medical director with clinical expertise and commitment to Public Health

### **Administration Goals for 2019:**

1. Create and hire a Training and Quality Improvement Coordinator in order keep projects moving forward and provide department wide training of all staff on clinical skills and public health competencies. This position has been vacant for a year.
2. Create and hire an Epidemiologist to strengthen data collection and analysis capabilities for the Department.
3. Complete the Department Strategic Plan.
4. Review and Update and finalize Article 28 Policies and Procedures
5. Continue to advocate for countywide use of ODMAP for real time relevant opioid overdose data collection and reporting, which requires commitment from partners.
6. Expand Medication Assisted Treatment training throughout the County.
7. Explore opportunities to bring additional resources in to the County for Opioid overdose prevention and continue to be the lead on convening partner organizations.

### **Overall Department Goals and Focus for 2020:**

1. Continue to update policies and procedures for home care agency and Article 28 (D&T) programs to ensure compliance with regulatory requirements.
2. Expand public health education outreach to community to improve community health outcomes
3. Continue to provide ongoing training in emergency preparedness of all staff for response to public health related emergencies and emerging diseases impacting the health of the public (re: novel coronavirus)
  - a. Medical Reserve Corp development
4. Implement Public Health Performance Improvement Dashboard application to track and monitor public health program outcomes efficiently; this will enhance our county's ability to coordinate community health outcomes with partner organizations
5. Complete strategic plan and workforce development plans
6. Maintain adequate staffing levels, retention and recruitment
7. Enhance training opportunities for staff for daily functions, quality improvement, and professional development

### **Certified Home Health Agency (CHHA):**

The Certified Home Health Agency at Sullivan County Public Health Services provides many of the health services residents need, right in their own home. Our agency provides a range of medical, social, assistive and other services provided in the home. Whether the health care you need is short or long term, basic or more complex, home health care is something to be considered. These comprehensive services are provided by nurses, therapists, home health aides and other direct-care staff under the direction of a physician's order. The focus of these patient-centered services includes

prevention, recuperation, and/or an alternative to higher-cost institutional care that would otherwise be provided in a hospital or nursing facility.

Generally, home care services are appropriate whenever a person prefers to stay at home, or is homebound, but needs ongoing care. Patients receiving home care include: newborns and mothers eligible for maternal infant care services; young children and adults in need of at-home therapy or advanced technology-based care and support; elderly patients who benefit from the services of a skilled nurse to help treat chronic medical conditions; patients receiving wound care following surgery; or individuals with disabilities who may be homebound and require assistive services to meet activities of daily living, such as feeding, bathing, and other forms of self-care.

Sullivan County Public Health Services is the sole Certified Home Health Agency in the county. We provide a wide range of health and social services to persons recovering from an illness or injury, or persons who are disabled and/or chronically ill.

**Long Term Home Health Care:** This program historically provided coordinated services at home to Sullivan County residents who would otherwise require placement in a residential health care facility. This program has transitioned to managed long term care as a result of Medicaid redesign in New York State and SCPHS currently provides skilled nursing services only.

Due to administrative and staff efforts to improve productivity and marketing of the CHHA, at 2019 year end, 93 new admissions were accepted, with a total of the number of patients on caseload at 226, the highest total seen in the past 3 years. The average daily census was 154.5, with a total number of patients days being 4788. A focus on increasing revenue through billing processes and practices, and through collaboration with contracted providers to assist with negotiating managed care contracts and coding will continue to be a focus in 2020.

### CHHA 2019 Accomplishments and 2020 Goals:

#### **2019 Accomplishments:**

1. Remotely hosted the electronic medical record (EMR) to improve efficiency
2. Installation of CE for iOS (Clinical explorer) This allows the CHHA staff to securely upload pictures of wounds, insurance cards, signed forms. Can document on iPhone as well.

3. 45% decrease in outstanding orders
4. Turnaround time for coding has decreased from 96 hours to average of 28 hours.
5. Lock rate of charts (timely completion) is at 90%
6. Streamlined documentation with use of MAHC-10 for falls assessment and Coordination of Services process
7. Creation of Falls Logs and Infection control Logs
8. Successful DOH survey with no findings on re-survey

## 2020 Accomplishments and Goals:

### 1. Quality

- a. Increase star rating to 2.5 from 2 (stretch goal is 3)
- b. Implement Sepsis screen

### 2. MCH

- a. Increase referrals
- b. CPS/MCH Liaison
- c. Hudson valley asthma coalition implementation/rollout
- d. Network and outreach to Schools

### 3. Productivity

- a. RN Liaison in place in all SARs and local hospital
- b. Stat Sheet being completed correctly, transition to electronic mileage advisor
- c. NTUC: Not taken under care-decrease rate from 35% to 20%
- d. All staff target productivity of 4 units/day or higher

**Child Passenger Safety Seat Program:** Sullivan County Public Health Services operates a Low Income Child Passenger Safety Program funded by a grant from the NYS Governor's Traffic Safety Committee (GTSC). These grants are awarded to improve highway safety and reduce deaths and serious injuries to children due to automobile accidents. Parent/Guardian must bring the child, the car seat the child currently using and the vehicle the car seat will be installed in. We also provide infant car seats to pregnant mothers one month before due date. A new, unused car seat will be provided to Sullivan County residents who make an appointment at one of our Car Seat Clinics which are held monthly (weather permitting) by appointment only, or at special car seat check events held annually. A car seat check /instruction can also be provided to parents who have purchased their own car seat. A NYS certified technician will instruct the parent / guardian on the proper use and installation of the new seat specific to that child.

**Cribs for Kids Program:** This program is grant funded and provides health education by trained health educators about safe infant sleeping practices and free portable cribs for low income families to prevent co-sleeping that can lead to sudden infant death syndrome.



### Disease Control /Epidemiology (Diagnostic and Treatment program):

Responsibility to monitor communicable diseases in Sullivan County, investigate & respond to outbreaks to reduce further spread of disease, implement health education programs about these health risks, & provide preventive treatment for many of the more dangerous contagious illnesses such as rabies, tuberculosis (TB), and provides childhood immunization clinics, flu clinics, animal rabies vaccination clinics, HIV counseling & testing, sexually transmitted infection diagnosis & treatment, lead poisoning prevention & case management, health emergency planning, and preventing & responding to emerging infectious or communicable diseases, such as tick borne diseases such as Lyme Disease. Health education and prevention messages to the public are an important part of disease control and prevention efforts.



## 2019 Performance & Accomplishments

### Childhood and Adult Immunization Program:

1. A total of 379 individuals received Influenza vaccinations for year 2019

2. A total of 201 immunizations were administered to eligible children/adults at the SCPHS Immunization clinics ( Office & community outreach)
3. A total of 477 MMR vaccinations were administered to persons in SCPHS POD MMR clinics during the 2019 Measles Outbreak.
4. A total of 72 immunizations were administered through the SCPHS SC- Jail Hepatitis Program.

#### **Rabies:**

1. There were 278 documented animal/human exposures through December, 2019
2. A total of 35 persons received Post Exposure Prophylaxis vaccinations through December 2019.
3. A total of 29 animals were tested for rabies
4. There was two (2) Positive Rabies Specimens (raccoon /kitten) in 2019 with human exposures
5. Six (6) rabies clinics were held in this year and a total of 700 animals were vaccinated  
**Note:** This included the 2 Extra Rabies clinic held in area of positive animals

#### **Communicable Disease:**

##### **1. Influenza:**

**In 12/20/2018** NYSDOH Health Commissioner Declared Influenza Prevalent.

SCPHS initiated enhanced Flu surveillance with local HCP's; rapid testing tracking and Influenza lab report tracking.

**On May 3, 2019**, NYSDOH Health Commissioner Declared Influenza no Longer Prevalent.

**December 5, 2019** - NYSDOH Health Commissioner declared Influenza Prevalent Again

SCPHS EPI department initiated enhanced Flu surveillance with local HCP's; rapid testing tracking and Influenza lab report tracking.

A total of 477 Influenza cases for year 2019 were confirmed.

Shortage of Influenza vaccine was reported: Community Influenza vaccination clinics began in late October and are continuing through year 2020.

##### **2. Measles Response, 2019.**

**Overall it was a Multi-Agency Response:** CDC, NYSDOH, NYSDOH Environmental, NYSDOH EPI, NYSDOH OHEP, Sullivan County Public Health EPI, SC OEM, Sullivan County Sheriff Office; Sullivan County Legal Department; Sullivan County Management; other Sullivan County Departments and community partners.

Sullivan County was declared an outbreak county and had 19 confirmed cases and investigated multiple suspect exposures. Vaccination clinics were also held for several months to immunize at risk individuals for measles, mumps and rubella (MMR).

During this period the SCPHS EPI department remained operational for daily activities, i.e. rabies incident investigations (91 total June- Aug.); rabies prophylaxis treatments (9 total); Immun. Childhood clinics; Lead case investigations; other disease case investigations, program grant requirements and routine staff work.

#### Summary:

In year October, 2018, it was noted that Measles cases were on the uptake in surrounding Hudson Valley Counties, i.e. Rockland, & Orange. At this point in December 2018, the EPI department began Measles Response planning meetings and planned educational efforts to the public, HCPs, first responders etc.

This educational campaign increased in January, 2019 and the following months thereafter as cases increased in the surrounding counties. It became more of a concern for SCPHS due to the specific population/community it was affecting and given the tourist travel into SC and all camps & bungalow colonies opening during the summer months.

Measles in-services to different groups, i.e. first responders, civic groups, etc. were planned and done; Education was provided to the migrant population, public and others. PSA's and social media information was put out; multiple meetings and conference calls with NYSDOH, & NYSDOH Environmental, SC attorneys, and SC key leaders were held continually

During this this time frame some points identifying agency response:

- SCPHS staff were required to either show measles immunity or receive MMR vaccinations to meet specific NYSDOH guidance.
- A total of 19 confirmed Measles cases and multiple Suspect Measles cases were all Investigated, tested, placed on monitoring and some persons placed on I&Q.
- NYSDOH health guidance documents were blast faxed to HCP's
- Surveys were done to HCP's re: testing supplies; MMR vaccine in house
- In June, - August SCPHS POD MMR Immunization clinics were instituted weekly and a total of 477 persons received MMR vaccinations ( see immunizations)
- A Camp meeting with SCPHS, the summer camp medical directors, NYSDOH

- Environmental Office and NYSDOH was held July 3, 2019; this was an educational session on Measles and reporting & prevention of other communicable diseases and to enhance health education for their camp staff.
  - SCPHS Isolation & Quarantine plan was reviewed; updated and executed
  - Three (3) SCPHS Public Health Orders were instituted
  - Meetings were held with Orthodox key leaders and other community partners
  - Sullivan County Inter- Agency Incident Command Team was instituted
  - Official requests for staffing assistance to NYSDOH was requested
  - NYSDOH & CDC staff came on site and assisted EPI staff with case investigations and provided guidance.
  - Measles SOP's were developed with multiple other investigative tools
  - Camp Audit teams were instituted and MMR vaccine status was evaluated for SC camps
  - Two (2) Measles Titer clinics were held for suspect cases.
  - Multiple long hours and staff OT - involved EPI staff and other SCPHS agency responders
  - NYSDOH BCDC assisted EPI department staff with ECLRS case investigations with investigating and CDESS disease form completion
3. **Communicable disease reports** - A total of 261 disease reports were investigated for 2019  
Note: in addition, 653 cases of Lyme disease were reported to NYSDOH as confirmed, suspect, or probable per lab reports received to SCPHS; 71 of these cases of the 653 were required to be investigated by EPI staff.
4. **Sexually Transmitted Infections** - A total of 355 were reported and investigated for 2019.
5. **Tuberculosis Prevention Program:** TB clinics were held monthly and a total of three (3) Active TB cases received treatment per protocol; these three cases began in year 2018 and were discharged from clinic year 2019.  
**NOTE:** All 3 cases received Direct Observational Therapy (DOT) for medication and skilled nursing visits during their time on caseload.
6. **Health educational health fairs** have been held throughout the year to promote communicable disease education & prevention of Lyme disease, Rabies, STI's, Lead Poisoning, Immunizations, Zika disease transmission & prevention and health emergency preparedness.
7. SCPHS EPI department met 100% of the NYSDOH Communicable Disease CDESS investigative and data entry requirements in this time period for 2019. A performance incentive award of \$21,000 was granted by NYSDOH for improvement of staff training and resources needed for health education and improvements to our EPI Department.
8. EPI department Diagnostic & Treatment policies were reviewed, updated and approved by Health Services Advisory Board (HSAB).

**Childhood Lead Poisoning & Prevention Program:**

1. Effective April 4, 2019 NYS Governor Statue was signed into effect increasing monitoring and medical interventions for Blood Lead Levels >5mcg for children; This BLL was decreased from 10 mcg.
2. October 1, 2019 NYSDOH updated the Lead poisoning prevention program regulations for nursing intervention and environmental requirements for children with EBLL 5>
3. Meetings and collaborative calls were held with NYSDOH Environmental office.

**Health Emergency Preparedness Program**

1. May 2, 2019, a NYSDOH and SCPHS and other LHD's Health Emergency Partner Coalition Regional Medical Material Management & Distribution Full Scale Exercise was conducted which included state, county & community partners.
2. Ongoing drills and health emergency response surveys were completed as required by NYSDOH.
3. Ebola Plan remains in effect since 2014; PPE competency trainings & annual PPE/PUI drill was conducted with key staff and stakeholders in December 2019
4. Zika Disease Response Plan remains in effect with educational campaigns to the public were continued in 2019.
5. Multiple Health emergency preparedness trainings, meetings and teleconferences are on-going
  6. The Sullivan County Public Health Asset Distribution Plan (was SC - SNS Plan) was revised (Per grant Deliverable) and submitted this year (2019)
  7. The Sullivan County Public Health Response Plan ( PHERP) was revised & submitted (per grant deliverable this year 2019).
8. November 20, 2019- SCPHS conducted a MCM Material Receiving and Distribution Full Scale Exercise (grant requirement for year 2019-20) with NYSDOH, and other county partners.
9. SC Health Emergency Response team participated in Measles Response 2019

**Disease Control /Epidemiology (Diagnostic and Treatment program):****2020 Goals**

1. Establish and develop Electronic Medical Records for following programs:
  - Rabies Incident Reporting ( already in place-needs review)
2. Participate in the Article 6 Performance Incentive for STD- EPT and evaluate effectiveness on case infections after completion
3. Review Consolidated Review recommendations to meet upon NYSDOH survey.
4. Maintain 100% of the NYSDOH Communicable Disease CDESS lab investigation and data entry requirements in this time period for 2019-20.
5. Cross train staff in appropriate EPI programs related to job descriptions.

6. Continue public education for communicable disease prevention, rabies exposure prevention, increase awareness of vaccine preventable diseases and enhance community emergency preparedness education.
7. Explore developing an Immunization billing system through the McKesson program
8. Provide STI/ EPT education and outreach in collaboration with the health educator, to the three top ranking STI providers/ offices in Sullivan County by end of Q1 2020.
9. Create outreach plan in collaboration with health educator, to educate five other providers/ offices regarding STIs/EPT by end of Q2 2020.
10. Staff participation in TB training/ education by attending Global TB conference in April 2020 in preparation to be lead for TB program.

### **Early Care Programs:**

This program includes Early Intervention, Child Find, Physically Handicapped Children's Program & the Special Education Pre-School Services programs collectively comprise the Early Care Program.

**Children with Special Health Care Needs:** Early Care identifies & evaluates, through screening & evaluations, those infants, toddlers & preschoolers whose healthy development is compromised, & provides for appropriate intervention to improve child & family development. Intervention can include special education, speech therapy, occupational & physical therapy & case management. The program serves Sullivan County children ages 0-5 who have been diagnosed with or are suspected of having developmental delays & certain other special health care needs. The Early Intervention Program serves children 0-3 while the Preschool Special Education Program serves children 3 to 5 yrs. old.

**Physically Handicapped Children's Program:** Identification and referral to needed programs, & very limited financial assistance for medical care & support services to eligible individuals under 21 years of age who have physical disabilities & are ineligible for other medical payment programs. The need for this program was reviewed in 2014 due to the changes that will occur in the health care system as more families will have access to health insurance through the Affordable Care Act.

### **Accomplishments for 2019:**

1. Initiated two new quality improvement projects. An On-Going Service Coordinator audit tool to ensure the OSC are billing for “tlicable services” and a Case Review Tool to monitor individual children’s cases for compliance.
2. Was audited by PCG - SED Preschool Special Education Program on March 14<sup>th</sup>, which resulted in no findings.
3. The Early Intervention Program, for the **twelfth** straight year, has received the rating of “meets requirements” in the States Annual Performance Report which is submitted to the U.S. Department of Education, Office of Special Education Programs. (OSEP)
4. Utilized 2 additional billing employees to assist in the voucher process allowing the fiscal staff to become current on outstanding Preschool vouchers.
5. Hired an additional Early Intervention Initial Service Coordinator allowing staff to reduce caseloads from 108 to 72.
6. Filled the vacant Senior Account Clerk position in June of 2019. Although the new staff member is still training, his hire brings the Early Care Program to full staff.
7. The coordinator remained an active member on the NYSAC’s Standing Committee for Children with Special Health Care Needs, thus giving the County a voice at the state planning and policy table.

#### **Goals for 2020**

1. To hold bi-annual provider meetings to update all therapist on changes in the program.
2. To recruit and maintain therapist to ensure the needs of the children in both the Early Intervention and Preschool Special Education Program are being addressed appropriately.
3. To work with School Districts to obtain the Medicaid Consent Forms at the time students are registered or found eligible for the CPSE, thus ensuring Medicaid Consents are on file.
4. To continue to resolve all billing errors in the K-System to ensure Medicaid reimbursement is maximized for all services rendered. (Including obtaining mandated consents, scripts and other documentation.)
5. To continue the procedure for the tracking of transition documentation required by the State. This will allow us to maintain compliance with our CAP.

Although the goals remain the same they are still all imperative in order for the Early Care Program to maintain the fiscal integrity of the program and quality of services to the neediest children in our community.

#### **FISCAL ADMINISTRATION:**

#### **Accomplishments for 2019:**

#### Cross-training:

1. The Full Charge Bookkeeper retired in January 2019. Her various job duties have been divided and assigned to two Principal Account Clerks. The duties are: payroll, maintenance of the nursing supply inventory, ordering and replenishing the same, generating purchase orders for office supplies, grant program supplies, Health Education advertisements, maintenance of grant fiscal and statistical data & preparation of various grant claims, etc.)
2. Cross training of fiscal staff at various levels has continued to take place this year.
3. Billing is continuously learning about and working with Netsmart and upper management regarding PDGM (Patient Driven Grouper Model) for Medicare to be implemented in 01/2020.
4. The new Senior Account Clerk working in the billing office is being trained in the following: processing daily Nurses' & Home Health Aide stats, Therapist Stats & vouchers, entering data into Enter Services in McKesson, electronic & paper billing of 3<sup>rd</sup> Party Insurance and Medicare Advantage Claims, preparation of rabies bills, scanning documents into Document Manager in McKesson, filing documents into Intake charts, collection & review of EPI timesheets, preparation of the Monthly Charges Report, and archiving older data in McKesson.
5. Prior to 2018, the billing office staff was cross-trained to assist Early Care in processing Pre-school service provider vouchers. During 2019, two billing staff members have assisted Early Care in auditing these vouchers and diligently getting them to the county Audit Department for payment in a timelier manner. Their assistance has enabled Early Care to keep ahead of a backlog of unprocessed & unpaid vouchers.
6. The new Senior Account Clerk hired in June 2019 to work in the Early Care Program is being trained to process Pre-school vouchers, to use the Early Care billing system, interpret billing program reports as well as being cross-trained to prepare grant budgets and the annual county budget currently being done by the Principal Account Clerk who will retire in February 2020.

**Continued: Goals for 2019:**

1. Current year's goals are to continue to train the senior account clerk to process payments for 3<sup>rd</sup> Party and Medicare Advantage Claims, preparing Medicare Part B roster bills for influenza immunizations, doing eligibility checks for homecare patients, orientation of new RNs for preparation of their daily stats, and generating services out of Enter Services in Netsmart (previously known as McKesson).
2. A second new Senior Account Clerk will be cross-trained in the above noted area for the current Senior Account Clerk in billing) as well as take over the accounting and record maintenance for county cars assigned to PHS staff, processing travel vouchers and be trained to do all insurance verifications and to be backup in obtaining insurance

authorizations.

3. Additionally, the Principal Account Clerk - Billing will train the new Senior Account Clerks in submitting HHCAHPS files.

#### **Fiscal Goals for 2020:**

1. Submit Medicare RAPs and final claims more frequently if possible. (This is dependent on the timely receipt of signed physicians' orders, etc.)
2. Cross-train the new Senior Account Clerks in billing to submit Medicare PPS (final) claims so they can eventually do this without supervision.
3. Cross-train the new Senior Account Clerks in billing to bill Medicaid PRI and Screen claims, troubleshoot problems with Medicare claims, prepare the quarterly Medicare Credit Balance Report, submit OASIS assessments & Medicare Demand Claims (for TPL project), and to bill Medicare & Medicaid claims
4. Cross-train specific fiscal staff to prepare & submit influenza roster claims (if any) to Medicare Part B.

#### **Health Education:**

We have two Public Health Educators, Community Health Nurses, and Public Health Nurses on staff who can provide presentations, conduct community outreach at events, or come speak to your community group about a wide variety of health related topics. Health education builds individual and community knowledge, skills, and positive attitudes about health. Health education teaches about physical, mental, emotional and social health. It motivates individuals, groups and communities to improve and maintain their health, prevent disease, and reduce risky behaviors. Health Education is a core service that is required by law of all local health departments in New York State. We coordinate community education, outreach and training initiatives with many partners and key organizations to ensure effective use of resources and provision of the latest evidence and science-based information. Core programs include maternal child health services, bilingual outreach, and health education. These core services are vital to protecting, educating and improving population health.

#### **2020 Health Education Goals:**

1. Establish education outreach to

- a. HRHC
- b. Monticello Hub
2. Increase number of Community education offering to underserved populations by 10% from 2019.
3. Create new marketing brochure for PHS.
4. Improve availability of printed Public Health materials by identifying 3 community locations where information and new Public Health marketing brochure can be made available.
5. Improve, update and promote Public Health Services Information line
6. Improve media presence by increasing the number of printed advertisements and radio ads by 10%.
7. Increase number of tick and vector-borne disease prevention presentations by 20% and increase summer camp presentations by 1 from 2019.
8. Improve communication between financial officers and RHN Coordinator in order to effectuate fiscal responsibility by initiating monthly financial reports.

### **Healthy Families of Sullivan:**

This child abuse prevention program consists of intensive work with at-risk families to build parenting skills, develop educational and employment goals, promote healthy growth & development, & foster parent-child interaction and trusting relationships. This program serves eligible Sullivan County expectant families or families with an eligible child up to 3 months old at admission to the program. Children can be kept in the Healthy Families program up until age 6 or school entry. Families are screened and determined to be eligible if they exceed a predetermined risk for child abuse.

### **Healthy Families Home Visiting Program**

### **Accomplishments for 2019**

1. We have utilized our additional funding to fill our Program Supervisor position and are interviewing for an additional FSW.
2. All staff are now entering their own data monthly and are on the way to eliminating paper and becoming paperless.
3. We have been utilizing our "Growing Great Kids" FSW training.
4. Program Manager has completed 3 days of implementation training.
5. All staff except our newest hire are GGK Child Developmental Specialist, will attend when it is offered.
6. All staff participates and organizes Pinwheels for prevention in April.
7. Program supervisor and Spanish Speaking FSW are fully trained as Certified Lactation Counselors. This will be to provide support to new mothers in the program.
8. All Staff participated in the annual Breastfeeding awareness activities to promote breastfeeding in Sullivan County.
9. Two employees are now New York State Child Passenger Safety Seat Technicians, for a total of four techs in the program.

**Goals for 2020:**

1. Increase program FSS -Family Support Specialists (Family Support Workers) caseloads to full capacity, increasing the program caseload to 100 families.
2. Continue to increase number of referral sources by increasing outreach efforts to local new health care organizations
3. Increase our monthly assessments , outreach in the Hospital
4. Develop and coordinate parenting groups and Breast feeding support group for participating families.
5. Organize an open house for providers.
6. Organize and Plan a participant's event.
7. Attain Organizational NYS-AIMH Endorsement for all Staff

**Maternal and Child Health Nursing:**

Studies show that maternal health is essential to ensure the health of children - and, by extension, the whole family. Still, many mothers suffer from lack of access to health, poor conditions and poor quality of life - especially in low income communities. Sullivan County Public Health Services has a variety of free Maternal and Child Health Programs and resources for Sullivan County residents to assist with pregnancy, parenting, or health and social development needs of mothers and children.

Maternal child health nurses provide assessment, health education, and intervention to pregnant, postpartum and breastfeeding women and infants and children of all ages with a variety of health conditions. The MCH nurse is a nurse coordinator and case manager and can refer families to a variety of health related and social services programs in the community.

**Public Health Emergency Preparedness:** Sullivan County Public Health Services has been preparing to respond to health related emergencies for many years. Extensive planning efforts have been undertaken annually since 2001 to ensure that our public health staff and the community's first responders are fully prepared for any type of emergency that has the potential to impact the health of the public. Through the coordination of Sullivan County Public Health Services, law enforcement agencies, hospitals, the Sullivan County Emergency Management / Homeland Security Department, and the Local Emergency Planning Council, emergency preparedness plans are continually updated, improved and practiced to ensure the safety and well-being of all residents.

Communicable Disease Control nurses donning and doffing personal protective equipment Drill preparations are conducted to plan for the unlikely event that the county gets a case of a communicable disease that requires isolation or quarantine and home monitoring and assessment.



Below: 2019 Public Health Asset Receipt and Distribution Drill



**Sullivan County Rural Health Network:**

Prevention and reduction of chronic disease and reduction of disparate health outcomes from chronic disease. Activities related to this objective include smoking cessation, health education and worksite wellness promotion, including improving nutrition and policies that promote wellness, and increasing access to healthy food including area farmer's markets; Promote mental health and prevent substance abuse, specifically in regard to the abuse of prescription and other drugs. Activities include community education and outreach, promotion of prescription drug take back days throughout the county, coordination of county wide Opioid Prevention Task force to address training and education, access to care and community awareness.

The Rural Health Network provides a core planning body of many organizations and health care providers in addition to the Health Services Advisory Board to identify community health needs, conduct assessment activities, and to inform and educate elected officials and community leaders about important health issues needing attention.

The Board of Directors includes CEOs and Executive Directors from area health and human service organizations, the hospital, business, government, and public and higher education sectors. Several committees meet on a monthly basis to address pressing needs which include:

- Opioid Prevention Task Force
  - Perinatal drug use and prevention
- Oral Health Committee
- Health Equity/Common Ground Committee (to address chronic disease and social determinants of health)



The Rural Health Network collaborates with Cornell Cooperative Extension and the Sullivan County Farmer's Market Association on ways to improve access to nutritious food to low income residents. In 2019 the Mobil Market was launched and we welcomed them to the Liberty Division of Health & Family Services to try us out as a pilot location. A new website was launched in 2020. [Welcome | Sullivan Rural Health \(sullivanrh.com\)](https://www.sullivanrh.com)

### **Women, Infants & Children's Program (WIC):**

The WIC program is a federally funded nutrition education and supplemental food program. To qualify, you must be a New York State resident, be at nutritional or health risk, be income eligible and either pregnant, breastfeeding, or have had an infant within the last 6 months. Infants and children up to age five are also eligible. The eWIC Card is used to obtain free nutritious foods which include milk, yogurt, pasta, cheese, tofu, eggs, peanut butter, beans, whole grain bread, brown rice and cereal, and fruits and vegetables. WIC promotes breastfeeding and offers support and guidance, and offers breast pumps for eligible women.

Nutritional counseling & support through healthy food and formula vouchers, education & breastfeeding education and support for eligible Sullivan County residents. This program brings in several hundred thousand dollars to local store vendors each year. Low income & eligible pregnant women, infants & children through age 5 who meet WIC nutritional risk criteria. Farmer's market vouchers are also provided during the summer months to improve access to locally grown nutritious food. Locations in 2020 include: Monticello, Liberty and Wurtsboro.

In 2020 WIC transitioned statewide from paper vouchers to an electronic debit card system called eWIC. This streamlines participant benefits, reduces waiting time and makes shopping and purchasing of nutritious food items easier for families and store vendors.



## WIC Program

### Accomplishments 2019:

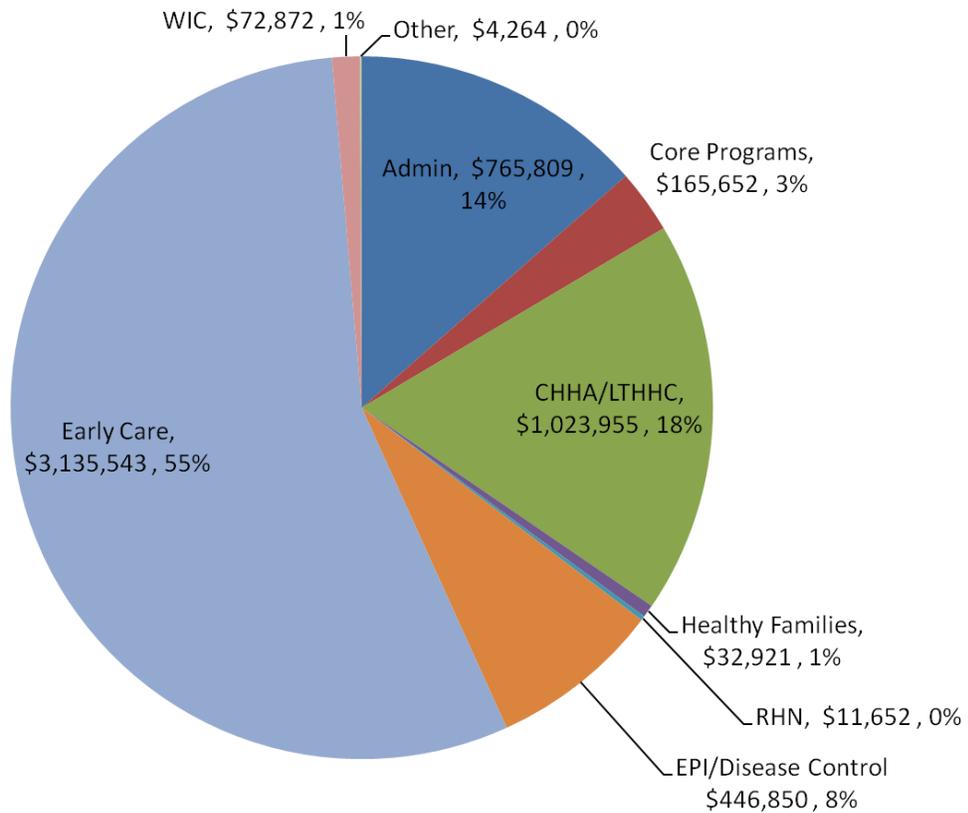
1. Is ranked #1 second year in a row in New York State for providing nutrition services to high risk participants 100 % percent of the time by qualified nutritionists
2. Is ranked #1 in New York State for providing nutrition education to participants, documenting it appropriately, 100% of the time
3. Ranked 8<sup>th</sup> in NYS, for accuracy and appropriateness of medical documentation accepted from providers for special formulas prescribed to participants
4. Ranked 9<sup>th</sup> in NYS for completion of High Risk Care plans
5. Successfully transitioned 100% of WIC Participants from paper vouchers to the eWIC card

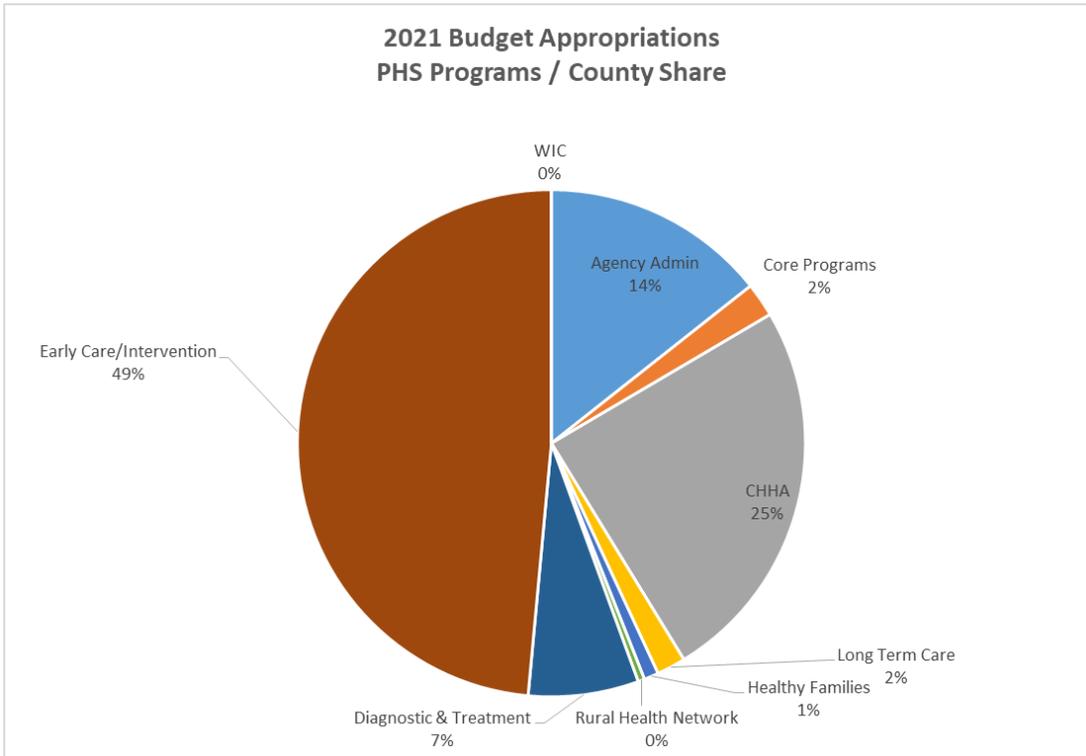
### 2020 WIC Goals:

- Increase caseload from 1470 active participants (Aug 2019), to 1670 active participants by June 2020 (Target caseload according to NYS is 1850)
- Will be fully staffed, by December 2019
- Will increase participant appointment hours, including late night hours at the Monticello clinic site, in order to meet needs of families who work, and whose children are in Headstart, other preschool programs, or who have obstacles, such as transportation.

*The WIC Program was successfully transferred to Sun River Healthcare at the end of November 2020. Having the program operated by a Federally Qualified Health Center where collocated women and children’s health care services are available will better serve the needs of county residents and improve health outcomes as well as access to care. Site continue to be located in Monticello, Liberty and Wurtsboro but throughout the pandemic have remained completely remote, so that residents can access services by phone.*

**PHS Budget: 2019 County Share by Program**





2021 budget included staff reductions: (included cutting 7 vacant positions)

9 WIC positions (transferred program)

4 CHHA nursing vacancies, 1 MCH Core RN vacancy, 2 D&T (EPI) vacancies although multiple per diem positions were created for COVID-19 response

2020 reductions:

3 Healthy Families positions (1 contracted out, 2 eliminated) (2020)

1 Early Care position (2020); leaving vacant positions unfilled across Dept.

Note: 2020 and 2021 budgeted positions include the addition in the Department’s budget of two Division level positions at 100%, a Commissioner of the Division of Health & Family Services, and a Community Health Program Coordinator.

	2019	2020	2021 Target	2021 Rec.	# Change from 2020	% Change
Total	77	80	62	63	-17	-21 %

Factors Influencing Costs:

## State Mandates

- Preschool transportation increased costs
- Early Intervention contractual services
- Public Health
  - CHHA contractual costs
  - Rabies Post Exposure Treatment costs
  - H&FS Division Admin position additions to budget
  - Increased hours for COVID-19 Pandemic response
  - Reduced or eliminated all overtime in 2020 except disease control

## 2020 Public Health Services

2020 Goals achieved:

### Administrative:

Responded to the largest public health emergency ever encountered, the **COVID-19 pandemic**, including activating emergency preparedness plan and the Incident Command Structure. Over **4,500** confirmed cases were identified and investigated by staff through February 2021.

Redesigned Drug Prevention Task Force to address opioid crisis and successfully brought together key leadership from multiple agencies and department, community leaders to commit to specific measurable goals

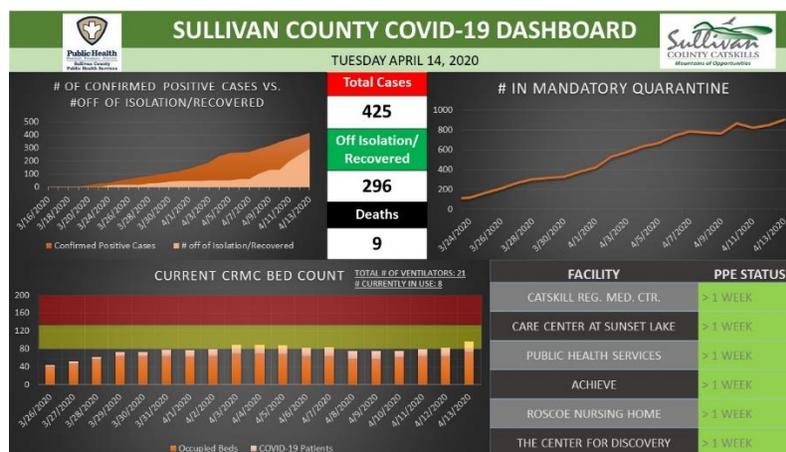
Despite staffing shortages in Early care, increased revenue claims and trained new staff: Total revenue for 2020 is \$424,321 in SED Revenue and \$20,501 in DOH-EI revenue.

Expanded use of technology to increase community outreach and education

Coordinated communication and information distribution and access thru social media, video updates/town hall forums and print outlets with support from Communications Director Strengthened relationships with town officials and our community partner organizations including Garnet Health Catskills and nine school districts due to COVID-19

Successfully transitioned approximately 70 staff to remote and in-office work while maintaining programs and services throughout the pandemic

In collaboration with ITS, Public Health successfully launched a county dashboard in response to the COVID-19 pandemic for publicly available data on the scope of the pandemic as it impacts Sullivan County. The layout and format of statistics on the dashboard has evolved to include a map and community resource locator over time in an effort to provide helpful information to the public.



## 2020 and 2021 Challenges: Health Emergency Preparedness

- COVID-19 Vaccine distribution and vaccination campaign
- Health emergency preparedness readiness for future pandemics including influenza
- Rapid antigen testing, schools, community based, outbreak targeted responses
- Ongoing Risk Communication to public

## Public Health Work

- Increase Health Education efforts
- Resume and Enhance Article 6 required services:
  - Rabies prevention and treatment, STD treatment, Lead poisoning prevention, newborn screening and maternal visits, tuberculosis control
- Increase chronic disease prevention efforts
- Increased need for childhood immunization clinics
- Ongoing COVID-19 Pandemic response
- Completion of Department's Strategic Plan

- Continue Opioid Task Force (redesigned) efforts countywide

Adequate staffing is critical

### **Certified Home Health Agency:**

Increase star rating Quality: went from 2 stars to 2.5

HHCAPHS: 5 star rating

Productivity: Increased from 3.1-3.45 average, with December being 4.44

Not Taken Under Care: decreased from 35.86% to 24%

Overtime: Decreased monthly average from 116.9 hours/mo in 2019 to 89 hrs per month in 2020.

Lock rate: Consistently above 90%, ended year average 95.2%.

Turnover rate: <1.4%

Vacancy rate: <10%

### **Maternal Child Health Nursing:**

Implemented CPS/MCH Liaison program with Dept. of Family Services to reduce opioid use among pregnant women and decrease number of newborns with neonatal abstinence syndrome

Increased use of Prevention Drug Task Force universal referral form among multiple agencies

### **Epidemiology (Disease Control):**

Investigated over 4000 COVID cases

Successful COVID testing PODS, outreach to communities

Successful Flu Vaccination Clinics

Streamlined Rabies into an Access database

STD-EPT performance incentive award: 21k

Developed stronger school, food production plant, SNF/OPWDD working relationships

Partnered with Monticello District Office and Ag& Market for COVID compliance inspections

Successfully hired Epidemiologist

Cross trained staff in appropriate EPI programs related to job descriptions.

Continued public education for communicable disease prevention, rabies exposure prevention, increase awareness of vaccine preventable diseases and enhanced community emergency preparedness education related to COVID-19 risks and prevention.

Held our first ever drive through rabies clinics and drive through flu clinic and switched to appointment only which decreased staff overtime and improved efficiency of clinics.

Trained/retrained all Department nurses in donning and doffing personal protective equipment

### **Healthy Families of Sullivan:**

The program able to continue serving our families virtually and provide valuable health information to them.

The program continued to maintain the status quote as per data requirements.

Utilized and referred families with emergencies during the pandemic to the Counties Emergency Center.

The program was able to utilize our curriculum online to accommodate parents with developmental information and general health information.

Completed 1,726 Virtual and home visits in 2020!, Enrolled 48 new families! Received 244 referrals.

### **Health Education:**

Narcan Program Re Design -

Assumed oversight for county Narcan Program - Expanding outreach and accessibility to community, first responders and community partners. Change in structure resulted in a \$20,000 saving to the county

- Joined the Mid-Hudson Education and Prevention Collaborative Virtual Narcan training
- Expanded number of Narcan Trainer including a bi-lingual instructor
- Continued with community Narcan training and recertifications
- Continued to provide Narcan to local law enforcement
- Added Jeffersonville Ambulance , Livingston Manor Ambulance and Fallsburg P.D to County Narcan program
- Assisted with the development of a “Leave Behind Narcan” program in Sullivan County being promoted by NYS in conjunction with EMS/OEM (Still in progress)
  - Developed EP community engagement surveys
  - Partnered with Garnet Health to present Freedom From Smoking class at New Hope Community

Participated in Grant Application process Identifying and applying for 3 grants furthering the goals of PHS and impacting the health of the county

# Care Center at Sunset Lake

Burt Kohn, Administrator

## 2020 Overview

### January 2020

- Director of Nursing was acting Administrator
- Interviews were conducted for Assistant Director of Nursing position
- Infection Control nurse out on maternity leave and subsequently resigned

### February 2020

- ADON was hired on February 18, 2020
  - ADON brought wealth of knowledge and experience
  - ADON was a prior DON
  - ADON acted as infection preventionist fulfilling the Department of Health (DOH) requirements

### March 2020

- March 9, 2020 Care Center at Sunset Lake was notified by the DOH regarding the COVID-19 crisis and the outbreak beginning in New York State
  - Inventoried and secured all Protective Personal Equipment ( PPE)
  - Initiation of mask wearing at the Care Center
- March 12, 2020 and March 13, 2020 began employee health screening
  - March 14, 2020 Certified Nursing Assistant (CNA) was sent home from health screening prior to work with elevated temperature
  - Employee subsequently diagnosed as first COVID-19 positive person in Sullivan County
    - Visitations ceased and facility was on lockdown
    - Units were placed on precautions
- Prior to the end of March multiple calls were made to NYS DOH Epidemiology in Albany
- Arrangements were made for resident and staff testing by DON
- Care Center held weekly (or more, if needed) staff meetings
- Participated in daily Office of Emergency Management (OEM) calls

### April 2020

- First COVID-19 positive residents diagnosed and isolated
- Continued resident testing with lead us to find that we had many asymptomatic residents
  - Care Center has the largest COVID-19 cohort in Sullivan County
- Unit 3 converted to a COVID-19 cohort
  - Unit 4 was converted to partial COVID-19 cohort
- Loss of long-time employee to COVID-19
- Residents expired due to COVID-19
  - Care Center was unable to allow funeral directors into the building to take deceased - staff took the individuals to the outside to meet the funeral directors

- Staffing challenges peak due to COVID-19 leaves, resignations, and early retirement incentives
- DON and ADON covering multiple shifts
- Sheritta Alexander starts as Administrator of the Care Center

#### May 2020

- Majority of residents testing negative COVID-19
  - Small, mixed cohorts units 2 and 4
- Twice weekly staff testing began on May 21, 2020 in accordance with executive order

#### June 2020

- Staff testing mandate decrease to once weekly- where it remains through the present (January 2021)
- At the end of the month all residents are COVID-19 negative

#### July 2020

- Sullivan County announced potential change in ownership of Care Center to a Local Development Corporation (LDC)
- Staff testing continues
  - Staff testing positive periodically and out on leaves

#### August 2020

- Mid-August Administrator, Sherrita Alexander resigns

#### September 2020

- Continuing staff weekly COVID-19 testing
- New DOH mandate to test residents when a staff member tests positive for COVID-19
  - Resident test 3-7 days within the positive staff member for 14 days

#### October 2020

- Administrator, Burt Kohn starts
- Continue staff weekly testing. Obtaining positive COVID-19 results in staff
- Continue weekly resident testing

#### November 2020

- Thanksgiving “parade” held in Care Center for residents
- Continue staff and resident COVID-19 testing
  - Two residents on Unit 2 test positive, subsequently back on precaution protocol
    - Both (the two residents on unit 2 ) re-tested and results were COVID-19 negative

#### December 2020

- Notification that the Care Center can participate in the Federal COVID vaccine program
  - 1<sup>st</sup> vaccine clinic held on December 29, 2020. 64 residents vaccinated. 36 staff vaccinated.
  - 5,282 COVID tests administered
  - Had 3 infection control focus surveys with the DOH (May - July - September) all deficiency free

