

Rounding the Bend

2021 ANNUAL REPORT

County of Sullivan, NY

Prepared by the Office of the County Manager, February 2022

Sullivan County Manager Joshua A. Potossek, MBA



TABLE OF CONTENTS

| | |
|---|-----|
| FROM THE COUNTY MANAGER _____ | 4 |
| ORGANIZATIONAL CHART _____ | 5 |
| REPORTS _____ | 6 |
| County Manager _____ | 7 |
| Communications _____ | 8 |
| Historian _____ | 10 |
| Legal Aid Panel _____ | 17 |
| Office of Public Defense _____ | 20 |
| County Clerk _____ | 22 |
| County Treasurer _____ | 29 |
| Real Property Tax Services _____ | 35 |
| Audit & Control _____ | 38 |
| Board of Elections _____ | 42 |
| Division of Environmental Sustainability, Beautification and Recreation _____ | 43 |
| Parks, Recreation & Beautification _____ | 43 |
| Sustainable Energy _____ | 45 |
| Division of Public Works _____ | 48 |
| Division of Public Safety _____ | 69 |
| Fire _____ | 70 |
| 911 _____ | 73 |
| Probation _____ | 75 |
| Budget Office _____ | 82 |
| Grants Administration _____ | 84 |
| Purchasing & Central Services _____ | 88 |
| Division of Information Technology Services _____ | 90 |
| Division of Human Resources _____ | 91 |
| Risk Management _____ | 93 |
| Human Rights Commission _____ | 95 |
| Division of Planning and Community Development _____ | 98 |
| Division of Community Resources _____ | 104 |
| Division of Health & Family Services _____ | 132 |
| Department of Community Services _____ | 147 |
| Public Health Services _____ | 154 |

FROM THE COUNTY MANAGER

A Storm of Unknown Proportions

As 2020 turned to 2021, we remained tossed about by the changing winds of COVID-19 - more so the response effort than the virus itself. A sometimes daily stream of new guidelines and directives required every office to divide their focus between COVID procedures and service delivery, with employees very often simultaneously dealing with the impacts of coronavirus in their personal lives.

Steady as She Goes

But by that time, we were well-practiced in shifting strategy to ensure we stayed the course in operations and services, and thanks to nearly 1,000 employees who refused to give up on the people they serve and care for, we repeatedly rose to wave after wave of challenges.

A Year We Will Never Forget

Life as we knew it was turned on its head in 2021, yet not in the way one might expect from a global pandemic. Yes, our populace dealt with the infections, the disruptions and the deaths coronavirus mercilessly showered upon us. The number of active cases far exceeded all previous records. Needs were so great that our Emergency Community Assistance Center became a permanent part of County government. But at the same time, our shuttered stores & venues slowly reopened, our County became a haven for those fleeing closer quarters, & our financial situation vastly improved. We had not only survived this storm, we were - incredibly - thriving because of it.

What's Next on the Horizon?

As 2022 dawned, we saw more and more light at the end of this long tunnel. Sullivan County's COVID case count nosedived, the mask mandate was lifted, and vaccination rates reached nearly three-quarters of our population. As of the publication of this Annual Report, our coronavirus situation continues to improve, as does our fiscal situation. Our future looks far from grim.



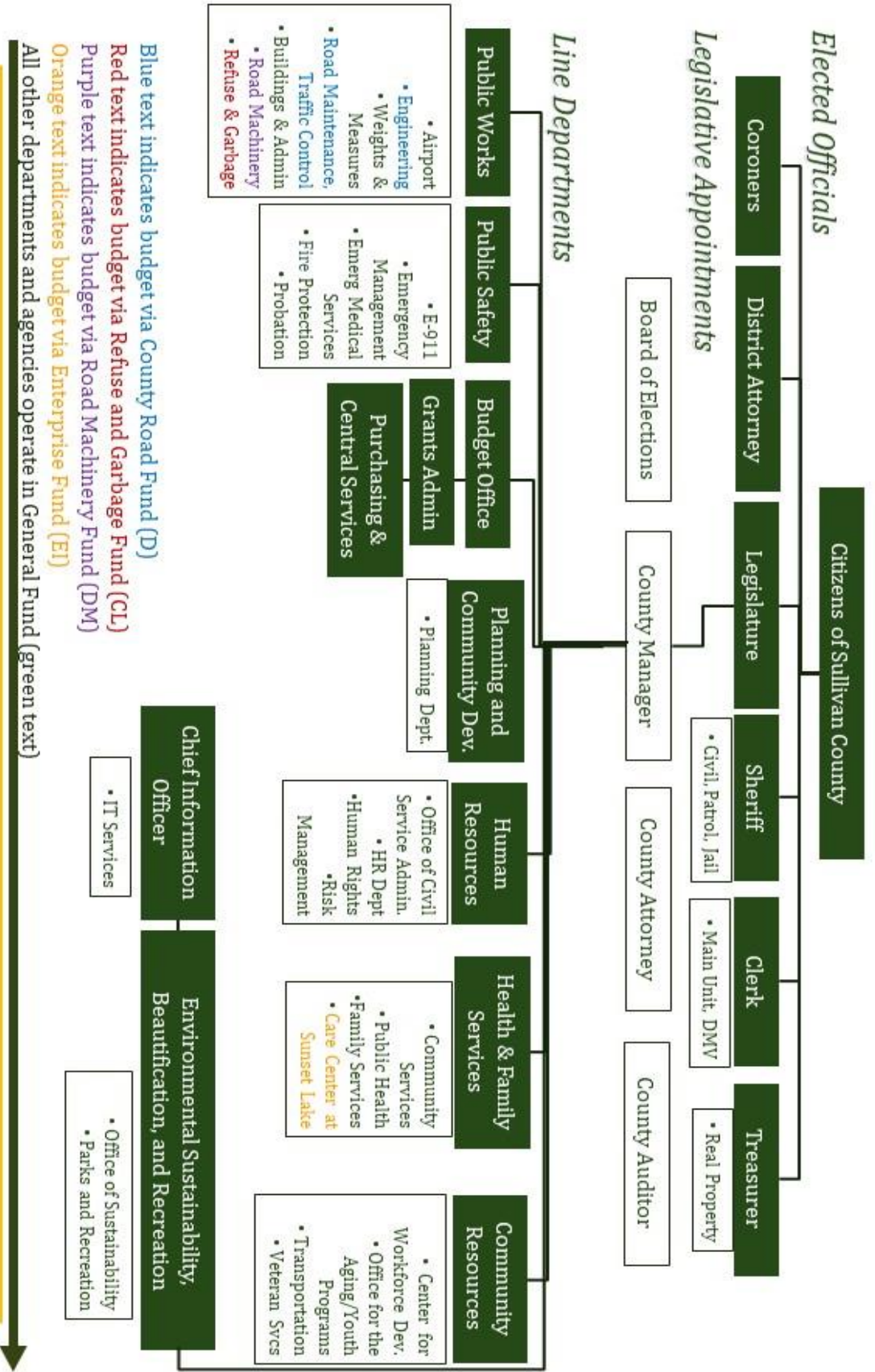
Joshua A. Potosek, MBA
Sullivan County Manager

February 2022



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 year 2021. Listed goals represent only those goals set for calendar year 2021 and may or may not reflect whether the goals were achieved or remain to be accomplished.

The 2021 Annual Report is available in its entirety at www.sullivanny.us. If a printed copy is desired, contact Director of Communications Dan Hust at 845-807-0450 or dan.hust@sullivanny.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

- Reviewed and modified various Administrative Code changes subsequently adopted by Legislature
- Established a Management/Confidential employee salary schedule
- Facilitated a successful Management contract through the Sunset Lake LDC for the Care Center at Sunset Lake
- Helped create and implement County's inaugural Code of Conduct
- Proposed 2022 Budget (adopted by Legislature) that significantly reduced debt without impacting services, programs or staff
- Restructured Division of Planning to provide more efficient operations and oversight
- Guided County through continuing 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
- Worked with Transportation and Community Resources to adjust public transportation route
- Conducted 10 potential breach investigations in 2021 (Compliance Office)

Communications

Dan Hust, Director

Accomplishments

The Office of Communications continued to provide critical services to virtually every County department and office in 2021. Highlights included:

- Hundreds of mentions and full stories about County government in local, regional, online and national news outlets - newspapers, radio, TV, online-only
- Coordinated multiple public relations campaigns to increase awareness of County services and personnel
- Nearly 140 press releases issued to approximately 40 media outlets
- Reached over 208,000 unique viewers on main Facebook page
- Averaged 7,000 viewers per day on main Facebook page
- Administered/oversaw 20 social media channels (15 Facebook, 1 Twitter, 2 Instagram, 1 LinkedIn and 1 YouTube)
- Added just over 1,000 followers to main Facebook page, for a total of 9,100+
- Launched Probation Facebook page
- Over 225 YouTube subscribers viewed videos more than 21,600 times
- 2,067 (more than 500 more than in 2020) Instagram followers, 937 (+140) Twitter followers, 205 (+47) LinkedIn followers
- Authored quarterly “From the Chair” newsletters and shot “Let’s Talk Sullivan” podcasts
- Maintain primary content oversight of and creation on County website
- Continued to serve as Public Information Officer for COVID updates
- Transferred Care Center’s Marketing & Outreach Coordinator to this office to become Coordinator of Communications - assisting in workload, expanding promotion of County activities (especially at Liberty campus) and serving as a backup to Director
 - Served on Staff Appreciation BBQ and Wellness committees
 - Participated in creation of campaign to address COVID vaccine hesitancy
 - Created infographics, brochures and flyers for Public Health Services and Human Rights Commission
 - Reconstructed portions of County website for Health & Family Services
 - Became proficient in posting to County’s Facebook and Instagram pages
 - Worked consistently with County Clerk’s Office on public messaging

- Collaborated with Wellness Coordinator on handwashing and anti-smoking initiatives aimed at County employees
- Completed FEMA crisis courses
- Handled job postings to social media
- Helped promote and coordinate two blood drives in Government Center
- Constantly promoted vaccination clinics for COVID-19
- Continue to shoot videos with Public Health and Adoption/Foster Unit
- Created and utilized audiovisual recording studio next to Communications Office, dedicating a controlled space to video production
- Maintained daily contact with press, public and outside politicians to ensure County's message is emphasized and well-understood
- Facilitated increased internal communications, particularly with County Manager

Goals Yet to Be Realized

- Full utilization of audiovisual studio and video editing capabilities
- Completion of Paid Advertising Campaign
 - Veterans Services
 - Move Sullivan
 - County Employment Opportunities
 - Elections Awareness
 - DMV Services
 - Online Records Availability
 - Supportive Assistance Programs

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.

2021 marked the Historian’s 29th year in office, and was, by some measures, one of the busiest years yet.

Although it eased somewhat during the middle part of the year before making a resurgence in the fall, the COVID-19 pandemic and the resulting restrictions once again dictated much of what happened and didn’t happen in 2021, but despite the disruption in the regular routine, there were still a number of accomplishments.

The historian continued to monitor and chronicle the trajectory of the pandemic in Sullivan County. The most obvious result of the pandemic was the new reliance on ZOOM and other similar digital platforms to take the place of live events. While some organizations returned to holding live meetings and events, many of the Historian’s presentation in 2021 were conducted virtually, much as they were in 2020.

Because of the continuing impact 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 once again cancelled in 2021. So was the annual Historical-Architectural Bus Tour the Historian has narrated for the past 24 years. On the other hand, the annual commemoration of the Battle of Minisink at the Battleground, an outdoor event, did take place, as did a number of special programs at the Fort Delaware Museum of Colonial History in Narrowsburg. More on those later in this report. The Historian has spent a good deal of the 28 years he has served trying to demonstrate that a municipal historian should not be looked upon simply as the old guy who walks around talking about how things used to be. A municipal historian should be much more than a compiler of facts and figures and dates. An effective historian is a useful marketing tool who can serve as a powerful and persuasive communicator to prospective tourists, as well as businesses considering relocating here. Yesterday’s accomplishments and lessons, the events that define a region, the moments of motivation, inspiration, and perseverance, can provide a competitive advantage for the county, today and in the future.

Through the construction of historical models and timelines, a historian can demonstrate strategies that have worked and failed in the past, and project the likely effectiveness of those strategies for the future. This is the legacy the current Sullivan County Historian has tried to build for himself. As in past years, much of his activity during 2021 was motivated by this approach.

Ten years ago, the Historian was instrumental in the founding of The Delaware Company, a non-profit organization formed to promote and support the history and historic landmarks of the Upper Delaware River Valley, especially the County-owned Fort Delaware Museum of Colonial History, for which it initially served as a de facto “friends” group, and the Minisink Battleground Park, also owned and operated by the County. The Historian was elected as The Delaware Company’s first president and has served in that capacity ever since.

In his role as president of The Delaware Company, the Historian has worked diligently through the years on devising ways of increasing heritage tourism in the County. Heritage tourism is defined as

people traveling to experience the places and activities that authentically represent the stories and people of the past and present, including irreplaceable historic resources. With this in mind, as well as the fact that visitors to historic sites stay longer and spend more money than other kinds of tourists, (the American Bus Association reported in 2018 that heritage visitors spent, on average, \$1319 per trip compared to \$820 for all U.S. travelers, and they spent an average of 4.7 nights away from home as compared to 3.4 nights for all other travelers) the Historian has spearheaded the development of several new initiatives that have been implemented by The Delaware Company with the goal of bringing a bigger chunk of the nearly \$200 Billion a year heritage tourism industry to Sullivan County.

The Delaware Company has worked to increase attendance and visitation to the Upper Delaware's tourism businesses, to create and promote the Upper Delaware's brand image to tourists and residents, has solicited funding for new and innovative marketing initiatives, and helped to extend limited public and private sector resources by encouraging partnerships, focusing public and private sector marketing efforts through shared objectives and strategies, and leveraged tourism as a contributor to the economic development of the Upper Delaware and beyond.

The Center for Cultural and Eco-Tourism at the University of Louisiana at Lafayette maintains that any tourism initiative must be based on the unique qualities of an area as well as the availability of resources to market a viable and attractive "experience" for those who visit. This notion, coupled with a basic law of economics regarding complimentary goods—that is, that when demand for a particular commodity is increased, demand for complimentary goods automatically increase as well—led The Delaware Company several years ago to the development of an innovative theory of *synergy tourism*.

Synergy defines a product in which the benefits of mutual cooperation exceed those that each player can attain on its own. In the case of tourism, the number of visitors any individual venue, for example Fort Delaware Museum or The Museum at Bethel Woods, can attract on its own is limited. Beyond a certain limit, no amount of improvement of the quality of the product or its marketing, or extension of its season will significantly increase the number of visitors it will attract. However, by developing a synergy with a companion attraction or attractions, the number of visitors to both or all can be increased beyond the limits of either one by itself.

Furthermore, it is generally accepted among tourism experts that the success of a particular tourist attraction depends not only on the intrinsic value of the attraction itself, but on the quality of the environment in which it is provided, including the other tourist attractions in the region. In order to optimize the attractiveness of a particular tourist destination within a region, it is vital that other attractions within that region work together to improve. The development of local businesses, accommodations and public spaces will follow.

This ongoing initiative has continued since 2013 and has been largely successful as the impetus in an economic rebirth in the Upper Delaware built on heritage tourism.

This strategy was the main reason The Delaware Company sought to operate the Fort Delaware Museum of Colonial History and the Minisink Battleground, so that the natural synergy between the two venues could be maximized and built upon. In addition, building on the synergy between these venues and the Museum at Bethel Woods is the motivation behind The Delaware Company's trademarked concept of "Revolution to Revolution," which it continues to promote and develop. These efforts will continue to be the subject of much of the Historian's work in 2022 and in the future.

In 2021, the uncertainty about the pandemic dictated that Fort Delaware was closed to the general public for the second straight year, but in July, the County entered into a contractual arrangement with The Delaware Company to operate the facility through the end of the season in 2024.

On July 10, The Delaware Company held a free special event, “Patriots and Loyalists: The Declaration of Independence in the Upper Delaware Valley” at the Fort, which drew 125 people. The Delaware Company also hosted 20 students and ten adults from a coalition of home schools in September, and conducted the third Haunted History Lantern Tour in October. This latter event drew more than 300 people.

The Historian continued to work on and has nearly completed his tenth book, *The Upper Delaware in Retrospect*, which will be published in spring of 2022. He also continued to write Retrospect, his weekly column on Sullivan County history for the Sullivan County Democrat newspaper. This column was started in July of 1987 in the Times Herald-Record and except for a brief hiatus, has continued ever since. It has run in the Democrat since 2004.

The Historian collaborated with The Delaware Company and town of Highland Historian Debra Conway to procure a grant from the William G. Pomeroy Foundation for a historic marker to memorialize the site of the first suspension bridge in the Upper Delaware, built in 1855 in Barryville. He also helped organize the dedication ceremony on June 12, 2021, and spoke at it.

The Historian continued to work 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 the Homestead school in Glen Spey to teach the colonial history of the region to fourth, fifth, and sixth graders at the school.

The Historian continued to be in demand as a source for newspaper reporters, filmmakers, and television producers looking for information on historical topics as diverse as the Declaration of Independence, Dutch Schultz’s buried treasure, haunted houses, tax exempt properties, and of course, the Borscht Belt.

The Historian continued to work with the county’s O&W Rail Trail Alliance to promote the network of trails in the County, and held four different history hikes on the Hurleyville section of the trail. In addition to the hikes, he provided historical information to the Alliance and to Sullivan Renaissance in their activities to expand and improve the trails.

The Historian conducted 50 historical presentations and/or interviews during the year—many via telephone or ZOOM-- as compared with just 17 in 2020, but in line with the 58 done 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.

With the increased activity resulting from the temporary easing of the COVID pandemic, the Historian spent 760 hours in performance of his duties in 2021, up from 620 hours in 2020, and 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 COVID restrictions still impacted the Historian’s mileage on the job in 2021, although not to the same extent as the year before. Mileage in 2021 was 1845, up from the 1305 miles travelled on the job in 2020, but still 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 |
|------|----------------------|-------|---------|
| 2021 | 50 | 760 | 1845 |
| 2020 | 17 | 620 | 1305 |
| 2019 | 58 | 663 | 3298 |
| 2018 | 50 | 724 | 4336 |
| 2017 | 50 | 649 | 3682 |
| 2016 | 51 | 721 | 4177 |
| 2015 | 39 | 719 | 5313 |
| 2014 | 28 | 610 | 4601 |
| 2013 | 28 | 566 | 4294 |
| 2012 | 22 | 423 | 3764 |
| 2011 | 22 | 479 | 3675 |

In conclusion, much of the second half of 2021 was spent on behind-the-scenes activities not specified here to prepare Fort Delaware for the resumption of full-scale operations in 2022. The Historian was instrumental in leading The Delaware Company in interviewing and hiring a Director and an Assistant Director to develop programming and oversee the staff at Fort Delaware, and began vetting and scheduling special programs for the Fort and the Battleground for 2022.

Looking to the future, the Historian expects to continue building upon past accomplishments and collaborations to increase the popularity of historical landmarks and heritage sites within the County-- in particular Fort Delaware and the Minisink Battleground-- as the linchpins of the effort to increase heritage tourism toward the benefit of all.

2021 SPEAKING ENGAGEMENTS (50)

Tuesday, January 26, 2021 WJFF Radio Jeffersonville, NY - 6:30 p.m. Interview about Upcoming “Borscht Belt in Winter” presentation

Thursday January 28, 2021 Ethelbert B. Crawford Public Library Monticello, NY - 6 p.m. (ZOOM) *Borscht Belt in Winter*

Wednesday, February 10, 2021 Sullivan County Democrat Callicoon, NY - (Telephone Interview w/ Isabel Braverman) *The Loch Sheldrake Monster*

Thursday, March 4, 2021 Ethelbert B. Crawford Public Library Monticello, NY - 6 p.m. (ZOOM) *The Irish in Sullivan County*

Monday, March 8, 2021 WJFF Radio Jeffersonville, NY - (Telephone w/ Patricio Robayo) *Dairy Farming in Sullivan County*

Wednesday, March 10, 2021 WJFF Radio Jeffersonville, NY - 7:30 p.m. *Farming in Sullivan County*

Saturday, April 24, 2021 National Celebrate Trails Day Milk Train Trail, Hurleyville - 2 p.m. *Hurleyville History Hike*

Sunday, April 25, 2021 Jewish Women of New Jersey via ZOOM - 7 p.m. *Timber, Tanning and Tourism: An Overview of Sullivan County History*

Thursday, April 29, 2021 Hurleyville Performing Arts Centre Hurleyville, NY - 6 p.m. (Live and ZOOM) *The Lenape: Their Culture, Their Language, Their Legacy*

Monday, May 3, 2021 Deidre Irvine, Bard College Telephone Interview *A Historical Look at Tax Exempt Properties in S.C.*

Thursday, May 6, 2021 Leadership Sullivan via ZOO - 6:30 p.m. *Industry and COVID*

Friday, May 21, 2021 WJFF Radio Jeffersonville, NY - 4 p.m. (Telephone Interview) *Doctors Say, 'Go to the Mountains': The History of Sullivan County as a Healing Environment*

Saturday, May 22, 2021 Narrowsburg Union Narrowsburg, NY - 3 p.m. (Live and ZOOM) *Doctors Say, 'Go to the Mountains': The History of Sullivan County as a Healing Environment*

Sunday, May 23, 2021 Seminary Hill Orchard and Cidery Callicoon, NY - 2 p.m. (Live) *The Apple Industry in Sullivan County*

Saturday, June 5, 2021 National Trails Day Milk Train Trail, Hurleyville, NY - 9 a.m. *Rail Trails and Economic Development*

Wednesday, June 9, 2021 The River Reporter Narrowsburg, NY - via telephone w AnneMarie Schuetz Interview about "Sullivan County's Not So Secret Civil War" program

Thursday, June 10, 2021 Ethelbert B. Crawford Public Library Monticello, NY - 6 p.m. (Live and ZOOM) *The Copperheads and Sullivan County's Not So Secret Civil War*

Saturday, June 12, 2021 The Delaware Company Barryville, NY - 2 p.m. (Live) *The Upper Delaware's First Suspension Bridge* (Marker Unveiling)

Monday, June 14, 2021 The Borscht Belt Tattler Podcast from Toronto, Canada (ZOOM) *The Evolution of Tourism in Sullivan County*

Wednesday, June 16, 2021 Albany Times Union Albany, NY (Telephone Interview w/ Cloey Callahan) *Dutch Schultz*

Wednesday, June 16, 2021 Manor Ink Livingston Manor, NY (Telephone Interview) *The Cushetunk Settlement and Fort Delaware*

Thursday, June 17, 2021 Bloomberg New York, NY (Telephone Interview w/ Dave Herbert) *Camp Shane*

Thursday, June 24, 2021 Albany Times Union Albany, NY (Telephone Interview) *The Declaration of Independence in the Upper Delaware Valley*

Monday, July 5, 2021 WJFF Radio Jeffersonville, NY - 6:30 p.m. (Telephone) *Patriots and Loyalists at Fort Delaware*

Saturday, July 10, 2021 Fort Delaware Museum of Colonial History Narrowsburg, NY - 12 Noon (Live) *Patriots and Loyalists: The Declaration of Independence in the Upper Delaware Valley*

Saturday, July 24, 2021 Minisink Battleground Park Barryville, NY - 4 p.m. (Live) *Commemoration of the Battle of Minisink*

Saturday, July 31, 2021 Smallwood Club Smallwood, NY - 7:30 p.m. (Live) *Working at Play: The Evolution of Tourism in Sullivan County*

Sunday, August 1, 2021 New Jersey Vintage Sports Car Club The Heron, Narrowsburg, NY - 11 a.m. (Live) *The Borscht Belt*

Tuesday, August 17, 2021 Liberty Public Library Liberty, NY - 6:30 p.m. (Live and ZOOM)) *The Castles of Sullivan County*

Wednesday, August 25, 2021 River Reporter Narrowsburg, NY - Telephone Interview w/ AnneMarie Schuetz *Panthers and Passenger Pigeons in Sullivan County*

Monday, August 30, 2021 Movement Monday Milk Train Trail, Hurleyville, NY - 6 p.m. *The Railroads in Sullivan County*

Tuesday, August 31, 2021 Albany Times Union Albany, NY - (Telephone Interview w/ Chris Carola) *Boxing in the Catskills* **Tuesday, August 31, 2021** Expedition Unknown Discovery Channel TV Series (Telephone Interview w/ Sean Giffin, Amanda Marks) *Dutch Schultz and His Lost Catskills Treasure*

Thursday, September 9, 2021 Livingston Manor Library Livingston Manor, NY - 6:30 p.m. (Live) *The Lenape: Their Culture, Their Language, Their Legacy*

Friday, September 10, 2021 Forestburgh Theatre Forestburgh, NY - 3 p.m. (Live) *Hold the Chicken and Make it Pea: The History of Entertainment in Sullivan County*

Sunday, September 12, 2021 Upper Delaware Council Annual Dinner Beach Lake, PA - 3 p.m.
Accept Cultural Achievement Award for The Delaware Company

Saturday, September 18, 2021 Minisink Battleground Barryville, NY - 2 p.m. (Live) *Highland History Hike*

Wednesday, September 22, 2021 Fort Delaware Museum of Colonial History Narrowsburg, NY - 1 p.m. - 4 p.m. (Live) Program for Cochecton Christian Home School Coalition

Thursday, September 23, 2021 Livingston Manor Library Livingston Manor, NY - 6:30 p.m. (Live) *Bought for a Song: Irving Berlin Comes to Sullivan County*

Sunday, September 26, 2021 Cochecton Preservation Society Cochecton, NY - 1 p.m. (Live) *Timber Rafts to Turnpikes: Transportation in Sullivan County*

Monday, September 27, 2021 Albany Times Union Albany, NY - Telephone Interview w/ Alexandra Zissu *Can Bagels Boost a Struggling Catskills Town?* (published 10/15/21)

Friday, October 1, 2021 The History Channel (Interview w/ Julia Press "This Month in History" TV Series *Dutch Schultz, Charles E. Becker, Alfred L. Loomis*

Saturday, October 9, 2021 Fort Delaware Museum of Colonial History Narrowsburg, NY - 5:30 p.m. - 9:30 p.m. Haunted History Lantern Tour

Wednesday, October 20, 2021 River Reporter Narrowsburg, NY - (Telephone Interview w/ AnneMarie Schuetz) *Ghost Stories from Sullivan County History*

Thursday, October 21, 2021 Livingston Manor Library Livingston Manor, NY - 6:30 p.m. (Live) *Ghost Stories from Sullivan County History*

Wednesday, November 10, 2021 Sullivan Renaissance Hurleyville, NY - 2:30 p.m. (Videotaped Interview) *The History of the O&W Railway*

Monday, November 22, 2022 Homestead School Glen Spey, NY - 9 a.m. *Colonial History of the Upper Delaware*

Saturday, December 4, 2021 Holiday in Hurleyville Milk Train Trail, Hurleyville, NY - 11 a.m.
Hurleyville History Hike

Saturday, December 4, 2021 Holiday in Hurleyville Hurleyville General Store, Hurleyville, NY - 2 p.m.
In Further Retrospect Book Signing

Saturday, December 11, 2021 The Secret Garden Jeffersonville, NY - 1 p.m. *In Further Retrospect*
Book Signing

LEGAL AID PANEL

Tim Havas, Executive Director

2021 Overview

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 ten homicide cases and have handled a total of sixteen homicide cases since 2017.
- We are handling 20 Class A-I felonies.
- 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 34 years of indigent defense experience. Almost all attorneys on staff have 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.
- On a daily basis, we provide pre-arrest legal advice to those potentially accused of crimes.

3. Caseloads

- In 2021, the Sullivan Legal Aid Panel, Inc. opened approximately 2,901 files. Of that number, 2,552 matters were criminal cases.
- Of that number, 426 of those cases were felonies.
- Our agency handled 1,497 misdemeanor cases.
- Our agency handled 224 non-criminal offenses.
- Our agency also handled 405 administrative proceedings relating to probation matters, parole matters, proceedings under the Corrections Law, and general advice.
- Our agency handled 349 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 11 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 Assigned Counsel Administrator, Lynda Levine, 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.

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. Our agency follows appropriate guidelines and safety protocols.

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 a continuous backlog of cases as a result of court limitations due to the pandemic. This agency is staffed and ready to handle that backlog.

·

Office of Public Defense

Lynda Levine, Administrator of Assigned Counsel

Counsel at First Appearance (CAFA)

Currently consists of panel of 7 attorneys; continuous recruitment for new Panel Attorneys

Handled 500 arraignments in 2021

Prepared Memorandum of Agreements for Panel Attorneys

Prepared, monitored and distributed schedules of Attorneys on call

Communicated regularly with Court personnel and Panel Attorneys to ensure 24 hours, 7 days/week coverage

Grants

Prepared and submitted proposals and secured grants for three contracts with the State of New York (Grants total: \$1,271,988)

Prepared and submitted resolutions to accept grants and authorize payments to providers

Prepared Memorandum of Agreements for providers and CAFA Panel attorneys to authorize payments

Negotiated Year 3 Budget for Hurrell-Harring Reform funding (total budget for Year 3 - \$968,007.87; County portion \$286,330.00)

Prepared and submitted Proposal for Year 4 Budget for Hurrell-Harring Reform funding (total budget for year 4 - \$1,336,410.20; County portion \$301,330.00)

Prepared and submitted RFP for competitive grant for parental representation in family court (as a result of lack of funding, there were only 5 grants awarded, Sullivan County was not)

Monitored services provided under State grant funding

Submitted claims totaling \$1,052,406.12 to the State of New York for reimbursement for services provided in calendar year 2021.

Worked with Audit to ensure timely payment to all providers of indigent legal services

Assigned Counsel Program

Prepared draft Attorney Handbook

Prepared lists of 18b attorneys - provided 18b attorney information to courts upon request

Communicate regularly with 18b attorneys

Reports

Tracked all activities performed under 18B and grant funding as required in order to prepare reports for the State

Prepared and timely submitted Annual Expenditure Report to the State

Prepared and timely submitted ILS 195 Report to the State

Prepared and timely submitted biannual Performance Measures Report to the State

Vouchers

Review and approve vouchers for providers of mandated representation

Review and approve vouchers for 18b attorneys

Review and approve vouchers for CAFA Panel Attorneys

COUNTY CLERK

SULLIVAN COUNTY CLERK

January—December 2021 Annual Report



Russell H. Reeves
County Clerk

*Here to Serve and Protect the
public's trust in their records*

Doreen Huebner, Deputy County Clerk
Tina Millis, DMV Administrator

To the Citizens of Sullivan County,

I would like to thank you for the opportunity to serve as the County Clerk. Striving to improve the quality of service provided to our customers and protecting the public's trust in their records will remain our top priorities. A website (www.sullivanny.us/Departments/Clerk) is maintained to assist customers seeking information pertaining to Deeds, Public Records, Pistol Permits, DMV, and other areas in the Clerk's Office. Given the worldwide pandemic that so drastically affected the national, state, and local economies and limited normal operations, 2021 was certainly challenging. But, thanks to the dedication of the employees of the Clerk's Office and the DMV, it was certainly a better year than it could have been.

We look forward to continuing to serve the public and increased success in 2022.

Sincerely,

Russell H. Reeves

Clerk of Sullivan County, New York



Highlights and Initiatives

- > **Mobile DMV vehicle:** The County Clerk's office has run a very successful Mobile DMV vehicle. The mobile unit visited six different towns; Narrowsburg, Hortonville, Livingston Manor, Grahamsville, Mamakating, and Jeffersonville, on a rotating basis throughout the year. We are anticipating adding two to four new locations in 2022. The unit brings convenience directly to residents and reduces congestion at the DMV's main office.
- > **DMV appointments:** The DMV continues to be by appointment which has lessened wait times for the public. In 2022 we hope to add another permit testing station and to add the means to do license transactions at our mobile locations.
- > **Access to County Land Records:** The County Clerk's office applied for a Shared Services Grant with the Town of Thompson and received an award of \$132,575.00 for the entire project. The Clerk's office portion of the grant will be to scan an estimated 284,720 land record images for easier access for searchers and the public via the internet. This will also increase revenue.
- > **Pistol Permits:** The pistol permit amendment process has been streamlined down to an average of a two week process. To add convenience for our permit holders the office now prints the recertification date on the back of permits.
- > Plans have been submitted to make changes in the records room to improve accessibility for searchers and the public.

CLERKS REPORT TO THE LEGISLATURE OF THE COUNTY

In accordance with Section 406 of the County Law,

I herewith transmit statement of all monies received by this office during the fiscal year ending December 31, 2021.

| 2021 | State Revenue | County Revenue | Town Revenue |
|--|----------------|-----------------------|----------------|
| MORTGAGE TAX | | | |
| Mortgages Recorded-2329 | | | |
| Town Mortgage Tax | | | \$2,167,904.11 |
| County Mortgage tax | | \$1,083,952.06 | |
| SONYMA Mortgage Tax | \$1,013,815.31 | | |
| Total | \$1,013,815.31 | \$1,083,952.06 | \$2,167,904.11 |
| CLERK FFES | | | |
| Documents Recorded-10754 | | | |
| Clerks Fees | | \$1,107,398.41 | |
| Passports | | \$14,915.00 | |
| Pistol Permits | | \$16,926.00 | |
| County Court Fines | | \$12,709.64 | |
| County Court Stop DWI Fines | | \$26,213.00 | |
| Total | | \$1,178,162.05 | |
| STATE TAXES/FEES | | | |
| Deeds Recorded-4566 | | | |
| NYSDTF-Real Estate Transfer Tax Unit | \$3,785,894.00 | | |
| NYS Unified Court System | \$466,360.55 | | |
| NYS Education Dept. | \$284,021.00 | | |
| NYSDTF-Office of Real Property Tax Services | \$757,008.00 | | |
| NYS Department of State (Notary fees) | \$8,720.00 | | |
| Total | \$5,302,003.55 | | |
| Grand Total \$9,127,314.81 | | \$2,262,114.11 | |

Clerk's Revenue \$2,262,114.11

I, Russell H. Reeves, being duly sworn, says that I am the Clerk of Sullivan County:

That the foregoing statement is in all respects a full and true statement of all monies received by him as Clerk to the best of his knowledge and belief.

Dated: January 28, 2022

State of New York



DMV REPORT TO THE COUNTY LEGISLATURE

| 2021 | | |
|---|----------------|--------------|
| REVENUE | | |
| County Bad Check Fees | \$180.00 | |
| Voluntary Surrenders | \$8,724.00 | |
| ONLINE/PARTNER REVENUE SHARING | \$5,400.00 | |
| Sales Tax | \$56,152.94 | |
| Terminal Issuance | \$3,346,976.71 | |
| Total Revenue | \$7,825,918.65 | |
| DISBURSEMENTS | | |
| NYS DMV COMMISSIONER | | 3,879,405.97 |
| COUNTY CLERK | | 607,521.38 |
| CASHIER OVERAGE | | 73.59 |
| NYS TAX/FINANCE | | 3,338,917.71 |
| | | 7,825,918.65 |
| COUNTY REVENUE SHARE | | |
| ONLINE/PARTNER REVENUE SHARING | \$56,152.94 | |
| DMV FEES | \$551,368.44 | |
| Sales Tax | \$548,579.03 | |
| Total County Revenue | \$1,156,100.41 | |
| DMV Revenue Total \$1,156,100.41 | | |

I, Russell H. Reeves, being duly sworn, says that I am the Clerk of Sullivan County:

That the foregoing statement is in all respects a full and true statement of all monies received by him as Clerk to the best of his knowledge and belief.

Dated: January 24, 2021

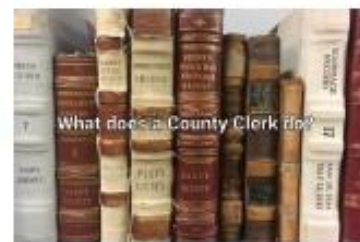
State of New York



County Clerk as Recorder and Records Retention Officer (RMO)

County Recorder

The Clerk is the Records Management Officer of all instruments required or authorized to be recorded in one general series of "Official Records" books. Upon payment of the statutory fees, the Clerk records and indexes a variety of important documents. Examples of such documents include deeds, mortgages, liens, contracts, affidavits, subdivision plats, declarations of condominium, bills of sale, judgments, certificates of military discharge, and declarations of domicile. Also, as the Clerk of the Court, the office also files and records court-related documents for the New York State Supreme and County Courts. We accept filings to initiate supreme and county court actions and subsequent documents in existing actions. Examples of such documents are divorces, judgements, civil actions, business certificates, to name just a few.



Once a document has been recorded and indexed in the Official Records Division, the Records Management Division is responsible for making sure that a permanent, archival copy of that document exists.



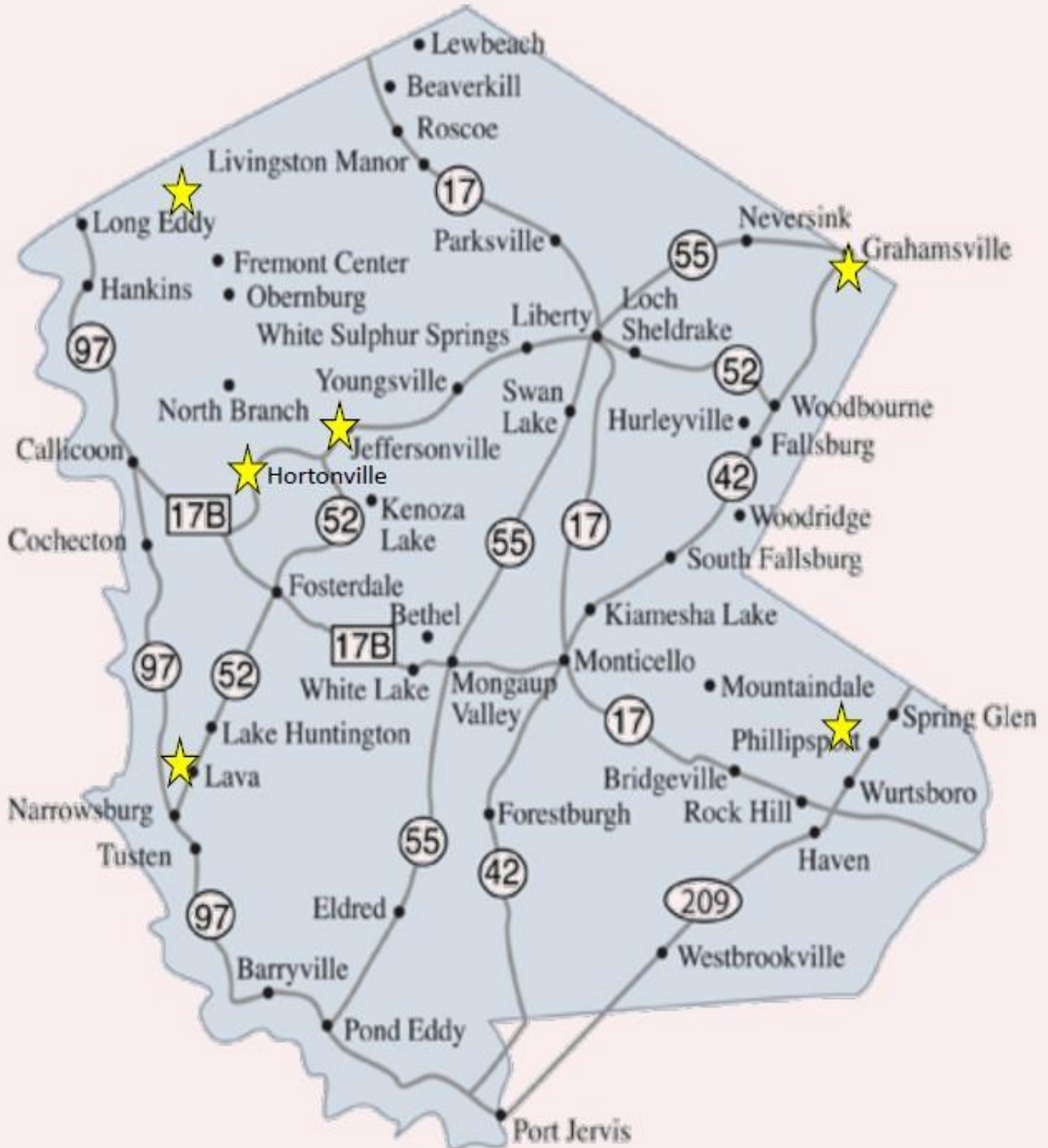
County Records Management Officer

As the County Record Management Officer, the Clerk also serves as the custodian and controller of archival records, both for the Clerk's operations and the operations of all other county offices. A records management/retention program assists user county agencies in the identification, classification (according to published State Records Schedules), and inventorying of all their documents, papers, letters, maps, books, and files. These records are public records and, as such, are vital not only to the government and court system of Sullivan County, but also to the citizens of the County and State. The New York State Archives developed the records retention and disposition schedules in partnership with state and local governments. The strong adherence to these schedules play an important part in the manner in which public records are managed. In carrying out the responsibility of organizing and controlling the large volume of records created by the courts and county government, the challenge that must be met by the Clerk is to ensure that public information remains open and accessible to all citizens in an efficient and effective manner.

As technology expands the means by which government can attain and store information, the means by which public business is transacted has likewise expanded. The Clerk is committed to safeguard the public's right to know by responding to these changes with the most efficient information technology resources available.



2021 DMV Mobile Office Visits



COUNTY TREASURER

Nancy Buck, Treasurer

Kathleen Lara, Deputy Treasurer

The Sullivan County Treasurer is the Chief Financial Officer of the County. As such, the powers and duties of the County Treasurer include, but are not limited to, the following:

- Collect, receive, have custody of, deposit and disburse all fees, revenues and other funds of the county.
- Perform all aspects relating to the collection of taxes.
- Borrow money in the name of the County as authorized by the County Legislature.
- Act as an escrow depository for court funds and funds and personal belongings of deceased persons from the Sullivan County Coroners.
- Maintain complete accounting records of all receipts and disbursements of the county and procure and reconcile all bank accounts with county funds.
- Have all other duties conferred or imposed by law on a County Treasurer including, without limitation, acting as a Public Administrator.
- Collaborate with the County Manager and the Commissioner of Management and Budget regarding the annual estimate of revenues available in developing the succeeding fiscal year budget.

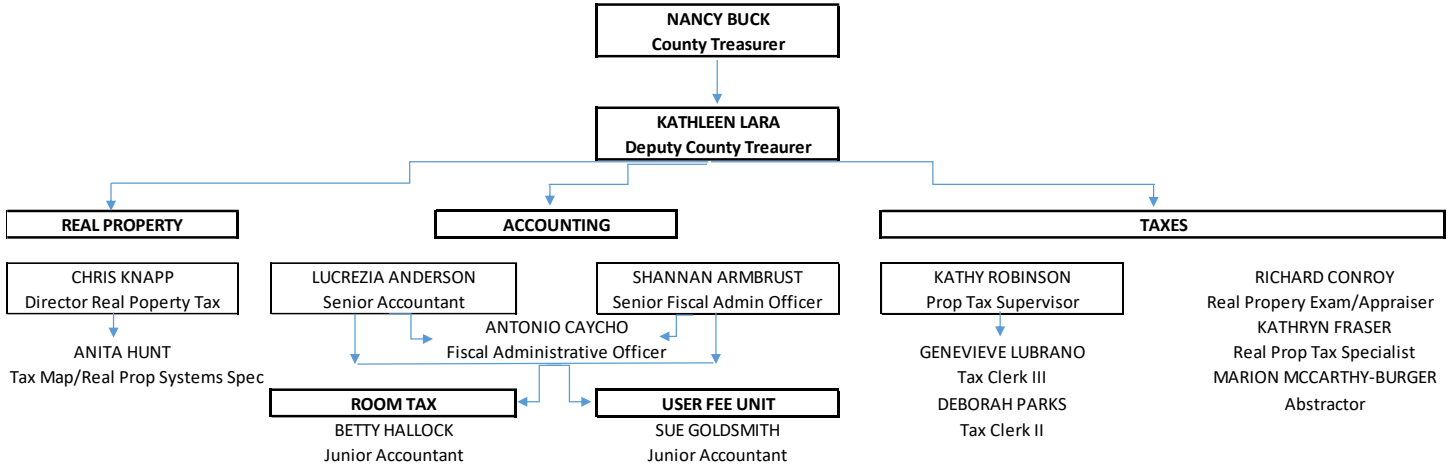
Over the past three decades, the County Treasurer's Office has evolved and adapted to the ever-changing times. The Office is currently made up of five different divisions, with Real Property Tax Map Services being the newest addition to our organizational chart in late 2020:

- Accounting
- Room Tax Collection
- Property Tax Collection
- User Fee Unit
- Real Property Tax Map Services



Sullivan County Treasurer
 100 NORTH STREET
 MONTICELLO, NY 12701

County Treasurer Organizational Chart



Accounting

Goals:

The Accounting Department is responsible for the accounting of all of the County Departments. Our goal every year is to compile and complete all of the County's fiscal transactions in order to file all required State/Federal Reports in a timely manner. Some of the major filings and their dates are listed below:

- Constitutional Tax Limit - Filed 1/10/21
- Annual Update Document - Filed 4/30/21
- Comprehensive Annual Financial Report - Filed 6/30/21
- Federal Single Audit - Filed 9/30/21
- DOT Audit - Filed 9/30/21

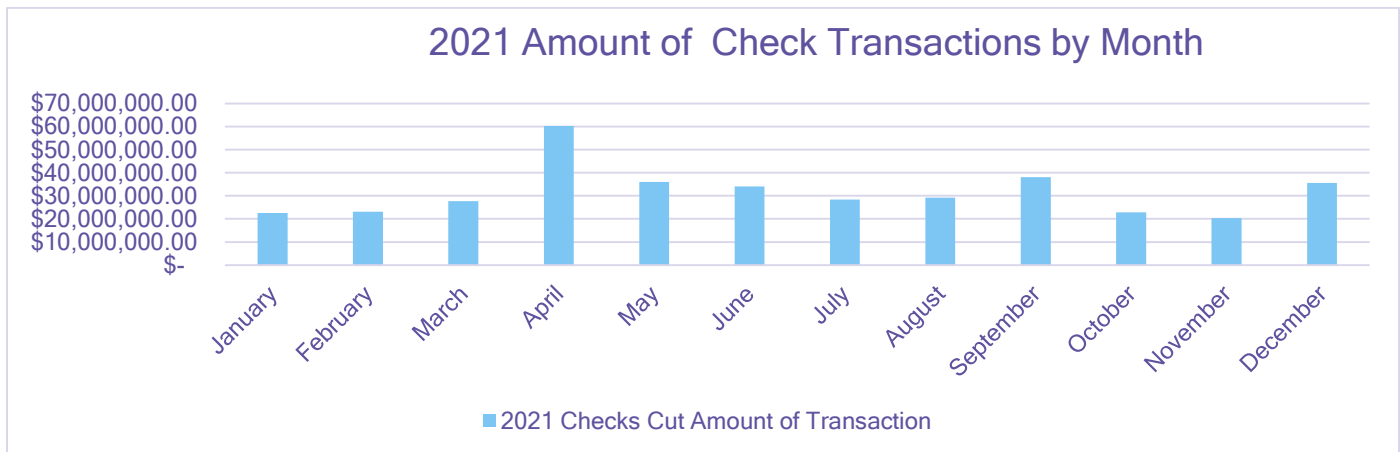
Timely, transparent, accurate filings of the County's financials assist in the County being awarded and maintaining Federal and State funding, grants, and excellent credit ratings for lower interest rates. This, in turn, allows for the County to continue providing services and completing needed capital projects throughout the County.

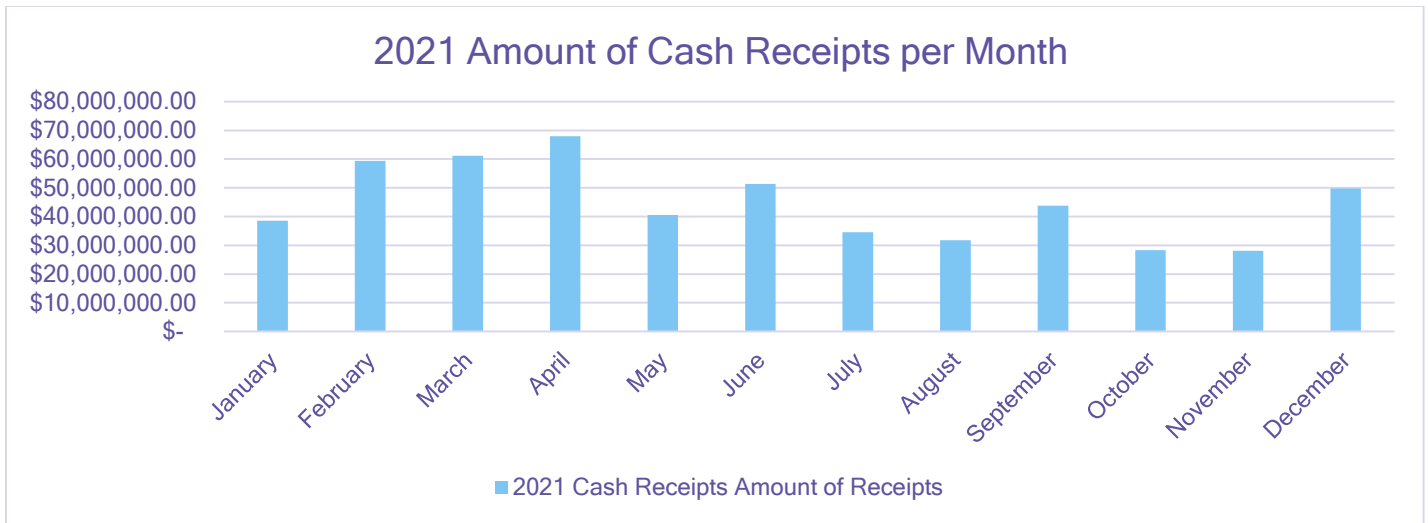
For the 30th consecutive year, the Sullivan County Treasurer’s Office has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the GFOA. This prestigious award is a testament to the Treasurer’s Accounting Office’s dedication to assist other Departments within the County as well as preparation and fair presentation of accurate financial statements using generally accepted accounting principles (GAAP). This includes the design, implementation and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error

The Accounting Department continues to significantly reduce the amount of paper being used. We now store all backup to transactions within our financial software, making it paperless and much more efficient to find information. We continue to find new ways to reduce waste.

Our main goal is to always provide excellent support to all County Departments. We have an open door policy and love to help any department that needs assistance. We are available to help with New World support, Project Accounting, Budget questions, accounting principles and policies, banking, and department procedures regarding any financial transactions.

Accounting Statistics:





Room Tax Collection

Room Tax Statistics:

The Treasurer’s Office is responsible for the administration, collection and enforcement of operators who collect Room Tax on behalf of the County of Sullivan. We currently have 341 active registered rental properties. In 2021 we registered an additional 122 rental properties. As of 12/31/2021, we have collected \$2,943,279.79 in Room Tax Revenue. This is not the final figure for 2021, as the quarterly return which includes December 2021 is not due to be filed by operators until February 2022. However, we estimate that the total collection for 2021 should reach approximately \$3.2 Million.

Goals:

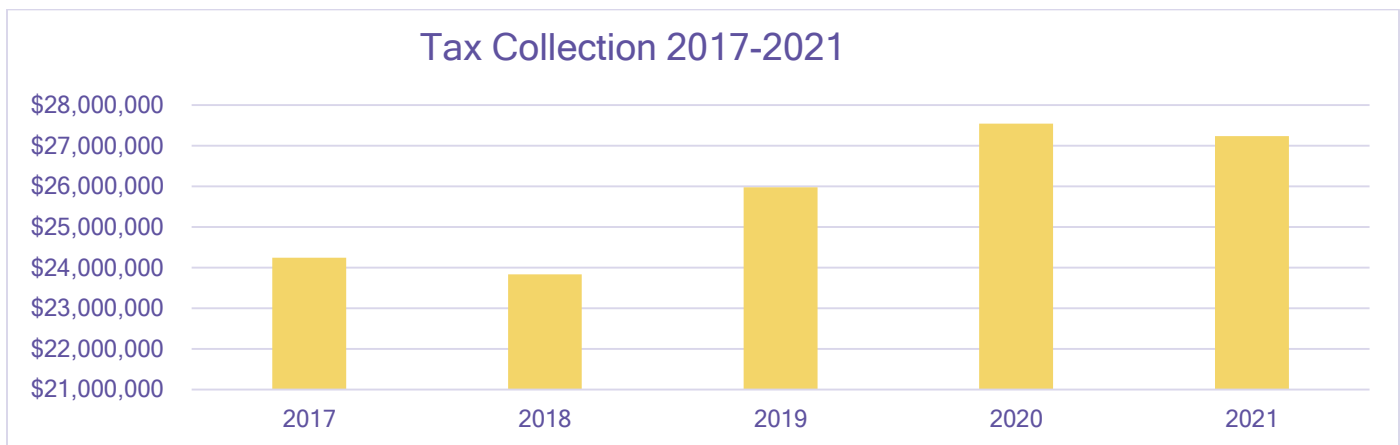
The Treasurer’s Office worked with the Sullivan County Attorney’s Office to amend the Room Tax law to fix loopholes and ensure that many short-term rentals which were previously excluded in the law are now required to collect Room Tax on behalf of the County of Sullivan. The amendments to the Room Tax Law were passed on March 18, 2021.

Sullivan County was the first municipality in the State to contract with AirBnB to voluntarily pay Room Tax on behalf of their clients. This led to this office working with the County Attorney’s Office to seek out additional short-term rental platforms to voluntarily collect Room Tax. Due to these efforts, the County was able to enter into a Contract with VRBO/HomeAway in June 2021.

Property Tax Collection/Real Property

Property Tax Statistics and Goals:

In April of each year, each of the fifteen Town Tax Collectors turn over their unpaid property taxes to our office, which average over \$20.4 million each year. Our office first reconciles their amounts for accuracy and thereafter begins processing payments on those unpaid taxes. Our office then sends two letters to taxpayers with the current year's delinquent taxes in May and September to make sure they are aware of the process. In 2021, our office collected \$11,500,274.88 in 2021 taxes alone and collected a total of \$27,233,629.00 in taxes which included the years 2010 through 2021.



The Sullivan County Treasurer, as the Enforcing Officer for the County of Sullivan, has the authority to prepare and execute agreements with eligible owners for the payment of eligible delinquent taxes over an extended period (24 months) in accordance with §1184 of the Real Property Tax Law and Local Law No. 3-2005 of the County of Sullivan.

In the year 2021, our office collected \$4,196,342.64 in monthly tax installment payments for 4,178 parcels.

The Treasurer's Office took great efforts to ensure that addresses for taxpayers were updated and that statements forwarded to those taxpayers with delinquent taxes. Our office worked with all Town Assessors to request that we be provided with updated address information as their office receives the same. In addition, extensive research is done for taxpayers whose mail is continually returned by the Post Office. This has reduced costs, including copying and postage. In addition, our efforts have provided many taxpayers whose mail was continually returned by USPS with an opportunity to pay their delinquent taxes prior to being served in our foreclosure proceedings.

When all of the foreclosure notices mailed to a taxpayer are returned by the Post Office, Real Property Tax Law requires that we forward a request to the USPS Postmaster to attempt to obtain an alternative mailing address. Due in part to our efforts to obtain valid addresses for taxpayers, the number of Postmaster requests have gone from 80 requests in 2020 to 32 requests in 2021, a 40% decrease in requests.

Solid Waste User Fee Unit

User Fee Unit Statistics:

It is the responsibility of the User Fee Unit to track all deposit, reconcile all deposits to the Waste Works System and to maintain all bank reconciliations for the Landfill and the five related Transfer Stations.

Currently, the County of Sullivan has 106 active Hauler Accounts which permits a Hauler to access the Landfill quickly and efficiently. The User Fee Unit is responsible for administering all of the applications (which are renewed annually) which includes the review of the Applications and proof of insurance as well as communication with Haulers. The User Fee Unit is responsible for the issuance of numbers for each vehicle owned by the Hauler. In addition, the User Fee Unit is responsible for the administration of 50 charge accounts, which include the application by the Hauler as well as the issuance of a security bond naming the County of Sullivan as the obligee. The User Fee Unit assists Haulers with questions concerning daily landfill tickets and other financial matters.

The User Fee Unit recorded \$9,267,540.28 in revenue for 2021. The User Fee Unit processed 106 Hauler Account Applications, which included 11 new Applications for 2021.

Goals:

In 2021 the User Fee Unit was successful in consolidating six separate bank accounts for the County's Transfer Stations to three bank accounts, thereby reducing paper and time required to keep control of the additional accounts. This was achieved through the cooperation of all of the Transfer Stations in Sullivan County, DPW and our office.

Real Property Tax Department

Christopher Knapp, Director

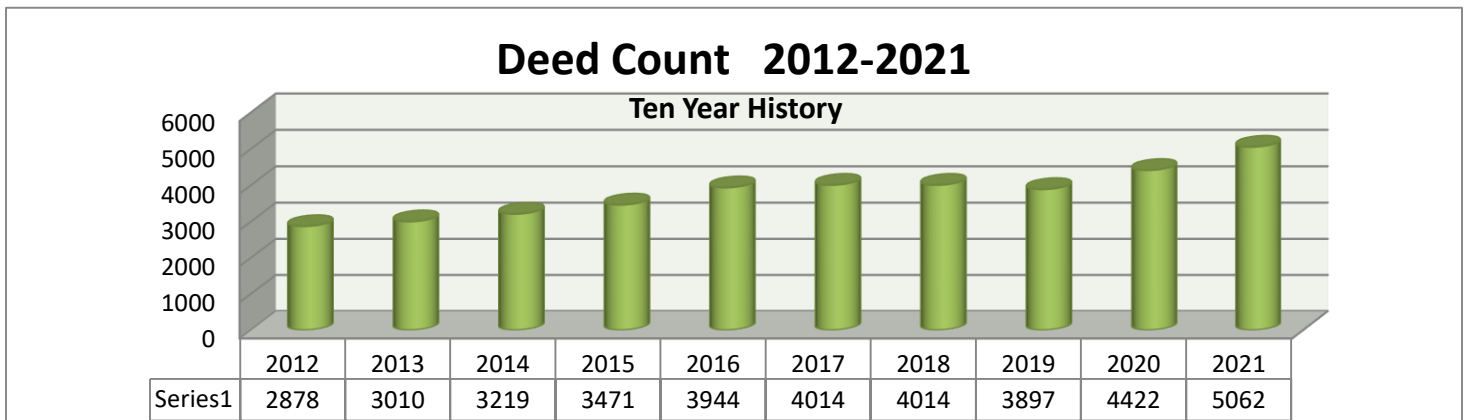
The Sullivan County Department of Real Property Tax Services functions in conformance with the New York State Real Property Tax Law and the Rules and Regulations of the New York State Department of Taxation and Finance, Office of Real Property Tax Services.

This Department maintains a close working relationship with the county's 15 assessing units, 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.

2021 Statistics:

- Sullivan County parcels: 67,000 +/-
 - **Deeds:** 5062
 - **Subdivisions:** 65
 - **Parcels conveyed:** 7025
 - **Subdivision Lots created:** 515
 - **Parcel combinations:** 343 parcels combined

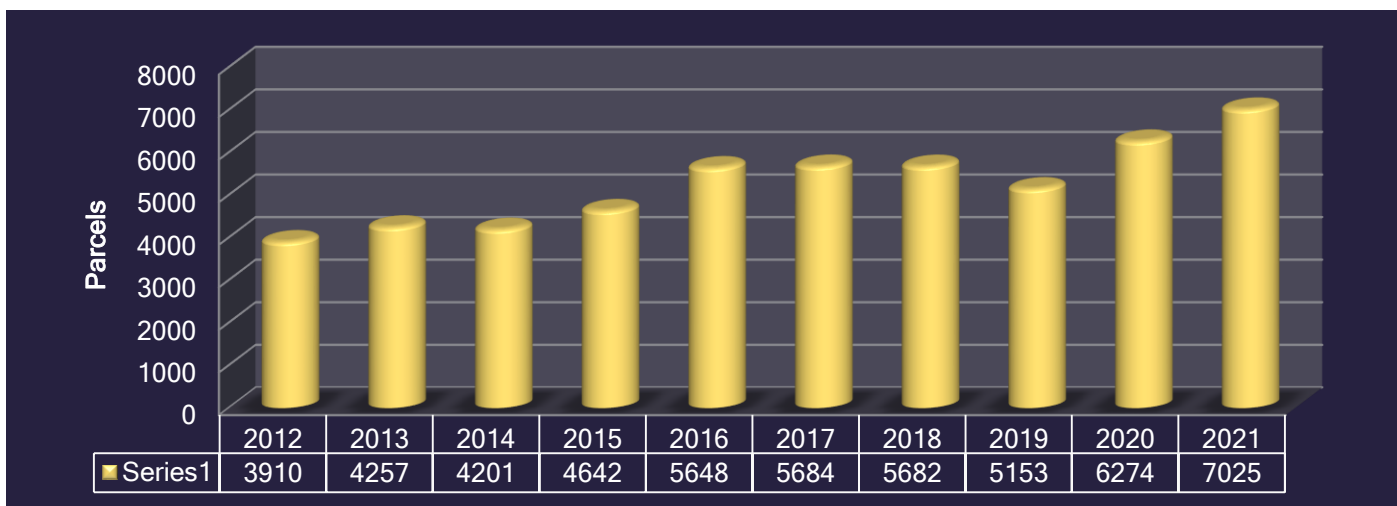
The ten year history as depicted below reveals that the amount of deeds recorded for processing in our office had been steadily increasing over the past few years. We've seen the greatest amount of deeds this year than any in the last ten years



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



The chart below depicts the number of parcels conveyed over the past ten years.



Additional Duties - 911 Addressing Program

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 co-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 database updates to the E-911 center.

We currently maintain approximately 57,750 address points and their associated tabular data within the county.

- ***New Site Address Points added:*** 1025
- ***Other issues resolved:*** 100
- ***Private Communities addressed:***
- ***New Roads created:*** 47

Highlights for 2021

- ***New legislation:*** Due to COVID-19, taxpayers who'd received an exemption in 2020 pursuant to RPTL 467 or RPTL 459-c didn't have to fill out renewal paperwork for 2021, instead, the taxpayer's exemption could be automatically renewed for 2022. However, these taxpayers were also allowed to apply for a greater exemption if their income had decreased. The aforementioned legislation was a local option which required a municipality to pass a resolution to allow it. Additionally, due to COVID-19, the New York State Office of Real Property Tax Services allowed County Director's to utilize a pre-recorded video to carry out their training duties for the Boards of Assessment Review.
- ***New Assessors:*** The Town of Rockland Assessor retired on 12/31/2021 leaving a vacancy for her position. The Town of Rockland is looking to fill the Assessor's position.

Goals:

GOALS Realized

- Maintained tax maps and property ownership records in accordance with Real Property Tax Law.
- Provided new 911 addresses and resolved addressing concerns.

GOALS Yet to Be Realized

- Tax map QA/QC.

AUDIT AND CONTROL

Angela Chevalier, County Auditor

2021 Report

MISSION

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 2021, the Office of Audit & Control (“Audit Department”) worked diligently to process approximately 44,000 invoices for payment. In 2021 we continued the hybrid approach to the accounts payable process. This appears to have facilitated a more efficient and accurate process which will continue into 2022.

In 2021, vouchers totaling \$203,593.65 were removed from processing after having been submitted without a fully executed contract on file. The Department was also able to save the County \$1,559,834.59 through voucher corrections and the removal of duplicate submissions from processing. The Audit Department continued to process new vendor creation and maintenance in the financial software which included requesting 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 and NEC-1099 to all applicable County vendors for fiscal year. Each year, regardless of the form, this process has included manual entry of ACC data and importation of State BICS system data to properly issue 1099s County Wide.

AUCTIONS

We coordinated the County's Surplus Auction as it related to physically inventorying the items for sale, photographing, authorizing titles (when necessary), ensuring each Bill of Sale was signed as received from buyer, as well as signing on behalf of the County on the Bill of Sale for the buyer.

ASSETS and LEASE REPORTING

Audit compiled source documents for the recording of and/or tracking of Fixed Assets (including tagging and photographing) and completed the asset reporting for GASB reporting requirements. It should be noted that our office successfully implemented new GASB 87 requirements for lease reporting with our external auditors.

CONTRACTS

The Audit Department is the repository for all County contracts. As such, all contracts were analyzed to ensure they were fully and properly executed: i.e., signatures, insurance, legislative authority and attachments/exhibits etc. Once reviewed for completeness, each contract was entered into the County's contract database, scanned and attached. It was decided during 2021, that a few contracts that were missing pertinent information would still be placed in the database. My office has requested the missing information and will add to the scanned contract upon receipt.

FIXED ASSET INVENTORY

A comprehensive physical inventory was performed on machinery & equipment during 2021. Efforts were made, in particular, to inventory all items received from grant funding to ensure compliance with this grant requirement.

CONSULTING for MOVE SULLIVAN

Move Sullivan Consulting Engagement- The main focus was on the reconciliation of cash receipts. We worked closely with the Department as well as the vendor to enhance the accuracy of the reconciliation process. Our Staff Auditor created an Excel reconciliation worksheet to assist in this process. This engagement will be on-going throughout 2022.

REPRESENTATIVE PAYEE RECONCILIATION

This was a long term project which originated to assist the Department of Family Services in implementing new software and, for various reasons, grew into a reconciliation agreement. This required completing many years of bank reconciliations and assisting in determining corrections needed to clients' sub-ledgers.

REVENUE QUESTIONNAIRE

In April and May of 2021, we conducted an online survey in collaboration with the County Manager's Office, the Budget Office, and the Treasurer's Office. This questionnaire was developed to provide management with information regarding revenue collections by department. The survey sought to document all known revenue sources in Sullivan County government. The 25 question survey asked users to detail any federal/state/local revenues, as well as grants from any entity. The survey responses we received from County departments were compiled centrally and presented to the Budget Office for further analysis.

RISK ASSESSMENT QUESTIONNAIRE

In the beginning of 2021, the Office of Audit & Control conducted a risk assessment survey related to internal controls within Sullivan County government. The purpose of the questionnaire was to help various offices/departments within Sullivan County government self-assess their internal control environment and any associated risk factors. Internal controls are an integral component in assuring that the use of public funds and County resources are consistent with laws, regulations, and policies; that public funds and County resources are safeguarded against waste, loss, and misuse; and that reliable data is obtained, maintained, and fairly disclosed within reports. The Office of Audit & Control analyzed the answers from each department and created a matrix which was provided to the County Manager on May 4, 2021.

TAX LEVY

The County Auditor prepared the County and Town Tax Levy and confirmed calculations for the Budget Office. The County utilizes each of the town's budget, associated information on special districts, equalization rates from NYS Office of Real Property along with Prorats/Omits, chargebacks to calculate each corresponding tax rate. Each town's levies are also included in this calculation to create each town's tax abstract.

OTHER ACTIVITY (NOT ALL INCLUSIVE)

- Worked closely with County Attorney's Office reviewing draft contracts upon request.
- Completed recoupments from various vendors based on final funding letters and close out information from the State for Community Services through 2017 funding.
- Completed lab billing analysis and settlement for the Care Center from 2014-2019.
- Review and approve loan packets and amortization schedules for Planning.
- County Auditor is a hearing officer upon request.
- Staff completed all County required trainings in 2021.

-Various meetings/phone calls/communications with key departments and personnel as well as Legislature regarding daily operations and duties set forth within the Charter.

BOARD OF ELECTIONS

Lori Benjamin and Cora Edwards, Commissioners

2021 Accomplishments

Accomplishments and initiatives in the past year (January-December 2021):

- Implemented 30 new NYS election laws “Effective Immediately” signed by NYS Governor with respect to COVID-19 procedures and other election reforms, such as
 - Capital Technology Innovation and Election Resource (TIER) grant program;
 - the Make Voting Easy Act;”
 - election district size increase;
 - electronic application for absentee ballots;
 - reduction of signature requirements for petitions;
 - Three New NYSBOOE Grant Programs:
 - Cybersecurity Remediation
 - Early Voting Expansion
 - Technology, Innovation and Election Resource (TIER) Program
- BOE Office processed # of New Registrations Jan - December 2021: 2,350
- Enrollment Statistics as of 11/01/2021: 48,220 Registered voters in Sullivan County
- Administered Primary Election - June 2021
 - Number of days of Early Voting = 9 days (including two weekends)
 - Number of hours of Early Voting = 60 hours
 - Number of voters for Primary = 592 ballots cast
 - Number of Candidates = 48 candidates

- Administered General Election - October-November 2021:
 - Days of Early Voting = 9 (Including two weekends)
 - Number of Hours of Early Voting = 60 hours
 - Number of Voters = 15,880
 - Number of Candidates = 139

- Number of polling places on election Day = 31
- Miles travelled on General Election Day 11/2/2021 by BOE staff = 401.1 miles
- Created on-site facility adjacent to BOE Office for security and upkeep of electronic voting machines and necessary equipment (including rolling security cages)
- Submitted \$108, 275. in NYS BOE/OGS grant contracts (with review by County Grants Department by request)

- Goals for 2021:
 - Administering Primary Election June 28, 2022 and General Election November 8, 2022.
 - Administer new NYS Election laws set to take place in 2022.
 - Claim reimbursements for grant programs listed above

DIVISION OF ENVIRONMENTAL SUSTAINABILITY, BEAUTIFICATION AND RECREATION

Parks, Recreation and Beautification

Brian Scardefield, Director



Overview:

Sullivan County through its Parks, Recreation and Beautification Department operates and maintains the Delaware and Hudson Canal Linear Park and Interpretive Center, Lake Superior State Park, Minisink Battleground Park, Livingston Manor Covered Bridge Park, Stone Arch Bridge Historical Park, Fort Delaware Museum of Colonial History and the Sullivan County Cultural Center for its residents and visitors. Our parks and museums provide a wide variety of recreational and historical opportunities. The department also provides beautification programs, such as the annual Roadside and Trail Litter Pluck event.

2021 Accomplishments:

- The County parks and facilities were able to resume normal operations after being closed down and/or open with limited operations, due to the COVID 19 pandemic.
- A successful Countywide Roadside and Public Trail Litter Pluck event was held. With the help of all of the local municipalities, volunteers and participating organizations, it is estimated that during the three-month event, 1,102 bags of trash were plucked, 97 tires, and 1 television set.
- The department has been working with the Palisades Interstate Park Commission, NY State Parks, and the NY/NJ Trail Conference to develop a hiking trail system at Lake Superior State Park. Environmental reviews are in the process of being completed for a trail on the East side of Lake Superior. NY/NJ Trail Conference staff are in the process of developing a trail recommendation plan for the West side of Lake Superior.
- A contract was executed with The Delaware Company, a local nonprofit historical organization, for the operations of Fort Delaware Museum of Colonial History and historical themed programming at Minisink Battleground Park. The Delaware Company held several

programs this season, and in 2022, is planning on commencing with normal operations at Fort Delaware and hosting historical themed events at Minisink Battleground Park.

- Lease Agreements were executed between the County and the Sullivan County Historical Society and the Frederick A. Cook Society, regarding the organizations use of the Sullivan County Cultural Center.
- Repairs to the cabins and buildings were completed at Fort Delaware with more repairs to come in 2022.
- During Lake Superior State Park 2021 beach operating hours, approximately 10,600 patrons visited the park and 212 Season Passes were purchased.
- The department administered 32 Group Picnic Permits for the county parks.

Goals:

The department goal is to develop and enact long term plans for County parks in conjunction with County departments and townships. To accomplish this, the following goals were set:

- Hiking Trail Development at Lake Superior State Park: This goal is ongoing as the NYS Parks Department is reviewing the environmental impacts on a proposed hiking trail loop on the East side of Lake Superior. The department was also able to contract with the NY/NJ Trail Conference to develop a recommended trail pan for the West side of Lake Superior.
- Development of the Callicoon Park: The County is awaiting grant funding to use for the purchase of property currently owned by The Trust for Public Land. Though the County was unable to acquire the property in 2021, the department is continuing park development planning with TPL and the Sullivan County Division of Planning.
- Roadside Litter Pluck expansion: The department sponsored the annual Roadside Litter Pluck event and sponsored a new Trail Litter Pluck event to celebrate National Trails Day. Both programs were very successful and supported immensely by the local municipalities, businesses, organizations and countless volunteers.

Sustainable Energy

Heather Brown, Sustainability Coordinator

Accomplishments 2021

- In conjunction with Sullivan County Public Works and Sullivan County Community College, OSE worked with the New York Power Authority (NYPA) to develop a ~\$9.8 million capital improvement project with a focus on improving energy efficiency at the SCCC campus. Worked with County fiscal and SCCC staff to establish regular reimbursement from NYS DASNY for 50% of capital improvements. Improvements include:
 - Replacement Boilers
 - Replacement Heat Pumps
 - Control Upgrades
 - Energy Recovery Ventilators
 - Lighting Upgrades
 - Building Envelope Improvements (windows)
 - Culinary Exhaust Controls
 - Heat Pump Domestic Hot Water
- Design of the domestic hot water replacement project at the CCASL, which incorporates clean energy technology, was completed. The project will be offset by a \$150,000 Clean Energy Communities grant received from NYSERDA. Metrics were approved by NYSERDA in December 2021 and the project is on track for bidding and installation in 2022.
- Streetlights at the Sullivan County International Airport, Health and Human Services Complex, and Courthouse were upgraded to energy efficient LED lighting. The County expects to save 60-70% on monthly electric bills attributable to reduced electric consumption as well as reduced maintenance costs.
- OSE continues to participate in efforts related to build-out of a wireless broadband network. Competitive solicitations were issued for environmental permitting services for two (2) communication towers in Monticello and Liberty. OSE crafted and submitted a grant application to the Economic Development Administration (EDA) seeking funding for wireless broadband equipment for 9 county-owned communication towers. OSE staff maintained communications with EDA staff throughout the process and answered all requests for additional information. The County is still awaiting a decision as to whether or not funding will be awarded. OSE Coordinator acted in the capacity as Administrative Liaison to the Sullivan Broadband LDC, providing administrative assistance to the organization.

- Annual benchmarking of 2020 energy use for facilities in excess of 1,000 square feet was completed, as per the County's Benchmarking Policy. The report is available on the County OSE website (along with annual benchmarking data beginning in 2016).
- OSE received correspondence from two (2) entities planning high voltage transmission lines that would impact Sullivan County (Excelsior Connect, Clean Path). Ultimately only Clean Path received approval through NYSERDA's Tier IV Rec program. OSE has continued to monitor the development of this project as we anticipate an application for siting to be filed with the NYS Public Service Commission in 2022.
- OSE Coordinator continued to represent Sullivan County as a member of the NYSAC Climate Resiliency Committee (now the Climate Action Committee as of December 2021). In the role of vice-chair, we continued to communicate with other county and state officials and provided input on the NYS Climate Action Council's Draft Scoping Plan for implementation of the Climate Leadership and Community Protection Act (CLCPA, "The Climate Act"). The plan is now under review.
- OSE staff participated in Earth to Sky training, a series that focuses on climate education developed and offered by NASA, U.S. Fish and Wildlife and the National Parks Service. Training focused on the Upper Delaware River Watershed and addressed forest health, agriculture, water quality, and public health.
- OSE met with NYSEG President and staff to discuss the utility's programs available for energy efficiency, electric vehicle infrastructure build-out and fleet electrification. We also discussed progress on various initiatives which were included in the most recent rate case, including resiliency improvements and upgrades to local grid infrastructure as well as a more robust tree trimming program.
- Participated in the Sullivan County Industrial Development Agency's Uniform Tax Exempt Policy review committee. The committee's report was finalized and issued to the IDA for consideration in January 2022.
- OSE Coordinator participated in outreach efforts with presentations provided to various organizations such as Monticello Rotary, Monticello Seniors, Monticello Academy of Finance, Leadership Sullivan, and Sustainable Bethel.
- Continued participation in the Mid-Hudson Regional Sustainability Coalition, which was established as a sub-committee for the Mid-Hudson Economic Development region.

Goals 2022

- Working with Planning staff, re-start the county-wide Resiliency Planning initiative and engage Sullivan County communities in identifying vulnerabilities and establishing mitigation/adaptation actions to respond to those vulnerabilities.
- Oversee completion and closeout of ongoing energy efficiency capital improvement project at the SCCC campus and domestic hot water replacement at CCASL.
- Initiate Facilities Master Planning process for approximately 310,000 square feet of County buildings and office space, in partnership with Public Works (Buildings department).
- Engage the New York Power Authority and interested Sullivan County municipalities in a comprehensive County-wide planning initiative for electric vehicle charging infrastructure deployment.
- Review and provide comment to the NYS Climate Action Council on the DRAFT Scoping Plan for implementation of the Climate Act. Conduct outreach to Sullivan County organizations (municipalities, schools, businesses, etc.) with information about the scoping plan in easy-to-understand formats.
- Maximize the benefits of the restructuring of the Division of Planning by working with Planning staff to establish training opportunities for municipal officials and providing more community outreach with regard to clean energy initiatives.
- Identify grant opportunities to further Sullivan County's clean energy and sustainable policy goals, such as expansion of EV charging opportunities at County parks. Assist departments with grant applications for sustainable initiatives that fall outside the purview of OSE, such as composting initiatives.
- Monitor and respond to anticipated filings with the Public Service Commission that may impact Sullivan County, including a potential rate case for NYSEG as well as an anticipated Article VII application for siting of the Clean Path high voltage transmission line.
- Recertify Sullivan County as a Bronze Climate Smart Community.
- Working with Public Works, establish Sullivan County as certified contractor for NYSERDA's Clean Heat program, enabling the County to take advantage of clean heat rebates while retaining ability to perform work in-house.
- Execute the "Team Sullivan" project identified through Earth to Sky training initiative, an educational booklet highlighting the importance of forests, waters, and farmland and providing a comprehensive list of programs and resources available for property owners.

DIVISION OF PUBLIC WORKS

Edward McAndrew, Commissioner

2021 Annual Report

EXECUTIVE SUMMARY

The ongoing issues with pandemic have continued to be challenging for the division. The scheduling of work and having employees in many positions out on leaves has made for unique situations. There were also ongoing financial challenges being faced by the County. Although the staff have now been returned, some positions still have not been recreated due to ongoing financial stresses. Throughout these continuing trials the Division of Public Works has managed to keep the County's widely varied infrastructure functional. As I have stated before this is 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 through the most difficult years in recent history.

DPW's administrative staff performed 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 2021. This work includes but is not limited to 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 a successful year in 2021 and remained full and remained full operational. The County continues to work with the NYSDEC and NYSDOH to address the PFOA condition uncovered recently at the airport. Fuel sales which are now performed in-house have continued to be a source of revenue. Business aviation which had been affected by the pandemic has rebounded based on fuel sales and flight numbers over the course of this year. A major construction project was completed with the taxiway resurfacing. The result was a significant success for the County with a new taxiway and runway completed over the past two seasons.

The DPW Buildings Unit continues to be involved in a variety of activities associated with County facilities relating to planning, budgeting and the design required for the maintenance, renovation and construction of existing and new buildings. These activities include 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 and Highway units continue to work on improving the condition of County bridge inventory and Highway infrastructure. In the past low contribution of County funding has limited maintenance and bridge replacement and road resurfacing / reconstruction efforts. As a result of this limitation there was a negative impact on the condition of County transportation system infrastructure in general. The County has more recently begun to invest more funds to the County roads and Bridges, which has been effectively utilized to repair and replace several structures and pave roadways. The operations staff in both bridges and buildings also provide the bulk of the snow removal forces which keep our roads safe to travel throughout the winter months.

The DPW shop employees have continued to keep the County's vehicles and equipment in operating condition in 2021. 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. This past year was the first year that the County auctioned vehicles through the Enterprise lease program and received very favorable outcomes. Some of the DPW's

older pieces of equipment have been refurbished to extend their useful life. Adjustments were made at the DPW facilities and in operational procedures 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.

2021 DPW Work Summary

Bridge Engineering Unit

- Completed coordination with NYSDOT for providing responses to one hundred-twenty six (126) bridge flags and Non-Structural Condition Observations received from NYSDOT.
- Completed hydraulic and structural design calculations, constructions plans, material procurement specifications, and construction inspection/support for Bridge 241 (CAL) replacement project.
- Completed coordination with NYSDEC, NYSEG, Verizon, Spectrum, and property owners for Bridge 241 (CAL) replacement project.
- Completed hydraulic and structural design calculations, constructions plans, material procurement specifications, construction inspection and engineering support for Bridge 431 (FRE) replacement project
- Completed coordination with NYSDEC, NYSEG, Verizon, Spectrum, and property owners for Bridge 431 (FRE) replacement project.
- Completed 2 BridgeNY applications to NYSDOT for Bridge 77 (HIG) and Bridge 82 (FOR).
- Started coordination with NYSDOT after award of \$9.2 million for Bridge 77 (HIG) and Bridge 82 (FOR) BridgeNY replacement projects.
- Completed hydraulic and structural design calculations, constructions plans, material procurement specifications, construction inspection and engineering support for Bridge 404 (LIB) replacement project.
- Completed coordination with NYSDEC, NYSEG, Verizon, Spectrum, and property owners for Bridge 404 (LIB) replacement project.
- Completed structural monitoring inspections of Bridge 455 (DEL).
- Completed structural design calculations, construction plans, construction inspection and engineering support for rehabilitation of Bridge 455 (DEL).
- 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 advance detail plans (85%) 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).
- Reviewed and approved appraisals and right-of-way acquisition maps for the procurement of three permanent easements and assisted in the acquisition of one of three properties.
- Completed coordination and obtained permit from NYSDEC for the Hamlet of Kohlertown Flood Risk Reduction Project (DEL).

- Completed coordination with the Army Corps of Engineers for the use of Nationwide Permit #3 for the Hamlet of Kohlertown Flood Risk Reduction Project (DEL).
- 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 preparation of bid documents for the procurement of materials for the replacement of the Bridge 363 (HIG) bridge deck.
- Completed construction inspection and engineering support for Bridge 363 (HIG) bridge deck replacement.
- Completed plans for DPW Operations for the deck replacement of the Bridge 210 (NEV).
- Completed coordination with the Town of Rockland regarding their installing a dry hydrant at Bridge 341 (ROC).
- Completed inspection work and coordination with NYSDOT for the removal of the Red Flag and certification of the completed work Bridge 272 (LIB).
- Completed inspection work and assistance to DPW Operations for the rehabilitation of the Bridge 361 (NEV) deteriorated piles.
- Completed construction contract and inspection contract closeout work for the Bridges 243 & 269 (MAM) replacement project and the Bridge 192 (NEV) replacement project.
- Completed assistance to DPW Operations and inspection work for the emergency repairs needed for Bridge 168 (CAL) to re-support a failing wing wall to protect County Road 125.
- Completed coordination with Sullivan County Soil and Water Conservation regarding demolition of a building adjacent to Bridge 282 (ROC) in Livingston Manor.
- Completed participation in the Health Emergency Preparedness MCM/SNS Team meetings.
- Assisted Public Health Services for the planning, implementation and set up of the temporary COVID vaccination facility at Sullivan County Community College.
- 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.
- 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.
- Continued conversations with the adjacent property owner next to the Toasperm Dam for the future acquisition property needed 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 coordination with DPW Operations for maintenance work needed for the Toasperm 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 the required report to NYSDEC.
- Completed the annual preparation of documents for updating GASB for County bridges.

- Completed coordination of permit requirements for the removal of beaver dams.
- 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.
- Coordinated with the Village of Monticello's consultant for the project to replace Bridge 449 on Waverley Avenue (THO) with respect to the Village's sanitary sewer service.
- Prepared Bridge Unit 2022 budget and multi-year Capital Plan.
- Coordinated with NYSDOT regarding the load posting on Bridge 244 (FRE).
- Continued coordination with the Village of Liberty Water Department with respect to their water main crossing for Bridge 228 replacement project.
- Completed work for the procurement of materials replacement of Barryville Rinse Rack Sediment Tank.
- Completed plans and specifications for the rehabilitation of Bridge 110 (DEL).
- Completed and submitted a Joint Permit Application to the NYSDEC/Army Corps of Engineers for the rehabilitation of Bridge 110 (DEL).
- Coordinated the re-routing of trucking by a sanitation company to prevent the inadvertent use of posted Bridges 277 and 296 on Benton Hollow Road (LIB).
- Coordinated temporary re-routing private buses over posted bridge Bridge 261 (LIB).
- Completed inspection work for Bridge 460 (HIG) temporary repairs.
- Completed the preparation of details and inspection for Bridge 284 (LIB) to repair Girder G5.
- Completed inspection and engineering assistance for the replacement of the Bridge 432 (HIG) timber hubs and repairs to the railing system as well as the addition of timber girders to increase carrying capacity.
- Completed plans for the repairs to the accident damaged railing system at Bridge 62 (LIB), procured materials and coordinated with DPW Operations for scheduling repair work.
- Completed contract management and administration work for geotechnical services needed for the design of abutments for seven (7) future bridge replacement projects.

Bridges / Buildings & Grounds Operations

- Wall repair and renovations to the Wic area of the GOB for the Covid vaccine clinic
- Mail room renovation and installation of new mailboxes at the Government Center
- Repairs to damaged overhead doors at the MRF building, Export building and Ferndale Transfer Stations
- Repairs to damage sprinkler system in the Export at the Monticello Transfer Station
- Passage door replacement on the loading dock of the Care Center
- Repairs to the walk in cooler at the Care Center
- Carpet cleaning in the Travis and Gladis Omstead Buildings
- Facilities staff training on the new BAS system installed as part of the NYPA project in the Government Center Annex, Gladis Omstead Building and Courthouse.
- Additional requested deep cleaning of several offices, departments and buildings following exposures

- Started the in house additional cleaning of high traffic in office public spaces in the Government Center that was previously contracted.
- Service and repairs to the HVAC units in the Courthouse replacing several wall units and two horizontal units in the ceiling
- Ongoing general bridge maintenance, cleaning & repairs to the over 400 bridges in the program
- Br#168 on Cr#125 Town of Callicoon, continued project to stabilize the road and correct shifting wing wall.
- Br#368 on TH#22 Town of Neversink, continued on repairs to piers to correct structural damage caused by rust.
- Snow and Ice control, cleanup and removal from the various County Facilities
- Cleared the access road to the Thunder Hill 911 radio tower to assist in the repair of the backup generator
- Cleared and maintained access to the Monticello Radio Tower for the ITS project
- Installed the electrical supply to feed the equipment for the Broadband project at the Monticello tower site
- Snow and Ice removal from the roof of Sign Shop in the Barryville facility
- Assisted in the set up and provided additional cleaning for the Covid Clinics at the GOB, College and various sites in the Communities
- Wall repairs and paint in the West Wing and Lobby of the GOB in Liberty
- Office moves and set up in the GOB
- Relocated shelving and assisted in moving records to the records retention building in the Liberty Complex
- Replace/ repaired VCT floors in several rooms and a portion of hallway in the Care Center
- Temporary repairs to the Western Transfer Station retaining walls
- Installed Data cabling for ITS project in the BOE office
- Landfill Guide Rail repair at the Scale House for the wall of Roll Off containers
- CB 415 on Baim Rd in the town of Bethel - Bridge Rail and Post repairs
- CB 432 on Woods Rd town of Highland – replaced deck fasteners, bridge rail and post repairs
- Guide Rail repairs at the New Jail
- CB 340 on Hilltop Rd in the town of Neversink – replace deck fasteners
- CB 361 on East Mountain Rd in the town of Neversink - Continued repairs to piers
- Patched potholes in the Liberty Complex parking lots
- Assisted in moving 250 cases of file to the basement of the DFS building
- Tree and brush removal, site work preparation for CB 431 & 241
- CB 210 Sugarloaf Rd town of Neversink – replace the wood deck, sealed and paved bridge
- BOE renovation for the voting machine storage location in the Government Center
- Renovated the Annex Breakroom in the Government Center to create 3 new office spaces
- CB 361 on East Mountain Rd in the town of Neversink –Extensive repairs to steal piers
- Spring cleanup and Yard work at the Government Center, Courthouse, New Jail, SCIA, Liberty Complex and Veterans Cemetery
- CB431 on Peters Rd in the Town of Freemont – site work and stage materials for bridge replacement, removed old bridge and guide rail
- Replaced Logs and repaired walls in the Meeting House and Textile Cabin at Fort Delaware

- Stripped and shingled the roof of the Textile cabin and replaced the Ridge caps on the Gift Shop at Fort Delaware
- Stripped and shingled the roof of the Livingston Manor shop
- Stripped and shingled the roof of the Callicoon Salt shed
- Repaired Concrete steps between upper and lower parking lots of the Gladys Olmstead Building
- Delivery of PPE and cleaning supplies for OGS to various other departments and facilities
- Replacement of three roof top exhaust fans on the Government Center Annex
- Quarterly Radio Tower Maintenance
- CB 431 Peters road – Town of Freemont- demolition of existing bridge and installation of replacement
- CB 404 Townsend road – Town of Liberty – demolished existing bridge and installation of replacement
- Repaired curbs in the Government Center Parking Lots
- Replaced 10 exhaust fans in the Courthouse
- Overhead door repairs on the loading dock of the Care Center
- Garage door repairs in the Callicoon Storm station
- Spring startup of the Park at Lake Superior, Stone Arch Bridge & Minisink Battle Grounds
- HVAC repairs at 26 Hamilton Ave., The Stoloff Bldg
- CB 241 DeWit Flats road – Town of Callicoon – demolition and installation of replacement.
- CB 104 on CR 121 – Town of Delaware – Cleared out gravel and debris from outlet.
- Repaired damaged Sprinkler system in export Building at the Landfill
- Repaired damaged Wood timbers in the Walls surrounding the SSR area of the export building at the Landfill
- Door repairs to the 5 bay hanger at the SCIA
- Upgraded lighting in S.E.R. Building at the S.C.I.A to LED
- Roof replacement of the Sign Shop in the Barryville Facility
- Removed trees and debris from the Stone Arch Bridge
- Replace traffic light controller and cabinet (FA2) on CR 52 and Laurel Ave.in the town Fallsburg
- Painted DFS Legal office
- Delivery of Voting Machines and supplies for the June
- CB 248 Big Woods road – Town of Liberty – demolished and removed existing bridge, closed road
- CB 327 Old Liberty road – Town of Rockland - demolished and removed existing bridge
- CB 240 on CR 164 – Town of Delaware – Cleared out gravel and debris from outlet.
- CB 17 on CR 128 – Town of Delaware – removed tree and debris from Inlet
- Relocated the remaining BOE supplies from the storage facility on Cimarron rd. to the new space and disposed of all of the old unwanted material completing their move.
- Landfill - repaired a crack in the water main near the Scale House.
- Landfill – repaired a rotted culvert in the drainage system near the MRF.
- Landfill – repaired damage to the discharge ramp of the bailer in the MRF.

- CB 455 Beechwoods road – Town of Delaware – lifted existing bridge, replaced footing, installed stream bed retention sills.
- CB 363 Highland Transfer – Town of Highland – removed and replace bridge deck, repaved bridge
- CR 133 – Upper Main Street – Town of Delaware – Rebuilt trench drain at the railroad crossing
- Landfill – repaired damage to out bound scale surface.
- Liberty Complex – removed Carpeting and installed approximately 8,000 square foot of VCT in the Community Services Building
- Wall repairs and painted the vacant downstairs tenant space of 26 Hamilton
- Installed and set up a temporary freezer for the Care Center
- Liberty Complex – Installed new washing machine in the Care Center Laundry
- Liberty Complex – Installed new Data line for the county time clocks in the Care Center
- 26 Hamilton Ave – Installed Data wiring throughout for the security camera project
- New Jail – completed annual Fire Alarm testing throughout the complex
- New Jail / Sherriff's – install digital wall clocks in both role call rooms
- Quarterley HVAC servicing at all county facilities
- Callicoon Storm Station – Re-shingled the Salt Shed Roof
- Lake Superior Park – Re-shingled the roofs of the main pavilion and the pavilion at the lower park
- CB 432 – Town of Highland – Woods Road – Repaired bridge rail and replace the bridge deck, added additional support beams
- CB 320- Town of Freemont – Acid Factory road – repaired Sinkhole in approach
- Installed Various Large Television sets in the Sherriff's Patrol building
- Annual fall inspection of outdoor lighting and truck/ equipment heater cords at all County facilities
- 26 Hamilton av.- Removed abandoned fuel oil tank and Median from the parking lot and patched the transition to adjoining lot.
- Roof repair and replace sheet metal on the lower front section of the main shop at the Barryville complex
- Replace the sediment tank for the Barryville wash rack system

Buildings Engineering Unit / Environmental Compliance

- Continued participation in NYPA Various Buildings Project bi-weekly progress meetings via conference calls with NYPA, engineer, and contractor
- Participated in conference calls concerning NYPA project at SCCC
- Completed Water Charts 2021 & Water Testing Schedule 2021
- Continued coordinating County Building water sampling with Laboratory vendor
- Completed water testing at the SCIA and Human Service Complex water chlorination systems
- Communicated with NYSDOH on SCIA and Human Service Complex water mandated PFOA, PFOS and 1,4 Dioxane 2nd quarter sampling and testing
- Assisted water lab with PFOA, PFOS and 1,4 Dioxane 2nd quarter sampling
- Prepared and submitted the SCIA and Human Service Complex mandated monthly water chlorination system Operation Reports and letters to NYSDOH

- Prepared Human Service Complex mandated 2020 Annual Water Quality Report (AWQR) and package for submittal to the NYSDOH
- Researched and created SCIA and HSC 5 Year Water Usage Charts for OSE
- Completed plans for GC Payroll Office furniture moves
- Completed plans for DPW Front Office door and furniture moves
- Created Family Court Judge sign specification and requisition for ordering
- Continued work on Homeless Housing Intake Center proposal
- Continued considering design/construction of redundant water storage tank at HSC Participated in conference call about Real Time Energy Manager program for various buildings
- Worked with Dude Solutions to continue that project forward
- Reviewed Notice of Violation from HSC PWS Sanitary Survey and started to work on Corrective Actions
- Met with Roofing Contract to complete Government Center roof project
- Worked with HVAC Contractor and operations to remedy CCASL Rooftop HVAC issue
- Completed as-built plans for various projects
- Completed County Facility Address list updates for 2021
- Completed plans and calculations for DCS carpet replacement with vinyl tile
- Completed code review for CCASL on fire/smoke doors at corridors
- Completed Employee Survey for NYS Civil Service Commission
- Completed updates for Sullivan County Buildings plans and data notebooks
- Coordinated Courthouse Fire Alarm Design Engineering RFP and contract
- Coordinated Courthouse Fire Alarm Replacement contractor bid and award
- Prepared quote for County wide sprinkler inspection, testing, and maintenance
- Worked with design engineer on Domestic Hot Water replacement at CCASL (CEC Grant project) through construction document phase
- Prepared SCGC CAD Floor Plans for Board of Election Storage Area and Clerk's Office Fingerprinting Room
- Provided technical support for County facility operations and maintenance
- Participated in NYS Bldg. Code In-Service Training Webinars & online courses
- Prepared Monthly Reports, and Annual Report for 2020
- Prepared resolutions and cover letters for Public Works Committee
- Completed 2021 NYSDOS mandatory Annual Building Code Inspections
- Worked with OGS on contract for Water Sampling and Analysis vendor
- Reviewed new water sampling invoices and worked with vendor to get pricing corrected for payment
- Worked with District Attorney staff on various projects at Child Advocacy Center at the Gladys Olmsted Building
- Worked with County staff and future tenant on layout and renovation of tenant space at 26 Hamilton Ave.
- Provided OGS with bid and quote documents for various projects/purchases
- Reviewed and approved various invoices and vouchers for payment
- Worked remote as required to meet COVID-19 Protocols
- Participated in walk through of former Key Bank Facility and provided feedback as to anticipated costs/efforts required to make it habitable for District Attorney
- Discussed capital work at CCASL with Infinite Care representatives

- Updated Schedule of Values for Risk Management property insurance program
- Assisted Opioid Taskforce with potential future space planning
- Completed 5 year Facility Capital Plan
- Measured for window treatment replacement project bid at Travis Building
- Started Building Inspection Report preparation for the 2021 inspection season
- Prepared SCIA 15 Bay Hangar Building Roof Elastomeric Membrane bid specification
- Reviewed bids and recommended award for HSC Travis Building Manual Roller Window Solar Shades
- Reviewed bids and recommended award for Roof Preparation and Installation of Elastomeric Membrane Roofing at SCIA 15 Bay Hangar
- Updated SCGC/Annex 2021 MILOR square footage and CAD plans
- Scanned SCIA Terminal Building plans for Engineering Consultant
- Coordinated Water Training for New York Rural Water Association class via Suncoast Learning Systems for Certified Water Operators
- Reviewed and approved shop drawings for GC Annex Judge signs
- Researched Aboveground Storage Tank code for vehicle impact protection
- Prepared CTHS plans showing square footage for carpet replacement
- Participated in site visit of New Jail and Sheriff Patrol facility with Risk Management and insurance provider
- Worked with Sprinkler and Fire Suppression Inspection vendors to compile reports
- Completed 2022 Building Inspection Summary Chart and Triennial Schedule
- Proceeded with 2023 & 2024 Building Inspection Summary Charts
- Completed requisition for SCIA Water Chlorination System amperometric analyzer
- Researched external cellular dialers and requisitioned for SCIA and HSC Water Chlorination Systems
- Began working with OGS on carpet bid/state contract project
- Participated in Building Automation System training with DPW Operations
- Participated in state boiler inspection at SCCC
- Reviewed tentative 2022 budget and provided feedback
- Provided assistance to vendors in Certified Payroll preparation
- Communicated with Office of Sustainable Energy staff concerning several ongoing and upcoming projects
- Coordinated monthly rinse rack outfall sampling events with testing contractor at Maplewood and Barryville
- Reviewed and reported rinse rack outfall sampling results
- Continued work with Engineering Consultant on environmental issue at SCIA
- Coordinated and documented responses to minor petroleum spills
- Coordinated with NYSDEC for spill closure of minor spill
- Prepared RFQ for annual & triennial PBS testing at Maplewood and Barryville facilities in accordance with NYSDEC and USEPA requirements
- Prepared and submitted NYSDEC 2-year CBS registration renewal documents for Landfill
- Coordinated annual PBS testing at Maplewood, Barryville, and SCIA facilities in accordance with NYSDEC and USEPA requirements
- Participated in NYSDEC PBS compliance inspection at SCIA
- Prepared NYSDEC deliverables for SCIA PBS inspection
- Prepared & Submitted Annual MS4 Report to NYSDEC
- Coordinated public notice & review of Annual MS4 Report

- Prepared NYSDEC 5-year PBS registration renewal documents for SCIA, Human Service Complex, Government Center, Courthouse, Callicoon Shop, Livingston Manor Shop, and Barryville Shop Facilities
- Coordinated oil spill response kits for DPW fleet of trucks and vehicles
- Performed MS4 Inspection along regulated areas of County Roads 64 & 65
- Performed inspections of Micropool Extended Detention Basins at Maplewood and Transportation Facilities. Coordinated necessary maintenance activities with operations

Airport Unit

- Sold and collected \$400,338.35 in fees and credit card fuel purchases.
- Presented 5 -year plan and developed Marketing committee
- Capital Plan Taxiway Rehabilitation Construction Completed under budget and early
- Repaired Roof and H6
- Obtained \$39,000 COVID CARE grant
- Continued to return revenue to County decreasing the County share to operate the airport
- 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 in 2021 over 2020 (over 400 per year)
- Capital improvement Taxiway Rehab completed

| Goals Realized | Goals Yet to be Realized |
|---|---|
| <ul style="list-style-type: none"> • Created 5 year Plan | <ul style="list-style-type: none"> • Plan has not been Adopted |
| <ul style="list-style-type: none"> • 1 Staff position added | <ul style="list-style-type: none"> • Possible additional staff |
| <ul style="list-style-type: none"> • Upgrade Airport to homeland security standards | <ul style="list-style-type: none"> • Gate and camera upgrades have grant funding |
| <ul style="list-style-type: none"> • Submit for funding to rehab terminal building | <ul style="list-style-type: none"> • Rehab terminal and Cafe |
| <ul style="list-style-type: none"> • Market Airport part 139 activities | <ul style="list-style-type: none"> • Established marketing committee |
| <ul style="list-style-type: none"> • Up-graded ARFF training | |
| <ul style="list-style-type: none"> • Supported GA activities (plan improved hangar facilities H6 roof) | <ul style="list-style-type: none"> • Applied for supplemental competitive grant \$5.2 M Terminal Rehab |

SOLID WASTE & RECYCLING

| Month | 2019 MSW/CD | 2019 SSR | 2020 MSW/CD | 2020 SSR | 2021 MSW/C&D | 2021 SSR |
|--------------|---------------|--------------|---------------|--------------|---------------|--------------|
| January | 2,363 | 191 | 4,098 | 255 | 4,290 | 256 |
| February | 3,177 | 141 | 3,630 | 180 | 3,401 | 190 |
| March | 4,067 | 181 | 4,430 | 230 | 5,491 | 226 |
| April | 5,614 | 201 | 4,379 | 193 | 7,116 | 283 |
| May | 6,509 | 186 | 5,398 | 204 | 7,259 | 284 |
| June | 6,844 | 210 | 7,346 | 399 | 9,209 | 292 |
| July | 11,340 | 356 | 9,973 | 589 | 12,816 | 450 |
| August | 11,660 | 408 | 10,004 | 451 | 11,507 | 389 |
| September | 6,056 | 367 | 7,427 | 343 | 6,562 | 330 |
| October | 5,767 | 263 | 6,106 | 296 | 6,185 | 256 |
| November | 4,806 | 211 | 4,848 | 209 | 6,039 | 197 |
| December | 3,775 | 224 | 4,756 | 328 | 5,475 | 210 |
| TOTAL | 71,978 | 2,939 | 72,395 | 3,675 | 85,350 | 3,363 |

- The Sullivan County Climate Smart Composting Organics Plan has been completed.
- The DEC has permitted the acceptance of Compost at Rockland, Ferndale, Mamakating, and Highland Transfer Stations.
- Completed the highest year on record for MSW/CD tonnage collected. 85,352 tons in 2021 vs 72,395 tons in 2020, while reducing and then eliminating the end of day tipping floor waste.
- Over 95 tons of household Electronic Scrap, Consumer Batteries and Fluorescent Bulbs were collected for recycling at Sullivan County transfer stations.
- Sullivan Co. managed over 5,600 tons of recyclables, including 690 tons of Cardboard, 1,108 tons of Scrap Metal and 3,363 tons of SSR.
- The Operation and Maintenance Manual was reviewed, updated and is pending DEC approval.
- The Solid Waste Rules were updated to make price changes to all materials.
- A drive thru and a handheld radiation detector was purchased to comply with DEC regulations.
- Addressed any delinquent accounts so that they remain current with payment and have provided electronic communication for customers.
- Held a Spring and Fall no charge 1,000-ton Municipal Cleanup for Towns and Villages.
- Held a no charge HHW event on Sunday, October 24th at the Monticello Transfer Station. 210 Sullivan County households were able to safely dispose of more than 10.58 tons of hazardous waste during this event.
- Conducted two (Spring and Fall) Litter Pluck roadside litter collection events in conjunction with the County Parks, Recreation and Beautification program at transfer stations.
- Completed 13 mandatory NYSDEC Annual Compliance Reports consisting of six Electronics Collection Facilities' reports, five Registered Transfer Stations reports, one Permitted Transfer Station report and one Recyclables' Handling & Recovery Facility report.

- Five recycling program grants were administered – two HHW, two Municipal Recycling Coordinator Education Grants and completion of one Climate Smart Communities’ Organics Management grant
- Hosted a Recycling and Composting Station at the SCCC Earth Day.
- Provided over 17 public service recycling seminars and facility tours, in - person or remote via Zoom.
- Sharps awareness training provided in person at Cornell Cooperative Extension to Sullivan County Clean Team participants.
- Took part in the Mamakating Environmental Education Center Composting & Recycling teach-ins.
- Completed Computer upgrades on the Server and all of the Transfer Station work stations to the most recent software that will lead us to better automation.
- Updated the Solid Waste website with pertinent information that helps inform the public and eliminates phone calls for routine information.
- Developed online content and several dozen Materials Management social media posts for Sullivan County’s Solid Waste & Recycling Face Book Accounts
- ITS and Solid Waste kicked off a Camera Project for the facilities that will be ongoing in 2022.
- Approximately 24,000 feet of Leachate Line cleaning completed as well as a difficult line repair made to Line 5 without the need of invasive excavation of the Phase I landfill. A large area of the Old Village Landfill had a sink hole that was repaired by Road Maintenance

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 continued to work while following the COVID-19 protocols
- 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 2022
- 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

SCDPW Engineering - Highway Unit - 2021 Annual Reporting & Statistics

Unit Goals:

- Effectively utilize funding currently available to perform design and oversight of repairs and improvements to the existing highway system (385 miles) to benefit the travelling public
- Provide information and technical assistance to other County departments as well as the general public

| PROGRAM | KEY STATISTICS | OUTCOME |
|---|--|---|
| Pavement Rehabilitation (Rehab.): 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. (\$ 4.865 M) County Roads (CR's): 14.4 Mi. (\$ 1.664 M) (Repairs Only) Contractor: Sullivan County Paving Inc. | Extended the pavement life of; CR's 22, 54, 114, 162, 163, 166, 168, 183, 183B and 183C by 10 to 12 years. Extended the pavement life of portions of CR's 14, 104, 141 and 171 by 8 years. (Partial Depth Repairs only). |
| Pavement Preservation (Preserv.): 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): 19 Mi. (\$ 1.057 M) Contractor: Gorman Brothers, Inc. | Extended the pavement life of; CR's 43, 75, 151 and 152 and the westerly portion of CR 164 by 3 to 5 years (Double Chip Seal) |
| Pavement Program Management & Oversight (Rehab. & Preserv.): preparation of detailed bid specifications (specs.), provide daily contractor inspection, quantity tracking, materials testing, billing review and CHIP's reimbursements. | Rehab.: 79,912 Tons of Asphalt Placed 21,062 Tons Shldr. Bkup. Placed <ul style="list-style-type: none"> • (85) days of Contractor Inspection Preserv.: 120,569 Gallons of Oil Used 241,305 S.Y. of Aggregate Placed <ul style="list-style-type: none"> • (26) 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. |
| Total 2021 Resurfacing Programs | 52.5 Mi. of Co. Rds. Improved (\$ 7.586 M) | (Both Rehabilitation & Preservation) |
| Traffic Safety: 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: 2,400 +/- Ln. Ft. S/Z Requests: 7 (5 on Town Highways and 2 on County Roads) Sign Requests: 5 (handled by engineering) | G/R improved roadside safety on County Road 54 S/Z requests on multiple Town and County Roads – NYSDOT performs the speed studies through the County Sign requests on various Co. Rds. – Ensure compliance to the MUTCD |
| Traffic Safety / Pavement Marking & Striping: Annual re-striping of long lines (yellow centerline and white edge lines) in addition to re-marking of stop bars, symbols and words | County Roads (CR's): 75 Mi. (\$ 0.106 M) Contractor: Atlantic Pavement Marking, Inc. | Refreshed road striping and markings on approximately 75 miles of our higher volume roads – work is completed annually before July 4 th holiday in advance of summer traffic volume increases |
| Project Oversight and Consultant Management: 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: (\$ 6.000 M) Village of Monticello NY Consultants: Stantec (Design) RK Hite (ROW) | Project design and ROW acquisition at 100% completion. Preparing for construction in spring 2022 |
| Embankment Stabilization: Repair and stabilize failing roadway embankments with soil nailing and/or drilling micro-piles. | CR 49: 100 LF by 15 Ft. high (\$ 0.117M) Contractor: Geo-stabilization Inc. (GSI) | CR 49 was the last remaining FEMA 4020 project – Construction was completed in 2018 but final funding was only recovered in 2021 after extensive documentation was provided to DHSES/FEMA |

| PROGRAM | KEY STATISTICS | OUTCOME |
|---|---|--|
| <p>Survey Support & Design:</p> <ul style="list-style-type: none"> - 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 | <p>County Bridges (CB's): CB's 241, 404 & 431; (Detailed survey layout of H-piling, forms, abutments, beams & final road grading)</p> <p>County Roads (CR's) CR's 22 & 114; (GPS control, topo. survey & cadd mapping for drainage design – catch basin staking and grading)</p> <p>CR 61 Tree Location; (ROW and planimetric survey related to litigation for a dead tree)</p> <p>CR 183B Cul-De-Sac; (Survey design and layout for a new cul-de-sac turn around)</p> <p>Facilities: SCIA; (fuel farm layout & staking)</p> <p>SCSL; (landfill broadband tower staking)</p> <p>CSS; (topo. for foundation design & L/O)</p> <p>Vet Cem; (plot markers layout & survey)</p> | <p>Provided cost-effective, professional, in-house survey and construction layout and design services</p> <p>Responsive and timely data collection, design, survey support & layout</p> <p><i>Sullivan. County International Airport</i> <i>Sullivan. County Sanitary Landfill</i> <i>Callicoon Storm Station</i> <i>Veterans Cemetery</i></p> |
| <p>Provide record ROW & mapping research services and respond to FOIL requests: deed and right-of-way mapping along with historical county highway construction plans and town highway record data</p> <ul style="list-style-type: none"> - highway boundary determinations | <p>County & State Road Requests: 92</p> <p>Town Road Requests: 9</p> <p>Total No. of Requests: 101 *</p> <p>FOIL Requests: 10</p> <p><i>* (mainly by surveyors and engineers in addition to Co. Real Property and other scdpw personnel and local town officials)</i></p> | <p>SCDPW maintains an extensive record ROW mapping and construction plan set for our Co. Rd. system & old state highways</p> <p>SCDPW also is the “keeper” of town highway historical records and inventories</p> |
| <p>Review of Roadside Development & Highway Work Permitting: 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</p> | <p>239 Reviews; 53</p> <p>Permits Issued; 76 (D-Dig, M-Misc./Access, O-Oversize & U-Utility)</p> <p>Field Inspections related to 239's, Permits & S/D Measurements; 105</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>Flood / Rain Event Damage Response and Assessment:</p> <p>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</p> | <p>October 26th heavy rain event:</p> <p>Extensive damage to shoulders, culverts and driveway crossers in the northwestern part of the County along CR's 92, 96 and 128 along with several road embankment failures along CR 121</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>Annual Local Highway Inventory:</p> <p>NYS DOT requires annual reporting of all municipalities local roads mileage for certification as part of the Consolidated Local Street and H'way. Improvement Program (CHiP's)</p> | <p>Review and assist all fifteen (15) towns and real property GIS with additions and subtractions to their highway inventories – Review County Highway mileage inventory and submit 2021 certification to NYS DOT – 385.16 Centerline Miles</p> | <p>Accurate and up-to-date mileages are used by NYS DOT to calculate and determine CHiP's funding amounts for each municipality</p> |
| <p>Annual Reporting:</p> | <p>Resurfacing Report</p> <p>RSMS Road Network Repair Summaries</p> <p>RSMS Network Health Percent Deficiencies</p> <p>Lane Mile Year Indices & Graphs</p> <p>GASB Capital Improvements (Highways)</p> <p>County Highway Mileage Certification</p> <p>Miles by Jurisdiction</p> <p>Snow and Ice Contract Miles & Cadd Maps</p> <p>(6) Yr. Capital Plan</p> | <p>Annual internal county auditing and reporting of capital expenditures are required for good fiscal responsibility</p> <p>Historical tracking and evaluation of overall road network health</p> |



**SULLIVAN COUNTY
DIVISION OF PUBLIC WORKS**

**2021
ANNUAL RESURFACING
REPORT**

Prepared For:

Edward McAndrew, P.E., Commissioner

2021 RESURFACING SUMMARY

| L GENERAL CATEGORIES OF MILEAGE RESURFACED AND MATERIAL QUANTITIES USED | |
|---|------------------------|
| A. CONTRACT PERFORMED CRACK FILLING: | 19.00 Miles |
| 1. Material - Crafc0 Road Saver 221 (meets ASTM D6690 - Type II) | 33.08 Ln. Mi. |
| B. CONTRACT PERFORMED SURFACE TREATMENT: | 19.00 Miles |
| 1. Bituminous Materials (CRS-2P Polymer Modified) | 98,030 Gallons |
| 2. Bituminous Materials (Diluted Tack - Fog Seal) | 22,539 Gallons |
| 3. Aggregates - 1ST Crushed Stone | 241,305 Sq. Yd. |
| 4. Aggregates - Cover Sand | 0 Sq. Yd. |
| 5. Type II - F3 - Micro-Surfacing | 0 Tons |
| C. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX BY COUNTY (PREP FOR WINTER PLOWING): | |
| 1. County Highways | None Miles |
| 2. Plant Mix Material | None Tons |
| 3. Recycled Asphalt Product | None Tons |
| D. COUNTY ROADS TRUE AND LEVELED WITH HOT MIX BY CONTRACT (PREP FOR SURFACE TREATING): | |
| 1. County Highways | 2.5 Miles |
| Plant Mix Material | 2,722 Tons |
| 2. Bituminous Materials (Diluted Tack Coat) | 5,263 Gallons |
| E. CONTRACT PLACED HOT MIX FOR APPROACHES AND DECKS OF REPAIRED COUNTY BRIDGES: | |
| 1. Plant Mix Material | 1,136 Tons |
| F. COUNTY FACILITIES RESURFACED WITH HOT MIX BY CONTRACT: | |
| 1. Plant Mix Material | None Tons |
| 2. Bituminous Materials (Diluted Tack Coat) | None Gallons |
| G. CONTRACT PLACED HOT MIX FOR RESURFACING: | |
| 1. County Highways | 33.50 Miles |
| a. Plant Mix Materials | 79,912 Tons |
| b. Bituminous Materials (Diluted Tack Coat) | 36,035 Gallons |

II. CRACK-FILLING

A. MATERIAL & QUANTITY PLACED BY CONTRACT:

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

33.08 Ln.Mi.

B. COUNTY ROADS CRACK FILLED BY CONTRACT:

| C.R. | NAME | TOWN | LEG. DIST. | Lane Miles Completed | MILEAGE COMPLETED | |
|---------------|-----------------------|--------------------------|------------|----------------------|-------------------|--|
| 43 | Forestburgh Road | Forestburgh / Lumberland | 2 | 10.10 | 5.05 | Entire Road |
| 75 | Harris-Bushville Road | Bethel / Thompson | 1 / 8 | 4.16 | 2.03 | Entire Road |
| 151 | Beaverkill Road | Rockland | 3 | 7.53 | 4.31 | Entire Road (Not Crack Sealed in T+L Sections) |
| 152 | Beaverkill Road | Rockland | 3 | 3.71 | 3.82 | Entire Road (Not Crack Sealed in T+L Sections) |
| 164 | County Road 164 | Delaware | 5 | 7.58 | 3.79 | SR 17B East to Kratz Road (TH No. 20) |
| TOTALS | | | | 33.08 | 19.00 | |

C. COUNTY FACILITY CRACK FILLED BY CONTRACT:

None

III. SURFACE TREATMENT

A. QUANTITY USED:

1. Bituminous Material

- a. CRS-2P (Polymer Modified) 98,030 Gallons
Average Application Rate 0.40 Gallons/Square Yard
- b. Diluted Tack Coat (Fog Seal) 22,539 Gallons
Average Application Rate 0.10 Gallons/Square Yard

2. Aggregates

- a. Crushed Stone - #1ST 241,305 Sq. Yd.
Average Application Rate 17.0 Lbs./Square Yard
- b. Cover Sand 0 Sq. Yd.
Average Application Rate 0.0 Lbs./Square Yard

3. Type II, F3 Micro-Surfacing

None

B. COUNTY ROADS SURFACE TREATED: CHIP SEALING

| C.R. | NAME | LEG. DIST. | TOWN | CRS-2P (Gallons) | Fog Seal (Gallons) | 1ST's (S.Y.) | C. Sand (S.Y.) | MILEAGE COMPLETED | |
|---------------|-----------------------|------------|-------------------|------------------|--------------------|----------------|----------------|-------------------|-----------------------------------|
| 43 | Forestburgh Road | 2 | Forest / Lumber. | 22,837 | 6,451 | 81,758 | | 5.05 | Entire Road |
| 75 | Harris-Bushville Road | 1 / 8 | Bethel / Thompson | 9,681 | 2,713 | 29,161 | | 2.03 | Entire Road |
| 151 | Beaverkill Road | 3 | Rockland | 24,338 | 4,570 | 59,880 | | 4.31 | Entire Road |
| 152 | Beaverkill Road | 3 | Rockland | 20,466 | 4,165 | 39,220 | | 3.82 | Entire Road |
| 164 | County Road 164 | 5 | Delaware | 20,508 | 4,640 | 51,286 | | 3.79 | SR 17B East to Kratz Road (TH 20) |
| TOTALS | | | | 98,030 | 22,539 | 241,305 | 0 | 19.00 | |

C. COUNTY ROADS SURFACE TREATED: MICRO-SURFACED

None

IV. COUNTY PLACED HOT MIX

A. QUANTITY USED:

- 1. Plant Mix Materials 130 Tons
- 2. Recycled Asphalt Product 9,408 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 9,408 Tons* *Estimated Tonnage

| C.R. | NAME | TOWN | LEG. DIST. | Shoulder Backup (Tons) | MILEAGE COMPLETED | |
|---------------|---------------------|--------------------------|------------|------------------------|-------------------|---|
| 14 | State Route 55 | Bethel | 1 | 2,046 | 8.1 | Raised shoulders after contract placed repair sections |
| 43 | Forestburgh Road | Forestburgh / Lumberland | 2 | 376 | 1.5 | Placed to increase safety & add lateral support to pavement |
| 48 | Hartwood Road | Forestburgh | 2 | 1,100 | 4.3 | Placed to increase safety & add lateral support to pavement |
| 49 | Oakland Valley Road | Forestburgh | 2 | 250 | 1.0 | Placed to increase safety & add lateral support to pavement |
| 71 | Femdale Road | Liberty | 5 / 6 | 684 | 2.7 | Placed to increase safety & add lateral support to pavement |
| 101 | Cold Spring Road | Forestburgh | 2 | 416 | 1.6 | Placed to increase safety & add lateral support to pavement |
| 111 | State Route 52 | Cochection / Tusten | 1 | 1,534 | 6.0 | Placed to increase safety & add lateral support to pavement |
| 112 | State Route 52 | Cochection | 1 | 356 | 1.4 | Placed to increase safety & add lateral support to pavement |
| 115 | County Road 115 | Bethel / Cochection | 1 | 1,422 | 5.6 | Placed to increase safety & add lateral support to pavement |
| 117 | State Route 17B | Cochection / Delaware | 1 / 5 | 360 | 1.4 | Placed to increase safety & add lateral support to pavement |
| 151 | Beaverkill Road | Rockland | 3 | 450 | 1.8 | Raised shoulders after contract placed repair sections |
| 152 | Beaverkill Road | Rockland | 3 | 414 | 1.6 | Raised shoulders after contract placed repair sections |
| TOTALS | | | | 9,408 | 37.0 | |

D. COUNTY PLACED HOT MIX FOR APPROACHES AND DECKS OF REPAIRED COUNTY BRIDGES

| C.B. | BRIDGE LOCATED ON | TOWN | LEG. DIST. | T + L Tonnage | TOP Tonnage | Section Length L. F. | Description |
|-------------------|------------------------------------|-----------|------------|---------------|-------------|----------------------|---|
| 210 | TH No. 66 / Viscomi Road | Neversink | 3 | 8 | 27 | 100 | Binder course placed in east and west approaches with a T + L Course over deck / membrane. Top overlay of a 100 ft. road section. |
| 363 | Highland Transfer Station Driveway | Highland | 2 | 23 | 0 | 50 | T + L Course over corrugated decking |
| 431 | Peters Road (TH No. 37) | Fremont | 5 | 18 | 0 | 20 | T + L Course over culvert to cover membrane and to level cross slope |
| 455 | Beechwoods Road (TH No. 5) | Delaware | 5 | 54 | 0 | 40 | Binder courses placed in east and west approaches with a T + L course over deck / membrane. |
| SUB-TOTALS | | | | 103 | 27 | 210 | |
| TOTALS | | | | 130 | | | |

V. CONTRACT PLACED HOT MIX

A. QUANTITY USED:

1. Asphalt Concrete

| | | |
|--|-------------|-------------|
| a. Top Course, 9.5 mm<30 (64-22 Poly. Mod.) S.P. | 23,279 Tons | 83,770 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. | 2,788 Tons | |
| d. True and Leveling, 12.5 mm<30 (64-22 Poly. Mod.) S.P. | 0 Tons | |
| e. True and Leveling, 19.0 mm<30 (64-22 Poly. Mod.) S.P. | 48,641 Tons | |
| f. True and Leveling, 25.0 mm<30 (64-22 Poly. Mod.) S.P. | 396 Tons | |
| g. True and Leveling, 37.5 mm<30 (64-22 Poly. Mod.) S.P. | 8,666 Tons | |

2. Bituminous Materials

| | |
|----------------------|----------------|
| a. Diluted Tack Coat | 36,035 Gallons |
|----------------------|----------------|

3. Shoulder Material

| | |
|---------------------------------------|-------------|
| a. Recycled Asphalt Shoulder Material | 11,654 Tons |
|---------------------------------------|-------------|

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

2,722 Tons

| C.R. | NAME | TOWN | LEG. DIST. | T&L (Tons) | Tack Coat | * Fog Seal | MILEAGE COMPLETED | |
|---------------|-----------------|----------|------------|--------------|--------------|--------------|-------------------|-----------------------------------|
| 151 | Beaverkill Road | Rockland | 3 | 458 | 424 | 717 | 0.5 | Spot Leveled for Surface Treating |
| 152 | Beaverkill Road | Rockland | 3 | 2,264 | 1,522 | 2,600 | 2.0 | Spot Leveled for Surface Treating |
| TOTALS | | | | 2,722 | 1,946 | 3,317 | 2.5 | |

* Shim material was Fog Sealed prior to Surface Treating

C. COUNTY ROADS RESURFACED WITH HOT MIX:

| C.R. | NAME | TOWN | LEG. | T&L | TOP | MILEAGE | | |
|---------------|-------------------------------|----------------------|-------|---------------|---------------|--------------|---|--|
| 14 | State Route 55 | Bethel | 1 | 3,204 | 0 | 3.47 | From CR141 North to TH No. 8 (Blanchard Road) | |
| 22 | Beaver Brook Rd. / Co. Rd. 22 | Highland / Tusten | 1 / 2 | 6,247 | 4,964 | 4.31 | Entire Length | |
| 54 | Mountindale Road | Fallsburg | 7 | 3,983 | 2,117 | 1.65 | Entire Length | |
| 104 | Loch Sheldrake Road | Fallsburg / Thompson | 6 / 8 | 1,904 | 0 | 1.40 | From CR 103 North to TH 193 (Kile Farm Road) | |
| 114 | County Road 114 | Cochecton | 1 | 6,914 | 5,405 | 4.76 | Entire Length | |
| 141 | Horseshoe Lake / White Lake | Bethel / Liberty | 1 / 5 | 14,151 | 0 | 6.83 | Entire Length | |
| 162 | Yankee Lake Road | Mamakating | 2 | 3,819 | 2,017 | 1.72 | Entire Length | |
| 163 | Yankee Lake Road | Mamakating | 2 | 4,055 | 1,815 | 1.58 | Entire Length | |
| 166 | Mount Prosper Road | Mamakating | 2 | 3,601 | 1,287 | 1.11 | Entire Length | |
| 168 | Minisink Battle Ground Road | Highland | 2 | 2,547 | 875 | 0.77 | Entire Length | |
| 171 | Mamakating Road | Mamakating | 4 | 526 | 0 | 2.69 | Entire Length | |
| 183 | Airport Road | Bethel | 1 | 5,488 | 3,575 | 2.73 | Entire Length | |
| 183 B | Upper Industrial Park Road | Bethel | 1 | 564 | 360 | 0.30 | Entire Length | |
| 183 C | Lower Industrial Park Road | Bethel | 1 | 304 | 190 | 0.18 | Entire Length | |
| TOTALS | | | | 57,307 | 22,605 | 33.50 | | |

D. APPLICATIONS ON COUNTY ROADS RESURFACED WITH HOT MIX:

| C.R. | APPLICATION |
|-------|--|
| 14 | Paved "Boxed Out" sections with 3.5" 19.0<30 (Warm Mix Asphalt - WMA) |
| 22 | Paved T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders (WMA) |
| 54 | 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 (WMA) |
| 104 | Paved "Boxed Out" sections with 3.5" 19.0<30 (WMA) |
| 114 | Paved T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders (WMA) |
| 141 | Paved "Boxed Out" sections with 3.5" 19.0<30 (WMA) |
| 162 | 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 (WMA) |
| 163 | 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 (WMA) |
| 166 | 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 (WMA) |
| 168 | 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 (WMA) |
| 171 | Joint Repairs over PCC Expansion Joints with 3" 19.0< 30 & Drainage Weeps Installed with 16" 19.0<30 (WMA) |
| 183 | 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 (WMA) |
| 183 B | Paved T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders (WMA) |
| 183 C | Paved T&L with 2" 19.0< 30 & Wearing Course of 1.5" 9.5< 30 with Recycled Asphalt Shoulders (WMA) |

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

| C.B. | BRIDGE LOCATED ON | TOWN | LEG. DIST. | T&L Tonnage | TOP Tonnage | LINEAR FEET COMPLETED | |
|------|------------------------------------|-------------------|------------|-------------|--------------|-----------------------|---|
| 241 | DeWitt Flats Road (TH No. 17) | Callicoon | 5 | 132 | 132 | 525 ft. | Binder course placed in the East and West approaches. Top overlay of a +/- 525 ft of DeWitt Flats Road (Section including across the deck / membrane) |
| 363 | Highland Transfer Station Driveway | Highland | 2 | 22 | 128 | 280 ft. | T+L placed over the deck with Top overlay of a +/- 280 ft of Highland Transfer Station Driveway. |
| 404 | Townsend Road (TH No. 70) | Liberty | 5 | 242 | 245 | 800 ft. | Binder course placed in the North and South approaches. Top overlay of a +/- 800 ft of Townsend Road (Section including across the deck / membrane) |
| 431 | Peters Road (TH No. 37) | Fremont | 5 | 44 | 86 | 350 ft. | Binder course placed in the East and West approaches. Top overlay of a +/- 350 ft of Peters Road. |
| 455 | Beechwoods Road (TH No. 5) | Delaware | 5 | 22 | 83 | 300 ft. | T+L placed over the deck with Top overlay of a +/- 300 ft of Beechwoods Road. |
| | | SUB-TOTALS | | 462 | 674 | 2,255 ft. | |
| | | TOTALS | | | 1,136 | | |

F. COUNTY FACILITIES RESURFACED WITH HOT MIX BY CONTRACT: None

VI. TOTAL QUANTITY SUMMARY OF ALL MATERIALS PLACED IN 2021

| | |
|---|-------------------|
| A. CRACK FILL MATERIAL | |
| 1. Crafc0 Roadsaver 221 & 534 (Contract Placed) (meets ASTM D6690 Type II) | 33.08 Ln.Mi. |
| B. LIQUID BITUMINOUS MATERIALS | |
| 1. Surface Treating Emulsion (CRS-2P) (<i>Polmer Modified Asphalt</i>) | 98,030 Gallons |
| 2. Fog Seal (Diluted Tack Coat) | 22,539 Gallons |
| 3. Diluted Tack Coat | 41,298 Gallons |
| C. CRUSHED STONE - MICRO-SURFACING | |
| 1. Surface Treating Aggregates (1ST Stone) | 241,305 Sq. Yd. |
| 2. Surface Treating Aggregates (Cover Sand) | 0 Sq. Yd. |
| 3. Type II, F3 Micro-Surfacing | None Tons |
| D. SHOULDER MATERIAL | |
| 1. County Placed (Recyled Asphalt Product / Crusher Run) | 9,408 Tons |
| 2. Contract Placed Recycled Asphalt Shoulder Material | 11,654 Tons |
| E. PLANT MIX MATERIALS | |
| 1. County Placed Mixes | 130 Tons |
| 2. Contract Placed Mixes | 83,770 Tons |
| | 83,900 Tons Total |

DIVISION OF PUBLIC SAFETY

Thomas Farney, Commissioner

2021 Accomplishments

Represented Sullivan County at the following Exercises in 2021

- Community Response Team Drill will Orange Rockland Utility test storm response process
- Participated in the Lake Jefferson Dam Emergency Action Plan Tabletop Exercise
- Participated in the Monroe County Office of Emergency Management Region 2/3 Tabletop Exercise
 - Hosted an EOC Evaluation exercise to test the functionality and identify any weaknesses relating to the Sullivan County Emergency Operations Center

Additions to Responsibilities

- Member in the Sullivan County Safety Committee tasked with review of safety issues such as training, claims, near misses and overall performance of the of the safety program with a focus on the Government Center and its personnel
- Member of the High Intensity Drug Trafficking Area (HIDTA) Application Committee
- Opioid Drug Task Force Pillar for Information

Continuing Missions

- Maintain relationship with DHSES, attend all of their Emergency Management Workshops and events
- Host and participate in Local Emergency Planning Committee (LEPC) meetings
- Host and participate Sullivan County 911/Police Quarterly Meetings
- Maintain our liaison with Federal/State/Local resources
- Continued to offer training courses to First Responders.

Covid response

- Request/Track/Monitor Distribution of PPE and Covid supplies from State (DHSES) and coordinated distribution to Towns and Villages for public availability.
- Continued support for Sullivan County Public Health with the acquisition of PPE that was made available through Grant funding
- Assisted Public Health Services with the planning, operation, and logistics of public COVID-19 vaccination clinics

Grants

- Acquisition of a "Reb Hab" bus for emergency responders. Purchase was made possible through grant funding
- Hazard Mitigation plan was completed and being adopted by towns and villages

Bureau of Fire



**SULLIVAN COUNTY BUREAU OF FIRE
SULLIVAN COUNTY GOVERNMENT CENTER**

***100 North Street, PO Box 5012
Monticello, NY 12701-5012***

John Hauschild, Fire Coordinator

Phone: 845-807-0508

Fax: 845-807-0810

E-Mail: John.Hauschild@co.sullivan.ny.us

2021 BUREAU OF FIRE ACCOMPLISHMENTS

- Worked with the Emergency Operations Center during COVID-19 with the distribution and tracking of protective equipment to the emergency services and county offices. Also assisted in the Emergency Operations Center day to day operations.
- Created a Recruitment and Retention Task Force
- Created a Rehabilitation Team for all Emergency Services.

2021 EMERGENCY SERVICES TRAINING CENTER ACCOMPLISHMENTS

- Provided Training for 40 Fire Departments, courses were limited due to COVID-19 but we still provided training for our Firefighters completing 14 State Fire Training courses
- Worked with the Sullivan County Volunteer Firefighters Association on the purchase of 48 new Essentials of Firefighting Manuals.
- Helped with securing grant for the Burn Building upgrade and new Storage Building



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2021 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

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

E-911

Alex Rau, E-911 Coordinator



SULLIVAN COUNTY E-911 COMMUNICATIONS

SULLIVAN COUNTY AIRPORT

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

Mailing: PO BOX 5012, MONTICELLO, NY 12701

ALEX RAU
E-911 COORDINATOR
TEL: (845) 807-0508

THOMAS FARNEY
Public Safety Commissioner
TEL: (845)807-0508

911 CENTER

2021 Accomplishments

- Provided uninterrupted 911 Service to the residents of Sullivan County despite an ongoing pandemic with minimal staff illnesses.
 - 911 operations were split between our primary and backup 911 Centers for 6 months out of the year to minimize the chance of infecting our entire staff.
 - Promoted COVID vaccinations for 911 staff as essential workers.
 - Our staff went above and beyond in terms of overtime and mandated shifts to adequately staff the 911 Center 24/7 as a result of (5) new vacancies in the 2021 calendar year.
 - All this while staff completed over 400 hours of continuing education related to 911 dispatch
- Completed a 6 month long CAD upgrade project to improve GIS functions within 911 dispatch and upgrade servers and hardware.
- Finalized the regulatory approval process and began the construction of a 195' Communications tower facility in the Rock Hill community which will support public safety communications, improved cellular communications and broadband to the local community. Tower construction is slated to be completed in the Spring of 2022.
- Provided radios to Probation department in support of communications needs of Probation Officers
- Administered the Public Safety Answering Point (PSAP) and Statewide Interoperable Communication Grant (SICG) grant programs.
- Assisted as needed with the transition of our new Public Safety Commissioner.
- Collaborated with the law enforcement community and the Sullivan County Opioid Taskforce to once again have 911 resume overdose reporting to the Hudson Valley Crime Analysis Center and ODMAP
- Implemented OneGroup training platform within our department.

2022 Goals:

- Complete tower construction at Rock Hill, and identify funding to provide for necessary radio equipment.
- Procure and implement upgraded 911 telephone system at 911. (6-8 month project)
- Collaborate with EMS community to work on challenges in timely EMS response, which affects dispatch
- Develop an outreach program relative to 911 Communications

BUREAU OF EMS

2021 Accomplishments

- Assisted Emergency Management and Public Health Nursing in the planning, setup, staffing and logistics of various COVID vaccine clinics throughout the County
- Met with all EMS agencies on multiple occasions to discuss EMS issues and disseminate information regarding EMS operations, NYS BEMS policy changes, training and more.
- Responded to several large scale incidents to assist EMS command. Woodridge chemical incident, Route 17 MVA, Fallsburg MVA, Bethel MVA and participated in after action reviews.
- Aided in the planning, training and development of the County Rehab team along with Bureau of Fire. Rehab team to "go live" in 2022.
- EMS-1, serving as pillar lead on the Opioid Taskforce, provided numerous Narcan Training programs
- Bureau of EMS worked together with the Opioid Taskforce to develop the first ever Narcan leave behind program for EMS.
- Collaborated with the EMS Advisory Board on the reviewing the results of the Benjamin Center Study, and moving recommendations forward. Anticipate more action in 2022.
- Provided for an EMS Week media campaign to recognize our EMS providers and show appreciation

2022 Goals

- Implement some facets of the Benjamin Center Study related to mutual-aid changes and pooling our EMS responder resources
- Complete implementation of the County-wide REHAB team
- Continue to provide support to EMS agencies and other agencies as needed.

Probation

Pennie Huber, Director of Probation

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
- 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 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 2021: 4
- Continuation of home contacts during non-traditional work hours
- DWI enforcement during non-traditional work hours
- Filling of departmental vacancies - accomplished (Deputy Director & Account Clerk)
- Secure 6 portable radios for field work

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
- Create and fill the Deputy Director position
- Create and update policy within the department as necessary
- Provide PTR with cell phones for communication with defendants
- Exceed state established milestones to the Alternatives to Incarceration, and Pre-Trial Release programs
- Attend Community Events as we have done in past years to enhance community relations
- Equipment enhancements
- Laptop (or tablet) for field work

Statistical Information

Investigations

The Sullivan County Probation Department services 20 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 with as much information as possible being verified.

Presentence Investigations:

- Felony Investigations ordered by the courts: 242

- Misdemeanor Investigations: 50 Total: 292
- Other: 0

Pre-Dispositional Investigations:

- Juvenile Delinquency: 16
- Person in Need of Supervision: 0 Total: 18
- Other: 2

Telephone Interviews

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: 128 telephone interviews, 71 in-person interviews
 - ATI/Pre-Trial Release: 46 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 2021-21
- There were 89 active Pre-Trial Release cases at the end of 2021.

Community Service

Number of community service hours ordered in 2021 - 2,662 hours ordered (a significant decrease due to COVID-19)

Number of community service hours completed in 2021 - 5,926.5 completed

Number of persons ordered to perform community service during 2021 - 37 people ordered to perform (a significant decrease due to COVID-19)

There were 45 active community service cases at the end of 2021.

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 | 222 | 185 | 407 | | 49 | 11 | 60 |
| February | 217 | 175 | 392 | | 45 | 10 | 55 |
| March | 214 | 173 | 387 | | 42 | 9 | 51 |
| April | 214 | 169 | 383 | | 41 | 9 | 50 |
| May | 209 | 167 | 376 | | 41 | 9 | 50 |
| June | 209 | 170 | 379 | | 38 | 8 | 46 |
| July | 209 | 186 | 395 | | 37 | 7 | 44 |
| August | 213 | 183 | 396 | | 38 | 6 | 44 |
| September | 212 | 181 | 393 | | 32 | 5 | 37 |
| October | 209 | 175 | 384 | | 28 | 4 | 32 |
| November | 206 | 176 | 382 | | 26 | 2 | 28 |
| December | 209 | 173 | 382 | | 26 | 2 | 28 |

| Month | Discharges | | | Return for Sentencing | | TOTALS |
|-----------|------------|-----|---------|-----------------------|-------|--------|
| | Early | Max | Revoked | Interim | Death | |
| January | 4 | 6 | 1 | 2 | 0 | 13 |
| February | 8 | 3 | 2 | 3 | 0 | 16 |
| March | 5 | 8 | 3 | 3 | 0 | 19 |
| April | 7 | 5 | 2 | 0 | 2 | 16 |
| May | 4 | 7 | 5 | 0 | 0 | 16 |
| June | 5 | 6 | 1 | 0 | 0 | 12 |
| July | 2 | 10 | 2 | 7 | 0 | 21 |
| August | 4 | 4 | 4 | 1 | 0 | 13 |
| September | 2 | 7 | 5 | 3 | 0 | 17 |
| October | 6 | 6 | 5 | 0 | 0 | 17 |
| November | 1 | 5 | 8 | 2 | 0 | 16 |

| | | | | | | |
|----------|----|----|----|----|---|-----|
| December | 1 | 2 | 4 | 3 | 0 | 10 |
| Totals | 49 | 69 | 42 | 24 | 2 | 186 |

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 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 st Jan-Mar | 1 | 5 | 23 | 0 | 29 |
| 2 nd Apr-Jun | 1 | 5 | 21 | 0 | 27 |
| 3 rd Jul- Sep | 1 | 4 | 24 | 0 | 29 |
| 4 th Oct-Dec | 1 | 4 | 23 | 0 | 28 |

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 2021:

| Interlock Quarter | Number ordered | LENS Registration | Vehicle Registration checks |
|--------------------------|----------------|-------------------|-----------------------------|
| 1 st Jan-Mar | 0 | 1 | 66 |
| 2 nd Apr-Jun | 8 | 2 | 66 |
| 3 rd Jul- Sep | 10 | 9 | 77 |
| 4 th Oct-Dec | 8 | 10 | 64 |

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 38 offenders at the end of 2021 (caseload continues to grow in size annually)

Drug Treatment Court:

There are generally 20-30 participants in our county Drug Court program annually. We have a 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, but are under interim supervision or probation violation.

Restitution, Fines, Fees 2021

1,358 payment(s) received in 2021: Total \$176,812.34

By Obligation Type:

Administrative Supervision Fee - (498) - \$43,188.01

DWI Supervision Fee - (218) - \$25,824.00

Fines/Court Fees - (60) - \$15,827.00

Restitution - 10% - (468) - \$67,948.67

Restitution - 5% - (94) - \$13,267.96

Restitution - Family Court - (19) - \$3,110.00

Surcharge - (561) - \$7,456.02

Unallocated - (1) - \$0.20

Family Court Supervision 2021

- Supervised 7 Juvenile Delinquent on Probation
- Supervised 0 Persons in Need of Supervision on Probation
- Supervised 5 Adults for Non-payment of Child Support
- Conducted Youth Assessment and Screening instruments on all juveniles
- Processed 138 Family Offenses / requests for Orders Of Protection
- Processed 41 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
- Average 2 times a month evening home contacts

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, Deputy Director 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 2021, 20 different staff members attended a total of 236 trainings for a grand total of 1,156.25 hours of training attended.

BUDGET OFFICE

Janet Young, Budget Officer

2021

- Developed and crafted the 2022 Operating Budget and 2022-2027 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 items for each of the County's organization codes; detailed position listing by department including position number, title and budget dollar amount; and the 2022-2027 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 2021 budget. This is the sixth 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 Budget Office has worked to maintain the finances of the Adult Care Center. The finance office at the facility has several vacant positions and with the assistance of the staff at the facility, we have been able to keep things going. Effective October 1st, Infinite Care has taken over managing the facility, however, the County still maintains the entire procurement process, manages the bank accounts, resident savings accounts and the payroll for County employees working at the facility. Communication with the management company regarding the financial standing of the office is also, a large part of our ongoing participation.
- Staff from the Budget Office has been active in Public Health and Community Services to get a better understanding of their claiming and revenue process. This will assist in understanding the figures budgeted within those departments and the feasibility of what is being entered. It will also enhance fiscal efficiency and the timely reporting of revenues.
- We continued to assist with some of the fiscal aspects of the Grants and Planning departments.
- In conjunction with Grants, Purchasing and the Treasurer's office, we assisted in compiling the backup documentation for the County's first project packet to FEMA, for the reimbursement of COVID related expenses.
- Assistance in the transition of fiscal staff in the Office of the Aging is ongoing.

- Interim reporting for the American Rescue Plan Act as required by the US Treasury was filed timely. The deadline for filing the interim report was August 31, 2021. As determined by the County Legislature all available funding was reported under Expenditure Code 6 - Revenue Replacement. Using the funds this way enables the County to apply the funds to general government services such as the construction and reconstruction of roads, and sponsorship of energy efficient capital improvements at our local community college.
- In conjunction with the Purchasing Department, this office worked to review and modify our County's Purchasing Card (P-Card) Policy. The Purchasing office has taken on the overall management of the P-Card countywide.
- Worked actively on the maintenance, security and functionality of New World ERP and the Kronos timekeeping system.
- Enhanced scheduling has been set up through Kronos, our timekeeping system, to allow the staff at the Adult Care Center to move to Kronos for streamlined timekeeping countywide.
- Implementation for processing of the Payroll Based Journal report is complete. This report is a quarterly report mandated by the Centers for Medicare and Medicaid Services (CMS) to indicate staffing levels at the Adult Care Center.
- The payroll department processed 26 regular pay cycles, 29 special pay events, compiled all state and federal reporting in relation to the County's payroll and worked towards the impending enhanced reporting requirements for the New York State Retirement System.

GRANTS ADMINISTRATION

Arthur Hussey, Director

2021 Goals, Statistics and Accomplishments

In year 2021, 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

2021 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 assistance for awarded grant applications, which in turn minimizes / eliminates deficient audit findings and the return of funds;
- Continued to evaluate declined grant applications with 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 with 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.*;
- Overall DGA routed 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 10+ 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 continued 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. In addition, the DGA continues to efforts in the securing of County Govt. reimbursement under the FEMA COVID-19 Public Assistance Program for emergency protective measures in response to the COVID-19 Pandemic.

As we are still in the COVID-19 pandemic, as necessary, 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, and directed same to appropriate resources;
- 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.;
- As previously noted, DGA staff working with the County Govt. staff, as appropriate, continues developing and submitting the FEMA - Public Assistance Program

projects, which is specific to financial reimbursement for emergency protective measures in response to, and in addressing, the COVID-19 pandemic under Presidential Emergency Declaration #4480;

- 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 continues to adhere to the developed and implemented the department COVID-19 Telework Plan, and Office Re-Opening Plan in accordance with County Manager directives.

Department of Grants Administration (DGA) / 2021 Goal Attainment

The following 2021 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 with 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.

PURCHASING AND CENTRAL SERVICES

Allyson Lewis, Director

2021 Annual Report for Purchasing & Central Services

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.

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

2021 Accomplishments and Goals

Purchasing Department:

For the 2021 year, the Purchasing Department accomplished the following:

- Processed 2,718 Purchase Orders
- Issued 42 Formal Quotes
- Issued 42 Request for Proposals
- Issued 75 Bids
- Executed 94 Contracts for Services
- Completed 1041 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
- Procured on a continuous basis, COVID Personal Protective Equipment (PPE) supplies and test kits for all County departments and agencies.
- Assisted many County municipalities and County businesses with guidance and referrals for procurement of PPE products
- Distributes PPE supplies to all County Departments and agencies
- Assists departments with procurement requirements for grants; verifying for all department projects, commodities and services

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 and services.

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.

For the 2021 year, the Central Services Department accomplished the following:

- Processed 158,385 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

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.

DIVISION OF INFORMATION TECHNOLOGY SERVICES

Lorne Green, Commissioner/Chief Information Officer

2021 was tasked and budgeted as a 'keep the lights on' fiscal year in ITS:

- COVID, COVID, COVID!! (Add another 12 months to 2020's total...23 months that have definitely felt like a 1970 war movie...)
 - Ongoing support of the remote and on-prem user community throughout.
 - 1,369 user accounts
 - 2,028 computer/server accounts
 - 393 applications supported
 - 6,180 helpdesk tickets fielded from all departments countywide (38% H&F Services).
 - Continued support of custom GIS based dashboard for COVID reporting, both internally and publicly.
 - Continued PHS vaccination support for all COVID-19 vaccination clinics.
 - Continued support of custom contact tracing database for PHS to use in tandem with NYS supplied CDMS app.
 - Continued support of custom vaccination database for 1st and 2nd dose tracking and scheduling.
- Seamless, little issue, technical move of Care Center technology support to third-party entity.
- Significant pre-deployment consulting, setup and configuration for Legislative Meeting Agenda and minutes migration.
- Broadband
 - Monticello tower technical setup complete.
 - Liberty and East Broadway tower locations under engineering/environmental review for construction.
 - Awaiting decision and direction on funding for the remaining 10 towers.
 - LDC continues to develop the business/legal process model to move forward with service offering to the public.

DIVISION OF HUMAN RESOURCES

Julie Diescher, Commissioner

The Sullivan County Department of Human Resources administers civil service for 41 local jurisdictions, including towns, villages, school districts and libraries. COVID presented many challenges to administering these exams in 2021 from securing locations and ensuring a space that provided adequate social distancing. In a time where many others did not administer exams, the Sullivan County Personnel department hosted 109 CIVIL SERVICE EXAMS serving 483 applicants.

The pandemic proved challenging from a recruitment perspective. Through a variety of marketing measures and recruitment events we received, reviewed and processed 2,002 applications. From these applications we hosted 26 orientations and on-boarded / appointed 112 Temporary, 44 Provisional, 3 contingent and 186 permanent new hires for a total of 345 new employees. Sullivan County jurisdictions kept our office busy which is evidenced by the 1324 payroll or position related changes processed through our office - in addition to the 2642 position related changes processed for the County. We assisted 35 employees with their retirement, and processed 115 resignations and 112 unemployment claims for 2021 (note that some were reported as potential fraud to the NYS Police):

In line with our digitized office goal, we streamlined the ability to view the eligibility lists on line and gained efficiency in our processes through scanning in pertinent personnel documentation. We have transitioned to a web-based training solution to gain consistencies across departments are currently working on a digital on-boarding solution with our IT Department and working on a goal of streamlining the Family Medical Leave process through the use of our current time system. On average Personnel processes 112 Family Medical leaves per year. In 2021, Human Resources assisted employees with and processed 303 Family Medical Leaves, further justifying the need for the most efficient leave process.

Sullivan County recognizes our greatest asset is our workforce. Striving to create and maintain a work environment that is professional and respectful. When an employee takes the time to provide feedback or express concerns about their environment or a potential violation of law or County Policy, we take that seriously. In 2021, the personnel office investigated 31 personnel related complaints and 15 employee grievances.

We continue to provide Civil Service related trainings for jurisdictions/departments and in 2021 hosted 15 such trainings.

In compliance with the New York Pay Equity Labor Law Section 194, Human Resources worked with a consultant and completed a salary study using a point factor analysis (PFA) to objectively and consistently evaluate over 90 positions.

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.

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 2021 we were successful in establishing a new Training program with OneGroup. This platform will bring much needed training to County staff.

Risk Management secured a new vendor for our Flexible Spending and Dependent Day Care Programs. This was effective January 1, 2022.

Goals

Our goals 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 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. 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.

Human Rights Commission

Adrienne Jensen, Executive Director

This office reopened this year after several years of being static. It opened under the direction of the new Executive Director, Adrienne Jensen. The focus this year was to move through the county beginning to lay the foundation for deep roots within our community. This is a slow process. The impetus for this approach was highlighted by the need for many offices to broadly reach the county citizens during the depths of Covid-19. The Office has the desire to carefully consider the programs it engages in to assure that it addresses the needs and requests of the people it serves (the county). This was primarily executed by conducting meetings at foundations, county offices, social service agencies, appearing at community events large and small, asking questions and listening.

It will take some time for citizens to know that the office is open and what it does, and for this reason such attention is placed on outreach. After the completion of the first half of the year, patterns through complaints, community outreach and conversations began to arise.

9 month Overview

- The Office heard 61 complaints.
- 16 situations of concern.
- Conducted outreach at over 124 unique meetings, festivals and offices.

Youth and Senior Initiatives:

The Office recognizes that the health of our seniors and youth (including young adults) is vital. They offer a direct gaze into the prospects for continuance in our county. The Office is grateful that the county community recognizes the need to apply many lenses to what we do, as they invite the Office to be an integral part of their endeavors.

In the last year we:

Youth

- met with superintendents countywide
- attended numerous school board meetings throughout the county
- interacted with high school principals in an effort to better understand the current needs of the youth.

- have developed the concept of a youth-led countywide Youth Action Council. This has evolved from the above interaction. It remains in the planning stages; receiving vital planning assistance from ATI, Monticello High School and Cornell Cooperative. As the initial planning completes the Office will be expanding its call for support to other interested members of the county. The Council is planning to begin in the Fall of 2022.
- began our intern program with one county student this year, whom we are lucky to have assisting us,
- served on the Sullivan BOCES Diversity, Equity and Inclusion Committee
- served on the Code of Conduct Team for Monticello High School
- consulted with SUNY Sullivan Human Resources and SUNY Sullivan Student Engagement at to delve into how we can develop a more open community for the college. Possibly to create an environment over time that students will remember positively and might consider setting down their own roots.
- have addressed the issue of CRT, which was of great concern for some county individuals this year. The community was gracious enough to allow the Office the opportunity to have meaningful and successful conversations with its members. The schools were welcoming to allow the office to do so and to identify what the real issues were allowing us together to answer questions and allay concerns.
- collaborated with Sullivan 180 and other agencies to create a MLK Day Youth Expo (postponed due to Covid)

Aging

The youth possess so much potential and are filled with useful observations on a daily basis. In conjunction there is a storehouse of information and energy available within the elders of our community. If we are among the lucky the Aging is a protective class with regards to discrimination, to which we will all belong. The Office recognizes this value and vulnerability and seeks to listen to this community as well. It has spent this last nine months:

- conducting surveys and conversations to better understand what works and what doesn't for the elders in our county.
- Creating a more effective way to deliver programs to the vast county by dividing the county into quadrants and provide similar events in "regional" locations. Allowing the "regional" issues to dictate the agenda.
- Creating a survey that will result in regional networking events for seniors and others, to attend and learn about the topics of which they expressed concern.
- Through information provided in the collection of surveys, created a collaboration with the RSVP at the Office of Aging to address the sluggish and ineffective flow of communication for the seniors in the county.

Community Engagement:

- The Executive Director spoke at:
 - Hate Has No Home (produced by The Committee for Equity & Justice)
 - the Unity Festival in Liberty, Juneteenth hosted by the NAACP
 - the Tri-Valley Civics Club
 - five senior centers (in connection with the Networking Event that is being planned for the summer) with the helpful assistance of a volunteer to the Office.
 - A performance of Farm Arts Collective appearing in a cameo performance in a role that addressed the benefits of diversity in farming and community.
- The Executive Director has worked with:
 - Sullivan 180 Advisory Board
 - The DEI Committee for the Community Foundation of Orange and Sullivan County.
 - The workgroup for NY State Department of Human Rights
 - The Statewide collection of Human Rights Offices quarterly convening to discuss trends.
 - Initial Press Release for the Office Reopening
 - Interview with Anniemarie Schuetz (River Reporter)
 - Interview Patricio Robayo (WJFF)
 - Interview with Liam Mayo (River Reporter)
 - Let's Talk Sullivan

Community Education:

- Researched positive options for folks in the trans and non-binary community seeking substance use rehabilitation facilities.
- Educated community members through outreach to businesses, local law enforcement, and local government on the rights of individuals with service animals.
- Consulted with various agencies in the county on how to effectively apply a DEI lens that is relevant for our county citizens with regard to grant submission and selection.
- Working to create a Diversity & Inclusion Board Training in collaboration with Inaudy Esposito, Executive Director of OC Human Rights, Community Foundation of Orange and Sullivan.

DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT

FREDA C. EISENBERG
COMMISSIONER

JILL M. WEYER
DEPUTY COMMISSIONER

HEATHER R. BROWN
DEPUTY COMMISSIONER



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DIVISION OF PLANNING & COMMUNITY DEVELOPMENT &
ENVIRONMENTAL MANAGEMENT

ANNUAL SUMMARY FOR 2021 Accomplishments, Goals and Benchmarks

I. Accomplishments

Recreation, Quality of Life & Tourism-based Economic Development

Sullivan O&W Rail Trail

- In conjunction with the Town of Fallsburg, advanced the Neversink Crossing Project to where final engineering can be commenced.
 - Nearly \$3 million in funding committed from six sources.
 - All Right-of-Way acquisitions complete.
 - Preferred option identified for addressing grading challenges.
- In conjunction with the Towns of Rockland and Liberty, nearing completion of Right-of-Way assembly needed for Parksville-Livingston Manor section.
- \$200,000 grant for culvert upgrades.
- Launched completed website and established social media accounts.
- Launched Sullivan O&W Alliance group, including events subcommittee staging National Trail Day Clean Up, Movement Mondays on the Trail and more.

LWRP/Upper Delaware

- Brought Highland Access project to the 100% design and bidding process stages. (project currently being rebid)

- Advanced County Park project in Callicoon through coordination with Trust for Public Land and DASNY, which is funding acquisition. Second DASNY grant committed for park development.

Community Development & Revitalization

Housing

- Completed \$450,000 CBDG Housing grant and secured new \$1,500,000. Both grants provide subsidies for affordable home ownership and repairs to income eligible people.
- Completed NYS Main Street Program grant supporting rehabilitation of buildings on Broadway in downtown Monticello, resulting in 16 affordable rental apartments. (C of Os currently pending inspections.)
- Sullivan County Land Bank Corporation (SCLBC) completed infill construction of three affordable new homes in Monticello and Liberty. Houses sold to income-eligible first time homebuyers.
- SCLBC sold additional # rehabilitated homes, bringing its inventory of vacant, single-family houses to zero. Four vacant lots sold to buyers committing to develop new infill homes.
- Advanced 75-apartment SCLBC project in partnership with RUPCO and the Kearny Group through completion of property acquisition (Key Bank), building stabilization (Strong Building) and EPA-funded site cleanup (Monticello Manor). RUPCO and Kearny Group assembling project financing, including tax credit applications.
- Variances achieved and developer RFP issued for rehabilitation of Land Bank property on High Street into 4 affordable apartments.
- Completed procurement process and contractor selection for countywide Housing Plan, to be prepared in 2022.

Downtown Revitalization

- Interior stabilization completed on Broadway Theater in Monticello. SCLBC awarded Empire State Development Grant for a feasibility study to guide theater rehabilitation.
- Historic inventory report completed for 91 Chestnut Street.

Other Community Development

- SCLBC completed Zombie 2.0

Core Planning Activities

Planning

- Completed Multi-Jurisdictional Hazard Mitigation Plan.

- SCLBC completed Vacant, Abandoned, and Deteriorated Property Report under a Zombie 2.0 grant.
 - Completed 8-year review of Sullivan County Agricultural District 4.
- Technical Assistance and Training

- Conducted virtual training programs on multiple platforms, and placed recordings on YouTube
- Provided technical assistance to Sullivan municipalities, government officials, and the general public on a variety of planning and zoning issues including zoning language, sample regulations for short term rentals and food truck businesses, siting of alternative energy facilities, downtown revitalization, project funding, and more.

Economic Development

Revolving Loan Fund (RLF)

- Supported hamlet revitalization with four loans for new restaurants and cafes in community downtowns.
- Collaborated with the IDA on funding agricultural business expansion and resilience to support development of an indoor mushroom growing facility.
- Supported existing RLF recipients impacted by the pandemic with payment forbearance.

CDBG Economic Development and Small Business Grants

- Sponsored, prepared and administered CDGB applications to support the development and expansion of three service oriented businesses providing day care and residential care for children with a range of needs.

II. 2021 Goals

Goals Realized

- Substantial advancement of the Sullivan O&W Rail Trail Project:
 - Active and engaged municipalities
 - Funding for Neversink Crossing, with pipeline of other projects in development
 - Robust launch of marketing and events
- Completion of NY Main Street Grant apartment development and leasing
- Secured grant funding to support Broadway Theater redevelopment
- Restarted Planning and Zoning Board trainings after 2020 pandemic-related hiatus

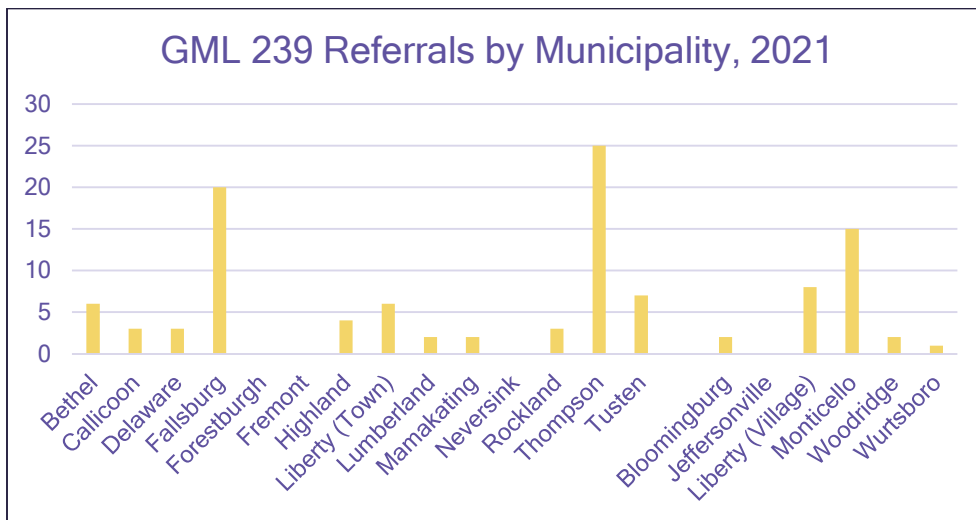
- Developed housing as a new division focus area in response to changing market conditions and growing need; CDBG grants, Housing plan, will address
- Sold all single family Land Bank inventory and beginning to sell down inventory of vacant lots

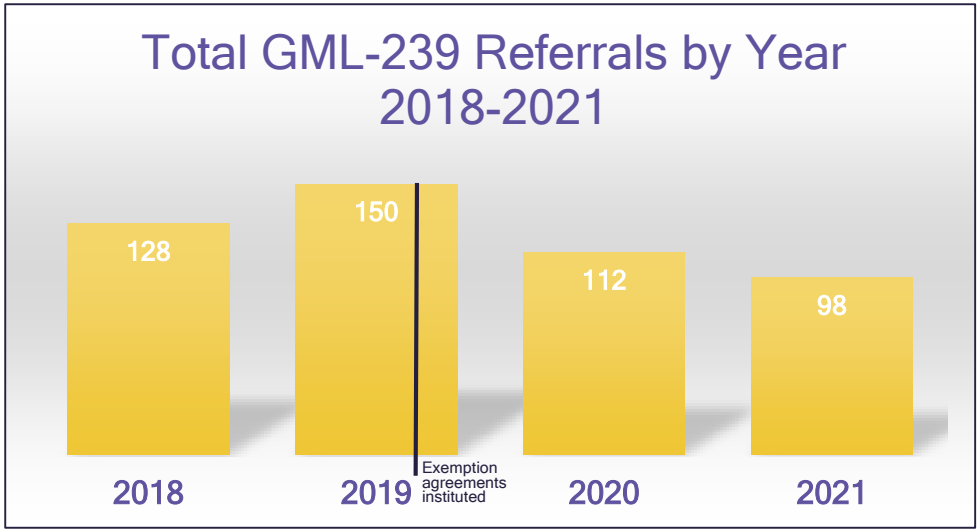
Goals yet to be realized

- Completion of Countywide Resiliency Plan
- Completion of Upper Delaware River access improvements in the Town of Highland; advancement of access improvements at other sites
- Advancement of the new County park project on the Upper Delaware at Callicoon; property transfer, grant close out, trail development to take place in 2022
- Acceleration of downtown revitalization in the Villages of Monticello and Liberty, including funding for, and implementation of, the North Street Commons project

III. Benchmarks

GML 239 Referrals





Grants

| Grant Program | Funding Source | Amount | Purpose | Notes |
|--|---|-------------|--|---|
| Delaware River Watershed Initiative (DRWI) | National Fish and Wildlife Foundation | \$500,000 | Create a Watershed Management Plan for the Neversink River; implement culvert updates supporting aquatic passage along portions of the Sullivan O&W Rail Trail | Project partners include Town of Fallsburg, Friends of the Upper Delaware and Trout Unlimited |
| Congressional Member Item | 2022 federal transportation budget | \$1,100,000 | Sullivan O&W Neversink Crossing | Pending Senate passage |
| Consolidated Funding Application (CFA) | NYS Office of Parks, Recreation and Historic Preservation | \$750,000 | Sullivan O&W Neversink Crossing | Award to Town of Fallsburg |
| CDBG Home | NYS Office of Homes and | \$1,500,000 | Subsidize mix of new homebuyer and homeowner rehab | |

| Grant Program | Funding Source | Amount | Purpose | Notes |
|--------------------------|------------------------------|-----------|---|---|
| | Community Renewal | | assistance, and mobile home replacement | |
| Feasibility Study Grants | Empire State Development | \$54,690 | Complete a planning and feasibility study for redevelopment of the Broadway Theater in Monticello | Award to Sullivan County Land Bank |
| NY Greenworks Initiative | NYS Department of State | \$75,000 | Façade improvements to Broadway Theater, including marquis rehabilitation | Award to Sullivan County Land Bank, pending |
| SAM Grant | Assemblywoman Aileen Gunther | \$125,000 | Capital improvements to planned park in Callicoon | |
| Total | | | | \$4,104,690 |

Planning & Zoning Board Trainings

| Training Session | Date | Credit Hours | Participants | YouTube views |
|--|---------|--------------|--------------|---------------|
| NYS DOS Subdivision Reviews, | 2/22/21 | 2.5 | 61 | 20 |
| Simplify that Code with Randall Arendt | 3/29/21 | 1.5 | 60 | 30 |
| NYS DOS Hot Button Land Uses | 4/27/21 | 2.5 | 50 | 12 |
| TOTALS | | 6.5 | 171 | 62 |

- 90% of participants completing event evaluation forms said they would recommend the videos to fellow board members.
- 87.5% of those completing the evaluations said they were likely to implement ideas from the training into their project reviews

DIVISION OF COMMUNITY RESOURCES

Laura Quigley, Commissioner

2021 ANNUAL REPORT

CENTER FOR WORKFORCE DEVELOPMENT

COMMUNITY ASSISTANCE CENTER

OFFICE FOR THE AGING

TRANSPORTATION

VETERANS

Laura Quigley, Commissioner

Loreen Gebelein, Director, Center for Workforce
Development

Lise-Anne Deoul, Director, Office for the Aging

Ruthann Hayden, Director, Transportation

John Crotty, Director, Veterans Services

Community Assistance Center (CAC)

- ✓ The Center became a permanent part of the Division and the “Emergency” was dropped from the name.
- ✓ Staffed by Division Administration staff and Office for the Aging staff.
- ✓ Additional support provided by Transportation drivers, Veteran staff, OFA Nutrition staff and ATI staff.
- ✓ Answered 3,600 routine CAC calls - an average of 300 calls per month.
- ✓ COVID Vaccinations
 - Managed the County’s vaccine notification system including adding, booking appointments for 16,000 plus residents.
 - Registered residents for Public Health vaccine clinics.
 - Registered residents for several Garnet Medical Center Catskill clinics.
 - Referred residents to other vaccine providers in the county.

- Worked with Public Health on identifying and schedule appointments for homebound residents.
- ✓ Food continued to be delivered to those in need. An increase in calls began towards the end of the year, notably from people who became homeless and were being temporarily housed in local motels. Transportation made 62 deliveries. Other staff also made food deliveries when necessary.
- ✓ We received a small grant from Public Health that allowed us purchase food for the CAC. We shared the grant funds with Cornell Cooperative Extension's Community Cupboard program.
- ✓ We received a large donation of food from AmVets Post 50.
- ✓ We received a donation of a freezer from AmVets Post 50.
- ✓ We continued the partnership with Hudson Valley Food Bank that allowed us to provide weekly food distribution to area pantries. In January 2021 we had 15 pantries participating and by the end of the year this increased to 21 participating pantries.
- ✓ Through this partnership with the Hudson Valley Food Bank we distributed 373,105 pounds of food to the pantries. This equates to 30,968 meals using the industry's formula.
- ✓ We received and distributed 95 boxes of food from the Salvation Army. The Salvation Army equates this to approximately 3,990 meals.
- ✓ Assisted the Northeast Regional Food Bank to find a new location at the Racino parking lot for their mass distribution efforts.
- ✓ We began the coordination of the countywide mask and test kits distribution in December.

Department of Transportation

- ✓ The Transportation Department saw increases in ridership across all services in 2021.
- ✓ Veterans Services:
 - 173 trips to Castle Point VA hospital for 329 veterans representing a 52% increase in trips and a 27% increase in veterans served over 2020.
 - 89 trips to Albany VA hospital for 115 veterans representing a 15% increase in trips and a 28% increase in veterans served over 2020.
- ✓ Medical Transportation for Seniors
 - 891 trips to healthcare providers within the county.
- ✓ Shopping Bus
 - Operating only 2 days per week, not yet back to full 5 days per week operation.
 - Provided 761 shopping trips for 100 shoppers
- ✓ From March 25 through December 20 there were 62 food deliveries made for the Community Assistance Center.

- ✓ Transportation picked up 95 boxes of food from the Salvation Army for the Community Assistance Center.

Move Sullivan Public Transit System

- ✓ This was the first full calendar year for fare collection. The fare to ride Move Sullivan is \$2 cash or a person can purchase a booklet of 3 tickets for \$5. Total fares collected for 2021 were \$28,502.98.
- ✓ There were 16,314 rides provided for an average of 313.7 rides per week.
- ✓ A community survey was issued December 8 and ran through January 11, 2022 to gather community input on services areas for possible expansion.
- ✓ The expansion of Move Sullivan will occur in 2022.

Office of Veterans' Services

- Assisted approximately 350 Veterans and family members with paperwork and documentation.
- Conducted over 90 field visits to Veterans unable to come into the office.
- Provided assistance over the phone to over 500 Veterans and family members.

Benefits

- Assisted Veterans with new Blue Water eligibility and new Gulf War and Agent Orange presumptives.
- Participated with weekly Sullivan 180 informational outdoor pop up sites throughout the county.
- Administered Sullivan County Veterans Cemetery to provide dignified burials for our Veterans.

Medical

- Coordinated 487 individual transports to Albany and Castle Point medical centers.
- Worked with the Veterans Coalition to provide 100 local medical transports.

Community

- Staff assisted weekly with the Community Assistance Center food pantry distribution program.
- Worked with local organizations, Elks, and the Veterans Coalition to distribute holiday meal boxes.
- Distributed over 1500 Valentines for Vets cards to medical and senior facilities and homebound Veterans.
- Driving force in the establishment of the Vet2Vet program in Sullivan County.
- Actively participated with Veterans groups throughout the Hudson Valley to provide seamless services.

Office for the Aging

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.

Highlights:

The pandemic continued to impact clients and programming. Routine events were put on pause and alternative means of services delivery were utilized when possible.

NYS OFA 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.

Three OFA staff were active partners in the Community Assistance Center (CAC), which has been vital in providing much needed resources including food, masks and information.

Weekly deliveries provided by the Food Bank of the Hudson Valley to the Community Assistance Center have provided additional capacity and resources to our Nutrition Program that continues to provide care packages in addition to homebound meal deliveries.

Progress towards paperless efficiencies continues with the implementation of LaserFiche document management.

The increased use of technology and social media has expanded the outreach efforts. In addition, we have continued our *Older and Wiser* column in the Sullivan County Democrat. We implemented the Everbridge emergency notification system to our clients.

The OFA on Wheels partnership with Sullivan 180 provided an intern along with a bus retrofitted with desks and WIFI provided by Rolling V Bus Corp and Sullivan County BOCES. OFA information and resources were brought to Callicoon, Liberty, Livingston Manor, Narrowsburg, Neversink, Roscoe,

S. Fallsburg and Wurtsboro. This greatly enhanced our ability to provide socially distanced outreach opportunities not just for us but for several other community partners, including Veterans, ATI, Cornell Cooperative and also provide COVID vaccinations through Public Health.

Homebound COVID vaccines continued to be coordinated with Public Health and OFA. Participated in press conference in Schoharie County along with members of Leatherstocking Caucus of AAA (Area Agencies on Aging) Directors in support of Fair Pay for Home Care Act which goal is to support fair wages for direct care workforce. Home care worker shortage is a nationwide issue and services to keep people home safely are negatively impacted by this crisis.

The OFA staff provided services to 8,908 people. The staff also provided 2,000 hours of case management services.

All registered clients with the Nutrition program and who access transportation received masks, hand sanitizer and informational material concerning COVID and other timely updates.

Core Programs and Services

Caregiver Resource Center (CRC) (contracted service)

- The OFA has a contract with Cornell Cooperative Extension to provide caregiver resources in Sullivan County.
- The goals are to provide a single focal point of assistance to family members and other informal caregivers and to provide training, support groups, counseling and technical assistance to caregivers so they may continue in their caregiving roles.
- The CRC provides 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.
- The Caregiver Resource Center provided 42 clients with 163 units of service.

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.

- 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.
- Participants receive 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.
- In total, EISEP clients received approximately 5,914 hours of homemaker/personal care and over 1,500 hours of case management.

Health Insurance Information Counseling and Assistance (HIICAP)

- The main focus of this program is to answer the local public's questions about Medicare, Medicare Advantage programs (managed care), Medicare prescription drug coverage, Medigap and other health and long term care insurance.
- There were 300 people who received assistance in 2021. Of those, approximately 140 individuals were assisted during Annual Election Period 2021. This is less than previous years. One reason was that clients were required to create a Medicare.gov account and were able to navigate the enrollment system independently.

Legal Assistance for Seniors (contracted service)

- Scope of legal services includes simple Wills, Power of Attorney, Living Will Health Care Proxy, Deed Transfers/Life Estates
- Additional advice/guidance provided on Estates, Evictions/Landlord and Tenant Problems, Selling property, mortgages Debts, Medicaid, Divorce, bankruptcy
- Refer to Legal Services of Hudson Valley for Court representations
- Legal services were provided to 31 seniors in Sullivan County in 2021

Personal Emergency Alert System (PERS) (contracted service)

- PERS is a service which utilizes an electronic device to alert immediate assistance in the event of an emergency situation in an older person's home. The OFA has a contract with Connect America. There were 44 seniors who received PERS in 2021

Retired and Senior Volunteer Program (RSVP)

- RSVP recruits, trains, and places older adult volunteers (age 55+) in a number of community-based human service agencies throughout Sullivan County.
- The RSV Program provides opportunities for adults to remain involved in their community by using their skills and talents or developing new ones; and to increase their socialization and sense of purpose.
- Service opportunities included health and wellness promotion, 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.

- There were 107 RSVP AmeriCorps Seniors Volunteers who dedicated 15,150.20 hours of their time at 32 Volunteer Stations located throughout Sullivan County.
- Six (6) of the RSVP/AARP Volunteers provided free income tax preparation services to 160 individuals throughout Sullivan County saving residents approximately \$51,200.00 in tax service fees.
- 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 Department cannot accommodate.
- RSVP volunteer drivers provided 114 clients 388 round trips to medical appointments both in and outside of Sullivan County

Senior Nutrition Program

- The Farmer's Market coupon program distributed 798 coupons to eligible seniors. This was done in partnership with Cornell Cooperative Extension who helped to distribute coupons at farmer's markets and throughout the community.

Senior Congregate Meals

- Participants 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.
- There are 12 senior centers in the County that serve as congregate meal sites. They are currently closed due to the pandemic. One site opened as a grab and go site, providing approximately 244 meals at the Livingston Manor site.

Senior Home Delivered Meals

- Home delivered meals are hot nutritious meals that are provided 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.
- At present, participants received a hot meal 3 days a week along with a frozen meal.
- In addition, care packages (produce, butter, cheese, etc.) are provided on a weekly basis.
- Approximately 33,000 meals provided to 268 clients for 2021.

Sullivan NY Connects

- NY Connects is a point of entry into the long term system of services and support for older adults and people 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.

- NY Connect staff provide Options Counseling/Person-Centered Counseling, as appropriate, to assist consumers and their caregivers in making informed choices to meet their identified needs
- 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.
- Sullivan NY Connects provided information and assistance to approximately 240 individuals in 2021.
- NY Connects staff have also been critical to the day to day operations of the Community Assistance Center.

Transportation (contracted service)

- The OFA contracts with the Sullivan County Transportation Department to provide medical and non-medical transportation for qualifying seniors in the County. This includes senior shopping buses, medical appointment transportation, and nutrition program transportation. Sullivan County Transportation and RSVP provided over 1,328 medical appointment trips to seniors in Sullivan County in 2021
- The Shopping Bus provided 100 clients approximately 761 round trips for seniors in Sullivan County in 2021.
- There were 137 clients who were provided a total of 891 round trips to medical appointments by the Sullivan County Transportation Department.

Youth Services

Accomplishments & Initiatives

- The Youth Bureau provided extensive technical support, monitoring, and funding to 18 youth programs in 2021, offering children and youth recreational, educational, and preventive activities.
- The Youth Bureau assisted in the development and funding of two new youth programs in 2021: Project Triple Club Monticello provided by the Boys & Girls Club, and Comets Youth Football.
- 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: Town of Fallsburg, Cochecton, Rockland, Mamakating, and Tusten Youth Recreation Programs.
- 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 hosted a Safe Halloween Trick or Treat outreach event at the Government Center on October 31, 2021. The event was exceedingly successful with over 1,200 individuals attending the event.

2021 Goals

All the 2021 Youth Bureau goals were realized:

- 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.
- 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.

Loreen J Gebelein, Director

**County of Sullivan
Center for Workforce Development
Annual Report**



www.sullivanworks.org
www.facebook.com/SullivanCWD

The Center for Workforce Development (CWD) office is located at 50 North Street, Monticello, New York, housed and partnered with the office of the New York State Department of Labor (DOL). The DOL is the leaseholder of the building and the offices have been closed since March of 2020. However, CWD staff remained on site and continued to provide services to our customers both by phone and virtually. The CWD staff also supported the DOL by fielding and responding to customer calls concerning unemployment insurance benefits. During COVID, all DOL staff were required to work remote, with extended hours, focused completely on processing unemployment claims. In May of 2021, the CWD staff were allowed to provide in-person services by appointment and the DOL staff began to return to the Career Center on a part time basis.

The County and State remained under COVID guidelines for 2021 due to the Delta and Omicron variants. The County's average unemployment rate for 2021 was 5.2%, significantly lower than the 2020 average of 8.8% but higher than the 2019 average of 3.7%. When comparing December 2021 with December 2019, there are -2,900 less people in the workforce. Sullivan County was not immune to the trends that developed coming out of the COVID shutdown. There are people who have left the labor force due to health concerns, remote learning for children, and the critical lack of child care. The "Great Resignation" has people leaving their jobs for better opportunities, creating an internal churn in the local labor market. There are people who decided to retire early. Businesses are now figuring out how to navigate the new landscape and are learning new ways to attract and retain talent.

The pandemic has provided an opportunity for CWD to evaluate current practices and create new opportunities in customer outreach and service. Technology has had a significant and positive impact on the way services are marketed and provided. The launching of a social media marketing plan utilizing all available tools has boosted community awareness. The increased use of online learning and the creation of a laptop lending library has expanded the available training options for residents.

The aftermath of the pandemic will be felt for some time as people struggle to recover and create a new normal for themselves and their families. The CWD is working its way through the impacts on services and partner agencies. Though it has been a challenging year, it has also been a year of change and growth for the CWD that we will continue to build upon in 2022.

Key Highlights for 2021:

* Our "Hot Jobs" job posting board went live on our County website page in January 2021.

*CWD's Facebook page launched in April of 2021, establishing our domain name of www.sullivanworks.org

*A Youth digital advertising campaign launched with geocoding and geofencing to better reach our youth.

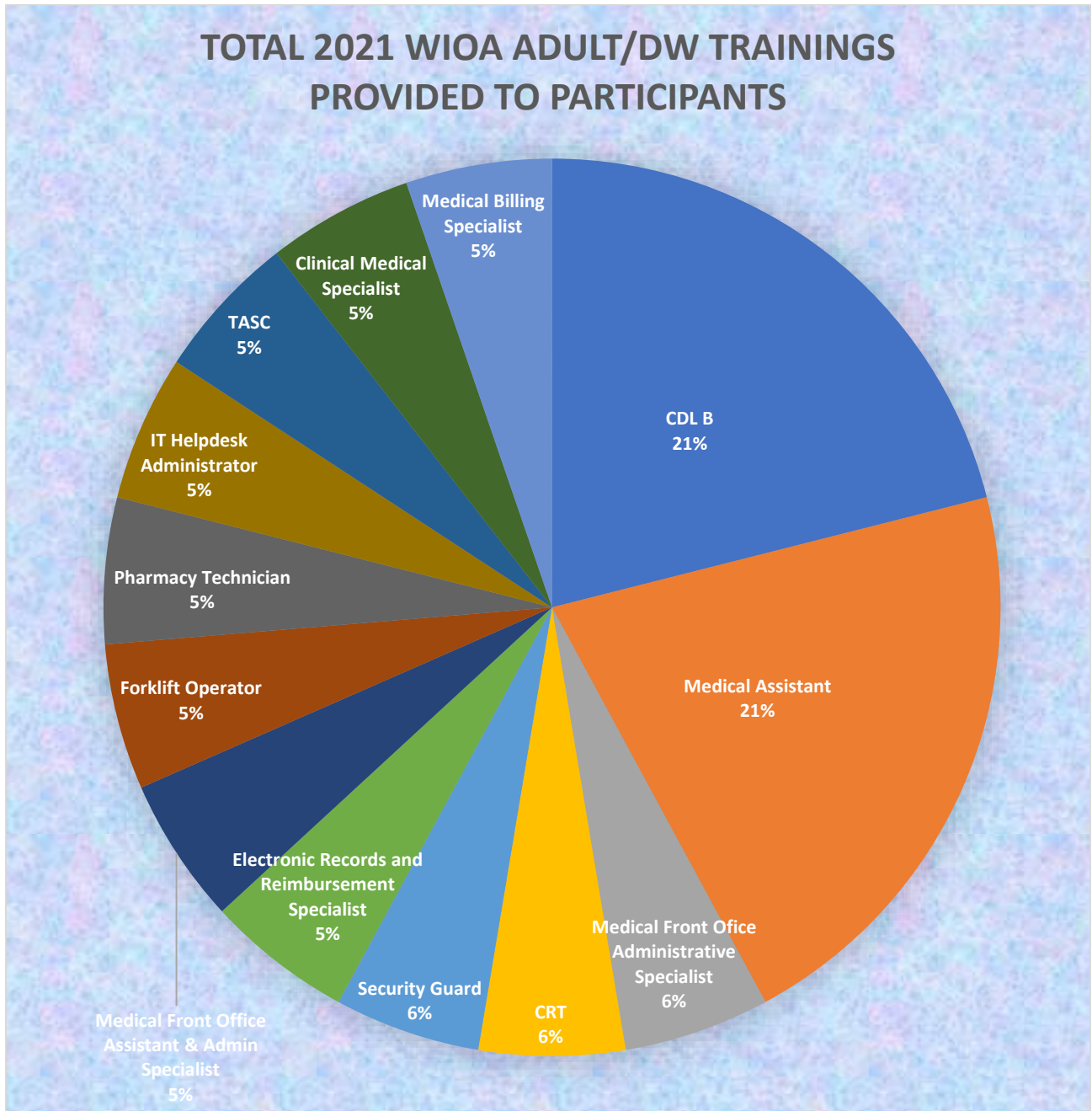
*We assisted with unemployment and worked to move people into training and jobs.

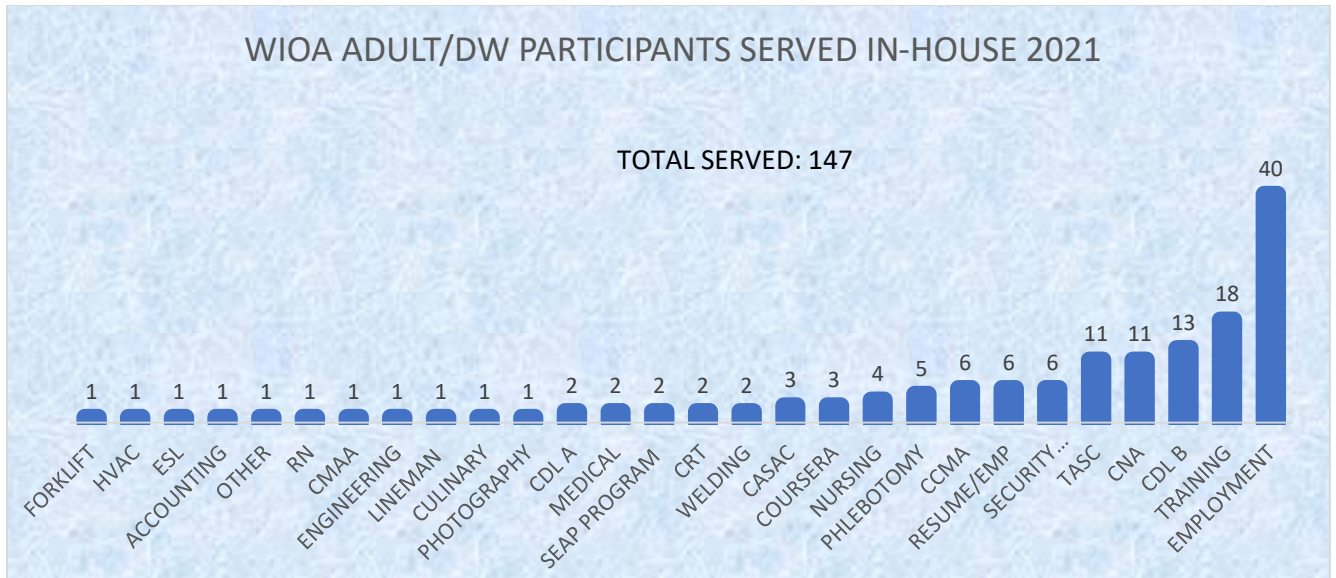
- *Thousands of email blasts to unemployed individuals with readily available job openings.
- *In October of 2021 we held a successful outdoor Job Fair.
- *Outreached to County businesses to provide continued support and services including referrals and On-the Job Trainings.
- * We partnered with DOL to provide Rapid Response services to impacted workers subjected to lay-offs and/or business closures.
- *Implemented the County's Laserfiche scanning system
- *Continued cross training of all staff members
- *Enrolled youth in paid work experience opportunities and operated the Summer Youth Employment Program.
- *Continued working with SUNY Sullivan to implement a Certified Nursing Assistant program.
- *Developed working relationship with Johnson College in Scranton, PA to bring trades education and training to the County.
- *Administered all WIOA grants received and expended monies accordingly.
- *Operated the Welfare to Work Program under the MOU with DFS
- *Received new grant monies for Dislocated Workers directly impacted by COVID to create and support 13 Clerk temporary positions within the County.
- *Assisted SC Renaissance for the 2021 season hiring 11 youth interns

CWD continues to be dedicated to the residents and businesses of Sullivan County and looks forward to many new initiatives, upcoming grants and innovative services to be provided in 2022.

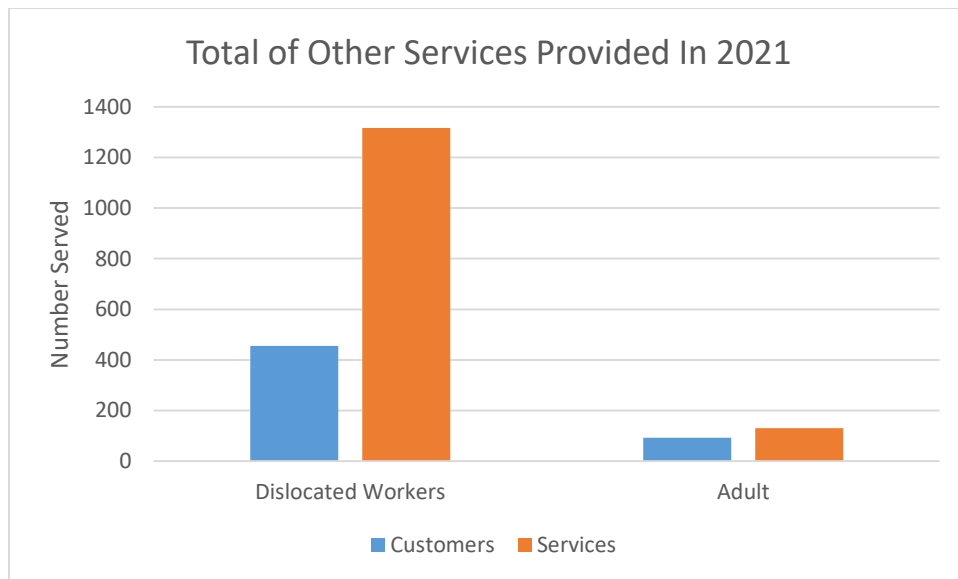
WIOA ADULT & DISLOCATED WORKERS

TOTAL 2021 WIOA ADULT/DW TRAININGS PROVIDED TO PARTICIPANTS



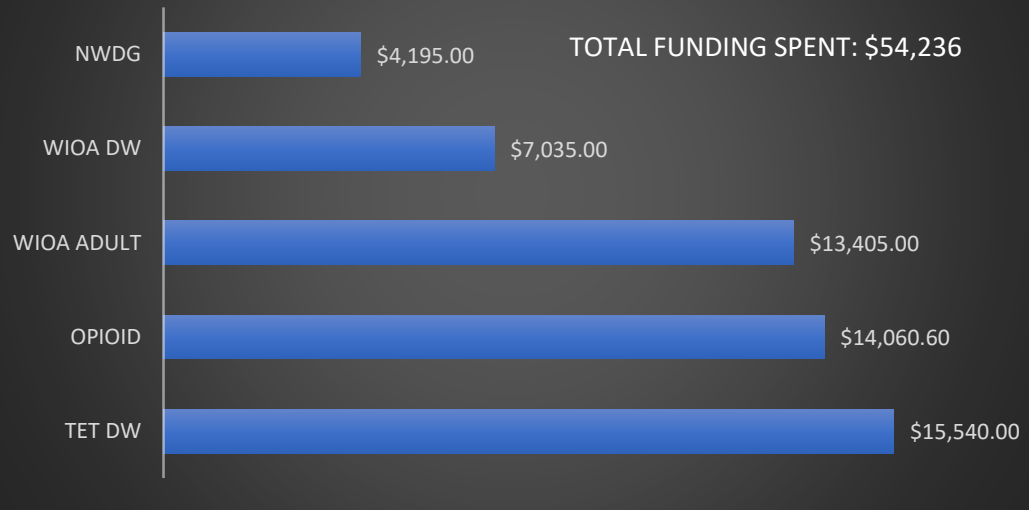


***Total participants served in-house, even though office was closed and by appointment only**

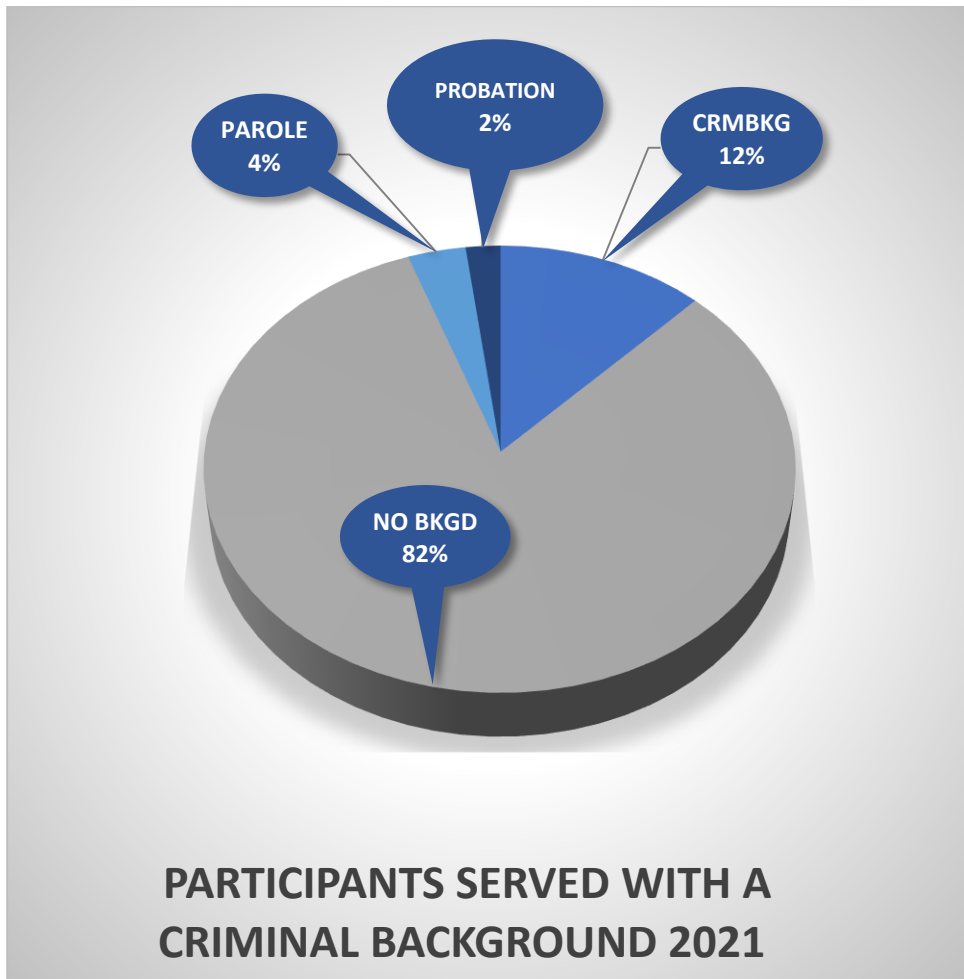


***Eligibility requirements through COVID identified most individuals as Dislocated Workers due to high unemployment rates. These services include use of Career Center computers, Resume assistance, job search support, layoffs and rapid response, reentry to the workforce, etc.**

2021 WIOA ADULT/DW FUNDING SPENT PER GRANT ELIGIBILITY

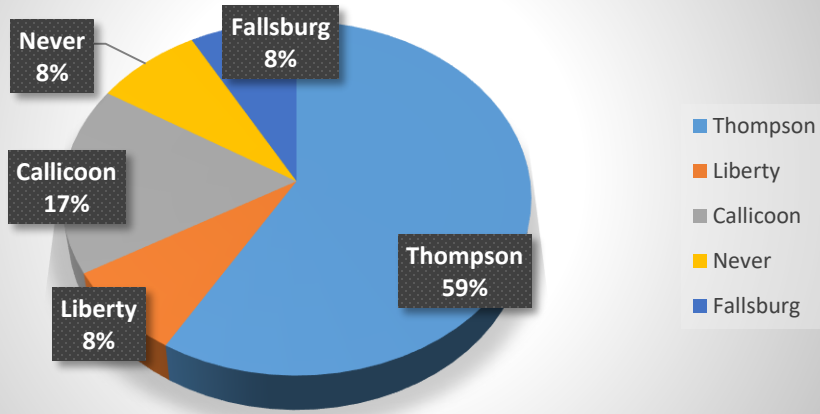


* Due to COVID funding was low as services were limited

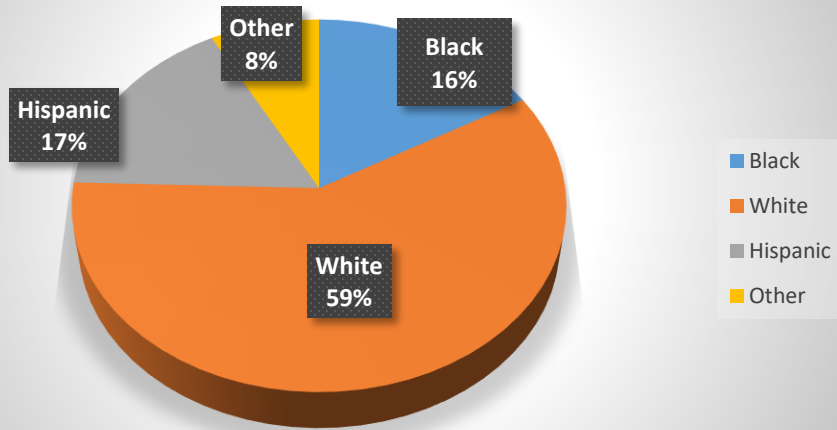


WIOA YOUTH REPORT

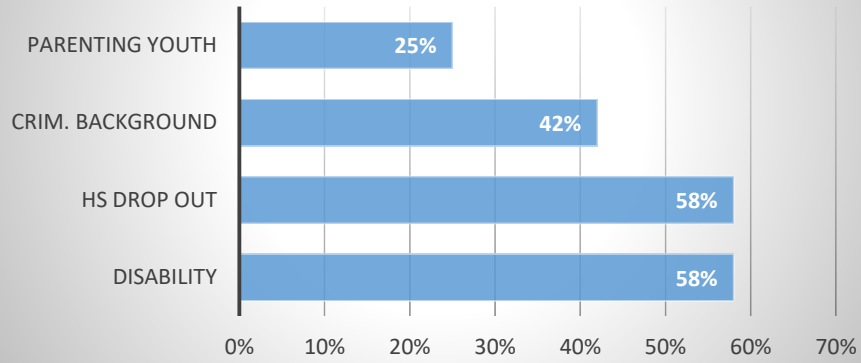
Enrolled Youth By Town 2021



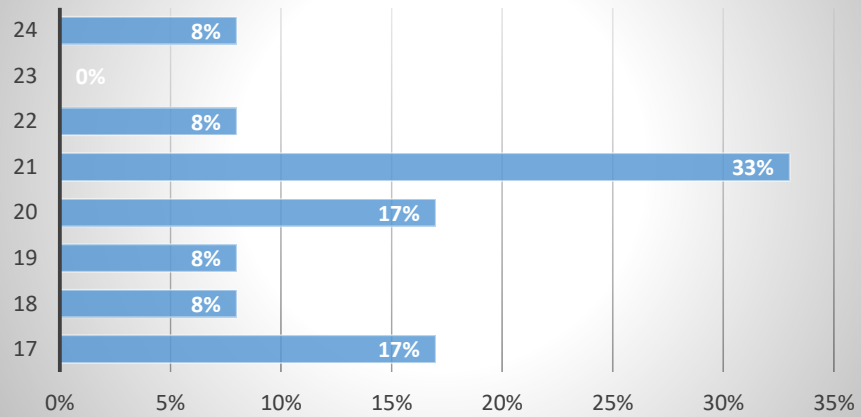
Enrolled Youth Diversity 2021



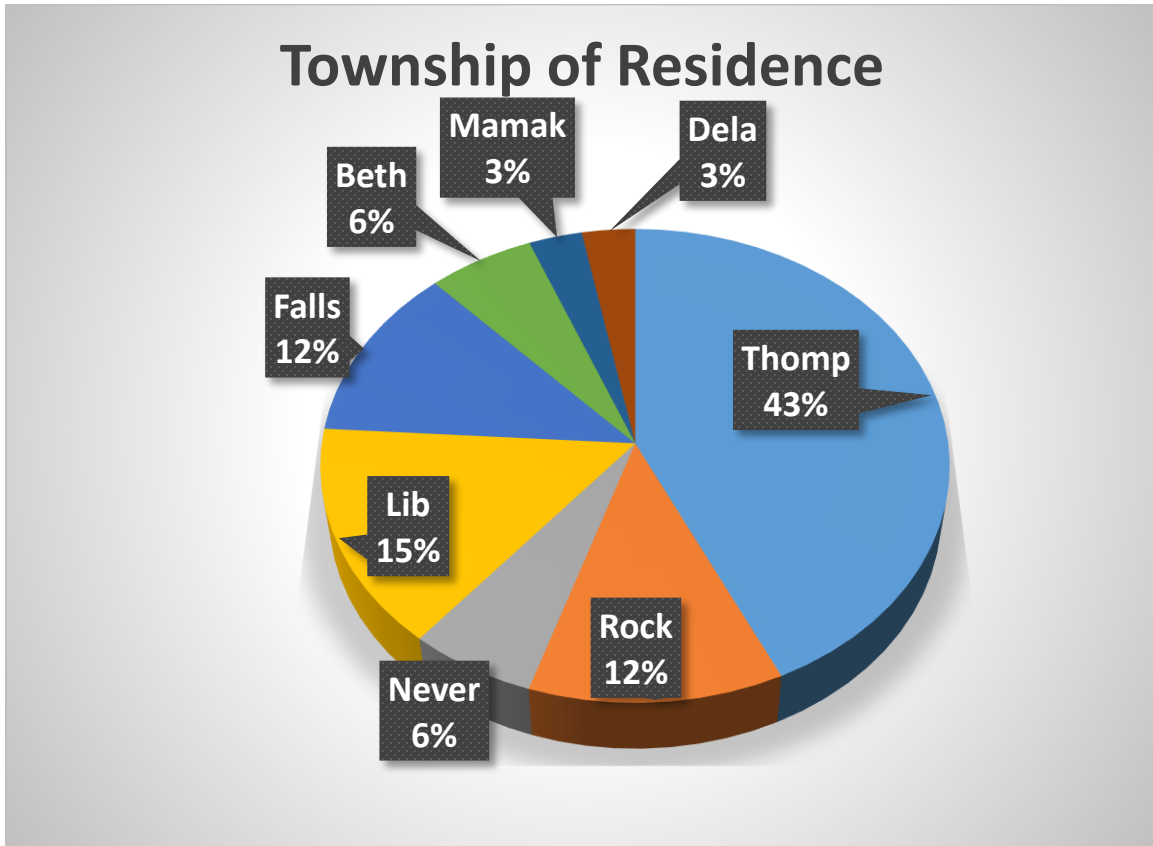
Enrolled Youth Eligibility Determinations 2021



Enrolled Youth Age Range 2021

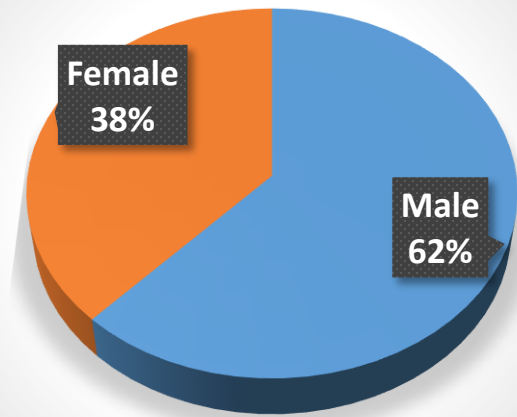


Summer Youth Employment Report

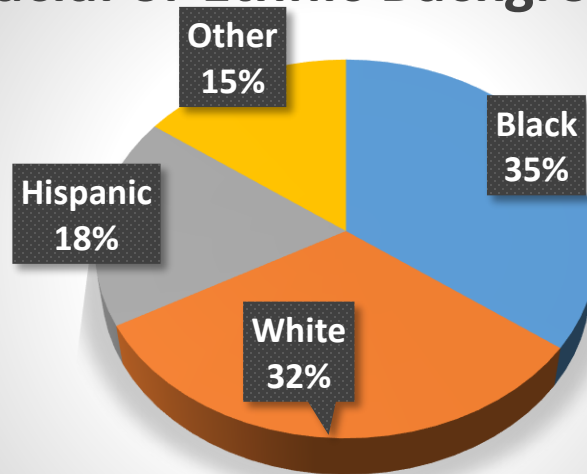


*A total of 34 Youth were employed and paid in our Summer Youth Employment Program (SYEP), which CWD administers through the Office of Temporary and Disability Assistance (OTDA) for the 2021 season. Through cooperative efforts with the Liberty Partnership Program and SUNY Sullivan, all SYEP participants were offered an opportunity to attend a financial literacy seminar. Offerings related to education activities were woven into this paid work responsibility and education components are topical and worksite specific. Worksites for the 2021 season included remote work with Albany Can Code for marketing and front end web design, Upper Delaware Campgrounds, Monticello & Livingston Manor Schools, Literacy Volunteers, Rolling Stone Ranch, Veterans Association, Cornell Cooperative and Department of Environmental Protection.

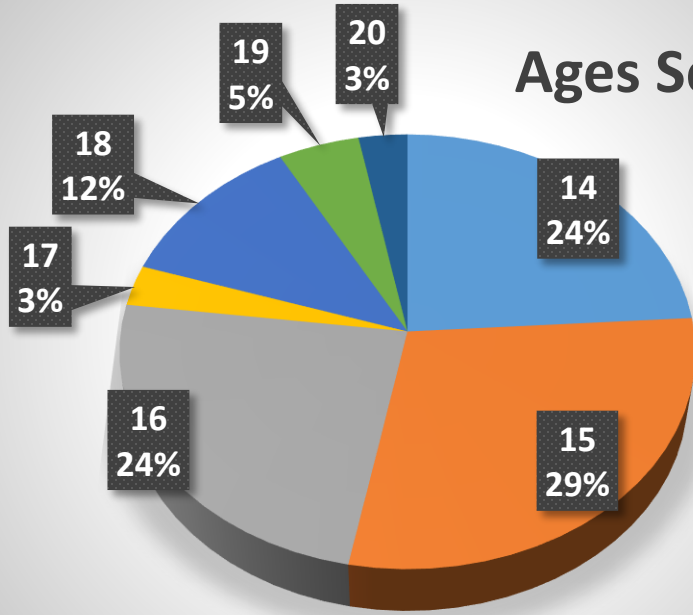
Gender Identity



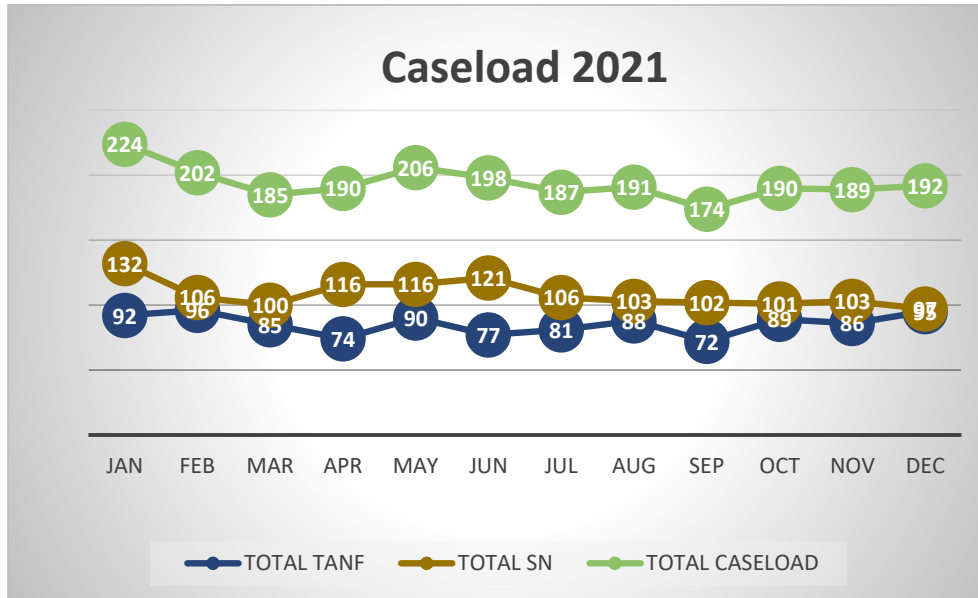
Racial or Ethnic Background



Ages Served

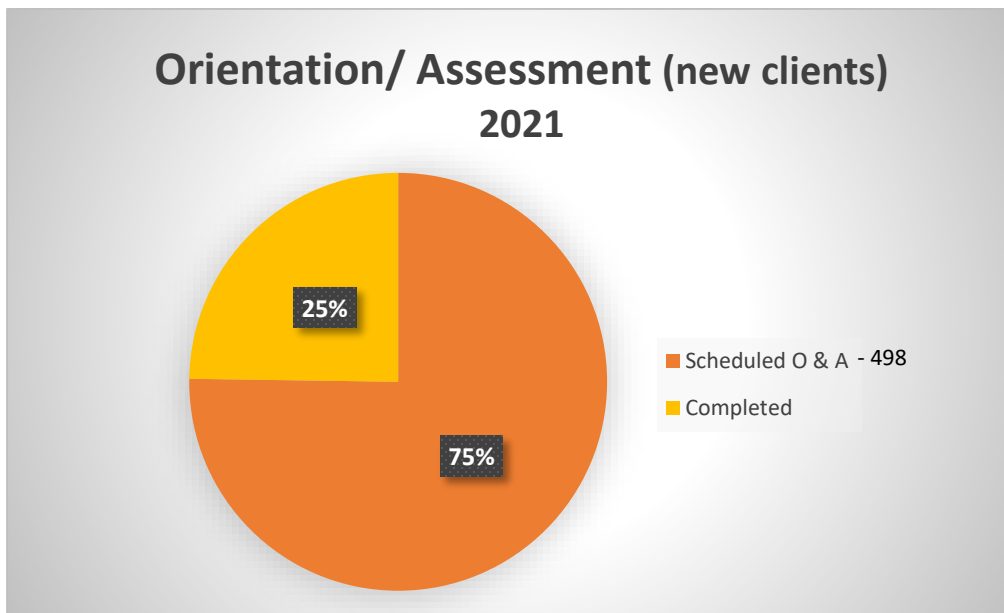


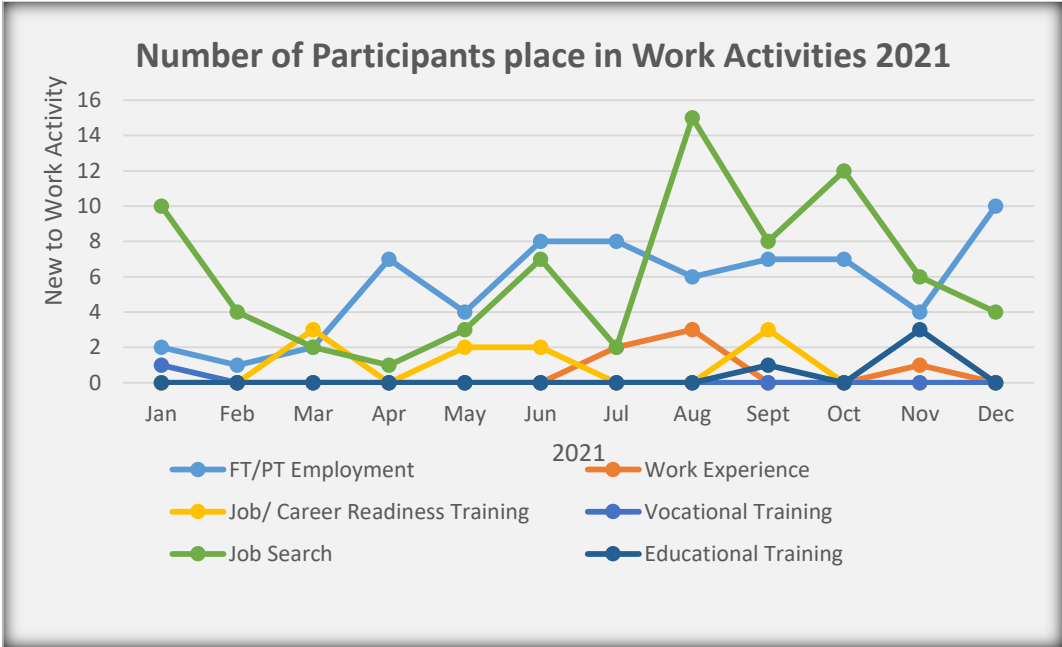
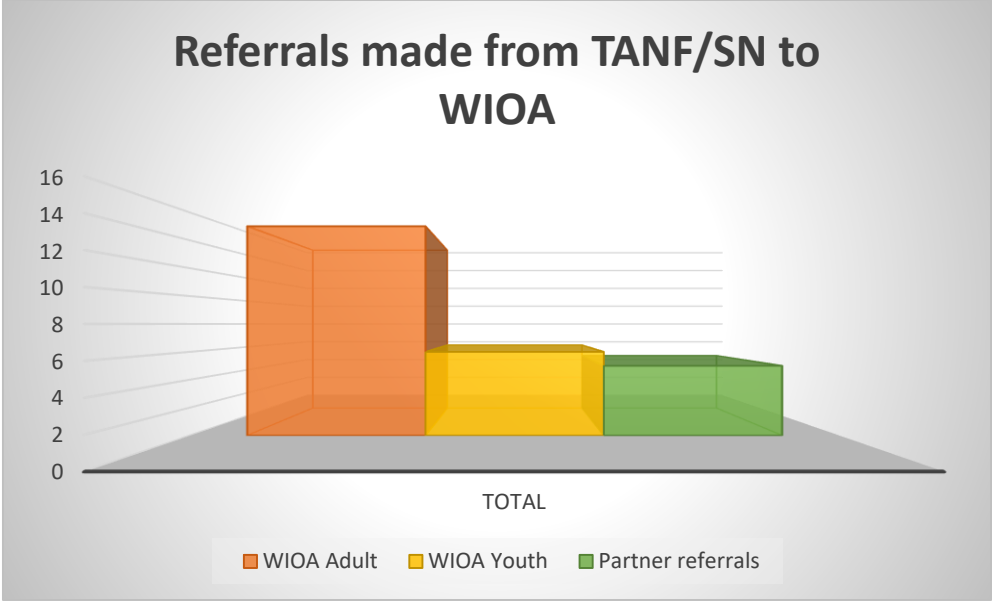
WELFARE TO WORK PROGRAM



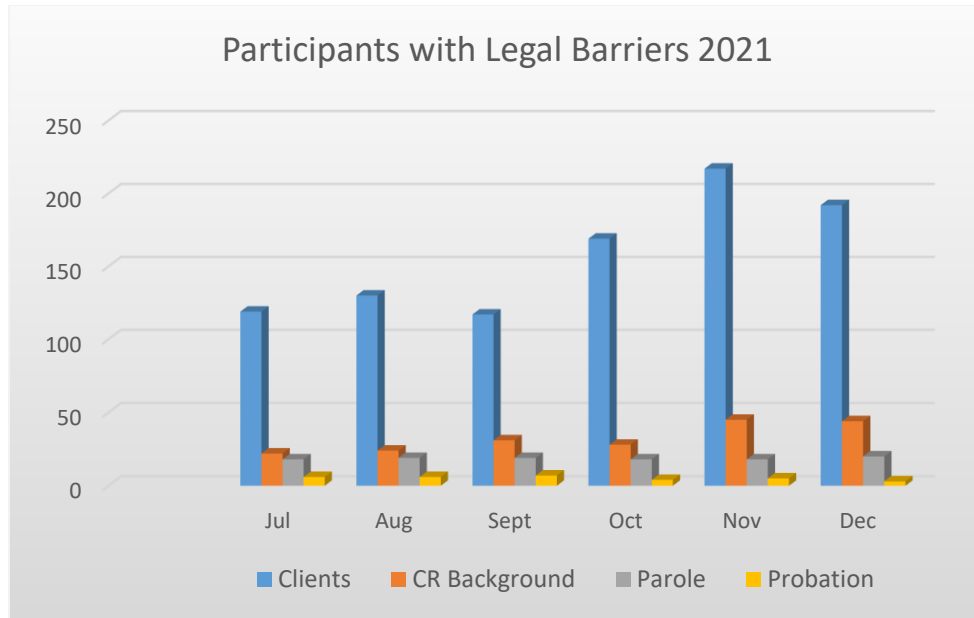
*TANF=Temporary Assistance for Needy Families

*SN=Safety Net Assistance





***Educational training opportunities were limited due to COVID. Online training requires a computer for access which many participants don't have, and in person training opportunities were very limited.**



***January 2021- TANF/SN still under restrictions of employment requirements due to COVID**

***April 2021-Assessment requirement were now enforceable after three attempted appointments and phone calls**

***July 2021-Assessment requirements changed and enforceable after two attempts**

***August 2021-All restrictions were lifted and participants now require new assessment prior to enrollment**

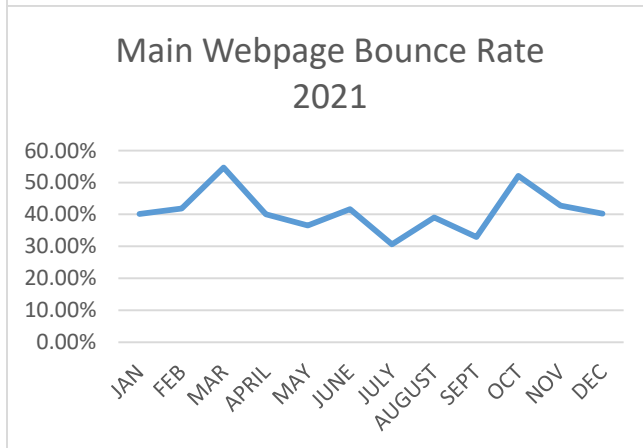
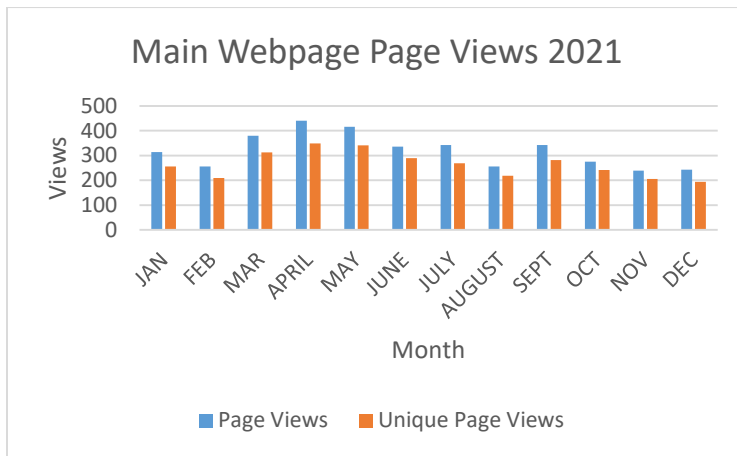
***September through December 2021-major emphasis given to homeless and SN in getting employment due to higher cost to the County. Orientation & Assessments were brought in-house once weekly allowing for a faster turnaround on an average of five new participants daily**

***Two full time positions are budgeted for the WTW Program and both employees resigned in the month of December 2021 only allowing maintenance of the current caseloads**

WEBSITE AND FACEBOOK ANALYTIC REPORT

Page Views: Page views are the total number of views each page has. Unique page views are from different MAC or IP addresses, and indicate separate “accounts” or users. Repeat views from the same MAC or IP address will show up under “page views,” where views from different addresses will be seen under “unique page views.” Unique is the more accurate way to measure views.

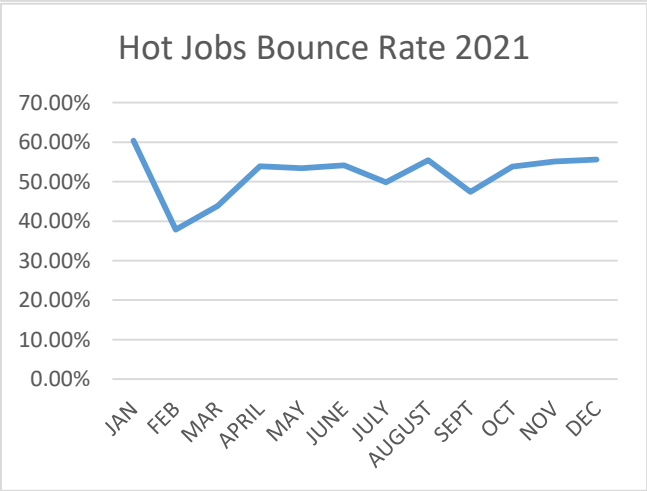
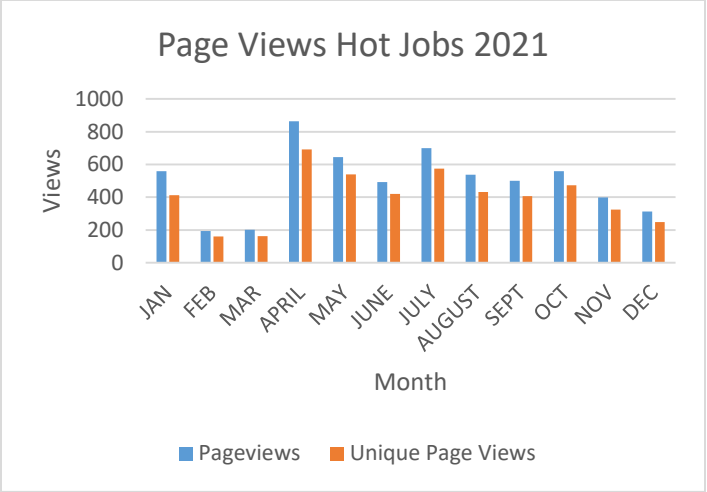
Bounce Rate: The Bounce Rate is the percentage of all sessions on your site in which users viewed only a single page, meaning that viewers left after visiting only that individual webpage, rather than clicking on other pages and viewing other resources. A lower bounce rate indicates a website is easy to use and users are finding what they are looking for.



Average Unique Page Views in 2021: 264

verage bounce rate in 2021: 41.03%

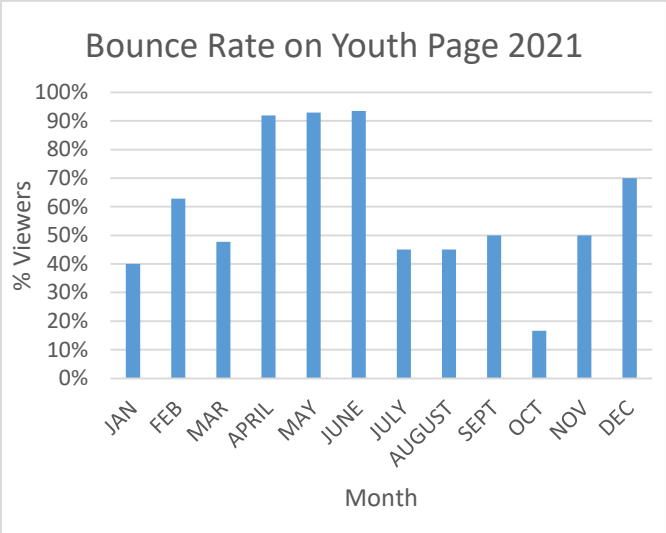
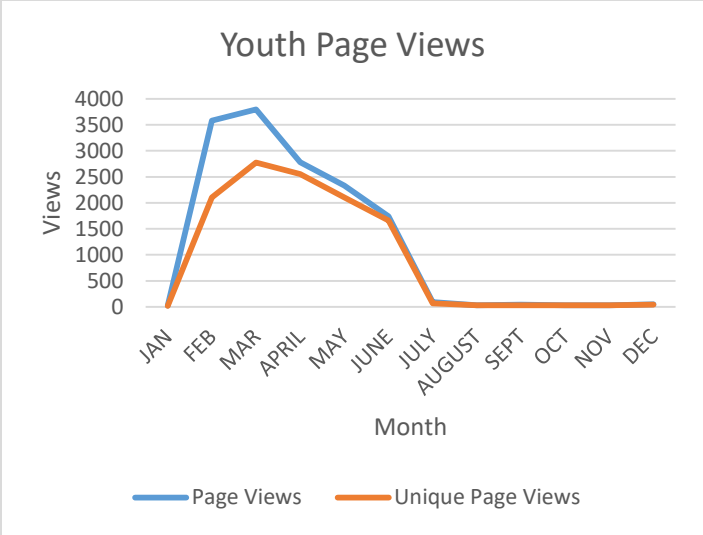
*January 2021 CWD launched a “Hot Jobs” posting board on the County Website



Average Unique Page Views 2021: 403.58

Average Bounce Rate 2021: 51.73%

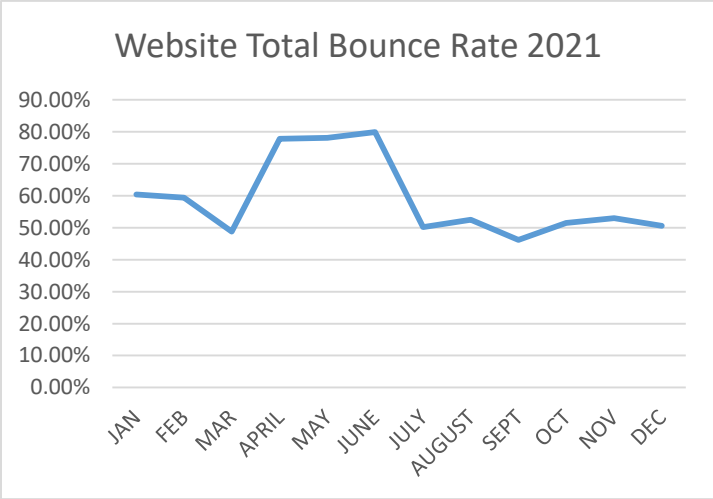
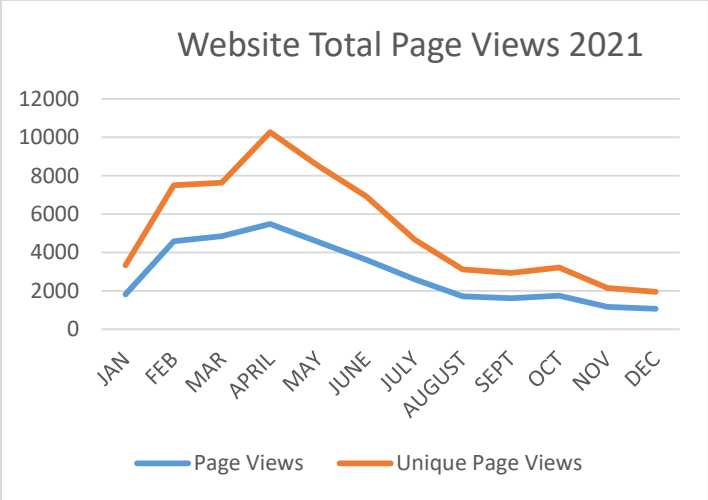
***April 2021 CWD landed our own Facebook page www.facebook.com/SullivanCSD and domain name www.sullivanworks.org. Our "Hot Jobs" page was revamped to be more user friendly which shows the increase in page views.**



Average Unique Page Views: 953.5

Average Bounce Rate: 60%

***In February 2021, CWD started a Youth Digital Advertising campaign, which explains the increase in the page views and bounce rate and the decrease in July 2021 as the campaign ended.**



Average Unique Page Views 2021: 2281.33

Average Bounce Rate: 59%

Results

Facebook Page Reach ⓘ

18,512 ↑ 100%



Page Reach: Total number of people who have seen, including through shares, and/or engaged with posts on CWD's Facebook page. Reach includes users who have shared, their friends, sharing on main county page, and sharing within other groups on the Facebook platform. Increased reach correlates to increased follower count. Reach started at 0 on April 4th, 2021.

Audience

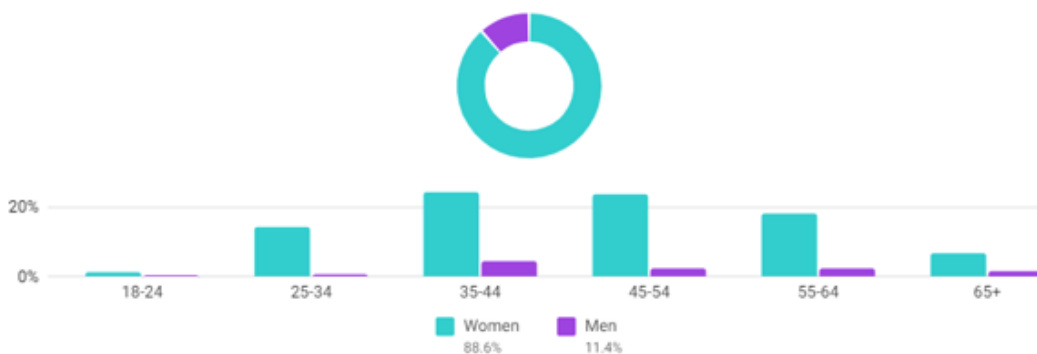
Current audience

Potential audience

Facebook Page followers ⓘ

374

Age & Gender ⓘ



*Audience indicates the total number of users following our page on Facebook. The Facebook page debuted April 4th, 2021.

*The audience has grown organically (unpaid) from 0 followers on April 4th of 2021 to 374 by December 31st of 2021.

DIVISION OF HEALTH AND FAMILY SERVICES

John Liddle, Commissioner of Social Services

Family Services

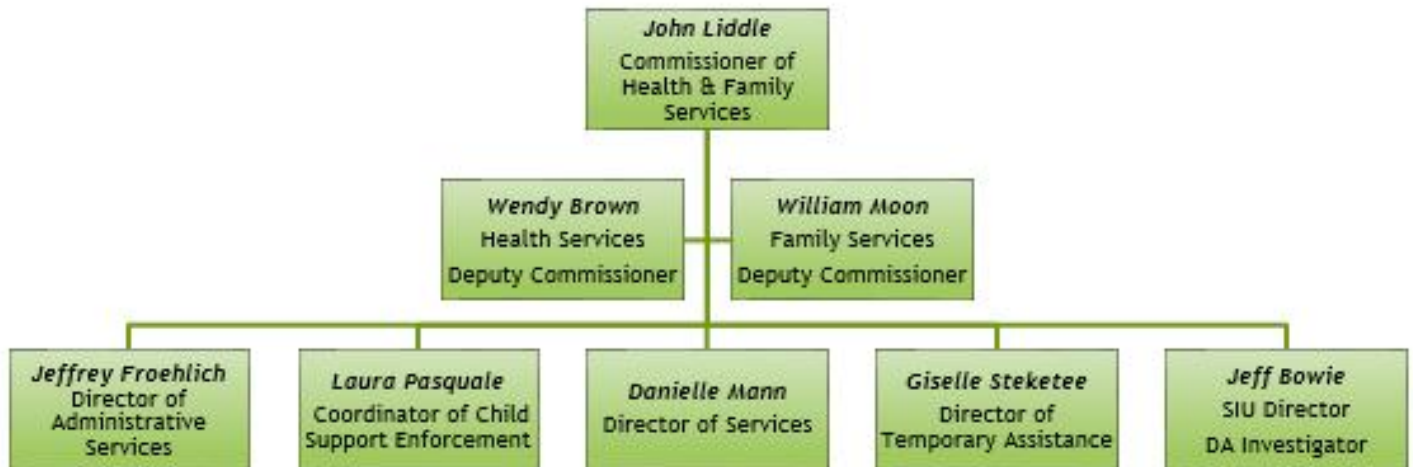
Department of Family Services
2021 Annual Report



Front Cover Photos (Clockwise from top): DFS employees gather to show support for breast cancer survivors on “Wear Pink Day” in October 2021; foster parent and daughter playing together at the annual foster care appreciation picnic; Bridge Back to Life Mobile Treatment Van for substance use disorders; community volunteers gather for first Hope Not Handcuffs training session; DFS, 911 Center, and Sheriff’s Deputies are recognized for saving the life of a co-worker in April 2021; springtime view of Robert Travis Social Services Building.

DEPARTMENT OF FAMILY SERVICES

ORGANIZATIONAL CHART



2021

MISSION, GOALS, AND STRATEGIES

Improve Efficiency and Effectiveness

- Hire, train, and retain good people
- Smooth information flow
- Streamline operations

Enhance Care for Sullivan County's Children

- Organize staff to promote better outcomes
- Develop more kinship care options
- Provide children with the best level of care

OUR MISSION: Help Sullivan County residents achieve wellbeing and independence through opportunities that protect, empower, respect choice and preserve dignity

Support the Substance Use Task Force

- Enhance community support efforts
- Support new and existing treatment and prevention programs

Expand Access to Quality Affordable Housing

- Support clients in need of assistance
- Expand the supply of affordable housing
- Support community development goals

Department and Division Overview The Department of Family Services (DFS) is Sullivan County's local district for social services (LDSS) 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. DFS also hosts the Division Commissioner's Office. The Division Commissioner has oversight responsibility for the County Employee Wellness Program, the Department of Community Services and Public Health Department. The Commissioner is also the member of county staff with direct oversight over the Care Center at Sunset Lake. The Care Center, while still owned and operated by the county, is now managed day to day by Infinite Care, LLC. The Division staff consists of two Deputy Commissioners and the Community Health and Employee Wellness Coordinator. One deputy focuses on DFS operations and the its responsibilities as the LDSS. The other deputy supports the Community Services and Public Health Departments while coordinating the activities of the Sullivan County Drug Task Force as her primary day-to-day responsibility.

DFS Mission Statement

Help residents of Sullivan County achieve wellbeing and independence through opportunities that protect, empower, respect choice and preserve dignity.

DFS Vision

- 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.

Division Strategy - Roadmap to Better Health After spending more than a decade at the bottom of the Robert Wood Johnson Foundation's County Health Rankings for New York State, the Division of Health and Family Services is leading the implementation of county-wide efforts to achieve better health outcomes. The effort is divided into four key strategies, which have come to be known as the four E's - Easing Access to Care, Enhancing our Community, Encouraging Healthy Behavior, and most urgently, Ending the Opioid Crisis in Sullivan County. Accomplishments in support of these strategies during its first six months include the following:

- **Easing Access to Care**
 - Facilitated the opening of three new outpatient substance use treatment facilities - all of which will be open before the end of the first quarter of 2022
 - Increased awareness of available services through partnership with Sullivan180, Bold Gold Media, Intervention and Prevention Dashboard
- **Enhancing our Community:**
 - 17% increase in foster homes
 - 38% decrease of children in institutional placements
 - \$2.5m in ERAP funds paid
- **Encouraging Healthy Behavior**
 - Partnered with Sullivan 180 on several different healthy community initiatives
 - Vaccinated >15,000 citizens since arrival of COVID vaccine

Division Accomplishments - Drug Task Force The Sullivan County Drug Task Force is chaired by the Sullivan County District Attorney and activities are coordinated by the Deputy Commissioner of Health and Family Services. The Drug Task Force reorganized late in 2020 and has dramatically improved collaboration across both law enforcement and health and human service disciplines over the past year. Key 2021 accomplishments included:

- Secured \$72,000 grant (OD2A) from NYS Department of Health to promote services and advance prevention efforts
- Increased access to Narcan; 28 training events were held for 420 participants.
- Initiated Narcan "Leave Behind Program Training "for EMS / 911 personnel
- Installed Narcan kits (aka Nalox Boxes) in public schools with accompanying training

- Introduced “*New York Matters*,” a program which begins Medication Assisted Treatment in the hospital’s Emergency Department linking them to services in collaboration with Leadership at Garnet Catskill and will expand to the county’s Jail.
- Initiated the “Hope Not Handcuffs” pre-arrest diversionary program, joining ease of access to treatment utilizing community volunteers.
- With support from Sullivan County Sheriff, increased the frequency of Drug Drop Off pickups at various county sites
- Identified and initiated a plan to introduce a methadone dosing station with a regional not-for-profit provider, the first such treatment program in Sullivan County. Offering this service “in county” will not only positively impact the lives of people utilizing this treatment modality but at the same time result in more than \$1 million in savings to the Sullivan County taxpayers in Medicaid transportation costs.

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: 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.

2021 Accomplishments:

- Met all state and federal claiming deadlines
- Developed a uniform system for staff training enrollment as well as comprehensive Staff Development Plan
- Solidified new employee on-boarding and off-boarding processes
- Procured new services needed to comply with Family First requirements
- Identified areas where additional data may be extracted from various state IT systems to provide department heads with valuable information to assist in program planning
- Established an ongoing process to maximize rate payments for foster and adoptive parents

Child Support Enforcement Unit (CSEU) - The Child Support Unit's mission is to enhance the lives of children and families by helping parents meet the financial, medical, and emotional needs of their children by establishing and enforcing child support orders.

2021 Accomplishments:

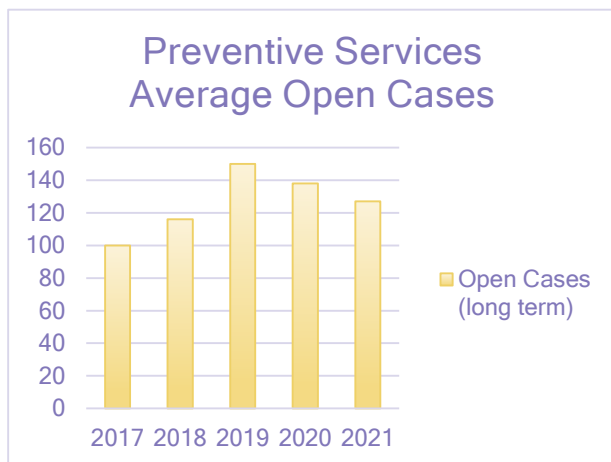
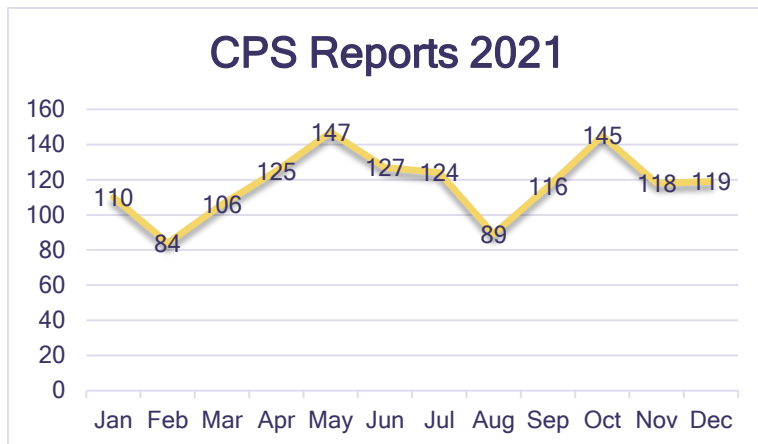
- Total collections: \$8,695,188.99.
- The Child Support Unit continues to exceed the federally mandated guidelines for Paternity Establishment Percentage (PEP) at 97.55% and the Support Establishment Percentage (SEP) at 94.18%. Both percentages were increases from 2020.
- Reduced process serving costs through in-house serving of summonses and petitions
- Located parties who are due undisbursed funds to reduce the amount of funds being transferred to the NYS Comptroller's Office - through reports from OTDA during the last quarter of 2021, the CSEU investigated and disbursed a total of \$35,819.36

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
- Foster Care Services
- 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 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. After a steep drop of State Central Register reports in 2020 due to the social isolation of the COVID-19 pandemic, reports rebounded somewhat in 2021. CPS team members responded to 1410 reports in last year. The three years prior to the pandemic saw more than 1500 reports each year.



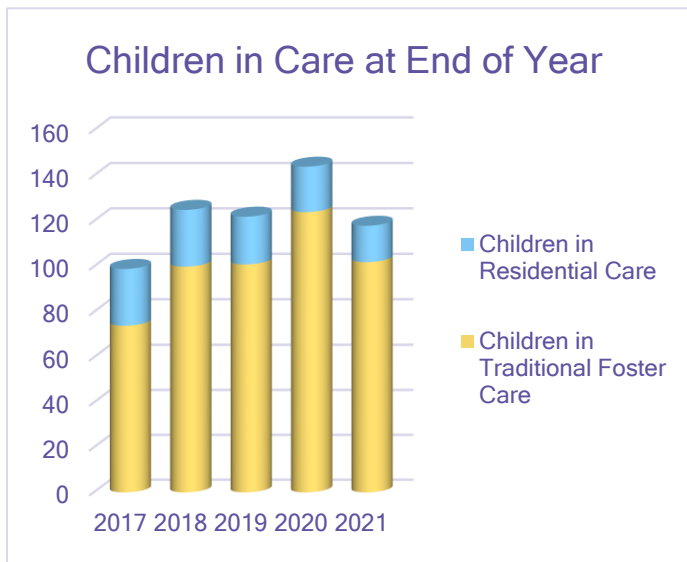
Preventive Services Team: is comprised of the Family and Youth Services Units from both the DFS and community based agencies. Together they are responsible for providing services to children and families to improve behavioral concerns, familial relationships and strengthen family life as well as to provide 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 2021, Preventive Services responded to 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 2021, 10 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 194 calls in 2021 leading to 55 indicated reports, 11 arrests, 9 felonies, and 53 misdemeanors.

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



- Successfully completed tri-annual Social Security Representative Payee review without any issues or deficiencies.
- 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 26 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.
- 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 | 29 |
| 2018 | 28 |
| 2019 | 27 |
| 2020 | 29 |
| 2021 | 42 |

2021 Accomplishments:

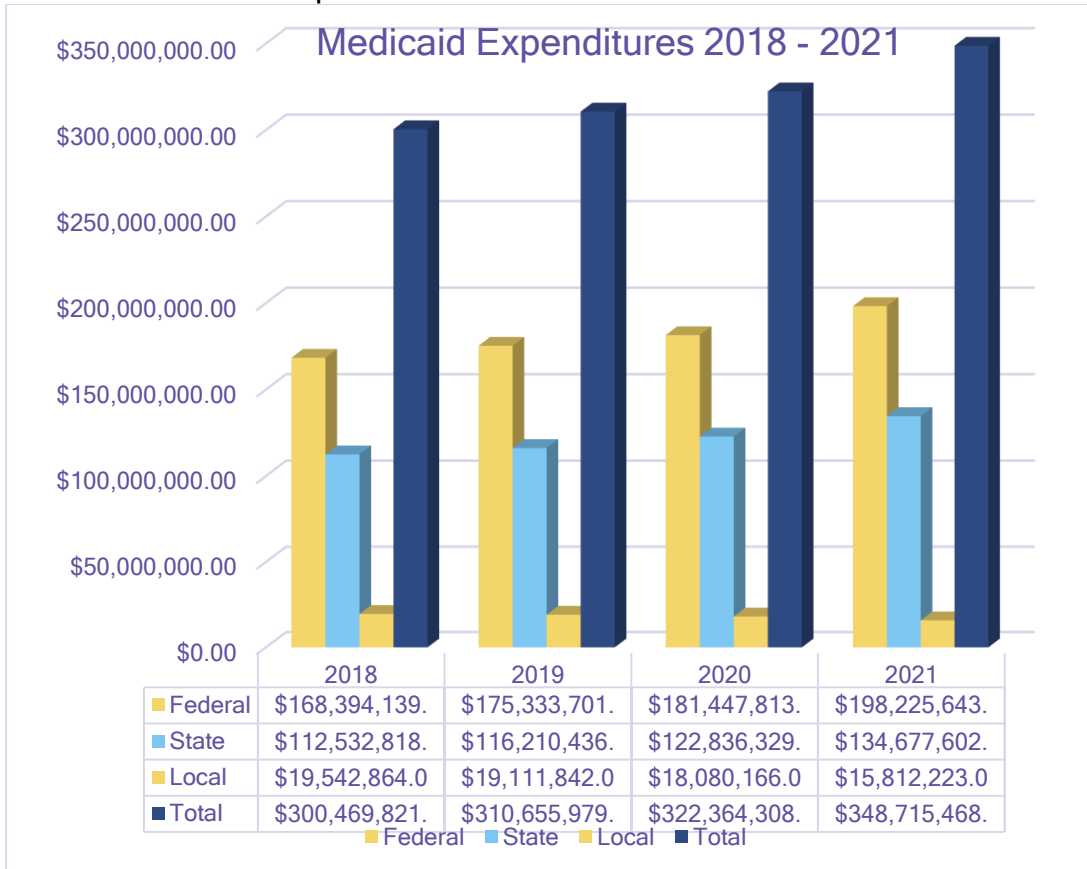
- Increased the number of locally certified foster homes from 52 to 62.
- Reduced foster care expenses by \$1,380,612.
- Continued the Family Review Committee which meets on a weekly basis to assist with the decision making process for placements and casework activities, and implemented same process in Adult Services to meet biweekly.
- Ten adoptions finalized in 2021.

- 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.
- Issued RFP and revised contracts for preventive services for 2022.
- Planned for Child Advocacy Center full implementation in 2022.

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.
- Managed Long Term Home Care (MLTC) - Services that help with activities of daily living. This program provides for Home care attendants & day care services.
- 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 assists low income persons who are on Medicare due to age or disability by paying 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
- Medical Evidence Gathering Program (formerly known as the “Aid to the Disabled” program): 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/terminations, Recipient Restriction program establishes enrollees with primary care providers for medical services. Working with State and County agencies.
- EMEDNY is updated with all information needed.



2021 Accomplishments:

- As of 12/31/2021, there were 0 Medicaid applications over 45 days - far exceeding NYS standards. Most applications are processed within 30 days.
- Created user manual/guides for multiple programs, including the Managed Care and Third-Party Health insurance programs. They continue to be updated and maintained.
- Replaced a Social Welfare Examiner in the Nursing Home Unit and had to train again

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 childcare 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 1/1/2021-12/31/2021, approximately 1011 children were provided services under the Child Care Subsidy Program at a cost of \$558,244.

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): HEAP 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 2020/2021 for the season from 10/01/20 to 9/30/21 was a total of \$4,270,343 for an issuance of 8662 benefits. As of April of 2021, which was the original HEAP closing date 7997 benefits had been issued totaling \$3,775,585 in benefit dollars.
- So, from April to September an additional 665 benefits equaling \$494,758.00 was authorized due to the expansion of benefits to 8/31/2021 for the second year in a row.
- There were also 3 more furnace applications approved equaling \$13,017 and 24 additional Clean and Tune benefits and other supplemental benefits (i.e. Cooling) issued for a total of \$22,530.
- HEAP season had 1 regular and 3 emergency benefits for the second year in a row.

Temporary Assistance:

- **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.
- **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.
- 2021 Fair Hearings:
 - 145 fair hearings were requested. This was 52 less than 2020.
 - 83 cases (57 %) defaulted, withdrew, had no basis for a hearing, or were resolved via case conference or an agency stipulation and correction of case.
- Employment: (Data from NYS DOL- Division of Research and Statistics)
 - As of 12/2021, the unemployment rate in Sullivan County was 3.1%. In 2020, for the same time period, the unemployment rate was 5.8 %.
 - There were 1,000 individuals in receipt of unemployment insurance benefits as of 12/2021.

2021 Accomplishments:

- We have received over 1,745 online Temporary Assistance applications since we launched the electronic version.
- We operated an extended HEAP season until 8/31/2021 consisting of 1 regular benefit and 3 emergency benefits.
- Developed a Case Management program for homeless individuals and families placed in local motels used for temporary emergency housing.
- 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 entered into a contract with Action Toward Independence (ATI) for over \$600,000. DFS continues to work closely with ATI, Legal Services of the Hudson Valley (LSHV), and Fearless! Hudson Valley to provide a variety of different types of assistance to members of our community in need including, eviction prevention services, rapid rehousing assistance, and community outreach.

Special Investigations and Resource Recovery Unit (SIU): SIU is responsible for fraud referral intake and reporting. We conduct fieldwork, maintain collateral contacts and interview. The unit also receives information through the Criminal Justice, Prison, Lottery, and Public Assistance Recipient Information System Matches.

SIU is a part of the Welfare Fraud Task Force. The Task Force includes the District Attorney's Office, Sullivan County Sheriff's Office, and Department of Health and Family Services SIU. These united efforts result in arrests and settlements that relate to fraudulently obtaining Social Welfare assistance. This can include the arrests of individuals that violate parole or probation, breach sex offender requirements, have outstanding warrants and additional crimes.

SIU continues 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 at application, an Investigator will interview the applicant. This process can lead to the application becoming denied or withdrawn.

SIU recovers money through establishment of property liens, accident liens, and estate claims. Money is also recovered from bank accounts, unclaimed funds, and other assets of deceased recipients.

Authorization of indigent burial/cremation funds are the responsibility of SIU. Requests are reviewed to determine the applicant's locality, resources and how they should be applied.

2021 Accomplishments:

- Taxpayer cost avoidance through "front-end" fraud detection totaled \$28,686.00
- Estate claim recoveries returned \$123,121.77 to taxpayers
- 91 overpayment calculations totaled \$154,555.65 to be returned to taxpayers
- Review of 2,126 State Report matches resulted in closing 264 public assistance cases, preventing over issuance of funds
- 38 arrests totaled \$69,557.20 in welfare program dollars, additional \$35,806.00 in unemployment insurance benefit recovery and \$2,919.00 in plea arrangements

Community Services

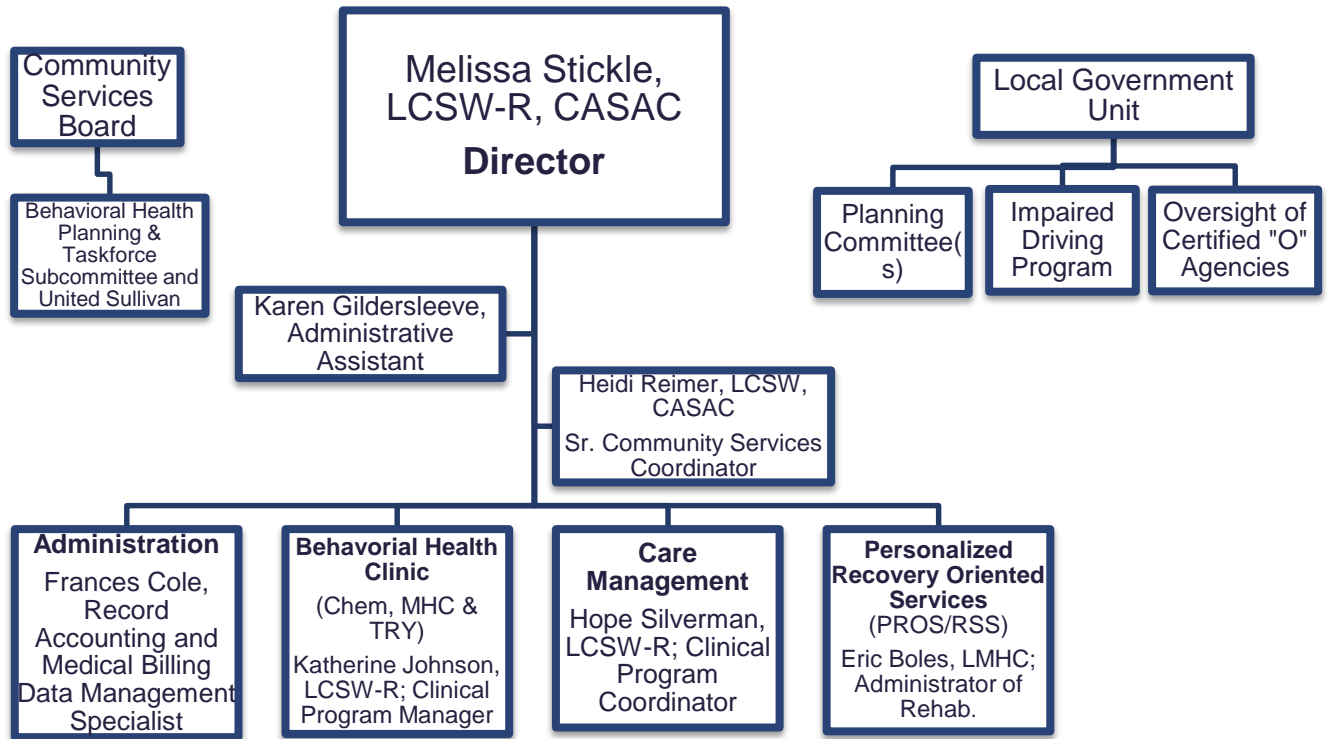
Melissa Stickle, Director

SCDCS-BHC 2021 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, 2021 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. During this past year we have lost staff to retirement and other employment opportunities. In spite of this, a dedicated core of employees continued to remain on sight 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 continue to provide telehealth (primarily telephonic) visits to patients
- 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 once we are able to utilize our microphones.
- We continue to provide Medication Opiate Use Disorders (MOUD) 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.

2021 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."* - Improve program collaboration and partnerships (United Sullivan) - The department in collaboration with other Sullivan County partners has begun to 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.

- Drug Task Force Redesign - Treatment Pillar - Stigma Campaign and aide in designing the SC Neighborhood Data Dashboard
- Medication Opiate Use Disorder (MOUD) - 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. MOUD 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. MOUD is clinically driven with a focus on individualized patient care. MOUD for opioid use disorder is considered the best practice in the treatment of most patients including pregnant women. We began our MOUD Program in May of 2020 and are looking to expand it through collaboration with other county providers and tele-services. New Service Providers entering Sullivan County - Bridge Back to Life, Lexington Treatment Center - Methadone Ctr., Restorative Management scheduled to open 2nd quarter of 2022.
- 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.

2021 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. OMH approved and modified our clinic licensure in late 2021 - we are now working on getting current equipment to work appropriately so video services can be provided.

- Medication Opiate Use Disorder (MOUD) - our clinic went live with MOUD 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. - **NY Matter Initiative**
- 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. - **Sullivan 180 working with all school districts**
- Staff investment and enhancement -
- 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. - **ribbon cutting 1/20/22**
- 911 Diversion
 - Development of 311 call Center
 - Peer RX - PeerRX™ is a new app that facilitates rapid peer response for substance use and mental health clients.
 - Peer Bridger's
 - Text for Teens

Statistics of persons served in 2021 (Unique annual/unduplicated)

| 2021 Unique Individuals Served MHC & TRY Annual = 1239 | | | 2021 Unique Individuals Served CHEM Annual = 525 | | |
|--|-----|--|--|-----|--|
| January | 678 | | January | 95 | |
| February | 649 | | February | 84 | |
| March | 740 | | March | 106 | |
| April | 722 | | April | 103 | |
| May | 691 | | May | 111 | |
| June | 702 | | June | 117 | |
| July | 607 | | July | 98 | |
| August | 591 | | August | 88 | |
| September | 564 | | September | 87 | |
| October | 525 | | October | 92 | |
| November | 514 | | November | 94 | |
| December | 495 | | December | 81 | |

Services provided during pandemic with 5 providers (2 SW, 3 CASAC)

| 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

Public Health Services

Nancy McGraw, Director

2021 Accomplishments and Continued Goals into 2022:

Administration:

- The Director remained an active member of NYSACHO (New York State Association of County Health Officials) and was elected Vice-President, giving the County a voice at the state planning and policy table with the NYS Department of Health at a critical time in public health during the pandemic. The Director also continued to serve on the board of the NYS Rural Health Association, a voice for rural county health issues.
- Received national approval to establish a Medical Reserve Corps from the Department of Health and Human Services and applied for and was awarded a \$5,000 grant to support training and retention of volunteers.
- In response to the global COVID-19 pandemic, Public Health Services conducted mass vaccination clinics at SUNY Sullivan and throughout the county during 2021, including at schools, towns and villages. To date, we have administered 16,894 COVID-19 vaccines and hosted over 150 clinics in 13 different locations as well as for homebound individuals and seniors, covering the entire county geographically.
- Streamlined data collection and analysis with the addition of a COVID-19 dashboard, making adjustments with the ITS department as needed. The staff Epidemiologist was key in informing the Director with in data analysis of the most impacted demographics of the county for planning purposes.
- Successfully appealed a decision by the NYS Education Department to reopen a closed prior claim for Early Intervention services, allowing the County to claim \$129,073.50 and be eligible to receive \$76,798.73 in reimbursement.
- Actively providing input to the Policy Pillar of the Substance Use Prevention Task Force with Assemblywoman Gunther's office, and many of our staff continued to be involved in various committees to improve county health outcomes.



2022 Goals:

- Fill the vacancy since May 2021 for the Deputy Director to assist in daily operations, workload and oversee key program supervisors and assist in quality improvement functions throughout the department.
- Successfully transition away from crisis response to continue to address the backlog of work from the past two years of the pandemic, including the strategic plan, workforce development, quality improvement dashboard for key public health services, and the community health assessment and community health improvement plan.
- Continue refining data collection and analysis efforts across programs on many public health topics for planning purposes to improve community awareness of the impact of morbidity and mortality rates on health outcomes.

Disease Control & Prevention

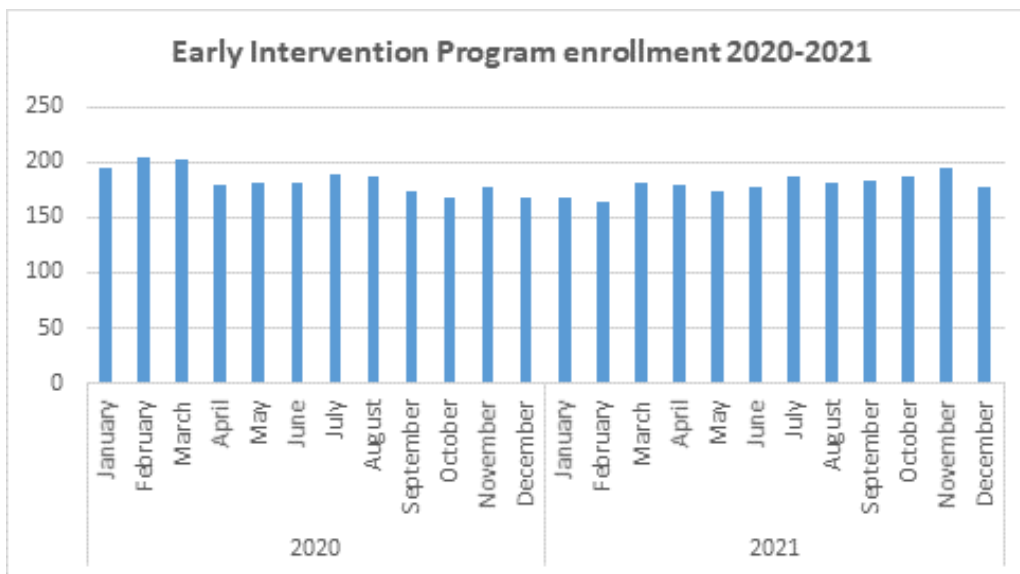
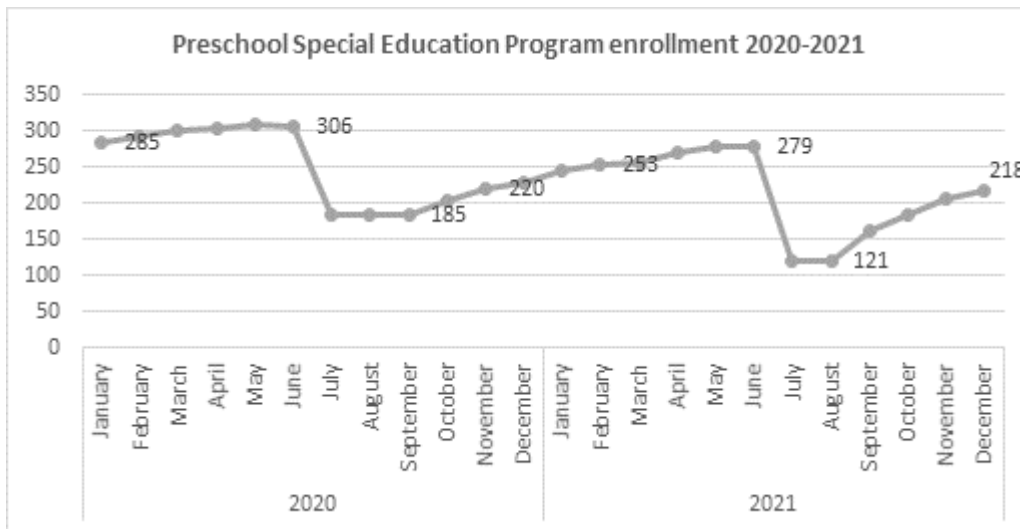
- Outstanding COVID-19 response and vaccination campaign throughout 2021
- Numerous vector borne and communicable diseases continued to be addressed and investigated leading to protection of the public even throughout the COVID-19 pandemic.
- Implemented regional STI program to increase prevention education and treatment of sexually transmitted infections.
- Successful flu clinics held at local factories employing migrant workers and the Latino community who speak primarily only Spanish.

Early Care Program:

- The Early Intervention and Preschool Special Education Programs continued to work with providers during the COVID-19 Pandemic to provide evaluations and services via teletherapy and in person within the County. This allowed us to continue to meet the needs of our eligible children.
- The Early Intervention Program, for the **fourteenth** straight year, has received the rating of “meets requirements” in the State’s Annual Performance Report which is submitted to the U.S. Department of Education, Office of Special Education Programs. (OSEP)
- 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.

2022 Goals:

- To transition to using McGuinness CPSE Portal for all Preschool fiscal processes, including Medicaid billing, by July 1, 2022. This will allow the fiscal staff to mainstream and eliminate duplicate processes and speed up the Medicaid and AVL reimbursements.
- Continue to work to find ways to reduce preschool transportation costs.



Fiscal Administration:

- Cross-trained billing staff in the certified home health agency 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, 3rd Party Insurances and Medicare Advantage Claims.
- Despite a high turnover rate of account clerk titles throughout the department, cross-training and hiring replacements as quickly as possible helped to ensure continuity of workflow.
- Cross trained Principal Account clerks for payroll, timekeeping, grants management and claims, and supplies ordering for the Department to ensure back-up capability within the Department for key operational tasks.

2022 Goals:

Retain staff and continue to assess ways to improve fiscal management of grants and claims across the department. Continue cross training where possible to ensure fiscal strength of department.

Health Education:

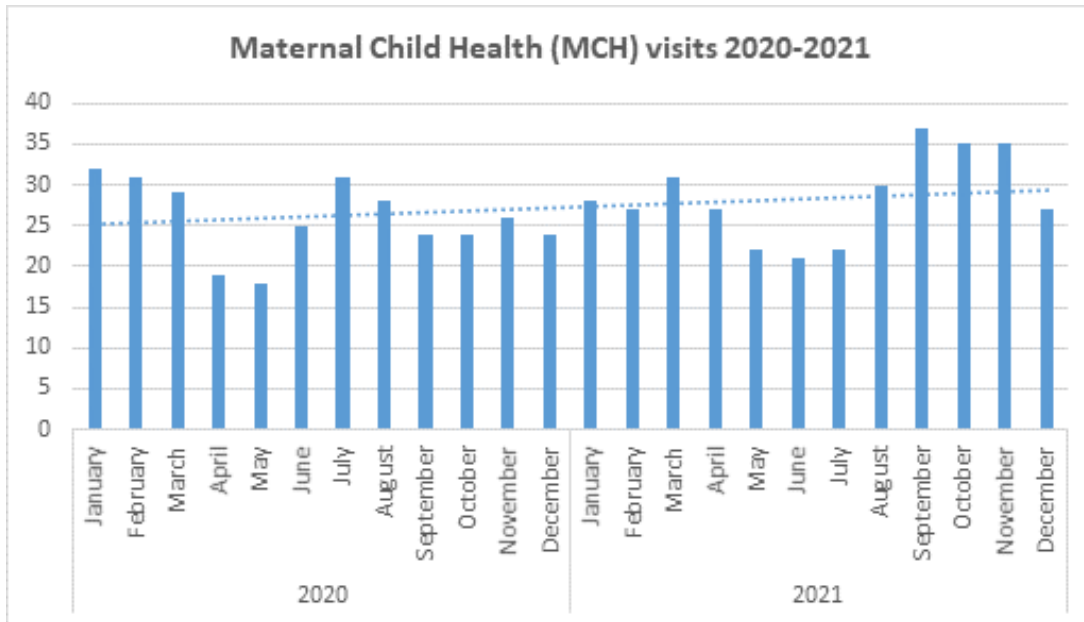
- Implementation of Narcan Leave Behind program for EMS agencies through the Opioid Drug Task Force. This includes research to prove justification, creating a written policy through the Sullivan County Opioid Overdose Prevention Program, and training of EMS providers in the community.
- Increased access to Narcan. Approximately 425 people were trained in 2021 including initial and re-certifications. These included EMS, fire departments and law enforcement as well as community trainings throughout the county. We also were able to bring training to new agencies in the community, including The Center for Discovery, and the NYS DOH District office. We also provided community trainings in new locations throughout the county.
- Assumed leadership and coordination of the HOPE Education and Prevention Pillar of the Opioid Drug Task Force
- Increased community education on COVID-19, illness prevention, and the importance of vaccination
- Assisted in the development of the first annual National Overdose Awareness Day in Sullivan County.
- Development of virtual education programs
- Improve social media recognition of PHS
- Development of a death certificate database for real time statistical analysis of primary causes of mortality, primarily spurred by the COVID-19 and opioid crises.

Healthy Families of Sullivan:

- 2 Certified Lactation Counselors re certified in 2021
- Served a total # 77 of families for the year
- Successfully transitioned from Home visiting to Virtual Visiting during COVID-19 Shut down.
- Program supervisor re certified for Child Passenger Safety Technician.
- Family Support Workers successfully volunteered with the Mid-Hudson Food Bank,
 - Distributing food to Pantries bi weekly.

2022 Goals:

- Increase Program Caseloads to full capacity
- Replace two positions lost due to budget cuts/COVID
- Complete Group membership to the NYS Association for Infant Mental Health



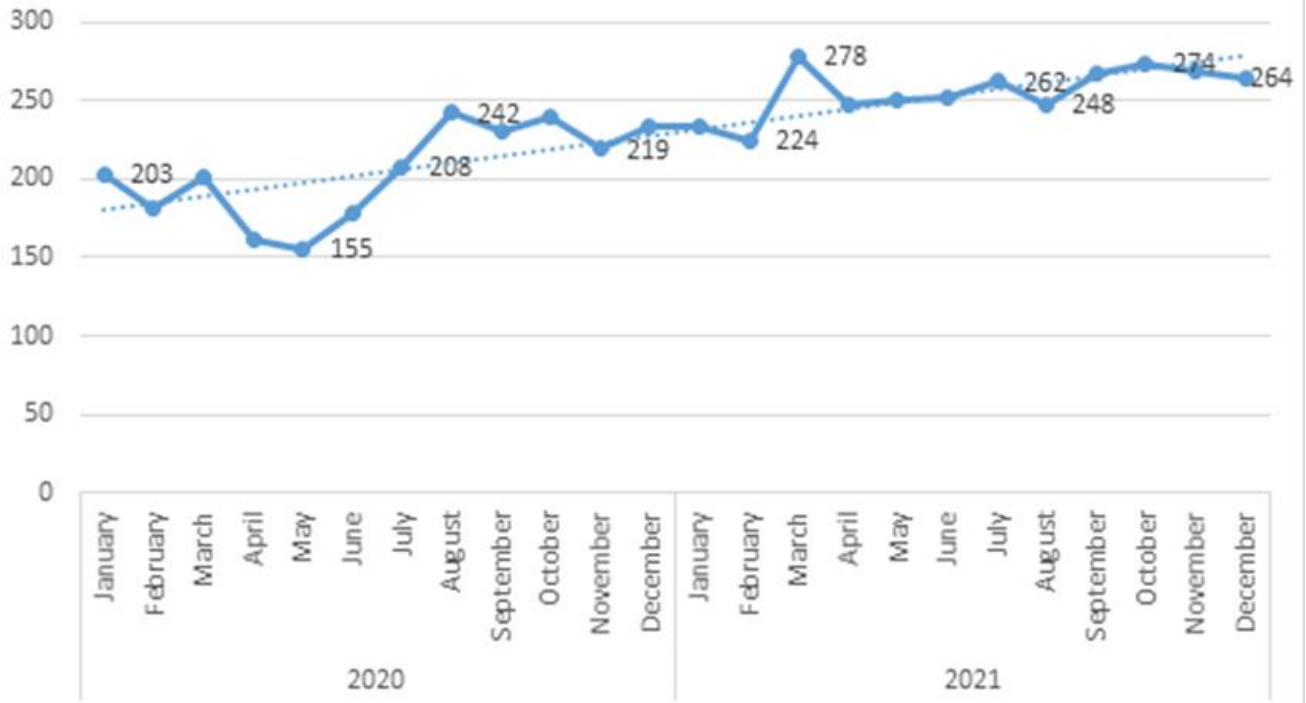
Certified Home Health Agency:

- Cross training continues for RN's for maternal child health visits
- Productivity increased from 3.45 at year-end in 2020 to almost 5.0 by YE 2021.
- Scanning project initiated from paper charts to electronic records.
- Working towards Fiscal dashboard with Cost per visit, gross margin, per discipline.
- Achieved chart "lock rate" goal consistently greater than 95%.
- All staff are documenting electronically, eliminating expensive paper charting and improving productivity.
- Decreased contracted therapist costs, increased quality outcomes.
- Connection to the Health Information Exchange successfully implemented
- Rabies and car seat safety clinics continued despite COVID-19, with increased safety protocols put into place.

2022 Goals:

- Transition key functions of the certified home health agency to streamline workflow from referral to payment, which will significantly increase revenue.

Certified Home Health Agency (CHHA) Census 2020-2021



SCPHS CHHA Department Specific Performance Indicators: 2021

| Measure/Indicator | 2020 YE Score | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 | Oct 2021 | Nov 2021 | Dec 2021 | Target 2021 | Current vs. Goal | Trend | Best Practice | Current | |
|-------------------------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|---------------------------------------|-------|---------------|---------|--|
| Admissions (2021) | 1133 | 115 | 92 | 132 | 107 | 118 | 113 | 119 | 109 | 121 | 121 | 106 | 101 | 1246 | ▲ | | 10% | 1354 | |
| Prior Year (20219) | 1142 | 84 | 88 | 108 | 74 | 56 | 97 | 114 | 112 | 101 | 112 | 82 | 105 | 1133 | ▲ | | | | |
| Census (agency) (2020) | 2677 | 266 | 255 | 313 | 277 | 278 | 276 | 291 | 281 | 307 | 312 | 307 | 294 | 2944 | ▲ | | | 3457 | |
| Prior Year (2019) | 2809 | 203 | 181 | 201 | 161 | 155 | 210 | 245 | 270 | 260 | 275 | 252 | 264 | 2677 | ▲ | | | | |
| Productivity | 3.45 | 4.50 | 4.60 | 4.80 | 4.50 | 4.30 | 4.50 | 4.30 | 4.60 | 4.60 | 4.60 | 4.50 | | 5.00 | ▲ | | 5 | 4.53 | |
| NTUC | 24.3% | 25.0% | 25.0% | 25.0% | 25.0% | 19.0% | 28.0% | 24.0% | 22.0% | 28.0% | 26.0% | 24.0% | 26.0% | 20.0% | ▲ | | 15% | 24.8% | |
| Sample size | | 168 | 161 | 205 | 181 | 163 | 182 | 187 | 246 | 184 | 183 | 157 | 182 | | | | | | |
| Prior Year | 24.3% | | | | | | | | | | | | | | | | | | |
| Overtime: Avg | 89.5 | 116 | 102 | 101 | 93 | 93.4 | 96 | 100.2 | 103.6 | 104.6 | 106.4 | 109.4 | | 85.00 | ▲ | | | 104.6 | |
| OT Totals: (2019) | 116.9 | 116 | 87.8 | 99 | 69.0 | 95 | 109.0 | 116.0 | 137.0 | 113.0 | 122.0 | 140.0 | | 109.4 | ▲ | | | | |
| Lock Rate | 95% | 95.0% | 95.0% | 97.0% | 95.0% | 96.0% | 96.0% | 96.0% | 95.5% | 95.3% | 96.7% | 94.9% | | 95% | ▲ | | 100% | 95.70% | |
| Sample size | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100 | 100 | | | | | | | |

Rural Health Network:

- Designed and implemented a Worksite Wellness Initiative - partnered with a wellness provider to offer Yoga and Mindfulness. 110 hours of instruction were given in 2021 with 240 hours left to be used in 2022.
- Recruited donation and distribution of over 1000 surgical masks to community partners, BOCES and PRASAD. They, in turn gave them to their clients/students.
- Partnered with LaVoz to provide Spanish language advertising to promote our Help and Referral Line-calls.
- Participated in Drug Take Back Days and held 5 events, resulting in safe disposal of 685 lbs. of medication and drugs with the Sheriff's Office transporting to an incinerator.
- Sullivan County Rural Health Network coordinated and worked with Sun River Health in order to procure a new dentist in their Monticello office. They haven't had dental services in Sullivan County for a few years. A new dentist began their practice at their Monticello office January 2022.

2022 Goals:

- Continue to support role of community health improvement and key work plan areas of improving maternal child health, chronic disease prevention and oral health.
- Continue key role in task force pillar committees and Roadmaps to Better Health initiatives.
- Collaborate with Cornell Cooperative Extension to create a new *Food Is Medicine* Program in Sullivan County to begin in Spring 2022 to address food insecurity in Sullivan County.

Care Center at Sunset Lake

MDS/Finance contract with Infinite Care finalized May 1, 2021. Consulting contract reached with Infinite on October 1, 2021. Sullivan County remained licensed operator, but property ownership was transferred to Sunset Lake Local Development Corporation and leased back to County. Sunset Lake Local Development Corporation held five meetings in 2021, with webpage on County website updated accordingly.

Care Center instituted shift bonus policies and sign-on bonus policies offering \$2,000 to new CNAs, \$3,500 to LPNs and \$4,500 to RNs.

Developed COVID protocol statement: “The Care Center at Sunset Lake remains committed to protecting residents and staff from COVID-19. We have made it a priority to keep our residents, families and staff informed of our efforts to ensure the safety and health of everyone living and working at The Care Center during the COVID-19 pandemic.”



Sullivan

COUNTY CATSKILLS

Mountains of Opportunities