



2024

# ANNUAL REPORT

## A Solid Path

**COUNTY OF SULLIVAN, NY**

**Joshua A. Potosek, MBA**

**Sullivan County Manager**

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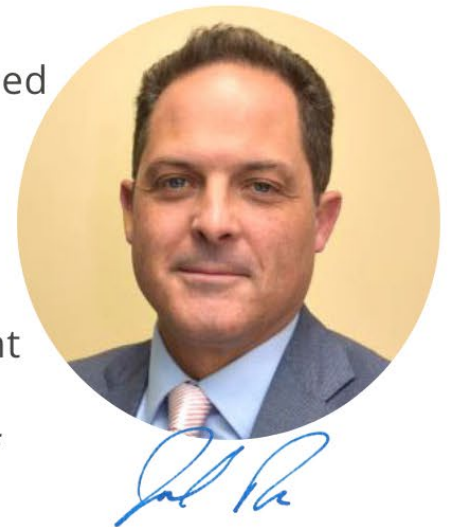
 **845-794-3000**

 **[www.sullivanny.gov](http://www.sullivanny.gov)**

 **100 North Street, Monticello, NY 12701**

# A WORD FROM THE COUNTY MANAGER

The year 2024 was much like 2023: one of both great success and great challenges. We continued to lead the State in job growth, once again collected more sales and room taxes than ever before, and offered residents and visitors an unprecedented array of services & attractions. We also dealt with a housing crisis, the resultant increase in homelessness, the ever-present scourge of substance use, and the pressures of development.



I'm happy to relate, though, that we saw what we can accomplish together, from a notable drop in opioid overdose deaths to a huge leap in EMS response times, thanks to our four flycars. What's next? We're addressing the housing crisis, studying solid waste options, and gaining a crucial understanding of our water resources. We're finishing a dazzling new terminal at our County Airport, with leasable space for businesses. And we're continuing to directly invest in our residents, from the Sullivan Promise scholarship program (giving HS grads two years of paid tuition at SUNY Sullivan) to adult education in the vocational trades via our partner, Sullivan BOCES.



# DIVISION, UNIT & DEPARTMENT REPORTS

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

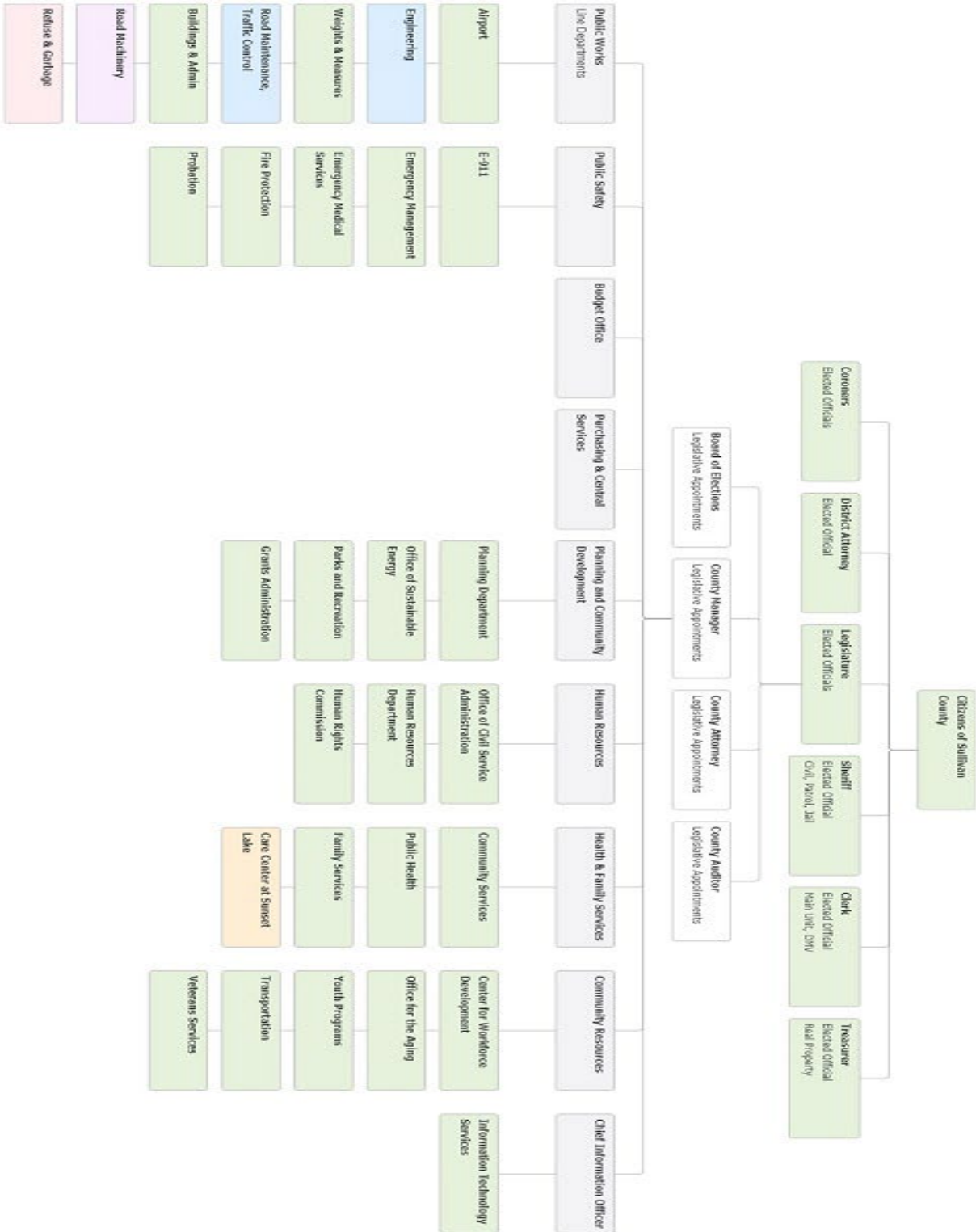
Unless otherwise noted, statistics and accomplishments relate solely to calendar year 2023. Listed goals represent those goals set for calendar year 2023 and may or may not reflect whether the goals were achieved or remain to be accomplished.

The 2023 Annual Report is available in its entirety at [www.sullivanny.gov](http://www.sullivanny.gov). If a printed copy is desired, contact Director of Communications Dan Hust at 845-807-0450 or [dan.hust@sullivanny.gov](mailto:dan.hust@sullivanny.gov).

*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.*

**The County Manager thanks each office, department and division for submitting data to be included in this Annual Report, which was compiled and created by the Office of Communications.**

# ORGANIZATIONAL CHART



# COUNTY MANAGER

Joshua Potosek, Sullivan County Manager

## Accomplishments

- Created a proposed 2025 County Budget expanded programs and services, added to the fund balance and continued reducing debt load
- Maintained stable and accountable finances
  - No fiscal stress on the County, as designated by New York State's Comptroller's Office (best score ever achieved)
  - Very high bond rating
  - We have the appropriate, best-practices level of fund balance
  - County continues to earn national budget awards
- Worked with Public Safety to successfully deploy four EMS fly cars around Sullivan County, which has reduced response times to an average of 15 minutes
- Undertook and continue to oversee efforts to mitigate the impact of the arrival of downstate casinos, including engaging and working closely with lobbyist
- Finished review of all legislatively-adopted policies, with the goal of updating where necessary and having them located in one central repository on the County's website
- Worked with Social Services and Planning divisions to address the ongoing housing crisis, with a homeless shelter soon to be built in Monticello
- Promoted Assistant County Manager to full Deputy County Manager to expand and enhance this office's oversight of County operations
- Restored the position of Commissioner of Management & Budget, and promoted from within to fill it
- Initiated professional, independent review of County's Child Services
- Continued efforts to deploy wireless and hardwired broadband expansion throughout County, which resulted in receiving the largest single grant in Sullivan County history (nearly \$30 million) to build out service
- Maintained open and consistent communication with commissioners, department heads and staff, with a focus on best practices
- Allocated funds for and hired a leadership development educator/consultant, who continues to enhance the capabilities and opportunities of staff (including those who might not have considered leadership before)
- Toured waste-to-energy plant on Long Island as we study our solid waste options, which may include building such a facility in Sullivan County
- Participated in various discussions and planning to take full advantage of the new terminal and other services coming to the County Airport
- Initiated and oversaw successful deployment of AI chatbot and reporting/surveying tool

# Communications

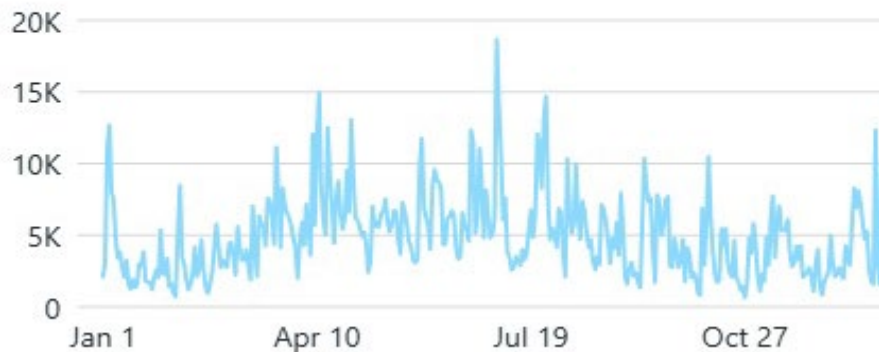
Dan Hust, Director

## Accomplishments

The Office of Communications continued to provide critical services to virtually every County department and office in 2024. 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 advertising campaigns to increase awareness of County services and personnel, with billboards, radio spots and digital ads across the County, promoting DMV, County Clerk’s Office, Move Sullivan and Board of Elections
- Launched first TV ad campaign in office’s tenure (foster care promotion), resulting in a dozen new queries from interested potential foster families
- More than 120 press releases issued to approximately 100 media outlets, State and Federal officials, and interested individuals
- Conducted weekly radio interviews on Bold Gold (Catskills News Talk, 10-minute update every Tuesday, two-hour “co-host” first Tuesday of every month) and WJFF Radio Catskill (30-minute update every Friday), promoting the latest County news and offerings

290.6K



- Reached nearly 300,000 views on main Facebook page
- Added nearly 1,000 new Facebook followers and more than 300 new Instagram followers
- Administered/oversaw 23 social media channels (14 Facebook, 4 Instagram, 2 LinkedIn, 1 Twitter (X), 1 Threads, and 1 YouTube)
- Over 430 YouTube subscribers viewed videos nearly 18,000 times

- At present, the County has 11,703 Facebook followers (just counting the main page), 2,998 Instagram followers (again, just counting the main page), 1,093 X (Twitter) followers, 697 LinkedIn followers and 571 Threads followers (all increased over 2023)
- Maintained primary content creation on and oversight of County website, including ongoing implementation and improvement of chatbot AI named “Saige”
- Gave a well-received presentation on “Saige” to 500 public-sector leaders at Google’s NYC headquarters
- Created videos to inform public about open positions and Narcan-dispensing vending machines
- Trained on new program to publish more efficiently across social media channels, create reports and conduct surveys with residents
- Continued to serve as Public Information Officer for contagious disease updates
- Maintained frequent 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’s staff newsletter
- Continued to regularly produce County Manager’s external newsletter, “Inside Insights,” published every other month
- Routinely provided communications strategy advice to staff and officials
- Trained staff on website editing and how to handle “First Amendment auditors,” one of whom visited Sullivan County and ended up not publishing any negative material about his visit
- Scheduled, coordinated and filmed ever-popular Holiday Concert Series, where local school groups (vocalists, instrumentalists, dancers, band members) publicly perform at the Government Center
- Successfully completed leadership training
- Initiated and coordinated installation of modifiable exterior lighting at Govt. Center and Courthouse, and created policy to guide when lighting colors are changed

## Goals Yet to Be Realized

- Revamp of County website (long-term)

# Compliance

Michelle Huck, Corporate Compliance Officer

In 2024, Sullivan County Government's Compliance program made significant progress in meeting standards set forth in state and federal compliance requirements. The County's Compliance program has two separate branches: Corporate Compliance and HIPAA Compliance.

In 2024, our Compliance program successfully navigated the complexities of the various state and federal laws, regulations, and guidance. The following sections highlight our key accomplishments and the proactive steps we've taken to uphold County policies and procedures, industry standards, and regulatory requirements.

To promote structure within the organization, we developed a Compliance phone number so individuals can contact one direct line for all of their compliance needs. Additionally, this change supports the County's confidentiality standards. Individuals can contact 845-807-0664 to speak with the Corporate Compliance Officer or HIPAA Privacy Officer directly.

## Corporate Compliance

In 2024, we made significant progress with meeting the requirements set forth in NYCRR Title 18 Part 521. In addition to Part 521, we have also made progress with meeting County compliance policies and procedures as well as other state and federal compliance requirements.

## **Committee Engagement and Leadership**

In 2024, we reinstated the Corporate Compliance Committees in each department that is subject to Title 18 Part 521. In addition to the County's main Corporate Compliance Committee, regular meetings led by senior-level leadership to underscore our compliance commitment were held in:

The Department of Public Health

The Department of Social Services

The Department of Community Services

The Care Center at Sunset Lake



Each Committee's structure was reestablished in 2024 with developing focus in regard to Part 521 applicability and departmental regulatory requirements related to compliance. Understanding how each department is impacted by state and federal regulatory requirements including Part 521 is paramount to demonstrating an effective compliance program.

### **Policy and Procedure Development**

In 2024, the County's main Compliance Committee adopted the following procedures pursuant to Part 521:

COMP 1.0 Duties of the Corporate Compliance Officer, Compliance Program Coordinator and the Corporate Compliance Committee

COMP 1.1 Compliance Policy, Procedure, and Resolution Development

COMP 1.3 Corporate Compliance Education and Training

COMP 2.4 Corporate Compliance Program Certification

In 2024, we drafted the following procedures:

COMP 1.9 Excluded Providers

COMP 2.5 Certified Home Health Agency Audit Policy

COMP 2.6 Department of Community Services Audit Policy

COMP 2.7 Electronic Visit Verification

All adopted compliance policies and procedures have been uploaded to both the County's Compliance webpage and to the SC Portal. Additionally, staff have received communications on where to locate compliance policies and procedures via the County's Employee Newsletter.

### **Compliance Branding and Marketing**

In 2024, we launched a comprehensive Corporate Compliance and Ethics Month, to foster a culture of compliance and ethics across the entire organization. Last year, the month-long recognition included the introduction of the Caught You Doing Something Good initiative and a Compliance Word Scramble. We also disseminated the Compliance Meme Challenge and the Compliance Champion program again. Participation across many divisions and departments was noted and included engagement from the Division of Health and Human Services, Board of Elections, District Attorney's Office, Information Technology Services, and the County Clerk's Office.

## **Lines of Communication**

We completed a Medicaid Recipient Letter that details the lines of communication to the Corporate Compliance Officer that is available in both English and Spanish. Departments subject to Part 521 are in the development of or have completed a mass mailing to their Medicaid recipients of service and inserted this document into intake packets.

The Medicaid Recipient Letter has also been prominently posted on the webpages for the Care Center, Department of Public Health, Department of Social Services and, Department of Community Services.

The Confidential Compliance Hotline Flyer was prominently posted to all County webpages. The printed flyer is posted in various employee only and client/patient areas across the organization. Additionally, the flyer was shared in the County's Employee newsletter multiple times in 2024.

## **Contractual Compliance Integration**

In 2024, we enhanced the County's Compliance Contract Template in collaboration with the County Attorney's Office, integrating critical Corporate Compliance language, procedures, and educational elements into contracts with relevant contractors and vendors, aligning them with our compliance standards. Specific details requiring our contractors and vendors to perform exclusion screening on their employees was added to the template.

## **Compliance Education and Training**

Nearly 95% of the County's employee base completed their compliance training(s) last year. Members from each Corporate Compliance Committee were assigned an additional Office of Medicaid Inspector General webinar to facilitate Medicaid compliance and integrity.

## **Responding to Compliance Issues**

In 2024, we received compliance reports through the County's various reporting mechanisms which include:

- The Confidential Compliance Hotline

- Written reports (electronic and hand-written)

- Verbal Reports (telephone calls and in-person)

The Compliance Office takes all reports seriously and all complaints are reviewed, re-routed, and investigated as necessary.

In 2024, we received substantiated compliance reports in the following areas:

- Contractor oversight
- Conflicts of interest
- Time and attendance
- Professional conduct

In 2024, we received reports that fell outside the scope of the County’s Compliance Program in the following areas:

- Hostile work environment
- Discrimination in the workplace
- Animal welfare
- Public health, safety, and welfare

<b>2024 Corporate Compliance Complaint Summary</b>			
<b># of Complaints Received</b>	<b>Complaint Mechanism Breakdown</b>	<b># of Compliance Investigations</b>	<b># of Rerouted Complaints</b>
<b>50</b>		<b>6</b>	<b>44</b>
	<b>Confidential</b>		
	<b>Compliance Hotline</b>	<b>35</b>	
	<b>Email</b>	<b>5</b>	
	<b>In-person</b>	<b>3</b>	
	<b>Telephone</b>	<b>6</b>	
	<b>Other</b>	<b>1</b>	

## **Forward-Looking Corporate Compliance Approach**

The department is currently gathering the necessary documents to finalize the Sullivan County 2025 Comprehensive Work Plan. This strategic plan will outline initiatives aimed at strengthening compliance effectiveness, addressing new risks, and reinforcing our ethical commitment.

In 2025, our Compliance Program will aim to (1) expand compliance requirements for all state and federal payors of healthcare including Medicare, (2) increase oversight efforts of state and federal funding streams including grant administration, (3) strengthen auditing and monitoring actions to promote a comprehensive and effective compliance program, (4) bolster compliance education and training, and (5) develop and revise policies and procedures.

## **HIPAA Compliance**

In 2024, our requirements set forth in the Code of Federal Regulations (CFR) at 45 C.F.R. Part 160 - PDF, Part 162 - PDF, and Part 164 (The Privacy Rule, Security Rule, Enforcement Rule, and Breach Notification Rule).

## **Committee Engagement and Leadership**

The Administrative Oversight Committee (AOC) convened each quarter to facilitate the requirements set forth in the HIPAA rulings.

New members were appointed by the County Manager to the AOC. The Committee now has representation of the following individuals/departments:

HIPAA Privacy Officer

HIPAA Security Officer

The County Manager's Office

The Department of Community Services

The Department of Public Health

The Department of Social Services

The Care Center at Sunset Lake

Risk Management

Office for the Aging

## **Policy and Procedure Development**

The Administrative Oversight of Privacy Practices policy/procedure was revised to include clearer expectations for HIPAA Privacy Designees in the County's hybrid entities which include, The Department of Community Services, the Department of Public Health, the Department of Social Services, the Care Center at Sunset Lake, Risk Management, and the Office for the Aging.

The revision also included stronger language on the County's non-retaliation policy and procedures for the hybrid entities to implement procedures for safeguarding PHI when a conflict of interest is noted.

The AOC revised the Notice of Privacy Practices to include updated contact information for the HIPAA Compliance Office, language on non-retaliation, and the protocol for requesting medical records for services provided by Sullivan County. The Notice of Privacy Practices is in English and Spanish and can be located on the County's HIPAA Compliance webpage. Additionally, accompanying posters have been created for each hybrid entity to post in areas for their patients and clients.

The HIPAA Compliance Monitoring and Walkthrough Protocol was adopted by the AOC and details procedures for walkthroughs in each hybrid entity. Regularly conducted walkthroughs help safeguard protected health information (PHI) in accordance with the law. They are also a learning opportunity for staff as they afford the chance for best practice questions to be raised. The HIPAA Compliance Monitoring and Walkthrough Protocol includes a tool for HIPAA Compliance designees and officers to conduct in a standardized manner.

## **Responding to HIPAA Compliance Issues**

The Compliance Office takes all reports seriously and all complaints are reviewed, re-routed, and investigated as necessary.

In 2024, we received substantiated compliance reports in the following areas:

- Confidentiality

- Unauthorized disclosure

- Telemedicine

- Consent

<b>2024 HIPAA Compliance Complaint Summary</b>	
<b># of Complaints Received</b>	<b># of HIPAA Compliance Investigations</b>
<b>10</b>	<b>8</b>

### **Forward-Looking HIPAA Compliance Approach**

In 2025, our HIPAA Compliance efforts will aim to (1) strengthen education efforts, (2) bolster auditing and monitoring activities of platforms that contain PHI, and (3) develop and revise policies and procedures.

# HISTORIAN

John Conway, County Historian

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

There follows a brief summary of the activities of the Sullivan County Historian during the 2024 calendar year. February 11, 2024 marked the 31st anniversary of the Historian in his position. As compiled by this Historian several years ago, the previous County Historians and their terms in office have been: Adelbert M. Scriber (1933-1948); James W. Burbank (1948-1954); Charles S. Hick (1954- 1959); Nathan Weiss (1959-1960); Manville B. Wakefield (1961-1973); and William G. Smith (1974-1992).

As has been the case for most of his years in the position, in addition to fairly regular collaborations with local broadcast and print media, the Historian was consulted by numerous other media outlets, national and international, to provide information and perspective on a wide range of stories. The Historian continued his work with the United Kingdom-based Like a Shot Productions, this time on a segment of the Discovery Channel television series, “Mysteries of the Abandoned: Hidden America,” which was scheduled to be filmed at Sho Fu Den in Forestburgh during 2025.

One of the highlights of the Historian’s year was his collaboration with Florentine Films, Ken Burns’ documentary making team, on their upcoming PBS series on the Revolutionary War. Accompanied by the Historian, the Florentine Films team made three separate trips to the County-owned Fort Delaware Museum of Colonial History in Narrowsburg to film background material for their production.

The Historian also worked with Brooklyn filmmaker Evan Haimann on his documentary about boxing in the Catskills, providing in an on-camera interview details of the hundreds of boxers who trained at the local hotels, some of whom the Historian met personally.

In addition, the Historian was interviewed on camera by a film crew from NYU film school for a documentary on Dutch Schultz’s lost Catskills treasure, a topic the Historian wrote a book about back in 2000 and has spoken about throughout the country and in several documentaries over the years.

The Historian continued his collaboration with the Borscht Belt Historical Marker Project, editing all of the marker texts for historical accuracy and speaking at some of the marker reveals, including one in Hurleyville. Additional markers are scheduled to be unveiled in 2025, including one in Parksville and one in Livingston Manor, plans for both of which are already underway. There are more than 20 markers scheduled to be included in the project, which is being mostly funded by The Jewish American Society for Historic Preservation, and is being spearheaded locally by photographer and author Marisa Scheinfeld.

The Historian completed 57 speaking engagements and interviews in 2024, a full listing of which is provided at the end of this report. These programs were conducted both in-person and via ZOOM.

After a three-year hiatus that started because of the COVID pandemic, the Historian once again held his popular History of Sullivan County course in 2024, this time strictly via ZOOM, which enabled several interested parties from other parts of the country to take part. In all, more than 40 people participated in the six-week course.

The Historian worked closely with Sullivan County's O&W Railway Alliance to promote the rail trail, and conducted narrated hikes during the year along sections of the trail. The Historian also narrated several hikes at the Minisink Battleground, including two in May for more than 150 students, parents, and teachers from the Delaware Valley school district in Pennsylvania.

The Historian continued to work with The Delaware Company to provide historical programming at Fort Delaware Museum of Colonial History in Narrowsburg and at the Minisink Battleground. The Historian and the committee organized specifically for the purpose continued planning events to commemorate the Semiquincentennial of the American Revolution, which will officially get underway in 2025. The Historian and his wife, Debra, the Executive Director of The Delaware Company, were appointed co-chairs of Sullivan County's Rev War 250 Commission by the Sullivan County Legislature in 2022, and a committee of 12 local residents has come together to carry out the project. The commemoration is expected to take place nationwide, and be ongoing from 2025 through 2033. The commemoration will commence locally with an April 26, 2025 event at Seminary Hill Cidery in Callicoon.

The Historian was honored to celebrate three milestones during the 2024 year. In September, he was awarded the Distinguished Service Award by the Upper Delaware Council for his work in promoting and preserving the history of the river valley. In October, he was inducted into the Hall



of Distinction at Monticello High School, from which he graduated in 1970. And in November, he took his seat on the Board of Directors of the Association of Public Historians of New York State. In 2023, the Historian spent 575 hours on the job, not including the many hours spent at Fort Delaware in his capacity as president of The Delaware Company and as Director of the Fort. He travelled 3,449 miles in performance of his duties. A table showing these yearly totals follows:

<u>Year</u>	<u>Speaking Engagements</u>	<u>Hours</u>	<u>Mileage</u>
2024	57	575	3449
2023	50	804	4301
2022	48	907	3685
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

#### 2024 SPEAKING ENGAGEMENTS (57)

1. **Friday, February 16, 2024** Catskill Mountainkeeper (ZOOM) Interviewed by B. Sonny *White Native Americans in Sullivan County*
2. **Wednesday, March 13, 2024** History of Sullivan County Class ZOOM - 7 p.m. *Revolution to Revolution: Cushetunk, Minisink and Woodstock*
3. **Thursday, March 14, 2024** Monticello High School (Annette Schoeling) Marketing Class - 8:15 a.m.; *Promoting Sullivan County*
4. **Wednesday, March 20, 2024** History of Sullivan County Class ZOOM - 7 p.m. *Copperheads and Abolitionists*
5. **Friday, March 22, 2024** Like A Shot Productions ZOOM Interview for TV Show; *Sho Fu Den*
6. **Monday, March 25, 2024** Boxing Documentary Live Interview w/ Evan Haimann *Boxing in the Catskills*

7. **Wednesday, March 27, 2024** History of Sullivan County Class ZOOM - 7 p.m. *Sullivan County in the Civil War: Tanning to the Train Wreck*
8. **Wednesday, April 10, 2024** WJFF Radio w/ Patricio Robayo Telephone Interview *The D&H Canal*
9. **Wednesday, April 10, 2024** History of Sullivan County Class ZOOM - 7 p.m. *The War or the Jews Ends in White Lake*
10. **Sunday, April 14, 2024** Borscht Belt Museum Ellenville, NY - 2 p.m. *Doctors Say "Go to the Mountains!"*
11. **Monday, April 15, 2024** WJFF Radio - Patricio Robayo Telephone Interview *D&H Canal Event at Roebling Bridge*
12. **Wednesday, April 17, 2024** History of Sullivan County Class ZOOM - 7 p.m. *Nazis in Narrowsburg: Sullivan County in the 1930s*
13. **Thursday, April 18, 2024** New York University Film School, Sullivan County Museum, Hurleyville NY - 12 p.m. *Dutch Schultz and His Lost Catskills Treasure*
14. **Wednesday, April 24, 2024** WVIA Public Television Scranton, PA Telephone Interview w/ Isabel Weiss - 3 p.m. *The Skinner's Falls Bridge*
15. **Wednesday, April 24, 2024** History of Sullivan County Class ZOOM - 7 p.m. *Sullivan County During World War II*
16. **Thursday, April 25, 2024** Livingston Manor Library Livingston Manor, NY - 6:00 p.m. *Livingston Manor's Golden Age Hotels*
17. **Saturday, April 27, 2024** D&H Canal Transportation Heritage Council Minisink Ford, NY and Lackawaxen, PA - 10 a.m. *Master of Ceremonies and Keynote Address*
18. **Sunday, April 28, 2024** Celebrate Trails Day Minisink Battleground Park - 2 p.m. *History Hike*
19. **Saturday, May 4, 2024** Fort Delaware Museum of Colonial History Narrowsburg, NY - 10:30 a.m. *Staff Orientation on Sullivan County History*
20. **Sunday, May 5, 2024** Seminary Hill Orchard & Cidery Callicoon, NY - 3 p.m. *The Lenape: Their Culture, Their Language, Their Legacy*
21. **Saturday, May 18, 2024** Barryville Farmer's Market Barryville, NY - 11 a.m. *Colonial American Games*
22. **Thursday, May 23, 2024** Ethelbert B. Crawford Public Library Monticello, NY - 6 p.m. *The Hidden Woman of Monticello*

23. **Saturday, May 25, 2024** Fort Delaware Museum of Colonial History Narrowsburg, NY (Grand Re-Opening) - 10 a.m. *True to His Oath: The Battlefield Death of Dr. Benjamin Tusten*
24. **Saturday, June 15, 2024** Sunshine Hall Free Library Eldred, NY - 4 p.m. *The Bridges of Barryville*
25. **Thursday, June 20, 2024** Liberty Library Liberty, NY - 6 p.m. *The Loomis Sanatorium*
26. **Thursday, July 4, 2024** Fort Delaware Museum of Colonial History Narrowsburg, NY - 11 a.m. *A Settlement Divided*
27. **Saturday, July 6, 2024** Barryville Farmers Market Barryville, NY (Back to the Garden) *The Declaration of Independence in the Upper Delaware Valley*
28. **Monday, July 8, 2024** Florentine Films - Megan Ruffe, Fort Delaware, Narrowsburg, NY - 2 p.m. *Fort Delaware Locations for Ken Burns Documentary on Revolutionary War*
29. **Friday, July 12, 2024** Primetimers of Temple Shalom (Monticello) *Tour of Fort Delaware Museum of Colonial History*
30. **Saturday, July 13, 2024** Fort Delaware Museum of Colonial History Narrowsburg, NY - 1 p.m. (Live) *Patriots & Loyalists Weekend - The Declaration of Independence*
31. **Tuesday, July 16, 2024** Fort Delaware Museum of Colonial History Narrowsburg, NY - 7 p.m. *Florentine Films Documentary on Revolutionary War*
32. **Thursday, July 18, 2024** Fort Delaware Museum of Colonial History Narrowsburg, NY - 7 a.m. *Florentine Films Documentary on Revolutionary War*
33. **Saturday, July 21, 2024** Borscht Belt Marker Project Hurleyville, NY - 1 p.m. *Hurleyville's Golden Age Hotels*
34. **Saturday, July 21, 2024** Morgan Outdoors Store - Authors Row Hurleyville, NY - 3:00 p.m. *In Further Retrospect Book Signing*
35. **Tuesday, July 30, 2024** Ethelbert B. Crawford Public Library Monticello, NY - 6 p.m. *Monticello's Hotels*
36. **Wednesday, July 31, 2024** Skirball Cultural Center of Los Angeles, CA, Hurleyville, NY - 2 p.m. (Live Interview w/ Marisa Futernick) *Catskills Resorts Exhibition*
37. **Tuesday, August 6, 2024** Jewish Forward Magazine Telephone Interview with Chana Pollack *Sullivan County Bungalow Colonies*
38. **Wednesday, August 7, 2024** WVOS Radio - Interview w/ Eddie Wilson Monticello, NY - 2 p.m. *Woodstock*

39. **Wednesday, August 14, 2024** Telephone Interview w/ Julie Skolnick (Author) *Jacob Shapiro and Murder, Inc. in Sullivan County*
40. **Saturday, August 24, 2024** The Club at Smallwood Smallwood, NY - 7:30 p.m. *The Lenape: Their Culture, Their Language, Their Legacy*
41. **Monday, August 26, 2024** WJFF Radio Telephone Interview w/ Patricio Robayo *A Revolution of Her Own: Deborah Sampson in the Revolutionary War*
42. **Saturday, August 31, 2024** Fort Delaware Museum of Colonial History Narrowsburg, NY - 3 p.m. *(Master of Ceremonies) A Revolution of Her Own: Deborah Sampson in the Revolutionary War*
43. **Tuesday, September 10, 2024** Western Sullivan Public Library Jeffersonville, NY - 6:30 p.m. *The History of Farming in Sullivan County*
44. **Wednesday, September 18, 2024** Historic Marker Dedication (Keynote Address) Hurleyville, NY - 2 p.m. *Lebel Wichinsky, Bagel Machine Inventor*
45. **Sunday, September 22, 2024** Upper Delaware Council Annual Dinner Central House Resort, Beach Lake, PA - 3 p.m. *Distinguished Service Award*
46. **Wednesday, September 25, 2024** Leadership Sullivan, Bethel Woods, Bethel, NY - 2 p.m. *Timber, Tanning, and Tourism: An Overview of Sullivan County History*
47. **Wednesday, September 25, 2024** British Broadcasting Corporation Telephone Interview w/ Kat Preschkin) *Catskills Game Farm and the Borscht Belt*
48. **Wednesday, October 2, 2024** Bethel Senior Citizens Kauneonga Lake, NY - 1 p.m. *Ghost Stories from Sullivan County History*
49. **Thursday, October 3, 2024** SAGE Narrowsburg, NY - 3 p.m. *The Borscht Belt*
50. **Tuesday, October 15, 2024** Business and Professional Women of Sullivan County Tilly's Diner, Monticello, NY - 6 p.m. *Famous Murder Trials in Sullivan County History*
51. **Thursday, October 17, 2024** Livingston Manor Library Livingston Manor, NY - 5:30 p.m. *Ghost Stories from Sullivan County History*
52. **Friday, October 18, 2024** Monticello High School, Monticello, NY - *Hall of Distinction Ceremony (Inducted)*
53. **Sunday, October 20, 2024** Sullivan County Historical Society Annual Dinner Rockland House, Rockland, NY - 2 p.m. *Borscht Belt Marker Project*

- 54. **Saturday, October 26, 2024** Minisink Battleground Park, Barryville, NY - 3 p.m. *Haunted History Hike*
- 55. **Tuesday, October 29, 2024** Milk Train Rail Trail Hurleyville, NY - 5:30 p.m. *Haunted History Hike*
- 56. **Monday, November 11, 2024** WVOS Radio, Monticello, NY (Telephone Interview w/ Mike Sakell) *A Veterans Day Look at the 250th Anniversary of the Revolutionary War*
- 57. **Wednesday, December 18, 2024** Sullivan County Municipal Historians Meeting Sullivan County Museum, Hurleyville, NY - 2 p.m. *Rev War 250 Commemoration*

# OFFICE OF PUBLIC DEFENSE

Lynda Levine, Administrator of Assigned Counsel

## OVERVIEW

Pursuant to State and Federal Constitutions and laws, county government is tasked with providing quality free legal services to indigent individuals accused of a crime and/or to indigent adults in specified family court proceedings. The County of Sullivan fulfills this obligation by contracting with two providers, the Sullivan Legal Aid Panel, Inc. and the Sullivan County Conflict Legal Aid, Inc. and coordinating an 18B panel of private attorneys who are willing to take on court assignments in the event that both providers are unable to represent an individual as a result of a conflict of interest.

Furthermore, the US Supreme Court found that the right to counsel attaches at the first appearance before a judge at which a defendant is told of the formal accusations against him/her and restrictions could be imposed on his/her liberty, otherwise known as arraignment. As a result, the County has created a Counsel at First Appearance Program which consists of a number of private attorneys who are contracted with the County to be scheduled “on-call” for arraignments that could be held at any one of the 15 town/village courts at any time of day or night.

### **Assigned Counsel Program**

Sullivan County maintains a list of private attorneys who are willing to accept court assignments for pursuant to article 18B of the New York State Court Law. Effective April 1, 2023, the compensation for 18B attorneys was increased to \$158.00/hour for all criminal and family court matters. The State continues to authorize reimbursement of half the increase (i.e. \$41.50/hour for felony level criminal cases and family court matters; \$49.00/hour for all misdemeanor level criminal matters) in all matters. In order to seek reimbursement, an excel spread sheet has been developed and copies of vouchers are kept to submit to the State on a quarterly basis. In 2024, the County 18B cost the County approximately \$280,116.41 Criminal Cases and \$157,301.00 for Family Court cases, for a total of \$437,417.41. At this point, a total of \$88,524.13 was submitted for reimbursement from the State of New York. Additionally, there were a total of 20 Attorneys on the panel who handled the Criminal

matters in Sullivan County and 13 Attorneys on the panel who handled Family Court matters in Sullivan County.

Daily activities include but are not limited to:

- Monitor and report on 18B Attorney activities

- Review all 18B vouchers submitted to the County

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

- Communicate regularly with 18b attorneys

- Recruit new attorneys and 18B attorneys outside of Sullivan County for specified cases (at Court's request)

- Input attorney activities and expenditure into case management software

- Keep track of all vouchers with new 18B rates; add to excel spreadsheet; to be submitted quarterly for reimbursement

- Drafted formal Assigned Counsel Plan - established a committee to work on finalizing Assigned Counsel Plan

- Implemented; approved; and tracked new programs created under funding from the New York State Office of Indigent Legal Services (NYSOILS) pursuant to the Statewide Expansion of the Hurrell-Harring Settlement Reforms

- Regular contact with executive directors of institutional providers; Sullivan Legal Aid Panel and Sullivan County Conflict Legal Aid

### **Counsel at First Appearance (CAFA)**

The CAFA Panel Currently consists of 8 panel attorneys (including the Administrator).

Handled 790 arraignments in 2024 - Panel attorneys are periodically scheduled for on-call coverage 24hours/7 or 8 days per "week". Attorneys can be called out any time of day or night to any of the 15 justice courts throughout Sullivan County. These attorneys provide much needed representation at a critical stage in a criminal proceeding.

This program is fully funded by the NYSOILS under the Statewide Expansion of Hurrell-Harring Settlement Reform funding.

Daily activities include but are not limited to:

- Continuous recruitment for new Panel Attorneys is on-going.

- Work on strategies to aid in recruitment efforts and alleviate attorney burnout on CAFA panel

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  
Entered all CAFA information into Case Management Software for reporting  
Work on creating a Centralized Arraignment Part in Sullivan County

## Grants

This office submitted claims totaling \$2,166,904.83 to the State of New York for reimbursement for services provided in calendar year 2024 under several grants the County receives from NYSOILS. The County also received \$12,198 from DCJS for the Aid to Defense program and has received an additional \$376,578.00 from DCJS for Discovery Reform and to cover supplemental expenses as a result of criminal defense representation. A portion of the DCJS funding was shared with Sullivan Legal Aid Panel, Inc. (\$241,009.92) and Sullivan County Conflict Legal Aid, Inc. (\$67,784.04) who provide the bulk of the indigent legal representation in the County.

Activities include but are not limited to:

Regular contact with executive directors of institutional providers; Sullivan Legal Aid Panel and Sullivan County Conflict Legal Aid

Prepared and submitted proposals in connection with the successor agreement to State Contract No. CSTWIDEHH45 for a new three-year agreement building on the programs established by this funding. The new agreement, Contract No. CSTWIDE245 term commenced on April 1, 2024 and will terminate on March 31, 2027; Prepared Resolutions in connection with this Contract and to authorize the programs contemplated under this funding; prepared MOA's with providers; implemented new programs such as the use of specialized services; authorizing use of continuing legal education funding; etc.

Prepared Resolutions to authorize additional funding for Distribution No. 14 and drafted agreements with providers to authorize payments.

Prepared agreements with providers and commenced the Third Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant a three-year grant for a total of \$500,000.00 over the life of the contract.

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



Monitored all services provided under State grant funding  
Worked with Audit to ensure timely payment to all providers of indigent legal services  
Continue to work with the New York State Office of Indigent Legal Services to improve mandated legal services in Sullivan County and reduce the cost, by increased funding for ancillary mandated services such as expert witness costs.

### **Liaison to providers of mandated services**

Maintain weekly contact with principals of both Sullivan Legal Aid Panel, Inc. and Sullivan County Conflict Legal Aid, Inc.

Drafted resolutions and new contracts for provider services effective for four years commencing on January 1, 2024

### **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; compile information for increase in 18B rate reimbursement

Review and approve vouchers for CAFA Panel Attorneys

Review and approve vouchers for 18B attorney travel stipend

Review and approve applications from 18B attorneys for specialized services and track all expenses for reimbursement under grant funding

### **Claims**

Timely submission of all claims and supporting documentation for reimbursement for all grants

Timely submission of all claims and supporting documentation for reimbursement for partial increase of 18B rates

## Goals for 2025

Finalize and adopt formal Assigned Counsel Plan

Once ACP plan adopted - draft Attorney Handbook

Continue recruitment efforts for new 18B attorneys and new CAFA panel members

Work on establishing a centralized arraignment program

Negotiate additional funding from State for year 2 of CSTWIDE245.

Continue to expand on the services provided under CSTWIDE245.

# LEGAL AID PANEL

Tim Havas, Executive Director

## 2024 Overview

### 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.

### Day-to-Day Operation

On a daily and nightly basis, our attorneys appear in front of three Superior Court judges in criminal matters, three 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.

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 36 years of indigent criminal 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.

### Responsibilities

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 a substantial caseload of alleged violent felony and felony offenses, including two homicide cases.

We are presently handling eight Class A-I felonies.

We handle administrative proceedings in front of parole magistrates at least twice a month.

We handle parole recognizance hearings under the "less is more law."

Our agency provides legal representation for the indigent in family court cases including but not limited to custody, visitation, neglect, paternity, and violations of support.

Our agency participates as a member of the Sullivan County Drug Com1 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.

We handle counsel at first appearance assignments (CAFA) during regular court appearances. Additionally, the Executive Director routinely consults with attorneys from the County CAFA Panel with respect to off-hour legal issues at arraignments on a 24/7 basis.

Our agency participates as a member of the Sullivan County Vettrack Team.

Our agency participates in the newly formulated DWI Comi.

Our agency participates in the newly formulated Opioid Court and attended training earlier this year for that court.

There has been discussion that Sullivan County will implement a mental health court some time in the future.

### **Caseloads**

In 2024, the Sullivan Legal Aid Panel, Inc. opened approximately 3098 files. Of that number 2697 were criminal cases.

This office handled 486 felonies.

This office handled 1612 misdemeanor cases.

This office handled 211 non-criminal offenses.

Our agency also handled approximately 388 administrative proceedings relating to probation matters, parole matters, proceedings under the Corrections Law, and general advice.

Our agency handled 401 family court related and other civil matters.

## **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 13 years.

In 2023, this agency renewed its contract for a period of four years without an increase in the County budgetary disbursement.

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.

In a collaborative effort between Assigned Counsel Administrator, Lynda Levine, the County Manager's office, and the Sullivan Legal Aid Panel, Inc., our agency earned funding through a request for proposal through Indigent Legal Services for money earmarked for parental representation in Family Court.

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. If that legislation is passed, the taxpayer responsibility in Sullivan County would be drastically reduced, if not eliminated.

This past year, the Executive Director participated in Family Court training in Albany, reporting seminars sponsored by Indigent Legal Services, and the Chief Defenders meeting held in July.

Our agency through funding by Indigent Legal Services has established an internship program.

## **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.

# Conflict Legal Aid

Joel Proyect, President

## **Salient Accomplishments and Initiatives:**

We provided extraordinary legal services to indigent defendants and parties while overcoming unavoidable and unpredictable turnover in attorneys.

This was in the context of unexpectedly being required to provide an additional attorney for legal representation for respondents in neglect and abuse cases in Family Court.

We also, within the same budget, expanded the number of attorneys representing defendants accused of committing felonies.

We have expanded the types of services we are providing by including extra-contractual representation to defendants accused of violating conditions of probation and acting as legal advisers to defendants choosing to defend themselves pro se.

We utilized experts and mitigation specialists in serious felony cases and in neglect and abuse cases that resulted in successful results for our clients.

We complied with difficult and complicated New York State grant requirements thereby enabling our agency to provide these expanded services consistent with the funds we receive under the County of Sullivan budget.

We purchased upgraded technological resources and trained personnel in the use thereof, thereby enabling our agency to promptly report required statistics to the State of New York and the County of Sullivan.

We worked with the Sullivan County Sheriff's Office to provide copies of evidence in digital form to our clients who are incarcerated at the Sullivan County Jail.

## **Data Relevant to 2024:**

We provided representation to approximately 679 defendants accused of serious crimes and some 283 petitioners and respondents in Family Court, including no less than three A-1 felonies.

# COUNTY CLERK

Russell H. Reeves, County Clerk

- The Clerk's office was rearranged and remodeled which has improved employee collaboration and communication and maximized space efficiency.
- Administered the Oath of Citizenship and welcomed 101 new U.S. Citizens
- Organized and hosted a Notary Exam Test in Sullivan County for 120 applicants
- Installed new shelving in offsite records storage building enabling us to consolidate records from several buildings into one location. By consolidating records into a centralized location, it becomes easier to organize and access records. This reduces the time spent searching for specific files and helps streamline workflows. The consolidation will offer cost savings, better security, and space optimization. Additionally, much needed storage space was obtained.
- Passport sales generated an additional \$4,890 over 2023. Representing a 17% increase.
- County Court Fines generated an additional \$10,241 over 2023. Representing a 104% increase.
- EZ Pass sales continue to generate increased revenue annually, with 589 EZ Passes sold in 2024. Each EZ Pass sold yields a profit of \$4.
- The total county DMV revenue experienced a 7% increase compared to 2023. Although retention for DMV fees and sales tax has declined, the newly implemented county revenue-sharing procedure has contributed to year-over-year revenue growth.
- In 2023, the County Clerk's DMV retention underwent a significant change. The retention rate shifted from 12.7% for all in-office transactions and 3.25% for online transactions to a flat rate of 10.75% for both in-person and online transactions. This adjustment has led to a remarkable 431% increase in our revenue sharing year over year. Notably, our projection for retention in 2025 closely mirrors the amount received in 2024.
- Sales tax collected in the DMV rose by 4%; however, the sales tax retained fell by 4%. A substantial portion of the sales tax was attributed to transactions from neighboring counties such as Kings, Bronx, and Orange County.
- February's DMV transaction volume has surged by 22% over the past three years. This increase can be largely attributed to the burgeoning number of NYC bus companies that rely on our office for their renewal processes, which are due each February.
- The decline in DMV document and sticker volume can be partially attributed to the new "bulk mail" procedure implemented in 2022. Under this system, the county office processes the transaction, but the documents and stickers are printed and mailed directly to the customer by the state processing office.
- DMV License transactions have shown a consistent year-over-year increase during the summer months of June, July, and August, driven by the influx of summer residents from New York City and other areas.

## 2024 By the Numbers

Documents processed by Civil Court Office.....	46,611
Civil Court Index numbers issued.....	2,178
Passports Issued.....	657
E-Z Passes Sold.....	589
Fraud Letters Sent.....	7,864
Documents processed by Land Office.....	9,810
Cubic feet of records stored.....	16,127
Departments records stored.....	32
Cubic feet of paper destroyed.....	1,580
DMV documents and stickers.....	50,394

<b><i>DMV REPORT TO THE COUNTY LEGISLATURE</i></b>		
<b>2024</b>		
<b>REVENUE</b>		
County Bad Check Fees	\$120.00	
Voluntary Surrenders	\$9,249.00	
ONLINE/PARTNER REVENUE SHARING	\$269,090.04	
Sales Tax	\$3,023,049.03	
EZ-Pass	\$8,800.00	
Terminal Issuance	\$3,816,120.25	
Total Revenue	\$7,126,428.32	
<b>DISBURSEMENTS</b>		
NYS DMV COMMISSIONER		3,443,598.12
COUNTY CLERK		666,430.96
CASHIER SHORTAGE		212.96
NYS TAX/FINANCE		3,016,186.28
		7,126,428.32
<b>COUNTY REVENUE SHARE</b>		
ONLINE/PARTNER REVENUE SHARING	\$269,090.04	
DMV FEES	\$397,340.92	
Sales Tax	\$528,172.65	
Total County Revenue	\$1,194,603.61	
<b>DMV Revenue Total \$1,194,603.61</b>		



## *CLERKS REPORT TO THE LEGISLATURE OF THE COUNTY*

2024	State Revenue	County Revenue	Town Revenue
<b>MORTGAGE TAX</b>			
Mortgages Recorded-2329			
Town Mortgage Tax			\$3,177,118.22
County Mortgage tax		\$1,590,483.84	
SONYMA Mortgage Tax	\$1,503,208.84		
<b>Total</b>	<b>\$1,503,208.84</b>	<b>\$1,590,483.84</b>	<b>\$3,177,118.22</b>
<b>CLERK FFES</b>			
Documents Recorded-10754			
Clerks Fees		\$935,995.07	
Passports		\$28,595.00	
Pistol Permits		\$27,255.02	
County Court Fines		\$13,787.28	
County Court Stop DWI Fines		\$13,050.79	
<b>Total</b>		<b>\$1,018,683.16</b>	
<b>STATE TAXES/FEES</b>			
Deeds Recorded-4566			
NYSDTF-Real Estate Transfer Tax Unit	\$3,593,738.00		
NYS Unified Court System	\$462,344.05		
NYS Education Dept.	\$220,348.75		
NYSDTF-Office of Real Property Tax Services	\$620,232.00		
NYS Department of State (Notary fees)	\$0.00		
<b>Total</b>	<b>\$4,896,662.80</b>		
<b>Grand Total \$12,186,156.86</b>	<b>\$6,399,871.64</b>	<b>\$2,609,167.00</b>	<b>\$3,177,118.22</b>
<b>Clerk's Revenue \$2,609,167.00</b>			

# 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.

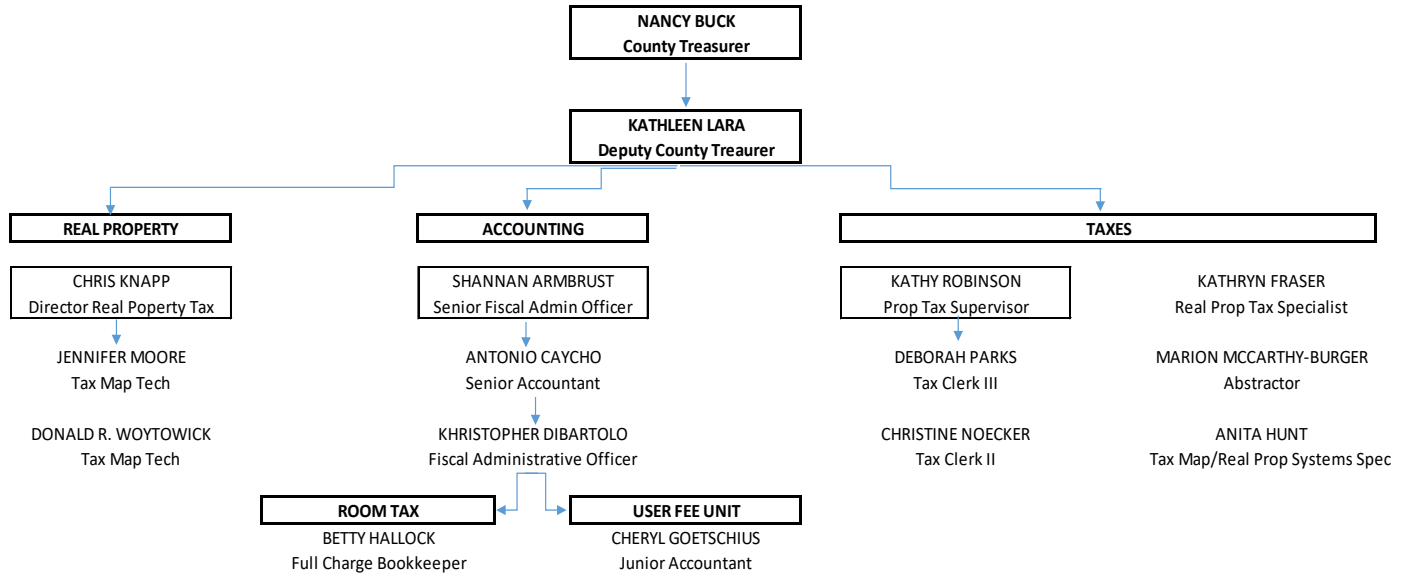
Over the past three decades, the County Treasurer's Office has evolved and adapted to the ever-changing times. The Office is currently made up of five different divisions, with Real Property Tax Map Services being the newest addition to our organizational chart in late 2020:

- 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 1/12/24
- Annual Update Document – Filed 4/30/24
- Comprehensive Annual Financial Report – Filed 6/30/24
- Federal Single Audit – Filed 9/30/24
- DOT Audit – Filed 9/30/24

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.

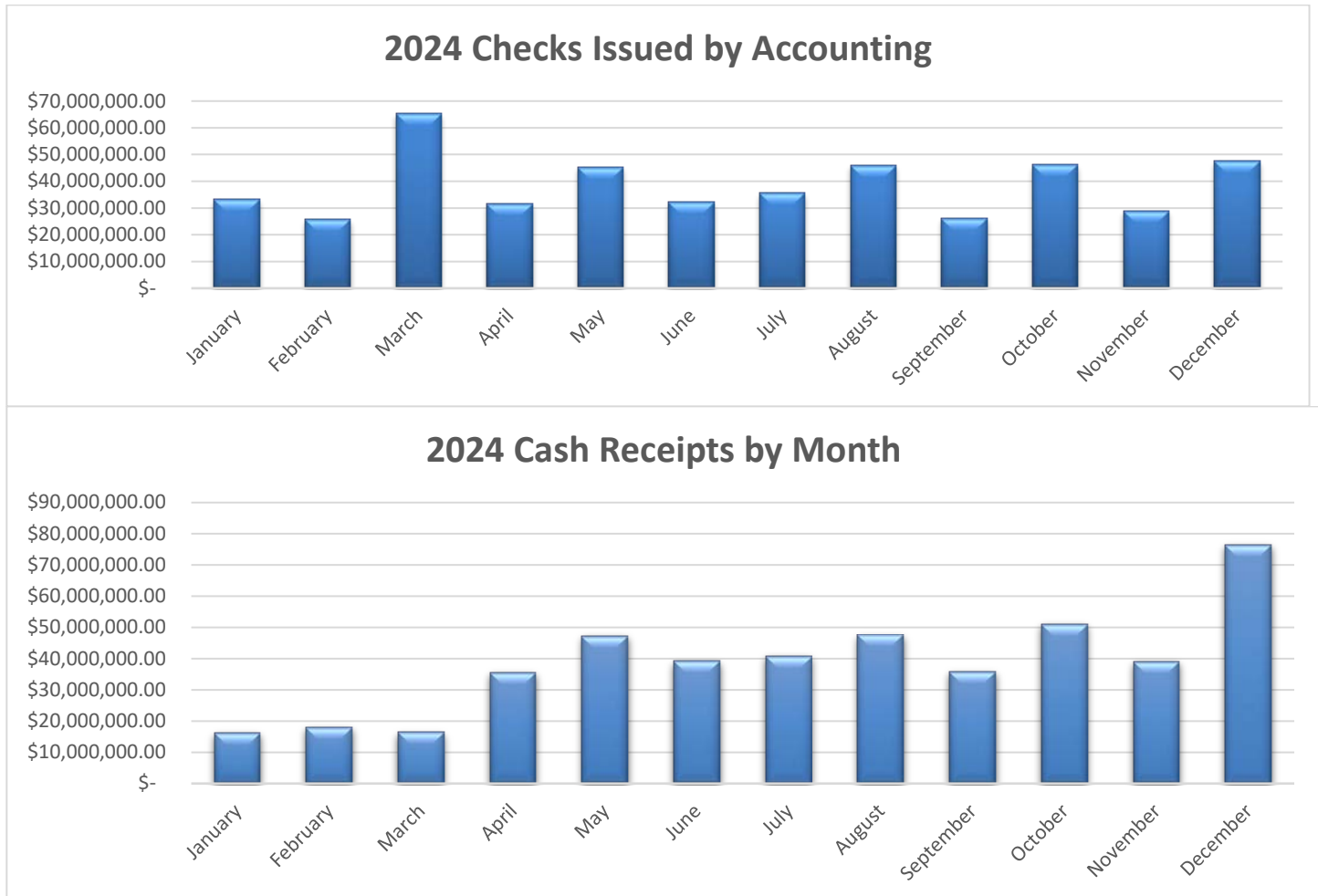
For the 33<sup>rd</sup> consecutive year, the Sullivan County Treasurer’s Office has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the GFOA. This prestigious award is a testament to the Treasurer’s Accounting Office’s dedication to assist other Departments within 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 509 active registered rental properties. In 2024 we registered 102 new rental properties but closed 45 accounts. As of 12/31/2024, we have collected \$3.8M in Room Tax Revenue. This is not the final

figure for 2024, as the quarterly return which includes December 2024 is not due to be filed by operators until February 2025. However, we estimate that the total collection for 2024 should reach approximately \$3.95 Million.

**Goals:**

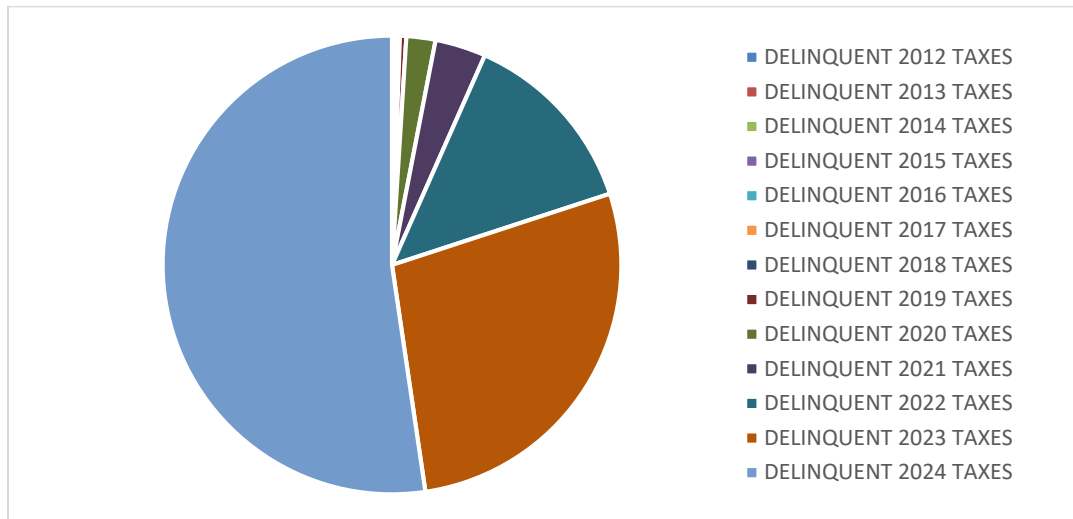
The Treasurer’s Office continues to seek out short term rental property owners and advise them of our Room Tax Law, register them and have them submit returns per the requirements of the Law. To assist with locating active rental properties, the County has contracted with Deckard Technologies, Inc. to identify short term rentals within each town.

Sullivan County was the first municipality in the State to contract with Airbnb to voluntarily collect and submit 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, which now include: VRBO/HomeAway, HIPCAMP Inc. and Evolve Vacation Rental Network, Inc. We continue to actively seek out other platforms to contract with.

**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 \$21.6 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 2024 our office collected 19.5 million dollars in taxes which included the years 2011 through 2024.



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.

In 2024, sweeping changes to NYS Real Property Tax Law required our office to make many changes to our local laws concerning property taxes, the sale of County-owned property and tax installment agreements. In addition, working with the Sullivan County Court Judge and the County Clerk's Office, the Treasurer's Office created forms and a process for former owners to claim surplus funds after the parcel formerly owned by them was sold at public auction. To date, we have disbursed almost \$300,000.00 to former owners from parcels sold at our 2023 and 2024 auctions.

## **Solid Waste User Fee Unit**

### **User Fee Unit Statistics:**

The Solid Waste User Fee Unit is responsible for maintaining the integrity of the Solid Waste customer account database in the Waste Works system. Once all Hauler Applications are submitted, reviewed, and approved, the User Fee Unit is responsible for creating, updating, and activating all customer accounts in the Waste Works system. In addition to maintaining all customer accounts in Waste Works, the User Fee Unit is responsible for recording and reconciling all revenue and deposits for all the transfer stations and processing monthly billing statements for the charge customer accounts.

In 2024, the County of Sullivan User Fee Unit processed 115 Hauler Permit Account renewals and 12 new applications, for a total of 127 accounts. These permit accounts allow both Hauler's and Commercial Users to access the Landfill quickly and efficiently. Once these accounts are established, the User Fee Unit is responsible for monitoring and collecting valid Certificates of Insurance and Bonds if they become expired. The User Fee Unit also assists both the transfer station personnel and Hauler Permit holders with questions concerning account status, daily landfill tickets, billing, and other financial matters.

The User Fee Unit recorded \$11.2M in revenue for 2024.

### **Goals:**

In 2024 we revised the application and no longer require a notary signature. We developed a mechanism to track expiring Certificates of insurance and Bonds. Daily tipping reports have been replaced with a weekly report in excel format sent to a select number of haulers. In late 2024 we moved to emailing monthly statements rather than sending them through regular mail. We also continue to cross-training employees on the daily, weekly, and monthly processes to ensure that transactions and customer accounts are updated efficiently and accurately within Waste Works.

## **Real Property Tax Department**

Christopher Knapp, Director

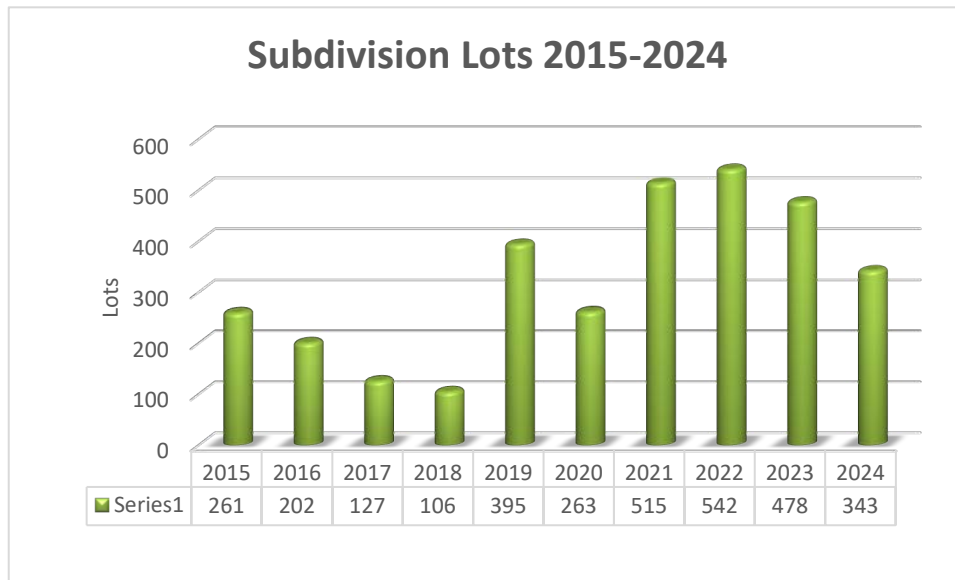
The Sullivan County Department of Real Property Tax Services functions in conformance with the New York State Real Property Tax Law and the Rules and Regulations of the New York State Department of Taxation and Finance, Office of Real Property Tax Services.

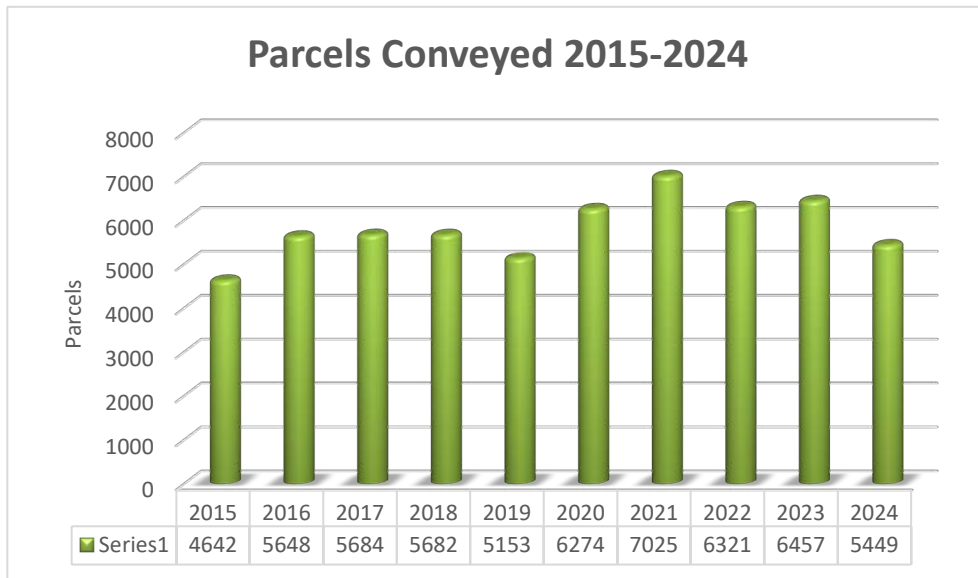
This Department maintains a close working relationship with the county's 15 assessing units, local title companies, surveyors, attorneys, and other local governments to ensure that our real property records and tax maps are accurate and up to date.

**2024 Statistics:**

- **Sullivan County parcels: 67,000 +/-**
  - **Deeds: 4180**
  - **Subdivisions: 52**
  - **Parcels conveyed: 5449**
  - **Subdivision Lots created: 343**
  - **Parcel combinations: 647 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 several years. Over the last 3 years, the number of deeds recorded have been averaging about 4300 deeds per year.





### Additional Duties - 911 Addressing Program

- ***New Site Address Points added:*** 1516
- ***Other issues resolved:*** 149
- ***New Roads created:*** 46

The office 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.

The office also maintains zoning maps for some of the towns and villages in the county. This responsibility is currently handled by the Director.

### HIGHLIGHTS FOR 2024

- ***New Village:*** Sullivan County has a new, seventh village, named Ateres. The village is segmented between two towns, the Towns of Fallsburg and Thompson.
- ***Grant award:*** The office was awarded an LGRMIF grant to scan the office's historic tax maps. The grant was applied for and successfully awarded with the assistance of the Grants department, the County Clerk's Office and ITS.



### GOALS REALIZED

- Maintained tax maps and property ownership records in accordance with Real Property Tax Law.
- Provided new 911 addresses and resolved addressing concerns.
- Prepared a large amount of the office's historic tax maps for scanning by developing a spreadsheet and organizing them into boxes.
- Began storing and keeping track of the majority of the offices work digitally.
- Improved workflows with respect to the preparation of assessment rolls, tax rolls and tax bills between the assessors, the county and the county's vendor.

### GOALS YET TO BE REALIZED

- Work with and meet with towns regarding zoning maps.
- Digitize resolutions and develop a spreadsheet pertaining to county, town, school, village and fire district real property tax exemptions.

# AUDIT AND CONTROL

Angela Chevalier, County Auditor

## 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.

## ACCOUNTS PAYABLE

During 2024, the Office of Audit & Control ("Audit Department") worked diligently to process just under 48,000 invoices for payment. These payments included but were not limited to operational cost such as goods, contractual obligations and utilities as well as capital expenditures. My office has procedures in place which segregate duties amongst staff. This is an important administrative control to prevent fraud and abuse of tax payers' dollars.

In 2024, vouchers totaling just over \$ 757,000 were removed from processing after having been submitted without a fully executed contract on file. The Department was also able to save the County just under \$ 1,588,000 through voucher corrections and the removal of duplicate submissions from processing. We report the duplicate submissions to the County Manager as well as to each Department who submitted a duplicate payment request.

## VENDOR CREATION

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. This is a continuous process and the ability to create new vendors is extremely limited for internal control purposes.

## NEC & MISC 1099 REPORTING REQUIREMENT

The Audit Department complied with IRS regulations and issued Form Misc-1099 and NEC-1099 to all applicable County vendors for the fiscal year. Each year, regardless of the form, this process has included manual entry of Care Center at Sunset Lake data and the importation of State BICS system data to properly issue 1099s County Wide . My office issued approximately 400 of Form Misc-1099 and NEC-1099 to all applicable County vendors annually.

## 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. ie. 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. This information is made available to the public on the County's website.

During 2024 my office attended meetings with the County Manager's Office and I.T.S. regarding current process in an effort to streamline and become more efficient which may, in time, incorporate electronic signatures.

### **COUNTY SURPLUS AUCTION**

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**

On a regular basis, Audit compiled source documents for the recording of and/or tracking of Fixed Assets (including tagging and photographing). At yearend, my office completed the asset reporting in accordance with GASB reporting requirements.

During 2024, with substantial assistance from I.T.S. the asset data was imported into new software, which will allow for easier inventorying of assets utilizing a barcode scanner.

### **CONSULTING for COUNTY CLERK'S OFFICE**

On a quarterly basis, my office recalculates the Mortgage Tax apportionments to verify the Department's calculations prior to checks being issued to ensure accuracy.

### **PROBATION CASH HANDLING REVIEW**

During the first quarter of 2024, in conjunction with an outside audit firm, we conducted an audit in the Probation Department. The main focus was on cash handling and internal controls. Recommendations made were implemented by the Department.

### **PROMISE SCHOLARSHIP-CONTRACT COMPLIANCE**

A review of this program began in the third quarter of 2024. This review will be ongoing for the duration of the contract.

### **TAX LEVY**

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

### **OTHER ACTIVITY (NOT ALL INCLUSIVE)**

- Attended regularly scheduled Corporate Compliance Meetings
- Performed exclusion screenings for county vendors on a regular basis. Report submitted to Compliance each month.
- Updated Travel Policy
- Updated Fixed Asset Policy
- Worked closely with DA and OMB on the OPIOID Grant

- Worked closely with DFS fiscal staff to ensure daily processing of check runs from BICS system.
- Worked closely with PHS and OMB on transportation and other Early Care issues
- Worked closely with County Attorney's Office as it relates to County contracts
- Assisted with the transition of Planning's RLF (Revolving Loan Fund) to third party
- Participated in New World Security Group
- Attended OPIOID settlement meetings when needed
- Various meetings/phone calls/communications with key departments and personnel regarding daily operations, contract balances and general ledger questions
- The County Auditor is also a Hearing officer upon request

# BOARD OF ELECTIONS

Lori Benjamin and Deanna Senyk, Commissioners

## 2024 Accomplishments

The Board of Elections was extremely busy over the last year, having conducted three (3) countywide elections (Presidential Primary, State/Local Primary and the General Election). Expanded voting options for 2024 included:

- Early Vote by Mail took effect in New York State. Any registered voter can request a postage paid ballot by mail (no reason is required).
- We worked with Community Resources and Office for the Aging to expand transportation to both of our Early Voting sites on weekdays for the General Election. We then worked with the County's Communication Director to get the word out to the public.
- ❖ # of New Registrations Processed between January – December 2024: **4,767**
- ❖ Enrollment Statistics as of 11/05/2024: **50,828**
- ❖ Administered Presidential Primary Election
  - Number of days of Early Voting = 9 (including two weekends)
  - Number of hours of Early Voting = 72
  - Total Number of Election Day Voters = 1,857
  - Number of Early Voters = 246
  - Number of Absentee Voters = 396
  - Number of Early Mail Voters = 25
  - Number of Candidates = 14
- ❖ Administered Primary Election
  - Number of days of Early Voting = 9 (including two weekends)
  - Number of hours of Early Voting = 72
  - Total Number of Election Day Voters = 1,109
  - Number of Early Voters = 156
  - Number of Absentee Voters = 89
  - Number of Early Mail Voters = 22
  - Number of Candidates = 2
- ❖ Administered General Election
  - Days of Early Voting = 9 (including two weekends)
  - Number of Hours of Early Voting = 72
  - Total Number of Election Day Voters = 19,415
  - Number of Early Voters = 9,281
  - Number of Absentee Voters = 3,476
  - Number of Early Mail Voters = 2,780
  - Number of Candidates = 37
  - Statewide Propositions = 1
  - Town Propositions = 1
- ❖ Additional Election Statistics
  - Number of polling places on Election Day = 34

- Miles travelled for the Presidential Primary Election by the BOE staff = 519 miles
- Miles travelled for the Primary Election by the BOE staff = 721 miles
- Miles travelled for the General Election by the BOE staff = 903 miles
- ❖ Mock Election held for local school during “Government Days”

A voting machine was made available in the lobby of the Sullivan County Government Center for Sullivan West students during “Government Days” on October 24<sup>th</sup>, where students could vote for their favorite ice cream flavor or day of the week.

# DIVISION OF PLANNING, COMMUNITY DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

Heather Brown, Commissioner

The Sullivan County Division of Planning, Community Development & Environmental Management consists of three departments.

## Department of Planning

The mission of the Department of Planning is to facilitate the design and implementation of effective projects and programs created to improve the economy, environment, and physical infrastructure of the County. This mission is addressed by providing quality technical assistance to local municipalities in land use, economic development, housing, farm land protection, and environmental protection.

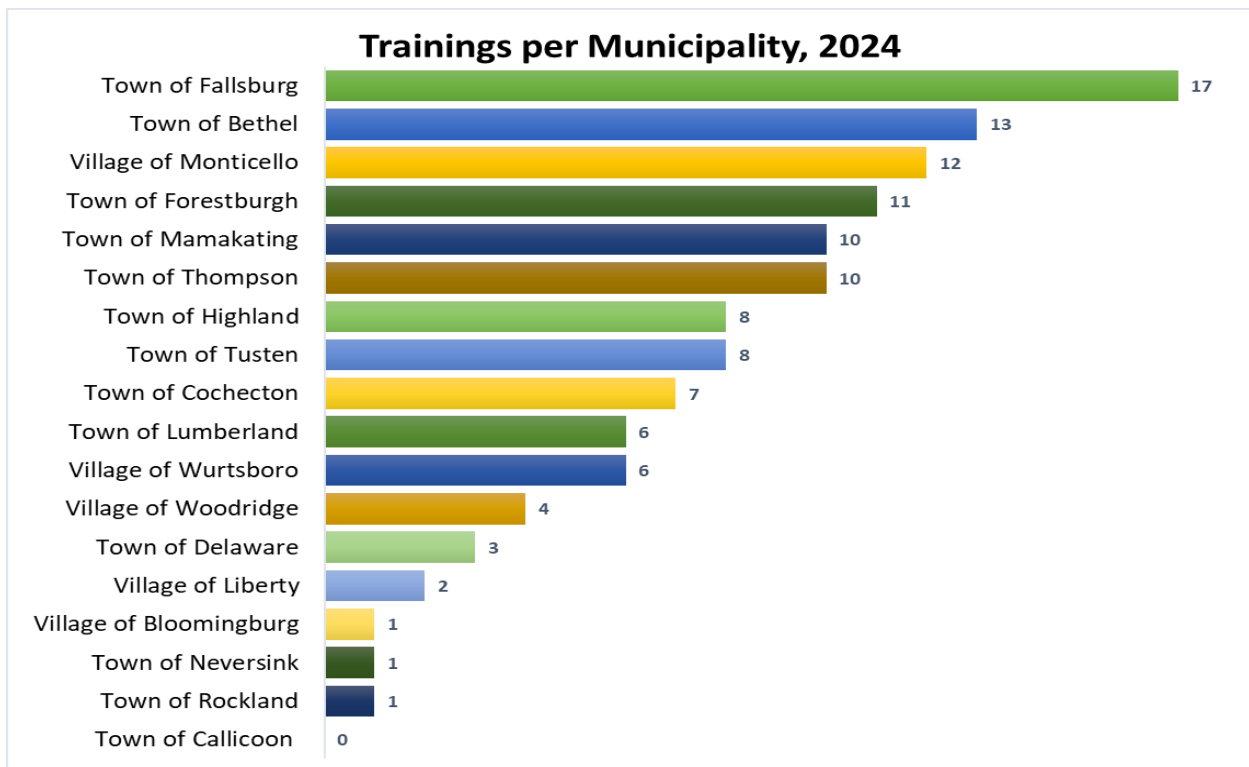
### County-wide Planning Efforts

- [Resilient Sullivan](#) – the Division completed Resilient Sullivan, a Countywide plan that identified strengths and vulnerabilities through multiple perspectives to improve the County’s ability to withstand and recover from damaging economic, environmental and climate events.
- [Neversink Watershed Management Plan](#) – Planning, in partnership with Friends of the Upper Delaware, Natural Lands Trust, and Trout Unlimited completed this watershed-wide plan that will help communities with issues and opportunities related to the Neversink River.
- [Upper Delaware Watershed Management Plan](#) – Planning assisted Friends of the Upper Delaware and Trout Unlimited as they met with all the municipalities within the watershed to create this plan.
- [O&W Feasibility Study](#) – Planning assisted the Open Space Institute in their work for a rail trail from Port Jervis to Kingston, traveling largely through Mamakating along the Sullivan O&W Rail Trail.
- NYS DEC Open Space Plan – Planning worked with DEC Region 3 to update the DEC Open Space plan. The updated plan is now going through DEC internal review
- Upper Delaware Scenic and Recreational River 5-Year Operating Plan – Planning helped facilitate and write this Plan with NPS and UDC.
- Hazard Mitigation Plan – Planning worked with municipalities to update progress on the existing Plan in preparation to do an update in 2025. A funding application proved successful with \$120,000 awarded from FEMA to support the update.
- Municipal Water Infrastructure – Planning hired Delaware Engineering to do an assessment of existing municipal systems for potable and wastewater facilities. Work was started and the assessment should be completed in 2025.

- Bicycle and Pedestrian Plan - Work was completed to secure the funding and procure a consultant to create this plan.

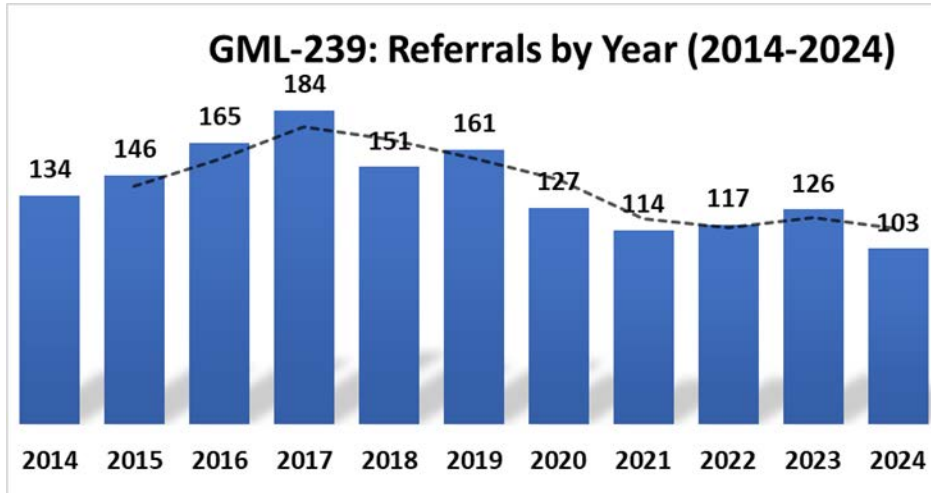
## Municipal Assistance

- Municipal Trainings: In 2024 Planning provided a variety of trainings geared toward important issues in our communities. These trainings provide required credits toward local planning and zoning board members.

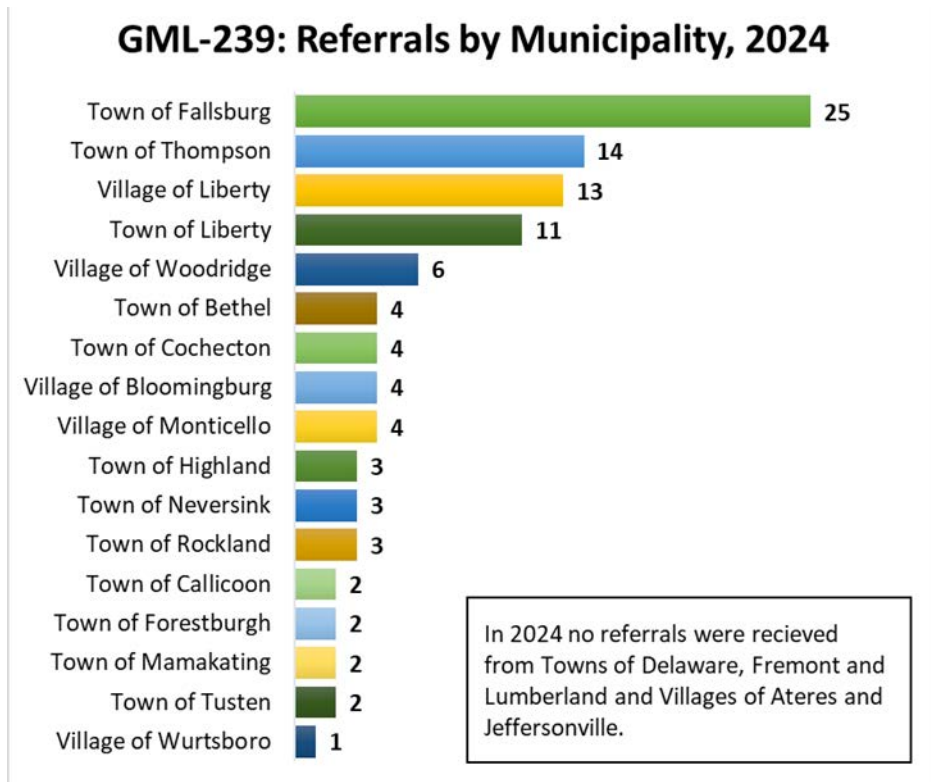




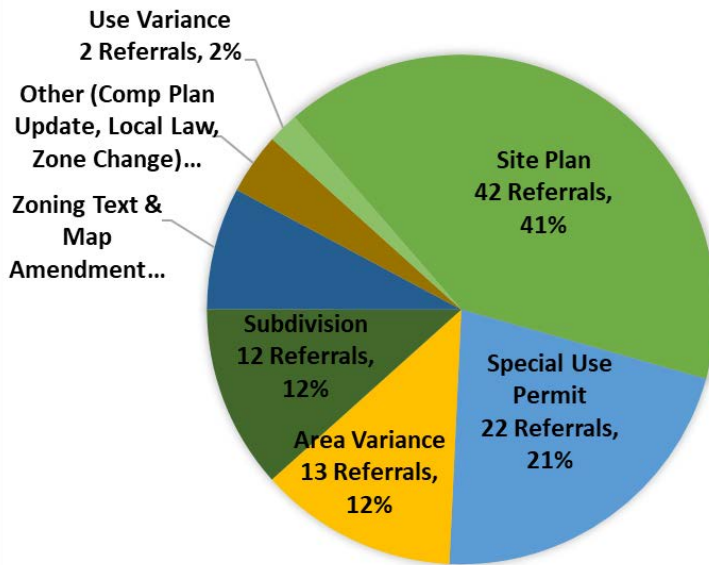
- General Municipal Law 239 requires that certain projects be referred to the Planning Department for review. This occurs when an application with a town/village board, planning board or zoning board triggers a review due to the nature of the application or its proximity to County, State or municipal infrastructure and/or boundaries.



As expected, the majority of these reviews were conducted by three of the County’s most populated towns. These towns include the Towns of Fallsburg, Liberty and Thompson.

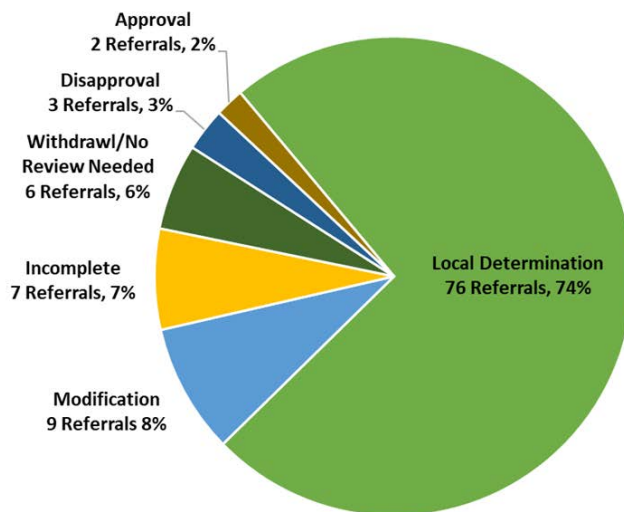


## GML-239: REFERRAL ACTION CATEGORIES, 2024



The most common recommendation for a review is a local determination. This is recommended when it is determined that the action will have no significant county-wide impacts and the action is consistent with locally adopted zoning and comprehensive plans. The Department of Planning will still provide technical comments with these recommendations which could improve a project and/or provide useful insight for the referring body. Approvals, modifications, and disapprovals are recommended when it is determined that the action is likely to impact a jurisdiction other than the referring municipality.

## GML-239: Referral Action Recommendations, 2024



## Recreation and Quality of Life

- O&W Rail Trail
- Construction of the Neversink Crossing is anticipated for 2025. The pedestrian and bicycle bridge will connect approximately 14 miles of trail.
- Engineering on the Parksville segment of the trail underway and ROW acquisition from NYS DOT in progress. Construction anticipated for 2026.
- Engineering for the Livingston Manor section has started and preliminary plans completed.
- Trail Town assessments were conducted for the Village of Liberty and hamlet of Livingston Manor. The assessment is a tool that helps a community look at their built environment from the perspective of a trail user, in order to leverage the economic potential associated with the trail.
- A wayfinding sign family was developed along with design intent drawings for use by all the Sullivan O&W Rail Trail communities. The signs allow for unique community identity while creating a means of easily navigating the trail as a whole.
- O&W Rail Trail Events were held throughout the year, including the SnO&W (February), National Trails Day (June), BoWO&W (August), and HO&WI (October). These events are annual and will be held again in 2024.
- Planning for ROAM started. ROAM will be a multi-day hike on the trail on June 7<sup>th</sup> and 8<sup>th</sup>, 2025



- Highland River Access: A bike rack, kayak rack and signs were installed in 2024, completing the County's involvement in this project.

## Community & Economic Development and Revitalization

- Housing
- Administration of the 2021 Community Development Block Grant housing fund was completed in 2024. Outcomes were as follows:

- The Manufactured Home Replacement program finished with full subscription and 4 projects completed at a cost of \$571,844.45
- Home Repair program finished with 9 projects completed at an estimated cost of \$274,124. The program was considerably undersubscribed which was a result of several factors including but not limited to participant eligibility, pricing, and availability of contractors.
- Through a contract with Hudson Valley Pattern for Progress, progress was made toward implementation of 2022 Housing Strategy:
  - The Sullivan County Legislature adopted a local law establishing Affordable Housing as a County purpose
  - A draft scope of a local housing fund, to be used to support construction and renovation of affordable housing stock for Sullivan County residents, has been completed and presented to the Sullivan County Legislature. Launch of the housing fund program is anticipated in 2025.
  - A much-needed update to the County's Fair Housing Plan was completed, and is anticipated to be adopted in the first quarter of 2025.
  - A training module for local Town, Village, Planning and Zoning boards was completed and will be rolled out in 2025.
- Emerald Corporate Center
  - The Town of Thompson authorized a resolution to proceed with a map, plan and report with the intention of acquiring Emerald Springs Water Company (ESWC).
  - Upon transfer of ESWC it is anticipated that Emerald Corporate Center Economic Development Center will be dissolved.
  - Both the Town and the ECCEDC have approved a Memorandum of Agreement which lays out the process and relationship between Emerald Corporate Center, Emerald Springs Water Company and the Town during this process.

## Administration

- Successfully filled the Director of Planning, Planner, and Research Analyst positions. The Department is currently at full staff.
- Assisted with a successful application for approximately \$30 million via the Municipal Infrastructure Program (NY ConnectAll) for the buildout of broadband infrastructure to provide service to unserved and underserved locations in Sullivan County.
- Established in-person visits with all Planning Boards. Zoning Boards will be targeted in 2025.
- Participation in multiple boards (State, regional, and local) continued including but not limited to:
  - Hudson Valley Regional Council
  - NYSAC Standing Committee on Climate Action
  - Sullivan County Workforce Development Board
  - Sullivan County Airport Commission
  - Upper Delaware Scenic Byway
  - O&W Rail Trail Alliance
  - Sullivan County Land Bank
  - Mid-Hudson Regional Economic Development Council
  - Ag and Farmland Protection Board.

# Office of Sustainable Energy

## Renewable Energy

- Hydroelectric: The hydroelectric dam at Goodyear Lake failed to generate renewable energy credits in 2024, due to an ongoing technical issue which has kept the plant offline. Gravity Renewables was purchased by a company known as Relevate, which brings a significant portfolio of hydroelectric assets and capital to the table. The plant is expected to come back online in the second quarter of 2025.
- Solar: In 2017 the County completed a 2.4MW PV system at the Liberty campus. In 2024, the solar array in Liberty generated 2,456,415 kWh at a cost of \$174,405.46 to the County. Assuming an average retail cost of \$0.105 per kWh, this generation was used to offset \$257,923.57 in utility bills for the same time period, representing a savings of \$83,518.11.

## Energy Efficiency and Infrastructure

- Clean Path, NY: OSE staff maintained communication with representatives of Clean Path, NY which has an application pending with the NYS Public Service Commission for construction of a 1500kV high voltage transmission line. The project has been placed on a temporary hold.
- OSE staff have continued to review monthly utility statements, and to work with NYSEG and DPW staff to resolve ongoing issues with meter readings and monthly billings. Over \$7,000 in overcharges were identified and staff have worked to receive reimbursement or credit for these overcharges.
- Benchmarking: Benchmarking helps the County measure our progress in improving energy efficiency, deploying renewable energy resources, reducing GHG emissions, and reducing energy costs in County facilities. For 2023, Sullivan County benchmarked 19 County owned or leased buildings. The full 2023 Benchmarking Report may be found on the OSE's website: <https://sullivanyny.us/Departments/SustainableEnergy/BenchmarkingData>
- OSE has actively participated in the NYSEG/RG&E Climate Change Vulnerability Working Group, and has established close contact with NYSEG representatives to discuss current grid constraints and needed improvements.

## Community Outreach

- OSE met with HVRC staff to discuss recertification efforts for Climate Smart Communities Program. Documentation has been compiled towards achieving recertification.
- Actively participated in efforts of Sustainable Hudson Valley which created a Regional Climate Action Road Map and Tool Kit. This user-friendly website outlines pathways to achieving state-mandated climate action in locally flexible ways using the Climate Smart Communities program and many other resources.

## Parks, Recreation, and Beautification



Sullivan County through its Parks & Recreation Department operates and maintains Lake Superior State Park, The Delaware & Hudson Canal Linear Park and Interpretive Center, Minisink Battleground Park, Livingston Manor Covered Bridge Park, Stone Arch Bridge Historical Park, and the Sullivan County Cultural Center (Museum) for its residents and visitors. Fort Delaware Museum of Colonial History

is owned by the County but operated by The Delaware Company, who also handles programming at the Minisink Battleground Park.

### 2024 Goals and Accomplishments

Sullivan County Parks, Recreation and Beautification Departments key initiatives included Callicoon Park property design and development, trail development/rehabilitation and the development of a Park and Recreation Master Plan. These initiatives were recognized through the following accomplishments:

- Callicoon Park Property: Developed draft site plans for the development of an entryway, parking area, and walking path to the Delaware River. Environmental survey of wetlands/watercourse, delineation and boundary/topographic surveying and environmental permitting for the site is in-progress.
- Lake Superior Trails: Completed the design and engineering for a 2.6-mile trail on the Westside of Lake Superior. The Palisades Interstate Park Commission staff are currently reviewing the plans for approval.
- Park and Recreation Master Plan: Collected information regarding the Sullivan County operated parks and facilities along with County-wide park and recreation needs through public outreach. The plan will be finalized in 2025.
- Successfully filled the Assistant Recreation Director position to oversee the summer operations at Lake Superior State Park and provide year-round programming throughout our parks and community.
- Planning was initiated for the 200<sup>th</sup> anniversary of the D&H Canal groundbreaking in July of 2025. The department is working on a series of presentations that will take place at the D&H Canal Interpretive Center throughout the 2025 season.
- Cleared brush and replaced deteriorated split rail along the D&H Canal.
- Developed park/trail maps for all of the County Parks through the County GIS Department.
- The Frederick Cook Society and the Sullivan County Historical Society offered programming throughout the year at the Sullivan County Museum in Hurleyville.
- The department offered lifeguard certification courses.

- Worked with the County Communications Director and the Sheriff’s Office Drone Team to obtain footage of the D&H Canal. The footage will be used for promotion of the site and trail remediation.
- Operations of Fort Delaware were provided by The Delaware Company through an agreement with the County of Sullivan.
- The Delaware Company hosted the Commemoration of the Battle of Minisink and a Ghost Walk at the Minisink Battleground Park.
- Applied for and received funding through the NYS Parks Department Snowmobile Unit, for 14 of the 39 miles of snowmobile trail, that is maintained by the Sullivan County Snowmobile Trail Association, located in northern portion of Sullivan County.
- Applied for a NY SWIMS (Statewide Investment in More Swimming) Grant.



- The D&H Canal Interpretive Center hosted several presentations which included talks on Roebling’s D&H Canal Aqueducts, D&H Canal Locks, and nature photography.
- Worked with the Sullivan County Historical Society to purchase a historical marker for the former Hurleyville School which is home of the Sullivan County Museum.
- The department hosted a Sullivan County Parks Photo Exhibition.

- Purchased canoes that will be available for rent at Lake Superior State Park.
- Sponsored the Countywide Roadside and Public Trail Litter Pluck event held April 1- October 31, 2024.

Material removed from Roadsides & Trails	2024	2023
Litter Filled Garbage Bags	720	300 +
Tires	149	200
Loose Material - Per Ton	2	1

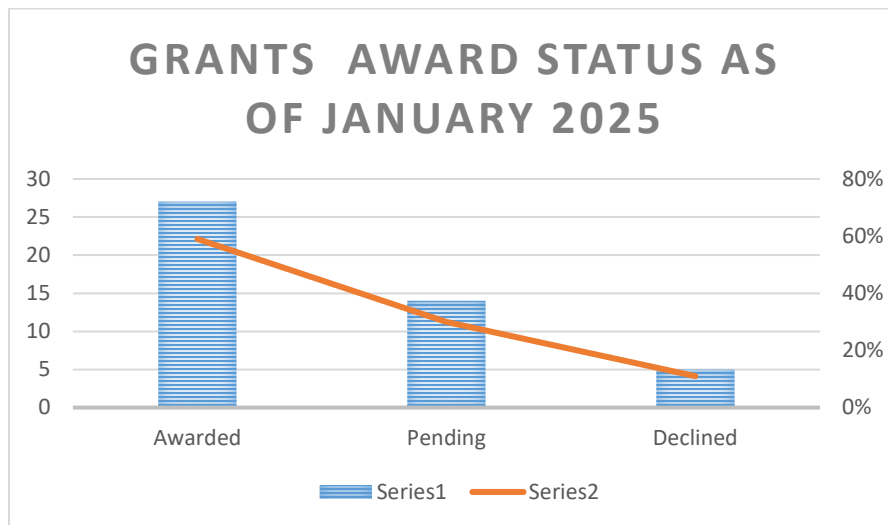
2024 Lake Superior Beach Totals:	2024	2023
Admissions		
During Beach Operating Hours	14,272	12,891
Boat Rentals	1,201	830
Season Passes Sold	271	229

Sullivan County Parks 2024 Group Picnic Permits:	2024	2023
Group Permits Issued	57	56

## Grants Administration

### 2024 Grant Programs & Initiatives

- The Grant Summary Spreadsheet found at the end of this report reflects 46 grants initiated in 2024. This summary contains a list of grants the Department Grant Administration is currently tracking, although the summary is not representative of *all* programs monitored by DGA staff. DGA tracks hundreds of programs; this list is but a snapshot of last year’s initiatives, and it does not include active grants initiated in *prior* years, nor does it include a complete listing of *current allocations*.
- The following chart offers an “at a glance” representation of the current status of 2024 grants, most of them discretionary. Approximately 1/3 of the applications are pending review, but DGA staff are reasonably confident that a majority of the outstanding “pending” programs will be successful.



**Series 1** = number of awards/declinations/pending programs

**Series 2** = percentage of awards/declinations/pending programs

### Divisions, Departments, and Elected Officials Served in 2024:

- Board of Elections
- Community Resources
- Coroners’ Office
- County Clerk’s Office
- District Attorney’s Office
- Health & Family Services
- Information Technology Services
- Management & Budget
- Planning



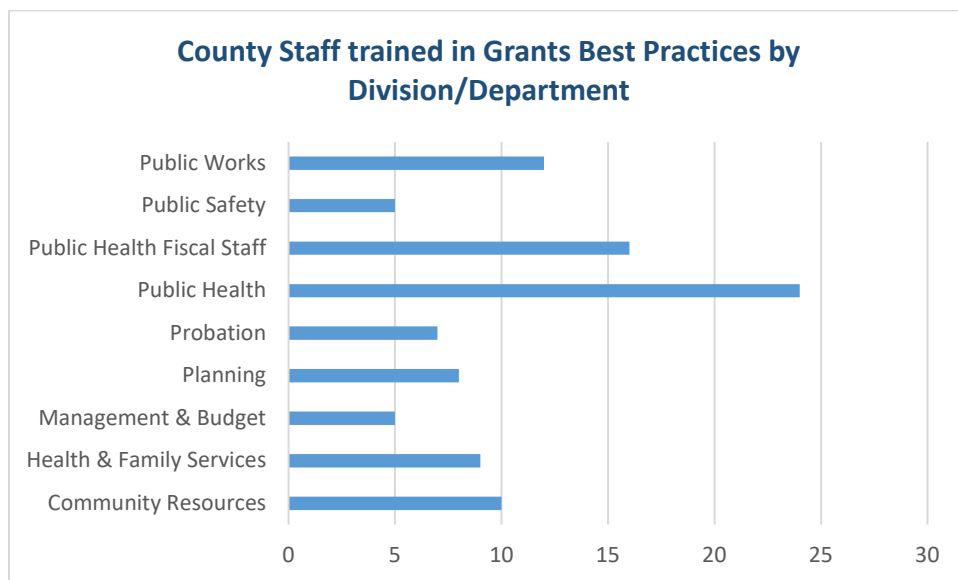
- Public Safety
- Public Works
- Real Property
- Sheriff's Office

Initiatives:

- Improvement of Community Interface - web resource development
- V-FIRE/Grants Training provided to local Fire Companies
- County Staff Grant Capacity Survey
- Grants Best Practices Trainings (in-person)
- Grants Best Practices Training Webinar Development (in process)
- Facilitated County Staff enrollment in Statewide Financial System (SFS) grant platform
- Established internal controls related to SFS user capabilities
- Published and distributed Consolidated Funding Application (CFA) information supplements to County Staff and the community
- Attended Cybersecurity Capability Workshop sponsored by the County of Sullivan and New York State Department of Homeland Security Office of Counter Terrorism
- Attended the 2024 DHSES Grants Regional Workshops sponsored by the New York State Department of Homeland Security

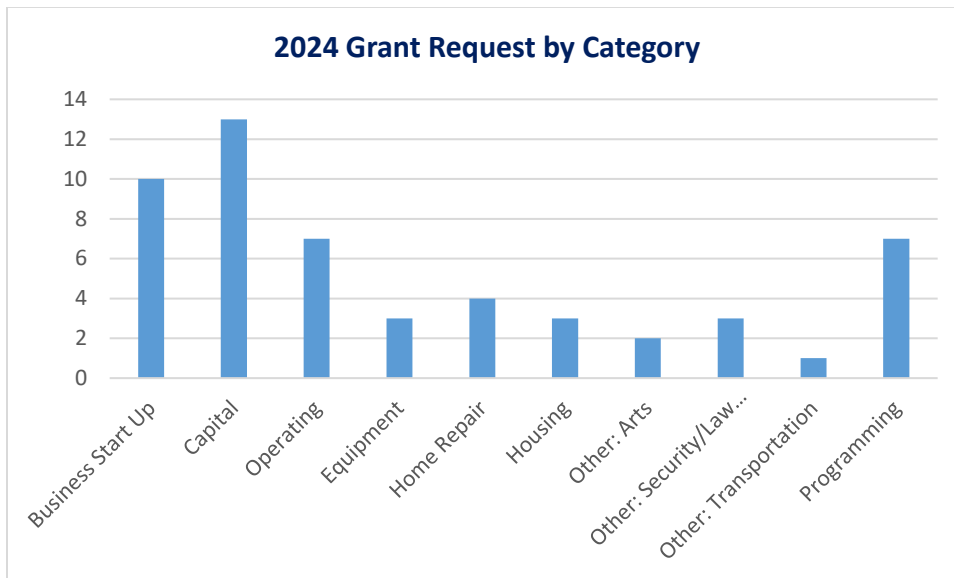
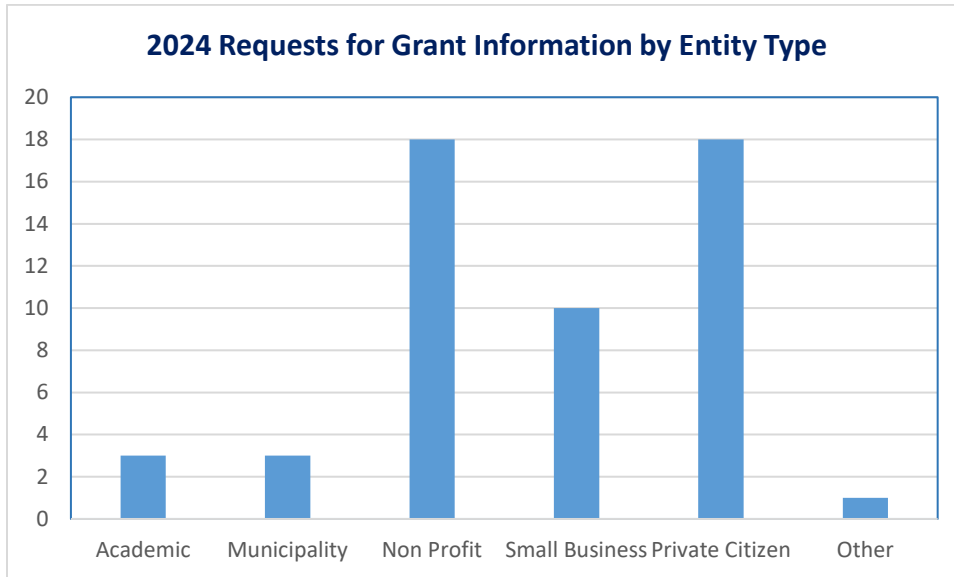
**2024 “Grants Best Practices” Training**

- In 2024, DGA hosted several *Grants Best Practices* trainings across multiple Divisions/Departments. **96** County staff were trained. Efforts to equip staff for successful acquisition of grant funding will be furthered once the Grants Programs Coordinator position is filled. In addition, *Grants Capacity Surveys* were distributed to Division/Department heads, and the results are provided farther down in this report. Results of the surveys will inform the content of future training modalities. County staff trained by Division/Dept in 2024 are as follows:



**Community Funding Resource Request Summary Information**

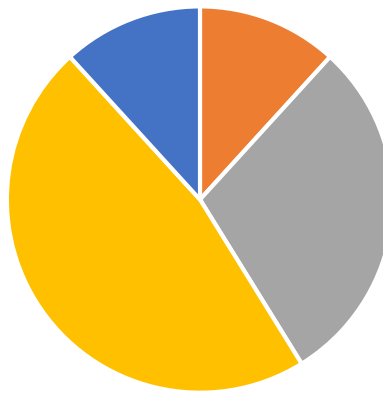
- In 2024 DGA received 53 requests from outside entities. Approximately 30% of requests came to the department by way of referrals from legislators, County Divisions/Departments, or other County staff/partners. The charts below reveal that a majority of requests are made by non-profits and private citizens. Most requests are related to capital projects, small business start-up and/or operations, and non-profit programming initiatives.



### Grant Capacity Surveys - A Valuable Metric

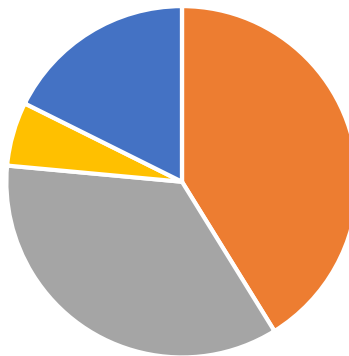
- Commissioners/Department Heads were asked to complete the surveys. The results are provided below.
- The following results charts reveal that the most common barriers preventing County staff from seeking grants are related to *staffing capacity* and *not being project ready*. Therefore, the development of a *Grants Project Planning* training and a *Grants Management 101* training (including time management and organizational tips) is among the priority action items for 2025.

### Capacity Survey Results: Barriers to Seeking Grants



■ No Real Need      ■ Overwhelming Needs      ■ Not Project Ready  
■ Staffing Capacity Issues      ■ Knowledge Gaps

### Capacity Survey Results: What Support is Needed



■ How grants work and what's involved      ■ Project planning strategies and tools  
■ Time management/organizational tips      ■ Identifying priority areas  
■ Better understanding of resources available      ■ Organizational structure/how to build team

## Department of Grants Administration Strategic Visioning

- 100% of DGA's Strategic Goals were attained:
  - Identified issues impacting grant project readiness.
  - Evaluation of grant capacity surveys.
  - Assessed specific needs of individual Divisions/Departments
  - Administration of capacity surveys.
  - Implement actionable grant project planning measures.
  - Development and distribution of Grant-Readiness plan.

## Strategic Planning: Organizational Structure

- In 2024, the Department of Grants Administration identified the following vulnerabilities in its organizational structure:
  - Lack of succession plan
  - Weak framework to provide critical grant-related training to County staff, and
  - Diminished capacity to maintain quality resources for outside entities.
- As a result, DGA proposed a revised organizational structure that would:
  - align the Department’s management structure with other Divisional Departments
  - build a succession plan
  - provide a structure for capacity-building & training
  - advance compliance-related support, and
  - provide ongoing resource development
- The adopted 2025 budget allows for the addition of one Grade XIII position (Grant Programs Coordinator). While the position is in the process of being filled, restructuring the department to include a Grant Programs Coordinator in addition to the Supervisor and Grant Writer will bring the department that much closer to addressing the vulnerabilities and strategic goals identified above. DGA staff will continue to advance grant capacity-building efforts on behalf of Sullivan County.

### GRANT SUMMARY SPREADSHEET

Year	Div./Dept.	Program	Type	Amount	Status
2024	BOE	CTCL Election Infrastructure	Discretionary	\$50,000.00	Awarded
2024	Co. Clerk	LGRMIF	Discretionary	\$66,820.00	Awarded
2024	CR/OFA	NY Connects	Allocation	\$307,611.00	Awarded
2023	DPW	Bridge NY	Discretionary	\$3,581,000.00	Awarded
2023	DPW	Bridge NY	Discretionary	2,990,00	Awarded
2024	DPW	NBRC Timber for Transit	Discretionary	\$524,800.00	Awarded
2023	DPW/SW	MWRR	Discretionary	\$51,367.11	Awarded
2022-2023	DWP /SW	HHW	Discretionary	\$11,088.00	Awarded
2023-2024	DWP /SW	HHW	Discretionary	\$20,190.42	Awarded
2024	HHS/DSS	MDT-CAC	Allocation	\$49,999.00	Awarded
2024	HHS/PH	GTSC Child Pass. Seat	Discretionary	\$15,000.00	Awarded
2023-2024	HHS/PH	NYS RHN Food is Med.	Allocation	\$9,869.00	Awarded
2024	HHS/PH	NACCHO MRC OR	Discretionary	\$5,000.00	Awarded
2023-2024	HHS/PH	HRI MRC	Allocation	\$12,100.00	Awarded
2023-2024	HHS/PH	PHEPP	Allocation	\$77,711.00	Awarded
2024	ITS	MIP	Discretionary	\$29,900,000.00	Awarded
2024	Parks	Snowmobile	Discretionary	\$4,858.00	Awarded
2024	Planning	FUDR	Discretionary	\$100,000.00	Awarded
2024	Planning	FEMA/NYS DHSES HMG	Discretionary	\$112,500.00	Awarded
2024	PS / E911	PSAP	Allocation	\$155,955.00	Awarded
2023	PS / OEM	DTPGP	Allocation	\$172,413.00	Awarded
2024	PS / OEM E911 Interop.	SICFBGP	Allocation	\$637,453	Awarded
2024	PS / Sheriff	HSGP – SHSP/SLETPP	Allocation	\$179,249.00	Awarded
2024-2025	PS/Prob.	NYS DCJS ATI	Allocation	\$28,510.00	Awarded
2023-2024	PS/Prob.	NYS DCJS ATI	Allocation	\$25,510.00	Awarded
2025	Sheriff	GTSC PTS	Discretionary	\$4,960.00	Awarded
2024	Sheriff	BPV	Discretionary	\$5,199.00	Awarded

2024	CR /CWD	WORCS	Discretionary	\$1,500,000.00	Declined
2024	DPW/SCIA	FAA AIP EA Safety Area	Discretionary	\$115,867.00	Declined
2023	Planning	CFA /LWRP	Discretionary	\$150,000.00	Declined
2024	Planning	RAISE	Discretionary	\$3,155,000.00	Declined
2024	Planning	ATIIP	Discretionary	\$1,680,000	Declined
2024-2028	CR/OFA	Americorps RSVP	Allocation	\$409,200.00	Pending
2024	DPW/SCIA	FAA AIP EA Ob. Removal	Discretionary	\$148,485.00	Pending
2024	DPW/SW	MWRR	Discretionary	\$0.00	Pending
2025	HHS/DSS	MDT-CAC	Allocation	\$49,999.00	Pending
2024	HHS/DSS	DASNY (Family Visitation Space)	Discretionary	\$125,000.00	Pending
2025	HHS/PH	NACCHO MRC OR	Allocation	\$5,000.00	Pending
2025-2030	HHS/PH	NYS DOH RHNDP	Discretionary	\$750,000.00	Pending
2024-2025	HHS/PH	PHEPP	Allocation	\$77,711.00	Pending
2024	Parks	NY SWIMS	Discretionary	\$25,000.00	Pending
2023-2024	Parks	DASNY (Callicoon Park)	Discretionary	\$125,000.00	Pending
2024	PS / E911 EMS	CEMSSG	Discretionary	\$500,000.00	Pending
2024	PS / OEM	EMPG	Allocation	\$32,678.00	Pending
2020/2024	PS/EMS	DASNY (Jeffersonville Tower)	Discretionary	\$425,000.00	Pending
2020/2024	PS/Fire Bureau	DASNY (Fire Tower/Pole Barn)	Discretionary	\$250,000.00	Pending

# DIVISION OF PUBLIC WORKS

Edward McAndrew, Commissioner

## EXECUTIVE SUMMARY

The supply chain issues and delays have continued to be a challenge for the Division of Public Works (DPW), in everything from vehicle acquisitions to precast concrete bridge beams. On a positive note the financial situation of the County have allowed for continued investment in the extensive infrastructure maintained by the Division. Some positions within the DPW still have not been filled due to continued difficulties in finding qualified candidates. Working through these various challenges the Division of Public Works has continued to keep the County's widely varied infrastructure functional. As I have previously stated, and reaffirm once again here, 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 while dealing with the outfall of the most difficult years in recent history.

DPW's administrative staff performed, with three from previous four, all of the 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 2024. 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 budget is continually monitored and adjusted for changes in estimated expenditures and the capital and operating budgets were submitted for anticipated outlays. For a Division as varied as Public Works this is a very involved process that significant effort on the part of this staff.

The Department of the Sullivan County International Airport (SCIA) had a successful year in 2024 remaining fully operational while the Terminal replacement project was underway. The County continues to work with the NYSDEC and NYSDOH to address the PFOA condition uncovered in 2017 at the airport. Fuel sales which are now performed in-house have continued to be a source of significant revenue and in fact reach a new high during this past year. Business aviation which had been affected by the pandemic continues to rebound based on fuel sales and flight numbers over the course of this year. The County is looking to install a water storage tank at the airport to encourage development. At this time a grant for the repaving of the General Aviation (GA) Apron is underway.

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. In addition to all of the work performed by the Buildings Engineering Unit, which is currently being performed by one person due to a

retirement, one of the major projects being managed is the new Terminal at the SCIA. The new terminal building is anticipated to be completed in June of 2025 and will act as an impressive gateway to Sullivan County for air travelers

The Division of Public Works Bridge and Highway units continue the mission of improving the condition of County bridge inventory and Highway infrastructure. The recent increases in the contribution of County funding has allowed for an increase in the maintenance and bridge replacement and road resurfacing / reconstruction efforts. Due to the funding increase DPW has been able to effectively repair and replace several structures and pave roadways resulting in the improvement to the overall transportation network. The operations staff in both bridges and buildings also provide the bulk of the snow removal forces which keep our roads safe for the travelling public throughout the winter months.

The Engineering Bridge Unit and Bridge Operations Unit work as a team to accomplish their joint mission to cost-effectively replace, repair and maintain the County's 400 bridges and large culverts and various other County infrastructure to provide safe travel for the public. The combined team provides engineering expertise and quality construction for County infrastructure. The Engineering Bridge Unit leverages State and Federal funding along with County funds and the Bridge Operations Unit to efficiently reach their goal. Some of the responsibilities the Bridge Engineering unit include bridge program management, engineering design and plan creation, contract management, material procurement, construction support services and quality control inspections for project constructed by the Bridge Operations Unit or outside contractors. The Bridge Operations staff are responsible for replacing, rehabilitating and repairing various County infrastructure safely and efficiently. The Engineering and Operations units routinely assist other municipalities with infrastructure projects for which they lack qualified and experienced staff. Utilizing County Engineering staff and Bridge Operations staff to design and construct bridges saves 80% of the cost to replace/repair bridges compared to using outside contractors.

New funding of over \$10.9 million in BridgeNY2023 funds were awarded to Sullivan County in 2024 and \$5.5 million of BridgeNY2022 where used to initiate design phase work for a project. Federal funds were also used to remove and replace the deck joint of a bridge that will extend the bridge's service life. In 2024 the Bridge Operations Unit replaced 1 bridge and 3 culverts, replaced 1 bridge deck, rehabilitated another deck, replaced the joint on another bridge as well as performing several other bridge repair projects.

In 2024 the Highway Engineering Unit continued to work closely and cooperatively with the other DPW Engineering Units and field operations by providing surveying and engineering design work, construction support services, inspection work and related project management. The Highway Unit also oversees the County's annual highway rehabilitation and preservation, paving programs (County Road jurisdiction is currently 385 centerline miles). Furthermore, the unit is tasked with reviewing Traffic Safety concerns, including sign installation compliance to the MUTCD, speed zone requests,

roadside development (239 reviews), safe highway access (permitting unit) and the re-striping of our higher volume County Roads (75 miles). In addition, the unit continues to provide right-of-way and historical mapping research assistance to the public, surveyors, engineers, developers and other departments as needed.

As with most infrastructure improvement, consistent funding of capital programs like road paving, embankment repairs and guide rail upgrades are critical to the health and safety of the overall network. For the last five (5) years and this coming year (2025) the County, with the addition of recently increased State CHIPs allocations, has funded our paving and preservation programs at consistently acceptable levels (+/- \$8-10M) in order to continue to sustain the networks current overall condition.

The DPW shop employees have continued to keep the Division's vehicles and extensive equipment fleet in operating condition in 2024. Additionally, various other 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 now have the majority of the fleet cars in this program. There have been ongoing supply issues with the vehicles obtained through Enterprise and it takes a lot of effort to make sure that the vehicle replacements are made as timely as possible. The County auctioned vehicles through the Enterprise lease program and once again received favorable outcomes. Some of the DPW's older pieces of equipment have been refurbished to extend their useful life while it was determined that it made better fiscal sense to sell other in the DPW annual on-line auction. 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. A new structure was constructed at the Callicoon Storm Station order to house additional plow trucks since the County has been contracted by the NYS DOT to perform snow and ice removal on additional sections of NYS Route 97.

The Division of Solid Waste continues to operate the County's registered transfer stations located in Mamakating, Highland, Ferndale, Cohecton and Livingston Manor. The closed capped landfill in Monticello still acts as the hub of operations for solid waste collection in the County. This facility is where the shipping of both of Municipal Solid Waste and Recyclables occurs. The County has begun hauling of recycling material in an effort to reduce the County carbon footprint and the costs of trucking via an outside contractor. A pilot composting program is underway and improving as residents become more aware of this option. There is a leachate pre-treatment plant, stormwater treatment plant and gas collection and flare system maintained and operated on site by DPW staff.

The DPW also oversees the County's Weights and Measures Department. The County hired a new Director who is tasked with conducting testing of all the Trade Scales and Fuel Pumps within the County to assure fair trade is being conducted. The County is now caught up with many annual inspections that were lacking when the post was vacant for a time.



## SULLIVAN COUNTY INTERNATIONAL AIRPORT (MSV)



Terminal Building Construction Project



Taxiway A – Line Painting (ILS Hold Marking)



DME Installation Project

### Accomplishments and Initiatives

- The development and construction of a new terminal building was ongoing throughout 2024 with an anticipated spring 2025 completion date
- A new vehicle gate and pedestrian gate were installed next to the ARFF Building to replace gates removed during the terminal building construction project
- Hosted the Boy Scouts of America – Ten Mile River Scout Camps for a one-week aviation merit badge course. DPW staff participated by discussing airport safety, project engineering, and giving a tour of the facility to the Scouts
- A brine mixing tank and vehicle sprayer were obtained for the application of New Deal brine solution on paved surfaces
- Coordinated with the Federal Aviation Administration for the installation of DME equipment for Runway 15
- Completed painting project of taxiway lines, hold markings, and enhanced taxiway markings.
- Created
- Received a 2024 U.S. Fish and Wildlife 2024 Depredation at Airports Permit
- Received a 2024 New York State Department of Environmental Conservation Air Strike Permit
- Received a 2024-2025 New York State Department of Environmental Depredation License
- Airport staff attended an in-person incident training conducted by NYS Homeland Security at the Sullivan County International Airport. NYS Homeland Security assisted in strengthening security procedures at the Sullivan County International Airport
- Wildlife Management Training completed by airport staff
- First Aid and CPR courses completed by airport staff
- Annual Life Fire ARFF Training completed by airport staff

**SULLIVAN COUNTY INTERNATIONAL AIRPORT (MSV)**

- Continued cleanup of airport grounds: 191 gallons of waste paint and stain removed and recycled, refuse removed from SRE Building and Maintenance Building, waste oil removed and recycled
- Acquired new first aid kits for the ARFF Truck
- Added skirting to the airport perimeter fence to prevent intrusion by wildlife
- Replaced failing sump saver drum at the AVGAS fuel farm
- Presented at Monticello High School Career Day
- Cleared down trees from sides of County Road 183A (airport entrance road)
- Completed ditch work on County Road 183A (airport entrance road)
- Cleared trees and brush around the perimeter fence
- Revised tracking and scheduling procedures for flights arriving and departing from MSV
- Completed hangar repairs: Hangar 4 – Bay 8 interior wall replaced, Hangar 4 – Bay 9: door flashing added and fascia trim repaired, and repaired faulty lighting in multiple hangar bays.
- Filled a full-time Weather Observer position
- Tested in storage aqueous film forming foam and water mixture on the ARFF Truck. Passing results were sent to the FAA
- Number of gallons of AvGas (100LL) sold: twenty-one thousand seven hundred ninety-five and four tenths (21,795.40)
- Number of gallons of Jet-A sold: ninety-three thousand five and three tenths (93,005.30)



Catskill Holiday Airways sign found in storage from the recently demolished Terminal Building

## **BUILDINGS ENGINEERING/OPERATIONS & ENVIRONMENTAL COMPLIANCE**

### **Fiscal/Budgeting**

- Worked with DPW FAO on year end close outs and new annual Purchase Orders
- Prepared Facilities Capital Plan and provided assistance with Airport Capital Plan
- Provided DPW FAO MILOR reports for 2023 and prepared updated Chargeback plans in CAD reflecting office moves
- Provided information to DPW FAO for development of 2025 Buildings / Environmental Compliance Budget
- Participated in annual meeting with County Auditor concerning County Facilities, updating information pertaining to recent projects
- Reviewed and approved various invoices and vouchers for payment as needed

### **Administration**

- Prepared resolutions as needed for items such maintenance contracts, buildings project contract awards, etc.
- Participated in meeting with various County offices as required
- Coordinated and participated in FM Global risk assessment tour of Jail
- Updated Schedule of Values of all building inventory for Risk Management
- Prepared RFP for Full Service Contract for HVACR at Jail complex
- Met with outside agencies as needed/required, such as NYS Unified Court System representatives, HVAC Contractor leadership, NYS Department of Health Public Water Supply representation,
- Prepared monthly and annual reports
- Participated in mandatory OneGroup training and other County provided opportunities
- Participated in County sponsored Leadership Development Training with Authentic Communication Matters Facilitator
- Coordinated Sullivan 180's Opioid Outreach Event on Courthouse Lawn
- Coordinated with Office of Sustainable Energy on various initiatives

### **Code Enforcement / Building Inspection Programs**

- Conducted Building Code Plan Review & Issued Building Permit for new Terminal Project
- Conducted progress construction inspections as required per NYS Building Code at Airport Terminal Project
- Issued Certificate of Compliance for Roof Replacement at SCCC
- Provided facility access for Building Code required Sprinkler and Fire Alarm Inspections at various buildings and reviewed subsequent reports
- Provided facility access for Boiler Inspections and compiled reports
- Participated in and completed mandated NYSDOS Building Code training hours
- Prepared and submitted mandatory NYSDOS Annual Building Inspection Report

### **Housing Gateway Project**

- Participated in calls meetings with the Housing Gateway Project design consultant, County staff, and HONOR EHG representatives to restart project with new site and be adequately prepared for upcoming funding opportunity in Spring of 2025

### Airport Terminal Project

- Worked with County Attorney Office on Construction Contract for project
- Participated in monthly meetings with various entities representing NYS Governor's Office and NYS Department of Transportation, as required by the funding parameters
- Coordinated and participated in weekly Owner/Architect/Contractor/Construction Management meetings
- Reviewed and approved applications for payment from various vendors
- Assisted in the preparation of Funding Reimbursement request submittals to NYSDOT

### Public Water Supply Operation

- Coordinated NYSDOH Required Sampling program with contracted laboratory vendor and prepared and submitted all sampling results to NYSDOH
- Provided administrative support for water operations, including preparing and submitting required Daily Operation Reports and Annual Water Quality Report to NYSDOH, distribution of Annual Water Quality Report and completion and submittal of related Certification Form, submission of updated Lead & Copper Rule Monitoring Plan, and PFOS, PFOA & 1,4 Dioxane reports
- Prepared and submitted the triennial Lead & Copper 90<sup>th</sup> percentile results package
- Completed and submitted the NYSDOH required Service Line Inventory Guidance Document and Template
- Participated in the NYSDOH mandated Sanitary Survey of the Sullivan County International Airport Public Water Supply operation

### Redundant Potable Water Tank at Human Service Complex Water Supply

- Provided research and feedback to Potable Water Tank design engineer, including a second site visit to verify telemetry conditions/needs
- Reviewed and commented on Redundant Water Tank final plans & specifications prior to being put out to Bid
- Reviewed and commented on Bids received for this project
- Reviewed and approved invoices for Tank Design Engineer Consultant

### Miscellaneous Activities

- Replaced portions of metal roofs at Barryville Road Maint. Facility and Salt shed
- Replaced HVAC system in District Attorney Building at 14 Bushnell
- Provided labor and materials for office renovation for District Attorney Building
- Installed new water main at Sullivan County International Airport
- Constructed new shed and salt enclosure at Western Transfer Station
- Constructed raised observation shed at Sheriff Dept. shooting range
- Constructed small bulk salt storage sheds for Government Center, Courthouse, and Jail
- Constructed new entry ticket booth for Lake Superior
- Provided labor and materials for office renovation for County Clerk office
- Provided labor and material to pave the parking and roadways at the Liberty Complex and Veterans Cemetery

- Repaired portions of water main at the Landfill
- Began the replacement of the Landfill Gate
- Cleared lot for storage containers at Jail Complex
- Installed entry canopy at Emergency Services Training Facility
- Provided labor and materials to Fire Training Tower concrete repairs

#### Environmental Compliance

- Coordinated sampling contractor, reviewed, and reported laboratory results to NYSDEC for required monthly rinse rack outfall sampling at Maplewood
- Continued work with Engineering Consultant on environmental issue at SCIA
- Coordinated with operations and NYSDEC for upcoming PBS tank installs & updates/changes at various County facilities
- Coordinated and documented responses to minor petroleum spills Countywide
- Prepared NYSDEC 2-year CBS registration renewal documents for Landfill Facility
- Prepared & Submitted Annual MS4 Report to NYSDEC & coordinated public notice and review of Annual MS4 Report
- Performed MS4 Inspection along regulated areas of County Roads 64 & 65
- Attended webinar on overview of new NYSDEC MS4 general permit changes/requirements, prepared & submitted MS4 waiver request as well as the Notice of Intent to NYSDEC for coverage under the new MS4 General Permit (GP-0-24-001)
- Coordinated with operations and testing consultant the sampling of sand blast grit for proper disposal
- Updated SPCC plans for various County Facilities
- Assisted with review and coordination of the new SPDES emerging contaminant sampling requirements at the Landfill
- Provided updated language for the Solid Waste Management Plan in relation to new NYSDEC MS4 Permit requirements
- Coordinated with operations and NYSDEC regarding status of pending PBS tank installations/changes at Callicoon Shop and Human Service Complex facilities
- Coordinated and worked with Engineering Consultant on mandated Asbestos Materials Survey Compliance at Human Service Complex
- Participated in a webinar on PFAS designation as hazardous substance by EPA under CERCLA
- Prepared and submitted the NYSDEC 5-year SPDES Permit Renewal Application for the rinse rack at Barryville facility
- Performed inspections of Micropool Extended Detention Basins at Maplewood and Transportation Facilities and coordinated necessary maintenance activities with operations
- Updated spill documents/forms with new Emergency Spill Response and General Environmental Services contractor



Airport Terminal Airside Exterior



Airport Terminal Second Floor Office Balcony to Dining Space View

## BRIDGE ENGINEERING AND OPERATIONS UNITS



New Bridge 77 Shown on County Road 22/Eldred-Yulan Road in the town of Highland with a new Dam Spillway. Typical Example of Successful Procurement of 95% funding and Contract Administration.



New Bridge 261 shown on Garden House Road, Liberty. Typical Example of a Bridge Designed by the Division of Public Work's Engineering Bridge Unit and Built by DPW's Bridge Operations Unit.

### Accomplishments and Initiatives

- Engineering design work was initiated for the NYS DOT 95% funded 5.5 million-dollar project to replace Bridge 301 on Board of Water Supply Road below the Neversink Dam (Neversink).
- Successfully obtained 95% Bridge NY funding for the 3.15 million-dollar project to replace County Bridge 51 on County Road 142 over the outlet of Swan Lake (Liberty).
- Successfully obtained 95% Bridge NY funding for the 3.77 million-dollar project to replace County Bridge 283 on County Road 149 over Cattail Brook, (Rockland).
- Successfully obtained 0.52 million-dollars of funding for a maintenance project to repair scour damages to several bridges.
- Initiated design work for the 3.95 million-dollar project for the re-alignment of County Road 75/Harris-Bushville Road and replacement of County Bridge 171 to increase driver safety and reduce accidents (Thompson).
- Completed the closeout of the 1.6 million-dollar 50% NYSDEC funded Kohlertown flood risk reduction project which has successfully prevented flooding of the Kohlertown area in 2024 (Delaware).
- Completed the closeout of the 100% State funded \$860,035.00 project to replace County Bridge 198 on County Road 33/Eldred-Yulan Road (Highland).
- Completed the closeout of the 95% Federal and State funded 0.48 million-dollar project to paint 3 Bridges.
- County forces completed the 0.75 million-dollar project to replace County Bridge 261 on Garden House Road (Liberty) designed by Bridge Engineering Unit and constructed by Bridge Operations Unit.
- Completed 95% of the administration of engineering work for the elimination of County Bridge 277 on Benton Hollow Road (Liberty) that will save over 0.8 million dollars for the replacement of the bridge each time it would require replacement in the future. The project will be constructed by Bridge Operations staff for significant cost savings versus using outside contractors.
- Completed 90% of the 4.9 million-dollar project to replace County Bridge 77 on County Road 22 /Eldred-Yulan Road (Highland) which will be fully completed by the Spring of 2025.
- Bridge Operations staff constructed additional improvements to the Sunset Lake Dam inclusive of replacing the two 12-inch diameter corrugated metal overflow pipes with 15-inch hydraulically superior HDPE pipes as well as providing additional heavy stone fill to the downstream face to increase its durability and performance.



- Completed the design work and procurement of bids for construction of a new bridge to replace the structurally deficient Bridge 82 on CR 49 (Forestburgh) to enable construction of the new bridge to start in 2025 and be completed in 2026.
- Inspection work, updating of the emergency action plan and Dam Safety Certification for the Toaspern Dam was completed in compliance with dam safety permit requirements of its NYSDEC permit.
- Work to update the engineering assessment, maintenance and inspection plan and emergency action plan was initiated for the Toaspern Dam 2025 requirements.
- Inspection work for the Sunset Lake Dam was completed to meet the dam safety requirements of its NYSDEC permit.
- Inspection work and condition report were completed for the County's waste materials receiving facility in accord with NYSDEC permit requirements.
- Completed the design, generated construction plans and procured materials for the replacement of Bridge 296.
- Completed quality assurance inspections and contract management for the replacement of the joints for Bridge 5 on CR 32, that eliminates joint leakage to extend the bridge life.
- Reviewed 137 notifications from NYSDOT with respect to issues at bridges inspected by NYSDOT's consultant inspectors and coordinated maintenance scheduling and planning with DPW operations.
- Reviewed and responded to 10 Red Flags and 11 Yellow Flags issued by NYSDOT for structural deficiencies concerning 21 bridges and provided action and maintenance scheduling where needed.
- Completed design, construction plans and inspection work for the widening of Bridge 10 (FRE) which was successfully constructed by DPW forces.
- Completed the annual bridge inspection of 180 bridges.
- Completed professional engineering guidance and quality control inspections of various DPW and contract projects.
- Completed the engineering, plans, ordered materials and followed up on NYSDEC permit acquisition for the slip-lining of Bridge 400 (Thompson) that will be constructed in 2025 by DPW Bridge Operations.
- Completed the design, construction plans, ordered materials and inspected the construction of a new 84"x 73" arch pipe to replace the existing Bridge 473's deteriorated culvert which was constructed by DPW forces.
- Completed plans and inspected the construction of a new 72"/84" diameter pipe to replace and improve the hydraulics of the existing deteriorated 48" diameter Bridge 472 (Cochecton) culvert by using existing pipes from DPW inventory saving approximately \$40,000 on material costs alone. DPW Bridge Operations staff provided additional cost savings compared to having the culvert replaced by contract.
- Completed the investigation and analysis of vehicular damages to the Beaverkill Covered Bridge 304 and coordinated the receipt of reimbursement from the vehicle owner's insurance company.
- Completed an assessment of the condition of the abandoned Red Hill Road railroad bridge (Mamakating).
- Completed plans for construction and the inspection of the work to replace Bridge 434 (Liberty) concrete deck. DPW Bridge Operations staff replaced the concrete deck at considerable savings versus outside forces.
- Prepared a Multi-Year Capital Plan for the County's owned and maintained bridges.
- Completed the preparation of plans and procured materials and inspected the work for the repair of the Bridge 305 (Fallsburg) guide rail that had vehicular damages.
- Coordinated and inspected the Bridge 351 (Callicoon) repair of the concrete deck and replacement of the asphalt wearing surface, as well as the installation of a waterproof membrane to increase the service life of the bridge. The complete project was constructed by Bridge Operations.
- Initiated planning and coordination with agencies for the replacement of Bridge 368 on Flugertown Road (Neversink) as well as prepared an application and received \$524,800 of grant funding through the Northern Border Regional Commission.
- Completed coordination, materials procurement and inspection of the work for the project to replace the Bridge 333 deck joint (Thompson) which was constructed by Bridge Operations staff and will prolong the service life of the bridge.

- Completed procurement of geotechnical services and inspected the work performed for obtaining geotechnical information for 8 bridges that will be used for the design of bridge foundations.
- Completed engineering, construction plans, procured materials and inspected the replacement of the Bridge 474 (Fallsburg) dual 36-inch diameter pipes with a 77"x47" arch pipe constructed by County forces.
- Completed the preparation of a Level 1 load rating for improvements made to Bridge 432 on Woods Road (Highland) to remove the load posting.
- Completed design and materials procurement for the replacement of the deteriorated Bridge 201 (Callicoon) bridge rail. The concrete curb and rail will be replaced by County forces in 2025.
- Initiated design work for the replacement of Bridge 270 on Flugertown Road (Neversink).
- Initiated and completed Cartegraph procurement and training for the implementation of a system to improve the asset management for our facilities, roads and bridges.

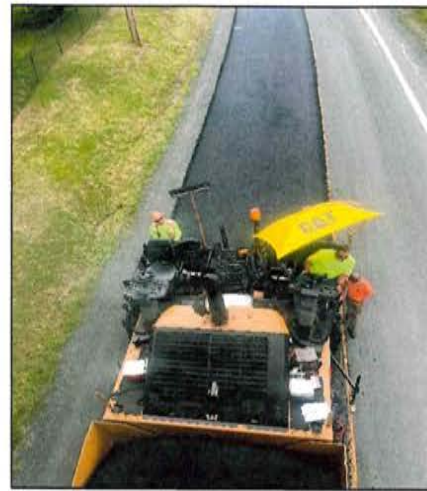
## HIGHWAY ENGINEERING



*County Road 103 / State Route 42 Intersection vicinity Walmart (Town of Thompson)  
Milled, paved and re-stripped with extensive epoxy pavement markings (June 2024)*



**County Road 58 Milling Repairs**



**County Road 103 Paving**



**County Road 171 Guide Rail (G/R) Installation – 2024 G/R (Paved 2023)**



**County Road 94 Embankment Repair - GRSS Geo-Cell Retaining Wall**

SCDPW ENGINEERING – HIGHWAY UNIT - 2024 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), for the benefit and safety of the travelling public
- Provide information and technical assistance to other County departments as well as the general public

PROGRAM	KEY STATISTICS	OUTCOME
<b>Pavement Reconstruction / Rehabilitation (Rehab.) (Capital Project):</b> a combination of partial depth repairs, T & L (1.25") and asphalt overlays (3.5") along with replacement of all pavement markings (striping) – rotating rehab. and repair of all CR's.	<b>County Roads (CR's): 15.8 Mi. (\$ 4.977 M)</b>	Extended the pavement life of; CR's 41, 47, 103, 104 and 107 by 10 to 12 years. Extended the pavement life of portions of CR's 26, 32 and 58 by 8 years. (Partial Depth Repairs only). Actual Repair Sections Length: 10 Mi. Overall Length Repair Roads: <b>17.1 Mi.</b>
	<b>County Roads (CR's): 10.0 Mi. (\$ 2.761 M) (Repair Sections Only)</b>  <b>Sub-Total (Rehab.): 25.8 Miles</b> <b>Contractor: Sullivan County Paving Inc.</b>	
<b>Pavement Preservation (Preserv.) (Maint. Project):</b> a combination of crack sealing, asphalt shimming and double chip sealing (oil & stone and fog seal) along with replacement of all pavement markings (striping) – rotating preserv. of CR's in applicable condition.	<b>County Roads (CR's): 36.8 Mi. (\$ 1.478 M) (Chip Seal &amp; Fog Seal)</b>	Extended the pavement life of portions of; CR's 44, 45, 49, 55, 82, 83, 127, 146, 149, 154 and 156 by 3 to 5 years (Double Chip Seal).  Extended the pavement life of an additional (42) miles by 1 year (Crack Seal Only).
	<b>County Roads (CR's): 42.4 Mi. (\$ 0.244 M) (Crack Seal Only)</b>  <b>Contractor: Peckham Road Corp.</b>	
<b>Pavement Program Management &amp; Oversight (Rehab. &amp; Preserv.):</b> preparation of detailed bid specifications (specs.), provide daily contractor inspection, quantity tracking, materials testing, billing review and CHIP's reimbursements. Annual pavement program of all 385 miles of CR's based on a rotating, life cycle, condition.	<b>Rehab.: 81,934 Tons of Asphalt Placed</b> <b>7,749 Tons Shldr. Bkup. Placed</b> <b>29,418 Gals. of Tack Coat Used</b> <ul style="list-style-type: none"> <li>• (91) days of Contractor Inspection</li> </ul> <b>Preserv.: 191,069 Gals. of CRS2P Oil Placed</b> <b>47,494 Gals. of Fog Seal Used</b> <b>489,069 S.Y. of Aggregate Placed</b> <b>84.7 Lane Miles of Crack Filling</b> <ul style="list-style-type: none"> <li>• (39) days of Contractor Inspection</li> </ul> <b>Bid Specs.: (6-8 wks.) - RSMS (2-4 wks.)</b>	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 CR's – Vehicle Mounted Laser Scanning Survey using International Roughness Index (IRI).
<b>Total 2024 Resurfacing Programs</b>	<b>75.3 Mi. of Co. Rds. Improved (\$ 9.460 M)</b>	<b>(Both Rehabilitation &amp; Preservation)</b>
<b>Pavement Marking &amp; Striping (Maint. Project):</b> Annual re-striping of long lines (yellow centerline and white edge lines) in addition to re-marking of stop bars, symbols and words.	<b>Various County Roads: 75 Mi. (\$ 0.325 M)</b> <ul style="list-style-type: none"> <li>• (9) days of Contractor Inspection</li> </ul> <b>Contractor: K5-Corp.</b>	Re-installed centerline and edge lines along with pavement markings on approximately 75 miles of our higher volume roads – work is completed annually before July 4 <sup>th</sup> holiday in advance of summer traffic volume increases.
<b>Guide Rail (G/R) (Capital Project):</b> preparation of detailed bid specifications (specs.), provide daily contractor inspection, quantity tracking, materials certification, billing review and CHIP's reimburse.	<b>Misc. County Roads: 16,124 LF (\$ 1.175 M) (LF) Linear Feet</b> <ul style="list-style-type: none"> <li>• (29) days of Contractor Inspection</li> </ul> <b>Contractor: EMI Guide Rail LLC</b>	Installed box beam guide rail systems on appropriate sections of; CR's 13, 17, 41, 61, 66, 114, 143, 145 and 171  Actual G/R Section Lengths: 16,124 LF  Length of CR's Improved <b>28.4 Mi.</b>

PROGRAM	KEY STATISTICS	OUTCOME
<p><b>Embankment Repair (Capital Project):</b> repair failed or failing roadside embankments with an appropriate treatment including Soil Nailing, Geo-Cells with Geo-Grid reinforcement, Geo-synthetic Reinforced Soil System (GRSS) retaining walls and pre-cast concrete retaining walls.</p>	<p><b>County Road 94 (FRE): 350 LF (\$ 0.598 M)</b> (LF) Linear Feet</p> <ul style="list-style-type: none"> <li>(21) days of Contractor Inspection</li> </ul> <p><b>Completed through our competitively bid Job Order Contract (JOC) with Contractor: Sullivan County Paving and Construction, Inc.</b></p>	<p>Created a solid base and sub-base (<b>Geo-Cells with Geo-Grid</b>) and provided for a safer riding surface on a section of road that was repeatedly slipping – widened shoulder to allow for new guide rail installation – improved drainage. (JOC) – provides a mechanism to deal with repairs and improvements that SCDPW is not equipped to handle.</p>
<p><b>Facilities Repair (Capital Project):</b> repair County facility pavement areas – provide daily contractor inspection, quantity tracking, materials testing and billing review</p>	<p><b>Sull. Co. Sanitary Landfill: (\$ 0.378 M)</b> (Monticello Scale House Area Repaved)</p> <ul style="list-style-type: none"> <li>6,994 Sq. Yds. of Milling</li> <li>2,232 Tons of Asphalt Placed</li> <li>(6) days of Contractor Inspection</li> </ul> <p><b>Completed through our competitively bid Job Order Contract (JOC) with Contractor: Sullivan County Paving and Construction, Inc.</b></p>	<p>SCDPW forces in cooperation with our paving contractor Sullivan County Paving &amp; Construction, Inc. completed the milling and paving of the scale approach roads and the residential drop-off area around the scale house before the busy season.  (JOC) – provides a mechanism to deal with repairs and improvements that SCDPW is not equipped to handle.</p>
<p><b>Traffic Safety: (TS)</b> review and processing of speed zone (S/Z) requests to and from DOT – review and coordination of TS installations with sign shop (separate from regular sign maintenance activities).</p>	<p><b>S/Z Requests: 7</b> (2 on Town Highways &amp; 4 on County Roads &amp; 1 on State Roads) Assist sign shop with layout of speed zone sign locations. <b>Sign Requests: 5</b> specific traffic safety related locations requiring advanced warning sign installations and upgrades.</p>	<p><b>S/Z requests</b> on multiple Town and County Roads – NYSDOT (by rule) performs all speed studies for S/Z determinations <b>Sign requests</b> on various Co. Rds. – Ensured compliance to the MUTCD.</p>
<p><b>Survey Support &amp; Design:</b> - Detailed topographic (topo.) field surveys and as-built surveys for bridge replacement and repair/improvement projects  - Base Cadd mapping of bridge &amp; road projects  - Construction layout (L/O) services in support of bridge and highway reconstruction projects  - Design for drainage improvement projects  - Design, Requisition and layout of Guide Rail sections  - Survey, design and layout at County facilities</p>	<p><b>County Bridges (CB's): CB 261 (LIB);</b> Finite survey layout of piling, forms, abutments, beams &amp; final road grading as needed; <b>CB's 270 &amp; 368 (NEV);</b> GPS, detailed topo. survey for 2025 bridge program <b>County Roads (CR's): CR 58/CB 474 (FAL), CR's 14/141 (BET), CR's 103 (THO) &amp; 164 (DEL);</b> Topo., ROW survey &amp; cadd mapping for drainage design – catch basin staking, grading layout and/or safety mitigation <b>CR 94 Embankment (FRE);</b> GRSS Geo-cell Retaining Wall &amp; Drainage – Survey &amp; Grading L/O; <b>CR's 47 (HIG), 58/CB 474 (FAL), 74/CB473 (LIB) &amp; 115/CB472 (COC);</b> layout of guide rail sections for installation by in-house forces <b>Facilities: SCSL Scale House Paving;</b> pavement/grading design &amp; L/O <b>SCIA;</b> Monitoring Wells survey – Water Line As-Blt. location – Fuel Truck Storage topo. <b>911 Tower;</b> Topo. survey for new tower siting at Jeff. School <b>Vet Cem;</b> As-Blt. survey for new Cadd Map – plot marker L/O</p>	<p>Provided cost-effective, professional, in-house survey and construction layout and design services.  Responsive and timely data collection, design, survey support &amp; field layout.  <i>SCSL: Sullivan County Sanitary Landfill Monticello (THO)</i> <i>SCIA: Sullivan County International Airport (BET)</i>  <i>Vet Cem: Veteran's Cemetery (LIB)</i></p>

PROGRAM	KEY STATISTICS	OUTCOME
<p><b>Provide record ROW &amp; mapping research services and respond to FOIL requests:</b> deed and right-of-way mapping along with historical Co. H'way. construction plans and Town H'way record data - highway boundary determinations.</p>	<p>County &amp; State Road Requests: 83  Town Road Requests: 8  <b>Total No. of Requests: 91 *</b></p> <p><b>FOIL Requests: 5</b>  <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 &amp; old state highways.</p> <p>SCDPW also is the "keeper" of town highway historical records and inventories.</p>
<p><b>Review of Roadside Development &amp; Highway Work Permitting:</b> site plan and subdivision review, highway access, sight distance (S/D) measurements, drainage inspections and utility work  Limit impacts to infrastructure from proposed development.</p>	<p><b>239 Reviews; 48</b></p> <p><b>Permits Issued; 64</b> (D-Dig, M-Misc./Access, O-Oversize &amp; U-Utility)</p> <p><b>Field Inspections related to Permits &amp; 239's; 160</b></p> <p><b>S/D Measurements; 53</b></p>	<p>Provided for safe ingress and egress to and from the county highway system for the benefit of the travelling public.</p> <p>Ensured burden is borne by the developer or mitigated during the review process.</p>
<p><b>Annual Local Highway Inventory:</b> NYSDOT requires annual reporting of all municipalities local roads mileage for certification as part of the Consolidated Local Street and H'way. Improvement Program.</p>	<p>Review and assist towns with additions and subtractions to their highway inventories as needed – Review County Highway mileage inventory and submit 2024 certification to NYSDOT;</p> <p><b>384.59 Centerline Miles</b></p>	<p>Accurate and up-to-date mileages are used by NYSDOT annually to calculate and determine CHIP's funding amounts for each municipality the following year.</p>
<p><b>Annual Reporting:</b></p>	<p>Road Network Repair Summaries  Network Health / Roughness Indices  Lane Mile Year Indices &amp; Graphs  GASB Capital Improvements (Highways)  County Highway Mileage Certification  Snow and Ice Contract Miles &amp; Cadd Maps  (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>

## ROAD MACHINERY

### Autobody

- Repaired accident damages on County owned vehicles
- Bus 4 bodywork repairs from accident completed
- Sandblasted and refinished Truck Frames
- Sandblasted, repaired and refinished snow plow equipment for the 2023/2024 snow season
- Sandblast & Paint Chipper 307
- Prepped new vehicles for service
- Performed routine maintenance and rust repair on County Vehicles
- Sandblasted and painted bridge parts and railings
- Prepped and painted replacement doors for facilities
- Replaced broken glass in County Equipment
- Prepared estimates on damaged vehicles
- Compound and decal peddle boats for Parks Dept.
- Cut oval blanks for Adopt -a- Exit Signs
- Prep vehicles for auction

### Vehicle Repair

- Perform services & New York State Inspections
- New inspection machines installed at Barryville and Maplewood to keep up with state regs
- Perform repairs on solid waste roll-off trucks and containers
- Switched tarp system on Landfill trailers to a less complicated design
- Manage vehicles and repair for 15 different County Agencies
- Prepared new vehicles and equipment for service
- Managed Enterprise lease vehicles



- Work on bids for medium and heavy-duty trucks and equipment
- Two new Roll off trucks received





- New John Deer 410 Backhoe put into service
- Receive Stellar mechanic service truck body, begin install on Kenworth T380
- Receive new Kenworth T380 flatbed dump truck
- Received new John Deere 624 Loader



- New Knuckle boom ordered for the bridge crew
- New Utility box truck ordered
- Received 2 Ram 3500 plow trucks
- One new Tandem Plow Truck delivered from Henderson



- Sent in Purchase Orders for 3 Tandem plow trucks from Henderson
- New sign truck put in service in Barryville
- Received the new Trail King Lowboy trailer for DPW
- Held the annual County surplus auction during the fall season taking in \$43,844
- Keep underground storage tanks inspection and log books up to date
- Keep Auto and Truck lifts and overhead crane inspections up to date at the Maplewood and Barryville Facilities
- Major inhouse repair done on Gradell-124
- Operator Training provided on new Altec Aerial device
- Ongoing interviews for Mechanics to fill staff that has retired

## ROAD MAINTENANCE

- Road Maintenance supports contract paving prior to contractor mobilization and demobilization that included drainage improvements and final grading on CR 41, 47, 103, 104, & 107



- Installed 10,000 tons of shoulders on CR 12, 16, 26, 32, 58, 174 and at the Sullivan County Jail with millings that were repurposed from ground up County Roads
- Installed 5000 feet of Guiderail on CR 47, CR 94 and Bridge #261, 472, 473, and 474. Old rail was replaced as well as new sections added for the safety of the traveling public
- Installed 20 new catch basins on CR 41, 47, & 58
- replaced several driveway pipes on CR 41, 47, 103, 104, & 107



- 31.6 miles of ditching on contract paved roads, namely CR 41, 47, 103, 104, & 107
- 31.6 miles of cutting trees and brush work on contract paved roads
- Guiderail installed on 2 new bridges that were built by County Forces
- 4-foot diameter pipe upgrade and drainage improvement on CR 41



- 5-foot diameter pipe upgrade and drainage improvement on CR 58



- Cross over pipes for roads to be paved in 2025 were completed on CR 26, 32, and 58
- 385 centerline miles of road swept off; assisted various hamlets with both sweeping and pickup of debris
- 385 centerline miles of roads were mowed 2 times for a total of 1,540 miles of vegetation control
- Performed pipe inspections of 32 miles of County roads
- Responded to 226 maintenance requests called in by the public
- Responded to 33 after hour callouts for the 2023/2024 snow season while using 8,900 tons of salt
- Prompt Guiderail repairs from damage caused by motor vehicle accidents

#### TRAFFIC CONTROL

- Performed Annual sign inspections on 11,796 signs
- Completed Bridge Inventory
- Started layout and Printing of Right to Farm Signs



- Fabricated Adopt-a-Exit Signs
- Installed new Welcome Sign at Orange County boarder on 17 westbound lane



- Fabricated and installed 1152 signs with upgrades on CR26, CR32, CR41, CR149, CR171, CR172, CR173, CR 103 & Fraser Road, and the Landfill
- Bridge detours installed on County Bridges 225, 472, 473, 474
- Work Zone installed on County Bridges 225, 261, 333, 351, 434, 472, 473, 474
- Installed radar sign and traffic counter on CR42, CR103, & CR172
- Completed 278 miles of Striping for County & Town Roads
- Painted Stops and Bars at intersections

- Completed Striping for NYC DEP
- Completed School Zone Pavement Markings
- Striped Airport Parking Lot
- Striped Airport Taxi & Runway Markings
- Completed pavement markings on crosswalks and town requests
- Fabricated and installed decals and numbers on all new vehicles and equipment received in 2024
- Continue train, upgrade and input data into our asset management software called Cartegraph

## SOLID WASTE AND RECYCLING

	2022 MSW/C&D Tonnages	2023 MSW/C&D Tonnages	2024 MSW/C&D Tonnages
January	4423	5592	5096
February	4256	5147	4856
March	6163	6287	6452
April	5935	6220	7031
May	7392	8631	8506
June	9323	9778	9045
July	12137	13395	14618
August	13021	14406	13605
September	8903	7293	7747
October	6106	7043	6166
November	5972	6194	5423
December	4968	5485	4418
<b>TOTAL</b>	<b>88599</b>	<b>95471</b>	<b>92963</b>



### Recycling

- Education/Outreach:
  - The Recycling Coordinator is continuing with outreach programs and speaking with County residents daily.
    - In September the Recycling Coordinator met with Sullivan 180 to discuss composting and recycling education in schools. She also started attending Sullivan Fresh Farmers Markets (hosted by Cornell Cooperative Extension) to table and discuss composting and recycling education with community members in Monticello, Liberty, and South Fallsburg
    - In October the Recycling Coordinator met with the Liberty Garden Club and the Professional Women of Sullivan County. She also presented at the Crawford Library.



- On November 2 the Recycling Coordinator participated in Cornell Cooperative Extension's Pumpkin Smash Event.



- Food Scrap Recycling
  - Food scraps collected year-round and 5 transfer stations.
  - 16.09 tons were collected in 2024, our first full year of collection.
  - The 400 "Food Scrap Recycling Starter Kits" were all distributed to county Residents.
  - Weekly trips continued to deliver compost to Ulster County Resource Recovery Agency.
  - In December a new vendor was utilized for Food Scrap Drop off, Community Compost, located in Ellenville. This new location cut travel time in half.
  - Started grant research for Phase 2 of our Organics Management Plan: constructing a compost facility.



- **PaintCare**
  - PaintCare staff training was held on August 28.
  - PaintCare launched at the Monticello Transfer Station on September 16.
  - 6 bins were filled and picked up from vendor during first month of collection.
  - Registration modification requests sent to DEC to accept paint at Highland, Rockland, Ferndale, Mamakating, and Western.
- **Household Hazardous Waste**
  - New bid for 2024. Northward Environmental Services was selected as vendor.
  - First event held June 23. 215 cars participated. 17.63 tons of hazardous waste collected.
  - Second event held October 20. 227 cars participated. 14.51 tons of hazardous waste collected.



Accounts

- Continuous communication maintained with account holders. Addressed any delinquent accounts so they remain current with payment.
- In February all accounts were configured to use the new Wasteworks kiosks.
- By March all accounts were actively using kiosks.
- 2025 Commercial Hauler applications sent out on November 1.

DEC Related

- Annual Reports and Grants
  - Report data tracked throughout the year.
  - 2023 Annual Reports submitted to DEC before deadline of March 1, 2024.
  - 2023 HHW grant application submitted before deadline of February 29, 2024.
  - 2024 MWRC grant application submitted before deadline of October 31, 2024.
- Climate Smart Communities Grant for Organics Management Plan
  - Final paperwork to close grant was submitted in August.
  - Working with DEC until final reimbursement is received.
- Solid Waste Management Plan
  - In January the Draft SWMP was sent to the DEC for review.
  - In April the Draft SWMP was received back from the DEC and comments were reviewed with Cornerstone Engineering.
  - In June the Draft SWMP was reviewed with consultant and resubmitted back to the DEC.
  - In September the Draft SWMP was received back from the DEC.
  - A Public Meeting was held in the Government Center on September 19, public comment was accepted for 45 days with the period ending October 15.
  - Cornerstone Engineering review the public comment, revised the Draft SWMP and resubmitted it to the DEC on October 28.
- Order on Consent received from DEC September 9.
  - Returned to DEC in December. Currently waiting on final approval.
- Sent Registration Modification Request Forms to the DEC on October 30 to accept paint through the PaintCare program for Ferndale, Highland, Rockland, Mamakating, and Western Sullivan.
- Permit Modification Request sent to the DEC on October 30 to address the following:

Permit Condition 4— Tonnage Limits			
Existing Permit		Modification Request	
800 tons of waste per day		1,000 tons of waste per day	
3,685 tons of waste per week		4,600 tons of waste per week	
Permit Condition 6— Operating hours			
Existing Permit		Modification Request	
Receive	Process	Receive	Process
Monday—Friday 7:00am—3:30pm	Monday—Friday 7:00am—7:00pm	Monday—Friday 7:00am—3:30pm	Monday—Friday 6:00am—6:00pm
Saturday 7:00am—1:00pm	Saturday 7:00am—3:30pm	Saturday 7:00am—3:30pm	Saturday 6:00am—3:30pm

## Operational Accomplishments

- SSR rate increase took effect 1/2/23.
- Began hauling loose cardboard using County trucks.
- Municipal Cleanups took place in April/May and October/November.
- Roadside & Trail Litter pluck took place from April 1-October 31.
- New Solid Waste Operator hired and started 1/2/23.
- Pest Tech provided weekly visits to tip floor to effectively resolve vector issue.
- In March construction began at scale house. Old scale foundation removed in preparation for paving.



- In April a TV was installed at the scale house to display security footage of tipping floor. Footage being used to perform load inspections.
- In May construction and paving was completed at the scale house. New scale traffic pattern implemented for cash customers in order to keep traffic moving on and off the scale quickly. Cash customers take a number and pull off of scale instead of parking on the scale and coming



- Forte credit card contract completed. New credit card machine installed at the Monticello Transfer Station and launched the first week of June. All other stations had machines installed and launched in July.
- In September the Solid Waste Committee began working with Cornerstone Engineering on an RFI for an Energy from Waste Facility.
- In October Carolina Software began working to automate reports to be sent to account holders automatically to assist County Treasure
- Tipping floor yearly inspection completed on October 28.
- In December Solid Waste Rules were prepared to be updated January 1, 2025 as per Resolution 505-24. (Resolution to authorize amendments to Section 620.1, 624 and 632).

# DIVISION OF PUBLIC SAFETY

Scott Schulte, Commissioner

## Accomplishments

- Successfully planned and hosted the first annual Emergency Services Youth Academy in July of 2024; this is a long-time goal that was realized in 2024. (7) youth, aged 14-16 participated in the week-long pilot program, which included lessons on real-life skills including: fire suppression, search and rescue, CPR training, and police investigations; we look forward to expanding the program in 2025 and for years to come;
- Filled Rabies Control Officer position;
- Completed Phase II of renovations at the Emergency Services Training Center as planned for 2024; existing janitor's closet and one apparatus bay have been converted into additional office space;
- Re-established the Sullivan County Local Emergency Planning Committee (LEPC);
- Activated the Emergency Operations Center (EOC) a total of (10) times in 2024; (9) EOC activations for real- world incidents, (1) for a functional exercise;
- Through New York State Division of Homeland Security and Emergency Services (NYS DHSES) funding, we were able to purchase a mini-CRD unit which will provide AT&T FirstNet cellular service at large scale incidents;

With support and funding from the Sullivan County Legislature, we are in the process of procuring a number of communications and situational awareness tools to strengthen Unmanned Aerial Systems support for local first response agencies.

# Bureau of EMS

Alex Rau, EMS Coordinator



The Sullivan County Bureau of Emergency Medical Services (EMS) has continued in its mission to promote EMS educational opportunities, ensure a mutual aid plan is in place and collaborate with EMS leaders to support their efforts to provide EMS services to their communities.

In 2024, Sullivan County has seen an increase of 2% in EMS call volume coupled with the 12% increase the year before. The need for EMS services continues to grow, while at the same time the resources continue to dwindle putting a strain on the system. We continued to see an upward trend in the need for mutual aid (multiple department responses to cover calls) of about 20% overall, with the most significant increase being the commercial provider in the county with a 40% increase in their need for mutual aid over the prior year's statistics.

2024 was also a year that will go down in history for Sullivan County EMS with our legislature adopting a policy to supplement EMS services through a contract for services with SeniorCare EMS and making the largest

investment ever to support EMS in Sullivan County. This contracted fly-car system added (2) Basic Life Support units and (2) Advanced Life Support units to blanket our county and get help to patients in need faster. It is also providing shared staffing to fill the gaps when needed with our existing EMS providers in order to staff the ambulance and complete the call – getting the patient to the hospital quicker. With this program taking flight in the last quarter of 2024, we expect to see even greater successes as we move into 2025.

EMT training within Sullivan County continues to show successes. There has been a total of 38 students which completed the EMT program at both SUNY Sullivan as well as the BOCES career and tech program.

Though we did see a decline in enrollment through the BOCES program for the 2024-2025 school year, we will be working with them to identify recruitment opportunities for next school year.

The SUNY Sullivan program is showing an EMS pass/success rate of greater than 90% of students, many of which are active EMT's today within Sullivan County Fire and/or EMS services.

## 2024 Department Accomplishments

- Through the SeniorCare EMS fly-car system we are realizing an average improvement of 12-15 minutes in response time and getting an EMS provider to the patients "bedside" quicker.
- Provided planning, RFP preparation and proposal review to aid in the selection of an EMS contract provider.
- Continuous review of EMS system operations with our EMS contract vendor, along with contract management.

- Continued to administer an EMS award program to recognize our providers and agencies of excellence. These awards were presented along with our legislators during a
- Provided Narcan training to (4) EMS agencies and (4) Fire Departments in the County
- Bureau of EMS staff attended a multi-day seminar on management of a multi-casualty incident along with a full-functional exercise. We will be bringing this same training to Sullivan County for our EMS providers to better prepare for large scale incidents.
- Hosted (4) continuing education trainings with subject matter expert presenters
- Participated in first annual Public Safety Youth Academy at the Emergency Services Training Center and certified all cadets in CPR and basic first aid
- Completed a surge capacity exercise with Garnet Health Catskills in support of their ability handle large scale incidents.
- Hosted ongoing EMS captains' meetings as well as attended all EMS Advisory Board meetings on behalf of the Bureau of EMS
- Bureau staff responded to several MCI incidents including (3) Hazardous Materials Incidents, (7) motor vehicle accidents, (2) nursing home fires, and several structure fires with multiple occupants
- Completed (7) deployments of the County REHAB team in support of Fire and Law Enforcement activities.
- Provided CPR training to (25) members of the County's building safety committee and probation department

Bureau Staff Incident Responses 2024	
EMS - 1	35
EMS - 2	24
EMS - 3	5
Total Calls County EMS	1015 (Sept 8 - Dec 31)
Total EMS Calls 2024	17,024





Members of the Sullivan County Rehabilitation team providing REHAB during a structure fire in Bloomingburg

Three recent EMT graduates completing a serious trauma call involving a medevac





Bureau of EMS responded to this MVA with 45 students on the bus and 1 driver. Thankfully nobody was seriously injured and we assisted Hatzalah EMS with scene management.

# Bureau of Fire

John Hauschild, Fire Coordinator

## 2024 Activities

### **Fire Departments were dispatched to 7252 calls**

1695 Activated Alarms  
    1 Aircraft Emergency  
128 Brush Fires  
    33 Cellar pump outs  
262 Carbon Monoxide Alarms  
    12 Drownings/ Water Rescue  
    9 Dumpster/ Trash  
    1 Explosion  
    4 Haz-Mat  
199 Investigations  
    66 Landing Zones  
971 Medical Calls  
108 Miscellaneous  
799 Motor Vehicle Accidents  
1293 Mutual Aid Calls  
    137 Odor of gas  
    221 Public Service Calls  
    40 Rescue  
    10 Search for Lost Person  
290 Structure Fires  
    28 Traffic/Fire Police  
834 Tree/ Wires Down  
107 Vehicle Fires

### **Fire Coordinator and Deputy Fire Coordinator Response**

Dispatched 992 times

### **Fire Investigator Response**

Dispatched 71 times for Investigations

57 – Structure Fires  
11 – Vehicle Fires  
    3 - Others  
    8 – Incendiary Fires (7 Structures 1 Other)  
40 - Accidental (30 Structures, 8 vehicles, 2 other)  
23 – Undetermined (19 Structures, 1 Explosion, 3 Vehicles)  
0 – Fatal Fires  
1 – Serious Injury  
1 – Police Department Arrest  
2 – Juvenile Fire

## 2024 Accomplishments

- The Recruitment and Retention Task Force “Join Sullivan Fire” participated in several community events in 2024 including: The 2024 Bagel Festival in Monticello (pictured below), The 144<sup>th</sup> Annual Grahamsville Little World’s Fair, Sullivan West School Career Day (x2), Livingston Manor Central School Career Day, the Wurtsboro Street Fair, several Farmer’s Markets, Sullivan County National Night Out in Fallsburg, and the Sullivan County Community College Career Day.

**Figure 1: Recruitment and Retention Task Force “Join Sullivan Fire” at the 2024 Bagel Festival:**



- The Rehabilitation Team was activated a total of (5) times in 2024 in response to (2) fires and (3) drills.

**Figure 2: Rehabilitation Drill held at the Sullivan County Emergency Services Training Center:**



- The Bureau of Fire participated in the first annual Emergency Services Youth Academy held in July of 2024; 7 participants, aged 14-16, attended a week-long program where they learned many real-life skills.

*Figure 3&4: 2024 Emergency Services Youth Academy “Cadets” learning about fire suppression:*



*Figure 5&6: 2024 Emergency Services Youth Academy “Cadets” practicing their rescue skills:*



## 2024 Goals

### **Bureau of Fire**

Rehabilitation Team and Response Unit Support

Start – 1/2019

In Service – 2022

Completion – On Going

Recruitment and Retention Task Force

Start – 1/2019

Completion – On Going

Review and Update Plans

Start – 1/2022

Completion – 12/2024

County Fire Instructors

Start – 1/2023

Completion – 2025

### **Emergency Services Training Center**

Upgrade of Burn Building

Start – 1/2022

Completion – 12/2024

Working with Sullivan County BOCES for a Career and Tech Firefighter program

Start – 1/2023

Completion – On Going

Working with ITS on A/V System Upgrade in EOC/Classroom A & B

Start – 1/2024

Completion – Early 2025

# Emergency Services Training Center

Joseph Mall, Training Coordinator

## 2024 Offerings

TOTAL COURSES OFFERED **68 – up 39**

COMPLETED COURSES **61 – up 33**

FIREFIGHTERS COMPLETING COURSES **1,269 – up 673**

FIREFIGHTER TRAINING HOURS **11,176 – Up 2,270**

FIRE TRAINING COURSE CANCELLED **7 – up 6**

FIRE TRAINING COURSE POSTPONED **0**

FIRE DEPARTMENTS TRAINING **37**

AVERAGE FIREFIGHTERS PER COURSE **21 – Up 1**

AVERAGE FIREFIGHTERS HOURS PER COURSE **10 – down 5**

## TRAINING CENTER ACTIVITY

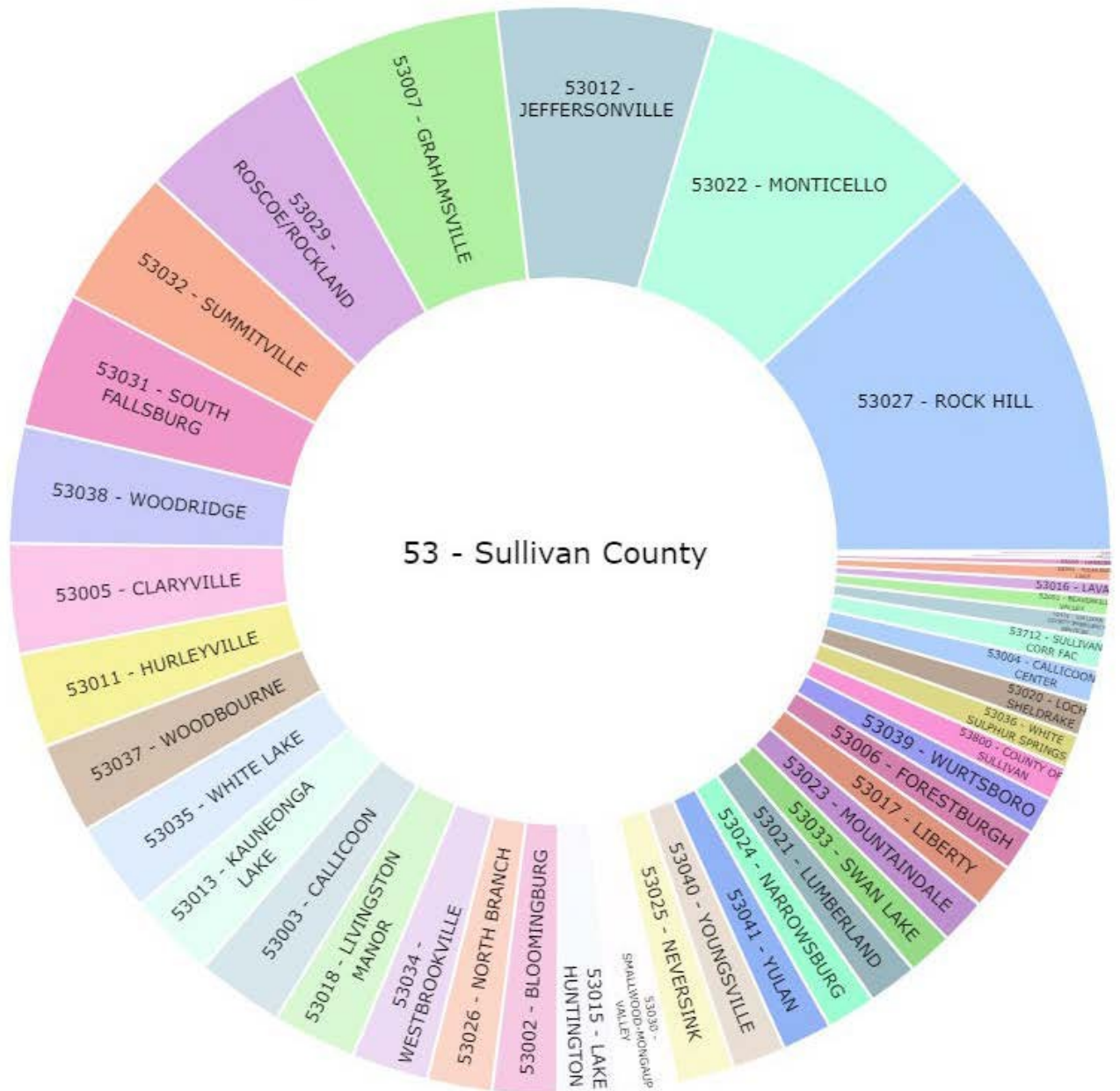
**CLASSROOM (357):** FIRE 182, EMS 20, EMERGENCY MANAGEMENT 30, O&R 1, O&W 1, CORNELL 1, PUBLIC HEALTH 2, DPW 3, NYS DOT 2, BOCES 116

**TOWER & GROUNDS (9):** FIRE 9

**OUTREACH:** 27

**CLASSROOM BY MONTH (357):** JANUARY 35, FEBRUARY 37, MARCH 43, APRIL 45, MAY 47, JUNE 43, JULY 22, AUGUST 26, SEPTEMBER 21, OCTOBER 20, NOVEMBER 8, DECEMBER 10

Sullivan County Training by Dept.





# E-911

Alex Rau, E-911 Coordinator

Sullivan County 911 continues to uphold the highest standards of professionalism and service to our residents, visitors and first responders. Our greatest asset in the 911 Center remains our committed 911 dispatch team. Unfortunately, many challenges exist not only locally but statewide in the recruitment and retention of qualified candidates who are willing to work night and overnight shifts, weekends, and holidays. As a department we have made some good strides in 2024 at recruitment of dispatch staff which has relieved some stresses on the schedule, and we look forward to continue that trend into 2025.

Our department is fortunate to have the support of Commissioner Schulte, Deputy Commissioner Hauschild and the entire Public Safety Division. In addition, our department spends countless hours working with our outside agencies (Fire/EMS/Police) and other county departments such as ITS, purchasing, grants, DPW and others to support the inner workings of our operation. We thank all of our partner agencies for supporting the mission-critical services we provide.

Below is a list of the goals for 2024 along with the associated accomplishments that were realized in 2024:

- Civil and engineering tasks including survey, lease and design of Jeffersonville Public Safety Communication Tower (partially completed, continued into 2025).
- Planning and upgrade of computer workstations within the 911 Center with zero operational interruption (partially completed, continued into 2025)
- Complete replacement of Verizon legacy copper supply lines to the 911 Center, with fiber connections improve call clarity and reliability. (Completed)

## 2024 Achievements

- Having the finest and most dedicated team of 911 dispatchers:
  - Despite several vacancies earlier in the year, our team endured overtime and mandated shifts to keep the people of Sullivan County safe.
  - Completed over 340 hours of continuing education
- Through increased recruitment efforts, and a focus on adding per-diem staff, we were

able to hire and retain a total of (5) new dispatchers. This reduced shift mandates from an average to 13 per month in the first half of 2024 down to an average of 8 per month in the 2<sup>nd</sup> half of 2024. Work continues in 2025 to fill 1 vacancy and 1 new budgeted position which should further reduce mandates and decompress scheduling.

- Completed several DHSES grant contracts together with our grants department, as well as submit applications for additional grant funding
- Supported programing and installation of communications assets within the Division of Public Safety fleet
- Participated in the first annual Public Safety Youth Academy, Summer 2024
- Participated in numerous tabletop exercises, school safety planning meetings and operational meetings with all 911 communications stakeholders.
- Participated in (2) pillars within the Sullivan County Drug Task Force
- Reviewed our 988-diversion program implemented in 2023 for 911 callers meeting certain criteria in need of mental health assistance.
- Participated in several career day opportunities in order to recruit 911 dispatch team members.

## 2024 Year End Statistics Summary

OPERATIONAL STATISTICS		
Fire dispatches	7,252	
EMS dispatches	17,024	
Law Enforcement dispatches	19,738	
Coroner dispatches	246	
Medevac requests	617	

CAD Incidents	43,084	
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Total Phone Calls Processed	118,111	
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LANGUAGE LINE UTILIZATION 2024 (minutes)		
Spanish: 2,936	Russian: 44	Mandarin: 77
Polish: 13	Albanian: 9	Bengali: 14
French: 20	Korean: 3	Nepali: 6
Italian: 5	Arabic: 7	



Chief Dispatcher Charlie Rampe with the Public Safety team visiting the National Weather Service in Binghamton. 911 works closely with the weather service during storms and other events.



Rock Hill tower supporting not only Public Safety Communications but also Verizon Wireless equipment to enhance service.  
More to come in 2025

# 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
  - STAC Committee
- Polygraph examination of sex offenders completed in 2024: 12
- Continuation of home contacts during non-traditional work hours
- DWI enforcement during non-traditional work hours
- Attended law enforcement career fair at local high school
- Attended NYS Women in Law Enforcement conference
- Created/updated policies per state directive
- Provide PTR with cell phones for communication with defendants
- Equipment enhancements
- Laptop / tablet for field work
- Created the Probation Assistant title and offered the civil service exam

## 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

- 100% compliance with DNA collection
- Create and update policy within the department as necessary
- Exceed state established milestones for the Alternatives to Incarceration, and Pre-Trial Release programs
- Attend Community Events as we have done in past years to enhance community relations
- Hire a Probation Assistant

## 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: 92
- Misdemeanor Investigations: 11 Total: 103
- Other: 0

#### Pre-Dispositional Investigations:

- Juvenile Delinquency: 6
- Person in Need of Supervision: 0 Total: 8
- Other: 2

## Telephone Interviews

Defendants were released to Pre-Trial Release supervision directly from the Court and the interviews were conducted by telephone, or they were interviewed via telephone at the SCJ to determine PTR eligibility.

- Total number interviews conducted
  - Pre-Sentence Investigations: 52 telephone interviews, 41 in-person interviews
  - ATI/Pre-Trial Release: 59 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 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 under Pre-Trial Release supervision during 2024– 130
- There were 97 active Pre-Trial Release cases at the end of 2024.

### Community Service

Number of community service hours ordered in 2024 – 6,168 hours ordered

Number of community service hours completed in 2024- 4,031 completed

Number of persons ordered to perform community service during 2024 – 57 people ordered to perform

There were 28 active community service cases at the end of 2024.

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	190	147	337		12	1	13
February	178	149	327		11	1	12
March	177	144	318		12	2	14
April	171	144	315		14	2	16
May	160	144	304		17	4	21
June	153	139	292		21	4	25
July	156	137	293		20	5	25
August	152	139	291		22	3	25
September	148	140	288		24	2	26
October	143	135	278		20	2	22
November	138	132	270		22	2	24
December	136	139	275		24	3	27

	Discharges			Return for Sentencing		TOTALS
Month	Early	Max	Revoked	Interim	Death	
January	7	2	0	6	0	15
February	7	1	6	2	0	16
March	2	6	2	3	0	13
April	3	12	2	1	0	18
May	4	7	2	2	0	15
June	1	9	1	6	0	17
July	4	5	6	3	0	18
August	4	6	2	3	0	15
September	5	8	4	4	0	21
October	3	7	5	1	0	16
November	3	5	9	3	0	20
December	4	8	1	1	0	14
Totals	47	76	40	35	0	198

## Specialized caseloads

### Sex Offenders:

Each quarter the Sullivan County Probation Department is required to report to the NYS Division of Criminal Justice Services (DCJS) and Office of Probation and Correctional Alternatives, a Sex Offender Registry confirmation summary form. The Sullivan County Probation Department has had and maintains a 100% compliance rate for confirming addresses. We do not release these offenders from supervision early.

Number of sex offenders/SORA level (Average caseload is 25-35 offenders – includes those who are not required to register). Level 3 are considered the highest risk population.

Quarter	Level 3	Level 2	Level 1	Pending	Total
1 <sup>st</sup> Jan-Mar	7	8	16	0	31
2 <sup>nd</sup> Apr-Jun	7	8	14	0	29
3 <sup>rd</sup> Jul-Sep	8	7	13	0	28
4 <sup>th</sup> Oct-Dec	7	7	11	0	25

### 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. They 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 – 90 offenders under supervision)

Probation also monitors DWI offenders who receive a Conditional Discharge with an ignition interlock requirement. The Probation Officer must perform the same functions to monitor the IID as they would a probation supervision case. Any positive readings for alcohol or failure to comply with testing, is reported to the Court which may result in a new sentence. We have an average of 65 cases.



DWI stats for 2024:

Interlock Quarter	Number ordered	LENS Registration	Vehicle Registration checks
1 <sup>st</sup> Jan-Mar	16	13	76
2 <sup>nd</sup> Apr-Jun	20	16	77
3 <sup>rd</sup> Jul- Sep	20	17	76
4 <sup>th</sup> Oct-Dec	16	20	74

**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 supervised approximately 35 individuals in 2024.

**DWI Court / Drug Treatment Court / Vettrak Court / Opiate Intervention Court:**

We have one Probation Officer who is a member of the treatment team that covers all of the above Courts. This officer attends a team meeting with the other members once per week. One officer supervises Drug Court interim cases and another officer(s) supervises the DWI Court/ Vettrak interim cases. We supervise on average 5 Drug Court cases and 15 DWI Court/Vettrak cases at any given time. These participants are in outpatient treatment and under interim supervision. Treatment Court is also utilized for individuals under supervision who have a pending probation violation and would benefit from the added oversight.

**Restitution, Fines, Fees 2024**

**957 payment(s) received in 2024: Total \$95,274.01**

By Obligation Type:

Administrative Supervision Fee - (226) - \$21,527

DWI Supervision Fee - (293) - \$17,955

Fines/Court Fees - (20) - \$2,323

Restitution - 10% - (278) - \$31,688.55

Restitution - 5% - (134) - \$16,568.37

Restitution - Family Court - (3) - \$244

Restitution - Non-Probation - (0) - \$0

Surcharge - (412) - \$4058.09

Unallocated - (5) - \$910.00

Misc Fee - (0) - \$0

## **Family Court Supervision 2024**

- Supervised 8 Juvenile Delinquents on Probation
- Supervised 0 Persons in Need of Supervision on Probation
- Supervised 6 Adults for Non-payment of Child Support
- Conducted Youth Assessment and Screening instruments on all juveniles
- Processed 255 Family Offenses / requests for Orders of Protection
- Processed 53 Juvenile Delinquency Appearance tickets

### **Miscellaneous Information**

- The department executes many of our own warrants for probation offenders
- Average 3 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. In addition, they must also attend Basic Course for Peace Officers in addition to fundamentals. 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 may include 8 hours of mandatory firearm recertification, 2 hours of ASR, 1 hour Use of Force, 2 hours of Taser Recertification.
- During 2024, 19 different staff members attended a total of 270 trainings for a grand total of 1,714.5 hours of training attended.

# DIVISION OF MANAGEMENT & BUDGET

## Budget Office

Anna-Marie Novello, Commissioner

### 2024

- Developed and crafted the 2025 Operating Budget and 2025-2030 Capital Plan in conjunction with the County Manager, including input from departments. This budget stayed within the Tax Cap as defined by the NYS Office of the State Comptroller. This budget consists of two separate books. The detail book includes each individual line item for each of the County's organization codes; detailed position listing by department including position number, title and budget dollar amount; and the 2025-2030 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. An interactive, digital budget book was developed for the 2025 Operating Budget, complete with drop down menus and filterable graphing so that interested parties can dive into budget information in a new and innovative manner.
- Sullivan County received the Distinguished Budget Presentation Award from the National Government Finance Officers Association (GFOA) for the 2024 budget. This is the ninth 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 1, 2021, 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 have 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. The Budget Office staff stationed at Public Health and Community Services also supervise the health finance staff, who are also part of the Division of Management & Budget, to ensure the integrity and timeliness of all fiscal operations.
- We continued to assist with some of the fiscal aspects of the Grants and Planning departments.

- Quarterly reporting for the American Rescue Plan Act as required by the US Treasury was filed timely. The deadline for filing the initial interim report was August 31, 2021. Sullivan County's total allocation of funding is \$14,651,782 of which \$14,470,635 is attributable to revenue loss and can therefore be used to fund general government services such as the construction and reconstruction of roads, sponsorship of energy efficient capital improvements at our local community college and funding of public safety salaries and benefits. These obligations and expenditures are reported under Expenditure Code 6 - Revenue Replacement. As of December 31, 2024, the County has obligated a total of \$14,651,782 and expended a total of \$14,651,782. Of the \$14,470,635 attributable to revenue loss, \$6,752,022 covered payment of Public Safety salaries and benefits; \$3,968,613 covered energy efficient capital improvements at Sullivan County Community College; and \$3,750,000 covered construction and reconstruction of roads. The balance of \$181,147 was used to supplement a Category 9.1 Surface Transportation Project receiving funding from DOT to cover additional costs incurred on County Road 173.
- In conjunction with the Purchasing Department, this office continues 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, the countywide financial and human resources system, and the countywide Kronos timekeeping system.

## Payroll Department

The payroll department processed 26 regular pay cycles, 38 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.

# PURCHASING AND CENTRAL SERVICES

Allyson Lewis, Director

## Overview

The Sullivan County Purchasing Department has the responsibility of purchasing all goods and services for all Sullivan County departments. This includes all bids, requests for proposals, quotes and purchase orders. This office executes all contracts for bids and services procured through this office. Purchasing has the responsibility of obtaining the best quality products and services for the best price, in a fair, open, and competitive manner.

## Accomplishments

### Purchasing Department:

- Processed 3245 Purchase Orders
- Processed 2,417 P-Card Purchases
- Issued 20 Formal Quotes
- Issued 48 Request for Proposals
- Issued 52 Bids
- Executed 158 Contracts for Services
- Processed 317 Request to Attend (RTA's)
- Completed approximately 759 Change Orders
- Provides New World Training for all new employees assigned to requisition entry and provides training updates and refresher training for employees that request it
- Administers the P-Card Program
- Provides P-Card training for all users
- Utilized municipal piggybacking contracts and expanded pool of regional and national contracts
- Utilized NYS OGS Contracts and Vehicle Marketplace Purchasing options
- Oversight of Resolutions for departments for procurement
- Trouble shooting all vendor issues pertaining to bids, orders and deliveries
- Resolve vendor collections of past due invoices
- Assisting all departments with BID/RFP research, preparation and planning
- Processing Accounts Payable batches for both Purchasing & Central Services
- Process P-Card invoice payments for all departments not assigned a P-Card
- Assists vendors with payments issues and discrepancies
- Processes monthly Central Services chargebacks
- Answers all incoming telephone calls for the Government Center main line
- Distribute PPE supplies as needed to all county departments
- Inventory management for PPE supplies
- P-Card usage with 1589 transactions for 2024
- Provided assistance with departments for grants, verifying procurement requirements for all department projects, commodities and services
- Provided assistance & guidance to Sullivan County municipalities in NYS OGS contract opportunities (fuels, road salt, services, etc.)

In addition to the above listed accomplishments, the P-Card Program continues to be a large success with providing flexibility for departments for travel expenses when conducting County business, as a payment mechanism for prompt payments to vendors as well as increasing our vendor base.

Sullivan County received the largest NYSAC P-Card rebate payment for the 2023-2024 program year. County officials were presented with a rebate check in the amount of \$65,139.23.

This office is very proud of the success of the P-Card program. We work very closely with the Treasurer's Office, Audit Department and Management & Budget to ensure efficiency and productivity and we work with all users to ensure effectiveness through the purchasing process.

The Purchasing Department continues to provide customer service to all departments and the public and assists local political subdivisions (towns, villages, fire departments, libraries, etc.) in procurement options, bid specifications, piggybacking opportunities and guidance on how to utilize the NYS OGS website contracts for commodities.

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

### **Central Services Department (Mailroom):**

The Central Services Department provides 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 2024 year, the Central Services Department accomplished the following:

- Processed 150,332 pieces of outgoing mail
- Processed all incoming mail for all agencies
- Provided mail courier services twice a day for the Jail, Courthouse, Legal Aid and all State Agencies
- Assisted multiple departments on large bulk mailings

# DIVISION OF INFORMATION TECHNOLOGY SERVICES

Lorne Green, Commissioner/Chief Information Officer

## Operations Team 2024 Accomplishments

- Data Center Core switch refresh with intercommunication cable and fiber upgrades
- Production data storage expansion - County and SHF clusters
- Implemented file archiving solution to free up higher cost storage
- NYSOC implementation
- Implemented an endpoint management solution for software deployment and endpoint monitoring
- Implemented an automated software security patching and update solution
- GC Security camera replacements, including Cimarron Rd.
- EOC Security camera replacements
- E911 Center battery backup unit complete replacement
- DSS Travis building Door security and camera installation
- Data Center battery backup unit battery replacement
- Data Center security camera and door access control system installation
- Production firewall upgrade at Government Center
- Cellular Internet access device deployments - Ferndale TS, Lake Superior Park - Main building and new ticket booth, Mamakating TS, Western TS
- Lake Superior security camera installations
- Added additional security cameras at 50 North Street
- Paging system SW upgrade
- Enterprise DR and backup solution installation, configuration and go-live
- VoIP system upgrade to latest version for County and Sheriff clusters. Hardware servers were also replaced for County cluster
- VMWare ESXi upgrade to version 7
- County-wide desktop replacements - Completed 620 workstation replacements with new Windows 11 machines
- Connectivity survey of 15 BOE Polling locations with poor cellular service
- Implemented network monitoring and DDoS attack mitigation on Internet circuits via the County's ISP
- Implemented phone tree for OFA and Veteran's offices that will help streamline the public experience when calling
- Worked as a team to recover all workstations from the Global CrowdStrike update failure

## Applications Team 2024 Accomplishments

### Desktop/Web/Mobile Applications:

- Audit: Enterprise Lease System added additional voucher features.
- Planning: GML239 Addition of new planning staff and county legislators. New addition for exporting projects for GIS visualization.
- PHS Rabies Incident Tracking Database/Webapp updates.
- DFS - HEAP: Two application/databases combined into single webpage interface and data source.
- Laserfiche Backup and Recovery Implementation, version Upgrade from v10 to v11, and expansion of storage volumes.
- Veterans - Updated "VetApp to Laserfiche" workflow interface.
- DSS Child Support - Laserfiche records management implementation of closed case handling and retention for Child Support Enforcement.
- Human Resources - Implementation of departmental employee performance and record processing through Laserfiche workflow.
- Laserfiche Imported and processed 268 boxes of files for HR, Risk and Payroll. Implemented verification processes for all record types included in the data collection.
- Thompson Shared Services - Developed process to import Thompson Planning and Zoning Google Drive documents; and executed two imports. Implemented document storage for Thompson courts. Imported scanned documents generated from ICC-CDS vendor project. Trained town staff in use of Laserfiche.
- Scanned recorded from Long-term storage for DFS Child Care and Probation to digital repository, reducing need for physical paper record storage space, while preserving integrity of the data.
- Transition of historical record scanning tasks from ITS to Probation staff. Installation of two scanners. Conducted training sessions for Probation staff on proper digital preservation of records.
- Initial introduction and training for The Planning Division's Grants team in usage of Laserfiche.
- County Manager's Laserfiche forms enhancements:
  - o "Transfer of Accrued Time" form updated with requested time calculations.
  - o "Management Vacation Payout" form updated with anticipated accrual hours field, and requested hours payout changes.
    - o Adjustments to approval processing of RTAs and RTFs for Emergency Management and Bureau of Fire in line with Division's needs.
- Implemented town, village and school system jurisdictions folders for Human Resources and Risk Management for Civil Service record keeping obligations.
- Implemented special character substitution for New World to Laserfiche crosswalk, addressing Laserfiche Forms web functionality, eliminating conflicts with special web characters.
- Researched scanning of Veteran's Service Agency deceased files and conveyed findings to Director.
- DSS Accounting, Records Management enhancements:
  - o Implemented process for approving the correction of errors on closed records.



- o Implemented three new record types; cancelled check report, registers, and payment recoupment.
- o Implemented read-only access for DFS Contracts staff for simplified access.
- Cell phone helpdesk ticket requests processed including
  - o Two Factor Authentication push notification and approval through DUO.
  - o New Application deployments including “Language Line” translation
  - o New Phone and tablet deployments and upgrades to replace outdated hardware.
  - o Outlook application sunsetting on cellular phone, and replacement with updated propriety phone manufacturer supplied mail client.
- ID Badges printed for
  - o new employees
  - o replacements for new titles and outdated photos
  - o summer youth employment program.
- Update mobile device inventory in Maas360’s mobile device management suite by removing out of service devices as needed during disposal process, while adding new licenses for device inventory expansion.
- Researched, identified, and recommended HIPAA compliant texting vendors for covered departments.
- Laserfiche forms workflow modification to allow multiple addresses in the administrator notification field for “Request to Attend” and “Request to Fill Vacancy” forms with updated benefits cost calculations for vacancies.
- Beaconstac QR code generation implementation for Department of Community Services and their Opioid Task force Narcan distribution program.
- Update to VetApp Laserfiche Interface to allow for the removal and update of metadata fields for VSA client folders.
- Completed transitional coverage of Town of Rockland application and email support, and transferred all support to their new IT representative.
- Support the Board of Elections in preparation for, and live election night result reporting.
- Sullivan County Tentative Budget report update to display order, and include newly defined corporate compliance org code.
- WASP AssetCloud implementation and record import of county physical assets for Audit.
- Departmental Granicus Legistar and MediaManager training.
- Legistar user permissions and roles updates for organizational changes county-wide.
- Legistar and Granicus support for the Clerk to the Legislature and Department Heads and Commissioners
- Directing/Producing Legislative meeting broadcasts, from the Hearing Room’s control room including live weekly meetings, along with testing and enhancements.
- PhoneXOne internal training and updates to monthly updates to cover staff changes.
- Windows 11 Application Preparation/Imaging/Staging/Deployments, county-wide.
- SQL Server Reporting Services training and existing report modifications for Payroll, OMB, and HEAP.
- Upgrade FLSA Access Database to include new pay codes for Payroll.
- Creation of and regular updates to vendor contact list.

- Application user account credential updates to reflect email address change from .us to .gov
- Implemented application packaging software “EMCO” to create security group-based software installation packages for all county departments for windows 11 rollout.
- Implementation of Manage Engine endpoint to deploy software and images remotely.
- Created operating system images for all county-wide, as well as individual department-specific, images for multiple reimaging scenarios.
- Windows 11 computers rollout to majority of county departments. Process included ensured compatibility and testing with all software deployed.
- Completed the implementation of a new sound board for sound quality improvements in response to senior management and publish feedback in legislative meetings.
- Help Audit with the completion of 1099s for the 2024 year.
- DPW: Cartegraph expansion to cover engineering/bridge team assets. Further expanded capabilities of the previous deployment to the sign shop
- Treasurer: ATC Tax software sunset and complete transition to Systems East tax solution.
- Risk Management: Risk nFinity Annual Plan Changes added to production system.
- Sheriff: Tracs updated on all Patrol unit desktops and in the vehicles.
- Legislature: Migration of historical all IQM2 era historical data into Legistar.
- Countywide - Desktop application deployments for windows 11 machines.

#### **GIS Specific:**

- GIS layer feature sync connection in support of DPW’s Cartegraph expansion.
- Warming & Cooling Center application site information updates.
- Parcel Viewer Application migrated into Experience Builder Application.
- CWD interactive (MOVE Sullivan, Businesses & Schools) application & paper maps.
- County-wide data updates to road layers:
  - o road range audit.
  - o pavement coverage.
  - o created driveway records on parcels.
- County-wide individual park atlas maps.
- Town Tax Maps 2013 - 2023 uploaded to Real Property Tax Department website.
- Special Districts maps created (196).
- 20 new community developments, 1124 new addresses, and 32 new roads.
- O & W trailhead addresses (27).
- Thompson Street Light Number mapping project.
- USPS Postmaster map creation for Liberty, South Fallsburg, Ferndale, Swan lake, Monticello & Woodbourne.
- RAISE grant application (shapefile provided).
- Earth Day at SUNY Sullivan including creation of displays and maps for student engagement.
- (4) 911 Addressing application updated to fillable forms for Real Property Department.
- 18 public map requests.
- 61 MSAG address verifications.
- Published new maps of Routes/Spokes, and data added to MOVE Sullivan layers, maps, and app.
- Planning & DPW ArcGIS mapping template creation with data specific training.

# DIVISION OF HUMAN RESOURCES

Julie Diescher, Commissioner

## Department of Human Resources

The Sullivan County Department of Human Resources administers civil service for 41 local jurisdictions, including towns, villages, school districts and libraries. In 2024 Sullivan County Personnel department hosted 139 CIVIL SERVICE EXAMS and processed 2703 applications for these exams, in addition to the 15 language proficiency exams administered for language translation. In an effort to recruit and retain a diverse workforce the HR Team attended 32 recruitment events, posted 126 job openings on various Social Media outlets and assisted in the professional development of 12 Student Interns from local high schools and colleges that included; Northeastern University, SUNY Oswego, SUNY Albany, SUNY Sullivan, Texas Tech University, Fordham University, and Clarkson University-Potsdam.

Through a variety of social media and other marketing measures we received, reviewed and processed 3014 applications and 899 resumes. The office hosted 34 orientations, processed 391 new hires, permanently appointed 123 and (re)classified 56 positions. Sullivan County jurisdictions kept our office busy which is evidenced by the 1461 payroll/position related changes processed through our office - in addition to the 2801 position related changes processed for the County.

Human Resources and Risk Management assisted 27 employees transition into retirement, processed 149 resignations and 28 unemployment claims for 2024, 12 of which were successfully controverted.

In line with our digitized office goal, the Division sorted through various County files, maintaining adherence to Documentation Retention schedule and successfully scanned over 350,000 documents in 2024.

County employees successfully completed 18764 state and other County mandated classes, for an overall completion rate of 95%. In addition to 24 Leadership Development Classes for current and future leaders, the office continues to provide Civil Service related trainings for jurisdictions/departments and in 2024 hosted dozens of such trainings. Furthering our commitment to continuing education of our workforce, 42 employees took advantage of tuition assistance or education and certification program.

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 2024, the office investigated 27 personnel related complaints resulting in recommendations for trainings through the Employee Assistance Program (EAP) or counseling/progressive discipline where applicable. This resulted in 581 units of service through the EAP referral/coaching benefit. The year-end report for this benefit also reflects 303 self-help units with the highest utilization categories being legal, personal finance and lifestyle savings benefit. Finally, there were 351 self-initiated professional development classes taken.

The office noted a leveling off in the utilization of Family Medical Leaves, ending 2024 with 259 approved, a decrease of approximately 15 % compared to 2023. There were 75 submissions of

donated accruals in 2024 to those employees who were on an approved medical leave. We continue to work on the digitization of the Family Medical Leave and on-boarding processes, a goal remains incomplete.

## Department of Risk Management & Insurance

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, Short Term Disability, the administration of COBRA benefits and voluntary (member funded) programs. Benefits are provided to approximately 700 employees and 600 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. As an example, of the 33 incidents with County vehicles, 7 were successfully subrogated.

Aside from the many insurance coverages provided for the County, the Risk Management and Insurance Department administers the Self-Funded Worker's Compensation Program. Aside from the County, this coverage includes; Sullivan County Community College, Sullivan County Soil & Water, 15 Towns, 5 Villages and 47 Volunteer Fire and Ambulance companies. In 2024, the office processed 146 Workman's Compensation Claims, 24 207C claims and 30 Short Term Disability Claims.

Additionally, the office processed 69 Health Insurance Buyouts for employees that opted out of the health insurance coverage for the entire 2024 plan year.

Our goals continue as they have been; to provide the best customer service to our clients; the County, 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 and remain a valuable contributor to the County Safety Plan.

# DIVISION OF COMMUNITY RESOURCES

Laura Quigley, Commissioner

## 2024 ANNUAL REPORT



*Laura Quigley, Commissioner*

*Loreen Gebelein, Director, Center for Workforce Development*

*Lise-Anne Deoul, Director, Office for the Aging / Youth Bureau*

*Ruthann Hayden, Director, Sullivan County Transportation*

*Stephen Walsh, Director, Veterans Services*

County of Sullivan  
Center for Workforce Development  
**2024 Annual Report**

[www.sullivanworks.org](http://www.sullivanworks.org)

[www.facebook.com/SullivanCWD](https://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 mission of CWD is to be the recognized leader in providing high quality employment related resources and services to our community's individuals and businesses, with overseeing and implementing employment and training related programs. CWD works closely with DOL and other local partners to provide these services to individuals and businesses in Sullivan County. CWD manages the Sullivan County Career Center and the Director is the designated Center Operator. CWD is primarily funded with federal dollars which is passed to the NYS DOL, which in turn passes the funding through to the County.

The Federal Workforce Innovations & Opportunity Act (WIOA) mandates the creation of a local Workforce Development Board (WDB), which is comprised of local area businesses, mandated partners and staff of CWD. One Board for each Workforce Development Area is required, and Sullivan County remains its own geographical workforce area. WIOA requires the creation of a physical Career Center, with mandated programs under Title I funding including Adult, Dislocated Worker and Youth Programs. The New York Systems Change and Inclusive Opportunities Network (NY SCION) is funded under Titles I and III WIOA for the position of the Disability Resource Coordinator.

Other services provided by CWD include employment and training for Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) for individuals on public assistance. This program is run through an MOU with the Department of Social Services (DSS) funded through the Office of Temporary and Disability Assistance (OTDA).

CWD also runs the Summer Youth Employment Program (SYEP) for six weeks during the summer providing Youth with paid work experience and work readiness skills while assisting local businesses with their hiring needs. This program is also funded through OTDA.

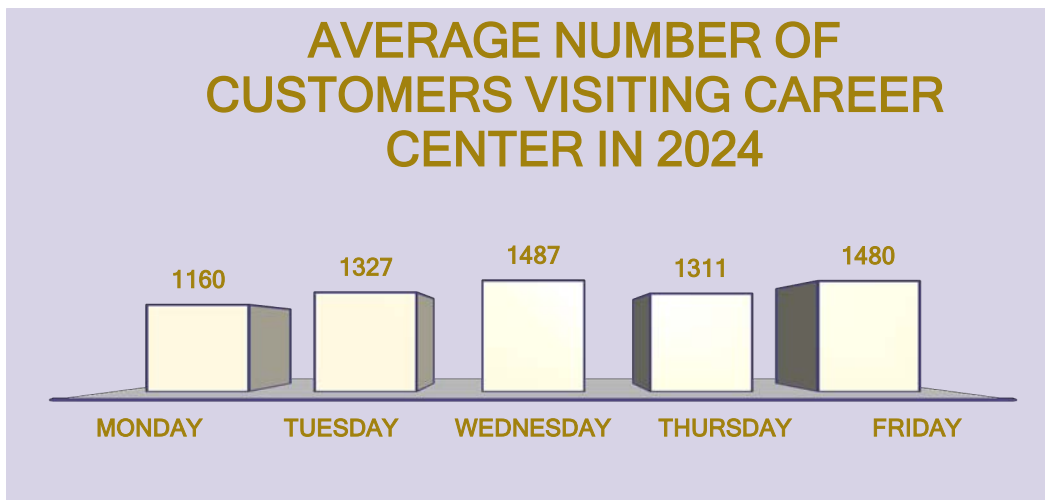
2024 emphasized the need for businesses to take proactive measures to address employee apprehensions and challenges in going back to work. Companies were finding themselves in need of positioning themselves to succeed by upskilling their workforce, using data to overcome hiring roadblocks like salary benchmarking, and adapting their workers by developing soft skills. In 2024 job openings continued to outnumber the people actively seeking work, and economic recovery following the COVID-19 recession featured historically strong wage growth. In 2024 the December year over year private sector count in the Hudson Valley rose by 9,700 or 1.2%, with the largest gains being in private education and health services. Job losses were centered in mining, logging and construction, professional and business services, trade, transportation and utilities. Private education and health services remained the region's leading job generator for this period and increasing 3.6%. Sullivan County had the strongest growth rate in the Hudson Valley region for the majority of 2024. The December year over year growth rate for Sullivan County was up 4.5%.

Key Highlights for 2024: (Statistics on following pages)

- ✓ CWD served 6,765 customers at the Career Center for 2024 which was an increase from 2023 of 5,773. Customers can walk in or be scheduled for appointments, and staff assists customers with use of the Career Center computers, job searching, resume building, interviewing skills, educational training, upgrading skills, and many other workshops to develop their ability to work and find their intended job/career.
- ✓ The Sullivan County Legislators once again approved funding to continue our local area Trade Programs in conjunction with Sullivan BOCES, administered by CWD. 2024 gave opportunities to participants in the Automotive Technician and Security Guard trades. CWD provides resume building and interviewing skills throughout these programs and connects businesses with the participants for a direct hire.
- ✓ Our social media continues to grow with our Facebook following reaching, 1049 in 2024. CWD's weekly publication of "Hot Jobs" is circulated to thousands of individuals and businesses on a weekly basis.
- ✓ Our business services Labor Market information and Job matching for businesses increased between 2023 and 2024 with more business requesting information. Our In-house hiring events were a success during 2024 and have now replaced the annual job fairs.

- ✓ CWD enrolled youth in paid work experience opportunities, GED trainings, and operated the Summer Youth Employment Program (SYEP), with 144 applications received, and CWD employed 50 Youth participating for the 2024 season as well as 3 Crew Leaders. There were 11 sites for 2024 which included Bold Gold Media, C.A.R.E, SC Federation for the Homeless, Literacy Volunteers, Livingston Manor and Monticello High Schools, Fallsburg and Liberty Parks & Recreations, United Way & Woodridge Housing Authority. All participants were offered the opportunity to attend financial literacy through Liberty Partnership and SUNY Sullivan.
- ✓ Partnership collaboration increased, referrals between partners increased, and CWD consistently works with partners for training needs within the County for jobs in high demand.
- ✓ An additional \$100,000 of WIOA funding was received for Adult Programing and continues into 2025. These funds are in process of being used for On-the-Job Trainings (OJT's).
- ✓ The NYSCION position for the Disability Resource Coordinator was renewed thru WIOA funding again for 2024 to continue to serve individuals with disability that receive SSI or SSDI. There was also an additional \$30,000 awarded to Sullivan County through the Office of Mental Health.
- ✓ An Outreach Strategic Plan was awarded to Bold Gold Media to continue branding of CWD and to update program materials and web designs.
- ✓ Administered all WIOA grants received and expended monies accordingly.
- ✓ Operated the Welfare to Work Program under the MOU with DSS.
- ✓ CWD encountered two WIOA audits during 2024 for program and fiscal through DOL, and any suggestions and changes were implemented, but no major findings. CWD also assisted DSS on the OTDA audit of the Temporary Assistance Program.
- ✓ CWD continues to be dedicated to the residents and businesses of Sullivan County and looks forward too many new initiatives, upcoming grants and innovative services to be provided in 2025.

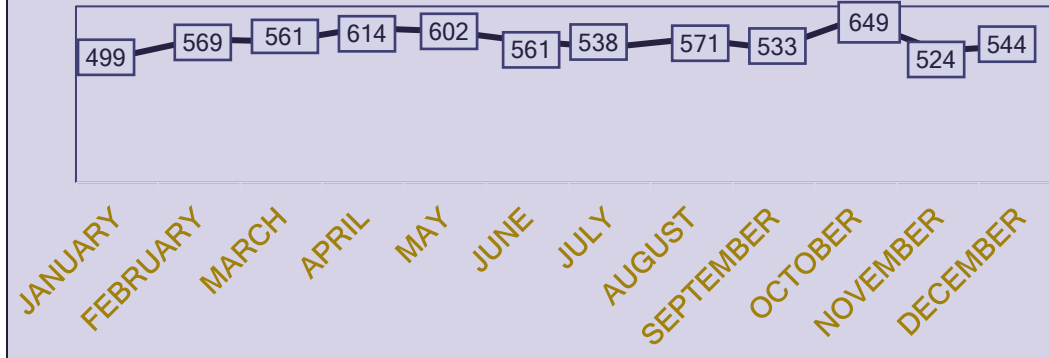
## CUSTOMER & CAREER CENTER SERVICES





## CUSTOMERS ASSISTED AT THE CAREER CENTER BY MONTH

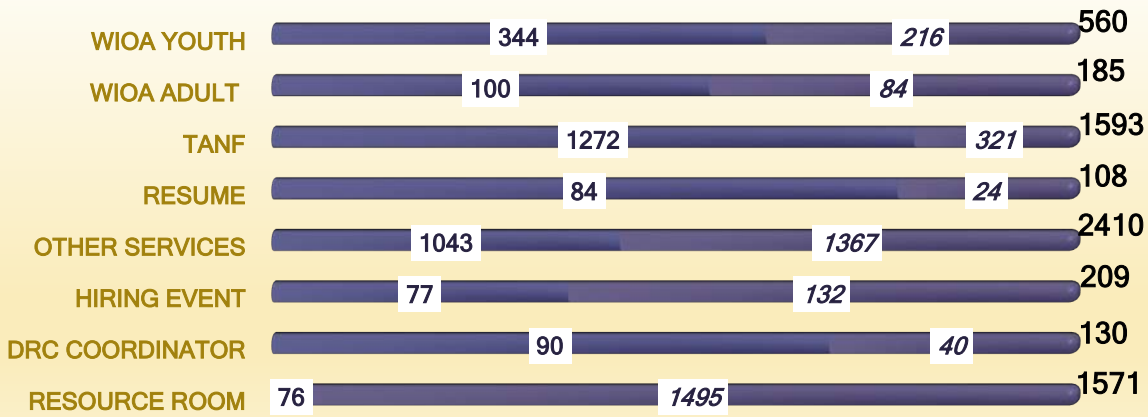
### TOTAL NUMBER OF CUSTOMERS 6765



## SERVICES RENDERED

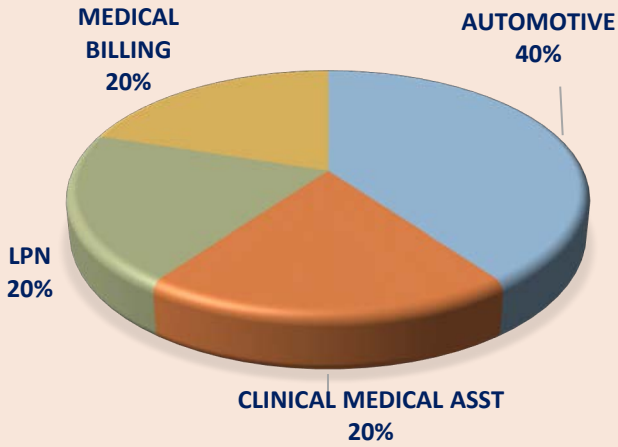
### TOTAL NUMBER OF CUSTOMERS 6765

■ APPOINTMENT  
■ WALK IN

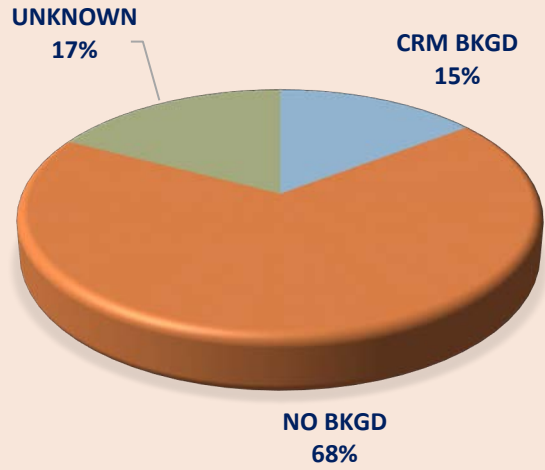


# WIOA ADULT & DISLOCATED WORKER PROGRAMS

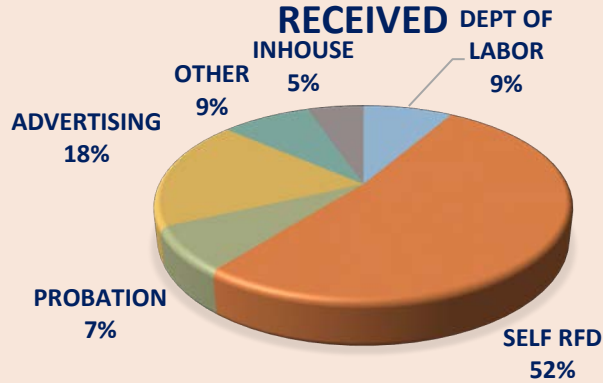
## 2024 WIOA ADULT/DW TRAINING CERTIFICATIONS RECEIVED



## 2024 JUSTICE INVOLVED CUSTOMERS SERVED



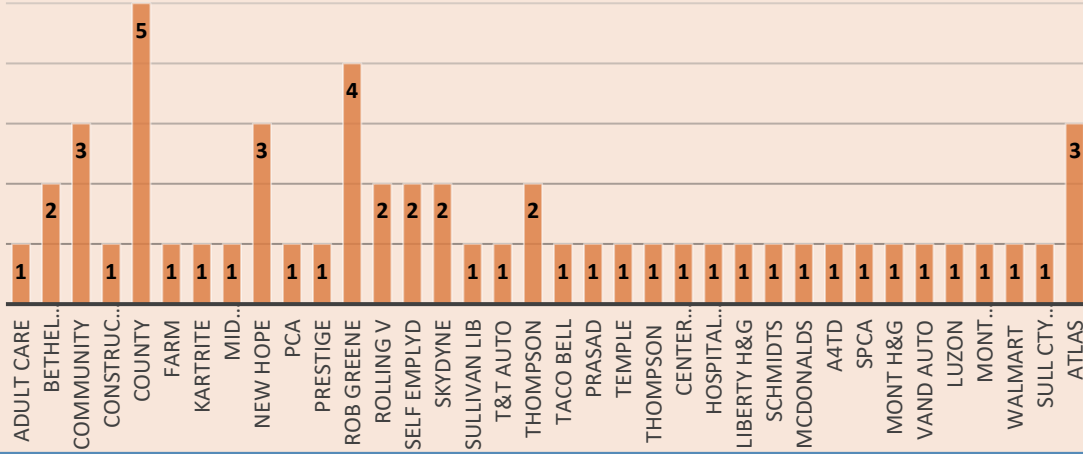
## 2024 WIOA ADULT/DW REFERRALS RECEIVED



\*Only WIOA funded training

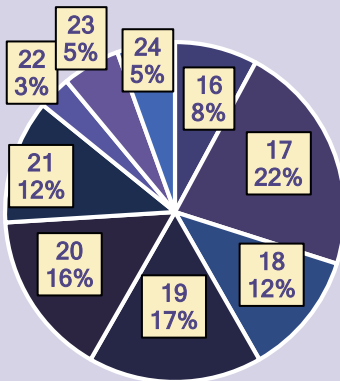
## 2024 SULLIVAN COUNTY WIOA ADULT/DW REPORTED HIRES

57

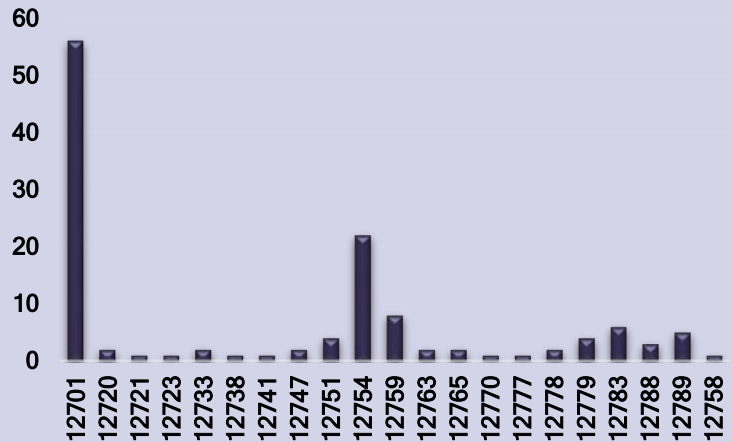


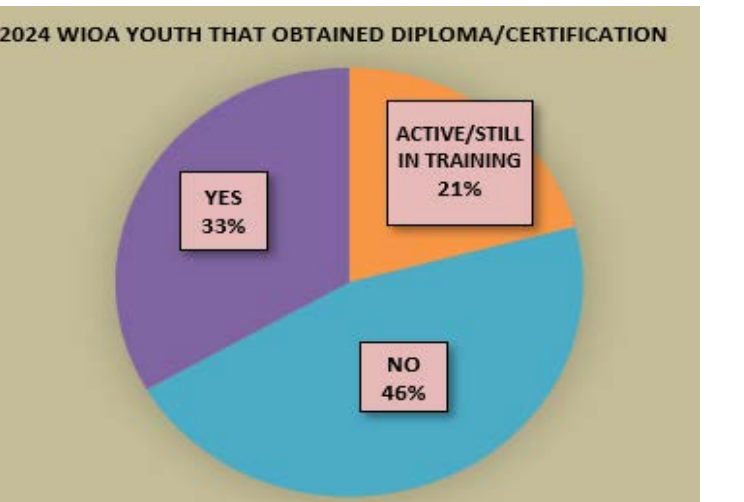
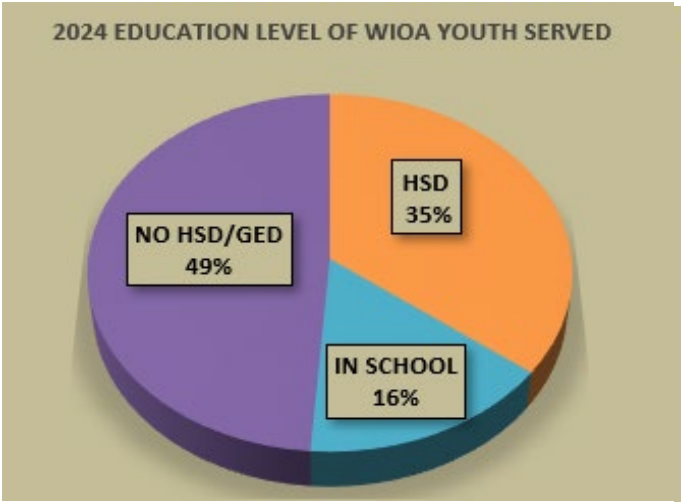
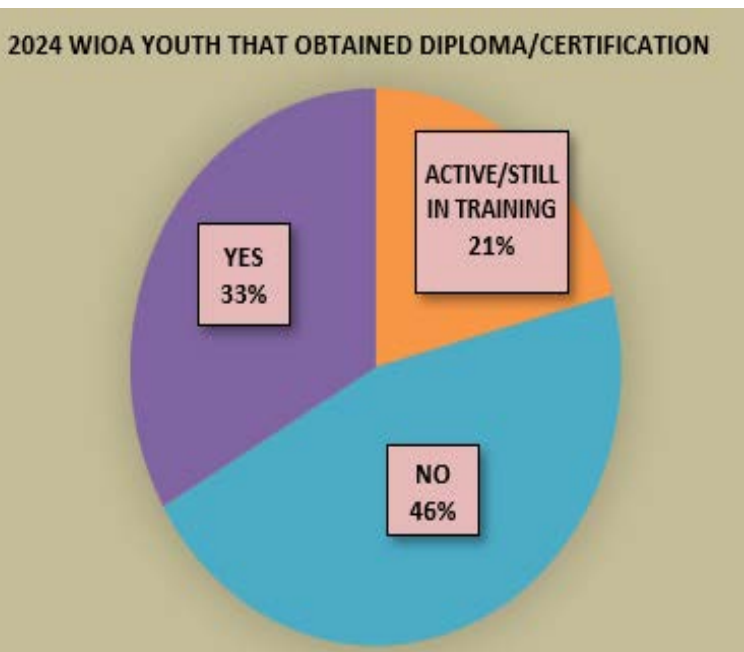
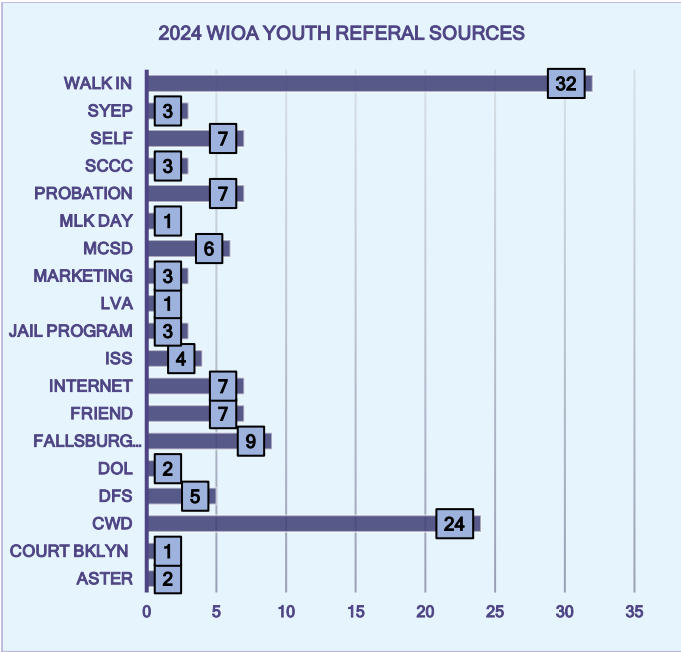
## WIOA YOUTH PROGRAMS

**2024 AGE OF WIOA YOUTH SERVED**



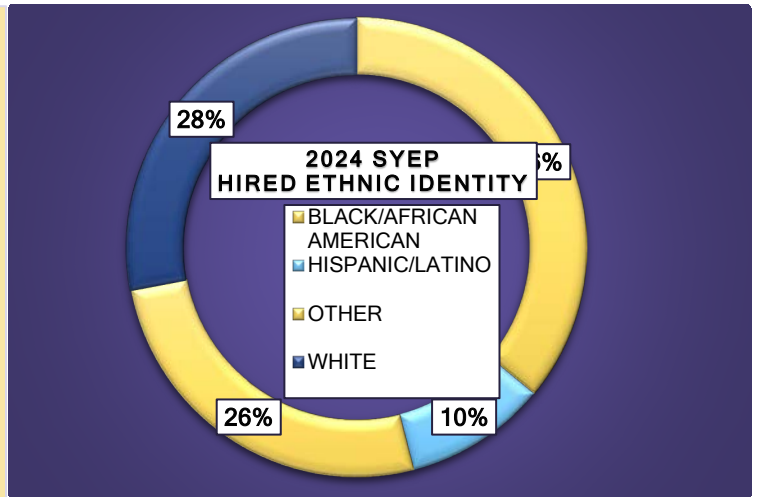
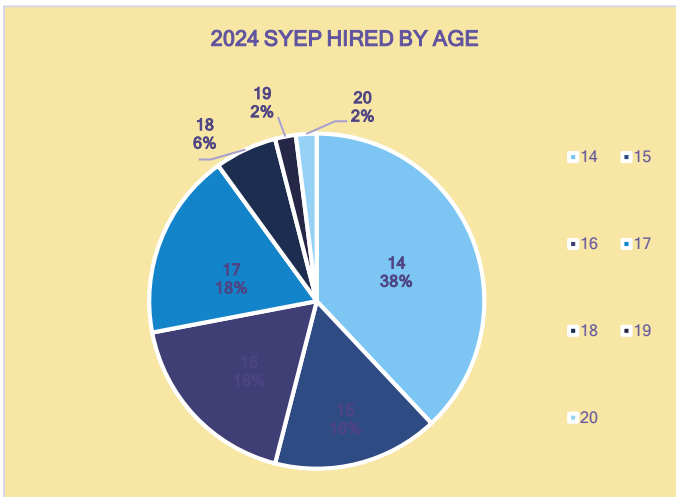
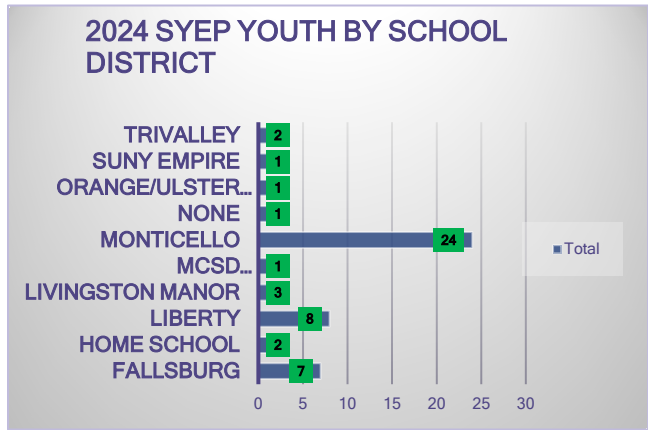
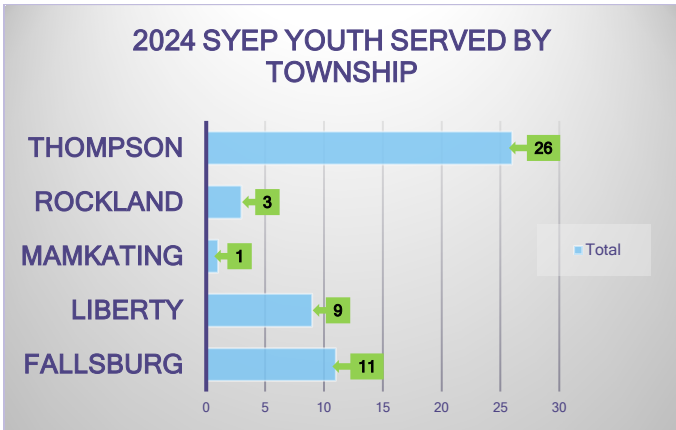
**2024 WIOA YOUTH SERVED BY ZIP CODE**





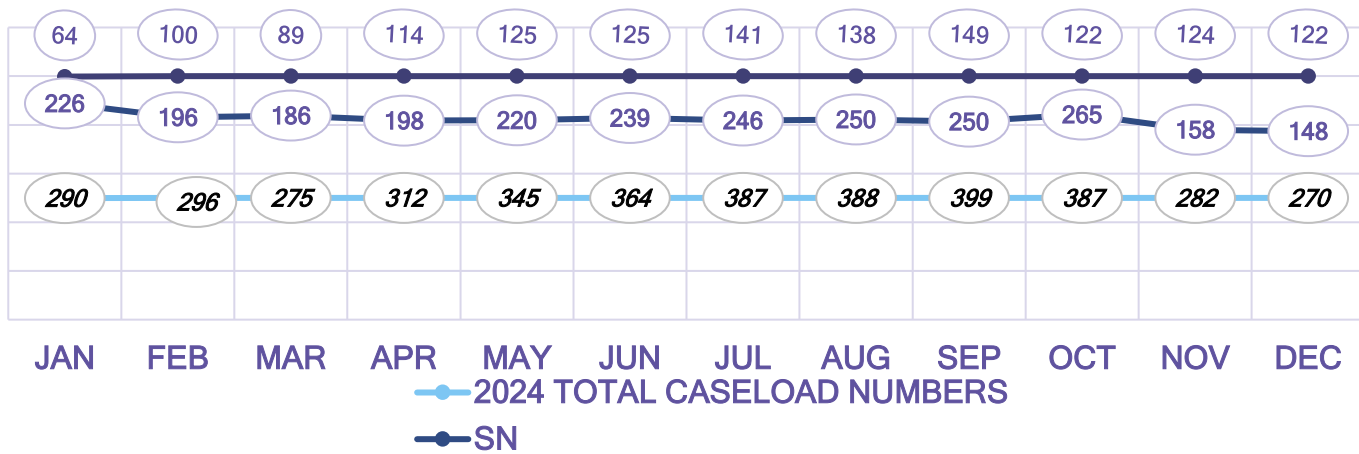
\*Only WIOA funded training  
 \*127 Youth received more intensive services in 2024

# SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)



# TEMPORARY ASSISTANCE PROGRAMS

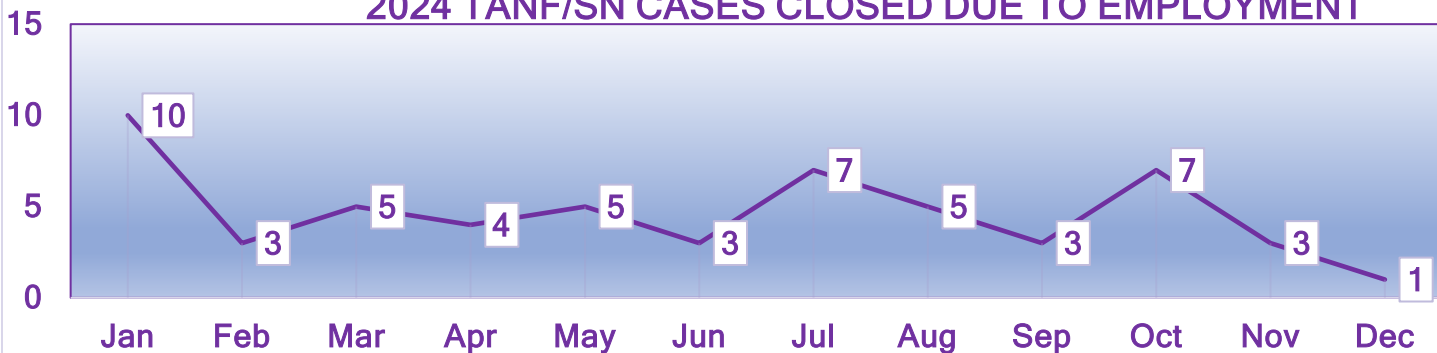
## 2024 SN/TANF CASELOAD NUMBERS



## #OF PARTICIPANTS ENROLLED IN WORK ACTIVITIES-2024

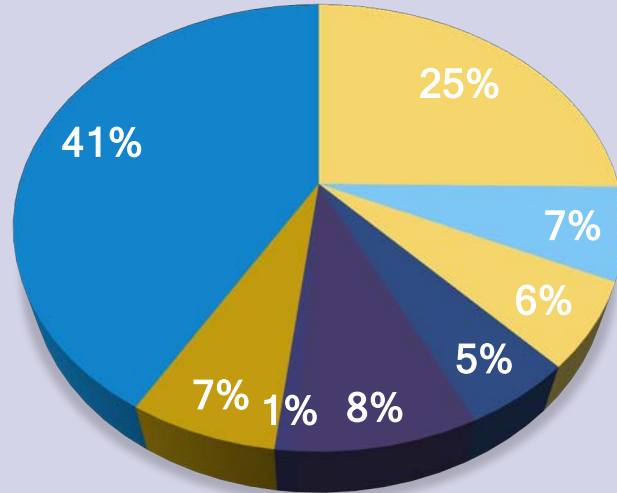


## 2024 TANF/SN CASES CLOSED DUE TO EMPLOYMENT

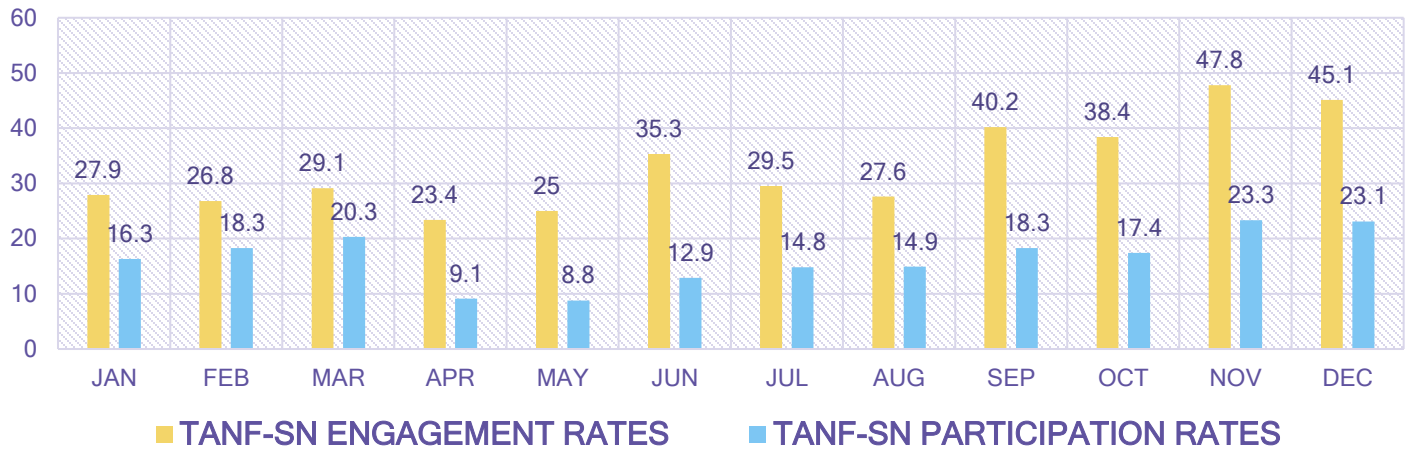


## 2024 TEMPORARY ASSISTANCE LEGAL BARRIERS TO EMPLOYMENT

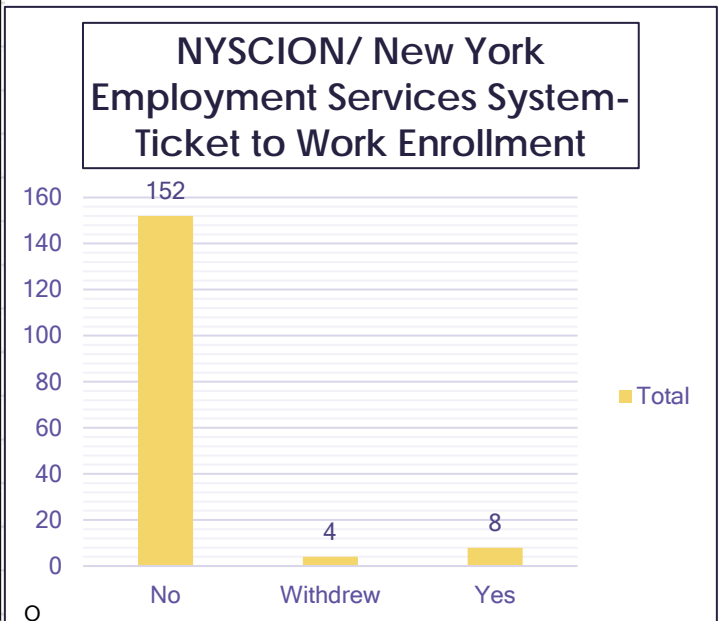
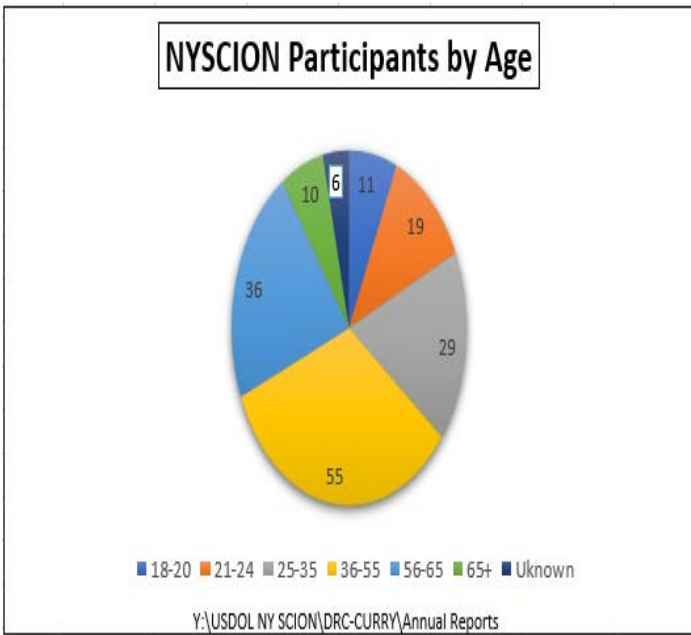
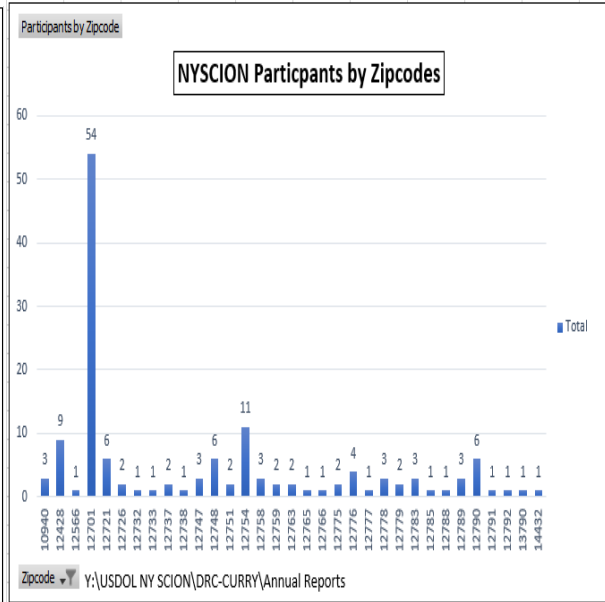
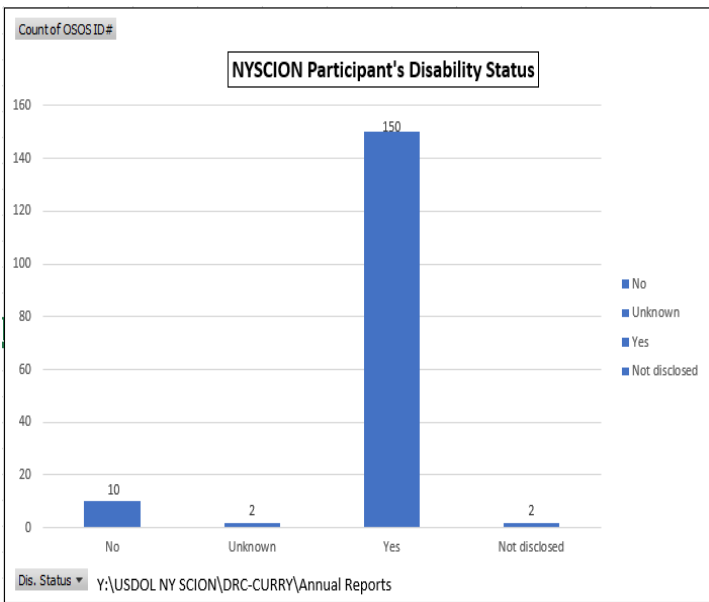
- Clients with Criminal Background
- Second Chance Job Seekers
- Clients on Parole
- Clients on Probation
- Medical Issues 70, 41, 42
- Drug & Alcohol 63 & 64
- Childcare Issues
- No Barriers



## 2024 Engagement & Participation Rates

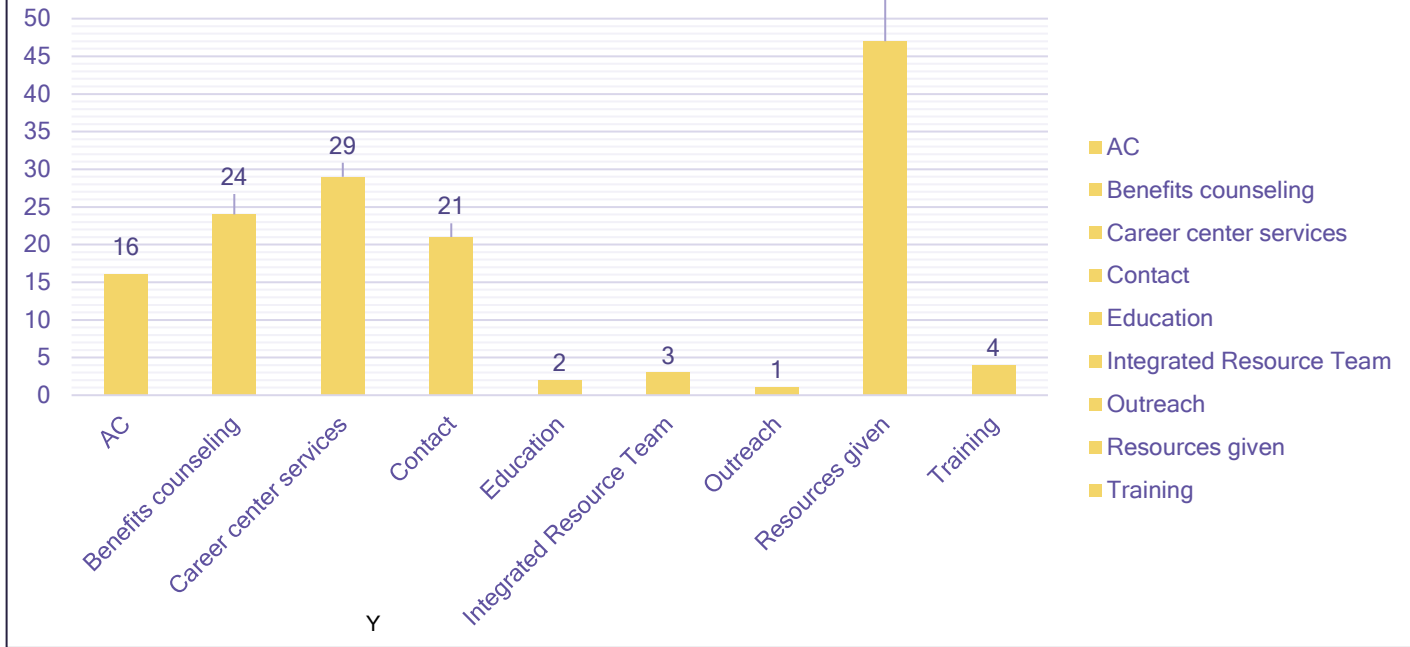


# NEW YORK SYSTEM CHANGE INCLUSIVE OPPORTUNITY NETWORK (NYSCION) GRANT

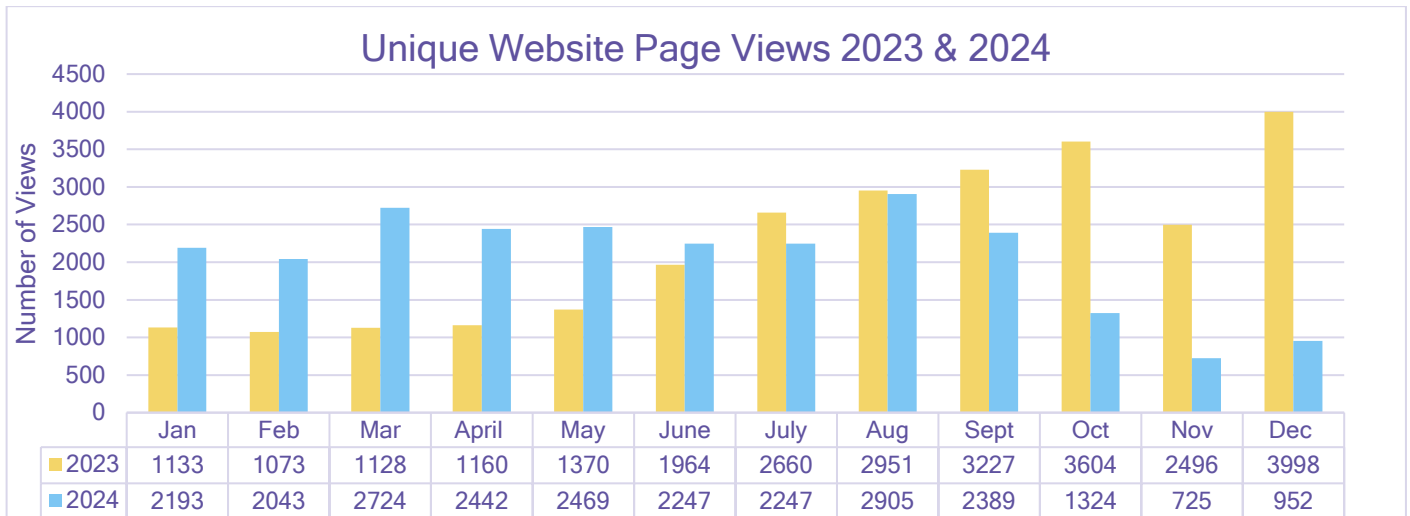




## NYSCION Service Deliverables

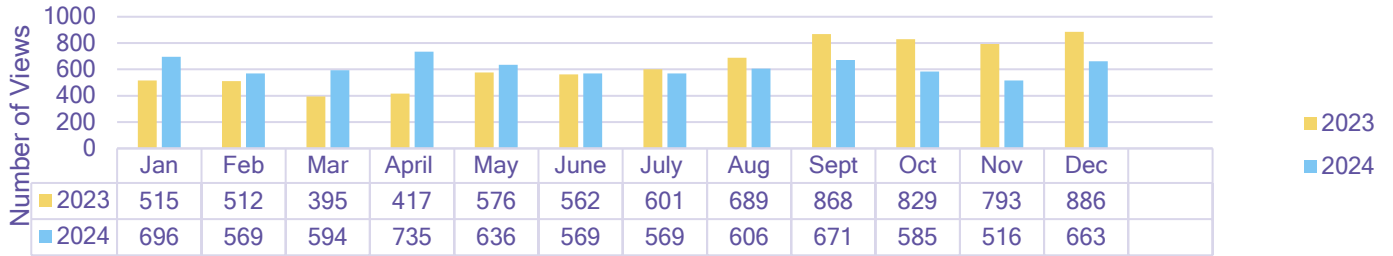


## WEBSITE AND FACEBOOK ANALYTIC REPORT

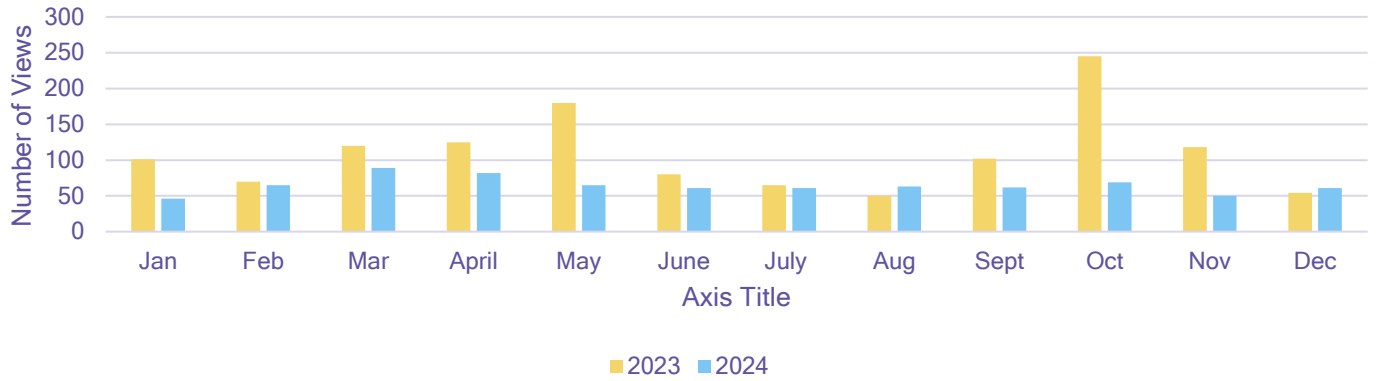


**\*1049 Facebook followers for 2024**

### Unique Hot Job Page Views 2023 to 2024

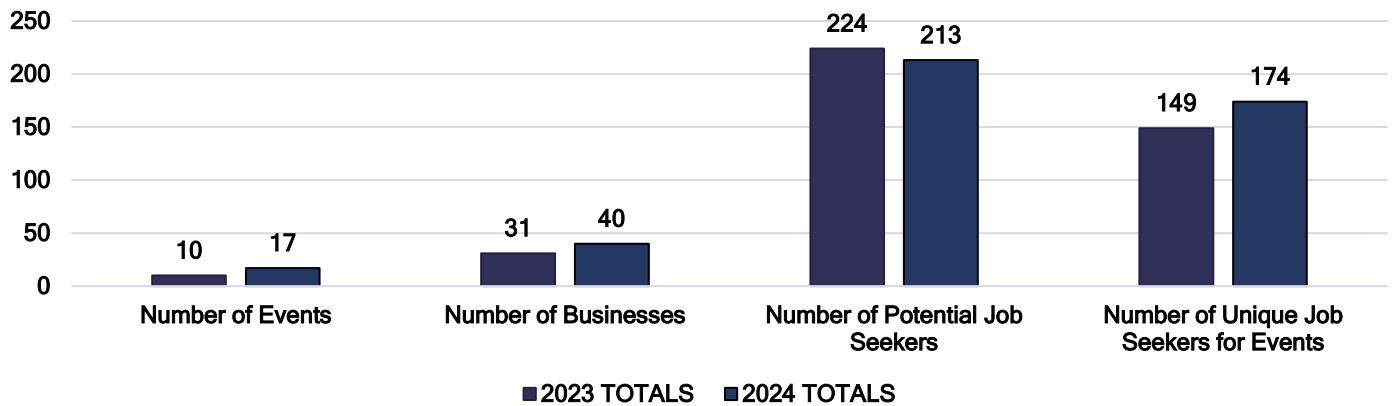


### Unique Events Page Views 2023 to 2024

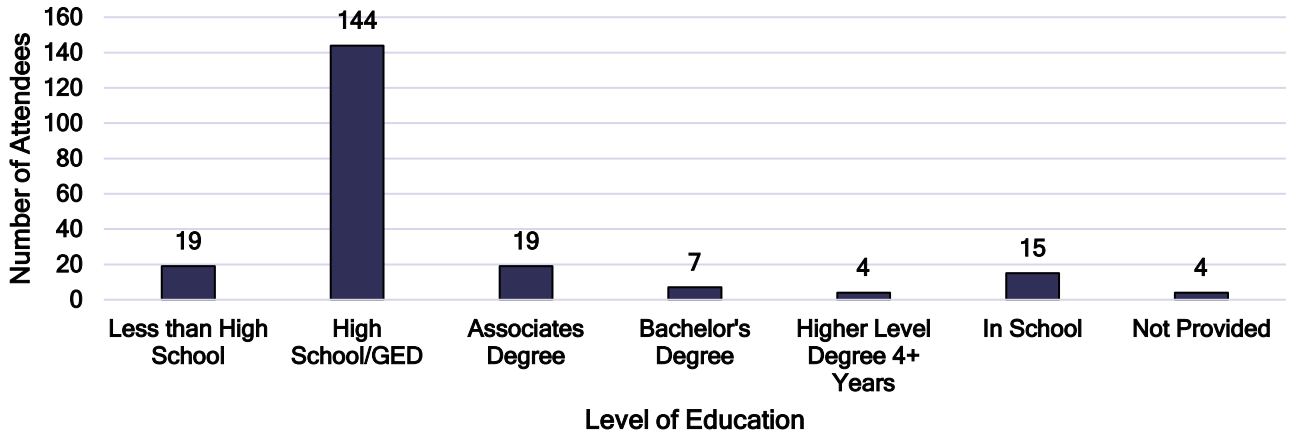


## BUSINESS SERVICES ANALYTICS

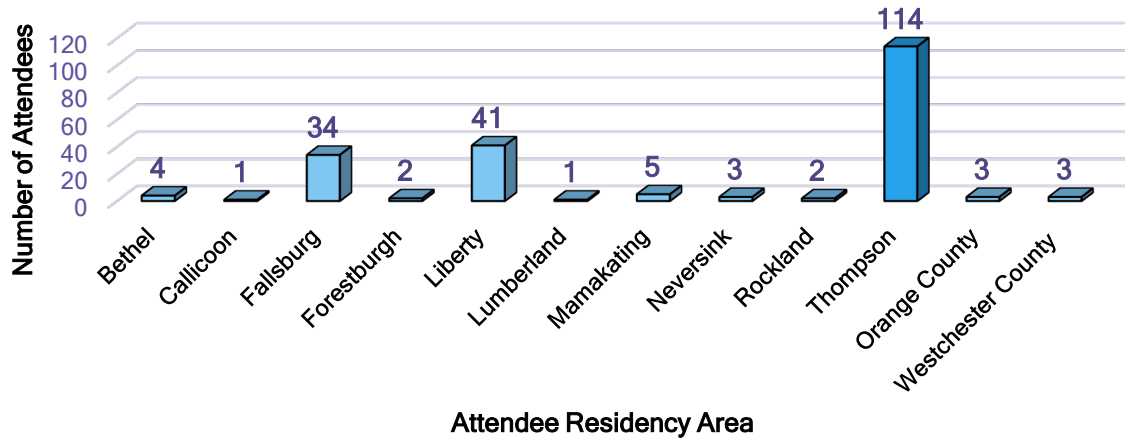
### In-House Hiring Events Statistics 2023 and 2024



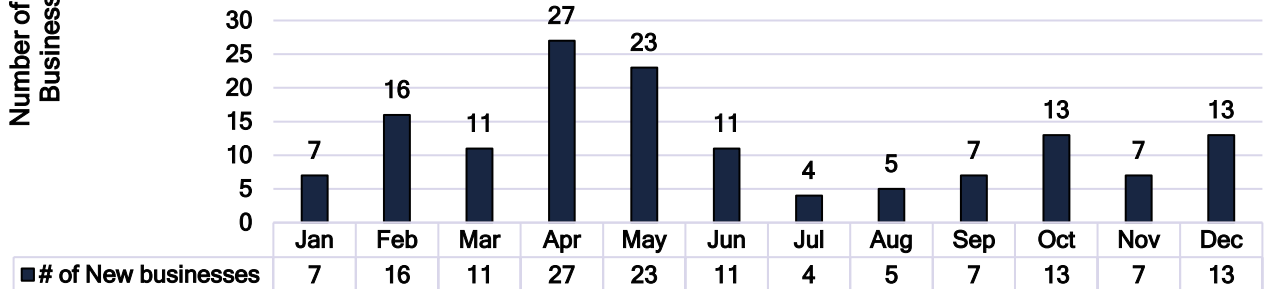
### Education Levels of In-House Hiring Event Attendees



### Attendees of 2024 In-House Hiring Events by Location



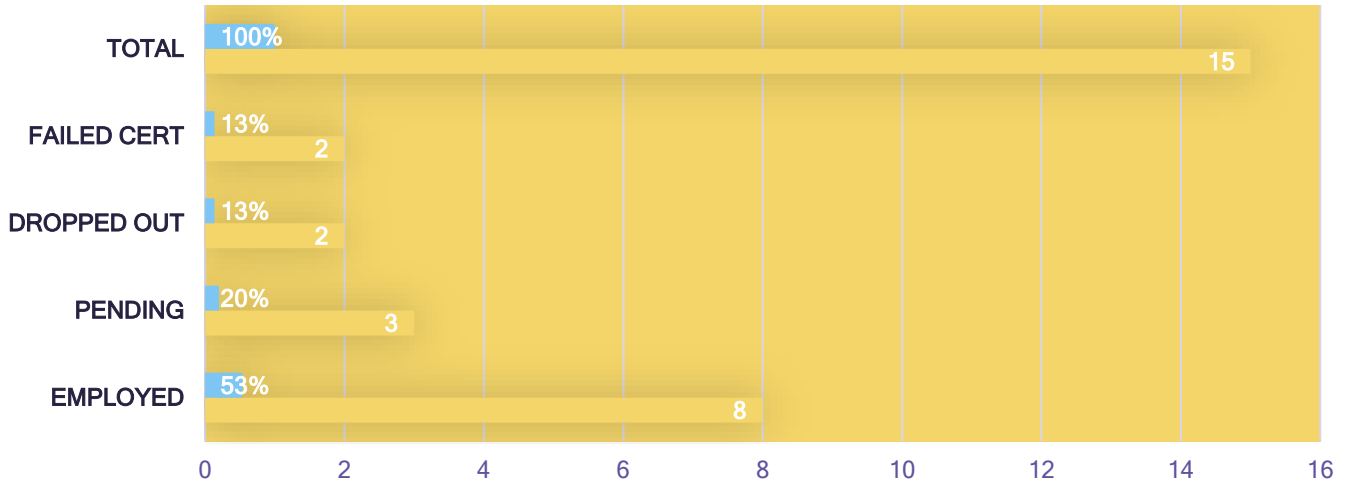
### Business Services Outreach to Sullivan County Businesses in 2024



## SULLIVAN COUNTY TRADES PROGRAMS

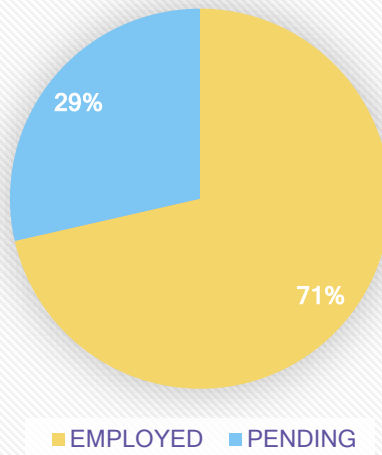
12 month follow up continues

## 2024 AUTOMOTIVE TRADE OUTCOME



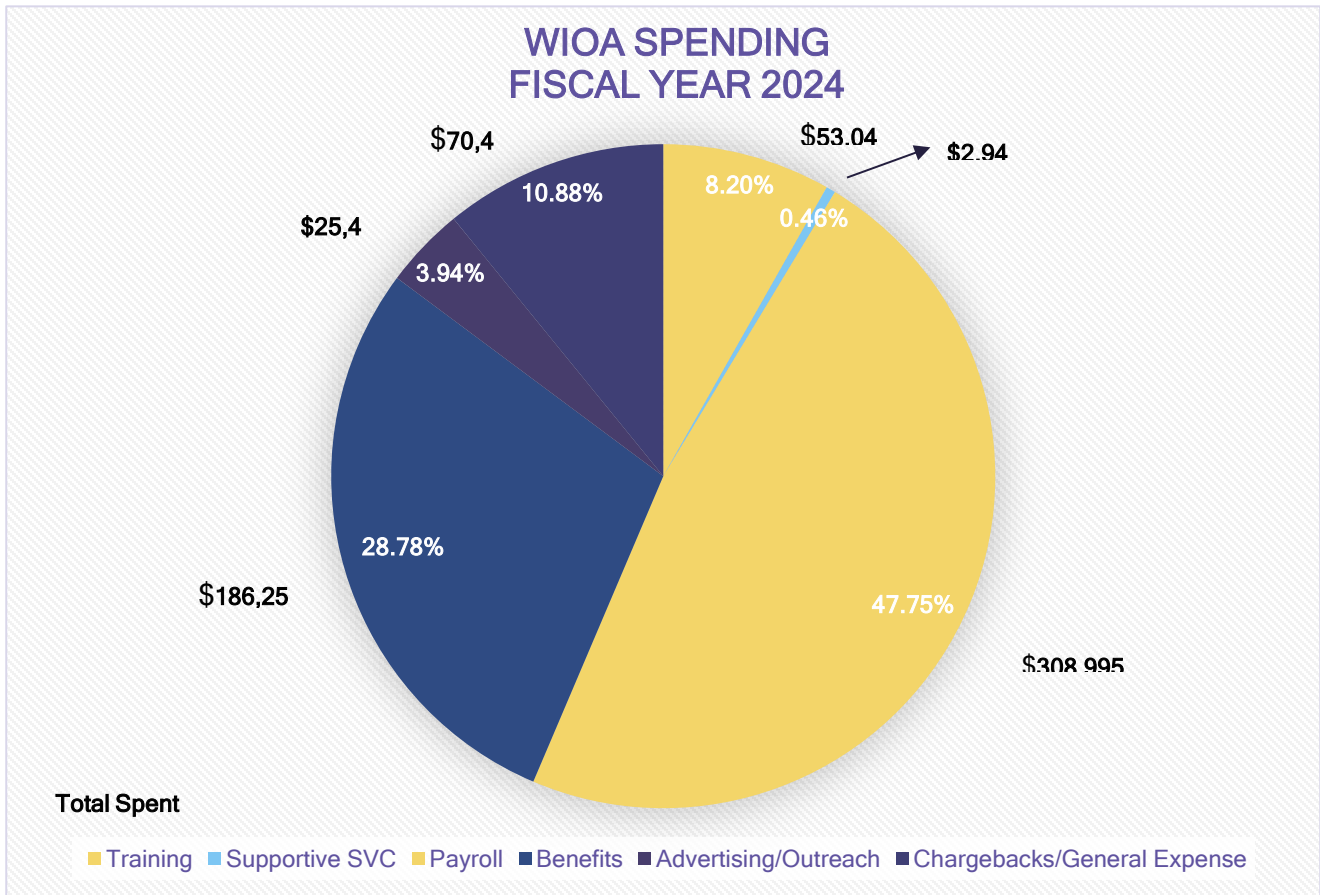
## 2024 SECURITY GUARD TRADE OUTCOME

8 total participants

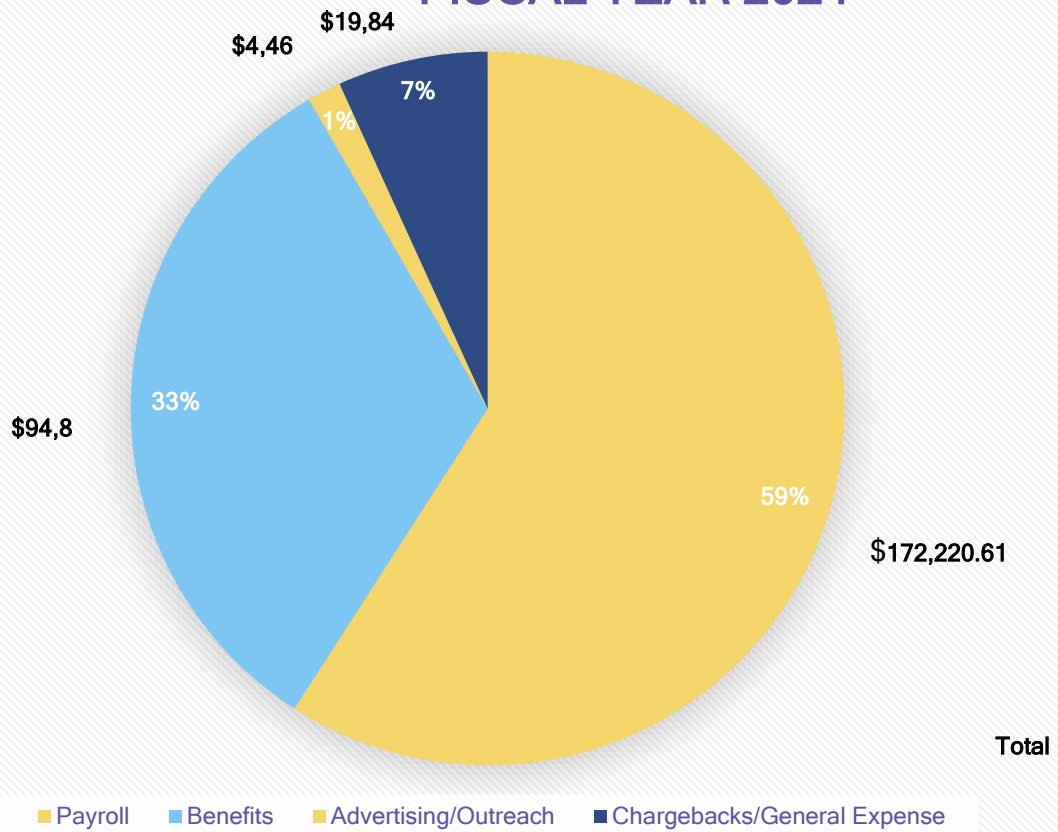


12 month follow up continues

# FINANCIAL SPENDING



# TANF SPENDING FISCAL YEAR 2024



# 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.

## Committees

OFA Advisory Committee

United Sullivan Planning Committee/Unite Us Partner

Sullivan 180 Community Advisory Committee

RSVP Advisory Committee

Long Term Care Council

Rural Health Network

Sullivan County E-MDT

PAC- Sullivan County CHHA

Sullivan Agencies Leading Together (SALT)

No Wrong Door Implementation Team

Food Security Coalition

Member of Alzheimer's Association Hudson Valley PAC

Master Plan on Aging-Long Term Supports subcommittee and Levels of Care workgroup

Workforce Monthly Roundtable

# 2024 HIGHLIGHTS



Public Hearing and Senior Resource Day held at Government Center in Monticello. Over 100 people in attendance. Excellent participation from community partners for tabling and providing resources for people aging in our community.

Outreach performed by Sullivan NY Connects and OFA at every town/village hall in the county, well received and attended, details below.

Our OFA Facebook page, the OFA County website and Everbridge Emergency Notification system robocalls are all being utilized regularly to keep the public informed of updates and news that impacts our population.

OFA is still an active partner of the Community Assistance Center (CAC), which has been vital in providing much needed resources including food, COVID test kits, masks and information. OFA staff continue to contribute significant efforts to the functions of the CAC. Bi-weekly deliveries provided by the Food Bank of the Hudson Valley have not only supported the food banks around the county, but have provided additional capacity and resources to our Nutrition Program that continues to provide care packages in addition to homebound meal deliveries.

Continue to distribute animatronic pets to eligible individuals in the community. A large supply was made available from NYSOFA that included cats, dogs and birds.

Sullivan County Office for the Aging Senior Needs Assessment and Gaps Analysis completed by Hudson Valley Pattern for Progress in February 2024. Findings and report were presented to the public and Legislature. Details are outlined at the end of this report.

## **Key 2024 statistics**

- Personal Emergency Alert Systems (PERS) provided to 36 individuals. This is a low-cost way to ensure vulnerable and frail individuals have 24/7 access to emergency assistance.
- Expanded In-home Services for the Elderly Program (EISEP) clients received 10,483.25 hours of Personal Care services in 2024. The annual cost for services through our contracted agencies was \$335,464.00. For comparison, if the same 42



individuals had been placed in skilled nursing facilities, the cost annually could exceed \$6 million dollars.

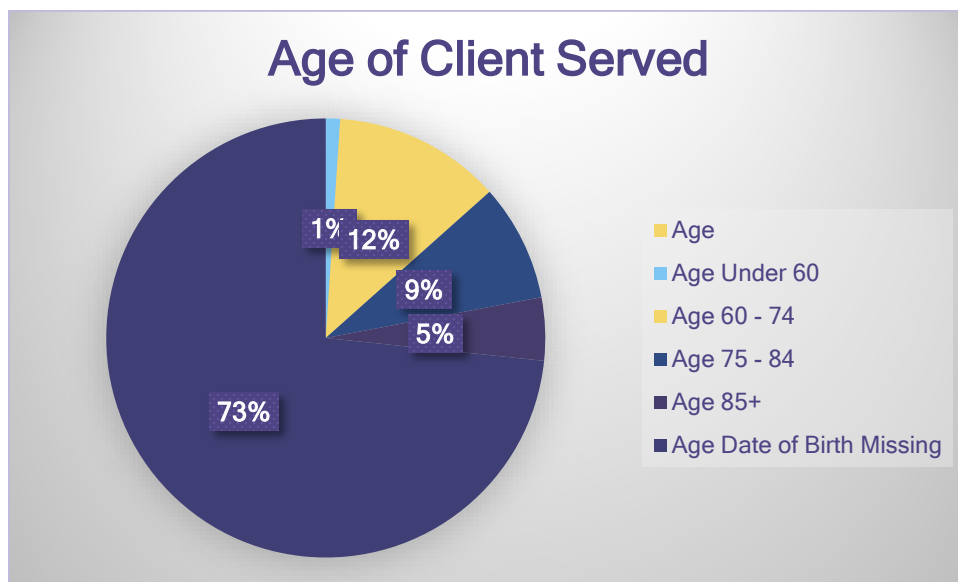
- Approximately 1,169 hours of case management provided to clients across EISEP, PERS and Home Delivered Meal programs.
- HIICAP assisted approximately 626 individuals in obtaining affordable health insurance and prescription plans throughout the year and during Annual Election Period. One example of the benefit HIICAP counseling for 2024 is a client saving over \$14,000 in medical and prescription costs annually due to the expert and unbiased comparison of available plans.
- Farmer’s Market coupon distribution, 1,100 booklets worth \$25 each were given to eligible older adults. Continued partnership with Cornell Cooperative Extension to help distribute at farmer’s markets and throughout the community. This program enables our county’s aging adults’ access to healthy local produce and supports local farmers.
- RSVP volunteer drivers provided 134 clients 685 round trips to medical appointments both in and outside of Sullivan County.

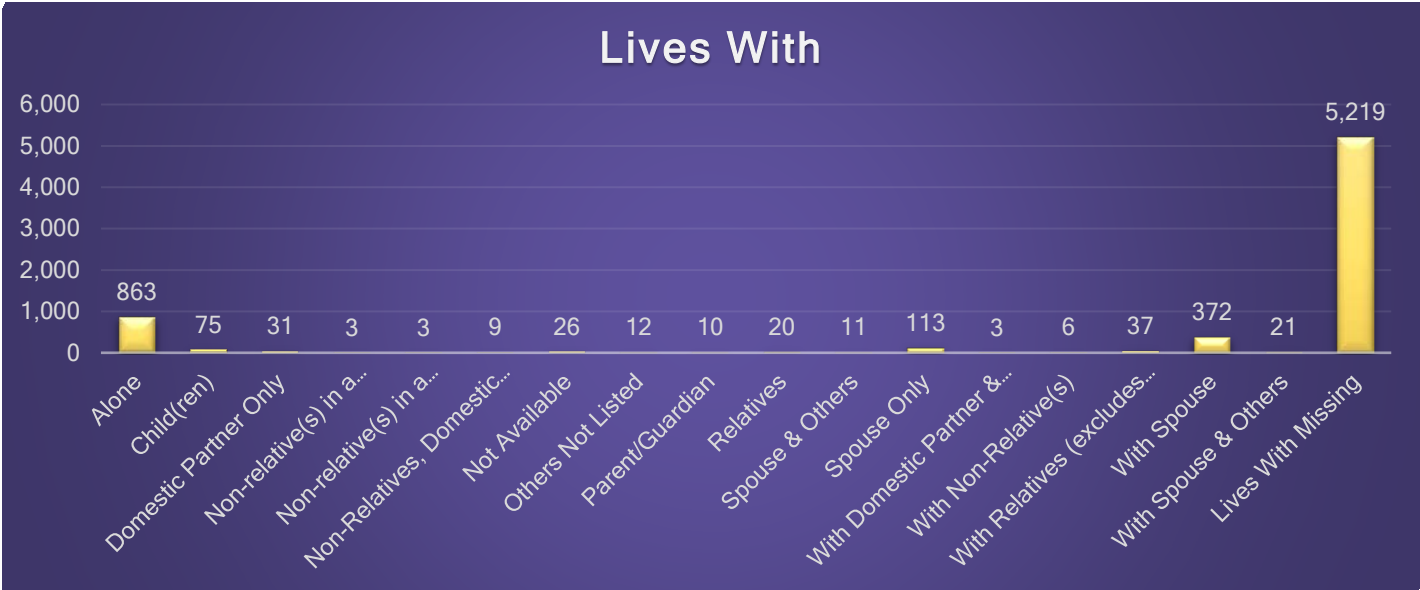
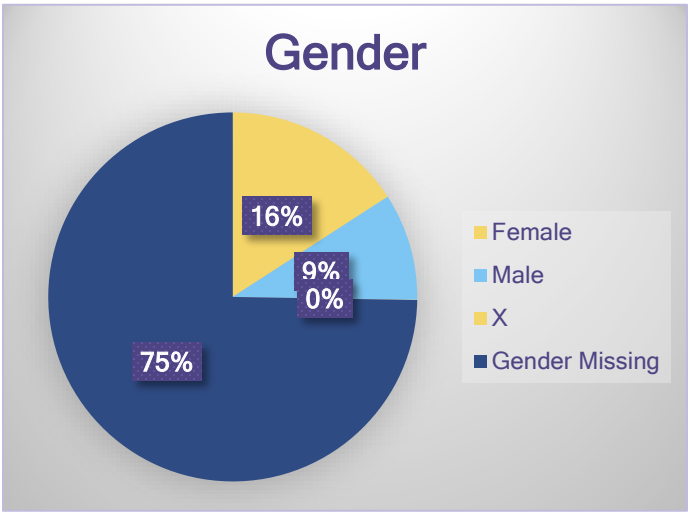
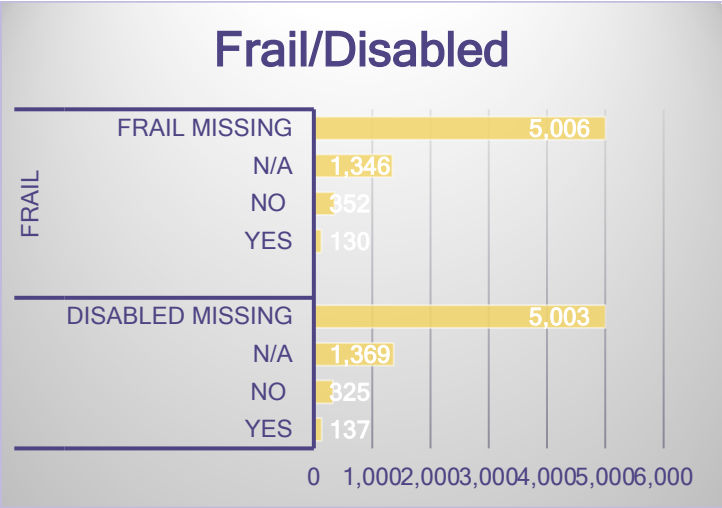
### Aging Services Client Demographics

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

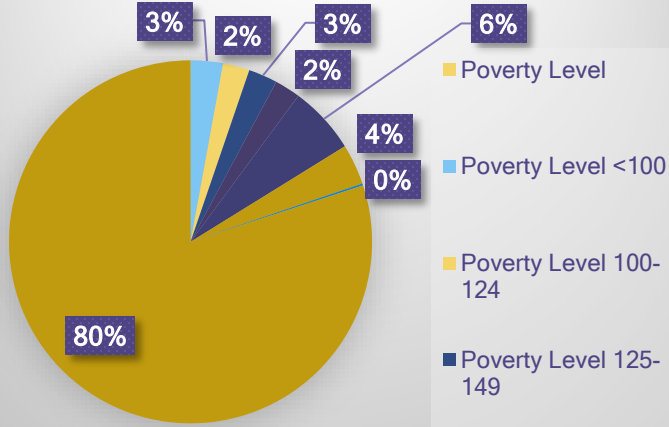
Demographics (unduplicated client counts)

Total Served	6,834
- Total Served via Client	1,834
- Total Served via Aggregate Event	5,000





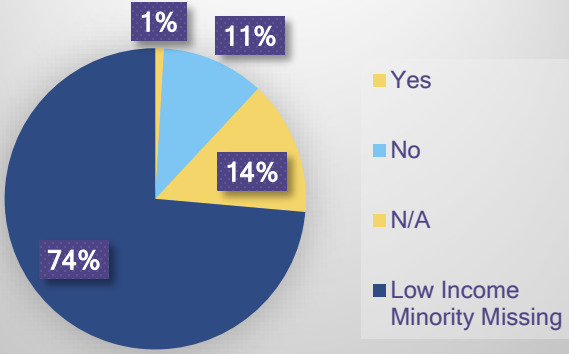
## Poverty Level



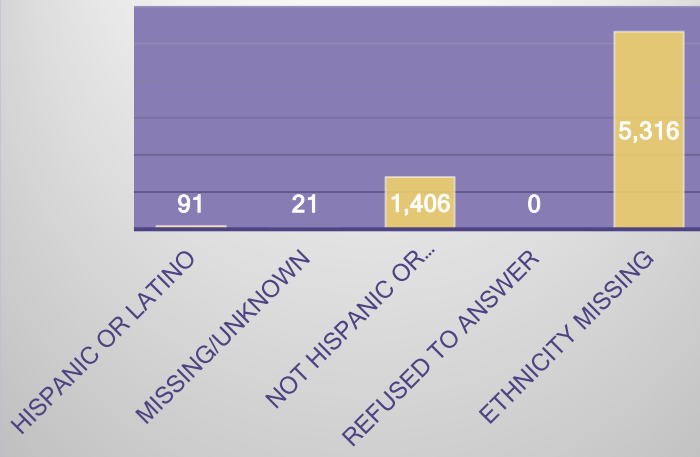
## Race

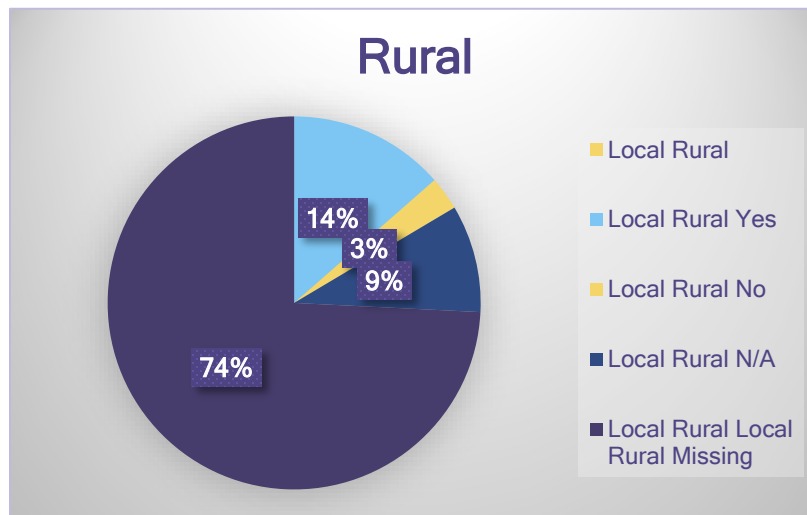
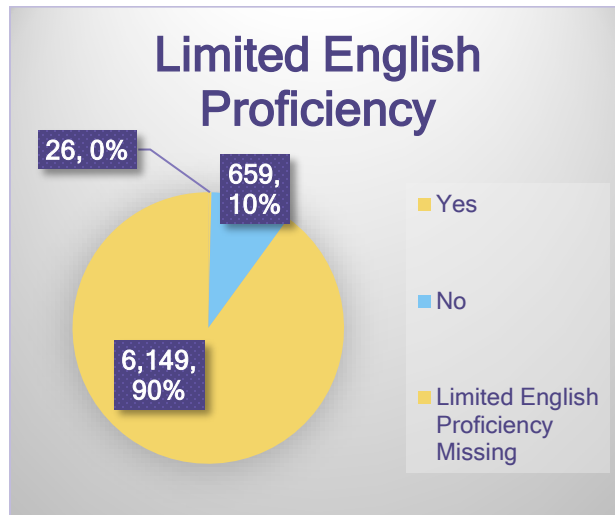


## Low Income Minority



## Ethnicity





## OFA Core Programs and Services

Caring for a loved one?  
We're here for you.



### Caregiver Resource Center (CRC)

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

#### Main Program Objectives

- To provide a single focal point of assistance to

family members and other informal caregivers .

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

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



- # teaching/outreach hours: 74
- # CRC contacts/ Individual 1-1 Caregiver Counseling, Information, Assistance & Referral (174 direct)
- Coordinator became a certified Aging in Place Specialist
- Coordinator became certified to teach Tai Chi for Arthritis & Falls Prevention Stage 1 and Stage 2 for advanced classes targeted to seniors and caregivers.
- Media campaign on CRC Programs & Services w/ Thunder 102 & WVOS
- CCE Extension Connection newsletter articles or event postings (12)
- Hoot newsletter articles (11)

Jan 1 - Dec 31, 2024			
Name of support group	# support group meetings offered	Total attendance	Unduplicated # of persons who attended at least one meeting
Caregiver SG- Virtual	17	22	11
Caregiver café SG	16	36	14
Parkinson's SG	5	33	10
<b>Total</b>	<b>38</b>	<b>91</b>	<b>35</b>

Date	Name of Workshop or presentation	Location	Number of Attendees	
			In Person	Zoom
2/20/2024	Healthy Living Healthy Brain	Monticello	6	4
2/21/2024	Healthy Living Healthy Brain	Hurleyville	7	
2/26/2024	Healthy Living Healthy Brain	Monticello	7	
2/27/2024	Healthy Living Healthy Brain	Fallsburg	23	
3/18/2024	Ten Warning Signs	White Sulfur Springs	8	
4/2/2024	Understanding Alz. & Dementia	Lumberland	14	
4/10/2024	Healthy Living Healthy Brain	Mamakating	23	
4/16/2024	Healthy Living Healthy Brain	Liberty	8	
4/16/2024	Healthy Living Healthy Brain	Town of Highland	20	
4/19/2024	Are Your Affairs In Order? Rural Law Center	Liberty	20	36
4/24/2024	Sullivan County Community Forum- Alzheimer's Association (23 community, 10 agency staff)	Liberty	33	
4/24/2024	Healthy Living Healthy Brain	Loch Sheldrake	31	
5/9/2024	Understanding Alzh. & Dementia	Monticello	32	
7/1/2024	Healthy Living Healthy Brain	Monticello	11	

7/1/2024	Ten Warning Signs	Monticello	11	
7/16/2024	Medicare 101-understanding Medicare	Liberty	2	2
7/18/2024	Healthy Living Healthy Brain	White Sulphur Springs	14	
7/18/2024	Ten Warning Signs	White Sulphur Springs	13	
8/14/2024	Healthy Living Healthy Brain	Liberty	8	
10/9/2024	Exploring Care & Support Services	Liberty	10	
10/15/2024	Keep Them Safe	Liberty	8	10
11/4/2024	Communicating Effectively	Liberty	7	
11/13/2024	Exploring Care & Support Services	Liberty	6	
12/2/2024	Exploring Care & Support Services	Liberty	2	
12/4/2024	Understanding Alzh. & Dementia	Narrowsburg group		7

### Testimonials:

- “I love this program. It was much more difficult than I thought it would be. I think it’s also good for brain health, learning something completely new and moving in different directions.”
- “Wonderful series of classes. Very clear & patient instructor. Nice group of people who attend each week. Can use this info. for lifelong exercise method.”
- “Thank you for a good program. I found it very relaxing and calming and helped foster a better sense of body awareness, ease and flexibility of movement.”
- “The information you provided about tips for caregiving for my elderly mom who has dementia was very helpful. Thank you.”

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

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

#### Main Program Objectives

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

The OFA contracts with home care agencies to provide in-home personal care services. A significant aide shortage remains even with the contracted rate being increased to pay the aides a minimum of \$18 per hour. In total for 2024, 42 EISEP clients received 10,483.25 hours of homemaker/personal care and approximately 1,010.00 hours of case management.

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

New York State's HIICAP is a statewide network of Health Insurance Information, Counseling, and Assistance Programs that is headquartered at Area Agencies on Aging such as **Sullivan County Office for the Aging**. HIICAP is the state health insurance assistance program (SHIP), which receives federal assistance from the Centers for Medicare and Medicaid Services (CMS) and the State of New York to educate the public about Medicare, Medicare Advantage plans, and other health insurance issues. HIICAP provides free, accurate, and objective information, counseling, assistance, and advocacy on Medicare, private health insurance, and related health coverage plans. HIICAP helps people with Medicare, their representatives, or people soon to be eligible for Medicare.



HIICAP also provides information on low income programs such as the Elderly Pharmaceutical Insurance Coverage (EPIC) Program, Medicare savings programs, "Extra Help" prescription assistance, and pharmacy discount programs. New York State has a number of programs for those with lower incomes that make it easier to afford health care. These programs may pay part of your monthly costs, offer discounts or provide full medical coverage.

HIICAP or SHIP counselors are required to continuously educate themselves and keep up to date on all changes that take place year to year.

During the 2024 calendar year, 626 HIICAP counseling sessions were conducted. Of that, 295 were during the Medicare Annual Election Period between October 15-December 7th. Sullivan County HIICAP is very fortunate to also have a certified HIICAP volunteer through RSVP.



## **Legal Assistance**

The OFA contracts with Rural Law Center of NY to provide legal services to senior residents of Sullivan County.

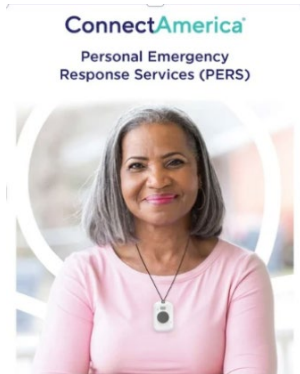
Scope of legal services:

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

Deed Transfers/Life Estates

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

Referrals for: Bankruptcy attorneys, Legal Services of Hudson Valley for Court representations, E-MDT when appropriate for cases where financial exploitation/abuse is suspected. 38 clients received Legal Services through OFA in 2024.



## **Personal Emergency Alert System (PERS)**

PERS is a service which utilizes an electronic device to alert appropriate people of the need for immediate assistance in the event of an emergency situation in an older person's home. The OFA has a contract with Connect America to provide PERS to eligible residents of Sullivan County. 36 individuals received PERS in 2024.

## **Retired and Senior Volunteer Program (RSVP)**

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

Main Program Objectives

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

- 116 Volunteers served 14,170.03 hours (A \$474,554.30 value according to IndependentSector.org) This enables our local non-profits to build their capacity in their organizations.
- Enhanced quality of life for volunteers and those they impact. The mission of OFA could not be met without the support of RSVP volunteers for services like medical transportation and the Nutrition program.



## **Nutrition Program**

### **Congregate Meals**

Congregate Meals are available for any older adult aged 60 years or older and their spouse. Participants can share a well-balanced meal with friends and new acquaintances.

Participating in the congregate meals program has helped improve the quality of life for many aging individuals in our community. Each site also provides social activities, informal nutritional education, and information on other Office for the Aging services. Currently all 5 of senior dining centers serve as congregate meal sites, providing approximately 5,180 meals to 192 unduplicated clients.

### **Home Delivered Meals**

Home delivered meals are hot nutritious meals that are delivered to qualified homebound individuals 60 years or older, who are residents of Sullivan County, have limited support and difficulty preparing their own meals. Our program is currently providing 5 Hot meals, Monday through Friday. Frozen meals are provided for qualifying individuals to fill in gaps such as during holidays, bad weather, and long weekends. Approximately 25,226 meals were provided to 147 unduplicated clients for 2024.

A Registered Dietician is available upon referral for phone consultations to provide nutritional information to all seniors registered with the Office for the Aging.

## 2024 Program Highlights

- The Nutrition Program continued to work with the Community Assistance Center (CAC) loading and unloading food and supplies for local pantries.
- Liberty Rotary Club through their Community Friend project, received a grant and partnered with us to offer our homebound client's small gifts for the holidays.
- The Nutrition Program participated in the NYS Farmers Market Coupon program. We distributed 1,100 (\$25 booklet value) Farmers Market coupons to eligible older adults for a total of \$27,500 worth of fresh fruits and vegetables.
- Nutrition staff completed the NYSOFA 2024 Food safety course and received their certification.



### Sullivan NY Connects

NY Connects is a Point of Entry, No Wrong Door approach, into the long-term care system providing services, supports and resources for people of all ages, any disability, and caregivers. Based out of the Office for the Aging, NY Connects assists individuals, concerned family members or friends or helping professionals find the information, services and supports that they need.

NY Connects staff provide Options Counseling/Person Centered Counseling, as appropriate, to assist consumers and their families/caregivers, to make informed choices based on their wants and needs. To make certain the NY Connects staff remain aware of the latest resources and services, they continue trainings throughout the year.

Long term services and supports can be provided in the home or in other community based or residential settings to assist individuals in maintaining their health and independence.

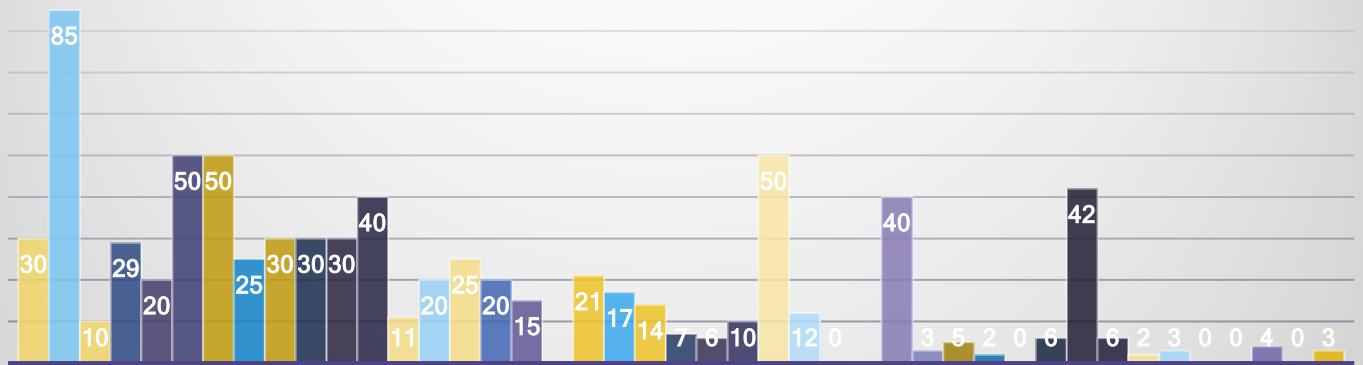
In 2024, NY Connects provided information and assistance to approximately 1,712 individuals. This represents Information and Assistance, follow ups, and service tickets.

NY Connects is responsible for conducting meetings of the Long-Term Care Council, which brings together many CBO's to share information and supports for Sullivan County.

NY Connects continues to utilize it's grant funding to support marketing campaigns that bring awareness to services. In 2024, campaigns via social media, newspapers, radio, internet and billboards were used.

NY Connects staff continue to be a critical staff in the day to day operations of the Community Assistance Center.

## 2024 NY Connects/OFA Events & Outreach



APPROX NUMBER REACHED

- 2/27/24 Fallsburg Senior Group
- 3/12/24 Workforce Summit
- 4/2/24 Lumberland Senior Group
- 4/10/24 Mamakating Senior Group
- 4/16/24 Highland Senior Group
- 4/19/24 Are your affairs in order?
- 4/21/24 Agency Souperbowl
- 4/24/24 Loch Sheldrake Senior Group
- 4/24/24 Sullivan County Alzheimer's Community Forum
- 4/27/24 Bethel Indoor Farmer's Market
- 4/30/24 RSVP Drivers Recognition Event
- 5/1/24 Bethel Senior group
- 5/3/24 Daughter of the American Revolution luncheon
- 5/7/24 Liberty Public Library
- 5/9/24 Monticello Senior Group
- 5/16/24 Livingston Manor Senior Group
- 5/18/24 Monticello Rotary Health Fair-GC
- 5/29/24 Senior Health & Fitness Day
- 5/30/24 Jeffersonville Senior Group
- 7/11/24 Bethel Senior Housing
- 7/15/24 Tannery Village Sr Housing - Monticello
- 7/18/24 Liberty Village Sr Housing - Liberty
- 7/19/24 Liberty Commons Senior Housing- Liberty
- 7/25/24 Horizon's Senior Housing - Wurtsboro

### Transportation



The OFA offers medical and non-medical transportation for qualifying seniors in the County. The OFA has contracts with **Sullivan County Transportation** to provide a senior shopping bus, medical appointment transportation, and nutrition program transportation. RSVP provides volunteers to

assist with medical transportation to appointments outside of Sullivan County, as far as Goshen and Honesdale, and to pick up appointments Sullivan County Transportation cannot accommodate.

Sullivan County Transportation provided 1,186 medical round trips to 147 unduplicated clients in 2024.

The Shopping Bus contracted through Sullivan County Transportation provided 2,006 round trips to 132 unduplicated clients in 2024.

RSVP volunteers provided 685 round trips for medical appointments to 134 unduplicated clients to appointments inside and outside of Sullivan County in 2024.

Sullivan County Transportation helps distribute The Monthly Hoot to over 100 locations around the county.

12 clients received 574 round trips pick up/drop offs to our Congregate meals' sites through Sullivan County Transportation.

# The Monthly Hoot



The Monthly Hoot, OFA's Newsletter, celebrated two years of publication in August. It has 5,000 paper copies distributed in many community locations, to homebound clients, is available online and via mailing list and e-blast. Our current mailing is over 750 subscribers. It is supported by local sponsors and at no cost to the County. Each 12-page issue includes timely information about caregiving, local events, news, games and valuable resources of particular interest to our aging population.

## SENIOR NEEDS ASSESSMENT AND GAPS ANALYSIS OVERVIEW



# Overview



COVID-19 brought about the ECAC (Emergency Community Assistance Center - now known as the CAC (Community Assistance Center)

Office for the Aging received stimulus funds through several sources (HDC5, FFCRA & CARES)

RFP (Request for Proposal) issued and awarded to Hudson Valley Pattern for Progress



# Timeline



Results compiled, summarized and final report issued February 29th, 2024.

Survey launched August 2023. Conducted online, on paper, door to door, focus groups. Over 600 responses received.

Working collaboratively to create survey questions.

RFP issued April 2023, awarded to Pattern for Progress- Contract executed July 1st 2023.



**610 Survey Responses**  
**Shared online and in print**  
**The Monthly Hoot**  
**Social Media/County**  
**Communications**  
**Local Newspapers and Radio**  
**Congregate Meal Sites**  
**Partner Organizations**  
**Community Locations**  
**Senior Housing**  
**Towns/Villages**



# Focus Groups/Interviews

## Library Directors



Pattern staff sat in on regularly occurring meetings of public library directors serving Sullivan County. The directors discussed senior needs, services and programming within the library system.

## Faith & Community Leaders



- Sandra Johnson-Fields, NAACP Sullivan
- Yakov Mandelovics, Hasidic Jewish Community in Monticello
- Denise Patti, Hispanic community contact from Fun Group at Sullivan 180
- Father Ed Bader, St. Peters
- Pastor Carl Caskey, Calvary Baptist Church of Loch Sheldrake

## Professionals in Service Provision



- Linda Kleingardner, Operations Manager, Rolling V
- Rachel Innella, Dept. of Social Services
- Deborah L. Worden, Executive Director, ATI
- OFA Staff
- Division Commissioner

## Interviews



Interviews were conducted with a diverse group of local social service providers and other community leaders to gain an understanding of senior challenges, needs existing resources, and gaps.

## Summary of Needs

The key needs highlighted throughout were identified based on:

An analysis of quantifiable data;

An assessment of significance according to whether the need was expressed by a substantial number of people during interviews, focus groups, and in the survey;

A determination of whether the need has a significant impact on overall quality of life for seniors in the community.



**HOUSING**



**ACCESS TO HEALTHCARE**



**TRANSPORTATION**



**SOCIAL OPPORTUNITIES**



**IMPROVED COMMUNICATION ABOUT EXISTING PROGRAMS AND SERVICES**



**ACCESS TO TECHNOLOGY AND TRAINING ASSISTANCE**



**EMERGENCY PREPAREDNESS**



**FOOD ASSISTANCE**



# Youth Bureau



**Our Mission:**  
**To promote the well-being of all youth ages 0-21**

**Our Goals and Responsibilities:**

- Advance the moral, physical, mental and social development of youth through positive youth activities.
- Encourage towns, villages, and not for profit agencies to provide youth activities by giving them funds and technical assistance
- High School and College Internships throughout Sullivan County Departments
- Professional Development Opportunities

2024 saw an increase from 60 approved county and State funded programs to 66. Between State and County, the Youth Bureau approved funding for \$451,866 in programs for youth throughout the county. Due to several organizations either opting out or unable to utilize funding, the actual number of organizations that received funding was 61 and a total of \$365,565.00

	<u>Agency</u>	<u>Program Title</u>	<u>County Allocation</u>
1	Town of Bethel	Youth Recreation	10,000.00
2	NCA	Summer Arts Academy	3,500.00
3	Town of Tusten	Recreation	10,000.00
4	Town of Fallsburg	Recreation	10,000.00
5	Woodridge Housing Authority	Nurtured by Nature	6,000.00
6	Roscoe Central School	Trip to Broadway	4,000.00
7	Town of Thompson	Thursday Night Lights	10,000.00
8	Town of Fallsburg	Flag Football 334.24-renamed Youth Soccer	2,000.00
9	Town of Thompson	Swim	7,500.00
10	Town of Wallkill B&G Club	Triple Club Liberty	10,000.00
11	Town of Fallsburg	Kartrite Trip	2,000.00
12	Catskill Fly Fishing	Environmental	7,000.00
13	Town of Rockland Rotary	Youth Program	7,500.00
14	Town of Fallsburg	Ski	4,000.00
15	CFD	DIG IT	5,000.00
16	CCE	AG in the Classroom	9,000.00
17	Town of Callicoon	Youth Recreation	7,500.00
18	Town of Tusten	Winter Fun	5,000.00
19	Town of Tusten	Holiday Celebrations	7,500.00
20	Town of Tusten	Unplugged	2,000.00
21	Town of Tusten	Summer Art & Garden	1,500.00

22	Town of Tusten	Museum & Historical	1,500.00
23	Fearless!	Prevention & Education	3,000.00
24	Delaware Company	Cushetunk Kids	12,500.00
25	Town of Cochection	Youth STEAM Series	5,000.00
26	Town of Highland	Youth Program	9,500.00
27	Town of Mamakating	Youth Summer Camp	9,500.00
28	Town of Thompson	Summer Camp	2,500.00
29	Delaware Youth Center	Resurfacing Ball Courts- Expansion	5,000.00
30	Fallsburg Central School District	Cheer Club	4,000.00
31	LMR	Cal Ripken	1,500.00
32	Rock Hill Fire District	Playground upgrade	6,000.00
33	Village of Liberty Police	Juvenile Aid Bureau	8,500.00
34	Bethel Woods	P.L.A.Y. Summer Camp	9,000.00
35	Children's Home of Wyoming	Recreational Outings Program	6,000.00
36	Camp Koinonia	Young Leaders TSTT	8,000.00
37	Sullivan Public	Intergenerational Art, Literacy and Summer	9,500.00
38	WBOT	Veteran's Park upgrade	6,000.00
		County Total Allocation:	238,000.00

	<b><u>Agency</u></b>	<b><u>Program Title</u></b>	<b><u>State Allocation</u></b>
1	Boys & Girls Club	Project Triple Club	10,000.00
2	Nesin Cultural Arts, Inc.	El Sistema	5,250.00
3	Nesin Cultural Arts, Inc.	Theatre/ Musical Theatre	1,500.00
4	Nesin Cultural Arts, Inc.	Visual Arts	1,500.00
5	Town of Tusten	Tusten Youth Club	2,000.00
6	Town of Cochection	Cochection Youth Recreation	7,500.00
7	Center for Discovery	Integrated Arts Events and Outings	2,500.00
8	Town of Rockland Rotary	Youth Program	0.00
9	Town of Thompson	Youth Recreation/Cultural Excursions	7,500.00
10	Town of Thompson	Monthly Events	1,000.00
11	Livingston Manor Free Library	Manor Ink	7,000.00
12	Homestead School	Excursions	1,536.00
13	Cornell Cooperative Extension	4-H	6,250.00

14	Sullivan Public	After School Art Program	1,500.00
15	Town of Mamakating	Youth Recreation	7,500.00
16	Town of Fallsburg	Youth Drama Club	1,000.00
17	Town of Thompson	Youth Sports Program	4,000.00
18	Nesin Cultural Arts, Inc.	Dance & Movement Programs	4,381.00
19	Nesin Cultural Arts, Inc.	The Artist: Body and Mind	4,000.00
20	Town of Fallsburg	Learn to Swim	4,000.00
21	Hudson Valley Athletic Club	Training & Tournaments	37,304.00
22	Homestead School	Youth Soccer Equipment	3,341.00
23	Homestead School	Youth Soccer Field Improvements	7,003.00
		State Total Allocation:	127,565.00

40 site visits were made throughout the year.

The YB created an online character to go along on-site visits to make them more fun. The results were extremely surprising. We started keeping track of our impressions on Facebook. FB posts from 6/1/24-9/24/24 had 3,816 impressions, 3,395 reaches and 309 engagements. During the annual conference of NYS Youth Bureaus in October, this campaign was used as an example of innovative ways to engage the public in Youth Bureau activities.

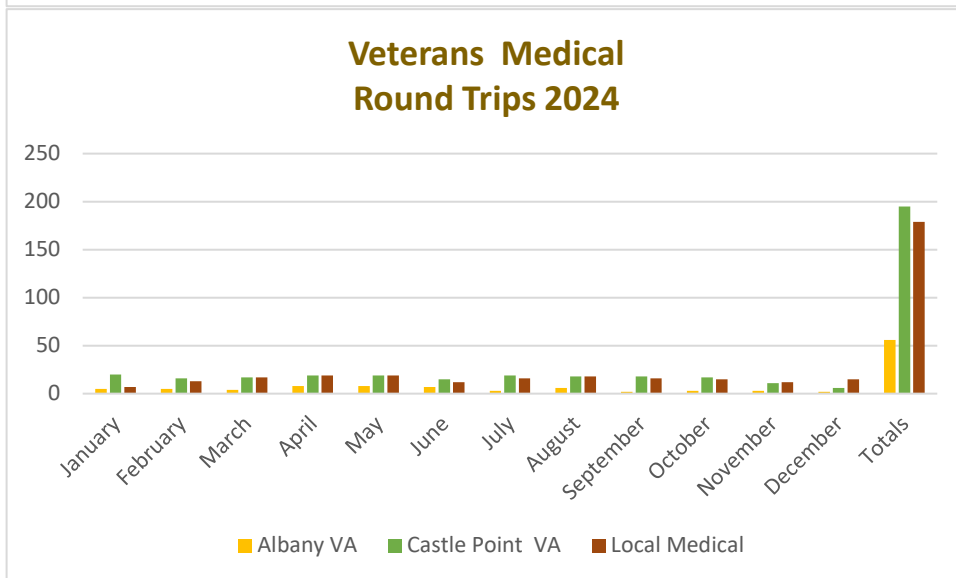
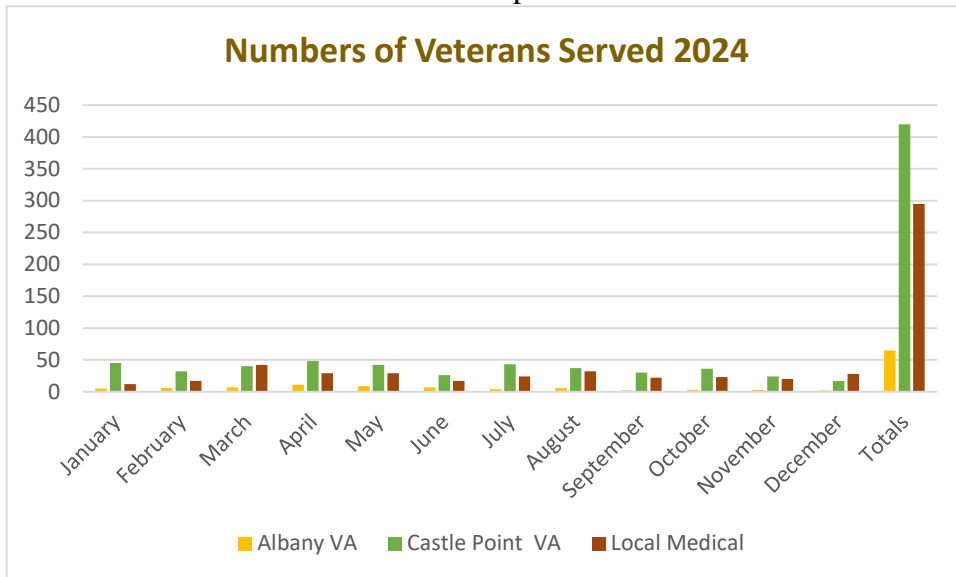


# Sullivan County Transportation (SCT)

The SCT provides direct, regular transit services to Veterans and Seniors. There is a shopping bus run that supports the public as well.

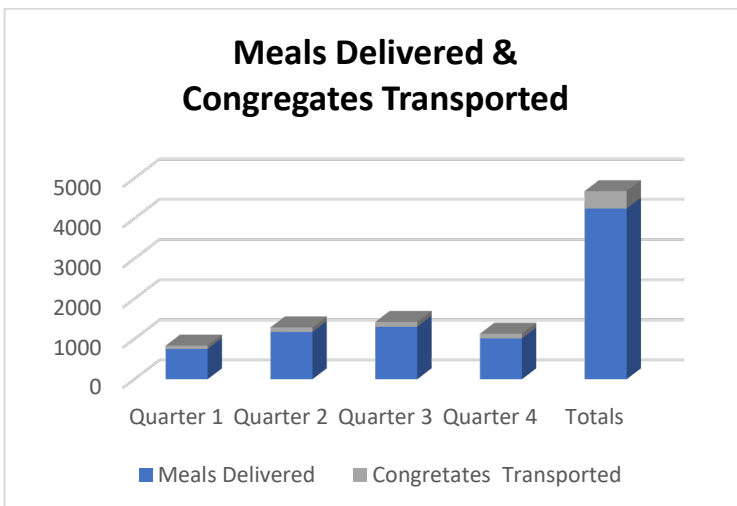
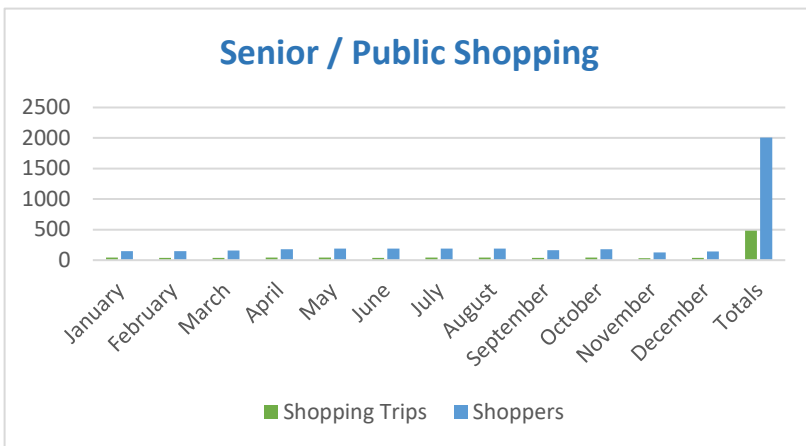
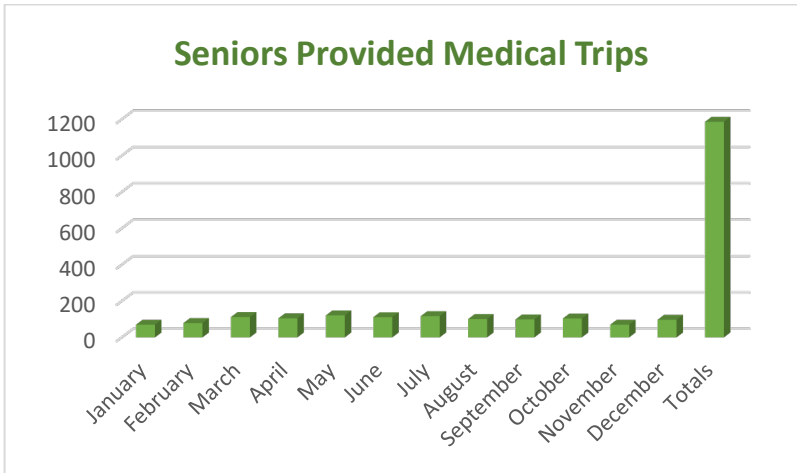
Sullivan County Transportation provided support to Division initiatives including delivering food and test kits for the Community Assistance Center and delivering the Office for the Aging Hoots newsletters.

- A. Veterans who are registered with the County Veterans Services Agency
  - Albany VA Medical Center - 56 round trips for 65 Veterans
  - Castle Point VA Medical Center – 195 round trips for 420 Veterans
  - Local Veterans Medical – 179 round trips for 295 Veterans



- B. Seniors who are registered with the Office for the Aging:
  - Senior medical transports – 1,186 trips for 147 riders

- Seniors & public who accessed the shopping buses – 485 trips for 2,006 riders
- Meals delivered to Homebound Seniors – 4,246
- Seniors transported to Congregate Sites – 434

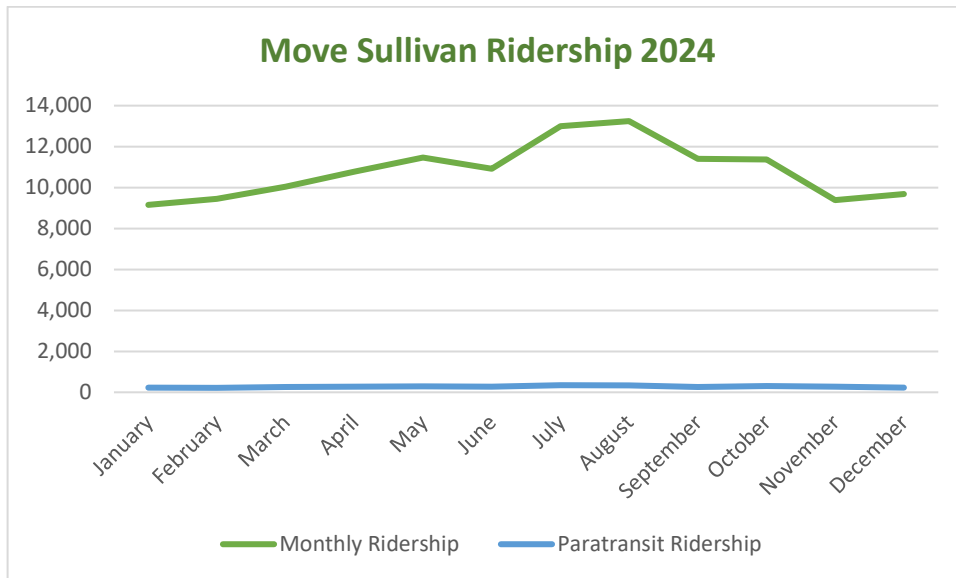


## Move Sullivan Public Transit Service

Provided through a contracted partnership with Rolling V Bus Corp.

There were four 2-hour routes (A, B, C, & D)

- Route A provided 23,930 route rides
- Route B provided 33,346 route rides
- Route C provided 32,392 route rides
- Route D provided 40,230 route rides
  - Total Route Rides – 129,898
- Total Paratransit rides – 3,310



Expansion plans for 2025:

- One-hour loop through the Village of Liberty
- One-hour loop through the Village of Monticello
- Route E – one-hour loop covering parts of the northwest section of the County.

## Community Assistance Center

The Community Assistance Center continued to deliver meals and test kits throughout the year.

The Center opened as an Emergency center in March of 2020 in response to the pandemic. A partnership with the Hudson Valley Food Bank was quickly established and regular food distributions to local pantries.

2020 through 2024:

- 1,165,080 pounds of food was distributed equating to 967,016 meals
- 96,000 test kits were distributed
- 65,000 masks were distributed

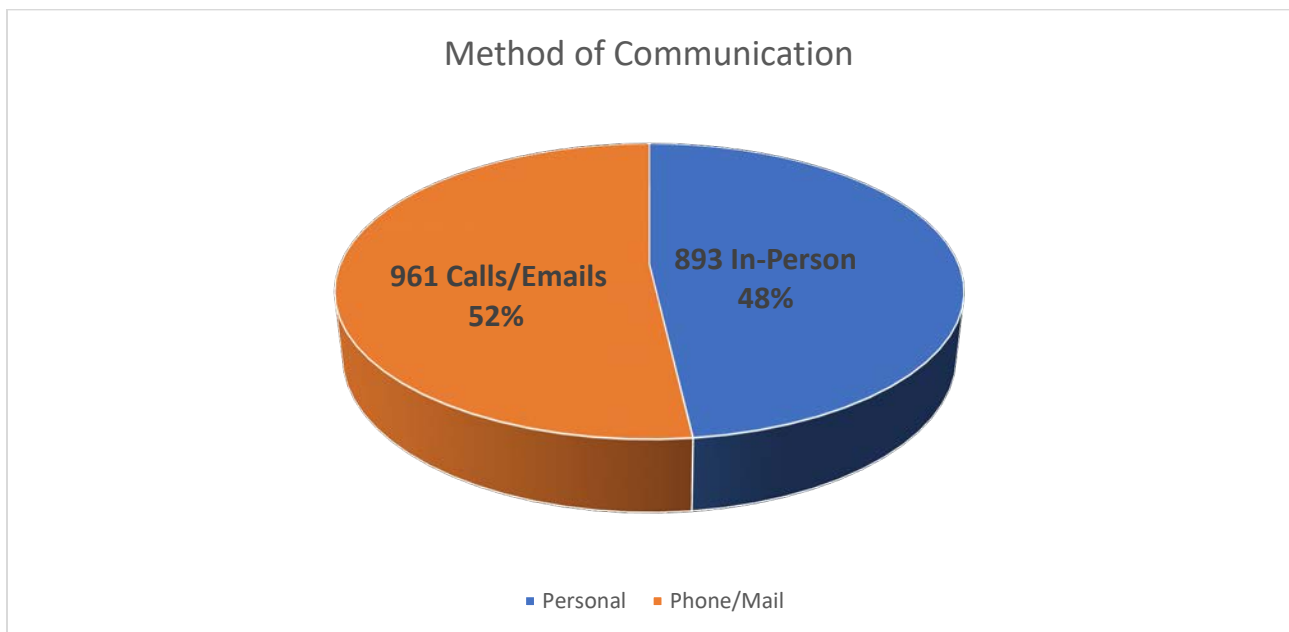
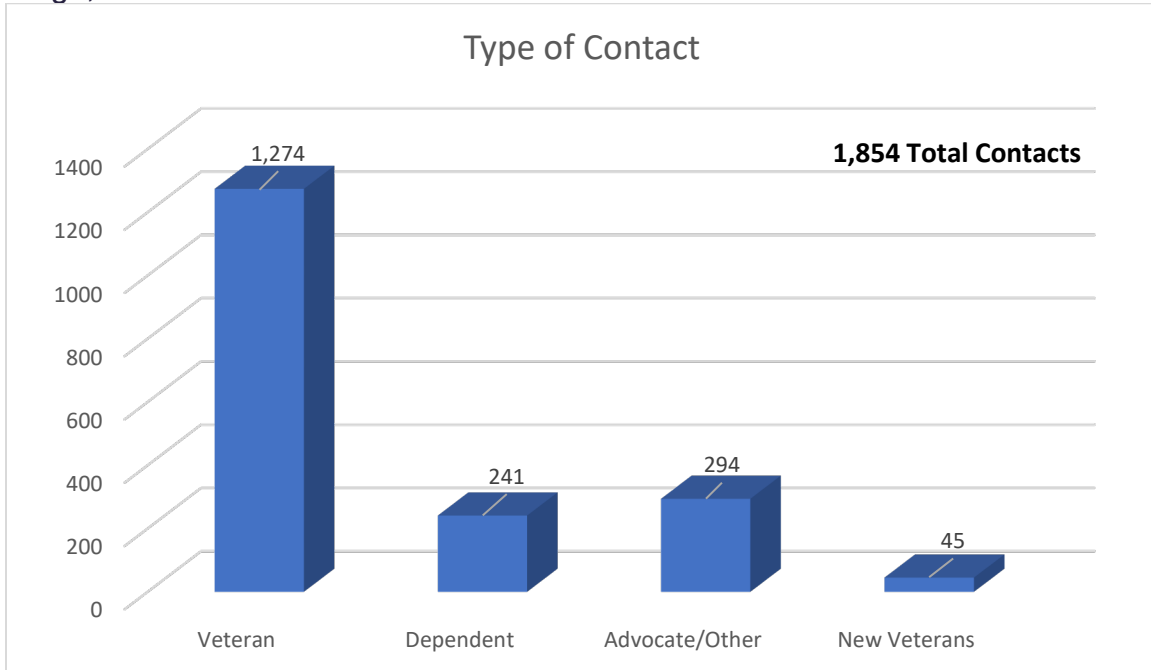
The Division is a core member of the Sullivan Catskill Food Security Coalition along with Cornell Cooperative Extension and A Single Bite. This group works to better coordinate food distribution working with all partners and pantries.

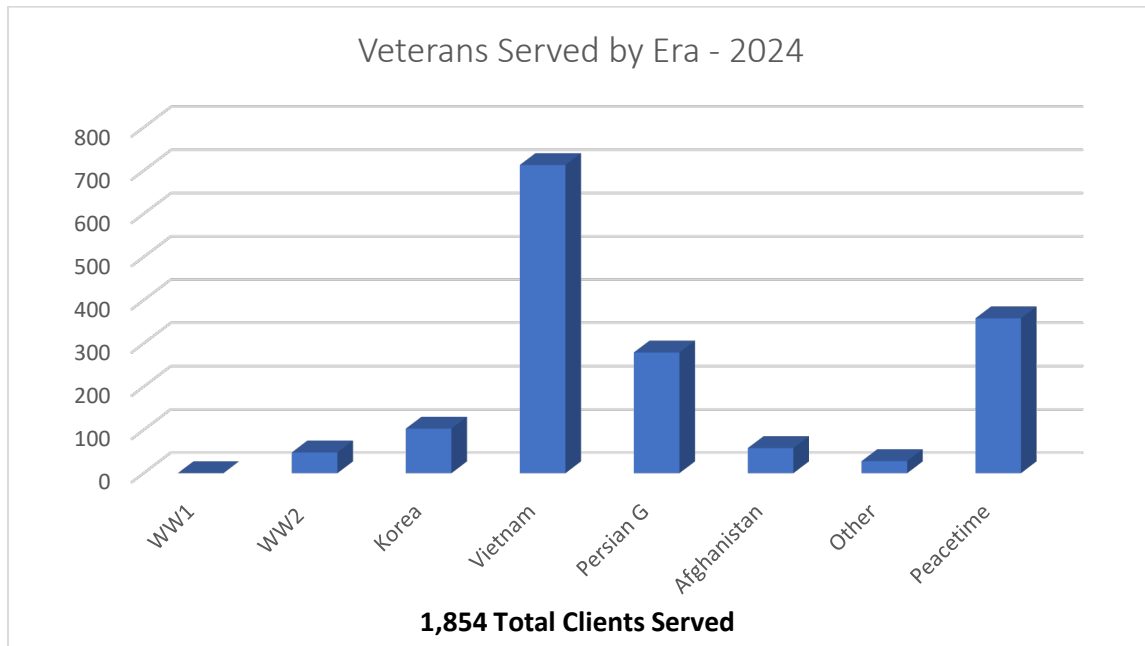
## Mission

The Sullivan County Veterans Service Agency is here to provide entitlement information and advocacy assistance to military personnel, to military veterans, and their dependents in matters related to federal, state and local benefits. We are not part of the Department of Veterans Affairs; we are a County agency dedicated to serving veterans and their families. We are knowledgeable on the huge array of programs, benefits and services that are available to our veterans.

## 2024 Statistics

The Veterans Service Agency served close to 1,850 Veterans, family members and advocates in 2024. This represents a 164% increase in the number of people served in 2023. On average, we served 154 clients each month.

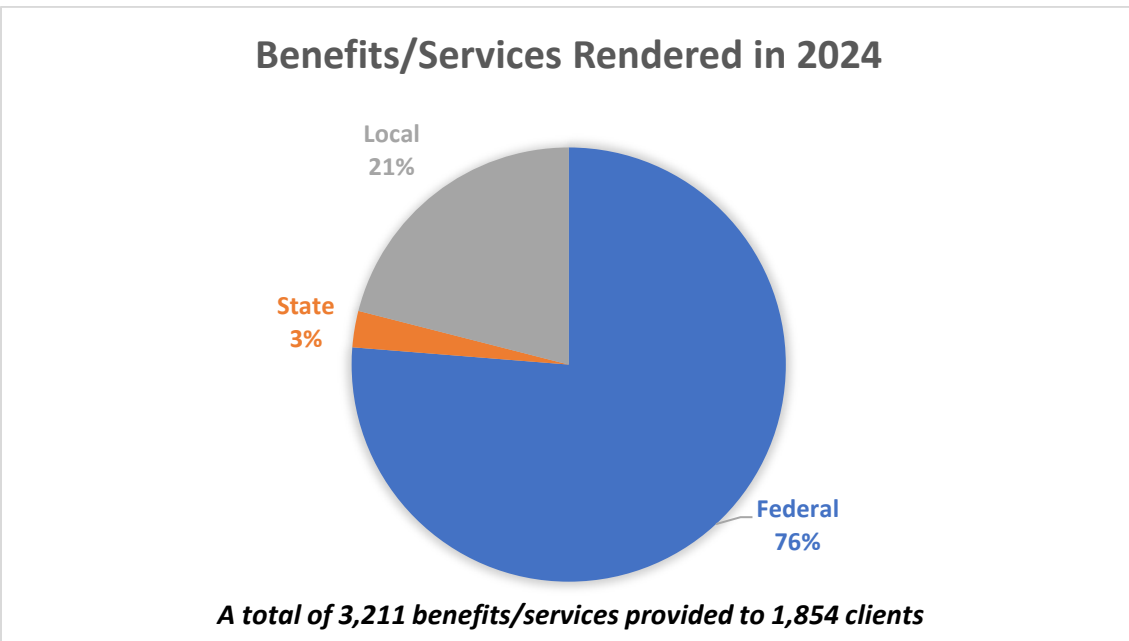
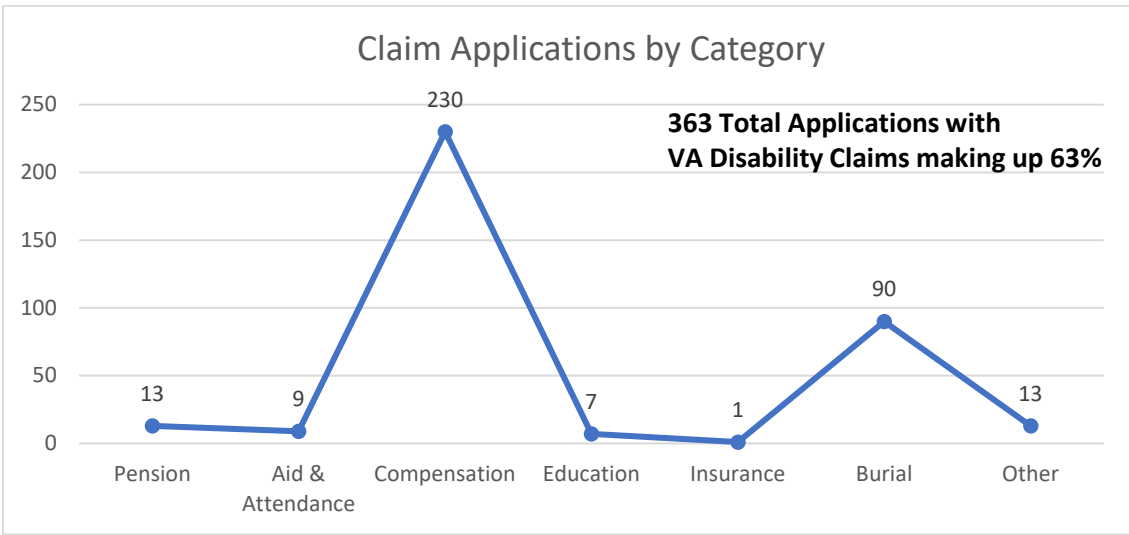
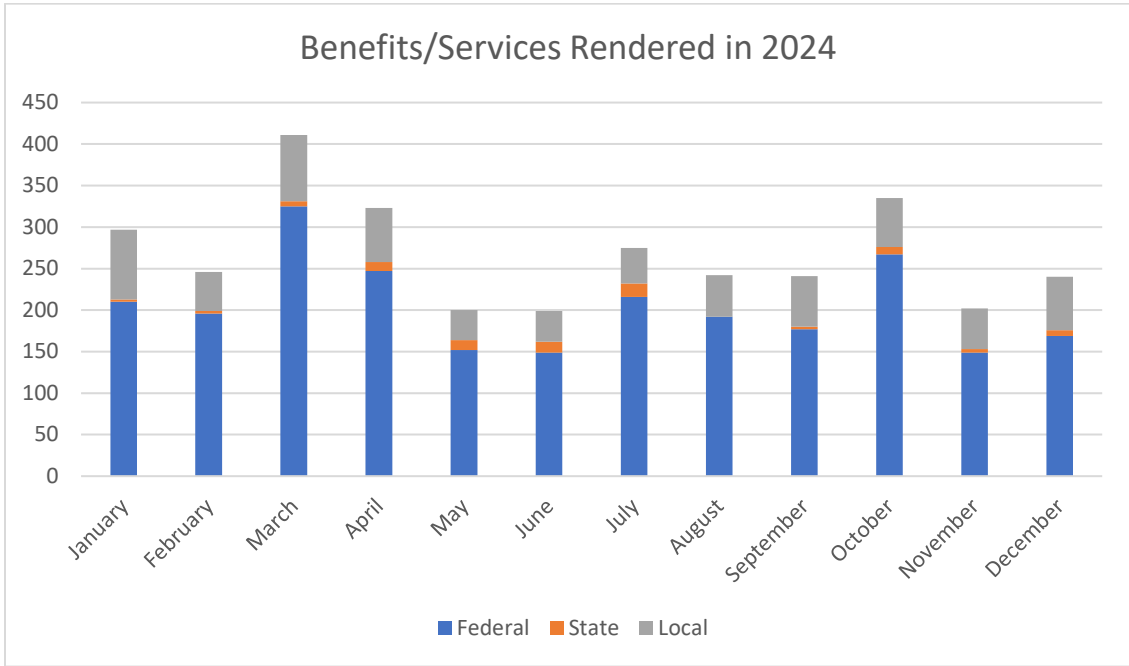


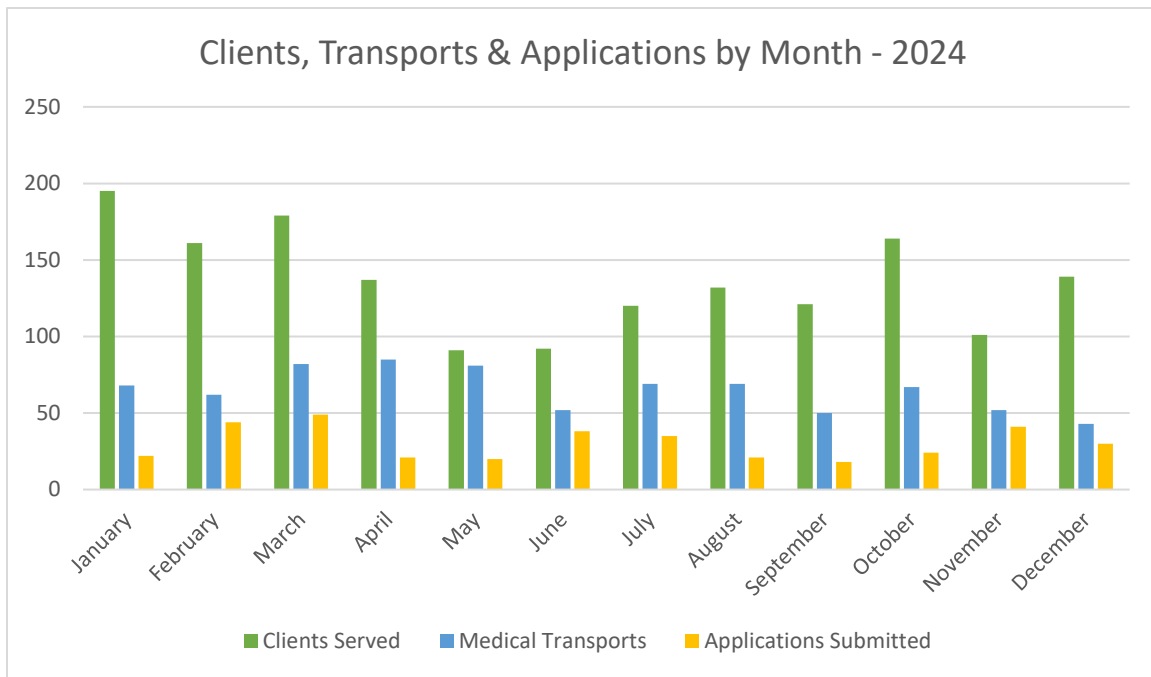


## Benefits

- Assisted Veterans with new Blue Water eligibility and presumptive disabilities to include, asbestos exposure.
- Assisted Veterans with PACT Act key components. The PACT Act is a new law that expands VA healthcare and benefits for burn pits and other toxic exposures.
- Assisted Veterans with the new TERA Act. TERA (Toxic Exposure Risk Activity) is a type of military activity that may expose the service member to occupational or environmental hazards, and has opened the door for more toxin-related VA Claims.
- Assisted Veterans with Camp Lejeune service connected disabilities and advised on current laws, rules, and regulations regarding litigation.
- Administered the Sullivan County Veterans Cemetery, and provided dignified burial for our veterans, including indigent burial services.
- Assisted Veteran's families with VA Burial Benefits, VA Grave Markers, and Presidential Memorial Certificates.
- Maintained a network of local medical professionals to assist Sullivan County Veterans in obtaining required NEXUS opinion letters, which are needed for successful adjudication of their claims.
- Aggressively pursued service-connected death claims (DIC) for the surviving spouses of Sullivan County veterans.
- Our office has assisted the major veterans' organizations, VFW, American Legion, AMVETS, and DAV, prepare and present resolutions to modify VA Policies and Procedures to improve service to our veterans. Every year, testimony from National Commanders is presented to The Senate and House Committee on Veterans Affairs to clearly establish our legislative priorities. The Legislation has also drastically expanded eligibility to all veterans for VA medical services and mental health counselling.







## Training

- All office staff is compliant with County of Sullivan training requirements.
- All Veterans Service Officers (VSOs) completed all Federal, State and County training programs which is required to maintain their accreditations.
- All VSOs attended the 2024 NACVSO Annual Conference virtually, satisfying the required 16 hours of CEU's annually.
- All VSOs completed the 2024 Advanced Appeals training course provided by the National Association of County Veterans Service Officers (NACVSO).
- Two staff members completed the County's Leadership Development Training.
- All VSO's attended the New York State Division of Veterans' Services monthly virtual training.

## Community

- Worked closely with Sullivan County Transportation coordinating Veteran medical transportation.
- Staff assisted the Community Assistance Center with food distribution to local veterans in need.
- Worked with local organizations, Vet 2 Vet of Sullivan County, ATI, Elks, and the Sullivan County Veterans Coalition to distribute holiday meal boxes.
- Attended and participated in the National Welcome Home Vietnam War Veterans Day hosted by Hospice of Orange & Sullivan Counties.
- Participated in the 3<sup>rd</sup> Annual Vet Fest, which was held at the Grahamsville Fairgrounds and coordinated by the Sullivan County Veterans Coalition.

- Worked with local law enforcement and medical facilities to continue to streamline the inpatient intake process for treatment of substance abuse and suicide prevention in the veterans' community.
- Actively participated with veterans' groups throughout the Hudson Valley to provide seamless services.
- Attended the Annual Monticello Bagel Festival, Healthy Sullivan Health Fair, Alive Again outreach event for veterans, and other multi-divisional events.
- Attended the 10<sup>th</sup> Anniversary Veterans Appreciation Game at Dutchess Stadium which was sponsored by ATI and Vet 2 Vet of Sullivan County.
- Staff actively coordinated and took part in multiple ceremonies including, Memorial Day, POW/MIA Remembrance Day, and Veterans Day.
- Collected over 2,500 Valentine's Day cards for our annual Valentine's for Vets program, which are created by our local schools and residents, and were distributed to Veterans in our local senior facilities, VA Medical Centers, and homebound veterans.
- Received various holiday cards, created by our local schools and community members, and distributed to Veterans in our local senior facilities, VA Medical Centers, and homebound veterans.
- Received donations of a variety of personal care items and household essentials from the Kiwanis Clubs of Monticello & Woodridge, and the Daughters of the American Revolution. The items are available in our office to those that come in seeking assistance as well as, delivered to veterans in need.
- Attended several veterans' events held at the Liberty and Tri-Valley Central School Districts throughout the year.
- Worked with Hospice of Orange & Sullivan Counties to assist with veterans' end of life needs, as well as participated in several "Honor Salutes". The Honor Salute Program recognizes all hospice patients who have served in the military with a special ceremony of their choosing. Each honoree is presented with a pin, framed certificate of service, a patriotic lap quilt/blanket, and a card from a child thanking them for their service. This program has given Veterans the opportunity to give back to others the only way a Veteran can, by honoring, recognizing, and thanking each other.
- Worked with the Liberty Cemetery Association to replace 21 damaged VA Grave Markers in the Liberty Cemetery – Veterans section. Our office had files on 20 of the 21 veterans.
- Participated in the Marine Corps Reserve *Toys for Tots*, toy drive. This year, we set up three (3) additional boxes in the Liberty Campus buildings, as well as the ones we set up in the Government Center.
- Participated in the Wreaths Across America event at the Hortonville Firehouse on December 14, 2024



*9/20/2024 - POW/MIA Remembrance Day Ceremony in the Lobby of the Government Center*



*11/11/2024 - Veterans Day Ceremony in the Lobby of the Government Center*



*11/6/2024 - Donations received from the Kiwanis Clubs of Monticello & Woodridge*

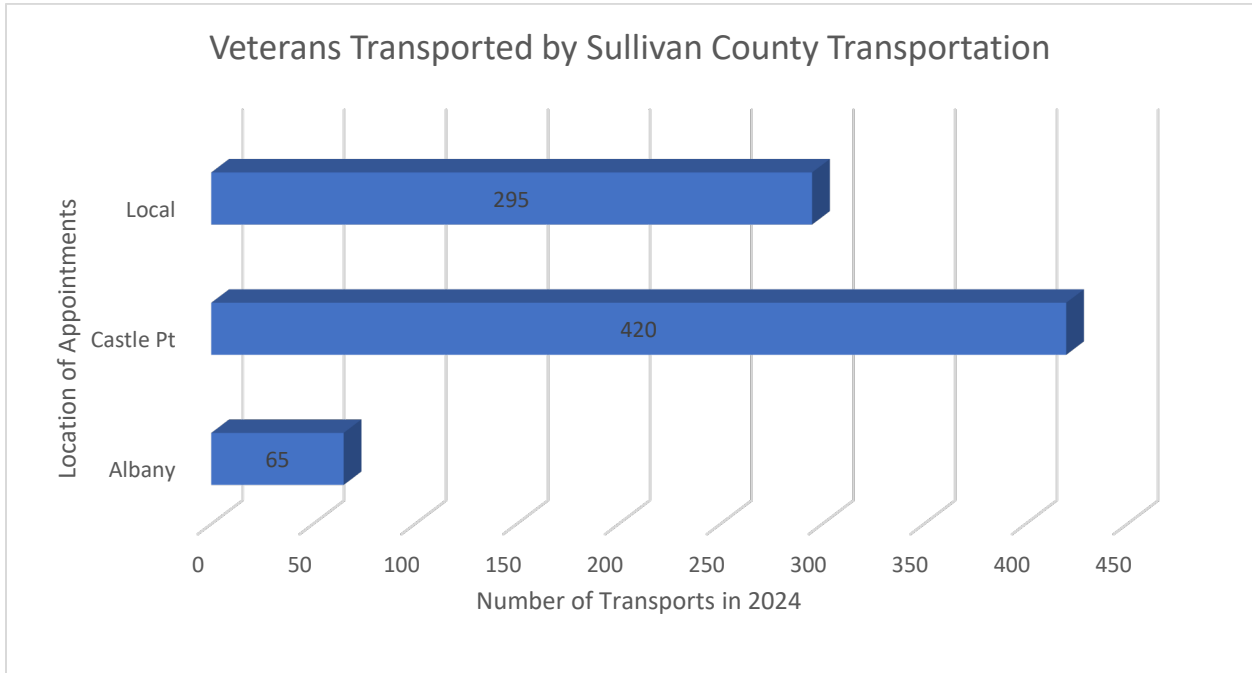
## General

- A new Clerk was hired on February 13, 2024, which has drastically increased productivity.
- On May 28, 2024 our new automated phone system went live, increasing efficiency and improved office processes.
- We are working on scanning all of our deceased veterans' files, which will improve office processes.
- Conducted multiple in-house appellate briefs and virtual hearings, and the veterans were granted all benefits sought.
- Vastly increased inter-divisional office networking.
- Staff conducted home visits to 60 veteran families in 2024.

## Transportation

- Sullivan County Transportation provided Veterans a total of 56 rides for 65 Veterans to Albany VA Medical Center for medical appointments.
- Sullivan County Transportation provided Veterans a total of 195 rides for 420 Veterans to Castle Point VA Medical Center for medical appointments.

- Sullivan County Transportation provided 295 Veterans a total of 179 rides to local in-county medical appointments. This was the first full year that this transportation was provided. Transportation for local medical appointments began on May 8, 2023.



## Burials

- The total number of Indigent Burials was 14, which is a 55% increase in indigent burials from 2023.
- Total burials in the SC Veterans' Cemetery during 2024 – 62  
This is a 3% decrease from 2023.
- Total burials in the SC Veterans' Cemetery – 1,976

# DIVISION OF HEALTH & HUMAN SERVICES

John Liddle, Commissioner of Social Services



## From the Commissioner...

With the honor of leading a tremendously caring and dedicated staff of professional caregivers, I am proud to submit the 2024 Sullivan County Division of Health and Human Services annual report.

First and foremost, 2024 appears to have been an excellent year in our collective fight against opioids. January 2025 data from the NYS Department of Health (DOH) revealed that the April-June 2024 quarter saw the lowest number of deaths (3) in Sullivan County due to opioids since the DOH started publishing its quarterly dashboard in 2021. DOH also reported a decreasing rate of EMS responses to overdoses. In 2021, DOH reported that 13 of every 1000 EMS calls in Sullivan County were related to opioid overdoses. In the first three quarters of 2024, those rates declined to 7.3, 5.6, and 5.3 per 1000 respectively.

This also tracks with our local reporting – for every month tracked in 2024 going back to March, EMS responses to overdose calls (both opioid and non-opioid related) was below the average number of calls per month in the previous three years. Our toughest month this year was March, with 21 overdose calls. However, over the previous three years, the AVERAGE number of calls per month was 38, 35 and 27 respectively. The average over the past twelve months leading up to the date of this report was 14.8 calls per month. While the struggle to get past the scourge of dangerous drugs is far from over, there is definitely cause for optimism.

More broadly, our health outcomes (life expectancy) and health factors (predictors of future public health), as measured by the Robert Wood Johnson Foundation (RWJF) and University of Wisconsin, appear to be held back by broader national trends during and immediately after the pandemic. However, while community health trends have been negative nationwide, our rankings compared to other counties improved last year and our actions to protect public health appear to be helping Sullivan County resist broader negative trends.

Internally, DHHS began 2024 with 54 vacancies across the 306 authorized positions at the Departments of Community Services, Public Health, and Social Services. By the date of this report, we were down to 37 vacancies across these three departments. 43% of our remaining vacancies are focused in nursing and PT/OT positions at the Home Health Agency; this will be a focus point for the year ahead. The Care Center at Sunset Lake saw similar staffing improvements, moving up to a 3-star rating for staffing in the Center for Medicare and Medicaid Services 5-star Care Compare Report. These positive staffing trends reversed declines that had been building since the global pandemic. Regarding staff retention, the Department of Social



Services successfully retained 86% of new hires in 2024, a significant increase from 57% in 2023. Public Health also showed impressive progress, retaining 76% of new staff, compared to just 38% the previous year. Community Services excelled, achieving a 100% retention rate, up from 54% in 2023.

Very difficult obstacles remain. Though improving, frequency of death connected to drug use and suicide continues to a stubborn challenge, and our most urgent problem contributing to poor health outcomes is likely now our lack of available housing. Sullivan County is providing emergency shelter in hotels to a record number of persons (353 at the end of 2024). Children in poverty is also a significant concern – 1 in 4 children in Sullivan County lives in poverty according to RWJF’s data sources. Fortunately, through our collective efforts and sound investments from New York State and the Sullivan County Legislature, DHHS is well positioned to further advance Sullivan County’s health outcomes again in 2025.

## DIVISION OF HEALTH AND HUMAN SERVICES MANAGEMENT TEAM

***John Liddle***

Commissioner of Health & Human Services  
Commissioner of Social Services

***Melissa Stickle***

Deputy Commissioner of Health & Human Services  
Drug Task Force Coordinator

***Giselle Steketee***

Deputy Commissioner of Social Services

***Meg Holton,  
LNHA***  
Licensed  
Nursing Home  
Administrator

***Salif Banse,  
DSW***  
Department of  
Community  
Services

***Jessie Moore,  
DPH***  
Public Health  
Director

***Laura McKay***  
Coordinator of  
Child Support  
Enforcement

***Leelani  
Voigtland***  
Director of  
Services

***Michelle  
Bridges***  
Director of  
Temporary  
Assistance

***Jeff Bowie***  
SIU Director  
DA Investigator

# ROADMAP TO BETTER HEALTH STRATEGY

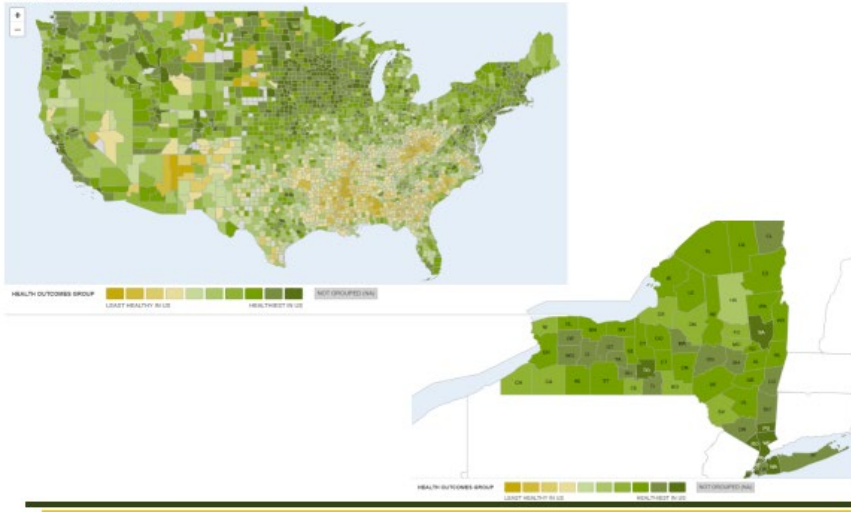
RWJF/US News Primary Areas of Concern	Primary Care Providers	Injury Deaths	Post-Secondary Education, Income Inequality, Child Poverty, Housing Access	Adult Smoking, Adult Obesity, Physical Inactivity, Mammogram Screening
<p><b><u>EASE Access to Care</u></b></p> <ul style="list-style-type: none"> <li>Continue to expand access to behavioral and physical healthcare in Sullivan County</li> <li>2025 focus: Continue to build United Sullivan partnerships and raise awareness of available resources</li> <li>Detailed planning for new local hospital and crisis stabilization center</li> </ul> <p><b>Top 2024 Accomplishments:</b></p> <ul style="list-style-type: none"> <li>Implemented <i>Unite Us</i> Social Care Network to increase access to housing, transportation, and nutrition services via local providers – 944 cases handled since network start</li> <li>Brought in private partners (RCPC, Catholic Charities, Astor, Evergreen Meadow, CHOWC) who are expanding access to pediatric mental healthcare</li> </ul>	<p><b><u>END the Opioid Crisis</u></b></p> <ul style="list-style-type: none"> <li>Still a major community health challenge, but solid progress in 2024.</li> <li>2025 focus: Restoral of inpatient treatment, address evolving drug use problems (vaping, alcohol, cocaine)</li> </ul> <p><b>Top 2024 Accomplishments:</b></p> <ul style="list-style-type: none"> <li>Overdose death rate dropping; Apr-Jun 2024 was lowest rate in county since state started reporting data in 2021.</li> <li>EMS overdose calls have decreased more than 50% since 2021, with steepest drop in 2024.</li> <li>Actively utilizing opioid settlement funds</li> <li>Secured OASAS funding to support opening of new inpatient facility in 2025</li> </ul>	<p><b><u>ENHANCE Communities</u></b></p> <ul style="list-style-type: none"> <li>Due to rapidly increasing rental and ownership costs, housing has become Sullivan County's top community health challenge</li> <li>2025 focus: Utilize all available funding resources to rapidly transition those in need to new permanent housing</li> </ul> <p><b>Top 2024 Accomplishments:</b></p> <ul style="list-style-type: none"> <li>Completed architectural designs for Gateway Housing Center</li> <li>Increased case management capacity for families in need via DSS hiring and expansion of contract with HONOR</li> <li>Supported community partners in expanding existing and adding new funding streams; secured additional funding from NYS with a match from County Legislature to supplement rent payments for working poor and disabled.</li> </ul>	<p><b><u>ENCOURAGE Healthy Behaviors</u></b></p> <ul style="list-style-type: none"> <li>Reduce prevalence and severity of chronic disease through education and community outreach</li> <li>2025 focus: Target expanded public outreach to deepen positive impact</li> </ul> <p><b>Top 2024 Accomplishments:</b></p> <ul style="list-style-type: none"> <li>Mass expansion of public engagement via opioid settlement funds and outreach by Public Health</li> <li>Partnered with Sullivan 180 on Healthiest Fire Department Challenge, Empowering a Healthier Generation, International Opioid Overdose Awareness Day, and many other outreach activities</li> </ul>	



# County Health Rankings and Roadmaps



## 2024 Health Outcome Ratings

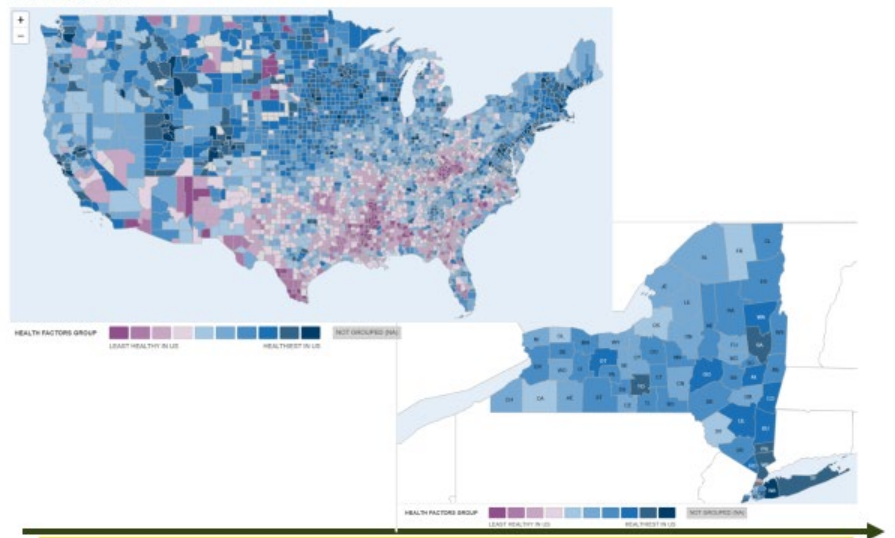


According to the nationally respected 2024 County Health Rankings and Roadmaps from the Robert Wood Johnson Foundation (RWJF) and University of Wisconsin, while Sullivan County is still lagging behind New York State averages for life expectancy, rankings against other counties improved in 2024. Sullivan County was above the national average in life expectancy and related factors that make up RWJF's Health Outcome ratings. In the chart at left,

Health Factors represent those things we can improve to live longer and healthier lives. They are indicators of the future health of our communities. Sullivan County's RWJF Health Factor ratings were not quite as strong as our outcome ratings, owing primarily to our higher than average child poverty rate and lack of available primary care physicians. 2024 ratings improved compared to other New



## 2024 Health Factors Ratings





# Drug Task Force

**2024 KEY STAT:**

*30 search warrants and 50 indictments issued in 2024 to fight drug trafficking and violence in Sullivan County.*

The activities of the **Sullivan County Substance Use Task Force** are supported by organizations across the public and private sector and are coordinated by the Deputy Commissioner of Health and Human Services. This group of public and private staff alongside community volunteers, commonly known as the “Drug Task Force” was reorganized late in 2020. The Task Force operates through a "pillar" structure, each focusing on key strategies such as prevention, treatment, law enforcement, and community support and has dramatically improved collaboration across both law enforcement and health and human service disciplines. This comprehensive approach ensures that the Drug Task Force remains focused on addressing substance abuse and mental health challenges through prevention, enforcement, policy reform, and community engagement.

Substance Use Task Force Pillars and Leaders	
<b>Medical Provider Pillar</b>	Heather Guinan
<b>Hope and Prevention Pillar</b>	Dawn Wilkin Martin Colavito
<b>United Sullivan Pillar</b>	John Liddle
<b>Financial Pillar</b>	Jared Nash
<b>Perinatal Pillar</b>	Janna Walter
<b>Policy Reform Pillar</b>	Hon. Aileen Gunther Judy Balaban
<b>Data Pillar</b>	Meg Guinee
<b>Law Enforcement Pillar</b>	Sheriff Mike Schiff Chief Steve D’Agata
<b>Treatment Program Pillar</b>	Melissa Stickle
<b>Veterans Pillar</b>	Deborah Worden Carl LoFaro Matt Kleman

## 2024 Task Force Activities and Accomplishments

Overall, the Drug Task Force made significant strides in addressing substance use by effectively utilizing funding, persistent law enforcement action, and strengthening of community partnerships, while confronting rising and ongoing challenges. According to reporting from the Law Enforcement Pillar of the Task Force, Sullivan County coroners recorded 30 deaths due to overdose in 2024 – a 21% year over year decrease and a 40% decrease compared to four years ago.

**2024 KEY STAT:**

**OVERDOSE DEATHS DOWN 40%**  
*in 2024 compared to 2021.*

## 2024 Activities and Accomplishments – Individual Task Force Pillars

- **Law Enforcement:** District Attorney Brian Conaty reported significant progress in prosecuting drug-related crimes, including:

- 30 search warrants and 50 indictments for offenses such as drug trafficking and violence.
- Utilized the county's designation as a High-Intensity Drug Trafficking Area (HIDTA) to generate additional resources and data analysis capabilities, leading to major narcotics busts.
- Successful implementation of Quick Response Teams (QRT) in Liberty and Fallsburg leading to reduced incarceration rates for individuals with mental health and substance use disorders.
- Expanded diversion programs in partnership with Hope Not Handcuffs to guide non-violent offenders to treatment services instead of incarceration.
- Strengthened intelligence sharing to disrupt major drug distribution networks while advocating for rehabilitative approaches.
- **United Sullivan Network:** Commissioner John Liddle led collaboration with community organizations, healthcare providers, and law enforcement to address the drug crisis comprehensively. Efforts included:
  - Increased public awareness and education, leading to greater community engagement in prevention and access to available treatment resources.
  - Public education campaigns to reduce stigma, coordinate delivery of treatment resources, and support for prevention strategies.
  - Spearheaded Sullivan County's entry into the Hudson Valley's Social Care Network by establishing effective interagency collaboration and improving response times to client and patient needs.
- **Prevention:** Catholic Charities and Sullivan 180 continued to lead in delivery of educational campaigns on substance abuse and mental health awareness in schools, workplaces, and community centers.
  - Developed peer-led support programs and outreach events to encourage community involvement.
  - Added a focus on countering youth vaping via Sullivan 180's Catch My Breath initiative
- **Policy Advocacy and Legislative Action:**
  - Secured funding for expanded outpatient care, residential treatment, and harm reduction programs.
  - Advocated for and contributed to legislative reforms prioritizing treatment over incarceration.
  - Promoted policies to improve insurance coverage and integrate behavioral health into primary care.
  - Formed oversight committees with community members, officials, and mental health experts.
  - Facilitated public forums to gather input and feedback.
  - Initiated efforts to expand the social host law to include marijuana, in addition to alcohol
- **Data Sharing:** Liberty Police Chief Steven D'Agata led efforts to improve data quality on ODMAP, a shared database among law enforcement, healthcare providers, and agency partners to track trends and outcomes.
  - 911 center provided detailed monthly updates on overdose calls
  - Hosted several interagency meetings to align strategies and resources in the data sharing effort.
- **Access to Treatment:**
  - Conducted joint training on trauma-informed care, addiction science, and de-escalation techniques.

- Expanded harm reduction initiatives such as naloxone distribution and needle exchange programs.
- Expanded access to community-based treatment and support services, resulting in improved outcomes.
- Working on expanding access to detox, rehab, and outpatient services across the region.

- **Opioid Settlement Fund Allocation:**

Agency	Description (Funds Contracted)	Status
<b>2024 Utilization of Drug Company Settlement Funds Distributed to Sullivan County</b>		
Catholic Charities	Too Good for Drugs School-based Prevention Program (\$25k)	Fully executed contract – program is operating.
Bold Gold Media Group	Marketing - Advertising (\$60k)	Contract fully executed - media campaign is ongoing. In 2025, this work will continue to be funded by OASAS to preserve county share.
Lamar of Scranton	Marketing - Signage (\$33k)	Fully executed contract – signage posting is ongoing.
Liberty PD	Quick Response Team (QRT) (\$15k)	Fully executed contract – programs are operating.
	Officer Employee Assistance Program (\$11k)	
Fallsburg PD	Quick Response Team (QRT) (\$15k)	Program is operating, final contracting details resolved in early February 2025 to fund future operations.
Sullivan 180	Prevention & School Based Programs (\$89k)	Fully executed contract – program is operating.
Action Towards Independence	Support services for persons with substance use and mental health disorders (\$85k)	Fully executed contract – Services include housing and transportation assistance and case management
Corona Self Help Center	Empowerment Services and Peer Supports (\$73k)	Fully executed contract – program is operating.
Sullivan County Budget Office	Stipend for Senior Budget Analyst to work on management of settlement funds (\$5k)	Employee onboarded and working in support of Task Force, in addition to regular duties.
Sullivan County Sheriff	Subscription for software services to support criminal narcotics investigations (\$32,200)	Fully executed contract – DA/Sheriff utilizing services
	Tasers (\$37,447.22)	Purchase authorized by resolution 253-23, counted as an “unrestricted” purchase due to multiple potential uses outside of narcotics investigations.

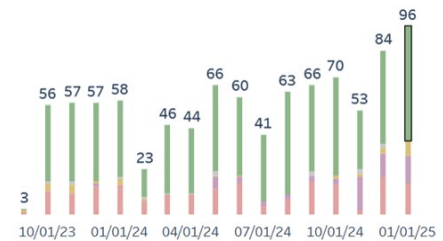
2024 Utilization of Settlement Funds Distributed to OASAS and redistributed to Sullivan County		
Sullivan 180	Youth Mental Health and Substance Use Prevention Programming (\$119,999)	Fully executed contract – program is operating.
Restorative Management	Peer Advocate Services (\$74,500)	Fully executed contract – services are being provided.
Catalyst Research	Data collection and analysis (\$59,500)	Fully executed contract – services are being provided.
Bold Gold	Marketing - Advertising (\$108k)	This contract was developed to expand on the <i>You. Reinvented.</i> campaign in 2025 and into vaping and mental health issues.
VendTek	Health Promotion Vending Machines	Upkeep expected to be \$1900/yr



## United Sullivan Care Network

Expanding from its origins as a mental health systems of care initiative and from similar models such as its neighboring system of care project, “Welcome Orange,” the United Sullivan project now encompasses mental health, social services, and a vast array of other human services that are intended to improve health outcomes across Sullivan County by making it easier for residents and their families to access care. United Sullivan maintains a very active schedule with weekly information sharing and planning sessions for local human service agencies and members of the community. Written updates are provided to a growing partner network of more than 110 members and interested community members are welcome to join at any time.

**Utilization of the Unite Us Network continues to increase:** The chart at right depicts the number of cases opened in the Unite Us system on a monthly basis since our network started operations in September 2023. We are very pleased to see relatively steady growth in use of the platform, especially over the last eight months. We expect this trend to continue upward as Medicaid services become more accessible.



**Hudson Valley Social Care Network Taking Shape:** The regional Social Care Networks that will handle billing and payment for certain housing, nutrition, transportation, and case management services under Medicaid are now active. Our regional network is operated by Hudson Valley Care Coalition (HVCC). The first wave of community organizations started operations on January 17, 2025 and the second wave February 3, 2025. County government agencies from across the region are targeted to fully join the network in March 2025.

Liberty Police Department	The Center for Discovery	Rehabilitation Support Services	Cornell Cooperative Extension	Dept of Community Services
Sullivan County Probation	Dispute Resolution Center	Sullivan 180	Office for the Aging	Dynamic Youth Community
HONOR, INC.	Dept of Public Health	Sullivan County Youth Bureau	Action Toward Independence	Catholic Charities - Behavioral Health
Every Person Influences Children	Lexington Center – Liberty and Monticello	Legal Services of the Hudson Valley	Garnet Health Medical Center - Catskills	Community Action – Liberty and Monticello Offices
Independent Living, Inc – Peer Diversion & Peer Parent	Independent Living, Inc – Independent Living Skills	Catholic Charities – Human Services	Center for Workforce Development	Sullivan Allies Leading Together INC.
Mobile Mental Health Team	Restorative Management	Dept of Social Services	Bridge Back to Life Mobile Unit	Choices Mental Health Counseling
Sun River Health	Community Home Health Care	Astor Services		

**Unite Us Network Partners in Sullivan County**





## Care Center at Sunset Lake

### Overview

The Care Center at Sunset Lake provides long-term care services to County residents who can no longer thrive in the community. The Care Center at Sunset Lake provides residential services for up to 146 individuals who require either long-term care or short-term rehabilitative services.

The CCASL strives to assure that residents are able to maintain the highest quality of life and the greatest degree of independence through individualized care plans.

### 2024 Key Activities and Accomplishments

- We had our most recent annual survey at the end of 2024 for both life safety and environmental safety.
- We increased our hours per resident per day to an average of over 4 hours per resident per day in 2024, surpassing the state minimum of 3.5 hours per resident per day. We have received two letters from NYS stating that we have met the NYS minimum requirements for both Q1 and Q2 of 2023. These are the most recent letters to be sent out we are anticipating seeing another in the coming weeks.
- We continued to utilize and promote bonuses and incentives that were agreed to in 2022 to attract and retain staff through the end of 2024. We also put additional morale boosting activities into place for staff such as activities for nursing home week and recognition days for each department as their recognition days come up throughout the calendar year. These

### 2024 KEY STAT:

*After struggles dating back to before the COVID pandemic, the 2024 DOH survey increased the health inspection and overall ratings of the facility from 1 to 2 stars. The staffing rating also increased from 2 to 3 stars during 2024.*

tools among others have decreased nurse turnover according to our most recent 5-star report.

- We have actively partnered with agencies to supplement our staff and continue to hire qualified staff.
- We continue the employee and resident of the month programs to recognize our residents' unique lives and personalities and to showcase our dedicated staff who provide daily care.
- We have increased not only the staffing levels, but also the census at the facility over the last year, allowing us to increase services provided to the community.
- We continue the Restorative Nursing Program 7 days a week, allowing our residents to maintain the gains they make in therapy.
- We continue to work within the facility as well as with outside resources to provide education and training to all staff so they are better equipped to perform their duties, can learn new skills, and strengthen existing skills. Our Staff development coordinator position was filled in 2024, and the coordinator has been working diligently to ensure all staff are trained in all needed areas.
- We now have a full-time Certified Dietician in the facility in addition to our Full-time Food Services Director.



# Community Services

## Overview

The Sullivan County Department of Community Services offers flexibility in behavioral health treatment services. We provide integrated care to treat the whole individual by blending compassion, innovation, and evidence-based practice to address the behavioral and physical health needs of our clients. We are dedicated to transforming the lives of adults and young people, their families, and loved ones struggling with mental health and substance use disorders. Our goal is to improve the mental health outcomes of the residents of Sullivan County by providing patient-centered, evidenced-based, cost-effective, behavioral health interventions.

In 2024, the Department of Community Services, serving as the Local Government Unit (LGU) under Article 41 of New York State Mental Hygiene Law, continued its mission to develop and deliver on comprehensive behavioral health service plans for the county. Collaborating with the Community Services Board and state agencies, the department identified available services, unmet needs, and formulated annual plans for the Office of Addiction Services and Supports (OASAS), the Office of Mental Health (OMH), and the Office for People with Developmental Disabilities (OPWDD).

We remain here for those who have behavioral health challenges and inter-generational trauma that have been further exacerbated by financial insecurities, and uncertainties about their future. Community Services not only remains a necessary and essential service to the citizens of Sullivan County, it is one of the most essential pillars that holds our community together.

### NYS Mental Hygiene Law

- ❑ Creates a local governmental unit (LGU) for the 57 counties & NYC, headed up by a Director of Community Services (DCS)
- ❑ The DCS is charged with ensuring the effective direction & administration of a local comprehensive service system for persons in the county who need mental health, alcohol & substance abuse, & developmental disabilities services

### *Community Services Clinic Activities and Accomplishments:*

- Open Access resumed in June 2024 on Thursday mornings to better meet the urgent mental health care needs of the community. Staffing improvements and scheduling allowed for expanded access operations on Tuesday *and* Thursday mornings which began in January 2025.
- DCS is now almost fully staffed with eleven care managers, six social workers, four nurses, a co-occurring disorder specialist, onsite psychiatrist, a telehealth Nurse Practitioner-Psychiatric, and a new nurse practitioner starting in 2025.
- We entered into an RFP for OMH children's clinical services with Astor Children's Services to ensure that our school-based Treatment Reaching Youth program, which had been a vital service to the majority of Sullivan County school districts prior to the pandemic and are now operational and staffing issues have been addressed. Astor Children's Services began offering telehealth services late 2023 and are now on site since January 2024, and school-based services planned for fall of 2024 are also now established.
- Our care managers continued to be a lifeline to our very serious and persistently mentally ill patients by assisting them with getting to their appointments for physical and mental health services and getting their medications on time.
- We continue to expand our Medication for Opiate Use Disorder treatment (MOUD) for our dually diagnosed patients to aid them in their recovery. To that end, we prescribe Vivitrol, Suboxone, Subutex, and Naloxone.
- We continue to provide efficient and coordinated telehealth services, resulting in better treatment attendance and access for our patients that have difficulty ambulating or have other medical issues.
- We distributed Naloxone (Narcan) to individuals and their families to reduce opioid overdose deaths.
- We provided court ordered and mandated treatment services
- We provided toxicology testing and alcohol and substance use disorder assessment to DSS clients.

### *Local Government Unit Activities and Accomplishments:*

- **Stabilization Center:** Progressing toward establishing a centralized crisis stabilization facility for mental health and substance use crises, aiming to relieve pressure on emergency rooms and law enforcement.
- **Mobile Crisis Team Enhancements:** Expanding coverage and adding personnel and technological resources to improve crisis response times across Sullivan County.
- **Community Trauma Response Team:** Developing a team specialized in addressing psychological and emotional trauma in communities affected by disasters or violence.
- **First Responder Wellness Initiative:** Implementing mental health and wellness programming, including resilience training and confidential counseling, while enhancing peer support networks.
- **Fatality Review Board:** Established a multidisciplinary team to review overdose deaths, drafting policies and procedures, and initiating data-sharing agreements with key institutions.
- **Perinatal/Family System of Care Taskforce:** Convened stakeholders to identify gaps in care, developing a mission, vision, and strategic plan for improving services for families affected by substance use, mental health and other social care needs. Developed a mission, vision, and organizational plan.

- **Forensic Peer Program at Sullivan County Jail:** Expanded peer support for incarcerated individuals, facilitated monthly reentry coordination meetings, and enhanced transition services.
- **Monitoring of Providers Receiving State Pass-Through Funds:** Strengthened oversight with eight provider audits, offering technical assistance for service improvement and compliance.
- **Drafting of the Annual Behavioral Health Plan:** Completed a comprehensive 2024-2025 behavioral health plan incorporating stakeholder input and emphasizing equity and accessibility.

## 2024 Community Services Statistics

STATISTICAL SUMMARY FOR: January 1, 2024 - December 31, 2024						
Prepared by : Sara A. Cole			CLIENTS			
	ON ROLLS:			ON ROLL:	CLIENTS	UNITS OF
PROGRAM	1/1/2024	ADMISSIONS	DISCHARGES	12/31/2024	SERVED	SERVICE
SC BEHAVIORAL HEALTH CLINIC ADULT	395	262	239	437	5346	7133
SC BEHAVIORAL HEALTH CLINIC CHILD	41	1	40	8	229	160
SC BEHAVIORAL HEALTH CLINIC FORENSIC	53	81	77	64	873	998
SC BEHAVIORAL HEALTH CLINIC MICA	20	17	25	14	237	Included in Clinic Adult
SC BEHAVIORAL HEALTH CLINIC MAT	4	18	15	8	124	Included in Clinic Adult
<b>TOTAL MENTAL HEALTH</b>	<b>513</b>	<b>379</b>	<b>396</b>	<b>531</b>	<b>6,809</b>	<b>8,291</b>
SC CARE MANAGEMENT	43	8	6	27	51	7276
SC HEALTH HOME- ADULT	36	18	15	45	54	4315
SC HEALTH HOME - KENDRA, AOT and HH+	11	6	1	18	17	1480
SC HEALTH HOME - CHILD	15	3	9	11	18	1340
SC HEALTH HOME - OUTREACH					154	3459
SC CM CCSI					33	89
<b>TOTAL HEALTH HOME CASE MANAGEMENT PROGRAMS</b>	<b>105</b>	<b>35</b>	<b>31</b>	<b>101</b>	<b>173</b>	<b>14,500</b>
SC SPOA - Adult					621	4212
SC SPOA - Child					168	1217
<b>TOTAL SPOA</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>789</b>	<b>5429</b>
	# of calls	#of ph interv	Outreaches	Hosp Divers %	Hosp Admit %	
MOBILE MENTAL HEALTH	2758	811	246	65.08333333	58.75	

STATISTICAL SUMMARY FOR: Jan 1, 2024 - Dec 31, 2024 (Monthly Average)	2023 Totals	
Mental Health Cases	537	426
Health Home Case Management Programs	20	113
Chemical Dependency	30	59
Single Point of Access (complex/dual-diagnosis)	66	60
Total Individuals served on a monthly basis (average)	661	658
Total persons served (duplicative count)	7927	7894

# Public Health



*The mission of the local County Health Department - Sullivan County Public Health, is to prevent illness and disease, and to protect and promote public health.*

## 2024 Key Activities and Accomplishments

**Staff satisfaction, retention, and filling of vacancies:** There was an increase in applications for open positions, and many roles were successfully filled, but challenges remain in nurse recruiting due primarily to salary. Monthly full-staff conferences were successfully conducted, with different departments leading each session to introduce their staff and highlight their programs and services. These meetings were well received. Efforts to enhance transparency and improve communication among staff were also perceived as beneficial.

For the first time, Public Health is participating in the New York State Public Health Fellowship Program. Through this initiative, Sullivan County Public Health welcomed public health fellows to support various programs and strengthen the workforce.

The fellows are providing valuable assistance—one with the Disease and Investigation team and the other with the Children and Youth with Special Healthcare Needs Programs.

**Public Health Education** – In 2024, the Public Health Education team expanded its outreach efforts and hosted more community engagement events, addressing a wide range of public health and social care issues. Key 2024 activities included:

- Added a bilingual outreach worker
- Added two community health workers
- Partnered with Sullivan 180 to produce and distribute their Community Resource Guide
- Provided 121 Narcan training courses throughout the community.
- E-bulletins outlining education events and activities created for staff and social media

### **2024 KEY STAT:**

*The Public Health Education team **more than tripled** its number of outreach events attended; 186 events for 2024, increased from 60 in 2023.*

- Received a NYS Rural Health grant to support the mobile farmer’s market run through Cornell Cooperative.
- Employee Wellness Committee implemented a yoga program for staff which was well attended.
- Rural Health Network funded the training of 11 staff as Certified Lactation Consultants.
- Surpassed the goal of 45% to reach 78.5% click through rate per social media interaction. This is an increase from 34.5% in 2023.

***Disease Surveillance and Investigation (DSI)/Emergency Preparedness and Medical Reserve Corps (MRC):***

Sullivan County continues to experience a rise in reportable diseases, with over 9,000 laboratory reports processed through the general communicable disease program. Each case is thoroughly investigated to confirm diagnoses or rule out infections. The county’s vaccine program experienced a 30% increase in the number of uninsured and underinsured individuals receiving vaccinations through routine clinics and walk-in appointments. Additionally, there is a growing number of emerging and imported diseases being investigated, including malaria and dengue fever. With population growth, demographic shifts, and increased travel, we expect to see a continued rise in diseases not currently endemic to the region. The rabies prevention program also reported an increase in animal bites, rising from 317 in 2023 to 389 in 2024. This led to an uptick in animals submitted for testing, increasing from 27 in 2023 to 40 in 2024, with four animals testing positive for rabies—the highest number recorded in the county in at least six years. As a result, 50 individuals received rabies post-exposure treatment, more than doubling the 23 cases treated in 2023.

**2024 Activities and Accomplishments:**

- Improved collaboration with Sun River Health and the State Department of Health to identify, locate, and treat positive syphilis cases in pregnant women.
- Passage of the vaccine order for camps for 2024, as well as for future years
- Visits and review of immunization records of 53 camps throughout the summer. These reviews found some deficiencies but built trust and collaboration between Public Health and local summer camps.
- Offered 6 free rabies clinics; vaccinated 569 animals.
- Hired the county’s first rabies control officer
- Installed 225 car seats and provided 16 car seat checks.
- MRC applied for and received an Organizational Readiness Award
- MRC also was awarded an all-expenses paid trip to attend the 2025 Preparedness Summit in San Antonio.
- TB coordinator worked with immigration for improved and quicker reporting which has allowed for improved assistance to identified individuals.

**Maternal Child Health/Healthy Families/CYSHCN (Children and Youth with Special Health Care Needs):**

SCDPH MCH Department Specific Performance Indicators:																	
Measure/Indicator	2023 YE Score	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Target 2024	Current vs. Goal	Trend	Best Practice
Referrals (2024)	257	17	16	21	17	21	21	20	26	25	36	13	24	n/a			
Referrals (2023)	209	14	27	18	20	10	15	22	17	18	19	17	12				
Admissions (2024)		14	5	14	11	13	13	16	19	18	24	10	16	n/a			
Admissions (2023)	144	10	19	12	7	11	11	11	13	15	13	14	8				
Average Daily Census		20	16	19	18.9	17.6	25.5	32.6	35.8	35.3	45.1	44.4	41.4				7
2023		22	27	31	19	16	19	21	26	21	25	26	28				7

- Hosted the second annual Perinatal Provider Mixer with Sullivan 180 to bring together OB/GYN and pediatric providers to learn about programs and providers throughout the county.
- All programs ended the year fully staffed.
- Healthy Families trained two new full-time Family Service Specialists
- Added a fourth Early Intervention Service Coordinator to better serve our community
- CYSHCN reestablished the Local Early Intervention Coordination Council and held a successful meeting with school representatives.
- Children enrolled in the CYSHCN program for the first time in over 10 years. 6 children are now enrolled.
- CYSHCN also working on developing an autism support group.
- Successful Accentra audit of EI program; OCFS audit of the Healthy Families Program showed drastic improvement from 2023.

SCDPH CHHA Department Specific Performance Indicators:																	
Measure/Indicator	2023 YE Score	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Target 2024	Current vs. Goal	Trend	Best Practice
Admissions (2024)	1063	110	86	95	89	92	78	86	87	77	102	89	72	n/a			
Admissions (2023)	1118	97	104	112	89	98	96	106	85	91	85	81	74				
Average Daily Census		143	159	163	163	155	151	150	155	147	164	173	171	n/a			
Prior Year (2023)	151.8333	159	168	169	161	154	149	149	137	136	151	147	142				
Long Term Pts (2024)		3.2	4	4	4	3	2	2	2	2	2	1.2	0.2				
Long Term Pts (2023)	2.8	3	3	2.2	2.5	2.5	2.4	3	3	3	3	3	3				
Productivity		4.38	4.50	4.43	4.81	4.96	5.05	4.92	5.08	4.99	4.80	5.17	5.06	5.50			7
Prior year	4.48	.	4.80	4.65	4.55	4.70	4.30	4.74	4.60	4.76	4.55	4.63	4.23	5.50			7
NTUC		12.5%	16.6%	14.9%	18.5%	12.7%	18.7%	15.9%	20.0%	22.0%	26.0%	23.0%	22.0%	20.0%			15%
Sample size		105	120	122	140	150	139	132	109	99	137	132	92				
Prior year	23.8%	22.4%	32.5%	24.2%	26.4%	23.2%	28.5%	30.1%	25.4%	28.9%	21.7%	26.4%	26.7%	20.0%			15%
Overtime: total		120.5	153	193.5	128	135	128.8	173.8	185	128.5	148	158	147	85.00			
prior year	160.3	89	115	122	122	121	127	129	131	131	134	138	161	85.00			
Lock Rate		91.4%	93.0%	93.0%	96.0%	90.0%	98.0%	95.0%	92.0%	93.0%	93.0%	91.6%	95.0%	95%			100%
Prior year	79%	84.0%	85.0%	93.0%	92.0%	91.0%	83.0%	88.8%	84.2%	91.5%	93.0%	93.0%	91.2%	100%			100%



***Certified Home Healthcare Agency (CHHA):***

- Moved the clinicians from individual cubicles into a newly renovated documentation room.
- An overall productivity rate of 4.85, up from 4.48 in 2023, with 4 months having productivity above 5.
- During the last quarter of 2024, we had overall improvement in the HHCAPS, which will lead to an improvement in star rating.



**Welcome to the  
Department of Social Services**

Our mission is to help residents of Sullivan County achieve wellbeing and independence through opportunities that protect, empower, respect choice and preserve dignity.

## Social Services

### Overview

The Department of Social Services (DSS) is the largest and most dynamic of the four departments under the Division of Health and Human Services. The department consists of two large teams (Child & Adult Services and Temporary Assistance) and four smaller teams (Administration, Finance, Special Investigations, and

Child Support). With a staff of 160 at year's end, DSS teams persevered through the severe trauma of losing a child in foster care and record high needs for emergency shelter services throughout the year. Through it all, DSS managed to improve child and adult protective casework practice, retain new young talent, and deliver more responsive welfare services over the course of 2024.

### Child and Adult Services

**Child Protective Services (CPS)** is mandated to investigate all reports of alleged child abuse and maltreatment of children under the age of 18. They will make referrals for the appropriate community services and, if necessary, provide for legal intervention. Last year, CPS team members responded to 1425 reports, in line with the number of reports received annually since the COVID-19 pandemic.



In 2024, CPS leadership attended the *Better for Families* conference with behavioral health professionals and our local family court judges to learn about a collaborative approach for working with all child welfare cases involving substance use disorders. This new approach includes early identification of family challenges, trauma-informed responses, timely access to treatment, enhanced judicial practices, and improved communication with community partners. We began preliminary planning in 2024 and will be implementing this model in conjunction with the Court Improvement Project in 2025.

***The Child Advocacy Center (CAC)*** is a multidisciplinary unit that coordinates investigations between DSS and the District Attorney's office, utilizing forensic experts in the fields of physical and sexual child abuse. We officially celebrated the grand opening of our state-certified CAC in August 2024. Child Advocacy Centers provide a child-friendly and safe environment for victims of abuse and neglect. Children and their non-offending caregivers have access to victim advocacy, mental health services, and specialized medical examinations from a team of professionals. Becoming an official Child Advocacy Center has created new funding opportunities, which will facilitate training and community outreach about the signs of child abuse and neglect, how it affects families, and how to seek help. The Sullivan County CAC also includes a first-of-its kind unit dedicated to increasing child safety in cases involving parental drug and alcohol misuse. This unit has facilitated closer cooperation with treatment providers and supported greater retention in treatment programs.

***2024 KEY STAT:***  
*The CAC responded to 353 calls of alleged child abuse, resulting in 47 indicated reports and 14 arrests on 2 felonies, 11 misdemeanor charges, and a parole violation.*

***DSS Report on Legal Representation of Child Protective Services:*** In accordance with the recommendations of the 2023 special grand jury which investigated the death of Akasha Luvert after accidentally overdosing on her parents' illicit fentanyl, the following report is provided on the status of legal representation for Child Protective Services within Sullivan County DSS:

- Cooperation across the County Attorney's Office and DSS improved significantly in 2024.
- IT file integration facilitated more efficient collaboration across the departments.
- Overall effectiveness of the partnership was adversely impacted by staffing vacancies in both agencies. Fortunately, by the end of the year, vacancies in DSS were significantly reduced, and the recent hiring of an attorney with Mental Hygiene Law experience and the promotion of an existing county attorney to manage legal operations for child

welfare/child support has made a profound improvement to quality of representation and cross-communication.

**Consultant Review of Child Welfare Programs:** Undertaken by the Bonadio Group, the review was ordered by the Legislature, at the request of County Manager Joshua Potosek, at the beginning of 2024 as a follow-up to investigations conducted by the Office of Children and Family Services (OCFS) and the aforementioned Sullivan County Grand Jury report. The 60-page report was completed in October and detailed areas of strength and needs for improvement across the County’s child welfare program, including Child Protective Services, Preventive Services, Foster Care, and the programs’ legal support.

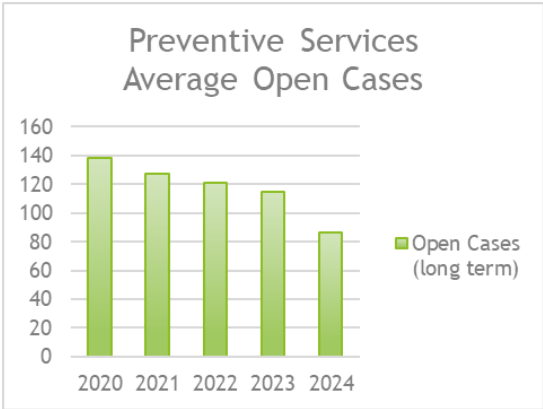
Noted areas of strength included: The County’s immediate responses to abuse and neglect reports made to the State’s Central Register and the quality of support provided, quality of coordination with preventive service providers, and the stability and appropriateness of foster care placements. Challenges included staffing shortages, delays in entering case notes and closing cases, gaps in bio-family visits, and delays in court filings.

The report noted improvements in the relationship between the Department of Social Services and County Attorney’s Office that was a focus of previous reports. It endorsed a plan developed by County staff to address ongoing coordination challenges exacerbated by short staffing, while continuing to build trust between the two departments. The complete Service Quality Improvement Program update is included below:

<p><b>Provide More Efficient Transportation Services</b></p>	<ul style="list-style-type: none"> <li>• <b>New transportation policy put into effect and new transportation schedules developed.</b></li> <li>• <b>Case aides integrated into CPS, Preventive, and Foster units to enhance responsiveness</b></li> <li>• <b>All actions from the Bonadio report for this item have been completed. We will continue to monitor the transportation program to ensure the changes have the desired effect.</b></li> </ul>
<p><b>Lifecycle Management for Child Welfare Cases</b></p>	<ul style="list-style-type: none"> <li>• Case Lifecycle Management started in January 2025, and is performing detailed tracking across the six datasets highlighted for quality improvement by the Bonadio report</li> <li>• As part of this effort, we have also started de-identified tracking of CPS hotline report sources.</li> </ul>
<p><b>Enhance Information Management and Cross-Department Communications</b></p>	<ul style="list-style-type: none"> <li>• ITS established a shared network folder now in regular use by DSS and County Attorney staff.</li> <li>• Second <i>Better for Families</i> stakeholders meeting of Family Court participating completed on 2/4/25. Planning full day training event for DSS, Family Court, Attorneys and local providers for April-May in coordination with SUNY Sullivan.</li> <li>• DSS-School District Meetings held so far with Fallsburg, Liberty, Eldred, Monticello and BOCES. Tri-Valley scheduled next.</li> </ul>

<p><b>Improve Staffing for DSS and County Attorney's Offices</b></p>	<ul style="list-style-type: none"> <li>• Kristin Hackett assumed duties as lead attorney for DSS portfolio. Andrew Lessig started work – third FT attorney supporting DSS.</li> <li>• As of the date of this report, there is one senior caseworker and three caseworker vacancies (all due to recent promotions). There are also three additional caseworker and one supervisor opening following the adding of positions to the budget that were recommended by Bonadio.</li> </ul>
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*Preventive Services* is committed to providing support to children and families to improve behavior and strengthen familial relationships. Our goal is to preserve family units and ensure that



children safely remain at home. In 2024, we focused on establishing long-term support for our preventive families through specialized community partnerships and a reduced use of general-purpose case management by DSS staff. We served a total of 116 families in 2024 and continue to strive toward our objectives of assisting children and families while minimizing their long-term involvement with the Department of Social Services. Our

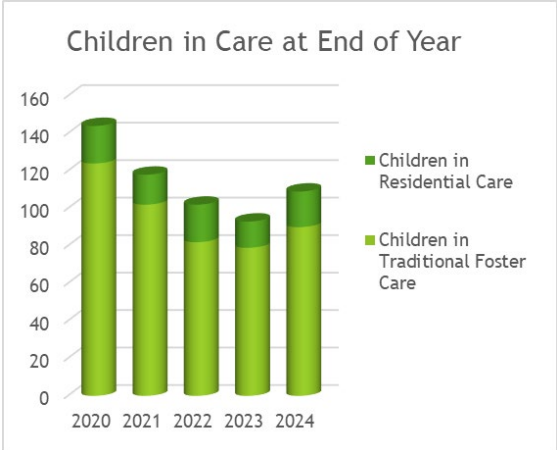
aim is to help families achieve stability by educating them about available resources in the community for ongoing support and independence.

In 2024, we increased communication with our local school districts to more effectively connect families with services through the Unite Us platform. This initiative aims to raise awareness of available resources for families without the need for an open social services case.

*Foster Care & Adoption Services* develops permanency plans for children in placement, diligently working to reunite them with their families. When reunification isn't possible, the focus shifts to adoption or independent living. This unit also recruits and certifies foster and adoptive families.

Accomplishments in 2024 included:

- 21 children achieved permanency through adoption.
- **The number of children placed in kinship homes increased 38% in 2024.** Kinship homes keep children more closely connected to family, schools, and community, reducing the potential additional trauma of traditional foster care placements.
- **20 new foster, adoptive, and kinship homes achieved certification.**



- **All four Quarterly Reviews on our Candidacy and Title VI-E cases with our regional office were evaluated at 100% compliance**, allowing us to secure maximum federal and state aid for these eligible cases, reducing burden on taxpayers.
- We created a foster care worker position in our Substance Use/Positive Tox Unit to streamline planning, enhance safety, and facilitate reunification for cases involving substance use disorders.
- We utilized the Children's Home Local "Urgent Care" Boarding Home to provide temporary placements for children entering care. This keeps them local and connected to their community while alternative placements with family and local foster homes are explored.
- We increased partnerships with Public Health Nursing, Preventive Services, and community partners to provide more support for families and expedite reunification.

**Adult Protective Services (APS)** assists persons 18 years of age or older who, because of mental or physical impairments and no one to assist, cannot provide for their own basic needs for food, clothing, shelter or medical care, or protect themselves from neglect or hazardous situations. Achievements in 2024 include:

- Reviewed and assessed 246 and closed 240 cases. Over the course of the year, APS managed an average of 107 representative payee cases (management of a client's financial resources) and 38 guardianship cases.
- Worked closely with Legal Services of the Hudson Valley to prevent evictions and worked closely with individuals and helped them to understand when they needed a higher level of care.
- Workers stabilized homeless and difficult to place individuals and got them into apartments. Workers assisted individuals to find appropriate housing to prevent them from losing section 8 housing.
- Investigated financial exploitation of vulnerable individuals and assisted others to apply or recertify for Medicaid and SNAP, preventing loss of benefits.
- Guardianship work included not only insuring safety and finding the best level of care, but included marshalling assets, selling homes, making medical decisions, prearranging burial plans, and obtaining Medicaid and OPWDD services.
- Began regular meetings with foster care to transition young adults who sign out of foster care to prepare for independent living.

## Temporary Assistance

DSS provides programs for men, women and children who are disabled, unable to work, or hold a job that 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. With staffing improvements and redesigning of each unit under the Temporary Assistance umbrella in 2024, we started 2025 on a path to deliver significantly higher quality and more responsive service moving forward. Temporary Assistance program activities in 2024 included the following:

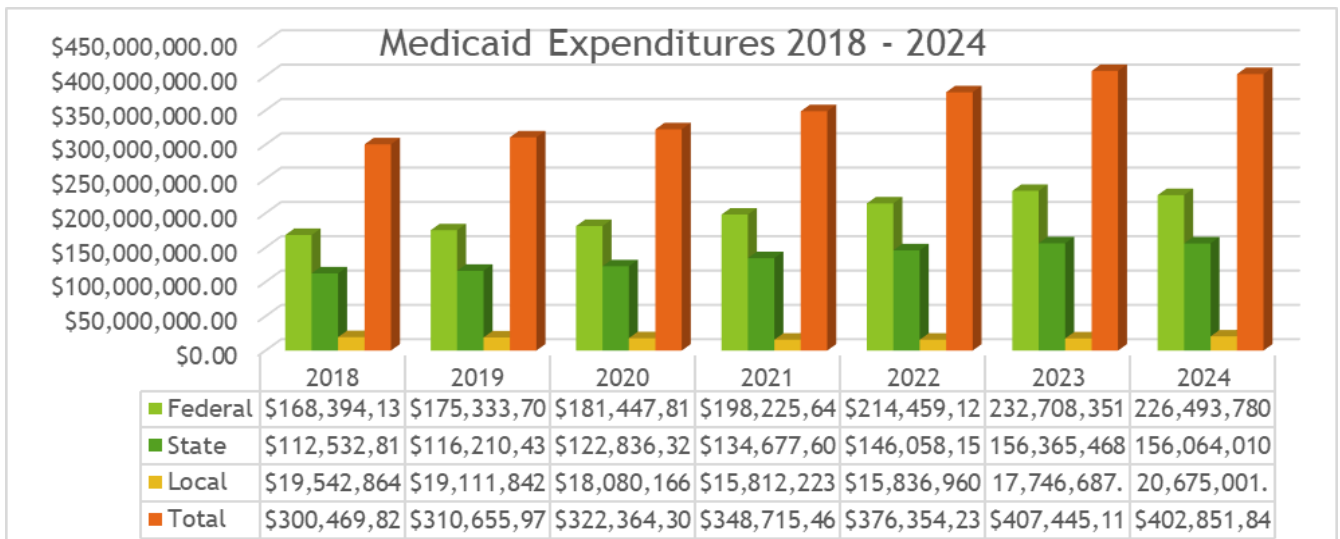
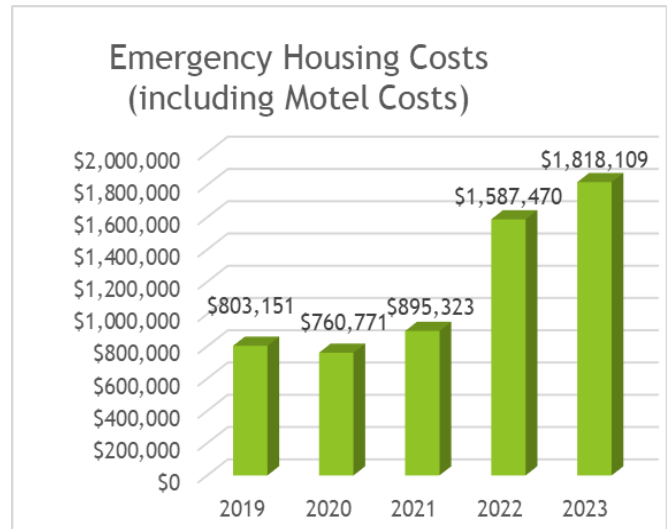
- *Emergency Assistance*: Cash assistance to eligible persons for immediate unforeseen emergency needs.
- *Temporary Cash Assistance* is provided to eligible clients through two major entitlement programs. The cash grant for each program includes a basic allowance, a rental allowance and an emergency allowance. The amount of the grant is based on family size and total household income and expenses.
- *Family Assistance* provides financial assistance to families with children deprived of support due to 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 Safety Net Assistance* for single/childless adults (SN) - This state and county jointly-funded program provides financial assistance to eligible needy individuals and some families who are not categorically eligible for Family Assistance.
- *Fair Hearings*: 191 fair hearings called with 115 positive agency results (won via hearing, withdrawal or default), 5 were lost, and 71 cases have not been heard yet or we are waiting on a decision from OTDA. The delay in Fair Hearings has been a significant challenge at the state level since the pandemic, but policy changes and new hiring at OTDA are improving the delays.
- Established a Cross Trained Unit which consists of a Principle Social Welfare Examiner, Senior Social Welfare Examiner, a Social Welfare Examiner and a Spanish Language Social Welfare Examiner to support all other TA departments when workers are out on extended leave periods and in times of exceptionally high demand. Having the Spanish Language Examiner to help with interviews and processing applications for a Spanish speaking population has been a tremendous asset.

### **2024 KEY STAT:**

*The local housing crisis created a record number of homeless placements. There were 216 persons provided with emergency shelter in hotels at the start of 2024. By the end of the year, that total increased to 353.*

**The Housing Unit** operates under Temporary Assistance. The unit manages and monitors the placement of our local homeless population in emergency housing, monitors code blue and our warming center placements, then processes their applications for permanent housing.

- Temporary Housing costs have skyrocketed over the past two years due to a lack of available housing across the entire socioeconomic spectrum. There are a variety of factors for the housing shortage including a glut of short-term rentals catering to weekend and summer tourists, aging housing stock, and a 123% increase a median home prices over the last five years.
- We continue to see longer stays in temporary housing as the cost and inventory for permanent housing has become very challenging for the DSS client population. However, we have recently developed stronger working relationship with housing suppliers which allowed several of our larger families to obtain permanent housing.
- We do have a more optimistic outlook for 2025. Recent work in the community is leading us to believe that short term rental providers are shifting to longer term rentals, and several new funding streams from the state and federal level are replacing the benefits that expired after the end of the COVID-19 pandemic.



**The Medical Assistance Unit** is responsible for determining eligibility for several Medicaid programs. New York State made significant changes to the income guidelines allowing for more elderly and disabled individuals to be eligible by decreasing or eliminated entirely spend downs for those individuals previously over the income limit.

These programs allow families and single individuals to obtain medical, dental, and optical care services they may not otherwise be able to afford. There are various eligibility requirements for specialized groups such as pregnant women, children under the age of 19, aged individuals,



disabled individuals as well as someone seeking to place a loved one in a Nursing Home all of them are income-based eligibility. Within this unit there are several programs:

- **Nursing Home (Chronic Care):** This unit guides applicants and potential applicants seeking medical eligibility for placement at a long-term care facility.
- **Managed Long-Term Care: (MLTC):** Provides Medicare recipients with the option of having a Managed Care Plan (HMO) to receive services that help with activities of daily living.
- **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 Buy-In* assists aged or disabled individuals with Medicare premiums
- **Health Insurance Premium Payment (HIPPP):** Allows Medicaid to pay private or employer-based cost-effective health insurance premiums for otherwise Medicaid eligible individuals.
- **Managed Care Medicaid Program:** Medicaid Managed Care offers access to HMO plans paid for by Medicaid, allowing an individual improved access to quality medical services more cost-effectively.
- **Medical Evidence Gathering Program:** This program provides for the collection and evaluation of medical and vocational reports by a state medical review team, this is to document the applicant's disability and the expected duration of the impairment as they did not meet the requirements of the social security administration for such disability preventing them from being otherwise Medicaid eligible.
- **Working Disabled:** This program offers the opportunity for a working disabled individual to buy their Medicaid health coverage.
- **SSI Medicaid:** If an individual is approved for SSI benefits, they are automatically enrolled in Medicaid.
- **Medical Audit:**
  - Verification of Third-Party Health insurance, Medicare coverage, Subrogation for Accident and Workers Compensation Insurances,
  - Enters the information for the Medicare Savings Programs
  - Comprehensive Medical Case Management (CMCM) authorization/terminations, Recipient Restriction program establishes enrollees with primary care providers for Medical services. Works with State and County agencies.

### **2024 KEY STAT:**

*Parents of 2,714 children received childcare subsidies, bringing \$2,252,481 back to the local economy*

***The Childcare Subsidy Program*** experienced an extremely dynamic year. This team examines eligibility and assists income-eligible parents with childcare costs. After recent changes to the governing laws, regulations and increases in state funding for the program, we now cover up to 80 absences per child per household a year, as well as each provider is now allowed 20 program closure days per year.

- Stayed within processing timelines for new applications and recertifications.

- Created flyers for community outreach too reach more families to apply for assistance to take advantage of new funding and to support families during the unexpected closure of Sullivan County Head Start.
- Integrated NYS OCFS's platform to allow families the opportunity to apply for child care subsidies online.

**Supplemental Nutrition Assistance (SNAP)** is a food supplement program to help stretch a household's food budget when purchasing groceries. It operates under regulations set by the US Department of Agriculture and is 100% federally funded. Only non-taxable food items are allowed for purchase by this program.



2023-2024 enrollment trend for SNAP

**Home Energy Assistance Program (HEAP)** offsets 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 was able to promote several individuals as a result of retirements and staff leaving. During this transition HEAP was still able to maintain their timely processing with getting our clients their benefits.

- 3,254 automatic benefits through SNAP cases were processed
- 1,967 Regular HEAP benefits were authorized
- As of 12/31 5,280 HEAP benefits processed (prior to start of emergency benefit)
- As of 12/31 \$2,903,451 in benefits were issued
- 52 applications processed for Clean and Tune or repairs and seven furnaces were replaced for program clients

**2024 KEY STAT:**

*Estate claims, overpayment investigations, and resource recoveries returned more than half a million dollars to taxpayers in 2024.*

**The Special Investigations and Resource Recovery Unit (SIU)** is responsible for fraud referral intake and reporting. We conduct fieldwork, maintain collateral contacts and complete interviews. 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 Sullivan County District Attorney's and Sheriff's Offices. Our joint efforts result in arrests and restitution from fraudulently obtained welfare benefits. This can include the arrests of individuals that violate parole or probation, breach sex offender requirements, or have other outstanding warrants and additional crimes.

SIU recovers money through establishment of accident liens and estate claims. Money is also recovered from bank accounts of deceased recipients and unclaimed funds. In addition, collection of over issued assistance, fraud and misuse claims are established. 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.

**2024 Accomplishments:**

- Estate claim and resource recoveries totaled \$225,021.78
- 116 overpayment calculations totaling \$304,876.82
- Review of 2,601 State Report Matches resulted in 326 case closings, preventing over issuance of funds
- Review of law enforcement investigations led to 25 arrests, 6 payments in full prior to arrest, and 17 Intentional Program Violation sanctions
- Assisted Veterans Administration with 15 burial/cremation eligibility reviews
- Presented on Medical Transportation Fraud with the both the NY Welfare Fraud



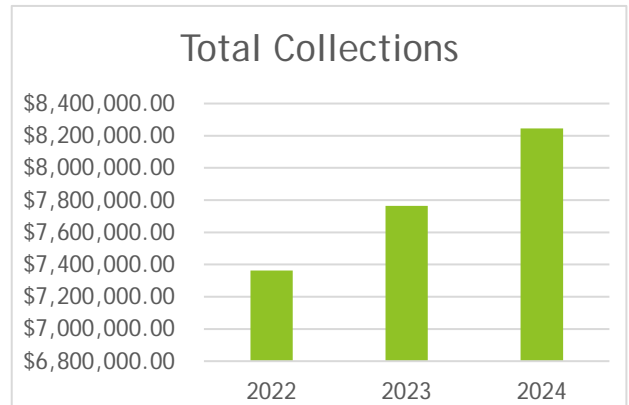
Investigators Association and NY Public Welfare Association

**The Child Support Enforcement Unit** enhances the lives of children and families by helping parents meet the financial, medical, and emotional needs of children by establishing and enforcing child support orders.

- Total collections for 2024: \$8,245,222.23 (6.2 % increase from 2023 collections) See chart below.
- The

Child Support Unit continues to exceed the federally mandated guidelines for Paternity Establishment Percentage (PEP) at 97.3 % and the Support Establishment Percentage (SEP) at 95.41%.

- Sullivan County is 1 of 12 pilot districts in New York for the SAVES (Safe Access for Victims' Economic Security) grant. The goal of this program is to strengthen safe access to child support services for all families. We are in our 3rd year of this 5-year pilot.
- In June 2024, the Child Support Unit began utilizing Laserfiche to digitize our closed paper files. By the end of 2024, 1375 files were scanned.



**Administration, Finance and Training** - The DSS accounting team once again met all state and federal claiming deadlines. We also took significant steps forward in the training and professionalization of our workforce.

- Continued to refine Department of Social Services new employee orientation & onboarding program and the Department of Social Service Annual Training Plan, which incorporates County & State Mandated requirements & platforms, and the Commissioner's Goals for the year.

- Enhancing coordination with local non-profit agencies and other county departments with bi-monthly presentations to raise staff awareness of available services and programming.

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**Front cover pictures (clockwise from top):** 1. Division management staff gather with community partners for the first planning meeting that formed the Coalition for a Vape Free Sullivan County; 2. Public Health Education Staff attend one of their record number of community events in 2024; 3. Liberty Parks and Recreation Director James Guara, State Senator Peter Oberacker (R-51), and Deputy Public Health Director Jill Hubert-Simon dedicate the opening of a monarch butterfly way station in Liberty's Hanofee Park at Public Health's second annual HealthFest; 4. DSS Home Energy Assistance Program staff enjoy lunch with local home heating fuel vendors prior to the start of the 2024-25 winter season; 5. County Legislator Catherine Scott (D-5) speaks at the official opening of the Sullivan County Child Advocacy Center; 6. Division staff attend the annual employee appreciation picnic (funded by donations from the management team and Teamsters Local 455); 7. The Home Health Agency physical therapy team gathers for a group photo.

