

The following are highlights, by department, of the activities of the Executive Branch of Dutchess County Government, for 2015.

## **Budget**

- Received the GFOA Distinguished Budget Award in 2015 for the second year in a row, the highest form of recognition in governmental budgeting. The budget documents were further redesigned and enhanced to be more transparent and easier to understand for the public.
- Worked with the Dutchess County Justice & Transition Center Project (DCJTCP) steering committee to develop analysis for the DCJTCP and for the bond resolution and presentation for the Crisis Stabilization Center.
- As project leader for the Merger Transition Team, worked with the Department of Mental Hygiene and Health Department to form one integrated Department of Behavioral and Community Health, including: consolidation of fiscal functions and transfer of IT functions under OCIS.
- Member of the RFP review team for the selection of a search firm and participated in the search committee for the recruitment of a new Commissioner for the Department of Behavioral and Community Health.
- Worked with the Health Insurance Advisory Team and the County's health insurance broker to facilitate services transitioned to the broker and provide the MVP Gold Plan for medicare eligible retirees resulting in significant savings for both the county and retirees.
- Co-presented the Budget Foundations Workshop at the GFOA conference at Marist College and served as MC at the May Downstate (North) Spring GFOA seminar.
- Continued to meet quarterly with the Fiscal Management Cabinet, including fiscal managers from all departments.
- Worked with the Capital Plan Committee to develop the 2016-2020 Capital Improvement Plan.
- Worked with the County Executive's Office to develop detailed analysis to support the implementation of a new private operator at the County Airport.
- Conducted Annual Budget Training for all departments, and assisted departments with the development of 2016 budget requests.

- Worked with county departments on quarterly reporting, resolution preparation, trend analysis, forecasting and various other fiscal and programmatic issues.
- Worked with Human Resources to determine fiscal impact of union contract settlements for CSEA, PBA and DCSEA as well as Management and Confidential employees.
- Served as team leader for the development of a new Management and Confidential Performance Management System.
- Worked with the County Executive's Office and Department of Public Works to prepare presentation materials for various budget forums throughout the County.
- Joint project leader for the development of a State approved Government Efficiency Plan insuring tax rebate checks to homeowners.
- Worked with OCIS to convert budget reports to the new Multiplex format.
- Provided Fiscal Update Presentation to the Legislature.
- Maintained Dutchess County Government Dashboard, available on the County's website [dutchessny.gov](http://dutchessny.gov) to provide up-to-date economic, demographic and fiscal data and information to the public.

### **Office of Central and Information Services (OCIS)**

- OCIS coordinated the County's second annual Shared Services Summit which was held on September 28, 2015. Close to 80 local, county and state officials took part in a roundtable discussion to brainstorm potential shared services or consolidation opportunities to reduce the cost of government.
- The Commissioner of OCIS and Budget Director jointly managed the Government Efficiency Plan (GEP) project for the County and 27 municipalities.

### *Division of Computer Services*

- Last year OCIS began to offer municipalities a range of IT Services including: website development, PC/server tech services, network services, software development and IT consulting and assessments. 2015 brought growth in these service activities. Below are key IT Shared Services initiatives undertaken in 2015.

- Created and launched a new state-of-the-art website for the Town of LaGrange ([lagrangenyny.gov](http://lagrangenyny.gov)).
- Established a four-year agreement with the Arlington Fire District to provide all their IT Services. Key elements include:
  - Hosting their computer environment and provide onsite support to all fire stations beginning on January 1, 2016.
  - A new website, launched in December. ([afd.org](http://afd.org))
- A three-year agreement with the Town of Dover to provide advanced technical support for their computer operation.
- More than 10 million pages were served on the County's website [dutchessny.gov](http://dutchessny.gov) in 2015 including 1.8 million pages served for County Clerk Document Search function. In addition, the GIS ParcelAccess application served about 7.0 million pages to a broad range of users.
- Enhanced features in popular Parcel Access application that benefit a broad range of users including assessors, engineers, municipalities, insurance agents, potential home buyers, etc. Some new features include:
  - New Measure Tools that can be used to easily find the length of a desired map object or even the size of any area that you draw
  - New printing feature - The Public can create their map through ParcelAccess and add their own titles
  - Terrain base map with 5 foot contours
  - FEMA Digital Flood Insurance Rate Maps (DFIRM)
- Completed the implementation of NYS Court Electronic Filings (NYSCEF) System for the County Clerk.
- Work on the Enterprise Content Management (ECM) projects have continued to progress. The following projects are complete:
  - Financial System (LOGOS) - Integrate ECM records such as Invoices
  - Records Center Management system
  - Medical Examiner integration with new Case Facts system

- Developed a Local Business Registry application, designed to increase local participation in the County's procurement program and to make departments aware of local businesses and their commodities and services.
- Completed the development and implemented the new County Clerk Document Management system. The Document Management application is used by the County Clerk staff to maintain proper index documents/files, by allowing them to be searched and located by members of the staff and the public.
- Implemented the new in-house developed County Clerk Cash Receipts system, allowing for acceptance of credit card payments at the public counters and the Records Room.
- Fully implemented the District Attorney Subpoena Request application that is used by local police agencies.
- Merged Department of Mental Hygiene (DMH) IT operation and staff into OCIS. Incorporated the DMH network into the County network. This will ultimately improve service for DMH employees and provide a consistent and easier to manage network.
- Completed the first major phase of the Computer Center Infrastructure Upgrade. This included the replacement of our centralized storage as well as a portion of our server environment.
- Continued to enhance the County's Network and related services including phased workstation replacement, upgrade to blade server center, replacement of some key servers and network switches and our ongoing work on Disaster Recovery.
- Organized the County's Tick Task Force Webinar.
- The Center for Digital Government and the National Association of Counties (NACo) has again recognized Dutchess County Government with the #2 ranking as one of the most digitally-advanced county governments in the United States (250,000-499,000 population category). Dutchess has ranked in the nation's top ten for each of the last 12 years.

### *Division of Central Services*

#### Local Business Procurement Program

- Enhanced the utilization of local and small businesses in Dutchess County's procurement and contracting process through the following efforts:

- Established an online registry for local businesses for items that are considered discretionary.
- Created an internal local business registry which will allow County departments to identify local businesses for the procurement of goods and services when applicable.
- Reviewed the County's policy and provided more flexibility for obtaining quotes for goods and services from local businesses.
- Enhanced the County website to provide better information about doing business with Dutchess County.
- Prepared and distributed a new brochure on how to do business with Dutchess County.

### Purchasing

- Provided new levels of procurement efficiencies through streamlining of internal processes:
  - Bids and RFP's are posted quicker allowing for awards to be made timely.
  - Surplus property is made available more efficiently to departments in lieu of buying something new.
  - RFP's are ranked and calculated in a new manner that encourages vendors to provide the lowest cost estimate possible.
  - Greater communication with municipalities regarding County contracts and bids allowing them to piggyback off of them more effectively.
- Continued efforts to combine bids and quotes across all departments.

### Shared Services

- Continued to promote shared IT services and website development.
- Provided more cooperative bidding and piggy-backing opportunities with local municipalities and agencies.
- Expanded the surplus property auction to additional municipalities.
- Created a procedure for towns and agencies to have mail processed.
- Established email notification program for recently awarded bids that may be utilized by local municipalities and agencies.

## P-Card

- All current and updated P-card training materials and applications are available on the intranet.

## Storeroom

- Coordinated four surplus equipment and furniture auctions generating \$3,911 in revenue.
- Established email notification program for local municipalities and agencies regarding surplus furniture and equipment availability.
- Coordinated annual vehicle and large equipment auctions that encouraged local municipalities and qualified outside agencies to include their vehicles and equipment. This generated \$84,108 in revenue.
- Commenced e-waste program with Regional Computer Recycling and Recovery, eliminating the County's need to pay for the disposal service and generating a nominal fee. Program will remove and pay the County for qualified e-waste. Combined County e-waste with City of Poughkeepsie to remove 14 pallets of e-waste at no cost.
- Recycled 225 pieces of furniture allowing County departments, towns and municipalities to save over \$27,000.
- Updated Material Safety Data Sheets (MSDS) for new federal guidelines. Posted MSDS sheets to the internet for easy access.

## **Community and Family Services (DCFS)** *formerly Social Services*

- Continued to deliver vital public benefits to more than 1 in 10 Dutchess County residents in 2015. Served 42,145 unduplicated individuals across all programs.
- Experienced a leadership transition in the first quarter of the year, welcoming a new Commissioner in April 2015.
- Launched its *Navigating the DCFS System Workshop* series designed to help community partners understand the world in which DCFS staff must operate, and begin a dialogue to improve access to services and streamline processes for clients. The first workshop offered in October was attended by 32 participants, representing 19 agencies.

## Reception

- Reception handled an average of 480 transactions per day. Front desk activities range from assisting and accepting applications, receiving supporting documents, to checking visitors in for appointments within our various units, i.e. Foster care visits, recertification for different benefits, fair hearings, etc.
- The front desk staff handled a total of 92,640 interactions, broken down month-by-month as follows:
  - January 8,285
  - February 6,223
  - March 8,719
  - April 8,077
  - May 7,343
  - June 7,679
  - July 7,544
  - August 7,467
  - September 7,854
  - October 7,587
  - November 7,748
  - December 8,114
- During the HEAP season, to alleviate wait times for clients and speeding up the process, a HEAP screener was located at the counter in reception. For the first four weeks of the HEAP season, 453 guests were screened through the HEAP reception staff.
- Administrative receptionist received and processed 57,686 calls at the switchboard (callers who did not use the main menu options and chose the “operator”).
- Provided for Spanish speaking interpreting for clients in need of interpretation services.

## Administrative Services

From processing the mail, to maintaining the file room, processing contracts and providing computer and technology support, payments of bills, State reimbursement and fair hearings. The following are the performance highlights for these services:

- Processed 182,050 pieces of incoming US Mail (not including inter office mail).
- Recorded 4,979 incoming voter registration forms. (Voter registration forms are included in benefit application packages).
- 1,010 Fair Hearings were processed in 2015. DCFS was successfully upheld in 92% of all fair hearings held.

- Completed 43 Fiscal Day Care Audits for NYS Office of Children & Family Services (OCFS) in 2015. All transactions and funding calculations were properly claimed for and processed for Dutchess County without any discrepancies.
- Processed 417 contracts for various services including but not limited to supportive service agreements, domestic violence, employment, homeless prevention, foster care services, resource parents, etc. totaling an estimated \$45,302,303.
- The accounting unit processed 85,200 fiscal transactions in excess of a total of \$45,263,000.
  - Scheduled all mandatory and necessary training for new and existing staff; tracked CPS staff to ensure compliance with state In-Service training regulations.
  - Expanded the usage of iPad for field workers in to SIU, Legal, APS, and Foster Care units.
  - Set up a work station for clients' employment searches.
  - Implemented a label printing system in reception to use as visitor identification.

#### *Adult & Family Protective Services*

- The Adult Services Division received 609 Protective Services for Adults (PSA) referrals and provided ongoing services to 295 adults, of which 34 involved Article 81 Guardian Services.
- Provided Temporary Housing to 179 adults and 158 children, with \$1,540,523 spent on emergency housing.
- New in 2015 was the partnership with the Dutchess County Department of Health and Mid-Hudson Legal Services for the implementation of the Spiegel Act. Section 143-b authorizes county social services districts to withhold rent when conditions are deemed "dangerous, hazardous or detrimental to life or health." This new initiative helps prevent tax dollars used for rent assistance from supporting hazardous health and safety conditions in rental buildings, and provides an additional tool for the Health Department to compel landlords to remediate lead hazards.
- The Adult Services Division administers the Family Type Home Program, a licensed community congregate care program that provides 24 hour adult care in residential settings. The Division also conducts inspections for the Foster Family Home Program, a licensed community congregate care program with medical oversight.
- The Adult Services Division provides Domestic Violence Liaisons (DVL) that screen individuals who need assistance in obtaining waivers or domestic violence services. Funding is provided for both non-residential and residential domestic violence services. In 2015, the DVL conducted 158 new assessments and 52 reassessments.

- Adult Services staff participates in The Coalition on Elder Abuse, and took part in 16 County sponsored Senior Picnics and the Special Needs Children picnic, providing information on services and benefits.

### *Children's Services*

- In 2015, Child Protective Services investigated 2,787 reports of suspected child abuse or maltreatment.
- One hundred and sixty four (164) children were placed in foster care in Dutchess County for a cumulative total of 322 children in foster care during the year.
- Adoption staff members completed 46 adoptions in 2015 and completed 7 private adoption home studies.
- Recruitment efforts continue to locate, train, and certify qualified foster parents for Dutchess County children. Presently, Dutchess County has a total of 78 active foster/adoptive homes and 49 relative foster homes certified and opened. Foster Parent and Relative Foster Parent certification training sessions have been completed to train 19 new foster/adoptive parents and 32 new relative foster parents.
- Continued implementing family meetings bringing the immediate family, extended family and significant people in the family's life together to discuss how they can address the safety concerns in lieu of placing the children in foster care.
- Children's Services continues to participate in the Bridges to Health (B2H) program with multiple community partners to provide services to children up until age 21. Currently serving 26 severely emotionally disabled children, 7 developmentally disabled children, and 4 medically fragile children.
- Continued to implement programs in collaboration with the Department of Probation for services to meet the needs of Persons In Need of Supervision (PINS) and Juvenile Delinquent (JD) youth in Dutchess County. In 2015, 82 youth were placed in non-secure detention.
- Participated in the Youth Treatment Court program which provides intensive oversight to Dutchess County youth, who have become involved with Family Court due to substance abuse issues. Five (5) youths participated, and two graduated in 2015.
- Continued to coordinate Secure Detention Services on a 24-hour basis. In 2015, 34 children required Secure Detention Services.

### *Youth Services*

- The Youth Board awarded New York State Office of Children and Family Services funding to 22 programs for a total of \$374,663.
- The Youth Board awarded two second year students with a Dutchess Community College scholarship at the 2015 Convocation Ceremony.
- The Youth Council had 30 members representing nine public, two private, and one alternative high school. The Youth Council members completed five community service projects, hosted six guest lecturers.
- 178 eligible youth received counseling in 2015. 88.3% of the closed cases were successful by reason for closure and 81.2% of the closed cases completed at least half of their goals.
- In partnership with DC BOCES, Youth Services held the 7th annual Youth Forum in November on the topic of Get Financially Fit for 46 high school students.
- In partnership with Cornell Cooperative Extension, Dutchess County, Youth Services held two free College Planning Seminars which drew over 100 people.

### *Transitional & Supportive Services*

#### Intake Unit

- Processed 7,218 Temporary Assistance and 8,715 SNAP applications in 2015.

#### Satellite Offices

- Eastern Dutchess Government Center (*EDGC*) continues to be an all-inclusive unit. As of the end of 2015, EDGC was handling 1,012 combined TA/MA/SNAP opened cases.
- The Beacon Satellite Office opened in November. The first-floor office at 223 Main Street Beacon is open 9 a.m. to 2 p.m., where employees are available solely to assist residents with their HEAP inquiries. A total of 89 individuals were served in the new location in 2015.

#### Day Care Unit

- In 2015, the Day Care Unit provided services to 807 families and 1,383 children, and continues to operate without a waiting list.
- DCFS received a one year grant to supplement the Child Care Block grant which enables us to increase the eligibility for day care from 125% to 175% of the poverty level.

- DCFS joined in a partnership with Astor Head Start, the Child Care Council and the Poughkeepsie Child Development Daycare Center for a new Initiative in 2015 entitled “Babies Step Forward.” Through grant funding administered by Westcop, the program’s goal is to prepare the children of low income families to meet the academic standards when they enter elementary school. DCFS requested and obtained a waiver for financial eligibility for the program to guarantee child care payment until the child turns 3 years old regardless of the fluctuation in the parent(s) income level during that time. By the end of 2015, thirteen (13) children were enrolled in the program

#### Temporary Assistance (TA)

- In 2015, the Family Assistance (FA) program averaged caseload 606 cases, and the Safety Net Assistance (SN) program averaged 567 cases. The number of individuals mandated into substance abuse treatment, therefore deemed unemployable, increased from 114 to 137. There were an additional 355 recipients deemed unemployable due to physical and/or mental health reasons.
- 24 single/childless couple cases reached their maximum time limit of 24 months and 74 families reached the maximum 60-month TANF time limit.

#### Employment

- 32 TANF recipients participated in Mentoring/Work Now Program; 24 became employed.
- 23 recipients successfully completed Work Skills Training (WST) and 11 individuals became employed in 2015.
- Through a partnership with BOCES, 235 individuals completed the Test of Adult Basic Education (TABE) intake assessment. 127 were enrolled in the High School Equivalency program; 74 made an educational gain. Additionally, there are 63 individuals enrolled in other training programs offered at BOCES including Certified Nurse’s Assistant (CAN), Heating, Ventilation & Air Conditioning (HVAC) or phlebotomy.
- Through a partnership with the Dutchess County Regional Chamber of Commerce, DCFS offers TANF eligible individuals with employment and life skills workshops, job seeking, placement, and retention services. The program entitled *I-Train* makes available funds to local businesses who hire TANF eligible individuals. 10 individuals were referred and 9 participated in the I-Train Program in 2015. All 9 individuals became employed.
- 44 individuals worked with mentors in the Responsible Parent Initiative (RPI); 10 individuals became employed and 10 had their employment sanctions lifted.
- Intensive Case Manager (ICM) worked with 3 TANF participants who have multiple barriers that prevent them from becoming self-sufficient; 2 completed the program and became employed.

- 65 youth participated in Youth Employment Services (YES) with academic and vocational training using a non-traditional model for ages 14-20. 5 individual graduated from high school and 5 individuals went on to college.
- DCFS offered a Summer Youth Employment Program (SYEP) through the Work Force Investment Board (WIB) for eligible youth from low income households, foster care, juvenile justice, runaway and homeless youth. Over 100 of our county youth participated, of which 21 were on public assistance.

#### Supplemental Nutrition Assistance Program (SNAP)

- As of the end of 2015, the Department's staff was handling a SNAP caseload of 12,142 representing 21,264 individuals.

#### Home Energy Assistance Program (HEAP)

- In the 2014-2015 HEAP season (November 2014 to March 2015) a total of 16,341 benefits were authorized for a total of \$4,862,821
- Regular HEAP season opened on November 17, 2014 and closed on March 16, 2015. 14026 regular HEAP benefits were issued totaling \$3,654,125
- Emergency Component of HEAP opened on January 2, 2015 and closed on March 16, 2015. 2266 Emergency HEAP benefits were issued totaling \$1,122,775
- Heating Equipment Repair & Replacement (HERR) started on November 10, 2014 and closed on January 9, 2015. Twenty two (22) households received Heating Equipment Repair or Replacement benefits for a total amount of 68,779.41.
- Cooling Assistance Component (CAC) of HEAP opened on May 1, 2015 and closed on August 31, 2015. Twenty six (26) CAC benefits were issued totaling \$18,351. The maximum benefit was \$800 per unit.
- Restructured the delivery of HEAP Services, which processes more than 10,000 applications annually.
  - Mailed the identified auto-pay clients to update their information prior to the start of the HEAP season.
  - Established a HEAP hotline to screen emergency calls.
  - Provided callers with information about applying online through mybenefits.ny.gov, eliminating the need to call or come to DCFS.
  - Increased the number of HEAP certified agencies that can process applications from 1 to 4.

### Indigent Burials

- 191 burials were requested. 135 were approved and 56 denied.
- \$227,595 was paid to funeral homes.

### Medicaid

- The Medicaid Division is responsible for processing Medicaid and SSI related cases as well as Long Term Care and Chronic Care applications and Undercare in addition to Managed Care. The Division assisted New York Health Options (NYHO) by processing 871 cases that NYHO was unable to process.
- In 2015, DCFS received 5,197 Medicaid and Family Applications, bringing our total caseload to 13,890.
- 773 Nursing Home applications were received for total caseload of 913.
- 220 Medicaid –SSI applications were received for total caseload of 5,882.

### Child Support Enforcement Unit (CSEU)

- 2015 child support collections totaled \$29,772,804
- Processed 6,069 Family Court petitions from January 2015 through November 2015 including 564 Non-Custodial Parent Petitions
- CSEU staff presented quarterly at the NYS Fathers' Rights Association Mid-Hudson Valley Chapter; hosted Bi-annual Regional Child Support Coordinators/Directors Meetings; and participated in Astor Policy Council Meetings.

### Special Investigations – Fraud Prevention & Detection

- \$389,466 was recovered in claims against estates.
- Amount recovered in lawsuits totaled \$759,085.
- Recovered \$207,656 in bond and mortgages and Medicaid property liens.
- Personal incidentals and other bank accounts totaled \$78,230.
- Medicaid reimbursements totaled \$43,329
- Income executions accounted for \$16,171.
- 89 SSI repayment recoveries amounted to \$235,961.
- There were 6 Temporary Assistance disqualifications (\$9,980) and 20 SNAP disqualifications (\$25,748). The number of Confession of Judgments equaled 82 totaling \$255,782.

- Cost avoidance by Front End Detection System (FEDS) were as follows:
  - Temporary Assistance:     \$1,598,984
  - Medicaid:                     \$2,212,134
  - SNAP:                         \$ 674,160
  - Day Care:                     \$ 335,016

**Emergency Response**

- The Dutchess County Emergency Response 911 Communication Center answered 261,159 calls and dispatched 124,907 calls in 2015.
- Dutchess County Emergency Response’s specialized volunteer teams were active in 2015:
  - HazMat team responded to 12 incidents.
  - The Critical Incident Response Team responded to six incidents
  - The Fire Investigations Team investigated 42 events
  - Medical Reserve Corp volunteer membership totaled 439
- 8,066 individuals received training at the Dutchess County Emergency Response Center in 2015.
- Initiated, completed, and submitted to FEMA for final approval, a Multi-Hazard Mitigation Plan. This plan includes every municipality in Dutchess County and was the largest effort of this type in the department’s history.
- Provided collaborative emergency management planning and support to multiple special events including the inaugural Walkway Marathon, making it a successful and safe event for all involved.
- Initiated a Text to 9-1-1 service for Dutchess County in October, an important enhancement to assist in Public Safety in Dutchess County.
- Selected a new call taking processing system to provide direction and enhanced standard questioning for EMS, Fire and Police emergencies. This program will be implemented in 2016.

- Successfully obtained a state grant totaling \$2,048,758 to upgrade and enhance and upgrade the communications system, one of only 17 counties who were successful in obtaining these funds. These improvements will significantly enhance the County's communications systems and prepare the County for future development.
- Obtained an additional five grant funded Mobile Mass Casualty Incident trailers. These will be deployed to strategic locations throughout Dutchess County to enhance the communities' abilities to respond to a Mass Casualty Incidents.
- Emergency Response, along with the Department of Health, was recognized regionally for leadership and response plan development regarding Ebola.
- The department led an effort to develop "Hudson River Response Plan". This plan, utilizing the latest GIS technologies, will allow the 911 communications center to more precisely identify a caller's location and send the most appropriate resources. Dutchess County is the first county along the Hudson River to develop such a solution.
- Hosted a two day Train the Trainer program for first responders in conjunction with Niagara University. This training was focused on recognizing and responding to residents with disabilities. Staff will provide this training to first responders and 911 Communications Center Dispatchers in 2016.

### **Finance (including Real Property Tax)**

- The AUD and Financial Statements for the year ending December 31, 2014 were completed within standard. The Financial Statements were updated to reflect all GASB Pronouncements and Standards applicable to the 2014 statements.
- Dutchess County's bond rating of AA+ with a stable outlook was reaffirmed by Standard & Poor's in November 2015.
- In November 2015, Dutchess County issued Public Improvement Serial Bonds of \$27.8 million.
- Worked with Health Advisory Team & the County's health insurance broker to facilitate services transitioned to the broker. These services include flexible spending claims administration, retiree health insurance billing and the ACA's (Affordable Care Act) new requirement for the IRS 1094 & 1095 reporting.
- Worked with Human Resources on the implementation of RKeXchange, a web-based employee benefit portal.

- Participated in preparation of the 2015-2019 Capital Improvement Plan.
- Participated in Quarterly Fiscal Management Cabinet meetings, which facilitate discussion with fiscal managers from all departments.
- Participated in the RFP review teams for Bond Counsel Services and Hotel Tax audit services.
- Participated in the Performance Evaluation & Merit Award workgroup which successfully developed a new performance evaluation tool to be use in the evaluation process.
- Worked with DPW's airport division to transition the airports records from QuickBooks to LOGOS effective January 1, 2016.
- Continued to work with banking institutions to pursue services which reduce risk of check fraud as well as other breaches which may occur. A review of all bank accounts is underway, resulting in the closure or consolidation of many accounts.
- Worked with OCIS on developing a new Benefit & OT Requests Management document. This is a web based application that will allow employees to submit benefit and OT requests online for approval.

#### *Real Property Tax*

- RPT completed all mandated programs under Article 5-Title 3, Article 15A-Title 1, Article 15C, and sections 503 and 953 of Real Property Tax Law, and completed all local programs and duties assigned by the County Charter including:
  - 74 investigative reports for Administrative Corrections of Errors,
  - maintaining parcels lines for tax mapping and Parcel Access,
  - administering the assessment software database for local assessors,
  - processing 7167 property transfers, and
  - calculation of 380 tax rates for County, Town, and special district purposes.
- Created and presented an educational seminar covering Real Property Tax administration and procedures for the County's Assessors' Clerks.
- Helped facilitate the first DC Tax Receivers' Association meeting after a several year hiatus.
- Coordinated with OCIS and forwarded Tax roll data to NYS Tax & Finance for 60 school segments, and approximately 28 Town/City and Village segments for Tax Freeze Rebate compliance.

- Maintained the division's web pages on the County's website.
- In addition to the local assessment rolls posted on line, RPT also posts the last three years' tax rolls (excepting the City of Poughkeepsie and Poughkeepsie City Schools, where a link to the City's roll was created.)
- Provided estimated impact for school districts which adopting Alternative Veterans' exemptions.
- Negotiated reductions in assessments on a number of parcels where the County is liable for property taxes.

## **Health**

### *Department of Health/Department of Mental Hygiene Merger Initiative*

- Administrative Operations:
  - Integrated fiscal/admin services.
  - Conducted a review of administrative operations staff duties and responsibilities.
  - Consolidated IT services with OCIS.
  - Standardized IT services and updated billing codes.
  - Completed installation of encryption program.
  - Consolidated email accounts.
- Enabled data sharing between both departments: DOH epidemiologist can now access OASAS Client Data System (CDS) and OMH Client Tracking and Quality Insurance database.
- Established an Interim Executive Team to discuss merger planning, administrative challenges and programs.
- Established a Forms Committee to review and prepare all printed and online materials for both departments; created a form template for the new department; focused on developing digital alternatives to hard copies; merged similar items into a single department-wide solution; and worked on email signatures, ID badges and Post Office notifications.
- Developed a Communications Plan: began integrating DMH programs and services into the existing 2015 DOH communications plan and developed a preliminary DBCH plan for the first quarter of 2016 (topics include Community Health Plan, Tickborne-Disease, Injury Prevention, Veterans Services, HELPLINE, Depression, Drowning Prevention, HIV/STD, Rabies, Immunizations, Suicide, Opioid/Substance Abuse, Lead Poisoning Prevention, Food Safety, and Emergency Preparedness).

- Initiated website redesign: reviewed existing content and identified information to be added and deleted; created redesigned portals for the Early Intervention Program, Immunizations, Information for Healthcare Providers and Camps Permitting Program; updated the Department of Mental Hygiene webpage and created a new HELPLINE page. The Department of Behavioral & Community Health will be the new homepage for all programs and services belonging to the former Departments of Health and Mental Hygiene.
- Produced and distributed an internal DBCH newsletter for staff (2 editions published: July and November).
- Established a Staff Development Committee to ensure employees have educational support to competently perform their jobs, determine where cross training opportunities exist, and provide opportunities for professional growth.
- Developed a shared master training calendar on Outlook accessible to all DBCH employees; reviewed learning platform options; developed, implemented and evaluated a “shadowing” program for employees of both departments; developed content for an orientation PowerPoint for the merged department; included DMH employees in online preparedness classes (IC 100 and 700).
- Shared access to NYS Learning Management System (webinars, online classes on a broad array of public health and behavioral health topics).
- Initiated a joint Quality Improvement Program.
- Participated jointly in the following County events:
  - Dutchess County Walkway Marathon and Health EXPO - June 11-12.
  - Medical Countermeasure Exercise - August 12, 2015 at the Mid-Hudson Civic Center.
  - 170th Dutchess County Fair - August 25-30.
  - 3rd Annual Kids with Special Needs Picnic at Freedom Park in Lagrangeville - August 20th.
- Expanded joint initiatives in 2015 to include:
  - Integrated response to the opioid epidemic.
  - Cross training in suicide prevention & mental health first aid.
  - Joint meetings and shared minutes for oversight Boards.
  - Broadened the scope of the Behavioral Health Prevention Initiative to include universal approach to population health.
  - Broadened the scope of the Chronic Disease Prevention to include at risk behavioral health populations (pre-diabetes screening and tobacco cessation).
  - Initiated inclusion of mental health/substance abuse awareness & screening in DOH clinics.
  - All Early Intervention staff received Mental Health First Aid training.

- Shared use of epidemiology & biostatistics expertise.
- Joint Participation in task force for prevention of human trafficking.
- Joint presentation on “Post Partum Depression in Adolescent Mothers” at a program offered by the Center for Prevention of Child Abuse Teen Parent group, at Marist College on May 6.

### *Emergency Preparedness*

- Awarded the “2015 EMS Quality and Safety Award” by the Dutchess County EMS Council and the Hudson Valley EMS Council for the department’s coordinated response to the Ebola virus epidemic.
- Prepared, coordinated and implemented the Walkway Marathon’s medical plan.
- Prepared, coordinated and conducted a full-scale exercise of the County’s Medical Countermeasures plan at the Mid-Hudson Civic Center on August 12; more than 75 DBCH and MRC staff attended to 109 community volunteers and dispensed 453 doses of antibiotics.
- Underwent NYS DOH mandated audit of emergency preparedness efforts utilizing the CDC’s Operational Readiness Review Tool.
- The Medical Reserve Corps (a volunteer workforce of 439 individuals) participated in 18 emergency response and public health training/drill sessions with 179 volunteers taking part and 371 hours of training and education provided. The MRC supported 3 high-risk population flu clinics, 11 first aid and preparedness stations at senior picnics, 1 blood pressure screening, 1 emergency measles vaccine clinic, the Walkway Marathon, and provided administrative support for on ongoing projects for the Department of Health. In total, 101 volunteers supported these missions providing 445 hours of service to Dutchess County.
- The Public Access Defibrillation (PAD) Program conducted 20 AED drills in 2015.

### *Environmental Health Services*

- Conducted 1,286 site visits to public water supplies.
- Conducted close to 3,000 food service establishment inspections, 233 inspections at camp and recreational facilities.
- Handled over 600 formal engineering submittals for the approval of water supply and sewage disposal.

- Investigated 327 Spill Reports from the NYSDEC to ensure protection of public water supplies; potential contamination was addressed in each case as deemed appropriate. In 2015, none of the spills were major or had any environmental impact.
- Investigated several food-borne illness outbreaks at various locations such as schools, daycare facilities, and camps and provided 4 food safety trainings; developed a food service newsletter for distribution to all food services.
- Conducted 700 rabies investigations and submitted 109 specimens to the NYS laboratory for testing, resulting in 5 positive rabies specimens including 1 big brown bat, 1 raccoon, 1 grey fox, and 2 skunks; 34 post-exposures required treatment, down from 61 in 2014.
- Promoted rabies awareness and pet vaccination opportunities: 688 pets vaccinated at three clinics organized in partnership the DC SPCA and free to Dutchess County residents.
- Staffed a booth at the Home Show, March 27 – 29, at Gold’s Gym in the Town of LaGrange to raise awareness about lead primary prevention, lead safe work practices, rabies and bat entry prevention, sewage disposal system maintenance and ticks, and to promote the department’s rabies vaccination clinic program for pets. An estimated 500 people visited the booth.
- Launched the new Children’s Camp and Swimming Pool/Bathing Beach pages on the county website in April, for the posting of documents previously mailed to camp operators.
- Responded to an incident at 400 Westage Business Center Drive in Fishkill. A building was evacuated after several people experienced headache, nausea, and lightheadedness. 14 persons were transported to hospitals via ambulance. The cause of the illness was found to be a faulty exhaust vent on a fume hood, which allowed fumes to enter the building’s interior air.
- A Spanish language Renovate, Repair and Painting (RRP) class on lead hazard reduction was held on June 4<sup>th</sup> at BOCES for contractors and landlords/property owners who perform renovations on dwellings built prior to 1978.
- Presented an overview of the Health Department’s two lead programs to the Family and Human Services Committee of the DC Legislature on June 4<sup>th</sup> together with the Nursing Division.
- Gave 18 drowning prevention seminars throughout the County with 310 individuals trained.
- Plans and reports were approved in August for a future solution to the Cedar Meadows PWS radium contaminant problem. The solution includes the installation of an ion exchange system for treatment and a backwash pump and haul system to deal with the waste water.

### *Clinical Services (Nursing, CDC and DOH Clinics)*

- Received 515 referrals from hospitals, health care providers, and children's services agencies for Public Health Nursing home visiting services.
- Conducted 495 home visits for high-risk pregnant and parenting women, infants, and children to provide health assessments, health information and education, and referrals to link these high risk families with other supportive health and social support services in our community.
- There were a total of 2,293 clinic visits in 2015.
- Increased immunization reporting rates in Dutchess County by 26.2% by helping a large pediatric practice upload data into the NYSIIS System.
- Participated in a Health Disparity Committee spearheaded by the Board of Health that brings together 20 community agencies and meets every two months.
- Hosted the Mid-Hudson Immunization Conference at the Wallace Center on October 30th.
- Established a Dutchess County Chronic Disease prevention Coalition in partnership with Health-Quest; meetings are scheduled quarterly.
- Delivered an in-service training to partnering federal qualified health center on quality improvement initiatives for patients with prediabetes and hypertension.
- Through a NACCHO grant, trained three Public Health Nurses and a Nutrition Educator as Certified Lactation Counselors (CLC) to enhance breastfeeding services to pregnant and parenting families.
- Established an advisory board for the Community Impact Coalition to address Maternal Child Health services throughout the county.
- Advocated for the placement of an AED in 2 city parks following an incident of cardiac arrest.
- Provided education on Forensic Clinical Services to community partners including Hudson River Healthcare, Livingston Site, the STD Coalition meeting, Marist Health Services and Bard College.
- Forensic clinical services participated in the development of the Sexual Assault Response Team (SART) and provided sexual assault education to emergency room nurses.
- Expanded participation in community based advisory committees, coalitions and initiatives in areas of human trafficking, domestic violence, injury prevention, maternal child health and chronic disease.

- Collaborated with DCFS to identify adverse childhood events on home care referrals to improve data reporting on this high risk population.
- Participated in a study conducted by the University of the Sciences in Philadelphia on the importance of partnerships between Local Health Departments and community partners in fostering exceptional maternal and child health outcomes.
- Created a science-based FAQ document on how to protect oneself against tick-borne disease.
- Conducted 9 educational and outreach events throughout Dutchess County on tick-borne disease reaching over 830 individuals.
- Developed a revised Knowledge, Attitude and Behavior Community Survey in collaboration with Health-Quest to direct future efforts for tick-borne disease prevention.
- Helped produce annotated bibliographies on personal protection measures and environmental management strategies to prevent tick-borne disease and converted documents to a web-based format for publication in December.

#### *Early Intervention/Pre-school*

- Evaluated 604 children aged 0-3 years for Early Intervention services, with 89% receiving services within 30 days.
- Evaluated 748 children aged 3-5 years for Pre School Education, with 89% found eligible for services after evaluation.
- Participated in the Medical Countermeasures Drill on August 12, the 3<sup>rd</sup> Annual Kids with Special Needs Picnic, and the Mid-Hudson Regional Hospital – Autism Spectrum Disorders Conference.

#### *Medical Examiner*

- Investigated 765 reported deaths and conducted 300 scene visits.
- Performed a total of 255 autopsies.
- Held several trainings for narcan administration in the Dutchess County Medical Examiner's office at various schools in the community, working with law enforcement.
- Collated all substance abuse-related deaths that have come through our office in order to provide this information in Excel spreadsheet form to the Dutchess County Drug Task Force.

- Signed a fee for services agreement with Health-Quest to provide autopsy services.
- Presented three scientific papers at the American Academy of Forensic Sciences Annual Meeting in February: 1) A ten year study of suicides from a rural/suburban county; 2) Body-Found-in-Bathtub Death Investigation; 3) A fatality due to Type I Long QT Syndrome associated with Electrolyte Abnormalities and Therapeutic Levels of Citalopram.
- Gave an updated presentation of the 10 year suicide study to joint DMH/DOH staff in July.
- Gave presentations on forensic pathology and natural disease topics to the Marist College Center for Lifetime Studies and Mid-Hudson Valley IBM Retirees Club in September.
- Hosted a Lifeguard Systems training event for members of the Dutchess and Ulster County Marine and Dive units “Recovering Decedents in Water” on August 27.
- Attended the 6th Annual Regional Mass Fatality Management Response System Training in Fort Wadsworth, Staten Island – August 11-14.
- Forensic nurses performed a total of 50 sexual assault/clinical forensic exams.

#### *Veterans Services*

- Rendered a total of 21,642 services to Dutchess County veterans in 2015.
- Participated in numerous outreach events and fairs - VA clinic in Poughkeepsie, Marist College, Dutchess County Airport, Senior Picnics hosted by the Office for the Aging, Poughkeepsie Latin Fest, DC Dragon Boat Festival, DC Fair, Dutchess Stadium, and “Work Local First” job fair.
- Held the first Memorial Day Ceremony at the Dutchess County War Memorial, following the transfer of the War Memorial Funds from the disbanded DC War Memorial Committee to the County.
- Held the 4<sup>th</sup> Annual Memorial Day Illumination of the Walkway Event.
- Participated in the Hudson River Housing Kickoff “Countdown to Zero” Conference to end Veteran homelessness by the end of 2015.
- Began discussions with the VA Veterans Justice Outreach Coordinator for the Hudson Valley to establishing a Veterans Court in Dutchess County.
- Awarded \$185,000 PFC Joseph Dwyer PTSD Peer-to-Peer Veterans Support grant through the advocacy of New York State Senator Sue Serino to establish a peer-to-peer program for veterans in Dutchess County.

- Hosted the 10<sup>th</sup> Dutchess County Veterans Appreciation Day Event at the Wallace Center on November 7; more than 50 agencies, organizations and vendors were on hand to provide information to veterans and their families and link them to services.

### *Weights and Measures*

- Participated in a statewide audit of credit card skimming devices between November 2, and November 25. The Division inspected 47 gas stations (133 dispensers) as part of our participation in the audit; no skimmers were found.
- Performed 957 inspections at 667 establishments.
  - Inspected 4,686 weighing and measuring devices.
  - Conducted 59 Item Pricing Inspections at supermarkets.
  - Conducted 40 Scanner Accuracy Inspections.
  - Conducted 13 Precious Metal Booklet Inspections.
  - Conducted 216 Gas Signage Inspections.
- Continue to provide New York State and Dutchess County Emergency Response with updated number of gas stations equipped with generators or that are generator-ready in the event of an emergency.
- Submitted 247 gas samples taken from 98 gas stations for octane analysis as part of the New York State Petroleum Quality Program.
- Responded to 37 complaints included gas signage, weight discrepancy, amount of gas dispensed, item pricing in supermarket and supermarket scale accuracy.

### *Health Planning & Education*

- Published the Annual Morbidity Report, Veterinarian Newsletter, 2014 Annual Report, the Community Health Status Report Card, and updated the 2013-2017 CHIP report.
- Distributed 36 News Releases and 7 Public Health Alerts/Advisories. Social Media Posts included Breastfeeding, Lead Poison Prevention, HIV/World AIDS Day, Rabies Clinics, Drowning Prevention, Tick-borne Disease Prevention, Clinic Services, and Veterans Services.
- Maintained 1,600 web pages which received over 1.48 million hits in 2015, for an average of 123,000 hits monthly.

- Created web portals for individuals seeking specific information about Public Health: Seasonal Facilities for Camp Directors; Early Intervention Program for Parents; Immunizations for Parents, Schools, and Providers; Healthy Living providing resources for those dealing with chronic disease; and Information for Healthcare Providers with Disease Reporting requirements, forms, alerts, and information.
- Responded to 28 requests from the media and 515 for information from the public via email, Dutchess Direct or website (220 more requests than in 2014).
- Presented at Northeast Regional Epidemiology Conference (10/1/15-10/2/15) on epidemiologic analysis of *C. perfringens* outbreak at Dutchess County summer camp.
- Completed an updated and expanded analysis on heroin, opioids and substance abuse in Dutchess County. The report provides an extensive summary of our progress in acquiring and monitoring relevant data, including characteristics and trends in overdose deaths, emergency department visits and hospitalizations related to non-fatal overdose and substance abuse, treatment for substance use disorders at OASAS-licensed facilities, and naloxone (Narcan) distribution and use for the reversal of opioid overdoses. The report shows that the epidemic of heroin abuse remains a substantial public health threat in Dutchess County.
- Alongside the Department's Zoonotic Disease Team, revised the Dutchess County Tick-borne Disease Community Survey, capturing updated and new information about community knowledge, attitudes, and practices related to ticks and tick-borne diseases. This telephone survey was administered to approximately 600 randomly selected County residents through December 31, 2015.
- Released the first edition of the Dutchess County Farm Market and Food Pantry Resource Map on the Department website, a joint project with the Department of Planning. Map overlays the locations of markets and pantries with public transit routes and provides contact information and hours of operation; to be expanded to rest of Dutchess County in the spring of 2016.

## **History**

- Hosted four quarterly meetings of all Dutchess County history organizations at locations across the county, for collaborative planning and networking.
- Planned and managed inaugural Hudson Valley Heritage Fair at Locust Grove Historic Site in Poughkeepsie, in collaboration with the Hudson River Valley National Heritage Area, Greater Hudson Heritage Network, and the Mid-Hudson Path through History Workgroup. Over 30 organizations from throughout the region attended.

- Planned and managed Third Annual Dutchess Heritage Days History Fair and Civil War Weekend in Dover.
- Completed Phase II indexing and imaging of 25,000 pages of the Ancient Documents Collection, funding by a State Archives LGRMIF Grant for \$53,850.
- Launched Ancient Documents Search Portal, offering free public access via keyword search to this collection of county court records dating from 1721. These are some of the oldest and richest documents in the county archives, with the first 12,000 pages of material now online and keyword searchable for the first time.
- Joined the Board of Trustees for the Association of Public Historians of New York State (APHNYS), premiere professional organization for NY government historians.
- Appointed as Region 3 coordinator for APHNYS, which includes Ulster, Dutchess, Orange, Putnam, Rockland, and Westchester Counties.
- Continued on Greater Hudson Heritage Network Board as board secretary and on the Hudson River Valley National Heritage Area Management Advisory Committee.
- Applied for and secured \$37,800 in state funds through the State Archives LGRMIF grant program to fund Phase III of the Ancient Documents Imaging Project.
- Supervised three interns from Bard College.
- Researched, designed, and coordinated fabrication and delivery of Nelson House exhibit for the Nelson House Park on Market Street.
- Joined the Dutchess County Historical Society Board of Trustees as an ex officio member, strengthening ties between that organization and the county. Assisted with the 2015 Society Yearbook journal, providing an introduction for the articles included therein.
- Answered research inquiries from the public at large and maintained county-wide communications network for county history community through department landing page and email list.
- Delivered presentations on the Ancient Documents Project and Highlights of Dutchess County History to organizations throughout the county.
- Represented the County History Community at the annual APHNYS and New York State History Conferences.

- Introduced a Dutchess History Community Calendar, hosted on the departmental landing page, to better coordinate activities.
- Conducted a series of exhibit design and promotion training workshops (Hack the Museum program) with Greater Hudson Heritage Network, funded by a \$5,000 grant secured from the Hudson River Valley National Heritage Area.

## **Human Resources**

- Began revisions to webpages that will continue into 2016.
- Finalized and adopted PBA collective bargaining agreement,
- Finalized and adopted DCSEA collective bargaining agreement,
- Evaluated Department of Health and Department of Mental Hygiene merged support positions and personnel for classification compliance.
- Established interdisciplinary team to create and implement an improved employee evaluation process and tool.
- Converted over 2,000 civil service job specifications onto Onbase, the electronic content management system. Created processes for the digital creation and update of these files.
- Worked with County Attorney's office to defend County against several workplace violence incidents and completed several investigations involving Human Rights.
- Completed new Commissioner of Behavioral and Community Health recruitment campaign.
- Maintained a 16% employee participation in the Totalcare Employee Assistance Program , above the average participation for other employers.
- Hired 194 employees, conducted 52 group and individual orientations
- Processed 3,915 employment applications; administered 111 civil service exams for 2,570 applicants.
- Administered Firefighter Physical Ability Test to 36 candidates.
- Administered Correction Officer Agility testing to 75 candidates.
- Administered Deputy Sheriff/Police Officer Agilities testing to 86 candidates.

- Established 114 eligible lists with 472 eligible certifications provided to local civil service agencies.

#### *Division of Risk Management*

- Sheriff's Office agreed to participate in Defensive Driving program for the first time, additionally DCSO employees will be certified to help with volume demand for classes
- Sheriff's Office participated in the Drive to Survive Program, (approx. 100) which is a highway safety best practices course tailored to Police
- Highway Department participated in the Drive to Survive Program (approx. 70) which is a highway safety program tailored to DPW CDL licensed employees who drive heavy vehicles
- Updated Emergency Action Plan for County-Facilities (all buildings)
- Revised premium methodology, based on actuary input, for W/C Trust participants to stabilize rates and improve reserves.
- Completed safety inspections for County-wide buildings, as well as 15 members of the County W/C Trust
- Revised insurance requirements for Airport Tenants and vendors to current best practice standards
- Expanded pool for Independent Medical Exam vendors and 207c law firms to improve policy and procedures related to 207c costs
- Implemented new procedures to track all vehicle accidents County-wide for Insurance and subrogation purposes
- Switched property, casualty, and liability insurance carrier to NYMIR improving lines of coverage, reducing rates, and expanding add-on services
- Successfully rolled out the new RKXchange system, a web based employee benefit portal, for maintenance of Dutchess County employee and Retiree Health benefits
- Improved procedures to transition retirees from MVP Commercial Health plan to MVP Gold Plan when Medicare eligible resulting in significant premium savings (for retirees and the County)

- Clarified underwriting and enrollment procedures for Guardian Dental and CSEA vision to eliminate redundant coverage for married county employees resulting in savings
- Almost doubled the number of Flex Saving Account (FSA) participants for 2016

## **Law**

- Completed the transformation of lease files from traditional paper files to paperless files as part of the Electronic Content Management Program (ECM), providing a reduction in the consumption of paper and a better utilization of storage space. This accomplishment will increase the efficiency of drafting leases and provide consistency in the terms of leases as well. Processed the consolidation of the contract with Thomson Reuters to provide various departments with legal research capabilities and thereby receiving a reduced price rate and consolidating redundant contracts;
- Further implementation of stronger language in vendor contracts to provide for effective audit procedures, prohibitions of the use of County funds unless specifically identified in the scope of services of the contract which is provided by the vendor;
- Assisted the Department of Public Works regarding the acquisition of over 40 real property easements for various Rehabilitation projects, including: Old Hopewell Road Rehab Project, Beekman Road Project, Hollow Road Project, Linden Avenue Bridge, Bridge D-32 Ridge Road, DeGarmo Road, North Road, Crum Elbow Road, North Quaker Hill Road, Bruzgal Heights Subdivision, Hoffman Road Bridge, Hibernia Road Bridge, Middlebush Road, Bridge M-7 Academy Hill Road and Bridget E-9 Palen Road.
- Collaborated in the negotiation and execution of the Unions Collective Bargaining Agreements: DCSEA, CSEA and PBA.
- Continue to implement efficiency in the prosecution of juvenile delinquency and persons in need of supervision matters in Family Court through the consolidation of the Assistant County Attorneys assigned to these matters so as to create a working team approach.
- Draft and submit Local Laws and Resolutions for legislative consideration as requested and approved by the County Executive.
- Conducted several public hearings related to the proposed Local Laws.
- Represented the County and its units in administrative hearings, enforcement proceedings and litigation both for and against the County.
- Participated in Medicaid Fair Hearings.

- Provided legal services to all County units in the matters of counsel and litigation.
- Collaborated with local fire departments, police departments, and numerous county agencies to re-establish the Juvenile Fire Setter Intervention Program (J-FIRE), to provide risk assessments, education, counseling and intervention to youths involved in fire-setting. To-date 35 Intervention Specialists have been trained and the program has officially launched.
- Staff participated in statewide conference on Issues of Juvenile Delinquency Prosecution and presented Continuing Legal Education presentations on “Raise the Age” and “Programming and After-Care for Hard to Place Youth while in Residential Placement.”

## **Mental Hygiene**

### *Local Governmental Unit*

- Fulfilled statutory role as the Local Governmental Unit.
- Held four public forums during March, April and May, which attracted a total of some 300 residents, and prepared DMH’s Mental Hygiene Services Plan for 2016, which was submitted to the State.

### *Programming*

- In collaboration with all community-based providers, developed a proposal for a Stabilization Center. The proposal was submitted to Westchester Medical Center’s Performing Provider System for consideration as a local Delivery Service Report Incentive Program (DSRIP) project. Planning meetings were held with the NYS Office of Mental Health (OMH) and the NYS Office of Alcoholism & Substance Abuse Services (OASAS) to discuss regulatory relief; identify and refine the regulations that will apply to the operation of the Center; clarify licensing issues, which allowed for the development of a final staff plan and a preliminary budget; and, efforts have begun to develop a governance document which formally defines the relationship of the partners and the work flow. In preparation for the vote on the bond resolution to complete the needed renovations for the Center, in November, DMH presented to the DC Legislature on the floor plans, as well as the services that will be offered. In December, the Legislature passed the bond resolution for \$4.8 million to complete the needed renovations at 230 North Road, which includes the construction for the Stabilization Center. The Steering Committee has begun to identify trainings that will be needed for staff, and DMH has been working with the DC Sheriff’s Office to look at needed security protocols for the Center.

- Developed Vivitrol protocols for opiate using persons about to be released from the Dutchess County Jail and/or receiving treatment in DMH’s Intensive Treatment Alternatives Program (ITAP). DMH requested from the OASAS one-time funding for the startup of this program and approval was received.
- A new “fast track” protocol has been developed with Department of Community & Family Services for Temporary Assistance applications for any inmate released to the community without housing or benefits. This new protocol expands this opportunity to more inmates to ensure immediate placement and to avoid the Emergency Shelter. Previously this opportunity only applied to individuals going from jail to inpatient chemical dependency treatment.
- The Mobile Crisis Intervention Team (MCIT) began the process of staffing for 24 hours following the contract completion with MidHudson Regional Hospital (MHRH). This is an exciting expansion of the team. Staff are imbedded in the Emergency Department (ED) of MHRH 24/7. The expansion is being carried out as a collaborative effort. Dutchess County is the lead/supervisory agency and the additional staff were hired by Lexington Center for Recovery, Inc. and by Mental Health America of Dutchess County. We began covering shifts in mid-March, with a rolling interview and hiring process.
- In 2015, the MCIT worked with 3,764 youth and adults providing a total 22,946 units of service (referrals to other agencies, contacts with collaterals, etc.). These services resulted in 1,664 diversions from emergency departments and hospital inpatient admissions.
- HELPLINE – In May, DMH migrated from the National Crisis Text Line to a new platform called iCarol to increase accessibility for DC residents. The new platform allows for the collection of data points that have been identified as essential.
- There were 28,121 telephone contacts, 134 face-to-face contacts at 230 North Road who were seen by HELPLINE staff and connected to treatment services, and 1,355 texting conversations, for a total of 29,610 HELPLINE contacts.
- The Trauma Team continues to respond to untoward events in both the community and individual events within Dutchess County. Follow-up was done after the police shooting in Beacon, a suicide in LaGrange, and many other events.

- RESTART Program - In collaboration with the Criminal Justice Council, DMH provided consultation into the development of the intensive jail-based program for high risk offenders. The program is now fully staffed and all personnel have been trained for this collaborative effort; specialized groups are in progress for the identified inmates. The goal is to engage the inmates while in the Jail and link each to continuous treatment services upon release. The community-based programs are using the same curriculums offered in the Jail to create a seamless service delivery system and better engage and retain these individuals in treatment upon release. Since commencing fulltime operations, RESTART has consistently enrolled 60-65 inmates in programming; services are offered to both male and female inmates.
- Collaborated with community-based providers to ensure that the curriculum used in the RESTART Program will be offered in the community for consistency in the continuum of care.
- Collaborated with MHRH and PEOPLE, Inc. and incorporated Peer Advocates into the MidHudson Regional Hospital emergency department and psychiatric inpatient units.

### *Housing*

- In January, opened Highridge Gardens, a new 50-bed CR-SRO (Community Residence-Single Room Occupancy) at 131 Hudson Avenue, Poughkeepsie. This facility offers private, affordable, studio apartments with 24-hour security and staff support to individuals 18 and older who want access to rehabilitative services. Residents have the independence of living in their own apartment, while being connected to the services and resources they need to thrive. All 50 beds are filled.
- DMH awarded seven supported housing units, which are all filled at this time, to Hudson River Housing for individuals with serious mental illness who meet at least one of the following high need eligibility criteria:
  - Individuals with a serious mental illness who are patients of OMH psychiatric centers or residents of OMH-operated residential programs. This is the priority population for which these housing resources are targeted; or
  - Individuals with a serious mental illness who are being discharged from an Article 28 hospital or Article 31 hospital and in need of Supported Housing or for whom housing would assist in a state hospital diversion.
- DMH was awarded 24 supported housing beds; the eligibility criteria reference above was used to fill these beds. The other 14 beds went to Rehabilitation Support Services. These are scattered site, single apartments designed to provide both rental assistance and support to clients, who must have a severe and persistent mental illness and demonstrate the ability to live in an independent setting with staff assistance and be willing to meet regularly with the housing specialist. All 24 beds are full.

## *Prevention*

- Continued the Department's county-wide comprehensive Prevention Program to reduce the incidence of mental illness and chemical dependence among children, youth and adults with an emphasis on education, early identification of high risk individuals and referral to treatment of those persons in need.
- DMH, in collaboration with the Dutchess County Sheriff's Department and community partners, began Crisis Intervention Training (CIT); two 40-hour CIT classes and one 7-hour Brief CIT classes were given. This is a local initiative designed to improve the way law enforcement and other sectors of the public safety community respond to people experiencing mental health crises. Thirty-eight law enforcement officers graduated from CIT and 25 from BCIT.
- Certification through the NYS Office of Alcoholism & Substance Abuse Services to teach Screening, Brief Intervention, Referral to Treatment (SBIRT) was obtained. SBIRT is a treatment model to identify individuals with mild to moderate substance abuse and to provide brief treatment and/or referral to treatment. Trained forty professionals from a wide variety of treatment and legal settings in SBIRT. Coordination, consultation and training was provided to Department of Health clinic staff to provide SBIRT in their various clinics.
- Trained 17 professionals in Teen Intervene which is a youth version of SBIRT. It is currently being implemented in the Department of Probation and Community Services.
- Mental Health First Aid training was provided to 650 individuals.
- Participated in ten forums with the Council on Addiction Prevention and Education, provided to over 1,000 high school students, discussing the dangers of underage drinking, marijuana and heroin.
- Participated in three County-sponsored forums with 100 children and families discussing substance abuse and suicide.
- Updated the texting phone number on the Dutchess HELPLINE Suicide Prevention, Education and Awareness app, which has been downloaded over 800 times.
- Participated in approximately 50 outreaches – community days, senior picnics, Dutchess County Fair, health fairs, drug abuse forums in schools and the community, and presentations to agencies – to promote Dutchess Texts and the HELPLINE app.
- Worked with the Health & Human Services Cabinet Subcommittee on substance abuse prevention to enhance the County's response to the opiate epidemic in our communities.

- As part of the Enhanced Coordinated Children’s Services Initiative, updated the Dutchess County Helping our Families Guide 2015.
- Second Step, a social/emotional skills learning curriculum, which is evidence-based and helps promote mental health and reduce substance abuse, provided to schools through Prevention funding, is being used by approximately 9,000 students in 17 school buildings, including all Poughkeepsie City School District elementary and middle schools, all Arlington junior and middle schools, all of Hyde Park elementary schools. The number of schools implementing this program has doubled since 2014.
- Sat on the Poughkeepsie City School District Parent and Community Task Force, which helped to plan their Parent University, Middle School Health Fair, and S.W.A.G. (Societies at war against illegal guns) week.

### *Training*

- DMH became an approved NYS Training Provider for Social Worker continuing education credits. In 2015, NYS made continuing education credits mandatory for social workers to renew their licenses.
- Developed a contract with Relias Learning, an online learning community. The goal of joining Relias is to address some of the upcoming training needs of staff related to the DSM-V and other relevant material. The content of the learning community varies and allows staff access to learning across the disability spectrum. Trainings on the system are approved for continuing education credits for social workers.
- Provided training on the Fundamentals of Cognitive Behavioral Therapy (CBT) for Substance Abuse, Fundamentals of CBT for Schizophrenia and Severe Mental Illness, Applied Suicide Intervention Skills Training, and Predatory Nature of Sexual Violence, to name a few.
- Provided a presentation to members of the Sheriff’s Department on suicide prevention.
- Participated in a panel presentation, at Marist College, talking about Teens as Parents and Depression.
- On 5/12, DMH co-hosted, along with the Coalition Against Sexual Assault and Domestic Abuse (CASADA), a conference on “Poly-Victimization and Sexual Abuse in a Developmental Perspective” and “Hope and Healing: Recovery and Resilience in Treatment of Interpersonal Trauma”. There were 124 participants. This was the first training since DMH received NYS approval to give training credits to social workers.
- On 8/18, DMH and Hudson Valley Mental Health (HVMH) offered half-day training on how to use the Columbia Suicide Assessment and Prevention Scale.

- On 10/1, DMH co-hosted, along with CASADA, Dr. David Lisak, presenting on the “Neuro-Biology of Trauma”
- On 11/5 & 11/6, DMH co-hosted, along with HVMH, a two-day conference on Dialectical Behavioral Therapy.
- The Seventh Annual Building Bridges Conference was held in October with 11 school districts and 22 agencies participating with a total of 160 in attendance.

### *Information Technology*

- DMH completed work with the Office of Central & Information Services to encrypt DMH’s emails to better secure their content; upgraded the Cerner Community Behavioral Health (CCBH) software to add ICD-10 and DSM-V functionality; and migrated Hudson Valley Mental Health from DMH’s IT services to its own IT service provider.
- Implemented Cerner Community Behavioral Health’s (CCBH) Ultra-Sensitive Exchange program which will allow DMH’s licensed prescribers to prescribe controlled substances electronically, transmit patient Continuity of Care Documents electronically to other health providers and to provide patients with access to some of their electronic health records via a patient portal.
- Purchased the Doctors Homepage module of CCBH for the Partial Hospital Program and ITAP, allowing staff to record medications, lab results and other physical health information in DMH’s Electronic Health Record and allowing licensed prescribers to write prescriptions electronically and have them sent to the patients’ pharmacy of choice. Implementation will be completed March 2016.

## **Planning and Development**

### *County Planning*

- Worked with the Dutchess County Legislature to adopt a resolution to enable local municipalities to enter into inter-municipal agreements (IMAs) with the County to eliminate the requirement to send certain planning and zoning actions to the Dutchess County Department of Planning and Development. At the end of 2015, 23% of the municipalities had adopted the IMA.

- The Poughkeepsie Common Council adopted the Waterfront Redevelopment Strategy, as the result of a two-year planning and design process and following the Department's presentation to the City's Waterfront Advisory Committee and the public.
- Promoted and distributed 7 new Greenway Guides for adoption by Greenway Compact municipalities.
- Developed a Centers and Greenspaces educational website (<http://www.co.dutchess.ny.us/CountyGov/Departments/Planning/26180.htm>) to encourage centers and greenspaces planning efforts, including case studies.
- Completed revision of Partnership for Manageable Growth (PMG) Guidelines and Criteria to clarify Open Space and Farmland Protection Matching Grant goals and implemented Water and Wastewater Infrastructure component of PMG program.
- Solicited applications for the Partnership for Manageable Growth Program, the first solicitation since 2008. Seven applications were received (six farmland protection projects and one infrastructure project) for a total request of \$3.5 million compared to available funds of \$1.1 million.
- Completed and launched new Agricultural and Farmland Protection Plan.
- Began eight-year review and analysis of County's Agricultural Districts as required by NYS Department of Agriculture and Markets.
- Assisted 3 communities with analyzing planning and zoning documents in order to achieve locally-endorsed economic development initiatives.
  - Assisted Town of Pine Plains work on strategies to revitalize the Town Center and identify potential funding sources.
  - Met with the Town of Stanford Master Plan Committee regarding how to include Economic Development in its new master plan, and met with representatives of the town's business community.
  - Worked on the steering committee for the City of Poughkeepsie's Main Street Economic Development Strategy.
- Supported multiple outreach efforts of Solarize Mid-Hudson including: implementation of a Solarize Beacon hub to make solarize benefits available to all Dutchess residents, focusing outreach and educational efforts in Beacon; and facilitated outreach by the Solarize Mid-Hudson team to Dutchess Supervisors and Mayors and to the Environmental Management Council.

- Began an effort to coordinate project reviews between the Departments of Planning and Development, Health, and Public Works in order to streamline the development review process by more efficiently responding to municipalities and developers.

#### *Municipal Planning Support*

- Worked with the City of Poughkeepsie to revise its zoning code for Main Street and the southern waterfront.
- Assisted the City of Beacon in preparing a new zoning district with illustrative plans for the waterfront area around the Train Station.
- Assisted the Dutchess County Planning Federation to organize six Short Courses for Planning and Zoning, providing the training hours mandated for municipal board members by NYS law.
- Published 8 issues of the DC Planning Federation e-newsletter *Plan On It*, covering topics related to planning and zoning.
- Reviewed 435 development proposals and local laws for potential county-wide or inter-municipal impacts under NYS's mandated GML 239 I & m review process, including environmental reviews per the State Environmental Quality Review Act.
- Responded to 494 information requests from municipalities and residents, and provided lead planner and community assistance to each municipality.
- Updated website to improve public access to Census Bureau/American Community Survey data.

#### *Community Investment Programs*

- Awarded \$780,000 through the Agency Partner Grant Program for twenty one activities.
- Awarded \$993,912 through the Municipal Consolidation & Shared Services Grant Program for nine projects.

#### *Community Development and Housing*

- Integrated CDBG program with Agency Partner Grant and Municipal Consolidation and Shared Services Grant by creating consolidated Policies and Procedures and uniform forms of payment, reporting, demographics, extensions, and monitoring.
- Initiated community conversation on the realities of "Aging in Place" with newsletter article, an Aging in Place checklist, and two public presentations on the topic.

- Developed staff capacity to upload CDBG bids to the Empire State Purchasing Group to be able to place CDBG bids on the website on behalf of municipalities.
- Reviewed and streamlined CDBG municipal and public service applications. Created a renewal public service application which focuses on outcomes and evaluation of prior year's project.
- Streamlined CDBG, HOME and Continuum of Care (CoC) implementation with new/revised checklists forms and development of resources on website.
- Requalified both CDBG and HOME Consortiums.
- Implemented 2015 Analysis of Impediments activities including one housing related newsletter.
- Implemented CoC activities with a focus on accomplishing HUD goals. Used HMIS data to create higher level analysis of homeless populations in Dutchess County to help inform future policy development.

#### *Transportation Planning*

- Completed a Working Draft of the sixth long-range Metropolitan Transportation Plan for Dutchess County, *Moving Dutchess 2*, that seeks to identify strategies and recommendations that will preserve the existing transportation system and meet future travel demands over the next 25 years.
- Completed the Pine Plains Town Center Pedestrian Study, which includes a sidewalk inventory, public survey, and a report with prioritized improvements.
- Completed a new Coordinated Public Transit-Human Services Transportation Plan for Dutchess County, which identifies the transportation needs of disabled and elderly persons, provides strategies to meet those needs, and prioritizes transportation projects and services.
- In coordination with the County's inter-Departmental Complete Streets Committee, developed a Complete Streets checklist to be used by County Departments to evaluate projects on County roads.
- Facilitated regular meetings of Planning Department and Public Works staff to better coordinate planning activities, including the review of proposed land use developments.

- Completed the 2015 pavement condition monitoring program for local federal-aid eligible roads.
- Completed the 2015 traffic count program, collecting volume, vehicle classification, and speed data at approximately 275 locations in the county.
- Coordinated more than 40 volunteers to complete 67 pedestrian and bicycle counts at 31 locations across the county. This was the fourth year of this program.
- Coordinated with Dutchess County Public Transit to provide \$10,000 worth of bicycle racks and benches to eight municipalities at no cost to municipalities or the County. This was the second year of the Transit Amenities Program.
- Developed an online searchable map, called the Dutchess Bike Parking Finder, to help people find bicycle parking throughout Dutchess County. In addition to bike parking locations, the map shows existing rail trails, signed State Bicycle Routes, local bike routes, and sharrows (shared lane-use markings).
- Approved the Poughkeepsie-Dutchess County Transportation Council (PDCTC) SFY 2015-2016 Unified Planning Work Program (UPWP).
- Updated the PDCTC's FFY 2014-2018 Transportation Improvement Program (TIP).

### *Geographic Information Systems*

- Assisted two community groups in planning new watershed protection efforts: the Ten Mile River Watershed Roundtable is organizing Harlem Valley Towns, and the Saw Kill Watershed Community has gathered residents from Red Hook (town and villages) and the Town of Milan, to activate their communities around the unifying idea of a watershed "neighborhood."
- Completed an analysis and mapping of properties in the City of Beacon where there was the most potential for solar gain. This map was used by the Solarize campaign and their vendors to focus outreach and offer the solarize program to homeowners that would most benefit based on the amount of potential solar.
- Supported Planning Department initiatives with GIS analysis and mapping in collaborative efforts to disseminate information about the County's agriculture industry.
- Supported community pedestrian planning activities with assistance with sidewalk studies and pedestrian plans.

- Supported Planning Department efforts to disseminate information about Greenway guides and the Centers and Greenspaces Plan to the public.
- Supported Department efforts to guide municipal planning efforts with a wide variety of land use and natural resource mapping.
- Supported coordinated water resource planning through the Water Resources Programs Committee.
- Supported other County Departments with GIS and mapping for special projects of the Departments of Health, Emergency Response, and Public Works, and improving the efficiency of County government.
- Provided information and maps to the public and several municipalities.
- Presented at the Cary Institute of Ecosystem Studies Translational Ecology Symposium for College students on the way GIS is a perfect vehicle for helping the public understand complex ecological ideas.
- Developed a web tool to assist municipalities and the public in determining whether a development review may need to be submitted to the department for a required review.

#### *Economic Development*

- Completed a marketing plan for Dutchess County.
- Oversaw the consolidation of the Dutchess County Economic Development Corporation and the Dutchess County Industrial Agency for greater efficiency and effectiveness.
- Assisted several communities in their discussions regarding appropriate economic development.

#### *Division of Solid Waste*

- Completed or began implementation of 52 tasks listed in *Rethinking Waste*.
  - Completed 20 tasks, such as expanding list of recyclable materials accepted, updating solid waste regulations, and creating an Approved Solid Waste Management Plan.
  - Continued 28 ongoing tasks, such as recycling promotion and hauler licensing,
- Submitted the NYS DEC required 2015 Annual Report Form – Planning Unit Recycling Report providing 2014 recycling rate figures. The 2014 recycling rate was 36.4%, exceeding projections.

- Submitted the required 2015 Biennial Compliance Report to NYS DEC, outlining the 2013 and 2014 accomplishments and progress towards implementing the Local Solid Waste Management Plan, *Rethinking Waste*.
- Submitted recycling data to Keep America Beautiful with recycling data for the public space recycling bins which were awarded to Dutchess County for use in Bowdoin and Wilcox Parks. In a one-year period, over 1 ton of cans and bottles were collected and recycled.
- Completed recycling compliance inspections for 146 multi-family housing complexes. Complexes with no recycling equipment were notified of the County's source separation requirements and the need to comply or incur possible fines. Complexes with inadequate equipment or improper usage of recycling equipment were sent a letter recommending improvements. All complexes notified were provided recycling educational material for tenants. All complexes visited are now in compliance with the Source Separation regulation.
- Sent warning notices to 14 previously unidentified unlicensed haulers and issued 2 Notices of Violation to an unlicensed hauler, who paid the fines and is now licensed.
- Implemented Local Law No. 3 of 2014, the amended, Dutchess County Solid Waste Materials Management and Licensing Rules and Regulations.
- Licensed 13 new solid waste haulers, including one who is a hauler of food scraps only.
- Identified additional sources of recycling data for Dutchess County and added several new sources in 2015.
- Gave 7 solid waste and recycling presentations to schools, conducted one school waste audit, and conducted 4 waste assessments for 3 schools and 1 institution.
- As a member of the Steering Committee, started the Dutchess County Organics Recycling Study under the Cornell Cooperative Extension Cleaner Greener Community Grant Program.
- Identified 4 additional institutions doing food scrap diversion programs in 2015.
- Held an Earth Day event making it the third annual Market Street complex clean-up event.
- Collected eyeglass, sunglass and hearing aids to celebrate America Recycles Day in concert with a recycling event. The glasses collected were given to the LaGrange Lions Club for processing and donation. In total 268 eyeglasses, 60 sunglasses and 6 hearing aids were collected. According to the Lions Club, this was more than what they normally collect in three years or more.

- Provided recycling promotion through presentations, media and printed materials. The County's website was updated to provide more information and graphics to draw interest, and more information was released through Facebook. One recycling complaint, received through the online complaint form, was responded to.
- Provided recycling bins, through the bin loan program, for 7 events. The largest event was the Walkway Marathon Expo and the Marathon. The Walkway Marathon was a Zero to Landfill event and over 760 pounds of materials were recycled and 380 pounds of food scraps composted.
- Attended 10 Senior Picnics, providing recycling and educational information.
- Promoted the RRA HHW collection event where 40,440 pounds of chemicals, 55,645 pounds of electronics, 395 pounds of fluorescents, and 352 pounds of medications were collected from 410 residents.
- Coordinated the first Dutchess County Conditionally Exempt Small Quantity Generator (CESQG) hazardous waste collection event. This event allows small generators of hazardous waste, such as schools and municipalities, to safely and economically dispose of their materials. Fifteen schools and one municipality participated, and 3,750 pounds of flammable materials, 25 pounds of mercury and 190 pounds of chemicals were collected. The event was held at the Dutchess County Resource Recovery Agency.
- Met with the Hudson Valley Regional Council Solid Waste Committee to discuss regional solid waste issues and initiatives.

#### *Stop-DWI*

- Supported 2,636 hours of coordinated enforcement activities with 10 Law enforcement agencies; directly resulting in 135 impaired driving arrests.
- Dedicated 2,239 combined hours of enforcement details, resulting in 119 impaired driving arrests.
- Dedicated 396 hours to coordinated, multijurisdictional sobriety checkpoints (5) which resulted in 16 arrests.

### *Traffic Safety Board*

- Administered a comprehensive Traffic Safety Enforcement grant program with an emphasis on Unsafe driving behaviors and occupant restraint compliance. Ten (10) Law Enforcement Agencies/municipalities in Dutchess County participated in the “Police Traffic Services” (PTS) Grant Project.
- Provided funding totaling \$67,222 for a total of 1,173 combined hours of unsafe driving enforcement efforts that resulted in 765 speed, 366 aggressive driving, 154 cell phone, and 362 other vehicle and traffic violations. Additionally, 458 combined hours were dedicated to seat belt compliance enforcement resulting in 420 seat belt violations, and 142 other V& T violations.
- Awarded a \$15,000 grant to provide child safety seats and fitting materials to nine (9) fitting stations as part of Child Passenger Safety (CPS). Those nine fitting stations collectively inspected and/or correctly installed 527 seats and replaced 102.
- As part of the Dutchess County CPS Coalition, collectively inspected /installed 1,504 child safety seats and replaced 500 in the 2014-15 grant cycle. The Dutchess County Traffic Safety Board also supported numerous seat check events throughout the year to educate the public on the proper installation of child passenger car seats.

### **Probation and Community Corrections**

- Supervised approximately 2,900 adults and juveniles.
- Completed over 1,600 pre-sentence reports for all courts in Dutchess County and courtesy reports for courts outside of the county.
- Facilitated release for over 1,000 pretrial defendants from Dutchess County Jail.
- Director presented a workshop at the New York State Sheriffs’ conference on crime victims.
- Completed the technical assistance project on pretrial gender-responsive strategies in partnership with the Center for Effective Public Policy and the National Resource Center on Justice Involved Women.
- The assessment instrument developed by the technical assistance project, the ION (Inventory of Needs) will now be used at the Women’s Center.
- Director presented at the American Probation and Parole Association’s national conference in Los Angeles on the findings of the gender-responsive strategies project.

- Director participated in a national webinar designed for criminal justice practitioners on the gender-responsive project.
- Director presented at a workshop at the New York State Association of Pretrial Service Agencies conference in Troy, NY.
- Initiated a Saturday arraignment pilot project in the City of Poughkeepsie to expedite releases for eligible defendants thereby avoiding a jail admission.
- Created the CHIP (Coordinated Hybrid Interim Program) as a pilot in the Town of Poughkeepsie Court. The program allows for immediate supervision and a potential favorable outcome for eligible defendants.
- Initiated *Teen Intervene*, an individualized brief intervention program to assist youth at risk to identify and change their choices and behaviors.
- Expanded the restorative justice model for youth at Probation and at the Community Transition Center.
- RESTART program began operations in the fall of 2015. Probation staff were an essential part of the planning and implementation of the program at the D.C. Jail.
- Coordinated RFP process to select vendors for RESTART program.
- Renewed contract with Alternative Solutions Associates, Inc. consultant, Kevin Warwick, for an additional year (2016).
- Transitioned to cell based technology for electronic monitoring to expand number of individuals eligible for the program.
- Pretrial probation officers have received certification as pretrial specialists from the National Association of Pretrial Service Agencies.
- Greatly expanded the number of probationers receiving evidence-based cognitive behavioral interventions by increasing to 13 MRT (Moral Reconciliation Therapy) groups.
- Instituted field mentoring program for new probation officers.
- Coordinated county's participation in NACo's (National Association of Counties) *Stepping Up initiative* which is designed to reduce the number of people with behavioral health issues in local jails.

- Staff received training on Impaired Driving Assessment instrument.
- Columbia University, in partnership with Probation, has secured funding to provide a part-time worker to help link probation youth and their families to community services.
- Facilitated and participated in activities of Criminal Justice Council and its committees— Noteworthy was the planning of the Stabilization Center, planning and implementation of the jail RESTART program with linkages to community-based programs, creation of the J-Fire task force and implementation of Crisis Intervention Team (CIT) training for local law enforcement and criminal justice agencies.
- The agency and CJC continue to rely on data to facilitate decision-making.
- CJC's consultant provided analysis of criminal justice processing as well as factors influencing jail length of stay.
- Continued and coordinated non-DWI Victim Impact Panel as part of restorative justice practices (also participated in DWI Victim Impact Panels).

### **Public Defender's Office**

- Competently and professionally represented 6,951 individuals in the criminal courts of Dutchess and Ulster Counties, as well as the appellate courts.
- Provided legal assistance in 2,364 cases in the Family Court of Dutchess County.
- Obtained funding from the New York State Office of Indigent Legal Services (ILS) to add two additional supervisors, a Family Court Unit Bureau Chief and a Bureau Chief for one of two Criminal Units. ILS also provided funding to hire a program assistant for the Family Court Unit.
- Added a new attorney to handle day time arraignments, creating the availability of attorneys for arraignments in all courts in Dutchess County.
- Applied and was awarded a technical assistance grant from the Center for Holistic Defense to address both the circumstances driving people into the criminal justice system as well as the devastating consequences of criminal justice involvement.
- Continued the conflict swap program with Ulster County allowing each public defender's office to handle criminal cases in which the partner county has a legal conflict which prevents representation.

- Continued to provide representation in front of all Family Court Judges and Child Support Magistrates.
- Family Court Unit generated approximately \$191,800 in savings due to the advocacy of the family court attorney staff decreasing the number of days clients spend in jail for failure to pay child support.
- Provided arraignment services in all criminal courts in Dutchess County 24 hours a day/7 days a week.
- Attorneys appeared at over 4,374 arraignments.
- Of the 4,374 individuals arraigned in 2015, 1,340 were released on their own recognizance or some other form of immediate release. Of the remainder, 502 clients posted bail. Of those, 11 bailed out prior to being booked-in at DCJ and 122 bailed out within the first 48 hours of being booked-in at the jail.
- Hosted 20 college interns from Marist College, SUNY New Paltz, and Vassar College who assisted with office intake/eligibility determinations and clerical staff work.
- Hosted two master level student interns who assisted social worker staff.

## **Public Works**

### *Airport Division*

- Successfully completed transition to new Fixed Based Operator (FBO) - FlightLevel Dutchess
- Completed construction of Taxiway A, B and Stub C.
- Obtained FAA grant funding for design and construction for the replacement of Electrical building.
- Obtained FAA grant funding for the design of realignment of Taxiway A.
- Held 4<sup>th</sup> Annual Open House and Car Show in June.
- Hosted sunrise launches for the Dutchess County Regional Chamber of Commerce 25<sup>th</sup> Anniversary Hudson Valley Hot-Air Balloon Festival in July.
- Hosted the Collings Foundation Wings of Freedom tour of historic aircraft at the Airport in August, with tremendous attendance.

- Hosted Speed of Sound Festival in September.
- Worked with the Wappinger's Rotary and County Highway Department to host a very successful 2<sup>nd</sup> Annual Touch a Truck event at the Airport in October.
- Worked with the Airport Advisory Committee and provided information about airport activities as requested.
- Maintained staff training for Airport Rescue and Fire Fighting Skills (ARFF) and Wildlife Depredation in compliance with Federal Licensing Regulations.
- Completed five-year Capital Plan with C&S Engineers; presented to the FAA.

### *Buildings Division*

- Oversaw construction of Temporary Inmate Housing units at the Dutchess County Jail.
- Completed Planning and Schematic Design for Dutchess County Justice and Transition Center and Dutchess County Law Enforcement Center.
- Completed installation of new flooring in the Probation front reception area at 50 Market Street.
- Commenced Security Access Upgrades at 50 Market Street; to be completed in early 2016.
- Completed renovations to Public Transit building on Commerce Street; including fuel system, exhaust system, bus wash, front exterior upgrades and garage improvements and other upgrades. (In conjunction with Public Transit Division.)
- Completed roof abatement and replacement project at 170 Washington Street was completed.
- Started parking lot redesign for the Market Street County Office Complex; design should be completed in early 2016.
- Completed Market Street Nelson House Pocket Park upgrades; dedication ceremony held in August.
- Completed Planning and Schematic Design for the Stabilization Center at 230 North Road and Abatement Designer as well as final Design Architect retained; project expected to be completed in third quarter of 2016.

- Auto Service Center upgrades on-going; completion early 2016.
- Worked with Office for the Aging to review and finalize lease negotiations related to the Rock City Lutheran Church. Re-located from former Good Shepherd site in Rhinebeck , took occupancy at new site in December.
- For HVAC Piping & Infrastructure Replacement Program at Various Buildings: Pine Plains boiler replacement completed (conversion from fuel oil to propane gas fired boiler) and for County Office Building, some piping replaced with consultant study of system due to be completed in early 2016.
- Significant work completed related to PBS (petroleum bulk storage) compliance and tank replacements/closures.
- At Airport, Buildings staff completed a renovation of space for lease tenant.
- Bid specifications were drafted for the elevator upgrades at 22 and 60 Market Street; upgrades anticipated to be completed first half of 2016.
- OCIS- Phase I building improvements, including new ADA bathroom and front foyer upgrades completed. OCIS generator temporary relocation and replacement completed with new front entry and walkway, incorporating solar brick lighting.
- Renovations completed at Beacon Center for DCFS (Dutchess County Family and Social Services) Satellite office.
- Replaced 2<sup>nd</sup> floor hallway ceiling at 22 Market Street.
- Interior lighting upgrades completed at ten County buildings through a Central Hudson lighting initiative.
- Completed design of new cubicle project for 60 Market Street.
- Completed design of minor renovations for 5th Floor of County Office Building (COB).
- Commenced design project for Farm and Home Center and several COB spaces.
- Stadium maintenance and improvements completed including: some carpet replacement, new ceilings and painting completed in skybox suites, electric replaced to communications trailer, temporary goal posts installed and field striped for football in the fall, and stadium winterization (In conjunction with Parks Division).

### *Business and Finance Division*

- Worked with Public Transit to provide oversight of operational as well as capital finances. Provided financial oversight and assistance to new DPW Public Transit Division. Smooth transition and integration of this new DPW Division.
- New Auto Service Center (ASC) clerk was successfully trained and integrated into the ASC, as well as with the financial staff in the other Divisions.
- System in place to upload all documents, reports, etc to outside auditor for additional oversight for the Temporary Inmate Housing Project and the anticipated Dutchess County Justice and Transition Center Project.
- Integrated three DPW divisions billing to LOGOs system from manual or OTC software systems.
- Processed Federal, State, FAA and FHWA claims totaling over \$4 Million.
- DPW Budget Director attained Government Finance Officers Association's Certified Public Finance Officer status.

### *Engineering Division*

- Advanced numerous bridge and highway improvement projects with federal aid and local funding:
  - Completed Bridge E-9 Rehabilitation (federal aid).
  - Completed Culvert M-9 Rehabilitation.
  - Completed nine bridge painting project.
  - Completed Retaining wall replacement CR 50.
  - Started CR 21/CR 49 highway improvement project (fed aid).
  - Started Bridge D-32 replacement project (fed aid).
  - Completed design of Bridge RH-18 replacement project.
  - Completed design of Bridge PO-17X & Bridge L-34 superstructure replacement project.
  - Completed design of Bridge PV-15 replacement project.
  - Completed design of Bridge PO-15X replacement project.
  - Completed design of CR 93 – Middlebush Rd highway improvement project (fed aid).
  - Advanced design and environmental studies for Bridge S-37 replacement project.
  - Advance design and environmental studies for Harlem Valley Rail Trail – Stage IV project.
  - Advanced design and environmental studies for Bridge PP-2 & PP-11 replacement project.
  - Advanced design and environmental studies for Bridge C-31 replacement project.

- Advanced design and environmental studies for Bridge M-7 replacement project.
- Completed solar-powered flashing warning sign installation project in Pleasant Valley at CR 41 (Netherwood Road) at the Netherwood Elementary School; in Rhinebeck at CR 19 (Sleight Quarry Road) between Wurtemberg Rd and White Schoolhouse Road; in Red Hook at CR 103 (Annandale Road) at each end of the Bard College campus.
- Worked closely with NYSDOT Local Projects Unit to manage County’s project listing, advanced critical bridge, highway and rail trail projects through design development and construction, secured funding and project schedules, and successfully obtained schedule extensions for five major projects from NYSDOT and FHWA.
- Worked with Dutchess County Planning & Development Department to coordinate safety and transportation planning projects:
  - Assisted with Traffic safety investigations at multiple locations, including the Upper Route 9G Corridor Management Plan.
  - Provided representation on County Bicycle-Pedestrian Committee.
  - Provided representation on County Complete Streets Committee.
  - Participated in quarterly interdepartmental coordination committee.
  - Participated in Multi-Agency Coordinated Permit Review task force.
- Completed development and implementation of revised Highway Work Permit Policy Manual.
- Completed implementation of new Highway Work Permit database program with OCIS.

*Highway Division*

- Performed bridge and highway maintenance throughout Dutchess County’s highway system.
- Vendor paving and highway repair program included over 15 miles of surface improvements:

CR - 67	Quaker Hill	Pawling
CR - 26	Cricket Hill	Dover
CR - 9	North Clove	Union Vale
CR - 78	Broadway	Red Hook
CR - 103	River	Rhinebeck
CR - 16	South Quaker Lane	Hyde Park
CR - 18	Centre	Clinton
CR - 47	Freedom	LaGrange

- Instituted improved inventory control and parts management practices at the Automotive Service Center.
- Completed a new Snow & Ice Control Policy for the county highway system and implemented new practices.
- Delivered specialized commercial vehicle safety training to CDL drivers and delivered specialized classroom and field training to all snow plow drivers.
- Re-organized the Division's middle management structure to improve efficiency, reduce costs and "right-size" the workforce for the Department's needs and resources.
- Developed innovative pavement repair and rehabilitation processes to improve surface conditions in a highly cost effective manner.
- Worked with Engineering Division to perform bridge and highway improvement projects and address bridge flags.

### *Parks Division*

#### Bowdoin Park

- Extended Park operating hours by opening at 8am year-round and later closing time during the summer season (Memorial Day to Labor Day).
- Increased revenues from facility rentals and programs 9.4%.
- New workshop in Parks Administration Building completed.
- Electrical upgrades in Capital Plan. (90% completed.)
- Re-finished bathroom in Pavilion 2 and installed ceramic tiles in both restrooms.
- Scraped and Re-painted entire exterior of Chapel (with the exception of two small portions of the cupola that were not accessible).
- Working with OCIS, established online registration and payment for summer programs.
- Nearly \$28,000 in revenue generated from school and summer programs, with more than 1,600 participants.
- Total revenue for Bowdoin Park including programming and facility rental: \$131,883

- Created a third soccer field for league use, increasing revenue and expanding park usage.

### Wilcox Park

- Completed New Maintenance building for park vehicles (In conjunction with Buildings Division).
- Contract in place for timber harvest with J & J Log of Dover Plains; work to commence in January 2016 after ground freezes;
- Continue to work with forestry consultant on long term plans for health of Park forest.
- Contracted with U.S, Fish and Wildlife and National Wild Turkey Federation to utilize grant funding to establish habitat for New England cottontail rabbits and eliminate dead pine trees. This project will take place in early 2016.
- Performed electrical upgrades in Capital Plan.
- Construction of new Disc Golf Course for Wilcox Park is underway; should be open for play in April 2016.
- Wilcox Park programs: 217 participants (\$1089 in revenue)
- Total Revenue for Wilcox Park including programming and facility rental - \$29,138

### Quiet Cove Park

- Construction of riverside observation deck completed and shoreline re-construction progressed.

### WRS Dutchess Rail Trail

- Assisted with the first annual Walkway Marathon from Walkway to Van Wagner Road in June 2015. Also half marathon and 5-K races.
- Issued nine permits for special events held on WRSDRT in 2015.
- Worked with Hopewell Depot to allow expansion of leased property for building a replica of old tower with composting toilets.

### Harlem Valley Rail Trail

- Coordinated installation of Rain Garden in Millerton to help alleviate flooding on the trail.

### Dutchess Stadium

- Completed replacement of split rail fencing in parking lot.
- Replaced all fluorescent bulbs and ballasts.
- Continued to maintain facility in a safe and cost effective manner through improved maintenance and upgrades.
- Hosted KFEST, various nonprofit organization events, car shows, high school graduations, college and high school baseball games, children and family events

### *Public Transit Division*

- Dutchess County Public Transit carried 508,098 passengers in 2015, a 3% increase in ridership over 2014.
- New H Route serving the public with specific service to Dutchess Community College, Marist College, Main/Market and some Route 9 locations planned in 2015 and implemented Jan 2, 2016. Funded by colleges through shared services agreement.
- 51 bike racks have been distributed to participating municipalities for installation. The amenities program was expanded to include reimbursement for benches and garbage cans in 2015 with 100% NYS funding.
- The Public Transit Upgrade Project has been completed. The transit center has been updated inside and out with new landscaping and ADA-friendly sidewalks; new bus lifts; two new above-ground fuel tanks; state of the art clean and used oil tanks; new floors and drains in the maintenance and bus storage areas; and a new pump for the bus wash. (In conjunction with Buildings Division.)
- Transit Schedules analysis and review took place throughout the second half of 2015 and will continue through 2016 to develop proposed new schedules for implementation in January 2017. Review of these proposed new schedules will take place in the fall of 2016.

- New units installed in the fare boxes, to be activated in 2016 facilitating change in the form of a debit card for passengers who do not have exact change.
  - Passengers may use those cards toward future trips.
  - The software installed with the TRIM units will facilitate data collection and reconciliation.
- Five 35' heavy duty buses were delivered to replace five medium duty school-bus-type buses. Funding breakdown: \$1,612,000 federal, \$201,500 state, and \$201,500 County or \$322,400 federal, \$40,300 state, and \$40,300 County each.

### **Office for the Aging**

- Served over 13,000 individual seniors and non-seniors in need of long term care, caregivers and family members with a wide variety of community based services such as case management, case assistance, home care, senior centers, home delivered meals, legal services, insurance counseling, energy assistance, transportation, caregiver services, health promotion (exercise, mental fitness and fall prevention classes), information and referral and educational programming.
- Continued to receive increased numbers of intakes as the older adult population, and those of all ages needing long term services and supports, significantly increases in Dutchess County. OFA had 5585 intakes in 2015, up 25% compared to 2014. Intakes have increased more than 100% since 2010.
- Restructured Intake/Outreach Unit to create two separate units in response to rapidly increasing volume of intakes. Additional Intake unit staff put in place utilizing new federal and state funding.
- 329 volunteers served in various capacities for department programs and services including insurance counseling, picnic assistance, home delivered meals, senior centers, and office assistance. These volunteers provided 40,253 hours to OFA programs in 2015.
- Reception staff fielded 33,961 telephone calls and assisted 3025 walk-ins.
- Provided 29,438 hours of home care to 363 non-Medicaid clients.
- Made 2053 Nursing and Case Management Field Visits to community based long term care clients.
- Served 114,262 home delivered meals to 600 homebound clients and 39,728 congregate meals at senior centers and picnics. The typical home delivered meal client is an older adult who lives alone, has significant functional limitations, is in poor physical health and has one or more cognitive impairments or other mental health conditions.

- Conducted 1,248 insurance counseling sessions for 1,264 clients, assisting with Medicare enrollment, explaining benefits, comparing available plans, and assisting with claims, billing, appeals and grievances. Nearly 20% of clients assisted were under age 65.
- Provided 659 hours of legal service to 211 clients.
- Provided Personal Emergency Response System units to 369 non-Medicaid clients.
- Received and Processed 786 Home Energy Assistance Program (HEAP) applications.
- Conducted 1007 units of workshops, training and support groups to caregivers.
- Provided 27,234 units of transportation for medical appointments, shopping and senior center activities.
- Distributed 980 Farmers' Market coupon books to low income seniors, a 20% increase over 2014.
- Offered 72 Nutrition Education presentations and published 36 Nutrition Education articles.
- Relocated the Rhinebeck Senior Friendship Center to the Memorial Lutheran Church in Rhinebeck.
- Held or participated in 132 community outreach events totaling direct contact with 3752 persons, including presentations on topics including Caregiving, Falls Prevention, Successful Aging, Health Insurance/Medicare, Food Safety, and Food and Drug Interactions.
- Held 12 senior picnics throughout the county and provided assistance for one picnic for children with special needs. Other major events included the annual "Senior Prom" attended by 500, the annual "Celebration of Aging" attended by 275, and "Senior Seminar Day" attended by over 300.
- Continued Prescription Drug collection by Traffic Safety/STOP DWI and the Sheriff's Office at all Senior Picnic events. 151 pounds of medication were collected.
- Updated the extensive online Long Term Care Resource Directory which contains resource information and hundreds of listings in 71 different service categories.

- New York State’s Annual Evaluation of the Office for the Aging praised the Office for the Aging for its work in a number of areas, including “A Matter of Balance” evidence based health promotion program, actions to expand and enhance the NY Connects No Wrong Door intake program, additional senior picnic events, the growing Senior Seminars program, staff training day, coordination of the Council of Agencies Serving the Elderly Program (CASE), and the “excellent job collecting and reporting required program and client based data.”
- Published the Comprehensive Four Year Needs Assessment report.
- Conducted two public hearings to obtain input regarding service delivery and concerns for development of the Four Year Plan and Annual Implementation Plan submission to New York State.
- Client Satisfaction and Outcome measures were conducted of 17 directly provided and subcontracted services, with 100% of services showing both a high level of satisfaction and achievement of desired outcomes.
- Completed extensive compliance monitoring of 24 direct and subcontracted services and service providers.
- Ongoing staff training conducted for all agency staff. Focus areas included increased falls prevention, Parkinson’s Disease, Minor Home Modifications, Arts in Healing, Managed Long Term Care Ombudsman Program, Office for Persons with Developmental Disabilities (OPWDD) Services, Behavioral Health System, Medical Orders for Life Sustaining Treatment, preventing elder financial abuse, Medicare, and health care reform.
- Participated in emergency planning and training in cooperation with the Department of Emergency Response, Department of Health and American Red Cross. Provided nursing supervision at county’s mass vaccination exercise.
- Generated highest level of event sponsorships to date.

### **Water and Wastewater Authority**

- Successfully managed and operated nineteen water and sewer systems, providing services to over 4,730 customers. With the exception of the Shore Haven Water System, all systems were in compliance with all relevant federal, state and local regulations. All are on track to close out 2015 within the adopted system budget parameters.
- Completed the acquisition of five new water and sewer systems in Hyde Park and Red Hook.

- In response to a request from the Town of Rhinebeck, completed an evaluation of the Vanderburgh Cove Sewer System, resulting in a Town decision to transfer ownership to the DCWWA.
- Entered into an agreement with Dutchess County to manage the construction of a water line from the Central Dutchess Water Transmission Line to the Dutchess County Airport, and procured engineering services to commence the design process.
- Was awarded a \$404,600 grant from the NYS Department of State's Local Government Efficiency Program to implement the consolidation of ownership of eight Town of Hyde Park water and sewer systems under DCWWA ownership.
- Continued to assist the Town and Village of Red Hook in the assessment of options to provide water service to a proposed 102 unit residential development on the Hoffman Farm property in the Town of Red Hook, and continued negotiations for DCWWA ownership of the project's proposed water and sewer system.
- In response to a request from the Village of Tivoli, began the process of evaluating the potential transfer to the Authority of the Village's water and sewer systems. Assisted the Village in procuring consulting engineer services to complete the system evaluations, utilizing grant funding from the County Municipal Consolidation and Shared Services Grant program.
- Working in conjunction with the Departments of Health and Planning, developed historical residential water use data for DOH evaluation of design standards.
- Worked with the Department of Planning to revise proposed terms and conditions for the Water and Wastewater Facility Planning and Development component of the Partnership for Manageable Growth.
- Participated in the Mid-Hudson Regional Economic Development Council's Upstate Revitalization Initiative Team, spearheaded by Pattern for Progress.
- Maintained full compliance with the requirements of the Public Authority Accountability Act.