

The following are highlights, by department, of the activities of the Executive Branch of Dutchess County Government, for 2014.

Budget

- Received the GFOA Distinguished Budget Award, the highest form of recognition in governmental budgeting, for the redesigned 2014 budget document presentation. The budget documents were redesigned 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 the bond resolution and presentation for the implementation of temporary inmate housing PODS.
- As project leader for the DMH/DOH Merger Transition Team, worked with the Center for Governmental Research (CGR) and the two departments to begin the consolidation of fiscal functions.
- Worked with the Health Insurance Advisory Team and the County's health insurance broker to facilitate services transitioned to the broker, including flexible spending claims administration, COBRA billing retiree health insurance billing and introduction of a new Employee Assistance Program.
- Co-presented the Budget Foundations Workshop at the GFOA annual conference 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.
- Provided a presentation on state mandates for the Dutchess County Regional Chamber of Commerce Legislative Action Committee.
- Worked with the Capital Plan Committee to develop the 2015-2019 Capital Improvement Plan.
- Participated in RFP review teams for: the DCJTCP auditing & accounting services, DPW on-call auditing and accounting services for state/federal funded projects, and health insurance broker services.
- Conducted Annual Budget Training for all departments, and assisted departments with the development of 2015 budget requests.
- Worked with county departments on quarterly reporting, resolution preparation, trend analysis, forecasting and various other fiscal and programmatic issues.

- Attended union negotiation planning meetings with County Executive, County Attorney and Human Resources.
- Worked with the County Executive's Office and OCIS, to develop an online Dutchess Dialogue to provide county residents with the opportunity to hear about issues, share their comments and ask questions.
- Provided Fiscal Update Presentation to the Legislature.
- Maintained Dutchess County Government Dashboard, available on the County's website dutchessny.gov to provide up-to-date economic, demographic and fiscal data and information to the public.

Central and Information Services, Office of (OCIS)

Division of Computer Services

- OCIS began offering municipalities a range of IT Services including: website development, PC/server tech services, network services, software development and IT consulting and assessments. There has been significant interest and nine proposals were developed and submitted to interested municipalities for website development and/or IT services.
- Two IT shared services projects were completed or underway:
 - New state-of-the-art website was developed for the City of Beacon, hosted and maintained by OCIS.
 - Agreement was signed by the Town of LaGrange for a new website, with development to begin first quarter 2015.
- More than 10 million pages were served on the County's website dutchessny.gov in 2014 including 1.8 million pages served for County Clerk Document Search function. In addition, the GIS ParcelAccess application served more than 6.7 million pages to a broad range of users.
- Efforts continued on the County's website dutchessny.gov eGovernment initiatives. Improvements in 2014 included:
 - The "new" ParcelAccess was implemented in October 2014. This latest release provides many enhanced features that are of benefit to a wide variety of users including assessors, engineers, municipalities, insurance agents, home buyers, etc.

- The County Clerk Document Search system continues to be a great resource for businesses and the public. It provides searchable access to 1,300,000 filed land and legal documents. 380,000 digital pages were downloaded/printed by the public in 2014.
- Individual department home pages and related navigation are being redesigned to improve information accessibility and streamline content for focus and clarity on the County website. In 2014, the County Clerk Office, Medical Examiner, Veterans Services and Weights & Measures were redesigned. Work is underway for other agencies including the Health Department and Human Resources.
- Continued work on the Enterprise Content Management (ECM) projects. This multi-year initiative is transforming Dutchess from a paper based document environment to one of the first county governments to have a true digital document management environment, to deliver cost savings, staff efficiencies and productivity. The following projects were completed or nearing completion in 2014. Much more is planned for 2015.
 - County Legislative documents and workflow
 - Medical Examiner integration with new Case Facts system
 - New Records Center system
 - Public Portal “pilot” – Searchable Legislative Resolutions on website
- Developed a web-based District Attorney Subpoena Request application to allow law enforcement agencies across the county to request critical investigative instruments and manage the back-and-forth workflow between the requesting officer and the Assistant District Attorney responsible for review and approval. Implemented for a “pilot” police agency in 2014, with remaining police agencies to be implemented in 2015.
- Implemented the NYS Court Electronic Filings (NYSCEF) System for the Dutchess County Clerk, enabling attorneys to file court documents electronically rather than requiring them to come to 22 Market Street to process these documents, as well as adding efficiencies to the County Clerk's operation.
- Implemented an inhouse-developed Multiplex Report Viewer allowing County departments to run custom reports from various applications.

- Completed building a new DMH Server infrastructure at the Haight Avenue Data Center; replacing old servers previously housed at DMH and providing a more secure and stable environment.
- The Center for Digital Government and the National Association of Counties (NACo) ranked Dutchess County Government #2 ranking in the United States as the most digitally-advanced county government in the 250,000-499,000 population category in the 2014 Digital Counties Survey. Dutchess has ranked in the top ten for more than a decade.

Division of Central Services

- Successfully executed 130 quotes, bids and RFPs saving the County in excess of \$1,300,000.
- Streamlined the evaluation process for RFPs while providing improved guidance and instruction to County Departments.

Shared Services

- Coordinated the County's October 2014 Shared Services Summit - the first of its kind in New York State. The summit included workshops and panel discussions about potential shared services or consolidation opportunities in areas such as: highway, community planning and infrastructure; public safety and emergency services; and municipal operating services such as IT, planning and purchasing. More than 100 local, county and state officials attended.
- Met with municipalities and other agencies to discuss shared IT and other services.
- Instituted a new procedure for informing local municipalities, and qualified outside agencies about important shared services information, such as contract piggyback opportunities, cooperative bid possibilities, surplus equipment availability, vehicle/equipment auctions, etc.
- Designed an improved Storeroom Catalog that is updated monthly and available online for local municipalities, qualified outside agencies, as well as County Departments.
- Updated Storeroom Requisition form to encourage online orders from local municipalities and qualified outside agencies, simplifying the ordering process while increasing order tracking capabilities.

Procurement Card/Wireless Services

- Processed approximately 3,500 procurement card transactions saving the County a minimum of \$259,000.

- Transitioned County smart phones from Blackberry service to standardized smart phones technology, avoiding the costs associated with the required purchase of new Blackberry servers, licensing and software upgrades.

Storeroom

- Standardized County restroom and kitchen dispenser equipment to simplify the ordering of Green products/supplies.
- Became the centralized collection point for County electronic-waste to promote proper disposal.
- Assisted in the coordination of providing old cell phones for battered and abused women to use for emergency calls.

Surplus Sales

- Coordinated a vehicle/large equipment auction that included local municipalities and qualified outside agencies, resulting in nearly \$100,000 in revenue for the County and over \$16,000 in revenue for municipalities.
- Provided online access for viewing the County's available surplus equipment to County Departments, local municipalities, and qualified outside agencies.
- Coordinated four surplus equipment and furniture auctions resulting in nearly \$8,500 in revenue for the County.
- Recycled over 550 pieces of furniture and equipment to both County departments, local municipalities, and qualified outside agencies through the Surplus Equipment Program resulting in nearly \$24,000 in savings for the County.
- Sold excess/obsolete telephone equipment generating \$7,000 in revenue for the County.

Print Shop/Mailroom

- Integrated a new Print Shop Storefront enhancing compatibility and efficiency while providing a more user friendly website for customers.
- Cross-trained Central Services personnel on the new Print Shop Storefront software to increase efficiency.

- Cross-trained Mailroom and Central Services personnel on Storeroom operations for increased efficiency.
- Expanded County courier delivery routes to allow more municipalities to take advantage of the County's Storeroom and Print Shop, while improving efficiency.
- Capitalized on the USPS 1¢ discount for each piece of metered mail reducing the County's overall mail expenses.
- Trained County departments to promote mail efficiency and increase presort/bulk mail savings.

Community and Family Services (DCFS) formerly Social Services

Administrative Services

Accounting

- Maintained accounts for 143 representative payee (T53) clients and made payments totaling \$1,169,731 on their behalf.
- Implemented the paperless processing of faxing for individuals with a high fax rate.

Administration – Support

- Processed 235 requests for auditors to review cases remotely.
- Received and processed 50,238 calls at the switchboard (those callers that did not use the main menu options and chose the “operator”).
- Processed \$49,980 in vouchers for clients' needs.
- Processed 65 contracts totaling \$7,955,871 for DCFS and 23 contracts for Youth Services totaling \$215,013.
- Processed 290 requests for training (travel orders).
- Provided coverage for Spanish speaking interpreting.

Computer Information System

- Consolidated 479 duplicate Client Identification Numbers (CIN).
- Processed 242 employee change form requests

- Completed the effort to bring all DCFS computers on the Human Services Enterprise Network under state support.
- Assisted facilitating the computer training program for TANF youth.
- Completed the upgrade of all DCFS computers to Windows 7.
- Facilitated the migration of DCFS employees and shared mailboxes to Office 365.
- Assisted in tightening the security standards for CONNECTIONS access.
- Facilitated the installation of finishers on a significant portion of our copier fleet.
- Implemented the expansion of iPad deployment among Children's Services workers.
- Assisted the implementation of re-writing the MOTEL Shelter tracking program.

File Room

- Assigned 5,182 new case numbers.
- Managed United Postal and interoffice mail for 365 employees.
- Processed 184,107 pieces of incoming US Mail (not including interoffice).
- Prepared and imaged paperwork for the following units: Medicaid, SSI/MA, Temporary Assistance, SNAP, HEAP, and Eastern Dutchess Government Center.
- Purged 4,767 individual case records from the file room for disposition.
- 719 boxes of records sent to retention with each box recorded in the Record Management system.
- 595 records retrieved from retention, then given to requesting worker.
- Created and maintained new procedures for obtaining particular case records from retention.
- Recorded 5,776 incoming voter registration forms. (Voter registration forms are included in benefit application packages.)
- 1,300 hours of Spanish translation for agency interviews, visitations, paperwork, field visits, telephone calls and emails.

- Processed 62 Print Shop orders.
- Filled 3,352 Supply Room orders.

Reception

- Involved with the implementation and training of workers in the new client check-in program; My Full View.
- For a second year, a HEAP screener was located at the counter in reception, alleviating wait times for clients and speeding up the process, especially in emergencies as well as screening out unnecessary applications.
- Coordinated various outreach agencies to set up in reception to assist families, including Central Hudson and Cornell.
- Worked closely with the Deputy Sheriff to improve the safety and security of not only reception, but of the entire building.

Adult & Family Services

- In 2014, The Adult Services Division received 608 Protective Services for Adults (PSA) referrals, and provided ongoing PSA services to 239 adults, 29 of which were Guardianship cases. In addition, completed 194 Housing Intakes for individuals and families in need of emergency housing services.
- A total of \$2,212,208 was spent on emergency housing. Adult Services staff continues to participate in the Dutchess County Housing Consortium and participates in the Housing Consortium Coordinated Assessment Planning Committee and newly formed Quality Housing Committee. Staff attends regular meetings at Hudson River Lodge and Hillcrest Shelter to provide collaborative service options to individuals and families.
- 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. Division also conducts inspections for the Foster Family Home Program, a licensed community congregate care program with medical oversight.
- Adult Services participates as a member of The Coalition on Elder Abuse, Dutchess County Mediation Center. Adult Services staff participated in a multi-disciplinary panel discussion at the annual World Elder Abuse Day Conference June 13, 2014. The Mediation Center received a 2014 Agency Partnership Grant to fund activities of the Coalition on Elder Abuse and the Division provides oversight and input in the oversight of this contract.

- The Adult Services Division provides Domestic Violence Liaisons (DVL) that screen individuals who request assistance in obtaining waivers or requesting domestic violence services information and referrals. The DVL provides information about resources and assesses whether the individuals are able to safely comply with department rules. The DVL networks with domestic violence service providers regularly. Funding is provided for both non-residential and residential domestic violence services under Title XX. Information and referral for these services are available through the Adult Services Division. In 2014, the DVL conducted 135 assessments and 30 reassessments.
- In 2014, Adult Services Staff presented several service overviews to several community service providers/groups.
- The Adult Services Division participated in the Office of Aging Senior Picnics, providing information on services and benefits. Co-sponsored and participated with Office of Aging on a picnic for special needs children.
- The Adult Services Division maintains an emergency food supply with funds from donations from department employees.

Children's Services

- In 2014, Child Protective Services investigated 2,855 reports of suspected child abuse or maltreatment.
- In 2014, 151 children were placed in foster care in Dutchess County for a total of 273 children in foster care.
- Adoption staff members completed 27 adoptions in 2014 and completed 13 private adoption home studies.
- The annual foster parent picnic was held in August and was a success, with a variety of activities and foods offered.
- Recruitment efforts continue to locate, train, and certify qualified foster parents for Dutchess County children. Foster Parent and Relative Foster Parent certification training sessions have been completed to train 13 new foster/adoptive parents and 21 new relative foster parents. Presently, Dutchess County has a total of 76 active foster/adoptive homes and 31 relative foster homes certified and opened.
- Children's Services continues to participate in the Bridges to Health (B2H) program, a collaborative program with multiple community partners that provides needed services to children up until age 21. Currently serving 22 severely emotionally disabled children, 6 developmentally disabled children, and 4 medically fragile children.

- Dutchess County received a monetary allocation from OCFS to implement programs to prevent the need for detention 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 2014, 82 youth were placed in non-secure detention.
- Children's Services staff members are participating in a higher education program leading to the Master's in Social Work Degree at Adelphi University. In 2014, four staff members participated and 13 previously graduated.
- A Children's Services Case Manager is part of the Youth Treatment Court which provides intensive oversight to Dutchess County youth, who have become involved with Family Court due to substance abuse issues. Presently there are 13 youth participating in YTC and one youth graduated in 2014.
- There continues to be an emphasis on staff and foster parent development and training in 2014, with numerous training opportunities being offered by the Department of Community and Family Services. A sampling of the sessions provided includes in-house training for case managers, training regarding community services available, cross training on Domestic Violence, Mental Health First Aid Training, car seat training and computer training. Some examples of training offered to foster parents are: Compass, MAPP, Caring for Your Own, and Deciding Together.
- The provision of preventive services for families, designed to prevent the need for children coming into foster care due to neglect and abuse, continues to be a crucial service offered. These services are provided by Children's Services caseworkers, and are also contracted with Astor Services for Children and Families.
- In 2014, DCFS continued collaboration with NYS OCFS and the Social Work Consortium in offering a CPS Internship. This internship is offered to a Senior BSW student who wants to pursue a career in CPS. At the completion of the one year internship, the student agrees to work as a CPS Investigator for a minimum of two years. As of 2014, four CPS workers graduated from this program and a new CPS intern started in September of 2014.
- The division coordinates Secure Detention Services on a 24-hour basis. In 2014, 22 children required Secure Detention Services.
- In 2014, Dutchess County DCFS continued implementing family meetings in Child Welfare, with training received from OCFS. Family Team Meetings focus on bringing the immediate family, extended family and significant people in the family's life together to discuss what safety/risk factors have been identified by DCFS and how the family may be able to come up with a plan to address these in lieu of placing the children in foster care.

Child Support Enforcement Unit (CSEU)

- 2014 child support collections totaled \$30,408,679.
- Processed 6,866 Family Court petitions from January through November 2014 including 632 Non-Custodial Parent Petitions.
- Presented quarterly at Fathers' Rights Association of New York State, Mid-Hudson Valley Chapter.
- Participated in the Annual Hudson Valley Father's Day Parade, active committee member.
- Hosted Bi-annual Regional Child Support Coordinators/Directors Meetings.
- Moderated presentations at both NYPWA 145th Annual Winter and Summer Conferences.

Fair Hearings and Audits

- 1,156 fair hearings were processed in 2014. DCFS was successfully upheld in 93% of all fair hearings held.
- County Attorney's office legal support for Medicaid hearings was successful in 95% of all Medicaid fair hearings held in 2014.
- Temporary Assistance & Intake Units were successful in 92% of all fair hearings held in 2014.
- Medicaid Unit was successful in 94% of all fair hearings held in Dutchess County in 2014.
- Special Investigations Unit was successfully upheld 91% of all Intentional Program Violation Hearings held in 2014.
- Completed 33 Fiscal Day Car Audits for NYS Office of Children & Family Services (OCFS) in 2014, a 25% increase All transactions and funding calculations were properly claimed for and processed for Dutchess County without any discrepancies.

Integrated Services

Day Care Unit

- In 2014, the Day Care Unit provided services to 832 families and 1,409 children, continuing to operate without a waiting list.
- Eastern Dutchess Government Center (EDGC) continues to be a generic unit. There are approximately 1,012 combined TA/MA/SNAP opened cases and there were 185 HEAP applications processed at EDGC in 2014.

Intake Unit

- Processed 8,502 Temporary Assistance and 9,492 SNAP applications in 2014.

Special Investigations Unit

- 217 burials were requested. 132 were approved and 85 denied.
- \$227,595 was paid to funeral homes.
- \$421,102 was recovered in claims against estates.
- Medicaid reimbursements totaled \$57,735.
- Amount recovered in lawsuits totaled \$532,910.
- Recovered \$41,297 in bond and mortgages and Medicaid property liens.
- Personal incidentals and other bank accounts totaled \$102,489.
- Income executions accounted for \$13,692.
- 120 SSI repayment recoveries amounted to \$287,675.
- There were 7 Temporary Assistance disqualifications (\$9,384) and 27 SNAP disqualifications (\$40,653). The number of Confession of Judgments equaled 68 totaling \$244,017.
- Cost avoidance by Front End Detection System (FEDS) were as follows:
 - Temporary Assistance: \$2,332,764
 - Medicaid: \$3,238,212
 - SNAP: \$ 981,876
 - Day Care: \$ 316,404

Medicaid

- In 2014, 6,638 Medicaid and Family Applications were received for total caseload of 14,823.

- 639 Nursing Home applications were received for total caseload of 988.
- 297 Medicaid –SSI applications were received for total caseload of 5,868.
- The New York Health Exchange continues to assume a portion of worker’s yearly recertification. The Medicaid Undercare 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 Medicaid Undercare Division assisted New York Health Options by processing 559 cases that NYHO was unable to process.

Temporary Assistance (TA)

- In 2014, our Family Assistance average caseload was 654 cases. The average number of the Safety Net Assistance (SN) caseload was 615 cases, an increase from 587. The number of individuals mandated into substance abuse treatment, therefore deemed unemployable, decreased from 122 to 114. There were an additional 436 individuals in receipt of Temporary Assistance that were deemed unemployable due to physical and/or mental health reasons.
- 42 single/childless couple cases reached their maximum time limit of 24 months and 104 families reach the maximum 60-month TANF time limit.
- Diversion payments continued to be used to meet those individual’s needs with rent, security, transportation, car insurance, tools, clothing, and licensing fees in order for the individual to obtain or retain employment, decreasing the need for ongoing Family Assistance or Safety Net Assistance. Those individuals/families who are no longer eligible for Temporary Assistance due to employment or increased child support payments receive transitional MA/SNAP and/or Day Care benefits.
- Partnered with BOCES to bring locally designed and delivered workshops to youth who are on Temporary Assistance or in placements. 12 youth ages 15-18 years old participated in two separate two-day sessions with the assistance of Bridgeway Federal Credit Union. The program presented the youth with real life scenarios involving budgeting concerns, interviews, cover letters and resumes.

Employment

- The Step-Up Employment Mentoring Program is offered through the Transitional Employment Advancement Program (TEAP) and is a partnership with the Dutchess County Regional Chamber of Commerce. The program provides TANF eligible individuals with employment and life skills workshops, technical training, career counseling, comprehensive job seeking, job placement, and job retention services. Step-Up also makes available funds

to local businesses who hire TANF eligible individuals. Twenty-nine TANF eligible individuals were referred and fifteen participated in the Step-Up Program in 2014. Ten of these individuals became employed.

- At BOCES, 225 individuals completed the TABE intake assessment. 106 were enrolled in the HSE program; 2 individuals received their HSE diploma in 2014 and 104 are still in attendance. Additionally, there are 64 individuals enrolled in other training programs offered at BOCES: Certified Nurse's Assistant (CAN), Heating, Ventilation & Air Conditioning (HVAC) or phlebotomy.
- 36 TANF recipients participated in Mentoring/Work Now Program; 29 became employed.
- 31 individuals worked with mentors in the Responsible Parent Initiative (RPI); 16 individuals became employed and 9 had their employment sanctions lifted.
- Intensive Case Manager (ICM) worked with 17 TANF participants who have multiple barriers that prevent them from becoming self-sufficient; 13 completed the program.
- 27 youth participated in Youth Employment Services (YES) with academic and vocational training using a non-traditional model for ages 14-20. All participants went up one grade level and one individual graduated from high school.
- 11 youth participated in the Summer Youth Employment Program (SYEP) offered in partnership with Dutchess County Regional Chamber of Commerce (DCRCOC) for eligible youth from low income households, foster care, juvenile justice, runaway and homeless youth.
- 50 recipients successfully completed Work Skills Training (WST) and 21 individuals became employed in 2014.
- 5 TANF recipients placed in Temporary File Room positions in 2014. All five became employed in 2014 and have remained off TANF.

Home Energy Assistance Program

- \$750,000 was allotted to implement the HEAP Plus program. This was an additional supplemental benefit, to the regular and emergency HEAP benefits, for the purpose of assisting the residents of Dutchess County with their heating bills, domestic-energy related bills, and/or Heating Equipment Repair & Replacement costs.
- HEAP Plus was administered from January 2, 2014 – March 31, 2014.

- Heating Equipment Repair & Replacement (HERR) started on January 2, 2014 and closed on May 21, 2014.
- 721 households received HEAP Plus benefits for their fuel and/or domestic energy related costs for a total amount of \$421,980.
- Benefits ranged from \$160 for domestic energy related costs to \$600 for heating fuel.
- 12 households received Heating Equipment Repair & Replacement benefits for a total amount of \$65,239.15.

Staff Development

- Scheduled all mandatory and necessary training for new and existing staff; tracked CPS staff to ensure compliance with state training regulations (six hours per year).
- Coordinated the 2013 DCFS Annual Report and the 2014 Employee Appreciation Day.
- Participated on the Foster Care/Adoption Review Board.
- Administered the Adelphi MSW Program for three Children's Services staff members; the Dutchess Community College Program for up to 13 agency staff and 21 staff in the Empire College (13 in Bachelor's Program and 8 in Graduate Program.)
- The Leadership Development Program, an in-house program designed for DCFS staff members to advance and enhance leadership skills, hosted 14 sessions attended by 195 people in 2014.

Youth Services

- The Youth Board awarded NYS OCFS funding to 29 programs for a total of \$350,625.
- 2013-14 Youth Council had 29 members representing eight high schools, both public and private and one home schooled youth.
- Youth Council members completed three community service projects, attended two youth conferences, and hosted six guest lecturers on various topics.
- One youth member of the Youth Board member again participated in the Workforce Investment Board (WIB) Summer Youth Employment proposals committee, attending meetings, read the grant proposals and made funding recommendations.

- 169 eligible youth were seen for counseling in 2014. 81% of the closed cases were successful by reason for closure and 81.5% of the closed cases completed at least half of their goals.
- 202 adults and 8 youth participated in several presentations/workshops offered.
- In partnership with DC BOCES, Youth Services held the 6th annual Youth Forum in November on the topic of Navigating the Digital Age: Using Technology Safely and Wisely.
- The Youth Board awarded one second year student with a Dutchess Community College scholarship at the 2014 Convocation Ceremony.
- Youth Board was restructured over the summer by the County Executive to the new Youth Board and Coordinating Council. There are 22 members who serve on the YBCC, including 5 youth and 17 adults. Its mission is to strengthen community and family interaction with our young people in an effort to prevent crime, improve quality of life, and empower young people to lead productive lives and achieve greater success for themselves and their families.

Emergency Response

- The Dutchess County Emergency Response 911 Communication Center answered 255,803 calls and dispatched 121,978 calls in 2014.
- Dutchess County Emergency Response's specialized volunteer teams were active in 2014:
 - HazMat team responded to 14 incidents.
 - The Critical Incident Response Team responded to 9 incidents
 - The Fire Investigations Team investigated 55 events
 - Medical Reserve Corp volunteer membership is 430
- 7,490 individuals received training at the Dutchess County Emergency Response Center in 2014. (Burn building was out of service for six months in 2014, limiting some training opportunities.)
- Appointed a new Emergency Manager who, through community, municipal, and partner outreach has increased our effectiveness and role in Dutchess County.
- Contacted local municipalities to identify their training needs and to focus training and outreach to meet the needs of the community.

- Established a presence on social media via Facebook and Twitter to serve as a reliable resource of valuable emergency information to the public, with over 3,500 followers at the end of 2014.
- The Deputy County Executive, Emergency Manager, and Emergency Response Coordinator obtained certification in Emergency Management from the New York State Division of Homeland Security and Emergency Services.
- Completed a series of training and exercises in support of the Emergency Operation Center (EOC) to increase the number of trained individuals who can work in the EOC during emergencies. These entirely grant funded programs have provided in-depth education for EOC responders.
- Emergency Medical Services (EMS) Division provided a series of training sessions for Fire and EMS response personnel including training from a nationally recognized educator on Mass Casualty Incident (MCI) Management. 100 people participated in this training.
- Enhanced the Alternate Care Site (ACS) Plan, in cooperation with the Department of Health, including conducting training and exercise programs tailored to the ACS. Training culminated in a full scale exercise where the ACS was opened and operated on the campus of Vassar College. 75 people participated in this exercise.
- Fire Rescue Division coordinated over 2,100 hours of Fire training in the County, ranking Dutchess County 6th in the entire state of number of training hours utilized, in coordination with the NYS Office of Fire Prevention and Control.
- Nearly 200 new firefighters completed the Firefighter I class. In addition, over 5,100 student units (visits) were taught to Fire Service personnel on ER campus.
- Communications Division installed two new radio consoles in the County's backup facility, utilizing new technology to link into our radio network. This project was entirely grant funded.
- In cooperation with DPW and DCSO were able to purchase (majority grant funded) 5 Variable Message Boards were purchased primarily with grant funds in cooperation with the Department of Public Works and the Dutchess County Sheriff's Office to aid in public messaging.

Finance (including Real Property Tax)

- The financial statements for the year ending December 31, 2013 were completed. The Financial Statements were updated to reflect all GASB Pronouncements and Standards applicable to the 2013 statements.

- Dutchess County was assigned an AA+ bond rating with stable outlook in October 2014 by Standard & Poors.
- In November 2014, Dutchess County issued Public Improvement bonds of \$22.2 million.
- Attended meetings with Risk Management and Human Resources in the selection process of a new Insurance Broker for the County.
- Assisted in the successful conversion of the Flexible Spending accounts and the Retiree Billing process to the new Insurance Broker, Rose & Keirnan.
- Successfully implemented the Next Gen LOGOS Payroll upgrade which included many enhancements to the Payroll and Human Resources functions.
- Implemented credit card payment option for the collection of delinquent taxes at the counter in the Finance office.
- Attended meetings of Dutchess Tobacco Asset Securitization Corporation and prepared the annual Financial Statements.
- Hired a new First Deputy Commissioner of Finance in July 2014.

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.
- Assisted all 20 towns and two city assessors in their compliance with new mandates surrounding STAR registration.
- Forwarded corrected STAR information for approximately 20 taxpayers so that they would receive School Tax Freeze rebates without further effort on their part.
- Maintained the division's web pages on the County's website. Web page hits increased by 11% in 2014.
- 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.) The hits on these web pages had a 16% increase over the previous year.

- Administered the software implementation for the new Alternative Veteran’s Exemptions option for school purposes; provided estimated impacts for 12 school districts; and updated assessment information for six school districts.
- Negotiated reductions in assessments on a number of parcels where the County is liable for property taxes.

History

- Produced *The Dutchess Passport* in conjunction with DC Tourism to foster heritage tourism within the county.
- Assisted DC Tourism with travel writer visits and developing new heritage tourism driving itineraries.
- Programmed and directed Dutchess Heritage Lecture Series “Peoples of Dutchess County”
- Organized quarterly meetings for all historical societies, sites, preservation groups, state and federal partners, and allied organizations in the county to increase cohesion within the Dutchess History Community and foster collaborate planning.
- Continued Ancient Documents Indexing Program, creating the first modern index to the County’s oldest documents, guaranteeing improved access to the public and researchers.
- Successfully concluded Phase I digitization of the Ancient Documents Collection, funded by a \$30,000 New York State Archives Grant.
- Secured a second Local Government Records Management Improvement Fund Grant from the New York State Archives for \$54,850 to continuing digitizing the Ancient Documents Collection.
- Secured a \$5,000 (maximum award) Heritage Development Grant from the Hudson River Valley National Heritage Area to fund exhibit design and promotion for historical societies and sites within the county, which will be hosted in Pawling, Fishkill, Poughkeepsie, and Rhinebeck.
- Maintained an active internship program focused on indexing the Ancient Documents Collection, which included a senior undergraduate at Vassar College.
- Served on the planning committee for the Conference on New York State History at Marist in June and presented on a heritage tourism panel at the same.

- Represented the county at the Association for Public Historians of New York State Conference in Saratoga in March.
- Organized and staffed the Dutchess County Heritage Days Civil War Weekend and History Fair at Tymor Park in June, which included reenacting units from across the state and eight county history organizations.
- Lectured at the Clinton Historical Society, Walkway Over The Hudson, the Retired Public Employees Association, the April Naturalization Ceremony, Hudson Valley Community Center, Foster Grandparents Program, and other venues on Dutchess County history.
- Assisted with organization and staffing of the Fishkill Revolutionary War Weekend.
- Presented at Memorial Day and 4th of July celebrations in Poughkeepsie and Fishkill
- Worked with OCIS on assimilating county historical records into the ECM system.
- Assisted with research inquiries from around the country.
- Succeeded Mary Kay Vrba as Path Through History regional workgroup chair and worked with New York State Parks and the Hudson Valley Greenway to create new training programs for historic site staff.
- Assisted with the Dutchess County Historical Society's centennial celebrations, re-organization, exploratory committee on a new building, and prepared articles and recruited authors for the Dutchess County Historical Society Yearbook.
- Assisted in organizing, and served as master of ceremonies for, celebrations of the Town of Fishkill Historian's 50th year in office.
- Consulted on four site applications to the State and National Register of Historic Sites
- Presented at the Kimlin Cider Mill Preservation Summit
- Organized and conducted meetings of the Dutchess County Records Advisory Board
- Represented the County at all Hudson Valley Greenway Meetings
- Joined the Hudson River Valley National Heritage Area Board, conducted site visits to review potential new members, and served on committee to select a new vendor for the National Heritage Area website

Health

Emergency Preparedness

- This mandated public health program has newly been designated a “core” service to reflect the department’s active role in ensuring the community is adequately prepared to respond to emergencies; Dutchess County now designated a “City Readiness Initiative” jurisdiction.
- Completed a full scale Alternate Care Site (ACS) exercise and training, the first such exercise in NYS, including module training of the medical care plan and clinical care protocols for DOH staff and Medical Reserve Corps (MRC) members.
- Revised and updated DOH Emergency Response Plan and annexes.
- Coordinated the Ebola Response as per State and Federal guidelines and mandates in collaboration with the Department of Emergency Response featuring an inclusive team approach involving all 3 local hospitals and EMS agencies.
 - Ebola 101 training was provided to DOH staff as well as 300 first responders from EMS, fire and law agencies.
 - Collaborated in developing an EMS response plan that was adopted by the Hudson Valley Regional Emergency Medical Services Council (HVREMS).

Medical Reserve Corps (volunteer workforce under Emergency Preparedness)

- Participated in 16 emergency response and public health training/drill sessions with a total of 231 volunteers, receiving more than 560 hours of training and education.
- Supported 1 high-risk population flu clinic, 10 first aid and preparedness stations at senior picnics, 1 health screening, 2 Ebola drills at area hospitals, and 1 instance of sheltering operation with the American Red Cross. In total, 66 volunteers staffed these events providing 217.75 hours of service Dutchess County.

Public Access Defibrillation (PAD) Program

- 55 AED drills were conducted in 2014.
- 240 County employees are CPR certified, in addition to those trained at the Sheriff’s Office and Emergency Response.
- 29 CPR Training Sessions conducted for a total of 115 staff trained
- 46 DPW staff participated in Heartsaver First Aid classes.

Environmental Health Services

- Conducted 1,125 site visits to public water supplies.
- Conducted 3,397 food service establishment inspections.
- Conducted 775 inspections at camp and recreational facilities.
- Handled over 660 formal engineering submittals for the approval of water supply and sewage disposal.
- Modified the Water Quality Monitoring and Assessment webpage to include a Trend Report on MTBE in Public Water Supplies in the County, which indicates MTBE maximum contaminant level concentration declined by 98% over the past decade and reported that no new public water supplies have been found to have MTBE contamination since 2005.
- Worked with the NYS Department of Health to obtain approval for Poughkeepsie's Water Treatment Facility to upgrade its water treatment system to reduce levels of disinfection byproducts produced in the finished water distribution. The system modifications will be completed in the spring of 2016.
- Investigated 314 Spill Reports from the NYSDEC to ensure protection of public water supplies; potential contamination was addressed in each case as deemed appropriate. In 2014, none of the spills were major or had any environmental impact.
- Implemented a new Public Water Supply Permit program to track and monitor public water supplies in the county, greatly increasing staff efficiency.
- Investigated several food-borne illness outbreaks at various locations such as schools, daycare facilities, and camps.
- The Department worked with the Culinary Institute to pro-actively strengthen the way the Institute monitors and provides food for family style meals served to the students.
- Developed 4 Frequently Asked Question (FAQ) education documents for public water supply customers that address common concerns related to Boil Water Notices, Copper, Lead and Radium.
- Managed an increasingly demanding rabies exposure program due to greater numbers of unlicensed and unvaccinated dogs, and more numerous reports of bats in houses:
 - 756 rabies investigations performed, a 5% increase from 2013 and a 29% increase from 2012.

- 38% more specimens submitted to the NYS laboratory for testing, resulting in 13 positive rabies specimens including 4 big brown bats, 5 raccoons and 4 foxes.
- 61 post-exposures required treatment, up from 43 in 2013.
- Promoted rabies awareness and pet vaccination opportunities:
 - 647 pets vaccinated at clinics now organized in partnership the DC SPCA and free to Dutchess County residents.
 - Created a poster demonstrating the proper method of installing/sealing window air conditioners to reduce the number of bats entering homes. This poster was displayed at three home shows and health fairs.
- Conducted ten drowning prevention seminars and trained a total of 264 people.

Clinical Services

Nursing

- Received 510 referrals from hospitals, health care providers, and children's services agencies for Public Health Nursing home visiting services.
- Conducted 602 home visits for 372 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.
- Provided outreach and education regarding various maternal child health topics, access to care, and injury prevention including childhood poisoning prevention at more than 120 public and professional group events.
- Collaborated with community partners to sponsor a Baby Safe Haven Training Seminar for more than 70 participants from community based agencies and the public to inform about existing programs and resources that can prevent infant abandonment and potential death.
- Collaborated with the American Red Cross to sponsor a successful blood drive at the Beacon Community Health Center.
- Evaluated 108 children newly diagnosed with elevated lead blood levels of which 23 required continued monitoring.

- Awarded a \$25,000 grant from the National Association of City and County Health Officials (NACCHO) for breastfeeding support and education to expand breastfeeding services in home visit and clinic programs.
- Awarded a \$1,800 “Million Hearts” Grant from the Association of State and Territorial Health Officials (ASTHO) to support collaboration between DOH and Hudson River Health Care (HRHC) for implementing a home blood pressure monitoring program. Together, nursing staff and biostatisticians developed a survey to define the best methods of providing patient education and identify perceived barriers to home self-monitoring. A total of 126 patients enrolled in the program. The project survey was replicated by two other counties and the collaboration between DC DOH and HRHC was featured on the Association of Public Health Nurses Website under Million Hearts Stories.

Communicable Disease Control and DOH clinics

- Responded to the Ebola threat, creating and updating protocols, overseeing a successful Ebola response drill at the DOH clinics, and monitoring identified cases referred by NYS.
- Awarded a \$47,600 "Carry it Forward STD Intervention" grant to launch a multifaceted campaign targeted to improve adolescent STD screening in private pediatric practices. Over 140 adolescents were screened. A total of 70 health care providers at 9 different practice sites were equipped with the knowledge and screening tools to implement the program at a provider workshop held in March.
- Provided 160 doses of Tdap vaccine to Children’s Medical Group to be administered to uninsured parents of newborn infants thus protecting the most vulnerable from pertussis. Sixty doses had been administered by the end of December 2014.
- Expanded billable services for immunization and diagnostic screening at DOH clinics, securing \$1,500 in revenue.
- Satisfied all State mandates and requirements under Article 28 for the DOH clinics, receiving a NYSDOH Limited Service laboratory Certificate (PFI # P968) and a Certificate of Need (NYSDOH CON # 131221).
- Celebrated the first anniversary of the newly appointed DOH clinic at the Family Partnership Building on 10/31/2014, and is now receiving walk-in patients as well as patients with appointments. There were a total of 2,422 clinic visits in 2014.
- Provided flu vaccine to uninsured persons at several venues: at a mobile medical van providing free health care services and screenings to uninsured residents of Northern Dutchess County; at “Kinship Group” meetings sponsored by Catholic Charities for Latino

families in Dover and Amenia; and to senior citizens attending the Dutchess County Senior Friendship Centers in the Town of Poughkeepsie and the City of Beacon.

- Administered influenza vaccine to 27 persons seeking dinner meals at the Lunch Box and overnight shelter through Hudson River Housing at the Family Partnership Center. Personal hygiene kits were distributed to participants through the generous donations of Dutchess County employees and the Rite Aid stores in Poughkeepsie.

Health Planning & Education

Communications

- Published the Annual Morbidity Report, biannual Veterinarian Newsletters, and the Community Health Status Report Card.
- Distributed 41 News Releases, and 9 Public Health Alerts/Advisories.
- Maintained 1,600 web pages which received 1.4 million hits in 2014, for an average of 133,000 hits monthly.
- Worked with department divisions to update and expand their webpages, including Environment Health Services, Medical Examiner's Office, Veterans, and Weights and Measures.
- Generated new webpages in response to current health care concerns in the community, including "Preventing Substance Abuse: A Drug Crisis" and "Healthy Living and Chronic Disease Management".
- Responded to 30 requests from the media and 315 requests for information from the public through the Dutchess Direct web application.
- Developed and tested surveys for Early Intervention and Pre School clients to be distributed in 2015. The surveys evaluate client satisfaction, program staff responsiveness and the extent to which key services provided to more than 1200 eligible children under the age of 5 meet their needs.
- Actively participated in the Delivery System Reform Incentive Payments (DSRIP) Planning Grants efforts, the purpose of which is to fundamentally restructure the health care delivery system by reinvesting in the Medicaid program, with the primary goal of reducing avoidable hospital use by 25% over 5 years. Provided technical assistance and support of the health assessment activities for Westchester Medical Center and Montefiore.

- Promoted the NACo Prescription Drug Discount Card, which is available at no cost, to residents who need assistance with prescriptions. Over 220 individuals participated in 2014 with an average savings of \$25 per prescription filled.

Community Health Improvement Plan (CHIP)

- Launched in April at the Henry A. Wallace Center, the CHIP consists of a comprehensive four year initiative developed in collaboration with local community partners to address top health priorities and promote activities to address those concerns. The event was attended by the State Health Commissioner, County Executive and other elected officials. More than 150 local partners from business, healthcare, education and other sectors joined in a commitment to “Make Dutchess the Healthiest County in the State” by 2017. The County presently ranks 11th in New York State. The CHIP priorities include the following:

Chronic disease/obesity prevention

- The Chronic Disease Prevention Team partnered with the Board of Health to host a School Wellness Committee summit to assist local schools fight childhood obesity.
- Provided 29 nutrition and diabetes management educational presentations to over 1,200 participants throughout the county.
- Partnered with the Hudson Valley Farm-to-School program, a school-based program that encourages the use of fresh, local farm produce in the cafeteria as well as offering classroom-based cooking classes along with nutrition and food system education (including hands-on learning through gardening). Over 400 students participated in a pilot study designed to gauge their base knowledge and measure changes in attitudes after the Chef-in-the-Classroom classes. This pilot study provides preliminary evidence of predominantly favorable reactions to the Chef-in-the-Classroom experience and school-wide taste tests, and generated an outcomes assessment report which will enable the program to enhance its next steps.

Tick-borne disease prevention:

- Instituted a tick identification service program for providers and veterinarians to have ticks identified at DOH to facilitate the initiation of appropriate treatment.
- Distributed over 1,000 Tick Borne Disease prevention brochures to property management at community events, including Home Show as well as home and garden retailers throughout the county.
- Developed and distributed a Tick Borne Disease survey to 111 medical providers to assess their knowledge, practices and attitudes regarding the diagnosis and treatment of various tick borne illnesses. These data provide the means to identify gaps and better focus on improving provider education.

- Developed, together with CHIP partners, CDC Division staff, and the Cary Institute, an up-to-date, evidenced-based guidance for FAQs regarding environmental and personal protection against tick bites, to be launched in the spring of 2015.
- Organized and coordinated, with the Tick Task Force, a “Fight the Bite – Be Tick Free” Poster Contest for 5th and 6th graders to raise awareness of prevention strategies for tick and mosquito-borne diseases.
- Participated in a presentation and panel discussion for community members on tick-borne diseases at the Pleasant Valley Firehouse in May 2014.
- Gave presentations on tick and mosquito-borne diseases at Dutchess County Medical Society dinner events.

Substance abuse prevention:

- Continued to serve as a part of the Substance Abuse Workgroup of the Health and Human Services Cabinet; contributed to an updated report on the committee’s activities for the County Executive.
- Participated in two County-sponsored forums on substance abuse, several high school discussion panels, the fall Health Quest quarterly physicians meeting, and numerous grass roots community events, to educate and promote awareness about substance abuse, the addiction epidemic, and its impact on public health.
- Certified by the NYS DOH as an Opioid Overdose Prevention Program to provide the opioid antidote narcan and narcan training to law enforcement officers, first responders, and community members at risk for witnessing an overdose.
 - Provided narcan training for over 500 individuals and distributed over 580 kits.
 - Assisted Putnam, Sullivan, and Ulster Counties in trainings and in setting up their own Prevention Programs.
 - Presented Dutchess County’s narcan program at the October meeting of the New York State Association of County Health Officials.
- Established a Substance Abuse communications team within DOH.

DOH/DMH Merger Initiative

As a member of the Merger Transition Team, staff is working to transition administrative functions and initiate discussions on program integration in view of the pending merger between both departments. Efforts in 2014 focused on:

- Transitioning DOH clinic billing to DMH.

- Transitioning the DMH Office for Information Technology (OIT) to the County OCIS Department to facilitate data sharing and standardizing technology between both departments.
- Customizing the Cerner Electronic Health Record system to develop a DOH Clinics record component.
- Shared staff training: 6 DOH staffs were trained to provide Screening, Brief Intervention and Referral to Treatment (SBIRT) screening services for individuals attending our clinic programs; three DOH staff members received Suicide Prevention training; one DOH staff became a Mental Health First Aid trainer and will be training other DOH staff in the coming year.
- Assessing current fiscal and administrative functions at each of the two departments to identify synergies and determine the most efficient structure for a merged department.

Staff development

- DOH convenes a staff development and training committee that meets quarterly to review staff development needs and coordinate and assist with trainings and webinars for related public health programs and initiatives. The Department conducted 5 in-service trainings, and participated in 49 learning webinars. Topics covered included:
 - Blood borne Pathogen Exposure Control Plan training for internal staff and representatives from 12 outside departments.
 - Chronic Disease Prevention and Control including diabetes and hypertension self management programs.
 - Communicable Disease Prevention and Control including HIV and Sexually Transmitted Disease Prevention, Immunizations, Lyme Disease Prevention.
 - Ebola Virus Identification and Response.
 - Maternal Child Health topics including Breastfeeding Education and Support.
 - Violence and Injury Prevention including Domestic Violence and Human Trafficking Identification and Suicide Intervention Skills.

Early Intervention/Pre-school

- Evaluated 701 children aged 0-3 years for Early Intervention services, with 95% receiving services within 30 days.

- Evaluated 969 children aged 3-5 years for Pre School Education. On average, 1255 children aged 3-5 years with developmental delays were receiving services during the year 2014.
- Presented at the Vassar Brothers Medical Center monthly Pediatric Division meeting in January 2014, to provide information to local pediatricians about the referral processes for Early Intervention and Preschool Special Education.
- Hired a new transportation provider for the Preschool Special Education program in April 2014, and continue to receive much positive feedback from the preschool programs and families regarding the quality of service provided.
- The program Coordinator appointed to the Dutchess County Youth Board by the County Executive in July 2014; she was also appointed to the Mid-Hudson Infant and Toddler Coalition Steering Committee in October 2014.
- Participated in the Special Needs Picnic organized in August 2014 by the Office of the Aging which many of the program's preschool families attended.

Medical Examiner

- Investigated 830 reported deaths and conducted 367 scene visits.
- Performed a total of 238 postmortem examinations including 223 autopsies and 15 external examinations, conducted 15 consults on live victims and provided expert court testimony on 15 occasions.
- Established a forensic internship rotation program, to provide college students with an opportunity to conduct a forensic research project toward completion of their course work and present at a national meeting.
- Offered a total of 10 lectures/seminars/classes throughout the year, covering varying topics pertaining to medicolegal investigations, such as the role of the medical examiner and medicolegal investigator, fire scene investigation, forensic evidence handling, the medicolegal autopsy, and child death scene investigations.
- The Chief Medicolegal Investigator gave a presentation on child death scene investigation at the Child Advocacy Annual Seminar at the Wallace Center in June, 2014.
- Sponsored a workshop on aquatic death and homicidal drowning for police, fire, and crime scene technicians at Emergency Response in June 2014.
- Attended the 5th Annual NYC Regional Mass Fatality Management Exercise held in Brooklyn NY in June 2014.

- Three scientific papers were accepted for presentation at the American Academy of Forensic Sciences Annual Meeting in February 2015.

Forensic Nurse Examiner/SAFE program

- In early 2014, the SAFE program was incorporated into the Medical Examiner's Office, broadening the scope of forensic investigations to include any live victim of violence.
- SAFE and Forensic Nurse Examiner protocols were revised and updated.
- Performed a total of 71 sexual assault/clinical forensic exams.
- Provided non-clinical training to 3 new SAFE nurses.
- Gave a presentation to the Dutchess County Chiefs of Police concerning the role of SAFE nurses in the clinical forensic evaluation of non fatal victims of abuse and trauma.

Veterans Services

- Rendered a total of 25,858 services to Dutchess County veterans in 2014.
- Had a successful informational booth at the Dutchess County Fair.
- Added a Dutchess Delivery page to the Veterans' Division webpage, enabling veterans to sign up to receive electronic notifications and other information.
- Recognized five veterans for their extraordinary service in the military along with over 400 attendees at the 9th Annual Veterans Appreciation Day event in Hyde Park, the largest turnout ever.
- Celebrated the 3rd Annual Memorial Day Eve Illumination of the Walkway with several hundred attendees.
- Assumed responsibility for the Dutchess County War Memorial.

Weights and Measures

- Carries out inspections of commercial scales, gas pumps, home heating fuel delivery meters, package commodities, and scanner and item pricing found in retail establishments to verify accuracy and ensure compliance with local and state laws.
- Conducted in total 1,044 inspections at 720 establishments in 2014.

- Inspected scanning devices for scanner accuracy at 66 different establishments, including supermarkets, department stores, pharmacies, variety stores and hardware stores, checked a total of 10,080 items. The rate of inaccuracy was less than 1%.
- Conducted 29 inspections at supermarkets for Item pricing accuracy, eleven of which resulted in violations (representing 38% failure rate).
- Inspected 4,863 weighing and measuring devices.
- Conducted 20 Precious Metal Log Book Inspections in collaboration with the Dutchess County Sheriff's Office; the log books are a resource for local, county and state law enforcement in attempting to locate stolen precious metal items. Dealers found to be in violation of the Local Precious Metal Law were issued civil penalties and some had their licenses suspended.
- Submitted 311 gas samples from 131 gas stations for octane analysis as mandated by the New York State Petroleum Quality Program.
- Continued to provide New York State and Dutchess County Emergency Response with updated vital information for Emergency Preparedness in regard to the number of gas stations equipped with generators or that are generator-ready in the event of an emergency.
- Addressed a total of 34 complaints which included gas signage, weight discrepancy, amount of gas dispensed, item pricing in supermarket and supermarket scale accuracy.
- Updated and expanded the Weights and Measures webpage to allow the public more complete access to the services provided by the Division; this includes the Precious Metal License application and law and the other laws enforced by the Division; Request for device inspection; Complaint Forms; Resources and general Division information.

Human Resources

- Negotiated and settled the CSEA contract
- Coordinated with OCIS on the implementation of the LOGOS Next Gen system for HR / Civil Service records
- Revised workers compensation rate structure for participating agencies to better reflect the costs for each member.

- Processed 3,958 employment applications; administered 130 civil service exams for over 2,622 applicants including over 1,000 deputy sheriff candidates.
- Administered Firefighter Physical Ability Test (FPAT) to 22 candidates.
- Successfully transitioned retiree billing to an automated process with over 90% of retirees now participating in the automated process
- Implemented a new employee assistance program with ESI: rolled out the program to all employees: Participation in the first year is very successful; currently 50% of employees have engaged the program in some capacity.
- Increased employee participation in the Flexible spending program for unreimbursable medical expenses by 50% with expansion of the program to include DCSEA employees.
- Reinstated a monthly health insurance advisory committee for all four union presidents to promote an understanding of the health insurance process.
- Transitioned insurance carrier to NYMIR for our liability, property and casualty insurance to produce financial savings and provide coverage enhancements.
- Certified 68 municipal payrolls for a total of 1708 county employees and 5,359 non-county employees certified as their employment being in compliance with civil service law and rules
- Added 4 additional municipalities to the self-insured workers' compensation program, bringing total participation to 15 (16 including DC Government)

Law

- Completed the transformation of our contract files from traditional paper files to paperless file as part of the Electronic Content Management Program (ECM), providing greater efficiency, reducing paper consumption, and better utilizing storage space.
- Accomplished the first phase of the utilization of a master contract for the consolidation of redundant contracts by placing all rental agreements with NYCOMCO under a single contract.
- Implemented 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.

- Strengthened the language of vendor contracts to provide for tighter audit procedures, prohibitions of the use of county moneys unless specifically identified in the scope of services of the contract, the retention of contract support documents and the maximum indemnification of the County in those agreements where the County is a funding source, only, and not a service provider.
- Assisted the Department of Public Works regarding the acquisition of over 100 real property easements for the Noxon Road Rehabilitation Project.
- Assisted the Deputy Commissioner of Solid Waste Management in the drafting of the Solid Waste Materials Management and Licensing Rules and Regulations.
- Negotiated the successful acquisition of the Taylor Manufacturing property adjacent to the Dutchess County Jail in order to provide for additional space needed for any anticipated expansion/reconstruction of the Dutchess County Jail.
- Negotiated the successful acquisition of the OCIS property on Haight Avenue, Poughkeepsie in order to provide for the continued occupancy by OCIS.
- Drafted and filed an Amicus Curiae Brief in support of Central Hudson Gas and Electric and the New York Public Service Authority with regard to the amended rules and regulations concerning energy costs in the Hudson Valley as adopted by the Federal Energy Regulatory Commission.
- Drafted and submitted Local Laws and Resolutions for legislative consideration as requested and approved by the County Executive;
- Represented the County and its units in administrative hearings, enforcement proceedings and litigation both for and against the County;
- Participated in Medicaid Fair Hearings;
- Presented community informative presentations;
- Provided legal services to all County units in matters of counsel and litigation;
- Drafted a contract for presentation to the Dutchess County Bar Association for the implementation of a comprehensive plan for the representation of indigent person in criminal and family court proceedings.

Mental Hygiene

- Fulfilled statutory role as the Local Governmental Unit.
- Initiated a comprehensive county-wide Prevention Program aimed at reducing the incidence of mental illness and chemical dependence among children, youth and adults and with an emphasis on education, early identification of high risk individuals and referral to treatment of those persons in need.

The four main components of the Prevention Program are 1) promote mental health and reduce mental illness; 2) suicide prevention; 3) substance abuse prevention amongst adolescents, with a focus on alcohol and marijuana; and 4) increase education regarding heroin and opiate addiction and decrease overdose through training on the use of Narcan.

Prevention Program highlights during 2014 included:

- Mental Health First Aid was provided to over 500 individuals through more than 15 training sessions.
- 17 public forums, sponsored by DMH contract agencies, reached over 3,000 individuals to provide education on substance abuse.
- The Poughkeepsie Coalition was formed in response to the public forum held at the Poughkeepsie High School. Community members are meeting monthly to begin to address the issue of substance abuse in the City of Poughkeepsie.
- The Poughkeepsie Community & Parent Task Force was formed to encourage involvement of the community and parents in the improvement of the school district. This task force meets monthly to plan events at schools.
- DMH and its contract agencies provided Narcan training to over 250 individuals.
- Second Step school prevention curricula has been implemented throughout the Poughkeepsie School District (elementary levels---5 buildings grades K-6 and middle school); all elementary levels in the Hyde Park School District; and at Head Start.
- DMH's Prevention Coordinator and Director of Community Services were trained as trainers in the Youth Mental Health First Aid.

- Prevention Coordinator was trained as a trainer in Teen Intervene, an evidence-based intervention for adolescents exhibiting risky substance use behaviors.
- Held four public forums during March, April and May in preparation for the submission to the State of DMH's Mental Hygiene Services Plan for 2015.
- Partnered with the National Crisis Text Line and, on 1/2/14, implemented Dutchess TEXTS as another means of communicating with DMH's 24-hour HELPLINE. Many demonstrations/discussions were held with school districts and other community agencies to promote Dutchess TEXTS. HELPLINE responded to 3,652 texting conversations.
- In cooperation with Ulster County, developed and launched a suicide prevention mobile app for iPhone, iPad and Android smartphones and tablets. Many demonstrations/discussions were held with school districts and other community agencies to promote the suicide prevention app. Since its launch in the 3rd quarter, the app has been downloaded by over 300 individuals.
- Integrated three Astor staff into DMH's Mobile Crisis Intervention Team (MCIT), expanding coverage and providing services to children, youth and adults 7 days a week. In addition, the Team expanded its hours (Monday through Friday 8 a.m. – 8 p.m. and Saturday and Sunday 8 a.m. – 4 p.m.).
- The MCIT provided were 9,552 units of service in 2014, a 10% increase over 2013.
- HELPLINE contacts totaled 27,301, including 3,652 texting conversations.
- The Trauma Team provided interventions in response to 18 requests for services.
- 127 individuals were admitted to ITAP programs resulting in a successful/referral completion rate of 77%.
- Revised DMH's Policy & Procedure Manual to reflect changes in structure, organization and functions.
- Prepared preliminary closeouts for 2013 for each contract agency and have proceeded to collect monies due back to the County.
- Implemented a single-stream recycling program at the Mental Health Center.

Planning & Development

County Planning

- Produced seven Greenway Guides, approved by the state Greenway Council and made available for adoption by Greenway Compact municipalities.
- Completed a new Dutchess County Agricultural and Farmland Protection Plan, working with the Agricultural Farmland Protection Board and partner agencies, including CCEDC and SWCD. Plan funding provided by the NYS Department of Agriculture and Markets and Dutchess County. The plan will go to the County Legislature in 2015 for adoption.
- Forwarded a Solarize program proposal to the County Executive and Legislature for consideration. Program would employ an innovative outreach/marketing and volume purchase pricing model to spur a large increase in the amount of installed residential solar power.
- Provided graphics support to other departments and agencies, such as revising bus schedules and producing the sign designs for the Veterans' Memorial Mile.

Municipal Planning Support

- The Waterfront Transit-Oriented Development zoning district was adopted by the City of Poughkeepsie Common Council. The Poughkeepsie Waterfront Redevelopment Strategy was completed.
- Assisted the Dutchess County Planning Federation to organize eight Short Courses for Planning and Zoning, providing the training hours mandated for municipal board members by NYS law.
- Published 10 issues of the DC Planning Federation e-newsletter Plan On It, covering topics related to planning and zoning.
- Reviewed 400 development proposals and their potential impacts under the mandated GML 239 l & m review process, and the State Environmental Quality Review Act.
- Prepared 12 alternative plans that represent Greenway principles at the request of municipalities, to improve county facilities, or in response to site plan proposals.
- Responded to 650 information requests from municipalities and residents, and provided lead planner and community assistance to each municipality.
- Regularly updated website to improve public access to data from the Census Bureau/American Community Survey.

Community Development and Housing

CDBG Program

- Awarded funds to seven municipal projects and six public services projects totaling \$1,007,220 under the 2014 application cycle.
- Completed 12 municipal projects and seven public service projects totaling \$1,664,570.
- Conducted outreach, individual meetings and technical assistance to municipalities to encourage a wider variety of CDBG applications for 2014.
- Revised CDBG Program with the goal of insuring compliance while streamlining implementation including: updated procurement policies, developed payment schedules for professional services to focus on payments based on achieved milestones rather hours worked, electronic payroll submission, municipal payment of contractors, and development of a recapture statement to streamline recapture and reallocation of outstanding funds.
- Implemented new HUD low and moderate income census data including mapping via GIS.
- Expanded monitoring of selected public services agencies to include more comprehensive review of program outcomes, not just compliance with HUD and County regulations.

HOME Program

- Awarded funds to 111 housing units through four projects totaling \$643,628.
- Completed construction or rehabilitation of 94 housing units in four developments totaling \$1.6 million. Highlights:
 - Highridge Gardens - 74-unit affordable rental development for veterans and frail elderly in the City of Poughkeepsie
 - Rehabilitation of three deteriorated townhomes into nine apartments, including five affordable units in the City of Poughkeepsie
- Monitored and inspected all existing HOME assisted units.

Continuum of Care

- Participated in annual Point-in-Time Homeless Count including updating and distributing forms, as well as conducting outreach and training.
- Coordinated submission of 2013 Continuum of Care (CoC) application.
- Increased coordinated Dutchess County CoC activities as part of HUD CoC Planning grant including oversight of goals and activities specifically:
 - Expansion of units in CoC rental assistance programs and maximize expenditure rates with a goal of 95% expenditure rate;
 - Completed comprehensive program review;
 - Began development of coordinated assessment tool including housing database;
 - Coordinated transfer of Homeless Management Information System (HMIS) to new administrator, and secured HMIS access for County at no cost to permit higher level data analysis.

Analysis of Impediments

- Developed implementation plan for Analysis of Impediments to Fair Housing Choice.
- Continued Planning Federation Housing Series with newsletter Aging in Place.

Transportation Planning

- Completed the Federal Certification of the MPO program by FHWA and FTA, in which the MPO received six individual commendations and no corrective actions.
- Approved new bylaws for the MPO, which included an update to voting membership based on data from the 2010 Census, clarified the roles and responsibilities of committees and subcommittees, and revised guidelines for approving changes to transportation projects.
- Completed a new Pedestrian & Bicycle Plan, *Walk Bike Dutchess*, to improve walking and bicycling conditions in the county, and continued to hold bi-monthly meetings of the Bicycle Pedestrian Advisory Committee to promote implementation of the Plan.
- Completed the Beacon Main Street Parking Study.

- Completed a Safety Assessment on Slate Quarry Road (County Road 19) in partnership with the Town of Rhinebeck, County Sheriff's Office, and Department of Public Works.
- Completed the 2014 pavement condition monitoring program for local federal-aid roads.
- Completed the 2014 traffic count program, collecting volume, vehicle classification, and speed data at 261 locations in the county.
- Maintained the PDCTC's FFY 2014-2018 Transportation Improvement Program (TIP) and online TIP Viewer application.
- Sub-allocated FFY 2013 and 2014 FTA Section 5307 and 5339 funds for Dutchess County Designated Recipients.
- Created an internal Dutchess County Complete Streets Committee to promote Complete Streets principles and programs, with representatives from Departments including Public Works, Office for the Aging, Health, Division of Public Transit, Traffic Safety, Sheriff's Office, and Planning.
- Initiated quarterly meetings of key Planning and Public Works staff to facilitate coordination between the two Departments and improve service to the public.
- Worked with the Division of Public Transit to purchase and make available at no cost bicycle parking racks to municipalities, as well as at County buildings and facilities.

Geographic Information Systems

- 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.

Economic Development

- Developed an office, industrial, commercial, land and retail space inventory repurposing analysis in cooperation with Dutchess County Economic Development Corporation's (DCEDC) External Marketing Council (EMC).
- Developed a comprehensive database of businesses in Dutchess County.
- \$500,000 awarded to Dutchess County projects through Central Hudson's Main Street Revitalization grant program. This \$1 million economic development program was instituted as a result of Dutchess County's regional advocacy during the Central Hudson/Fortis merger proceedings.
- Secured \$750,000 to bring water to the Dutchess County Airport and Airport Drive.
- Hosted a CFA workshop, and helped secure the second highest number of CFAs in the region. Top performer plan in the state.
- Completed an economic assessment, in partnership with Marist College.
- Served as a managing member of the City of Poughkeepsie Waterfront Revitalization Strategy.
- Hosted an Economic Summit.

Solid Waste

- Implemented the County's 10-year Local Solid Waste Management Plan, Rethinking Waste.
- Completed or began implementation of 70 of the 87 tasks listed in the 2012-2022 Dutchess County Local Solid Waste Management Plan.
- Submitted the NYS DEC required 2013 Annual Report Form – Planning Unit Recycling Report.
- Published 2013 Division of Solid Waste Management Summary outlining 2013 accomplishments and providing the 2013 Dutchess County recycling rate figures. The County's recycling rate was 31.8% in 2013, an 8.9% increase since 2010.
- Issued six new Solid Waste Disposal Licenses and one application is in process.
- Awarded 25 public space recycling bins for use in County Parks by the Dr Pepper Snapple/ Keep America Beautiful Public Bin Grant Program.

- Coordinated Earth Day celebration with a Market Street complex clean-up event.
- Held an America Recycles Day event to collect cell phones for donation to the Verizon HopeLine program which benefits domestic violence organizations. Over 200 cell phones and over 100 accessories were collected during the one-day event.
- Coordinated compost bin and rain barrel sale event, co-hosted with Ulster County.
- Published eNewsletter on hazardous wastes titled, Reduce Pollution in Our Streams and Waterbodies and eNewsletter on reuse and recycling titled, Don't Throw it Away – Alternatives to Landfills or Incineration.
- Coordinated Legislative adoption of the updated Dutchess County Solid Waste Materials Management and Licensing Rules and Regulations which provide for comprehensive hauler licensing and enhanced unlicensed haulers penalties and recycling compliance enforcement.
- Developed a Greenway Guide on Recycling and Waste Collection.
- Made presentations on solid waste and recycling at a Planning Federation Short Course, Poughkeepsie Galleria Merchants Meeting, LaGrange Conservation Advisory Council, Jackson Street Home Bureau, Marist Sustainability Day, and to the LaGrange Environmental Action Forum.
- Attended eight Hudson Valley Regional Council Solid Waste Committee regional meetings.
- Continued single stream promotion in Dutchess County Government buildings for over \$35,000 a year in refuse disposal cost savings.
- 35 unlicensed haulers identified, 187 information requests answered, and two recycling complaints responded to.
- Two notices of violation were issued to an unlicensed hauler. The fines were paid and the hauler is in the License application process. A notice of violation warning was issued to an unlicensed hauler and the equipment was removed.
- Notification letters of recycling compliance regulations were sent to 135 multi-family residences, resulting in bringing several complexes, which were not providing recycling, into compliance. This is an ongoing initiative.
- Staff met with three schools to perform a waste assessment. The school recycling education initiative is ongoing.

- Assisted the Dutchess County Parks Department and the Hyde Park Conservation Advisory Council with the public space recycling initiative. Empty car wash soap barrels are turned into recycling bins. This is an ongoing initiative.
- Continually updated website providing recycling and solid waste information, including a link to a ReCommunity single stream recycling video.
- Recycling brochures distributed to all 30 municipalities, numerous residents and several businesses.
- A recycling container loan program was initiated. The Division purchased 30 portable recycling containers for loan to event organizers. In 2014 the containers were used at two events and over 43 pounds of recyclables were collected.
- Promoted the Dutchess County Resource Recovery Agency eight Household Hazardous Waste collection events, including interviews with Time Warner Cablevision and press releases. Over 265,000 pounds of hazardous waste and electronics and over 400 pounds of medications were collected.
- Award of contract was given to Wheelabrator Dutchess, LLC for the operation and maintenance of the Dutchess County Resource Recovery Agency Waste-to-Energy facility. The operation, under a new Service Agreement, began July 1, 2014.

STOP-DWI

- In total STOP-DWI funding, with support from the NYS STOP DWI Foundation Impaired Driving Crackdown grant, supported 6,329 hours of coordinated enforcement activities directly resulting in 330 impaired driving arrests.
- Current fine revenues total \$541,112 with additional 4th quarter postings to be added.
- 5,446 combined hours of dedicated enforcement details affected 298 impaired driving arrests. An additional 883 hours dedicated to coordinated, multijurisdictional sobriety checkpoints netted an additional 32 arrests.
- Supported limited overtime for probation officers to affect enhanced supervision on high risk offenders in an effort to increase surveillance and compliance with court orders through the DC Probation-Community Corrections project.
- Through the Drug Recognition Expert (DRE) Call Out Reimbursement Initiative, facilitated the utilization of DREs to assist with drug recognition.

- Supported/sponsored the 31st annual Mid-Hudson STOP-DWI Conference, awarding approximately 50 scholarships to law enforcement officers and Assistant District Attorneys to attend at no cost.

Traffic Safety Board

- Administered a comprehensive Traffic Safety enforcement grant program with an emphasis on unsafe driving behaviors and occupant restraint compliance.
 - 11 law enforcement agencies/municipalities in Dutchess County participated in the “Police Traffic Services” (PTS).
 - Provided \$88,010 provided for 1,853 combined hours of enforcement efforts that resulted in 930 speed, 385 aggressive driving, 259 cell phone, 440 seat belt violations, and 622 other vehicle and traffic violations.
- A \$17,500 Child Passenger Safety (CPS) grant provided child safety seats and fitting materials to nine fitting stations. Those nine fitting stations collectively inspected/correctly installed 454 seats and replaced 103.
- The Dutchess County CPS Coalition collectively inspected/installed 1,301 child safety seats and replaced 401 in the 2013 grant cycle.
- The Dutchess County Traffic Safety Board supported numerous seat check events throughout the year to educate the public on the proper installation of child passenger car seats.

Public Transit

- Public Transit services carried over 483,000 passengers in 2014, a 2% increase over 2013.
- Advertising Program – Wambach Communications is managing the advertising programs. External frames for advertising are on the new buses delivered in 2014. External advertising has been installed.
- Fuel Relocation/Facility Improvements (DPW) continued and is expected be complete in 2015.
- New phone system was installed, 100% paid for with New York State funds.
- New computers were installed, 100% paid for with New York State funds.

Probation and Community Corrections

- Monitored about 3,000 individuals at any given time—adults and juveniles, employing evidence-based supervision practices to reduce recidivism and promote community safety.
- Project MORE, Inc., working in partnership with the Office of Probation and Community Corrections, opened a Women’s Reporting Center with \$450,000 grant money from the NYS Division of Criminal Justice Services. The Center provides cognitive behavioral interventions, employment assistance, referrals and case management services.
- A technical assistance grant from the National Resource Center on Justice Involved Women and the Center for Effective Public Policy supported a comprehensive assessment and outcome study on gender-responsive pretrial services. The project helps inform pretrial release decision makers by providing gender-responsive assessment and risk information. The outcomes are being analyzed by the University of Cincinnati to further gender-responsive strategies that will promote positive outcomes for women. A probation representative attended a national symposium in Washington D.C. to discuss effective strategies and practices for women. The study will continue in 2015.
- The Office of Probation continued to coordinate the county’s team for the Mid-Hudson Regional Youth Justice Team. The regional team applied for and received a grant in the amount of \$100,000 to provide training to counties on various juvenile justice topics in 2015. The goal of the Mid-Hudson Regional Justice Team is to further strategies that will promote public safety through the reduction of juvenile crime.
- Working with the Criminal Justice Council, a one-day training session was organized on the SAMHSA’s (Substance Abuse and Mental Health Services Administration) GAINS Center Sequential Intercept Model for Early Diversion. The SAMSHA GAINS Center for Behavioral Health and Justice Transformation is nationally recognized for its work in regard to people with behavioral health needs involved in the criminal justice system. The one-day workshop explored how people with behavioral health needs come into contact with and flow through the criminal justice system. Opportunities and resources were identified for diverting people out of the criminal justice system. The workshop was attended by criminal justice professional, mental health professionals, consumer representatives, legislators, representatives from the County Executive’s Office and community-based organizations.
- A probation officer and member of the Women’s Center were trained as trainers in the Women’s Risk and Needs Assessment (WRNA) instrument. This will enable both agencies to more successfully identify and address women’s needs using this evidence-based instrument developed by the University of Cincinnati. As trainers, they will also be able to train others in the use of this instrument.

- Participated in GIVE (Gun Involved Violence Elimination Initiative), a multi-agency collaboration funded by DCJS to reduce gun violence. GIVE builds upon the successes of Operation Impact. A probation representative presented at a GIVE conference on effective strategies that can be implemented by counties to reduce violence.
- Additional probation staff were trained in cognitive behavioral interventions.
- Coordinated the update of the county's Ignition Interlock Device Plan as required by the state. The plan was submitted and approved.
- Planned probation staff training in the administration of Narcan. The training will occur in early 2015.
- Staff served on and worked with the various Criminal Justice Council committees including Juvenile Justice, Community Involvement, Re-Entry, Victims, Women Involved in the Criminal Justice System and Special Populations. In 2015, a new workgroup will be created—the Diversion Committee which will address behavioral health needs.
- Department staff served on the “Jail Flow Workgroup”, part of the Special Populations Committee, to develop a comprehensive plan for individuals from the time of admission to the jail to their re-entry back into the community.
- Functional Family Therapy (FFT), a blueprint program shown to be effective at reducing jail populations and further legal involvement, continued to be offered to youth and their families at Probation by trained mental health and probation staff.
- Probation staff assist the Criminal Justice Council's consultant in the collection and analysis of data relevant to an effective and efficient criminal justice system.

Public Defender's Office

- Competently and professionally represented 6,999 individuals in the criminal courts of Dutchess and Ulster Counties, as well as the appellate courts in 2014.
- Provided legal assistance in 1927 cases in the Family Court of Dutchess County in 2014.
- Dutchess County and Ulster County completed the first full year of the conflict swap program in March, where each public defender office handles criminal cases in which the partner county has a legal conflict which prevents representation. Dutchess County is currently handling conflicts in the City of Kingston, Town of Ulster and Ulster County Courts and working on expanding our services into the Town of Lloyd Court.

- Obtained grant support from the New York State Office of Indigent Legal Services (ILS) to expand services to indigent clients in the family court, enabling the Office to provide representation in every part and before every family court judge. As a result of the advocacy of the family court attorney staff, the number of jail days clients spent in jail for failure to pay child support has continued to decrease.
- 2014 was the first full year of our counsel at arraignment for indigent criminal defendants program. This new service is targeted towards the high volume local courts in the County. Judges in these courts are able to access attorneys 24 hours a day, seven days a week to provide representation to indigent defendants. Attorney representation was provided at over 863 arraignments in the evenings, holidays and weekends. Representation was also provided at more than 250 off-calendar arraignments during normal business hours, unnecessary incarceration in the Dutchess County Jail for many clients.
- Received grant funding from ILS to hire an additional social worker to work with the Office's family court attorneys to expedite the return of client's children from foster care or other institutional settings. The new social worker also assists the Office's criminal attorneys in locating alternative programmatic settings for incarcerated clients.
- Continued internship program, partnering with Marist College, SUNY New Paltz and Vassar College. In 2014, 22 college interns assisted with office intake/eligibility determinations and helped the clerical staff with their heavy work load, enabling the office to keep up with the increased number of clients we are representing. Additionally, two master level student interns assisted social worker staff in 2014.

Public Works

Business & Finance Division

- Streamlined MLR payroll expense tracking and billing through new project time accounting system developed by OCIS. Payroll staff trained with new PTA system, which cut staff processing time 50%. Developed written procedures for MLR processing for A87 reporting.
- In conjunction with Human Resource staff, defined procedures and requirements for payroll processing.
- Revised meal payment form to simplify process and comply with contract guidelines.
- Enhanced project and capital expense tracking with contract specific spreadsheets.
- Worked closely with Public Transit staff on capital project oversight.

- Worked closely with Public transit in preparation for the January 1, 2015 transition of Public Transit from Planning to Public Works.
- Develop staff level of expertise to efficiently and accurately process workload within staffing limitations. Cross training, weekly informational meetings, skill development are needed as the staffing is thin and the workload is increasing.

Airport Division

- Managed and completed construction of Taxiway K reconstruction.
- Grant funding obtained for design and construction for the replacement of Electrical bldg.
- Obtained grant funding for the design of realignment of Taxiway A.
- Obtained grant funding for the construction of Rehab Taxiway B, Stub A and Taxiway C.
- Worked with the FAA on establishing and obtaining approval for an Event Safety Plan and Design Layouts for future planned events.
- Hosted 3rd Annual Open House and Car Show in June bringing community awareness to the Airport and its uses in a positive way; attendance approximately 2000.
- Hosted, for the first time, the Collings Foundation to bring their Wings of Freedom tour of historic aircraft to the Airport, promoting the communities support of the airport; three day attendance approximately 3000.
- Worked with the Wappinger's Rotary to successfully host the 1st Annual Touch a Truck event in November.
- Worked with the Airport Advisory Committee and provided regular input.
- Maintained staff training for FAA required ARFF skills and Wildlife depredation of Federal Licensing Regulations.
- Updated 5 year Capital Plan completed by C&S Engineers.
- Worked with Baldwin Associates for the formulation of an RFP for a new Fixed Base Operator at the Airport; RFP released, pre-proposal meeting held.
- Worked with the CDWWA and County Executive's office to progress the planning and SEQR process for the proposed municipal water project to the Airport.

Buildings Division

- Working with the County Executive's Office and the Jail and the Sheriff, design completed and significant progress made on installation of the leased Temporary Inmate Housing; completion and occupancy of TIH in 1st quarter of 2015.
- Worked with various County Departments to retain consultants for needs assessment, program preparation and master planning for the Dutchess County Justice and Transition Center Project (DCJTCP) on North Hamilton.
- Assisted the County Attorney and the County Executive's Office with the purchase of the Taylor Manufacturing Building related to the planning for the DCJTC project.
- Assisted OCIS and the County Attorney with the purchase the OCIS Building on 503 Haight.
- Completed energy efficiency improvements at 47 Cannon St. (Chiller), 10 Market St. (Make-Up Air Unit) and the Beacon Center (Rooftop HVAC Units).
- Completed improvements at Dutchess Stadium including – installation of AstroTurf field and new front entrance sign, clubhouse A/C replacements completed, under bleacher drainage system installed, dugout flooring replaced and roof repairs completed.
- Completed new AMAG card access system which replaced the aging Casi-Rusco system at OCIS and Emergency Response.
- Emergency Response geothermal bid specs developed, bid, awarded, assessed and flushed for pending geothermal repairs.
- Water meters changed out in all downtown Poughkeepsie County-owned buildings, no cost to the County.
- Completed NYS DEC underground fuel storage compliance; on-going monitoring and maintenance.
- Completed County Clerk's COB-2 Record Room office reconfiguration.
- Beacon Center DMV workstation alterations completed.
- Roofing/chimney work completed at the Rhinebeck Highway Outpost.
- Mitigation and reconstruction of the DPW building (626 Dutchess Tpk.) completed due to the 23 January sprinkler break.

- Finalize the Security Access/Camera contract; Fire Security and Sound (FS&S) under contract to replace the current vendor Unlimited Technology (UTI).
- Continuing negotiation of the Janitorial contract renewal with NYSID.
- 170 Washington St. roof abatement work and temporary roof repairs completed in anticipation of Spring 2015 roof replacement.
- On-going Public Transit interior improvements and fuel tank replacement, finalize swing space for garage and bus relocation.
- Repairs to the access system completed at 50 Market St.
- Assisted the Office for the Aging in conducting the ten (10) senior citizen yearly picnics.
- Completed exterior rear entry steps and replaced exterior concrete side steps at Sheriff's Office.
- Replaced eleven (11) roof top units (RTU's) on the Airport terminal building.
- 50 Market St. – Probation - completed administration office room renovation and cubicle replacements.
- Flooring repairs completed at the 488 Main St. kitchen
- Restructuring of the DPW Cleaning staff.

Engineering Division

- Reorganized the Division to promote efficiency.
- Worked with NYSDOT to get federally funded bridge and highway projects on tighter schedules.
- Replaced two large culverts: Culvert PA-03 in Pawling and Culvert N-20 in North East.
- Reconstructed Bridge M-11 in Milan.
- Completed major repairs on Bridge C-23 in Clinton and Culvert H-27 in Hyde Park.

- Performed a Traffic Safety Audit at CR 19 (Sleight Quarry Road) in the Town of Rhinebeck in cooperation with the Planning Department.
- Began developing a comprehensive Bridge Management Program with HCM Division to maintain an improved state of repair for the County's bridge inventory.
- Initiated a coordination process between DPW and Planning Department for improved plan review and capital project design.

Highway Division

- Replaced a large culvert: Culvert C-16 in Clinton.
- Upgraded our sign replacement process with the lap splice breakaway system.
- Paved over 15 miles of County roads using in-house and vendor services. The work included resurfacing, cold-in-place recycling, hot-in-place recycling, crack-sealing and surface treatments.
- Installed over 1000 ft of new and replacement guide rail.
- Purchased a new Variable Message Sign (VMS) using CHIPS funds.
- Maintained over 200 pieces of construction equipment and vehicles.
- Built new temporary Mass Transit winter bus storage facility at DC Airport in conjunction with DPW Buildings Division.
- Worked with the Engineering Division to implement a comprehensive Bridge Management Program.

Parks Division

Dutchess Stadium

- Replaced grass playing field with Astroturf Synthetic Playing Field.
- Installed new digital electronic Stadium sign on Route 9D.
- Completed replacement of post and rail fencing in Stadium parking lot

- Replaced visitor dugout benches and installed new rubber floors and lighting in both dugouts.
- Installed new drainage system under bleachers behind public restrooms.
- Electrical upgrades completed.
- Annual K-Fest event was held in June with 8,500 attendees, generating \$10,000 in revenue.
- Wrestling event in August generated \$5,000.00 in additional revenue for County.

Bowdoin Park

- Increased facilities rentals and admissions revenue by 9.3% from 2013. (\$211,046 in 2014 compared to \$197,634 in 2013).
- Sledding Hill was initiated and used until late March.
- A seasonal ice rink was constructed and opened.
- New workshop was built in the fall under Community Center Auditorium.

Wilcox Park

- Expanded Wilcox Park operating schedule to be open 7 days a week- year round.
- New full-court Basketball Court was opened for use.
- Camping season at Wilcox Park extended to Columbus Day weekend
- Forestry management program began that will generate a new revenue stream for the county as well as for the long term health of the forest at Wilcox Park.

Quiet Cove Park

- Quiet Cove Riverfront Park was opened 7 days a week from April to November
- Shoreline restoration project underway in Fall of 2014; completion expected by May, 2015

WRS Dutchess Rail Trail

- Signed up three new Adopt-a-Trail groups to help with trail cleanup on the WRSDRT.

- 4 special events hosted on the trail.
- Sold out Adopt-a-bench program.

Harlem Valley Rail Trail

- Rehabilitation work completed throughout the HVRT with DPW Highway and Parks staff addressing safety concerns in pavement, fencing and trees/shrubs.

Office for the Aging

- Served over 12,000 individual seniors, 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, exercise classes, information and referral and educational programming.
- Continued to receive increased numbers of intakes, as the older adult population significantly increases in Dutchess County. OFA had 4454 intakes in 2014, up 7% compared to 2013. Intakes have increased 60% since 2010.
- 341 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 41,661 hours to OFA programs in 2014.
- Reception staff fielded 32,862 telephone calls and assisted 3025 walk-ins.
- Provided 26,077 hours of home care to 368 non-Medicaid clients.
- Made 2553 Nursing and Case Management Field Visits to community based long term care clients.
- Served 105,317 home delivered meals to 560 homebound clients and 37,851 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 2609 insurance counseling sessions for 1440 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 665 hours of legal service to 201 clients.
- Provided Personal Emergency Response System units to 364 non-Medicaid clients.
- Processed 961 Home Energy Assistance Program (HEAP) applications.
- Conducted 1084 units of workshops, training and support groups to caregivers.
- Provided 26,970 units of transportation for medical appointments, shopping and senior center activities.
- Distributed 820 Farmers' Market coupon books to low income seniors.
- Offered 72 Nutrition Education presentations and 4 Health Cooking Demos for seniors and published 36 Nutrition Education articles.
- Relocated Poughkeepsie Senior Friendship Center to the Hudson Valley Community Center. The new location enhances programming for seniors due to collaboration with Rabbi Hanoch Hecht and the staff at the Hudson Valley Community Center.
- Held or participated in 127 community outreach events, including presentation on topics including Successful Aging, Osteoporosis, Office for the Aging Services, and Health Insurance/Medicare.
- The "Successful Aging" program was presented to nearly 400 individuals from 15 community groups.
- Held 10 senior picnics throughout the county and one picnic for children with special needs. Other major events included the annual "Senior Prom" attended by 430, the annual "Celebration of Aging" attended by 250, and "Senior Seminar Day" attended by over 100.
- Established a Prescription Drug collection by Sheriff's Office and Traffic Safety at six Senior Picnic events. 113 pounds of medication were collected.
- Updated the extensive online Long Term Care Resource Directory which contains resource information and 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 the strength and balance senior exercise program, the "Successful Aging" presentation, the senior picnic drug collection, extensive content on its web page, the annual caregiver conference, its working relationships with elected officials in other levels of government, as well as its compliance with required data reporting.

- Initiated the four year needs assessment with 1483 seniors taking part in the senior survey component of the assessment process.
- Conducted two public hearings to obtain input regarding service delivery and concerns for development of the 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 dementia capability, confidentiality, HIV and disclosure, disability services, managed long term care, consumer directed care, care transitions from hospitals and nursing homes to home, CPR, addressing depression and other mental health issues in older adults, Balancing Incentive Program, wills and estates, elder abuse and financial crimes against seniors.
- Participated in emergency planning and training in cooperation with the Department of Emergency Response, Department of Health and American Red Cross. Three staff members completed Emergency Operations Center training.
- Generated highest level of event sponsorships to date.
- Completed, along with Department of Community and Family Services, a pilot program using tablets to conduct assessments versus the use of laptops. Due to success of program additional tablets have been deployed using state and federal funding.
- The Public Health Nursing unit began full implementation of the mandated and more labor intensive New York State Uniform Assessment System for Medicaid client assessments.
- The Public Health Nursing and Case Management units began working through the state's phased in transition to mandatory managed long term care for most Medicaid clients. Nearly all Long Term Home Health Program clients have been closed and moved into managed long term care in accordance with state requirements.

Water and Wastewater Authority

- Successfully managed and operated fourteen water and sewer systems, providing services to over 4,160 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 2014 within the adopted system budget parameters.
- As a result of the installation of a chloramination disinfection system for the Shore Haven Water System as an interim means of controlling Disinfection By-Products levels the water system, serving 100 household in the Town of Pawling has remained in compliance with DBP drinking water standards.
- Completed construction of the \$0.3 million Valley Dale Sewer Collection System Improvement Project to reduce inflow and infiltration into the sewer system, which serves 119 households in the Town of Pleasant Valley.
- Completed the design and permitting of an extensive rehabilitation of the Valley Dale wastewater treatment plant to replace aging infrastructure and improve plant efficiency. Construction will commence in 2015.
- Completed the design and permitting of an extensive rehabilitation of the Chelsea Cove wastewater treatment plant to replace aging infrastructure and improve plant efficiency. Construction will commence in 2015.
- Obtained reduced-interest financing from the NYS Clean Water State Revolving Fund program for capital improvements for the Valley Dale and Chelsea Cove sewer systems. At the same time, outstanding bonds from 2007 were refinanced, achieving an 8% reduction in debt service expenses for Valley Dale and a 13% decrease for Chelsea Cove, realizing reduced customer costs for 119 and 480 households, respectively.
- Completed construction of a pipe replacement project for the Staatsburg Water System (which serves 310 customers in the Towns of Hyde Park and Rhinebeck) to replace aging pipe, known to be leaking, beneath NYS Route 9 in the Town of Hyde Park.
- Continued to work with Dutchess County Department of Public Works to assess the feasibility of, and identify funding sources for, the extension of water service from the Central Dutchess Water Transmission Line to the Dutchess County Airport.
- Utilizing grant funding from the NYS Department of State's Local Government Efficiency Grant Program, assisted the Town of Hyde Park in obtaining engineering consulting services to complete an evaluation of the eight Town-owned water and sewer districts, which serve a total of 1,200 customers. Reorganization Study Reports, to assess the potential transfer of ownership of the water and sewer systems to the Authority will be completed in 2015.

- Through a six month management agreement with the Town of Hyde Park, DCWWA provided daily oversight of the operations of the Town's troubled Pinebrook Wastewater Treatment Plant, serving 132 households, resulting in significantly improved system operations, reduction of noise and odor complaints, and avoidance of expensive emergency repairs.
- Continued to assist the Town and Village of Red Hook in improving coordination between the two water systems, including assessment of options to provide water service to a proposed 70 unit residential development on the Hoffman Farm property in the Town of Red Hook, and began negotiations for Authority ownership of the project's proposed sewer system.
- Continued work with the Red Hook Fairways Homeowner's Association, Inc. to transfer ownership of the Fairways Sewer System, in order to provide service to 36 customers in the Town of Red Hook, NY. Dependent on the Homeowner's Association's decision to proceed, will complete acquisition of the Fairways at Red Hook Sewer System in 2015.
- 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 preparing an application for grant funding through the County Municipal Consolidation and Shared Services Grant program to complete the evaluation.
- During 2014 assistance was provided to nine municipalities regarding the management of existing water and wastewater systems, and the planning and feasibility evaluation of potential new infrastructure development projects.