

COUNTY WORKSPACE EVALUATION SUB-COMMITTEE

January 26, 2009

PRESENT:

**Roy Brown, Chairman
William Hughes, Jr.
James Keegan
Philip Williams
Douglas McGivney
Lynda Scheer**

ABSENT:

**Bart Delaney, Jr. - notified
Arthur Baer- notified
Lawrence Andrews- notified
Elizabeth Young- notified
Edward Cross
Mayor Scalera**

ALSO PRESENT:

**Jacquelyn Lydon, Asst. Deputy Clerk
David Robinson
Dean Knox**

PRESS: 0

Chairman Brown called meeting to order at 9 AM.

Tour of Departments at 401 State Street:

**Basement: hallway- voting machines, central service storage (paper), small supply closet, Account Payable records, room for electrical storage parts, janitor's closet,
Main large room with broken and used equipment, garbage bags, and County Attorney files.
Girls shower room- Station for washing the blinds and the storage of cleaning products.
Boys shower room- light bulbs and electrical supplies
Medium room- Solid Waste storage boxes, Board of Elections books and boxes
Boiler room and room with oil tank.**

First floor:

Closet- Electric Meters with miscellaneous supplies

Kitchen Area

Chemical Supply Room

Restroom

Foyer with printer and snow blower

Board of Elections: Large room with 4 desks, Kitchenette Area, Large Supply Room with computers, paper, printers, 3 cardveyors. Small office with 2 desks.

Civil Service: Large room with 3 desks, supplies, books, and file cabinets

Central Printing: Room with supplies and printer

Veterans Affairs: small waiting area, storage closet with supplies, room with 3 desks, large private office, file cabinets

Second floor:

Storage room for the County Attorney

County Attorney: room with 3 desks, conference room with shelves and books, room with 3 desks, supplies and file cabinets, office with 2 desks, 2 private offices with many files on the shelves, 1 large private office

Mail Room: Mail, Copy Machine, and Paper

BOS and Clerk of the Board: Room with counter and 3 desks, printer and copy machine, Committee Meeting Room, Kitchen Area, Large Private Office with conference table, 2 closets with supplies and storage

Central Services: Room with 2 desks and supplies, Private office, Closet with supplies

Human Resources: Large room with one desk and table, printer, and supplies, large private office.

Third Floor:

Restroom

Copy Area

Large Cabinets in hall with Accounts Payable Storage Boxes

Accounts Payable: Large room with 3 desks, file cabinets, boxes, and printer

Payroll: Large office with 3 desks, file cabinets, storage, small supply closet

1 Large Private office shared with Data Processing Equipment

Youth Bureau: Large room with 2 desks and table, private office cubicle, cubicle with storage

Planning and Economic Development: Large room with Counter and desk, supplies, copiers, printers, room with supplies, small conference room, 5 small private offices, 2 large private offices, storage/library room, hallway with file cabinet and some storage.

Solid Waste: Large room with 4 desks, cabinets with storage, small room with 2 desks and storage, file cabinets, boxes, and conference desk

Facilities: Conference Room, 1 large private office, 1 large office with kitchenette, desk, and large table, office with desk and file cabinets, large room with office cubicle, file cabinets, plans, cabinets with storage, boxes, and maps, restroom

Department Head Interviews:

Department: Central Services

Department Heads: David Ames

1. What is the full-time equivalent employee base for your Department?
2 mechanics @ Public Safety and 2 FTE at 401 State St.
2. Who are your customers?
Towns, Villages, and County Departments
3. How many customer visits did you have in 2008?
I have customers from every Department everyday because I do all the purchasing for all County Departments except Pine Haven and DSS. But I have to approve their purchases.
4. What is the average number of customer visits per day?
It is a daily occurrence.
5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.
DMV to register the vehicles
6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.
My department works with all the County Departments.
7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?
The closer we are to the most departments will be the most beneficial.
8. What are the hours of operation for your customers to visit your Department?
Monday thru Friday 8am-4pm
9. Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.
County Departments
10. Is it necessary for your customers to visit your Department? Yes and no. If yes, what is the frequency that individual customers visit your Department?
Yes. Some visit on a daily basis.
11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?
If departments don't run out of items they would not have to visit my department.

12. If these changes were implemented, is there an opportunity to reduce the area of your office space?
Right now supplies are scattered all over the building and I would like my future location to have everything all in one area. I feel that I would need the same size office and storage space or larger.
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?
No.
14. What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.
436 square feet. Administrative Office. 225 square feet in the Mail Room, 3090 square feet in the basement. And nooks and crannies of space throughout the building.
15. Do you feel that your Department can adequately function with less office space?
No.
16. What is your current storage space?
3090 square feet in the basement and many nooks and crannies throughout the building.
17. What do you feel your future storage space needs are?
Not much more than it is now.
18. What is your projected office space needs for year 2021?
Same
19. What is your projected office space needs for year 2031?
Same
20. What needs does your department have for parking?
2 vehicles and 2 central garage vehicles.
21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.
To have everything in 1 location would be a plus and to have more space. But if other departments are not located in Ockawamick it would be a problem.

Department: Facilities

Department: David Robinson and Robert Pinto

1. What is the full-time equivalent employee base for your Department?
34.5 FTE
2. Who are your customers?
Customers to the Facilities Department include all County Departments as it relates to the regular and routine building maintenance, preventative maintenance, and corrective maintenance.
3. How many customer visits did you have in 2008?
No customers visit the facilities Department. All of our work is at the customer's location.
4. What is the average number of customer visits per day?
582 work orders processed in 2008
5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.³
No we are more of a support Department.
6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.
Yes. Cleaning all county buildings, maintaining all county buildings.

7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?

None.

8. What are the hours of operation for your customers to visit your Department?

7:30am -4pm (facilities crew staff); 3:00pm-11:30pm (night cleaning staff)

9. Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.

No, just support county buildings and departments

10. Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?

No

11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?

None

12. If these changes were implemented, is there an opportunity to reduce the area of your office space?

N/A

13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?

No

14. What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.

Administration (501 square feet), Facilities shop (1,404 square feet)

15. What is your current storage space?

Approximately 2,000 square feet at 401 State Street (basement area and lunch room area)

16. What do you feel your future storage space needs are?

Approximately 2,500 square feet

17. Do you feel that your Department can adequately function with less office space?

No

18. What is your projected office space needs for year 2021?

2,000 square feet for the facilities shop, and 500 square feet for Facilities Administration

19. What is your projected office space needs for year 2031?

Same as #18

20. What needs does your department have for parking?

50 parking spaces for employees and facilities trucks and equipment, does not have to be in 1 central parking lot.

21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.

The facilities Department would embrace a move to the Ockawamick site. It is not a need for the Facilities Department to be located with the Highway Department.

D. Knox stated that he does a lot of work with the Facilities Department and he does not oppose a move. When meetings are scheduled, they are usually at a centralized location. Engineering has 1200 square feet, 4 employees, maps, files, and records.

Department: Payroll/Accounts Payable

Department Head: Diana Neceda

1. **What is the full-time equivalent employee base for your Department?**
Six, including the Director.
2. **Who are your customers?**
Payroll: All County Employees, both active (900+) and terminated. To date the payroll office issued 1100 plus W2s for 2008. All recipients of payroll deductions (i.e. Columbia Greene Federal Credit Union, Garnishes, IRS, NYS Taxation, etc.)
Accounts Payable: All vendors for funds General, Solid Waste, Highway, and Water and Sewer. Accounts Payable is responsible for tax documents at year end for the entire County including Pine Haven and Department of Social Services. According to our Budget/Accounting system we have 3000 plus active vendors for 2008.
Payroll and Accounts Payable: All County agencies receive data on their employees and vendors in electronic and paper format.
3. **How many customer visits did you have in 2008?**
Payroll: Varies, 1 to 10 per day.
Accounts Payable: Visits by the public are not allowed due to the lack of security at 401 State Street facility.
4. **What is the average number of customer visits per day?**
Payroll: Varies, 1 to 10 per day.
Accounts Payable: Visits by the public are discouraged due to the lack of security at 401 State Street facility.
5. **Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.**
Human Resources: All details involved with the payroll process.
Civil Service: All details involved with the payroll process.
Treasurer: The Treasurer is responsible for printing and signing Accounts Payable checks. The Treasurer is responsible for signing employee payroll checks. Employee checks are currently printed in the Payroll office. Deputy Treasurer Harold Sharp, the Health Administrator for the County works in conjunction with Payroll regarding employee health, dental, and vision insurance. Since Ken Wilber is the current budget office for the County, he works in conjunction with both departments regarding budgetary issues. The Treasurer's office is recipient of monies for payment of employee and employer withholding taxes.
Central Services: All details involved with county purchasing. Accounts Payable is the recipient of forms including but not limited to purchase orders, conference forms, etc.
Board of Supervisors: Both the Payroll and Accounts Payable is the recipient of Board resolutions and committee minutes authorizing payroll and accounts payable payments. Accounts payable is the recipient of vouchers approved by the .4 Committee.
Clerk of the Board: Similar to the Board of Supervisors. The Payroll and Accounts Payable offices often converse with the Clerk regarding Board resolutions and committee minutes.
DPW Facilities: Both the Payroll and Accounts Payable office require the needs of the courier. Very often we require personal attention on a regular basis to transfer checks back and forth with the Treasurer's Office, and pick up department time sheets.
6. **Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.**
All County Departments. My office processes payroll and account payroll functions for all departments including tax documents for all County agencies.

7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?
(In order of preference.) Human Resources, Civil Service, County Treasurer, Clerk of the Board
8. What are the hours of operation for your customers to visit your Department?
The payroll and accounts payable offices are open from 8am to noon and from 1 pm to 4 pm, Monday through Friday.
9. Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.
N/A
10. Is it necessary for your customers to visit your Department? If yes, what is the frequency than individual customers visit your Department?
Payroll: YES. Given information is not available electronically, the employee will continue to need information (or pick up their check) in hard copy format.
Accounts Payable: Public is not allowed in this office due to lack of security at 401 State Street, however County agencies will continue to deliver vouchers submitted for payment.
11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?
Payroll: Provide electronic access to employees' and County agencies regarding personnel issues and data. This can be done with software that is designed to provide access to the HR/Payroll system to County agencies and employees, and also have the capability of scanning documents onto the County network. This office currently uses the "public" drive located on the County network for storage of data and forms for a variety of topics including but not limited to payroll periods, county holidays, retirement forms, section 125 plan, etc.
Accounts Payable: Provide electronic access to County agencies regarding expense and budgetary data. This office currently uses the "public" drive located on the County network for storage of reports (i.e. warrants and month end reports, etc.) as well as providing access to the Budgeting/Accounting access to various County agencies. This can be improved with software that is designated to provide the capability of scanning documents onto the County network for viewing.
12. If these changes were implemented, is there an opportunity to reduce the area of your office space?
I thought about this response long enough to realize that it depends on how much the Board of Supervisors wants to spend. If the Board purchases the more expensive software that provides the modules for communication between all of the pertinent agencies I've listed above, the County will need the appropriate personnel to host the system whether it is a new HR/Payroll application or a new Treasurer/Accounts Payable application. I use the word "communication" to include electronic data and scanned documents. Likewise if the Board decides to keep the current Budgeting/ Accounting application used by the Treasurer and Accounts Payable offices, there will be no reduction in these areas. If the Board decides to purchase HR/Payroll software priced at the lesser amount, there will be no reduction in area of our office space. Employee personnel files and employee data storage will continue to be needed.
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?
It is a possibility, provided the County purchases software that provides access from outside the County network.
14. What is the area in square feet of the office space that your Department currently occupies? If your

department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.

Payroll: 3rd floor, 401 State Street, Hudson

Accounts Payable: 3rd floor, 401 State Street, Hudson

15. What is your current storage space?

Payroll: 3rd floor corridor, 401 State Street, Hudson

Accounts Payable: Basement, 401 State Street, Hudson

Accounts payable must keep their records for 7 years and Payroll must keep a 50 year record history. There is the possibility that records could be scanned if a program was set up for it and get rid of some of the paper storage.

16. What do you feel your future storage space needs are?

I do not anticipate an increase in storage space.

17. Do you feel that your Department can adequately function with less office space?

NO: My Accounts Payable office is also used to accommodate independent, NYS and Federal auditors every year.

18. What is your projected office space needs for year 2021?

N/A. It's hard to say because HR and Payroll could be merging and with new technology space could be minimized.

19. What is your projected office space needs for year 2031?

N/A

20. What needs does your department have for parking?

For 6 full time employee's vehicles

21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.

I have no problem with the idea of moving out to the Ockawamick site provided that we have "access" to HR, Civil Service, Treasurer, Board of Supervisors, and Clerk of the Board, and to a DPW Facility courier. I think that being all on the first floor would be good because we currently have one person working at the Treasurer's Office because of handicap accessibility. So if we moved to Ockawamick we could have our employee working back in our Department.

Department: Real Property

Department Head: Suzette Booy

1. What is the full-time equivalent employee base for your Department?

6 FTE

2. Who are your customers?

Taxpayers, Appraisers, Assessors, Surveyors, Attorneys, Banks, Title Companies, Tax Collectors, School Districts, Potential Property Owners

3. How many customer visits did you have in 2008?

Do not keep track

4. What is the average number of customer visits per day?

High volume of customers between May 1st and August 1st, but there can be very slow days.

5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.

County Clerk- Deeds, RP5217, Surveys, Subdivisions; Treasurer- Delinquent Taxes, Subdivisions, Tax Refunds, Tax Corrections

6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.
County Clerk- Parcel ID #'s, Current Owner/Deed Bk and Pg, Subdivisions; Treasurer- Parcel ID #'s, Subdivisions, Tax Refunds, Tax Corrections; Planning- Owner Data, Tax maps, Mailing Labels for Ag. District Review
7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?
County Clerk and treasurer- I reached out to all Real property Tax Services across the State and the results are out of 57 Counties- 43 Counties have their Real Property Department in the same building with the County Clerk, 50 Counties have their Real property Department in the same building with the County Treasurer, 13 County Clerk's Offices are within a short walk from Real Property and 7 County Treasurer's Offices are within a short walk from the Real Property. Only 1 County has their Real Property Office located about 1/2 mile away from the County Clerk.
8. What are the hours of operation for your customers to visit your Department?
Monday thru Friday 9am-5pm
9. Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.
N/A
10. Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?
Currently, yes, however as more data is placed onto the County Website, the number of visits should decrease. If the County consolidates assessing services to County wide, the potential for more customers increases due to exemption filings, grievances, etc.
11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?
More data on County Website.
12. If these changes were implemented, is there an opportunity to reduce the area of your office space?
No. With the focus on consolidating assessing services, possibly at the County Level, there would require a need to increase the area of our office space.
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?
No. Too much interaction with our customers on a daily basis.
14. What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.
Approximately 2,100 Square Feet.
15. What is your current storage space?
Storage within our office area only; 27 filing cabinets; 35 boxes
16. What do you feel your future storage space needs are?
If Assessing services are consolidated at the County level, it is possible that every property file will have to be located at the Countywide Department of Assessment.
17. Do you feel that your Department can adequately function with less office space?
No, we make use of every inch of space that we currently have. Our mapping area was already consolidated when Data Processing needed more space.

18. What is your projected office space needs for year 2021?

May be additional needs if the County consolidates to a Countywide Department of Assessment. If consolidation is done at the Town level, then the current space is adequate.

19. What is your projected office space needs for year 2031?

Same as #18

20. What needs does your department have for parking?

Current parking lot is adequate.

21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.

A long as the County Clerk and County treasurer are to remain in the County Seat, the Real Property Tax Service needs to remain there as well. Customers that file subdivision maps are required to visit all three of these offices before the map can finally be filed. They have to go to the County Clerk first, then to real property, then to treasurer and finally back to the County Clerk. This process does generate revenue for this department (\$5,700 in 2007). Approximately 140 subdivision maps were filed in 2008. Our mapping staff uses the County Clerk's records on a daily basis. There are approximately 75-85 trips to the record room by our staff in a one month period. Those visits consist of viewing or making copies of: old deeds prior to 1972, survey maps prior to 1984. Newer deeds are sometimes recorded referring to a prior deed for the property description, making it necessary for mapping staff to obtain a copy of the older document. Many times when customers are researching a property, they need to visit all three offices as well, County Clerk, Real Property, Treasurer. We work closely with the treasurer with regards to tax Collection, Tax Corrections and Refunds. Many times when I am investigating a tax refund, I need to refer to the older tax Rolls that are located in the Treasurers' Office. When the Real Property Office was moved to the current location the move was intended to move the 3 offices close together because they work so much with each other and they work so well together.

A question was asked regarding who is in charge of the oversight of the records that the public uses. S. Booy stated that at least 1 staff member is in the room at all times when the public is looking at records. There is another room with old maps that remains locked at all times. And due to the office being small the employees can overlook the public as they are researching.

Department: Veteran's Administration

Department Head: Gary Flaherty

1. What is the full-time equivalent employee base for your Department?

Two (2) County Van Drivers who transport veterans to the VA Medical Center in Albany Monday thru Friday, Director and part time County Secretary, and New York State Veterans Counselor Wednesday thru Friday and a secretary Monday thru Friday. Note: Paid for by the NYS Division of veterans Affairs

2. Who are your customers?

-Veterans- the latest State information is that Columbia County has a population of 5,600 Veterans to include retirees. Even though the WWII and Korean War population is dropping dramatically, the two on-going Wars cause not only an increasing number of Veterans but many who are in need of more specialized assistance for wounds and injuries. This will have a greater impact and longer time frame into the future. The medical technology in the War Zones allow more timely care, more lives saved but the end result is that Veterans returning home have more severe wounds both physically and mentally.

-National Guard and Reserve forces. The level of veterans support for our Reserve Forces is greater than it has ever been due to shortages in the Active Forces and repeated call ups.

-Widows and families of Veterans. There is a growing number of widows; especially among the WWII Veteran population.

3. How many customer visits did you have in 2008?

Two thousand four hundred twenty eight by the New York State Veterans Representatives. Additionally, the County Operations had approximately 1500 contacts which include office visits, telephone calls and contact via mail. These include applications for grave markers, Presidential Memorial Certificates, County Honor A Veteran applications, and other support. There was an additional two hundred plus individual contacts in the community to include nursing homes, funerals, and counseling by the County Veterans' Director. The County VAN Service transported approximately fourteen hundred veterans to appointments at the VA Medical Center in Albany.

4. What is the average number of customer visits per day?

Monday thru Friday, excluding holidays, Between the County and State representatives 15-20

5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.

Yes, nearly all departments who have any contact with Veterans. This area is dramatically increasing as the Director meets with each department head and insures all intake forms for services include the question: Are you a Veteran? This is particularly true with the County Mental Health Department. The Director of County Veterans has met with Dr. O'Leary and representatives from the VA Medical Center Mental Health Department and they are currently in the process of establishing a support base with the VA in the County to handle the dramatic increase in Veterans with Mental Health issues such as Post Traumatic Stress and Traumatic Brain Injuries. Also a meeting with the New York State Veterans employment office at the college has resulted in the Veterans employment counselor and the Mental Health Department employment counselor coordinating efforts. The County Veterans Director has also met with the Social Security Regional Director and a program is now in place for returning Veterans in need of Social Security and Veterans benefits to use the separation physical as a basis for benefits, thus saving Veterans the previously long process time and effort of taking a physical for each entity.

6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.

Yes, in an effort to save the County money the meeting between the Director and Department Heads, each Department that he has met with now has the Question: Are you a Veteran? If so, they are to be referred to the Veterans Office for an interview as to what benefits they might be entitled to. The intention is to reduce the need for County Services if the Veteran is entitled to earned benefits from their Service. Note: There are still a few Departments that meetings have to be scheduled with.

7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?

While it is not my place to recommend any relocation for another Department specific ones that are synergic with Veterans:

Office for the Aging, Health and Mental Health, and the Department of Social Services.

8. What are the hours of operation for your customers to visit your Department?

Between the State Veterans Counselor and Staff and the County, the hours are 8-4pm, Monday thru Friday. Additionally, the Director has published his home phone, Cell phone, and e-mail in the newspapers and is available anytime he is needed and meets Veterans in their homes, diners or any other place days, nights, holidays, etc.

9. Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.
Yes in that we work with a large number of older and handicapped individuals. Handicapped parking and accessibility for entrance and use of internal facilities is critical.
10. Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?
Yes, on an as needed basis. Since the Director has started the outreach in the County, many cases are handled in the field; however, there is an increase in the number of Veterans who are entering the system who need to come into the Office.
11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?
This is already being done thru the implemented outreach program instituted in 2008. Additionally, a new program is being developed by the VA system to provide better outreach to rural areas; especially for Mental health, Women and Homeless Veterans.
12. If these changes were implemented, is there an opportunity to reduce the area of your office space?
No, in fact the opposite is true in that there has been an increase as we are processing more of the Warriors coming home and our need for filing space is growing. There is not enough space at our current location and the County Director works from home and in the field.
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?
See item 12.
14. What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.
Approximately 500 sq feet with a very small amount of storage space. There is only one location plus the Director working in the field. Remainder of the question is N/A.
15. What is your current storage space?
A small closet which is about 6x8. There is not even room for the large amount of filing cabinets which take up space in the main office area. All files need to be secured.
16. What do you feel your future storage space needs are?
We need space to allow for a minimum of 12-15 filing cabinets that must be secure. Additionally, a supply closet for storage of supplies and outreach materials as well as support items for Honor A Vet Program.
17. Do you feel that your Department can adequately function with less office space?
NO, if anything more is needed.
18. What is your projected office space needs for year 2021?
While this is impossible for any department to tell, it is even more so with Veterans. As stated before, the population of WWII Veterans is decreasing dramatically and less dramatically so with Korean and Vietnam War Veterans, the new veterans will have more demanding and a longer span of needs. Further, we cannot predict what other conflicts the Country might be called on to handle, thus creating a further increase in Veterans' needs.
19. What is your projected office space needs for year 2031?
See item 18.
20. What needs does your department have for parking?
The needs for staff are four parking spaces while the needs for visiting Veterans' varies from day to day. I would recommend at least 5 spaces, all of which should be handicapped due to our base of clients.

21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.

In conjunction with the input from our State counterparts, who share our current space, it is of importance to note that the support of our Veterans is of the utmost important driving force in any decision. It is critical to keep in mind that many of our Veterans are aging and are some of the more handicapped citizens of our County. Two other major issues of any decision to move is the security of Veterans' files and privacy of processing the Veterans' claims. The needs of taking care of those who take care of us has never been greater and with two major conflicts going on, the issue of proper service to our Veterans is of most importance, no matter where we are as a support base. Having stated that, I feel that being in the close proximity of other County Departments is critical. The work done in 2008 to build these relationships and educate our support agencies has made a tremendous increase in County support for our veterans and especially our returning Veterans.

G. Flaherty discussed the Veteran's Administrations current projects in regards to the Veteran's from the Afghan and Iraq War, the new GI Bill, and the integration of Veteran's returning from the War.

Department: County Attorney

Department Head: Charles Hoag

1. What is the full-time equivalent employee base for your Department?

5 FTE and 5 PTE

2. Who are your customers?

The general public for various information, PD, DA office, Supervisors, Department Heads, Parents of PINS, Police Officers, Victims, Department Employees, Potential Buyers of properties that are in default, and people to review documents in regards to support cases.

3. How many customer visits did you have in 2008?

N/A

4. What is the average number of customer visits per day?

10-15 at 401 State Street

5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.

Yes, Probation, DPW

6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.

Yes same as #2

7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?

BOS, Probation, DPW

8. What are the hours of operation for your customers to visit your Department?

Monday thru Friday 8am -4pm

9. Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.

Various Customers

10. Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?

Yes.

11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?
I don't think so. We encourage people to mail items but most people will not because they want to deliver in person and have contact with the Attorney's
12. If these changes were implemented, is there an opportunity to reduce the area of your office space?
N/A
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?
Everyone does it all ready. Example, prepare cases the night before at home.
14. What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.
1500 square feet
15. What is your current storage space?
The closet in the hall, many files in the basement, need 3 more cabinets to have files in areas they need to be instead of in office space.
16. What do you feel your future storage space needs are?
More file cabinets and more floor space. There is the opportunity to scan the files in the long run. Files must be kept for an extended period of time.
17. Do you feel that your Department can adequately function with less office space?
No
18. What is your projected office space needs for year 2021?
Case volume will increase, in the last 2 weeks 60 brand new petitions have been filed.
19. What is your projected office space needs for year 2031?
Case volume will increase.
20. What needs does your department have for parking?
The street or parking lot is adequate now.
21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.
It doesn't make a difference we just feel that we should be located in the same building/facility as the board of Supervisors.

Department: Youth Bureau

Department Head: Jessica Nabozny

1. What is the full-time equivalent employee base for your Department?
2.5 total, 2 YB 1 DWI part time
2. Who are your customers?
Countywide funded agencies
3. How many customer visits did you have in 2008?
N/A
4. What is the average number of customer visits per day?
N/A
5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.
Work closely/meet on a regular basis with several other departments, MH, Probation, DSS, and DOH
6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.
Not services, but collaboration through programs/services offered, committees, and boards

7. **If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?**
DSS, Probation, any that provide youth services, MH, DOH
8. **What are the hours of operation for your customers to visit your Department?**
Monday- Friday, 8am-4pm
9. **Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.**
N/A
10. **Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?**
Agencies visit regularly to submit reports, claims applications, etc. Example- Columbia Opportunities, REACH Center, Hudson City School District Afterschool Program, Summer Town Recreation Programs
11. **What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?**
N/A
12. **If these changes were implemented, is there an opportunity to reduce the area of your office space?**
N/A
13. **Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?**
No
14. **What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.**
15. **What is your current storage space?**
Cabinets in back office, behind the chambers
16. **What do you feel your future storage space needs are?**
Could increase we are starting the fines not collected and we will need more file cabinet space.
17. **Do you feel that your Department can adequately function with less office space?**
Yes
18. **What is your projected office space needs for year 2021?**
It depends on the direction that the County goes with the Youth Bureau. Ex. If we receive more grants or work with the City of Hudson more.
19. **What is your projected office space needs for year 2031?**
20. **What needs does your department have for parking?**
N/A
21. **Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.**
I do not believe there will be any impact on the daily operations of the Youth bureau or the STOP DWI Department if we were to be relocated from 401 State St. to the Ockawamick School. It would make a difference if direct services were provided but we deal more with agencies now.

Department: Board of Elections

Department Head: Virginia Martin and Donald Kline

1. **What is the full-time equivalent employee base for your Department?**
4 FT, 2 PT, and 4 others during the election season.
2. **Who are your customers?**
Voters, political party candidate representatives, candidates, poll workers, custodians, technicians. It is very important that Handicap accessibility is very important. Right now it is handicap accessible.
3. **How many customer visits did you have in 2008?**
Approximately 200 voted in person for the November election with paper ballots
Approximately 1,000 customer visits total in 2008
4. **What is the average number of customer visits per day?**
Varies wildly depending on the season; on election days 30-40
5. **Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.**
Facilities, for moving of voting machines
6. **Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.**
no
7. **If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?**
none
8. **What are the hours of operation for your customers to visit your Department?**
8am-4pm except for certain days leading up to an election (9am-5pm)
On election Day, until the results are in
9. **Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.**
No
10. **Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?**
Yes, during petition season; when other filings are due and are hand-delivered; when people come to register to vote or when people come to request various reports
11. **What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?**
Critical services cannot be accomplished by any means other than b appearing in person
12. **If these changes were implemented, is there an opportunity to reduce the area of your office space?**
N/A, when part timers come in, it is difficult Primary or Election Day and Night it is very tight.
13. **Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?**
No
14. **What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.**
1470 square feet

15. What is your current storage space?

File storage at 200 square feet in small corner space in the wet basement at 401 State St. Ballot marking devices and ADA supplies: at one end of 325 Columbia St. basement; they need to be laid out in aisles to make them accessible to technicians; particularly if the optical-scan/tabulating functions are to be used, they need to be kept under lock and key and accessible only to BOE staff and authorized individuals

Other voting machines (lever machines) used in Hudson and in Kinderhook are stored at Mabey's

16. What do you feel your future storage space needs are?

They are likely to gradually increase.

17. Do you feel that your Department can adequately function with less office space?

No; during peak times (election, e.g.), many people are required to work together under BOE supervision. The New Cardveyor will make more space, now there are 3 cardveyors.

18. What is your projected office space needs for year 2021?

Space for two to four more FTEs. If full electronic voting is implemented, probably more.

19. What is your projected office space needs for year 2031?

An additional two more FTEs at minimum

20. What needs does your department have for parking?

5-8 spots generally; during peak seasons, easily 10-20 at any one time

21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.

If the BOE were to move, then our voting machines should move, as well, which would entail ensuring humidity/temperature/security at the new location.

However, any move would be subject to the approval of the electorate.

It would be better to have a much better oversight of the voting machines.

A handout was distributed regarding the storage requirements of the new optical-scan voting machines. V. Martin stated that they are going to keep the lever machines. They would like to pass a resolution to still use the lever machines because people at the polling sites will not work there because they do not know how are want to operate the optical-scan machines.

Department: Human Resources

Department Head: John Rutkey

1. What is the full-time equivalent employee base for your Department?

Two (2) positions (1 mgmt and 1 confidential union-exempt)

2. Who are your customers?

All county departments and their managers, supervisors and employees, Board members, Union representatives, and job seekers from the general public

3. How many customer visits did you have in 2008?

Due to reassignment to OFA for most of the year, there were few customer visits in 2008

4. What is the average number of customer visits per day?

At the present time, the HR Dept. is completing employee packets and conducting county orientations for DSS, Sheriff, County Clerk and other small County Departments. From this population, and for this issue, we are averaging less than 1 visit per day, with each visit being about 1 ½ hours in length. The number of visits for employee packets are expected to increase dramatically as HR eventually serves the entire county workforce. Additionally, HR handles a high-volume of daily contact with Board members, Department Heads, union officials and employees in general. These visits or contacts take place in many forms, often involve grievances, legal personnel issues, etc., and are generally time consuming (involving multiple follow-up meetings/discussions and many hours of staff time)

5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.

The effective administration of the HR program involves a partnership with the mgmt staff of all other county departments. However, the departments that “steer” the HR program for the county and, are therefore the departments that the HR Dept. works with daily, are the Payroll Dept., Civil Service, and the Treasurer’s Dept (re: health benefit administration)
6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.

The HR dept provides daily services to all county departments. Services include anything from the potential hiring of a new employee through assistance with disciplinary charges leading to the removal of an employee.
7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?

It is essential that the Payroll and Civil Service departments be co-located in the same physical space as the HR Dept. In the long run, these departments should be merged into one larger department so this co-location would ease the merger down the road.
8. What are the hours of operation for your customers to visit your Department?

8am to 4pm, Monday thru Friday. The HR Director is also available after hours and has been contacted beyond normal workday when it has been necessary.
9. Is it important for the Subcommittee to understand the demographics of your department’s customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.

The HR program can be successful from any location, especially considering the technology currently available, and the technology that is being assessed relative to a new HR/Payroll system. However, it would make sense that the HR dept, and its partners, be located with or near the majority of the county workforce.
10. Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?

Yes, it is necessary to visit for various meetings and for the completion of employment packets, orientation sessions and exit interviews.
11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?

The new HR/payroll system that is being explored will allow employees direct access to many benefits (open enrollment on-line, real-time accrual balances, etc) that will reduce the need to visit or contact Human Resources for minor reasons.
12. If these changes were implemented, is there an opportunity to reduce the area of your office space?

No. Actually, a two-person department is not adequate to meet the needs of a 933-person organization. We anticipate the need for more staff and more space. (In an analysis of 10 comparable counties, ranging from 636-1,200 employees, an average of 6 full-time staff are devoted to the hr and civil service functions. We currently have 4 full time staff devoted to those functions)
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?

Certainly, various administrative and procedural aspects of the job could be performed from home, especially if access to the county network (not just email) was available from outside the office.

14. What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.

Human Resources currently occupies a total of 648 square feet of office space, broken down as follows: 420 sq ft in the HR Director's Office and 228 sq ft in the HR Assistant's Office.

15. What is your current storage space?

No true storage space in the office location. I suppose we have access to storage space in the basement of 401 State Street if necessary.

16. What do you feel your future storage space needs are?

No significant storage needs are anticipated...maybe a shelf or two somewhere. However, we have commenced, and are committed, to scanning a majority of our documents and maintain electronic files. For this reason, we feel physical storage space needs are minor at best.

17. Do you feel that your Department can adequately function with less office space?

No. See answer under #12.

18. What is your projected office space needs for year 2021?

a. Assumptions made to provide the % projections below in part b.

i. The 420 sq ft of office space would be maintained for the HR Director to allow for private conferencing and meeting space.

ii. The HR assistant office would be reduced to 150 sq feet (creates a balance of 78 sq ft from current office size to be deducted from the total of iii, iv, and v below)

iii. Hiring 3 new staff @100 sq ft/person= 300 sq ft

iv. Additional meeting space for employment packets and orientation sessions, and meetings conducted by hr staff other than the director= 200 sq ft

v. A kiosk consisting of multiple computers = 200 sq ft

b. Considering the above, and excluding the concept of co-locating HR with Payroll and Civil Service, the HR dept alone is projected to need at least 85 to 100% of additional space to accommodate 2 to 3 additional staff and increased meeting space to conduct confidential and sensitive conversations. Space would also be necessary to provide a computer kiosk to allow those staff without access to a PC to have access to such in order to interact with the "self-service" features of the hr/payroll system. Additionally, space is needed for new employees to complete their employment packets and receive a county orientation.

c. Please note that no recommendation has been made of training space as it is anticipated that HR would share the training space being developed at the complex.

19. What is your projected office space needs for year 2031?

Again, excluding the concept of co-locating HR with Payroll and Civil Service, the HR dept alone is projected to need 7.5 – 15% of additional office space beyond the projected 2021 space needs, contingent upon the county workforce growing and the hr staff growing to meet the needs of additional work being generated by a growing workforce. Based on the square footage assumptions referenced in 18 a-iii above, this percentage increase correlates to the hiring of 1 to 2 additional staff.

Based on all foregoing projections, in 2031 (22 years from present) the HR Dept anticipates the total employment of 5 to 7 full-time staff, occupying a total of 1,289 to 1,490 square feet.

20. What needs does your department have for parking?

Outside of two spaces for the current employees of the department, we would anticipate a few additional spots needed on occasion depending on the meeting taking place or the service being provided on a given business day. Of course, as the number of staff increase, the need for parking will increase. Additionally, if a comprehensive county training program is instituted, significant parking needs may exist on a given day due to the type of training being delivered.

21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.

The Human Resources Dept. and the concept of a centralized HR function in the county are very new concepts at this time. Tremendous efficiencies stand to be gained as this program evolves. Of course, as the program evolves, the demand for work to be performed by HR will increase dramatically. Staffing will have to increase in the near future and over time. Additionally, as the centralization concept becomes more embedded in practice, the Human Resources Department will most likely annex Payroll, Civil Service and the health benefits administration responsibilities of the Treasurer's Department. Therefore, because of the anticipated growth of HR, the current collaborations required with its partners, and the likely relocation of a large portion of the County workforce to Ockawamick, it is logical to conclude that Ockawamick is the ideal location to meet the needs of the HR Dept both in the near and the distant future.

Additional thoughts: Over the years, many staff have expressed a need for daycare services and inquired about the ability of the County to start and provide such a service to County employees. With the space available at Ockawamick, I believe this concept should be given strong consideration and space should be allocated for such a program. Outside of creating a convenience to our existing staff that have daycare needs, the creation of the program will create new jobs in the county.

Another concept that has been discussed over the years has been that of a fitness facility for County employees. Again, the space would be available at Ockawamick to provide such a facility. There could be a cost savings to the County as, among other things, a healthy employee reduces health insurance costs and reduces days absent due to illness.

Chairman Brown stated that they will look at the trails, gym area, and Day Care. They are also going to look into a HR Training Program for the review of County policies and job training. The training room can also be used as the Civil Service Test Room.

Department: Planning and Economic Development

Department Head: Ken Flood

- 1. What is the full-time equivalent employee base for your Department?**
3 FTE and a shared secretary typist with the Tourism Department.
- 2. Who are your customers?**
Local government leaders, local groups, planning boards, business people, Chamber of Commerce, agricultural community.
- 3. How many customer visits did you have in 2008?**
Unknown
- 4. What is the average number of customer visits per day?**
Unknown
- 5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.**
Yes. County Attorney, legal; Tourism, consultation. Other administrative support departments.
- 6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.**
Not to a significant degree.
- 7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?**
Tourism, CEDC, Hudson Valley Agriculture Association, Council for the Arts, USDA, Cornell Cooperative Ext., Chamber of Commerce

8. What are the hours of operation for your customers to visit your Department?

Monday thru Friday 8am-5pm

9. Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.

The recent reorganization of the economic development and planning activities of the county has altered the provision of these services significantly. The changes have raised the visibility of the Planning Department and Columbia Economic Development Corporation within County government, local governments and the business community. While the services of the planning department as they exist today, and even as they change, may be provided from Ockawamick not all services under the responsibility of the Commissioner cannot.

The economic development services as they are now consolidated under the Commissioner of Planning and Economic Development should be continued to be centered at the commerce center of the county and is in the western central region the County.

RECOMMENDATION: Consolidation of the Tourism, Planning and Economic Development and Columbia Economic Development Corp. into a single, highly visible location accessible by both tourists and business community including potential businesses locating to the area.

10. Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?

Yes on an daily basis.

11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?

None.

12. If these changes were implemented, is there an opportunity to reduce the area of your office space?

Reduction of office

13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?

No.

14. What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.

1622 square feet includes Tourism

15. What is your current storage space?

16. What do you feel your future storage space needs are?

17. Do you feel that your Department can adequately function with less office space?

Yes.

18. What is your projected office space needs for year 2021?

Unknown

19. What is your projected office space needs for year 2031?

Unknown

20. What needs does your department have for parking?

Presently, 3 spaces plus two more for visitors.

21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.

RECOMMENDATION: Relocation of the Commissioner of Planning and Economic Development's offices is a complex issue. Economic Development needs to maintain a strong connection with Tourism which needs to have a highly visible location in the commerce center of the County, Hudson. This is coupled with the need to also maintain economic development offices in the same location. Planning Department services can be maintained in almost any

location, however, planning services will be more and more integrated with economic development services and need to be at the same location.

L. Scheer asked if the Administrative office was moved to Ockawamick and a Store Front Type that was visible was kept in Hudson, would that work? K. Flood stated yes he could see that but doesn't think that it would be efficient for him to have 2 offices.

Department: Civil Services

Department Head: Cathy Hogencamp

1. What is the full-time equivalent employee base for your Department?
2 FTE and 3 PT Commissioners
2. Who are your customers?
The public All County Employees, School Districts, and All municipalities
3. How many customer visits did you have in 2008?
In 2008 there were 898 Exam Applications and that doesn't include people that have questions or come in and check the board.
4. What is the average number of customer visits per day?
3-4, just the public, not counting the county departments
5. Does your department rely upon the professional services from other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that are provided.
Yes. HR and Payroll very closely. School Districts, Towns, Villages, and County Departments
6. Does your Department provide services to other County Departments on a regular and routine basis? If yes, please list the Department(s) and the service(s) that you provide to those Departments.
Same as #5
7. If your Department was relocated to the Ockawamick site, what other County Departments in your opinion would have the best synergy with yours and therefore should also be considered for relocation to this site?
HR, Payroll, BOS
8. What are the hours of operation for your customers to visit your Department?
Monday through Friday 8am-4pm, and Saturdays the tests are given
9. Is it important for the Subcommittee to understand the demographics of your department's customer base in consideration of relocating your office space to the Ockawamick site in the Town of Claverack? If yes, please provide the Subcommittee with the level of information that you feel necessary.
Have to administer Exams every Saturday. We usually use the Classroom or the Chambers. If they are not available we go to the school districts and have to pay a fee. Would like a testing center in Ockawamick, a room for 100 to 150 people.
10. Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?
Yes.
11. What changes can be made in your Department to reduce the need for your customers to visit your office location and still provide them with the services they desire?
No. Exam announcements and forms on the web-site.
12. If these changes were implemented, is there an opportunity to reduce the area of your office space?
N/A
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?
No

14. What is the area in square feet of the office space that your Department currently occupies? If your department occupies multiple floors in a building, please list the area for each floor. If your department occupies multiple locations, please list the area for each location.

692 square feet

15. What is your current storage space?

A shelf behind the chambers. We have to maintain personnel change forms and a roster card file forever. Would like to look into scanning documents

16. What do you feel your future storage space needs are?

Maybe another shelf

17. Do you feel that your Department can adequately function with less office space?

No

18. What is your projected office space needs for year 2021?

Refer to HR Response

19. What is your projected office space needs for year 2031?

Refer to HR response

20. What needs does your department have for parking?

Parking now is adequate.

21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.

We would be fine with moving. Would just like to stay with HR and Payroll because they work so closely together. We do not object to moving to Ockawamick.

Discussion regarding CEDC sub-cooperation building with Soil and Water.

Discussion regarding future planning and Departments Moving,

Discussion regarding the traffic through the City of Hudson and Columbia Street.

Discussion regarding Park Foundation.

Discussion regarding Design Build.

Discussion regarding long range goals vs. short term goals.

Chairman Brown advised next County Workspace Evaluation Sub-Committee meeting will be held the first week of February.

With no further business, motion to adjourn at 2:48 PM.