

COUNTY WORKSPACE EVALUATION SUB-COMMITTEE

January 13, 2009

PRESENT:

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

ABSENT:

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

ALSO PRESENT:

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

PRESS: 1

Chairman Brown called meeting to order at 9:10 AM.

Tour of Departments at 560 Warren Street:

Elevator- Handicap Accessible

Basement: Large common kitchen, maintenance/boiler room, restrooms, supply closet, large permanent records storage area for public use (records in boxes and large books on shelves, file cabinets), small storage closet

First floor: DMV- large office with counters and individual cubical areas for each Clerk, 2 offices upstairs for accounting and Supervisor's office, large safe, small testing area with desks, small cubical for Deputy Sheriff County Clerk's Office- Large room with desks and counter, 2 private offices, storage closet, mail room, room for passport photos, restroom

Second floor: Records room with deeds, mortgages, court documents, and maps. Public stations, large room with shelves, storage, file cabinets and copy machine, small room with printers and microfiche, small office that is rented to outside agency, restrooms.

Real Property: Reception area, 3 offices, small storage room with survey and tax maps, mapping room with desks, mapping equipment, and file cabinets, kitchenette area

Data Processing: Large room with 7 private cubicles, computer equipment, large room with records storage (boxes of records and shelves with computers)

Treasurer's Office: large room with 8 desks, file cabinets, printers, and copiers, small waiting area, storage area (very organized large room with permanent records in boxes and books on shelves, small area with supplies), machine room with supplies and printers, restroom, kitchen room, supply room, searcher's room (desk, printers, copiers, desk and chairs for public use), 1 private office

Department Head Interviews:

Department: Health Department

Department Heads: Nancy Winch

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

59.7 FTE

2. Who are your customers?
The population of Columbia County
3. How many customer visits did you have in 2008?
Environmental Health= 2297, Public Health= 846(TB skin tests=275, STD= 375, Flu= 200)
Immunization=1700, Early Intervention=50
4. What is the average number of customer visits per day?
Public Health= 12, Environmental= 8-10
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 Attorney (contracts & legal advice), garage (cars), payroll, accounts payable, IT (upgrades to home care system & equipment & software, e-mail), facilities (Cleaning, maintenance)
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.
Sheriff's Department, STD testing for inmates, Non County Offices: Columbia Opportunities, CMH, Chamber of Commerce, American Red Cross, All School Districts
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?
Any Health related (Mental Health, OFA, Consortium)We are at CMH daily.
8. What are the hours of operation for your customers to visit your Department?
M-F 8am-4pm plus 4-6 Tuesday (STD), weekends for rabies vaccine
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.
Public Health targets the entire county population, however for many of the grant purposes, we serve the low income hi risk. We serve children and families through the EI/preschool and maternal/child (MCH) program, seniors and adults through the Home Care (MCH and home care travel to homes for skilled nursing and therapy visits, builders, contractors, water operators, residents. Immunization serves mostly children but many vaccines, many low socioeconomic residents (Hudson, Philmont)
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?
STD customers visit at least twice, rabies post exposure= 4 times, immunization several times, TB patients once/month, environmental health several times, EI once or twice. STD remain in Hudson???
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?
Minimal= applications for EH on line
12. If these changes were implemented, is there an opportunity to reduce the area of your office space?
No. We are a people service and the service we provide from our office requires personal contact.
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department? Not as a rule. The nurses work some of the day at home completing documentation. A 4 day work week may be more feasible. If all had county cars they could work from 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.
12560 square feet

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

NO!!!

16. What is your current storage space?

A portion of the basement

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

Increased as we need to keep EI records 7 years after the child's 21st birthday. (We should explore electronic records and storage)

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

I can project EH expanding (global warming), home care may change and nurses can work from home. Population based public health will continue to grow with a need for highly trained competent staff. Employers and worksite wellness policies may change as prevention becomes mandated. More taxes on soda/junk food. Nurses may be out in the community monitoring health at stores, senior apartments, etc. Telehealth may reduce the nursing visits. Pharmacy will deliver meds at home.

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

Don't know

20. What needs does your department have for parking?

All county cars need to be on site.

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

Public Health serves the entire county population. Most services provided out of the department at home, worksite or community benefit from a geographically centered location. Services for the low income population such as STD, Lead poisoning prevention and immunizations are better provided from the City of Hudson. Even with a bus to another site the public will know where that bus is headed at 4pm on Tuesdays and this may reduce attendance by the stigma attached.

Our close proximity to CMH reduces time spent traveling to and from the hospital for patient referrals. Our close proximity to other organizations in Hudson benefits public health. Many of our partners are in Hudson facilitating attendance at meetings, etc.

Our staff is cross trained and working from home isolates staff and reduces the problem solving that occurs spontaneously. Staff covers for each other which benefit the people we serve. Some of our equipment is purchased through grant funds and must be used for grant funded programs, Central Services may reduce cost but decrease productivity by increasing time spent on simple tasks.

Future technology may generate changes in this department but I predict that is 5 years away and will incur costs related to equipment and software. I don't see a reduction in staff as increased data and surveillance has increased the need for oversight and analysis.

A question arose on the design of their current office space. N. Winch stated they did have an input on the design of the current office space. The size of the space was set and the Health Department designed how the space would be set up, design had to be approved by NYS Department of Health.

P. Williams stated there were many unorganized pamphlets in the Department, stated a larger room designated for the storage of pamphlets would be efficient.

Discussion ensued regarding Telehealth. A. Baer advised N. Winch to do research and report back to her home committee regarding the possible use of Telehealth within the Health Department.

Department: Treasurer's Office

Department: Ken Wilber

1. **What is the full-time equivalent employee base for your Department?**
8 FTE
2. **Who are your customers?**
The general public for certificates of residence, tax searches, and sub-divisions, Town Governments, and most all County Departments
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 during the peak of tax season and when college starts, 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.**
All County Departments that generate revenues, County Attorney, Payroll/ Accounts Payable
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 that have questions, County Attorney, Payroll/ Accounts Payable
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?**
Payroll/Accounts Payable, Real Property, County Clerk, Human Resources
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?**
Yes and 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?**
More electronic information
12. **If these changes were implemented, is there an opportunity to reduce the area of your office space?**
No will still have storage area, machine room, and will need the same amount of office space for staff
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.**
5200 square feet
15. **What is your current storage space?**
Large room that is very well organized

16. What do you feel your future storage space needs are?
Feel the space that they currently have is adequate.
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?
May be additional needs the duties of the Treasurer change, if the implementation of County Wide Tax Collector, may need more space and more employees. If the duties stay the same 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 situation is fine.
21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.
The County treasurer has to stay in the County Seat and so a large amount of work with the County Clerk and Real Property Tax Office. Would like to emphasize that they are happy where they are currently located.

Department: County Clerk

Department Head: Holly Tanner

1. What is the full-time equivalent employee base for your Department?
22 FTE, including the County Clerk's Office and DMV
2. Who are your customers?
The public, individuals, both residents and non-residents of Columbia County, and car dealerships
3. How many customer visits did you have in 2008?
Do not keep track, but was a very large number
4. What is the average number of customer visits per day?
50- 300 people per day, some individuals with one transaction and others with as many as five transactions
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.
DPW, County Treasurer, Real Property, Data Processing
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.
DPW, Data Processing, County Treasurer, Real Property
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?
Real Property, Treasurer's Office, and Court House
8. What are the hours of operation for your customers to visit your Department?
Monday thru Friday 9-5, Thursday evenings until 7pm, and Pistol Permits can be obtained by appointment.
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?

Yes, but there may be an opportunity in the future for customers to complete transactions and look at records on-line

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?

Same as #10

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

No, we would still need to keep the records and we would still have the public coming in.

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.

DMV- 3620 square feet, County Clerk's Office- 2142 square feet, total of 5762 square feet

15. What is your current storage space?

Many rooms, but still not enough.

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

A large amount is still needed.

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?

Maybe slightly grow, but so not feel a larger space would be needed.

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

Same as #18

20. What needs does your department have for parking?

Good now with the municipal lot and City street Parking.

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

The County Clerk's office must stay in the County Seat and active files have to remain in the Clerk's Office. The records at 325 are inactive records. I oppose greatly being separated from DMV due to the fact I would have to split time because I am in charge of both the DMV and the County Clerk's Office. The building is ideal for DMV due to the close proximity to the Court House. I am very happy at our current location. I feel we are visit more by the public than any other County Department. This location was the ideal situation because prior to become DMV and the County Clerk's Office it was a bank and to move and replicate the alarm system, gate, and safe, the cost and work to complete would be erroneous.

H. Tanner stated she has a lot of research data on records management storage. And stated she would like to be a part of designating storage space at Ockawamick. Feels the Departments need assistance regarding records retention. Ideally need a place to hold all departments inactive records, should be bar-coded and in a computer system. H. Tanner is to put together a report on records storage ASAP and report back to the Sub-Committee.

Department: Mental Health

Department Head: Michael O'Leary

1. **What is the full-time equivalent employee base for your Department?**
56 FTE
2. **Who are your customers?**
Our customers are adults and children with serious illness.
3. **How many customer visits did you have in 2008?**
Customer visits 2008= 80/day, excluding other agency staff, 19,920 visits annually, approximately 1100 different customers, not including support staff and the state
4. **What is the average number of customer visits per day?**
80
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 operated: DSS- APS, CPS, CPrS SPOA, Single Point, Probation- primarily child, Health- occasional nurse, Facilities- cleaning, maintenance
Private not-for-profit: MHA- Housing coordination SPOA, CDTx coordination, case planning, joint sessions, CMH Psychiatric Unit- case coordination, Twin County Recovery- Joint tx and prevention programs, Parson's Waiver Program- Case Management, Catholic Charities- Joint tx and prevention programs
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.**
DSS- case collaboration, Probation- case collaboration, Court- evaluations, Jail- assessment, consultation
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?**
Potentially Health, Child Preventative Services; However, this Department's synergy is found with the private not-for-profit providers by design. We have purposefully promoted the development of the licensed not-for-profit provider through contracts, thereby keeping down experiences that would be incurred if those services were provided by the County. Examples: Twin Co., MHA, CMH, Catholic Charities, FNL, Parsons
8. **What are the hours of operation for your customers to visit your Department?**
Monday, Tuesday, Friday: 8am-5pm, Wednesday and Thursday: 8am-8pm, Our plan is to expand to an additional evening and Saturday hours
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.**
Case load 1/13/09=641, Adults- 519, Children- 122, 641 are open cases which are classified as "all ready been there 3 times" and does not include first visits or people stopped in as crisis. Our transportation survey, issued in January '08 before we were aware of any pending move, indicated that of the 203 responders, 42% lived in Hudson, 26% walked. The majority of our patients are on Medicaid, many are "working poor" who earn too much to qualify for Medicaid.
10. **Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?**
Yes, for clinic services it is necessary for our customers to visit out Department. It is the only licensed clinic site in the County. Individual customer visits vary from daily to every two or three weeks depending on the nature of their condition.

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?

State regulations require that services may only be provided at the licensed site, a small % of off-site visits are allowable and already occur.

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

No

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.

19,922 square feet, including common areas and shared conference and meeting room

15. What is your current storage space?

Storage space is located in the basement of 325 Columbia Street. We occupy approximately 300 square feet.

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

With the eventual development of the electronic record, we will not need a great deal of additional space.

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?

Perhaps 2 offices, but realistically no additional space will be needed.

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

There is no reasonable projection to make at this point.

20. What needs does your department have for parking?

Parking, we currently have a fleet of 8 County and 4 State vehicles. Staff parking represents approximately 50 spaces on an average day. Client and other agency parking is approximately 10 additional spaces needed at any given time.

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

The location of services should be based on the needs of the people we serve. In this case the majority of clients come from the city of Hudson. A second consideration is the economy to be achieved by locating services close to other service providers. Again, clinic daily routines involve not only the mentioned County operated services, including Court, but also Hudson based not-for-profits (Twin Co., MHA, Catholic Charities, CMH). Not only would a move create a burden to our Department for travel time, but also for those entities who visit us daily. Additionally, it should be noted that we operate an OMH licensed clinic as well as an OASIS licensed Prevention program. Both would require a PAR process and State approval to relocate any of our services. Given the priorities and authority of those State Agencies, they would not like favorably on any suggestion to move away from our patients, nor any down-grading of our facilities. Lastly, this Department already exists, by plan, here. The move made three years ago from an aged school building to a new facility is viewed by the public for what it is- a positive act that combats stigma in our community. Data also demonstrates improved patient attendance and engagement in treatment comparing the old setting and the new one. The County should not nullify that positive decision. Other details have been expressed in memos sent to members of the Board and Facilities in the past year.

Examples published referencing other county “campuses” refer to Schoharie, Warren/Washington and Greene. It should be noted that the single site in Schoharie is located in the county seat. In Warren/Washington Counties, Mental Health outpatient services are provided in the city of Glens Falls, their major population center. Greene County locates mental health services in Cairo, a notoriously poor location by their own standards.

L Scheer stated that the new building took the stigma away from the Mental Health patients. DSS should also have the stigma taken away and be out of their old building and in a better proximity location.

M. O’Leary stated he is against the DA and Mental Health or Probation and Mental Health being located together. It could be fixed as easy as having separate entrances. Feels it was a good decision to put the Health Department and Mental Health Departments together in a “Health Campus Building”.

M. O’ Leary stated he feels the added distance of being at the Ockawamick building and the transportation issues that would arise the revenue that the County receives would decrease.

A. Baer stated that during the tour of the Mental Health Department there were a lot of empty offices on the tour and asked if they were empty frequently. M. O’Leary stated that they were probably the offices of case managers who spend a lot of time in the field (CDPAP and CMH). Also stated, that a handful of people share office space and all others have private offices. A. Baer asked if the committee could be provided with the number of calls that were made outside of 325 so the Committee can get a sense of the total workload.

Department: Data Processing

Department Head: Baxter Stickle

1. What is the full-time equivalent employee base for your Department?
6 FTE
2. Who are your customers?
All County Departments
3. How many customer visits did you have in 2008?
Approximately 25. Usually Department personnel visit to discuss computer related projects they may initiate.
4. What is the average number of customer visits per day?
Zero
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.
No.
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. Accounts Payable, BOE, Central Services, Civil Service, Clerk of the Board, County Attorney, County Clerk, DA, DSS, Engineering, Greenport Transfer Station, Health, Highway, Historian, Human Resources, Mental Health, OFA, Payroll, Philmont Nutrition, Pine Haven, Planning, Probation, Public Defender, Real property, Sheriff, Solid Waste, Tourism, Treasurer, Veterans, Youth. We perform routine repair and exchange PC’s, Departmental software and updates, servers, Internet, email, cabling, printers and repair, scanners, switches and routers in each building.
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. We spend a significant amount of time supporting their application.
8. What are the hours of operation for your customers to visit your Department?
Monday thru Friday 7:30am to 4:30 pm

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?

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?

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?

Yes. Support Pc's, programmer can write programs off-site, Tech support (have remote access)

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.

1385 square feet.

15. What is your current storage space?

160 square feet.

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

400 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?

2700 square feet, depending on the direction the County will take in the future. County hosting vs. Outside Vendors hosting

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

2700 square feet.

20. What needs does your department have for parking?

Just for our 6 employees and 1 vehicle for the department

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

Since the Hub of the County network was established at 560 Warren Street, it would be very difficult to move the equipment (servers, routers, switches) to a new location. All County building have a fiber line from their building to ours. To move to a new location, we would have to purchase all new switches and routers to provide a smooth transaction for the Ockawamick site. This new equipment has to be configured by an outside vendor. If present equipment were to be moved, the County network could be down for days. Also, I'm not sure if the impact, but lines we have running from our site to the State would need to also move and be reconfigured. Do not know at this time what that would entail.

My position is that it would be too costly, and cause our Department a significant amount of additional work.

Discussion ensued regarding fiber optic rates with Mid-Hudson cable and fiber optic issues.

Department: Tourism

Department Head: Ann Cooper

1. **What is the full-time equivalent employee base for your Department?**
3 FTE
2. **Who are your customers?**
Visitors looking for information- media vendors- county business owners- event organizers- ad agency account reps
3. **How many customer visits did you have in 2008?**
At 401 State estimate 35- at the 7th Street Park Gazebo 2,500
4. **What is the average number of customer visits per day?**
At the 7th St. Gazebo (late May- early October) Th-Mon 15 visitors per day- visitors to 401 are staggered throughout the year
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.**
Chamber of Commerce, Council on the Arts, and Greene County
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.**
Tourism shares a Clerk Typist with Planning and Economic Development- tourism shares a county vehicle with Planning and Economic Development
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?**
Planning and Economic Development- it would be fitting for these offices to share a common space that would have access to the business community as well as vendors and visitors
8. **What are the hours of operation for your customers to visit your Department?**
Monday thru Friday 8am to 4pm, Gazebo open 11-6 on weekends throughout the summer
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.**
Tourism should be located in a highly public area with access to the largest business community (City of Hudson)- Hudson is one of the county's tourism destinations- Amtrak service is provided- foot traffic during peak season is high- a highly visible visitor center would be beneficial to the county's tourism industry.
10. **Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?**
Yes, if visitors are looking for information the tourism Department is the logical place to access info- one of our goals is to service the county's visitors0 currently, most visitors gather info at the 7th St. Park gazebo
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?**
Actually, we would encourage more visitations with tourists- a visible location in the City of Hudson would strengthen our connections to the businesses that tourism represents.
12. **If these changes were implemented, is there an opportunity to reduce the area of your office space?**
Office space could possibly be reduced via different office space layout.
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.**
1,622 sq ft (includes Planning and Economic Development)
- 15. What is your current storage space?**
Storage at 401 behind the camber- floor space 256 sq ft- 6 shelves if laid out a total of 922 sq ft.- it is important that tourism have access to its storage area
- 16. What do you feel your future storage space needs are?**
Storage space might actually decrease with more web activity vs. printed collateral
- 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?**
Should the county's tourism industry grow- there may be a need for one or two additional staff- possible increase in office space
- 19. What is your projected office space needs for year 2031?**
Possible increase in space- however, new technology might allow for a decrease
- 20. What needs does your department have for parking?**
Parking needs for staff- county vehicle- visitors
- 21. Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.**
Ockawamick seems like a fitting site for the support services for the county- however- tourism is a business related activity- to improve the effectiveness of the department- it would be best if its office was located in the city of Hudson- with easy and visible access to tourist. In the event that a visitor center, operated by the tourism department, could be located in Hudson- the tourism administrative office could be located at Ockawamick.

Chairman Brown advised next County Workspace Evaluation Sub-Committee meeting will be held on January 26th, 2009, touring departments and interviewing Department Heads from 401 State Street, including Real Property, Civil Service, Veteran's Agency, Board of Elections, County Attorney, Central Services, Human Resources, Facilities, Youth Bureau, Payroll/Accounts Payable, and Planning . J. Lydon will distribute questionnaire for the Department Heads and schedule department's interviews.

With no further business, motion to adjourn at 1:22 PM.