

COUNTY WORKSPACE EVALUATION SUB-COMMITTEE

January 6, 2009

PRESENT:

**Roy Brown, Chairman
Arthur Baer
James Keegan
William Hughes, Jr.
Douglas McGivney
Edward Cross**

ABSENT:

**Bart Delaney, Jr. - notified
Philip Williams- notified
Elizabeth Young- notified
Lynda Scheer- notified
Lawrence Andrews- notified
Mayor Scalera**

ALSO PRESENT:

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

PRESS: 0

Chairman Brown called meeting to order at 9:15 AM.

D. Robinson gave an overview of the interview process.

Tour of Departments at 610 State Street:

Historian: Open office with files, records, papers, desks, printer, copier, and supplies. Large Closet Full of books.

Elevator: Building is Handicap accessible

Empty Office Space from Economic Development move. Most of third floor is empty.

Common Area: On second floor, large reception office, waiting room, 2 small conference rooms, vending machine area and kitchen area.

Probation Department: Third Floor: 4 private offices

Second Floor: 2 interview rooms, 9 private offices, secretary office, files and desk in hallway, common room with printers, supplies, and copier, private bathroom set up for drug testing.

Public Defender: Large room for the secretaries, 2 private offices, conference room with many files, and interview room.

Basement: Storage of equipment and supplies, boiler room, cages with file storage of Public Defender, Probation, and DSS.

Fire Coordinator and Emergency Management Services: very large room with conference table and file cabinets, 4 small offices, closet with storage, small common space with desk, printers, and copier, now moving to EOC center.

Coroner: One desk in basement

R. Brown displayed a large board representing the space available at Ockawamick and diagrams representing Tier 1 and tier 2 Departments current space to configure the Ockawamick building.

A. Baer questioned how 325 Columbia Street was designed. D. Robinson stated it was solely on a questionnaire and no professional expertise. A. Baer suggested we try to optimize the space and unlike 325 which is like a maze to someone unfamiliar with the building. Also stated that at some point we will need the expertise on how to place departments with efficiency and also being consumer friendly. D. Robinson suggested we hire an architect after the departments are chosen. A. Baer and D. Robinson discussed architect vs. design build. A. Baer suggested a professional interior designer to design the layout of the agencies.

A. Baer suggested the need to get the departments projected storage needs along with their projected office space needs. J. Lydon will add current and projected storage needs question to Department Heads questionnaire.

Department Head Interviews:

Department: Health Care Consortium

Department Heads: Diane Franzman

1. What is the full-time equivalent employee base for your Department?
16.2 FTE plus 11 per diem drivers
2. Who are your customers?
Individuals who need non-emergency medical transportation, families who need insurance, cancer patients and family members for information and support groups, individuals who need cancer screenings, individuals who need cancer screenings, individuals who have diabetes, school districts (childhood obesity prevention programs and dental programs), head start children (dental program), individuals who lack prescription assistance, and business or any group that needs assistance in developing smoke-free environments
3. How many customer visits did you have in 2008?
Approximately 1600 (Does not count collaboration meetings)
4. What is the average number of customer visits per day?
Only DSS for application review
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.
Only DSS for application review
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, OFA, and Pine Haven
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?
We work closely with the local DSS department in our insurance programs and transportation service. There is potential to work with OFA, Mental Health, and DOH if a particular grant calls for it.
8. What are the hours of operation for your customers to visit your Department?
8am- 4pm Monday thru Friday, we also have outreach sites that are covered two nights a week and one Saturday a month.
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 Healthcare Consortium's mission is to "improve access to health care through education, information and provision of services." We do this in collaboration with others in the community. Most of our clients base is individuals that face barriers to accessing service such as a lack of transportation, limited resources, no health insurance etc. The majority of our clients are lower income individuals and families. Anything that hinders access is not in the interest of the Healthcare Consortium. Community partnerships play a big role in our operation. Many of our partners are other service providers from Greene and Columbia Counties, physicians, clergy, consumers etc. Many of these individuals attend more than one meeting a month as a committee

member, coalition, member of partnership member. The further they have to travel, the more difficult it will be for them.

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?

A family who needs Child Health Plus may come to our office 2 or 3 times before the application is complete. Most prescription access clients come once a month. Our transportation is an on demand dispatch program so clients rarely come to the office. The highest volume of traffic comes from our Coalition meetings, support groups and Partnership meetings. All told we have approx. 150 people a month attending meetings for the Consortium.

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?

We currently maintain 10 outreach sites in Columbia County for our health insurance programs.

12. If these changes were implemented, is there an opportunity to reduce the area of your office space? Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?

We currently have 5 employees that are remotely connected to our computer network. They still come into the office as needed. So much of our work is service and community based it would be difficult for more people to work from home.

13. 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.

2640 sq ft not counting hallways, meeting rooms or storage. The hallways add another 900 sq feet. We have two storage sheds we rent and an 8x10 space in the basement at 325 Columbia Street.

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

No

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

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

This is very hard to project as we are at the mercy of our funding sources. If we continue to be successful in our grant development area we will need more space. If I were to look to purchase a building I would not consider less than 5000 sq feet.

17. What needs does your department have for parking?

We have 6 transportation vehicles and 29 staff but not all staff are in at the same time and our 6 vehicles are only in at night. The largest monthly meeting is 32 invitees.

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

I am a proponent of a centralized service center but feel it should be located in the Hudson area. More than a third of the population lives within 10 miles of the city of Hudson. The Hudson and Greenport area houses most of the business that people need to access on a regular basis such as physicians, dentist, grocery stores and retail outlets. There is more likelihood of someone being able to share a ride to the Hudson area than to the Ockawamick site. More people have reason to drive to Hudson and getting a ride from a neighbor is more likely. More and more the state is looking to fund programs that serve more than one county. The proximity of Hudson and Catskill as two service centers makes for natural funding partners. Currently three of our largest programs are contracted to serve both counties. Hudson's proximity to Greene County allows us easy access. If we were invited to move to the Ockawamick site we would try to maintain an additional office in Hudson, if at all possible.

Department: Public Defender
Department: Arlene Levinson.

1. **What is the full-time equivalent employee base for your Department?**
8 Full-time equivalent employees
2. **Who are your customers?**
Indigent defendants and family court litigants who have cases pending in Columbia County.
Mostly Columbia County residents.
3. **How many customer visits did you have in 2008?**
Approximately 3,500
4. **What is the average number of customer visits per day?**
10-15 per day
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.**
We rely on the Department of Mental Health for mental health evaluations and the Department of Probation for probation reports.
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.
Columbia County Court.
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?**
District Attorney's office; Probation Department, and Mental Health Department.
8. **What are the hours of operation for your customers to visit your Department?**
Monday thru Friday 8-5
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.**
Our clients reside throughout the county. Possibly 25-30% reside in Hudson. 1. County Court, 2. Family Court, 3. Hudson City Court, 4. Town Courts
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 client is not incarcerated, we interview clients at the office. It is not always possible to adequately interview clients in court. Frequency of visits varies; for felonies- 3 to 4 times before case is disposed. Family court cases are 3 to 4 visits.
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 rooms were provided in the courthouse, more clients could be interviewed there. However, we often need access to a computer to prepare affidavits the clients would need to sign.
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?**
Part-time attorneys do research, trial preparation, and some interviewing of clients at private offices.
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.

1,588 sq. ft.

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

No

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

2,500 sq. ft. more FT attorneys that PT attorneys

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

3,000 sq feet

18. What needs does your department have for parking?

10 spaces

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

I would request that our office be left in Hudson. Over 1/3 of our cases are in Columbia County Court, Family Court and Hudson City Court. During a felony trial/hearing, it is helpful to have the office in Hudson in case we need another file, need quick research to be done, or need back-up assistance. The Family Court attorneys also use the office between Family Court cases if they have a break of one hour or more.

Additionally, approximately 3 to 4 times per week, when cases are put on the calendar unexpectedly, we receive calls from the county/family court clerks that they need an attorney as soon as possible. Being located in Hudson allows us to send someone over much quicker than if we were locate at the Ockawamick building.

Since the daytime courts (Family, County, and Hudson City) are all in Hudson, it makes it more convenient for the attorneys and courts to have our offices located in Hudson.

20. Public Defender Storage: Presently we have 1½ bins of storage in the basement of 610 State Street. The one bin we have access to is approximately 14' long x 8' wide and the storage shelves go to the ceiling. We keep approximately 10 years of files and upstairs in our office have 4 full file cabinets for 2007. We will have to shortly store those files to make space for our 2009 files and at present, there is no room in the storage bins for those files. We are also presently sharing a storage bin with 911. However, we do not have access to that bin without going thru 911. I feel that our records should be segregated so we can maintain confidentiality and we should also always have access in case we need a file on short notice. It would seem to me that we would need at least 14' x 16' area for our present storage.

Department: History

Department Head: Mary Howell

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

1 FTE and 1 PTE

2. Who are your customers?

Out of towners, reporters, historians, people who want to do family genealogy

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

75 in person, many more on the phone

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

Some days none- other days 3-4

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.

Probate Department- Wills, County Clerk- Deeds, Social Services

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?

Probate Department

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

Monday thru Friday 9-4, varies not set time

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.

Most come from out of town and a lot of town historians

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

customers visit your Department?

2-5 times

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?

Can't reduce space

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.

576 square feet

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

No

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

A lot more space

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

A lot more space

18. What needs does your department have for parking?

5 to 10 cars at the most

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

For the History Department it doesn't matter where it is located. Some local people, reporters, and local historians come in to do research or search the files for information. Most out of towners come to do research on family history.

Department: Office for the Aging
Department Head: Kary Jablanka

1. **What is the full-time equivalent employee base for your Department?**
33 plus 2 seasonal
2. **Who are your customers?**
Columbia County residents 60+ and their families/caretakers; certain disabled individuals <60
3. **How many customer visits did you have in 2008**
344 at 325 Columbia Street, Approx. 1.5 customers a day, 30/day participate in the nutrition program at out Philmont location, 7800 per year
4. **What is the average number of customer visits per day**
Varies. When HEAP is open it can be as many as 12; Farmers Market Coupons 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.**
DSS- HEAP and Adult Protective Services, Health- Provides home care services for OFA clients
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.**
Provide home-delivered meals to the Long term home health care program (DSS/Eddy); and to DSS Personal Care Clients
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 and Health
8. **What are the hours of operation for your customers to visit your Department?**
Monday thru Friday 8-4
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.**
There are over 13,000 residents over 60 in the county. While customers range from under 60 years of age to over 90, the mode is probably around 75, with mild to moderate functional impairment, living alone, low income. Home care clients and the majority of home-delivered meals recipients are homebound. The 60+ population and the 75+ population will increase significantly in coming years.
10. **Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?**
It's much more efficient for customers to come to the office for scheduled appointments for some services, e.g., completing HEAP applications, legal services, Health Insurance Information Counseling. We reduced the need to come to Hudson this fall by scheduling "office hours" to process HEAP applications in locations around the county. We envision continuing and extending this in 2009 to enhance accessibility for all services. For congregate nutrition services, participants must of course come to the Philmont site.
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?**
Many off site locations, See #10

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. Files, reference materials, internet access, consultation are essential to delivering services.

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.

325 Columbia Street, 3310 sq. ft., Philmont, 6084 square feet, Total ~9500 Sq. Ft.

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

No

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

Increase in 60+ population: particularly 75+ group suggests increasing caseloads which will require additional staff-2 case managers; 1 community service assistant; 1 support staff for an additional 480 square feet. As the nutrition program expands in response the kitchen should be built with the capacity that will be needed in 20 years. Currently at capacity of 440 meals/day; expand to 700/day by 2021; and 900/day by 2031.

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

Additional 640 square feet

18. What needs does your department have for parking?

34 spaces for current staff; 6 customer spaces; 3 visitor spaces; currently 8 county vehicles; anticipate need for additional 9 staff spaces by 2021. Also need 25-30 parking spaces for nutrition program participants.

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

Moving all OFA to Ockawamick represents an opportunity to consolidate service delivery, administration and planning, and nutrition program operations in one location rather than two as is presently the case. This will enhance service integration/expansion, communication, and overall program management and administration allowing better services for the county's increasing aging population.

20. Storage: Need more storage space for records, currently have 1 room ~280 sq feet active and a lot in the basement, and ~140 sq feet of storage in Philmont.

Department: Back up 911

Department Head: Rob Lopez

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

0

2. Who are your customers?

0

3. How many customer visits did you have in 2008

Used for ~5 or 6 hours in 2008

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.

EOC, Sheriff's 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.

Sheriff's Department

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?**
EOC, Sheriff's Department
8. **What are the hours of operation for your customers to visit your Department?**
24 hours 7 days
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?**
N/A
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?**
No
13. **Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?**
N/A
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.**
1504 Sq. Ft.
15. **Do you feel that your Department can adequately function with less office space?**
No, right now the Back Up 911 is not large enough for the staff if they had to come over from the 911 office. And we have a huge need for storage.
16. **What is your projected office space needs for year 2021?**
17. **What is your projected office space needs for year 2031?**
18. **What needs does your department have for parking?**
Minimal
19. **Please provide a brief paragraph summarizing your position for relocating your department to the Ockawamick site in the Town of Claverack.**
If we move to Ockawamick we will need to connect to a tower and will need a separate mechanical room for microwave and radio needs. There would have to be security so there would be no public access. I would recommend that the Backup EOC should also be located with Back up 911. The Backup EOC could also be used as a conference room, but the Back up 911 could not be used as an alternative. We would need a generator in the case of a power outage and an air conditioning unit to keep the equipment cool. The items that would have to be obtained are to check the connectivity to tower sites, microwave, T1 and fiber optic lines. A tower would possibly have to be put on Ockawamick.
20. **Storage: Paper files are now stored in the computer room. We would need some storage area but not a huge space.**

Department: Probation

Department Head: Mike Benvenuto

1. What is the full-time equivalent employee base for your Department?
16
2. Who are your customers?
Juvenile PINS and Juvenile Delinquency Offenders, Adult Criminal and Youthful Offenders, Family Court Petitioners. (requiring Commissioner of Deeds appointments or Notary Public).
3. How many customer visits did you have in 2008?
~8530
4. What is the average number of customer visits per day?
Approx. 30-35 per day
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.
District Attorney, County Attorney, DSS, Mental Health, County and Family Court, Sheriff's Department (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.
Pre-Trial Release Program- County Jail, Family Court Petition Intake and Drug Screening
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, Mental Health, District Attorney, County Attorney
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.
All courts and schools within the county (especially Hudson City, Chatham, and Taconic Hills Schools), a county wide customer base which necessitates building/office security, Town Court, Village Court, City Court, County Court, and Family Court
10. Is it necessary for your customers to visit your Department? If yes, what is the frequency that individual customers visit your Department?
There are levels of supervision from once per week in person meetings through once per month.
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?
We could potentially increase home and school visits, but they must be done two x two and would require vehicles for travel.
12. If these changes were implemented, is there an opportunity to reduce the area of your office space?
I don't believe that increased office visits would necessarily reduce the need for office space because initial meetings would need to continue to occur at the office, it may be so minimally.
13. Is there opportunity for your staff to work at home thereby reducing the office space area needed to support your Department?
It is possible for multiple officers to be assigned report writing at home if that were basically their only duty. However, in order to cover the number of yearly reports and also the number of yearly reports and also the number of supervisions it would require additional officers, (perhaps shared office space). Creating a work area with cubicles for employee offices and sterile interview rooms for meeting with clients might contribute to less office space also.

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 4,900 sq. ft. currently, 5264 including the cages on 1st floor basement

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

It's possible if the space is well thought out. Our current office space reflects the use of existing office space set-up in the county building that we occupy.

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

Hard to project, in ~10 years we could easily use 2 more probation Officers.

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

18. What needs does your department have for parking?

We require parking for 16 employees, currently one county car and probably 15 public parking spaces.

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

When I first heard of the Ockawamick plan I was supportive of the "campus" concept, something that I have supported since the County Public Safety Facility was built years ago. I believe that putting departments near each other or at the places they regularly serve (i.e. County Court/Family Court) is most beneficial, as opposed to spreading departments around the city or county area.

I strongly feel that this department should be located in a criminal justice environment and/or with DSS/Mental Health. This department has shared space with several different unrelated agencies (i.e. OFA, Columbia Hudson Partnership), but those situations have occurred without my input. Wherever we are located, it should include a security detail and the waiting area should be adequate and segregated from other departments. The reason for that recommendation is due to the nature of our clientele, which includes confidential juveniles and youthful offender clients, as well as criminal offenders, including sex offenders.

Lastly, if this department is located outside of Hudson, we will need to have vehicles available to transport officers to the court house and the jail on a regular basis, averaging 3 days per week and sometimes at a moment's notice. It would also be beneficial to have satellite office space available in Hudson.

PO's are Commissioner of Deeds appointed in the City of Hudson, if we move out of the City they will have to become Notary Publics.

20. Storage: Need more space for file storage.

W. Hughes discussed that many Departments have mentioned if they were moved to Ockawamick a satellite office in Hudson would be needed so that might not be saving space.

Discussion ensued regarding a need for Storage Space and the County Clerk being in charge of records management.

Chairman Brown stated by the end of February the decision will be made regarding what departments will be relocating.

Chairman Brown advised next County Workspace Evaluation Sub-Committee meeting will be held on January 13, 2009 at 9 am at 560 Warren Street. Touring departments and interviewing Department Heads from the Health Department, Treasurers Office, Mental Health, County Clerk, Real Property and Data Processing. J. Lydon will distribute questionnaire for the Department Heads and schedule department's interviews.

With no further business, motion to adjourn at 1:35 PM by W. Hughes, Jr., seconded by D. McGivney, motion carried.