



ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

COMMUNICATIONS FOR EXPEDITED ACTION FOR BOARD MEETING DATED JUNE 13, 2012

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Frank D. Tallarino
Minority Leader

(Correspondence relating to upcoming legislation, appointments, petitions, etc)

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Oneida County Department of Public Works

ANTHONY J. PICENTE, JR.
County Executive

DENNIS S. DAVIS
Commissioner

6000 Airport Road
Oriskany, New York 13424
Phone: (315) 793-6219 Fax: (315) 768-6299

DIVISIONS:
Buildings & Grounds
Engineering
Highways, Bridges & Structures
Reforestation

May 4, 2012

FN 20 12 - 236



Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, NY 13501

PUBLIC WORKS

WAYS & MEANS

Dear County Executive Picente,

Attached, please find a sample copy of a Ditching Agreement that Oneida County has with various municipalities to Ditch County roads within their catchment area. I have also included a chart with the breakdown of hourly rate, payments/and or trade for payment for those municipalities interested in participating with the Agreements.

Under the proposed Ditching Agreement, the municipalities will not exceed \$290/hour, (based on type of equipment used) for a total of 40 hours – not to exceed \$11,600. Ditching area is to be designated by the County.

If you concur with this request, please forward packet to the Public Works Ways and Means Committee for approval with presentation to the full Board at their earliest convenience.

Thank you for your consideration.

Sincerely,

Dennis S. Davis
Commissioner

Reviewed and Approved for submittal to the
Oneida County Board of Legislators, by

Anthony J. Picente, Jr.
County Executive

Date 5/16/12

DSD/ck
Enclosure

2

Oneida Co. Department of Public Works
Division of Highways, Bridges
& Structures

Competing Proposal: NA
Only Respondent: NA
Sole Source: NA

ONEIDA COUNTY BOARD OF LEGISLATORS

Name of Proposing Organizations: Various municipalities in Oneida County.

Title of Activity or Service: Roadside Ditching Agreements with Towns for 2012 Construction Season (April 2012 – December 2012).

Client Population/Number to be Served: Oneida County Residents and those who travel on Oneida County Roads.

Summary Statements:

- 1) Narrative Description of Proposed Services: Towns to ditch Oneida County Roads per Agreements.
- 2) Program/Service Objectives & Outcomes:
- 3) Program Design and Staffing Level:

Total Funding Requested: \$192,400.00

Proposed Funding Source: Oneida County Expense Account #: D5110.495 - \$192,400.00

Cost Per Client Served:

Past Performance Data:

Oneida County Department Staff Comments: This program is an effort to utilize existing resources to accomplish a common goal. The language in the Agreements remains the same since last season, not to exceed \$290/hour (based on type of equipment used) for 40 hours – not to exceed \$11, 600.00; ditching areas to be designated by the County.

Contact Person: Brian Scala, Deputy Commissioner of Public Works – Division of Highways, Bridges, & Structures. (315) -793-6219

/ck



1101 Sherman Drive
Utica, New York 13501-5394
www.mvcc.edu

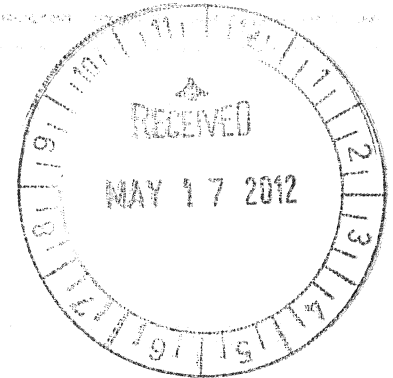
Office of the President
(315) 792-5333
Fax (315) 792-5678

FN 20 12 - 237

May 16, 2012

The Honorable Anthony J. Picente,
800 Park Avenue
Utica, New York 13501

**ECONOMIC DEVELOPMENT
& TOURISM**



RE: MVCC Master Plan

WAYS & MEANS

Dear *Joey* Mr. Picente

Per our recent conversations, I am requesting your action on the Mohawk Valley Community College Master Plan. The Plan is the result of a thoughtful and thorough process that provides a guide for facility and program development for our Utica and Rome Campuses over the next 20 years.

Our only request at this point is to have the Plan approved so that we can have it on file with the State University of New York as soon as possible. With your approval, there is still time to have the Plan considered by the Economic Development committee at their May 23rd, 2012 meeting.

If you have any questions, please don't hesitate to contact me. Thank you for your consideration.

Sincerely,

Randall J. VanWagoner, Ph.D.
President

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 5/16/12

C: Gerald Fiorini, Board Chair; Ed Welsh, Economic Development Committee Chair



1101 Sherman Drive
Utica, New York 13501-5394
www.mvcc.edu

May 15, 2012

Dear Economic Development Committee Member,

I have attached a summary excerpt of the MVCC Master Plan update that was approved by the MVCC Board of Trustees at their November 21, 2011 meeting. I look forward to reviewing this with you in more detail at the May 23, 2012 committee meeting. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Randall J. VanWagoner". The signature is written in a cursive, flowing style.

Randall J. VanWagoner, Ph.D.

A small, handwritten mark or signature in the bottom right corner of the page, consisting of a few loops and a tail.



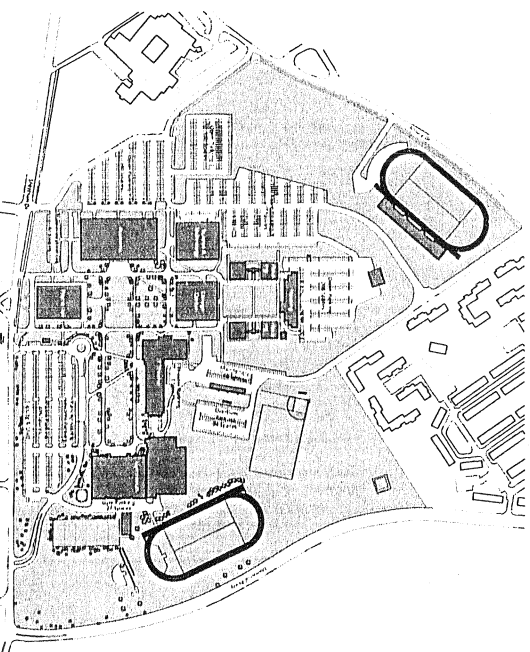
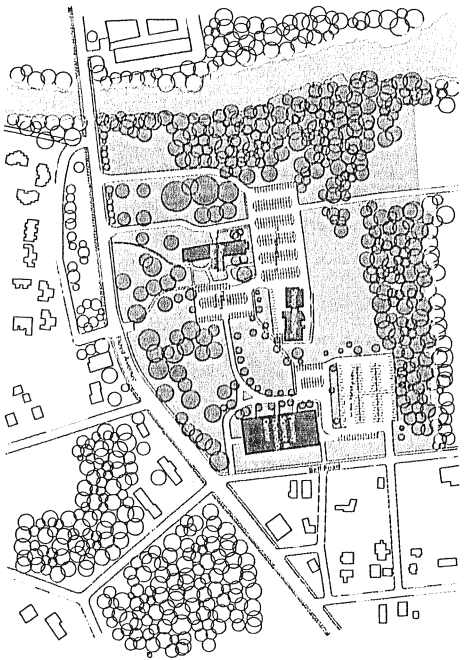
Oneida County Department of Public Works and



Rome and Utica Campus Master Plans

Final Report
November 21, 2011

Mitchell | Giurgola Architects, LLP
Scott Blackwell Page Architect / March Associates / Towne Engineering / Appel & Osbourne



II. ASSESSMENT OF CONDITIONS

Introduction

Generally, the buildings on both campuses have been well maintained and are in good condition. New roofing and new windows and doors were installed on most of the Utica campus buildings within the past 10-15 years. New boilers and other mechanical equipment have been installed in some buildings over the same interval.

The Capital Facilities Assessment and Reinvestment Plan prepared for the State University of New York in 2009 by Pacifica Partners Consulting Group, Inc., identified a current backlog in deferred capital maintenance of \$4.4 million, including \$2.2 million for building systems (primarily needed exterior repairs and interior finish upgrades) and \$2.2 million for renewal of supporting infrastructure (primarily landscape improvements). The report recommended that SUNY develop and implement an investment strategy to fully fund the annual renewal needs and reduce the backlog. Several investment strategies were proposed.

In conjunction with the Capital Facilities Assessment and Reinvestment Plan, a Building Condition Assessment Survey (BCAS) was performed by the State University Construction Fund in 2009. The goal of our assessment was to spot check the BCAS evaluation to verify that it was still current and accurate, incorporate input received from campus Facilities staff, and identify areas where repair work should be undertaken (or at least considered) prior to the renovations of many of the buildings recommended for programmatic reasons in the master plan. Where possible, it is recommended that upgrades to address deficiencies be deferred until the programmatic driven renovations are undertaken, as it is not clear that SUNY investment strategy noted above will be forthcoming.

MVCC has done an excellent job maintaining the buildings on both campuses and in general those buildings are in good condition. New roofing and new windows and doors were installed on most of the Utica campus buildings within the past 10-15 years. New boilers and other mechanical equipment have been installed in some buildings over the same interval. It is important to note, however, that many of the mechanical and electrical systems in the buildings are original, are nearing the end of their useful lives, and will soon be in need of replacement.

A notable problem area with regard to the existing condition of MVCC facilities pertains to the Rome Academic Building. That building is a vestigial portion of the Oneida County Home, constructed in 1932. It is in very poor condition and would be extremely expensive to renovate. In addition, as it was originally constructed to accommodate patient rooms, the width of the building does not work well for classrooms. We strongly recommend that the Rome Academic Building be demolished and replacement space be provided on the Rome campus.

III. ANALYSIS OF SPACE NEEDS

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Community Colleges & Space Requirements - Benchmarking

Community Colleges in the State of New York total 36. Thirty are within SUNY and six within CUNY. These colleges and their attendant campuses, when evaluated based on Assignable Square Feet (ASF) per Student Full Time Equivalent (FTE), fall within a relatively narrow range of resources. It is important at this point to define the term Assignable Square Feet Established by the Federal Government within the Facility Inventory Classification Manual (FICM) ASF is defined as the programmable elements of an academic building. Excluded from assignable are custodial spaces such as toilets, mechanical rooms, circulation space including both corridors and stairs, and the walls and columns supporting buildings. This last category is referred to as Structural Gross. The ASF typically represents 60% of the enclosed space of a college with the remaining 40% devoted to "Nonassignable" components.

Chart 1 illustrates all 36 New York State community colleges and their ASF per student FTE. Two critical elements are identified within this chart. First is the range of resources within which most of the campuses function. The upper range is defined at slightly more 120 ASF per FTE while the lower range bounded at 55 ASF per FTE. There are outliers to these two boundaries, but these numbers frame the basic parameters. The second important element, even more important than the first, is the economy of scale. While the chart has a certain level of noise, the larger institutions are much more efficient, in some cases 50%, than the smaller ones. The large colleges, such as Nassau Community College, do not require the same level of resources as Clinton Community College to afford the same student experience. In fact it can be quite capital-intensive for a small campus to compete with a much larger institution.

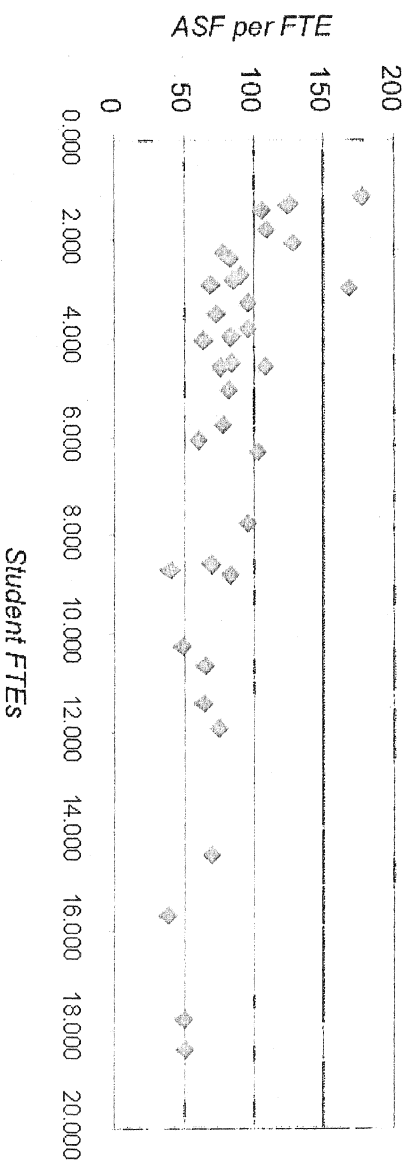


Chart 1: New York State Community Colleges - ASF per FTE

III. ANALYSIS OF SPACE NEEDS

9.

Campus Efficiency

Chart 2 represents the same 36 colleges, but with a split between academic space and support space. The academic space includes classrooms, teaching labs and faculty offices. The support includes athletics, library, student activity space, and assembly along with critical elements such as student, administrative, information technology and campus services. Two lessons are also embedded in this chart. First, it is the support components that drive the economy of the larger campuses. While there is a modest economy of scale for the academic space from a small to large campus, support is where scale matters. Second, the support space makes up the majority of the space at almost every campus. This relationship between academics and support is very important in planning appropriately for the Utica Campus and the much smaller Rome Campus.

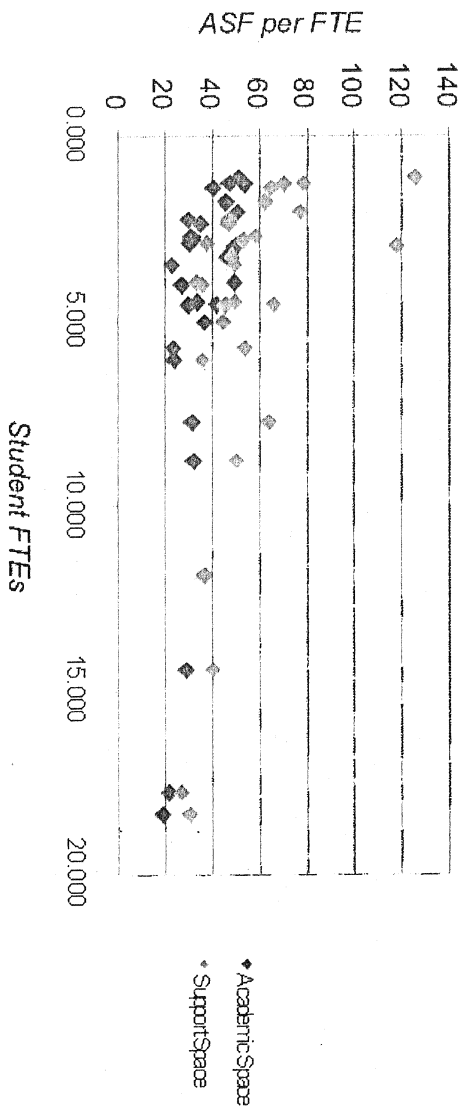


Chart 2: New York State Community Colleges - ASF Academic & Support

III. ANALYSIS OF SPACE NEEDS

10.

Other Community College Systems

To place this allocation of resources into context, the project team provides the same allocation analysis for the State of Illinois. The range is very similar with most colleges falling between 120 ASF and 55 ASF per student FTE. Certainly, like NYS, there exist several outliers, both to the high and low side, but the vast majority fall within this range.

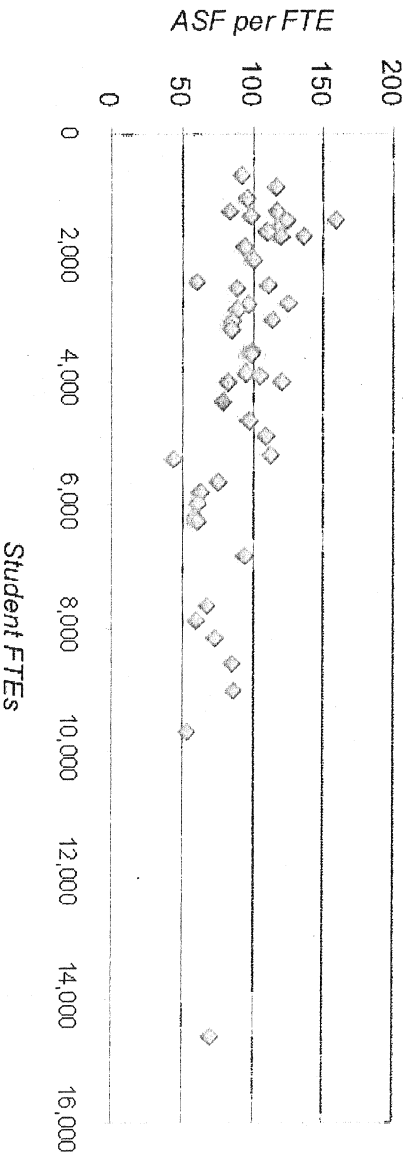


Chart 3: Illinois State Community Colleges - Total NASF per FTE

III. ANALYSIS OF SPACE NEEDS

Oneida County

Chart 4 represents the population of the county from the 1800's. The population reached an absolute peak back in the late 60's and early 70's with the total population exceeding 250,000. Since that time the total number of residents in Oneida County has declined to roughly 234,000. Current projections by New York State anticipate a modest additional decline to about 226,000 residents. This overall perspective does not have direct implications on Mohawk Valley Community College's future enrollment. Future college enrollment is influenced by the census cohorts most likely to be attending college, ages 17 to 29, by the increasing cost of high education, and by the internal policies of the College.

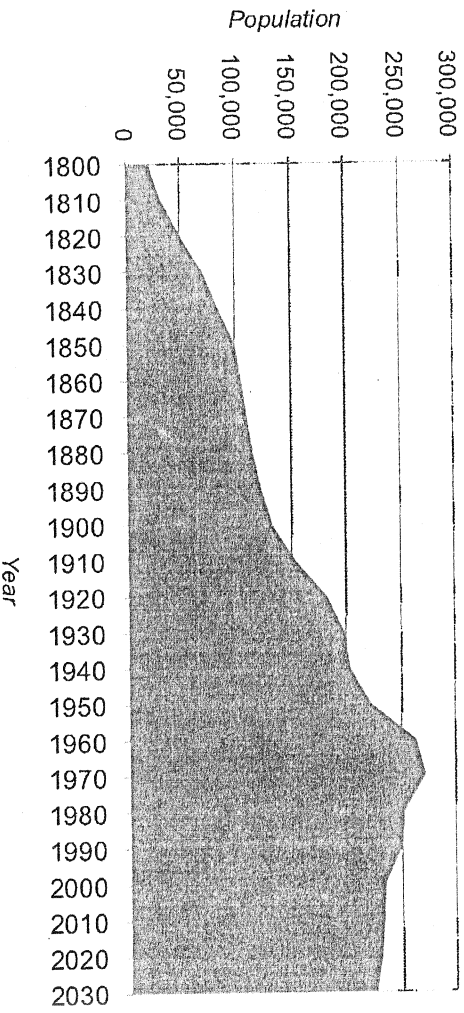


Chart 4: Total County Population

12.

High School Graduates

Chart 5 represents the anticipated statewide high school graduates from both public and private institutions (this was provided by SUCF). Totalling just short of 160,000 in 1992, the high school graduates peaked in 2008 at approximately 192,000. This chart would suggest that the annual first-time, full-time student enrollment in the SUNY System, State-Ops and Community College, which recently totaled 78,000, will decline back to the 55,000 experienced in the early 90's.

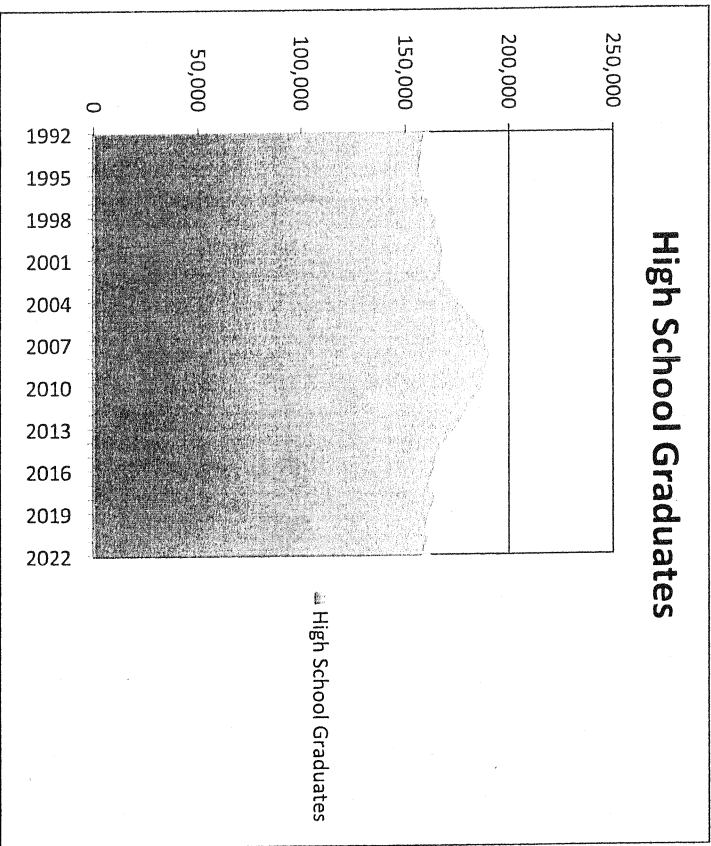


Chart 5: New York State High School Graduates

III. ANALYSIS OF SPACE NEEDS

Oneida and Herkimer Counties

The College is not immune to this statewide decline in high school graduates. The chart below represents the anticipated high school graduates in both Oneida and Herkimer Counties. Oneida is expected to decline from a peak of 2,500 graduates to almost 2,000 by the end of this decade. Herkimer, starting with a much more modest base of 750 graduates, is expected to decline to 610 by the end of the decade. Both counties will experience roughly a 20% decline by the end of this decade.

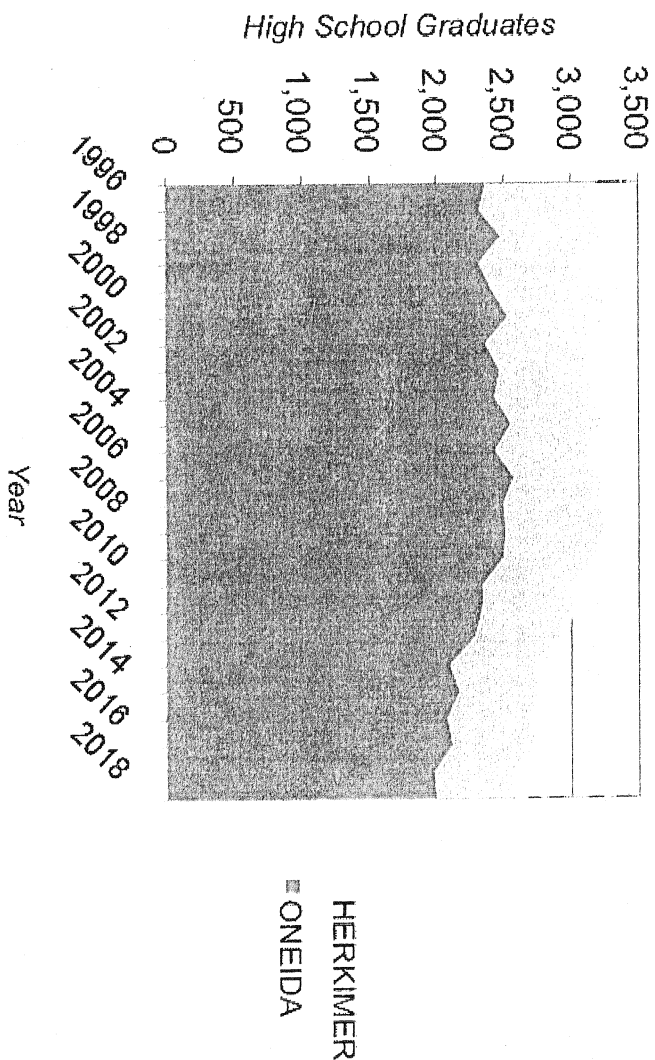


Chart 6: Herkimer & Oneida High School Graduates

13.

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Advantages to Community Colleges

Until the mid 90's, the state-operated colleges split the first-time full-time students roughly 50/50 with the community colleges. Recently, illustrated in Chart 7 below, the community colleges' share of this population has been extended past 60%. Whether this is driven just by the cost inflation in higher education or as a result of the general acceptance of the community college as the entry point toward a baccalaureate education, the community colleges have a much more substantial opportunity to maintain stable enrollment over SUNY's state-operated campuses in the coming decade.

While there is not yet a current number for the entire system, it appears that the total first-time fulltime students recently exceeded 78,000 (passing the previous 1980 peak) with the state-operated colleges enrolling only 32,000. If the community can retain this market share as the demographics recede, the state-ops may have to rely on a much more modest intake of as few as 23,000 first-time fulltime students. This will probably be quite beneficial to the community colleges as the SUNY comprehensive colleges, by necessity, become more amenable to both articulations with, and transfers from, the community colleges. This might suggest that the system could explore a viable market for an upper division only college.

In contrast to the statewide description above, State University Institutional Research recently set projections for the state-operated campuses. The fundamental assumption in those projections is that the state-ops first-time full-time enrollment will remain constant at roughly 32,000 students. Recognizing the growth in market share by the community colleges might suggest a number in the mid to low 20,000's more likely.

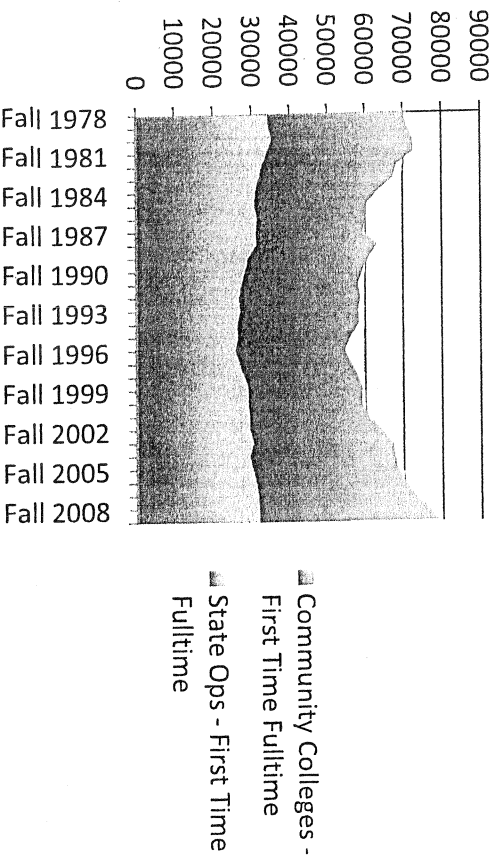


Chart 7: Share of First-Time, Full-Time Students

III. ANALYSIS OF SPACE NEEDS

Conclusion About The "Market"

The College is entering a demographic "curve." While all of the State's community colleges excelled in the demographic "straight away" with their competitive cost advantage and strong demographics, the current decade will be more challenging. The community colleges, which found a favorable operational environment in a declining average student age and an increasing credit load (less recruiting required for a given number of FTEs), will have to pursue older students, typically those who have job and family obligations that restrict them to fewer courses and a smaller credit load. The other impact of this population is that they will be pursuing more employment and career development programs and less transfer programs. Lastly, this population tends not to travel as far as a traditional full-time student.

51

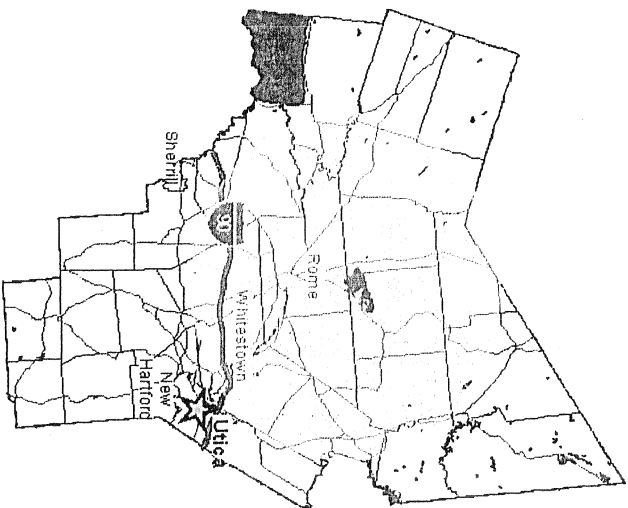
16

Multiple Campus Systems and Markets

Multiple Campus Systems have long existed in the State University System. Along with MVCC, upstate multi-campus systems include the three-campus system in Erie County, the two-campus system in Monroe County, and Jamestown with a campus in Chautauqua County and another in Cattaraugus County. Along with these multi-campus systems, there are several colleges that are anticipated to seek branch campus status for their extension centers. These include Orange County in the City of Newburgh and Cayuga County in Fulton.

Fundamental to these second campuses and, in two cases, third campuses, is the need to support place-bound students. Typically these campuses are located from twenty to thirty-five minutes apart (Google lists the two MVCC campuses as 27 minutes apart), though the Jamestown campuses are closer to 55 minutes. The second campuses allow a community college to extend its reach. While all these campuses, with the possible exception of JCC, have demographic overlap, the presence of the second campus enhances access for a much larger group of students.

This becomes especially important for Mohawk Valley as its student enrollment shifts to an older average age along with a more modest average credit load. The diagram below represents the two campuses with 25 minutes radii around each. The Rome Campus is essential in providing services to the townships of Oneida County.



III. ANALYSIS OF SPACE NEEDS

Instructional Delivery

The College currently utilizes a variety of methods for instructional delivery. Along with the two campuses, the College has several off-campus locations near the two campuses, along with Dual Credit at area high schools, plus courses delivered entirely via the Internet.

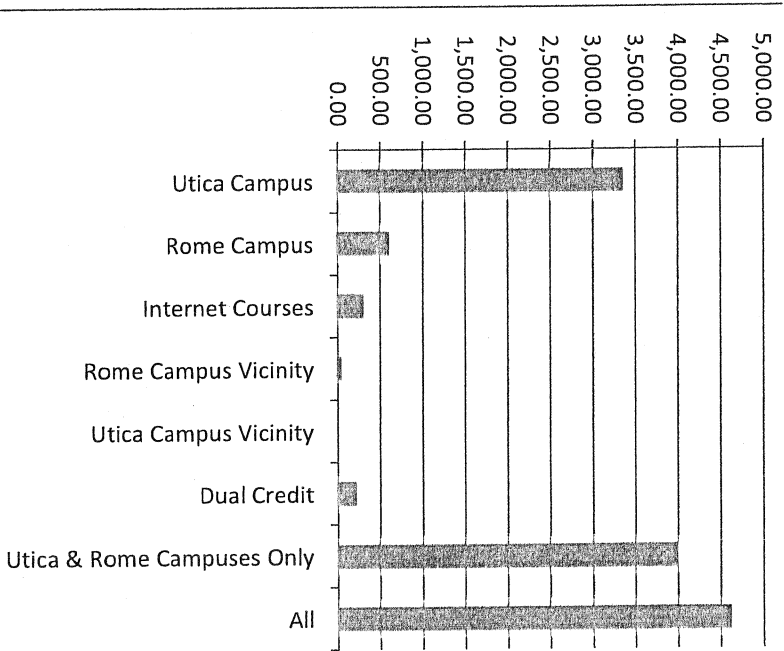


Chart 12: Student FTEs by Location

III. ANALYSIS OF SPACE NEEDS

UTICA CAMPUS - Total Need

Currently the Utica Campus' space is roughly 50/50 between academic and support space. With 155,146 ASF devoted to academics and 157,149 ASF devoted to support, the Utica Campus devotes 90 ASF to each student FTE. The goal of the Master Plan is to establish 100 ASF as a minimum to respond to current enrollments, the assumption being that the College will be able to maintain the current enrollment level though not substantially increase the student population.

18

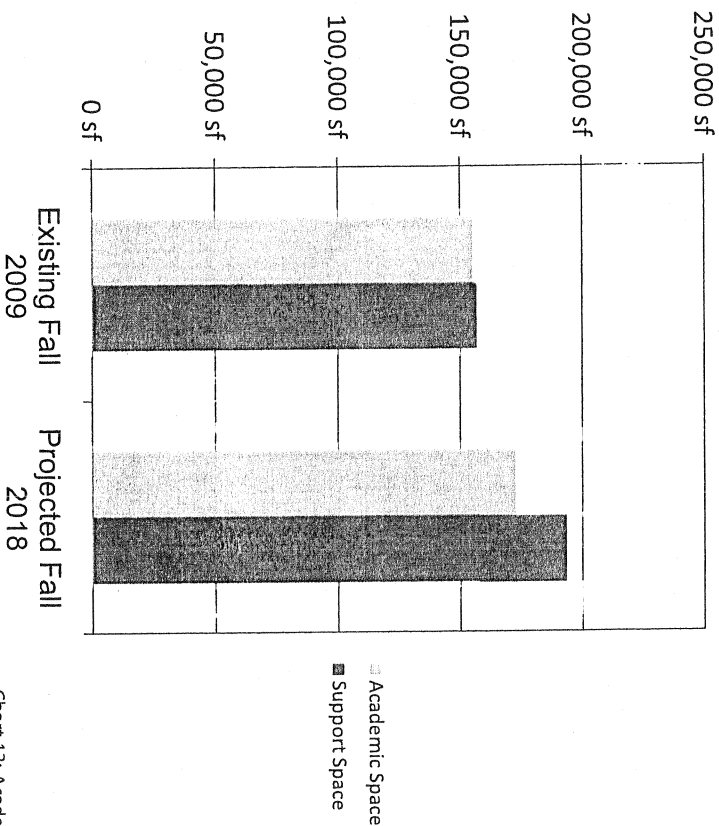


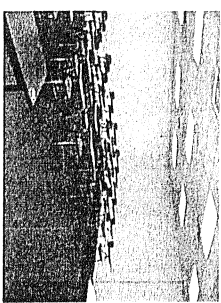
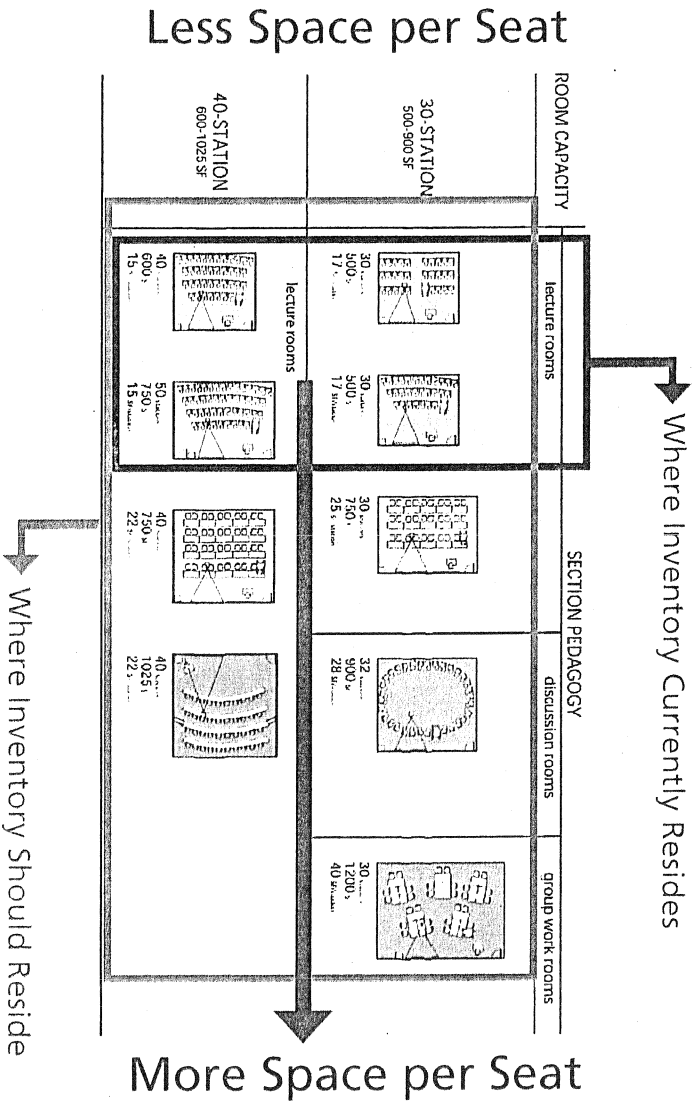
Chart 13: Academic and Support Space - Existing and Projected

III. ANALYSIS OF SPACE NEEDS

UTICA CAMPUS - Classrooms

Classrooms at the college typically are designed with tablet armchairs, which limit the ability to adapt to different pedagogies. The photo below represents a standard classroom in the Utica Campus Academic Building: tablet armchairs, no windows and limited technology.

The goal is to substantially change this inventory, so that the College has more tools in its toolbox. The proposed inventory will allow the college to add more tables and chairs allowing student laptops into the classroom, along with large spaces, to allow for smaller group or collaborative style learning. The diagram below indicates where the inventory currently resides and where the inventory needs to evolve.



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ROME CAMPUS - Total Need

Currently the Rome Campus' space is roughly 67/33 between academic and support space. With 40,365 ASF devoted to academics and 20,251 ASF devoted to support, the Utica Campus devotes 95 ASF to each student FTE. The goal of the Master Plan is to establish 100 ASF as a minimum to respond to current enrollments, the assumption being that the College will be able to maintain the current enrollment level though not substantially increase the student population.

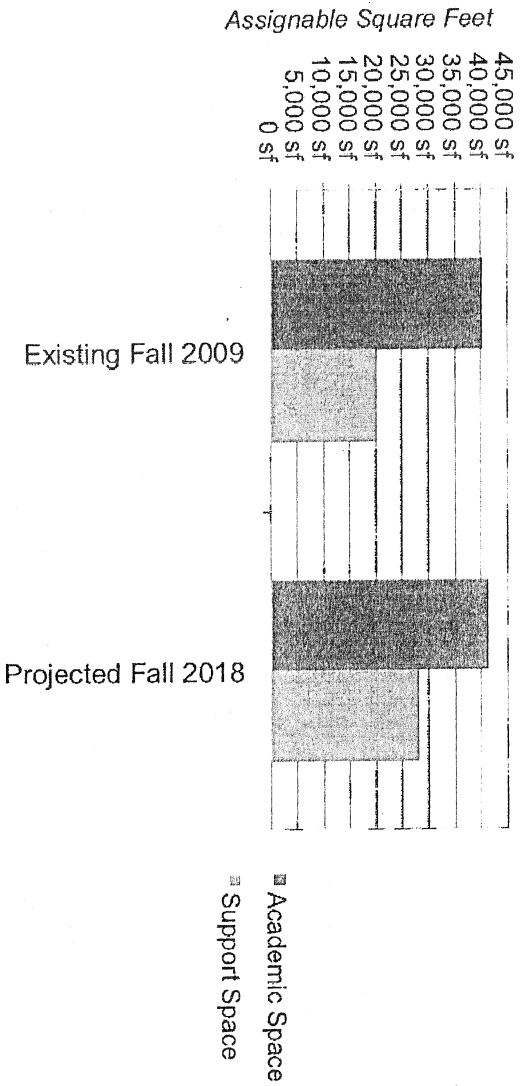


Chart 16: Academic and Support Projections for Rome

III. ANALYSIS OF SPACE NEEDS

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Conclusion

The result of the overall analysis is that the College needs to add 60,000 NSF (100,000 GSF) of new construction at the Utica Campus. The need at Rome is much more modest, but given the condition of the Academic Building, and the other ancillary buildings, and the need to demolish those buildings, the College needs to construct a 36,000 NSF (66,000 GSF) addition to Plumley to accommodate both the projected need and facility replacement.

V. FINAL RECOMMENDATIONS

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UTICA CAMPUS - New Building and Payne Hall Renovation

After consideration, MVCC selected a modified version of Option 3 to be developed further. The extensive proposed sitework improvements are noted on the adjacent site plan. The proposed new building includes a bridge from the second floor to Payne Hall that connects to a rectilinear wing extending southward. That wing contains facilities for the Center for Language & Learning Design and classrooms. To the south of this wing is the square (in plan) Student Services "pod". The Library/Learning Center/Information Commons would be located on the first floor of Payne Hall, facilities for the Center for Arts & Humanities would be located on the second floor, and renovated space for Administration on the third floor.

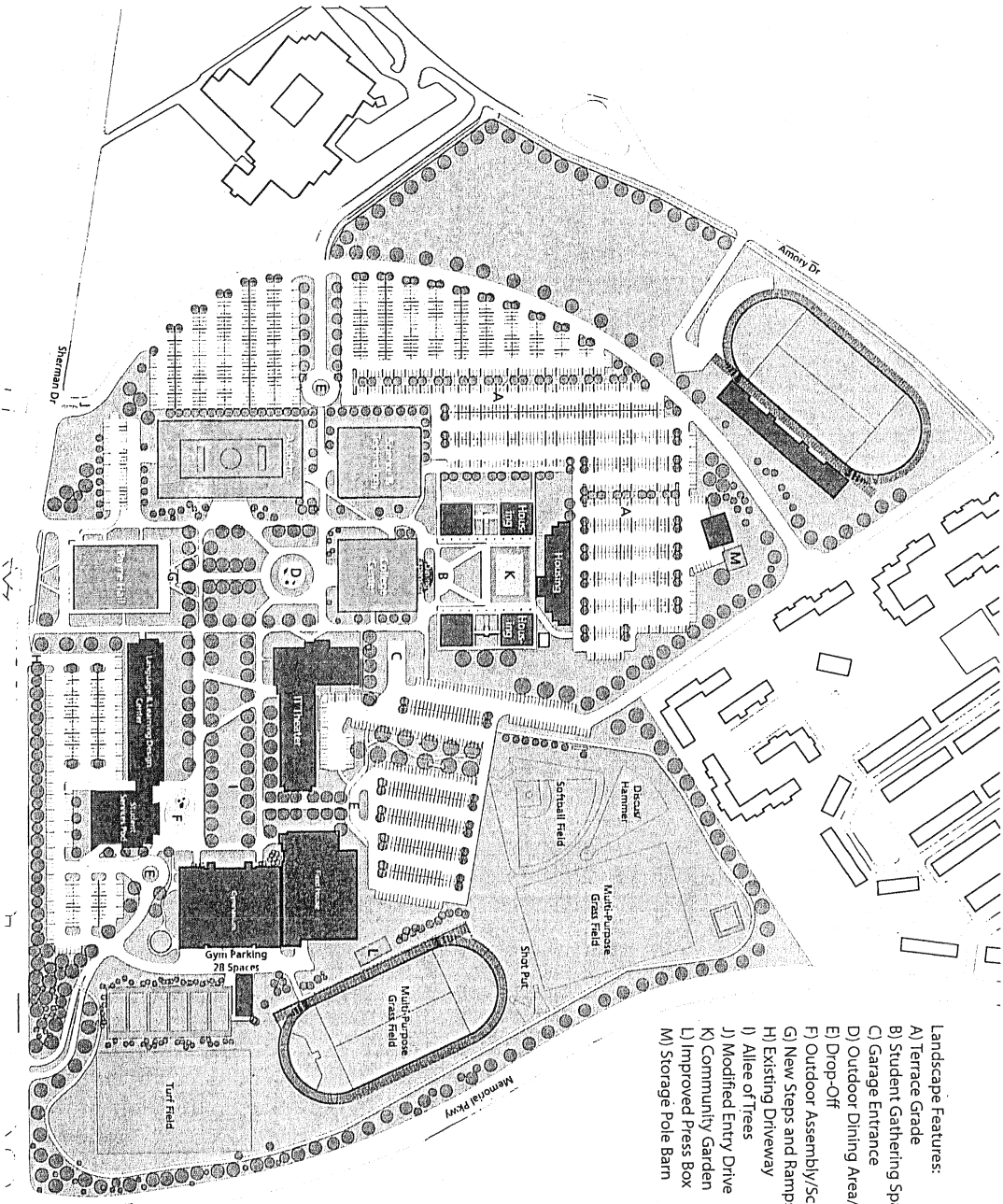
A detailed program for the new building and for the renovation of Payne Hall was developed. It is shown in tabular form, as well as graphically with program elements color-coded, and with each space depicted in correct relative size. The Student Services "pod" program includes 16,980 assignable square feet (29,276 gross square feet), and the Center for Language & Learning design program includes 40,775 assignable square feet (67,958 gross square feet). The total gross area of new construction amounts to 97,234 square feet.

The Center for Language & Learning Design wing has a double-loaded corridor with classrooms and suites of offices on either side of that corridor. The Student Services "pod" has a large central open space, portions of which would be double-height, with skylights above. A large inviting entry would bring light into this space from the south, as well as create a new campus "gateway." The Student Services "pod" would also open to the east, with an adjacent outdoor sculpture court. Highly activated student spaces, full of light and color are envisioned for the entire building, and especially for the Student services "pod." Several photographs of other similar projects are included to convey the recommended character.

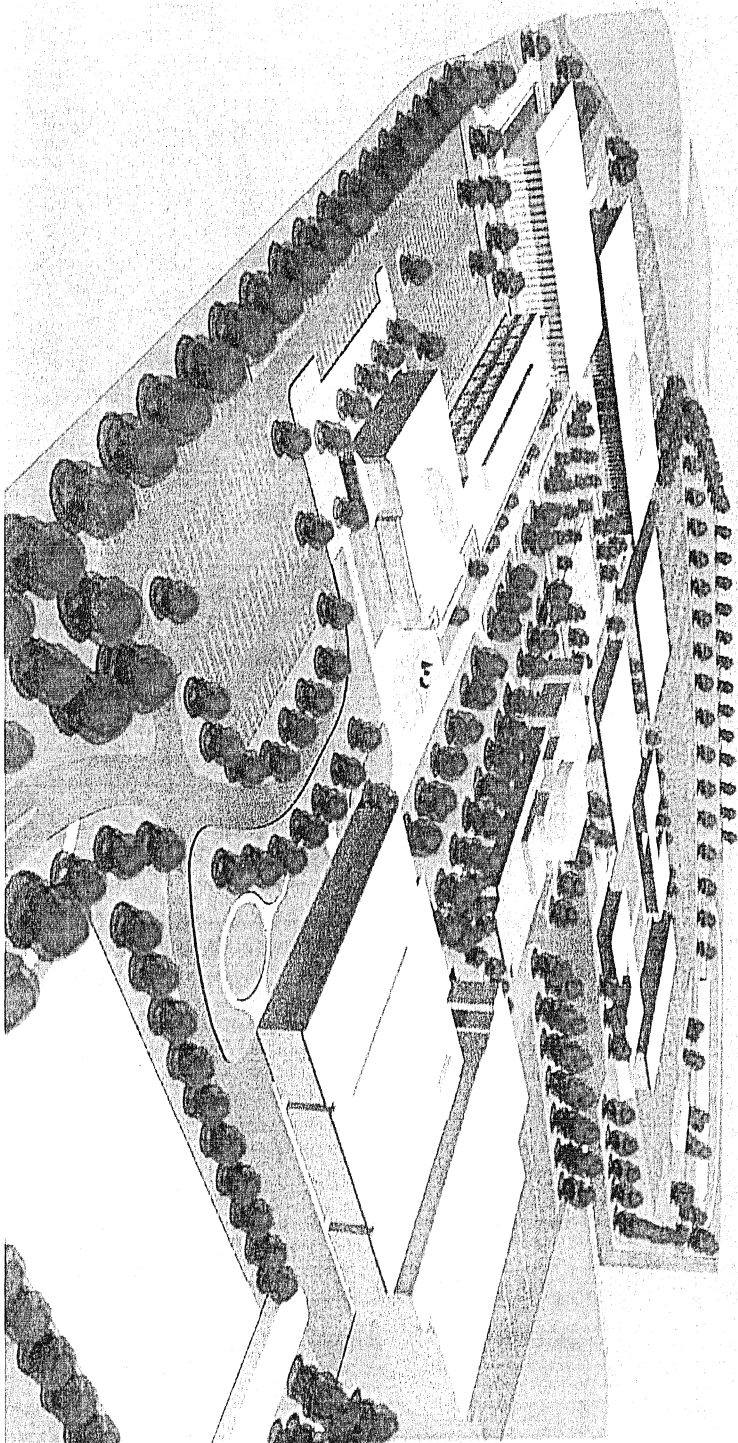
A goal of the Payne Hall renovation is to better integrate the Library into the life of the campus by relocating it to the first floor. This also allows the second floor to be reprogrammed for the Center for Arts & Humanities. The student traffic and programs associated with that Center will further activate Payne Hall. One can imagine both levels of the Payne Hall lobby full of students, art and activity upon completion of this renovation. A key to the successful renovation of Payne Hall will be to find ways to bring natural light into the interior of the building. This can be achieved through the use of interior glass walls to "borrow light" from the exterior.

V. FINAL RECOMMENDATIONS

UTICA CAMPUS - Campus Plan Proposal

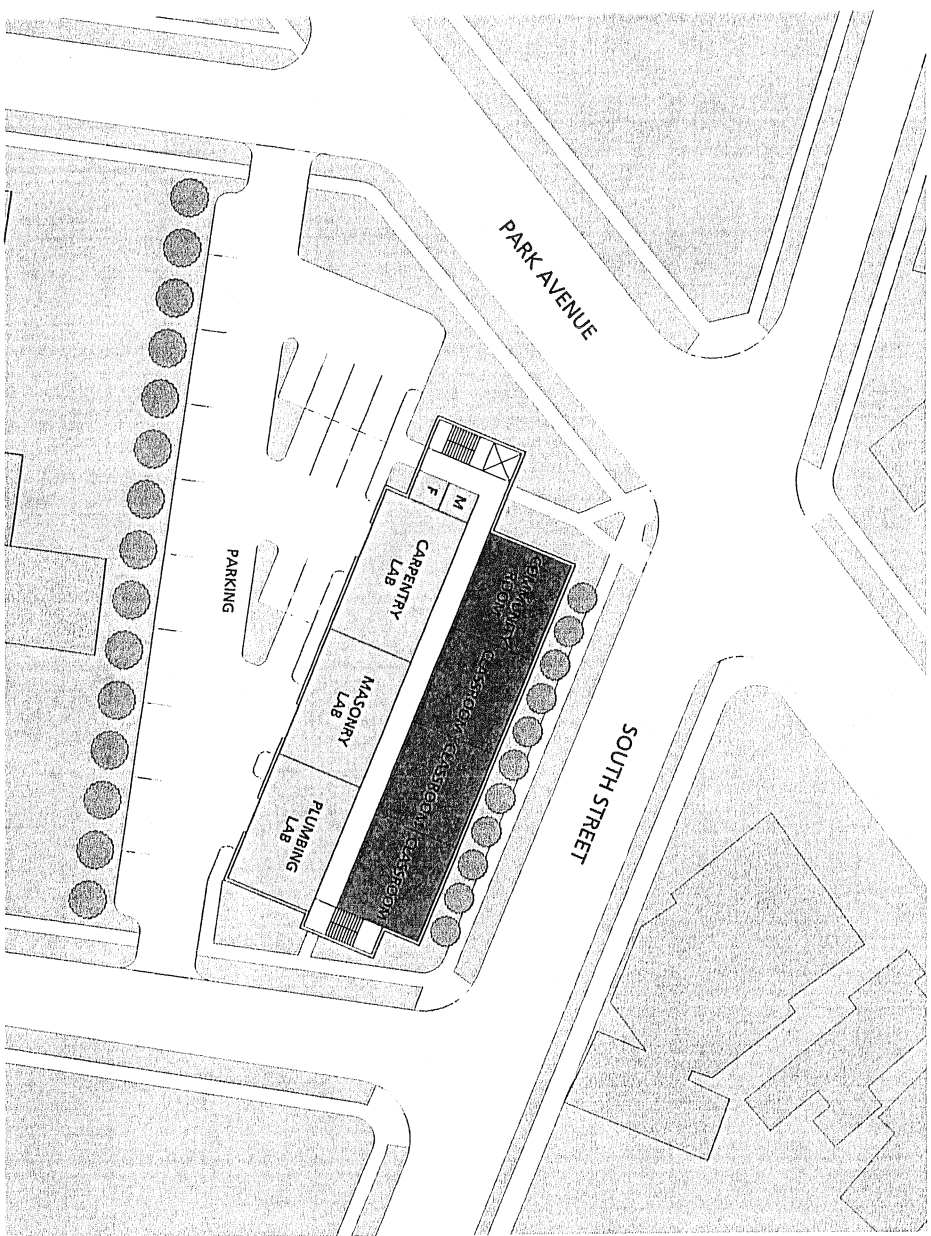


UTICA CAMPUS - With Implementation of Master Plan Recommendations



V. FINAL RECOMMENDATIONS

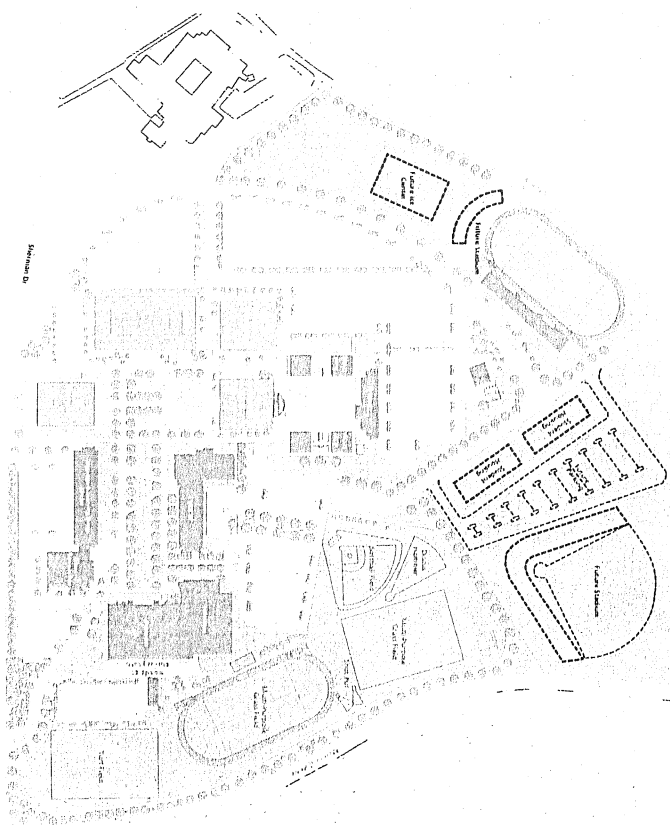
UTICA CAMPUS - Cornhill Development: Site / Program



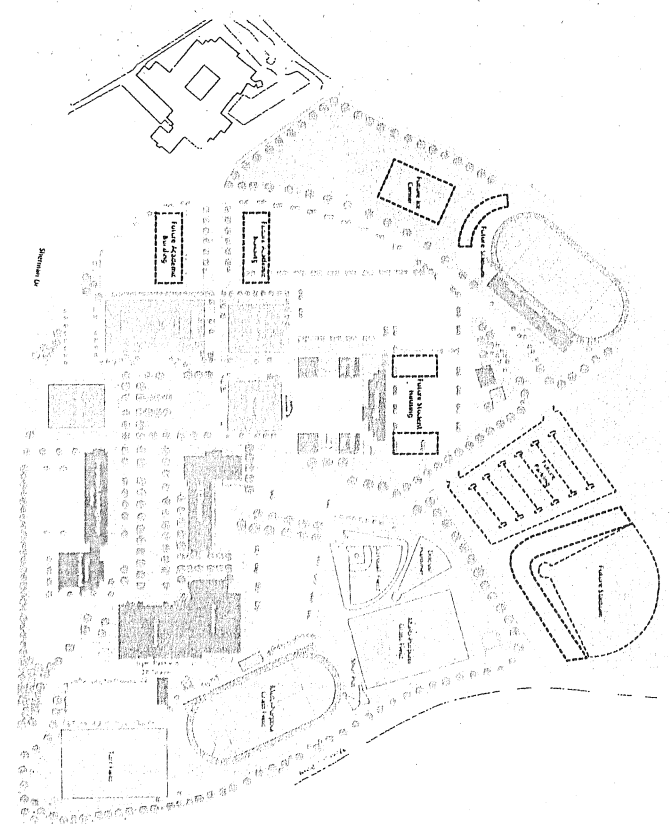
First Floor

27.

UTICA CAMPUS - Long Range Site Plan



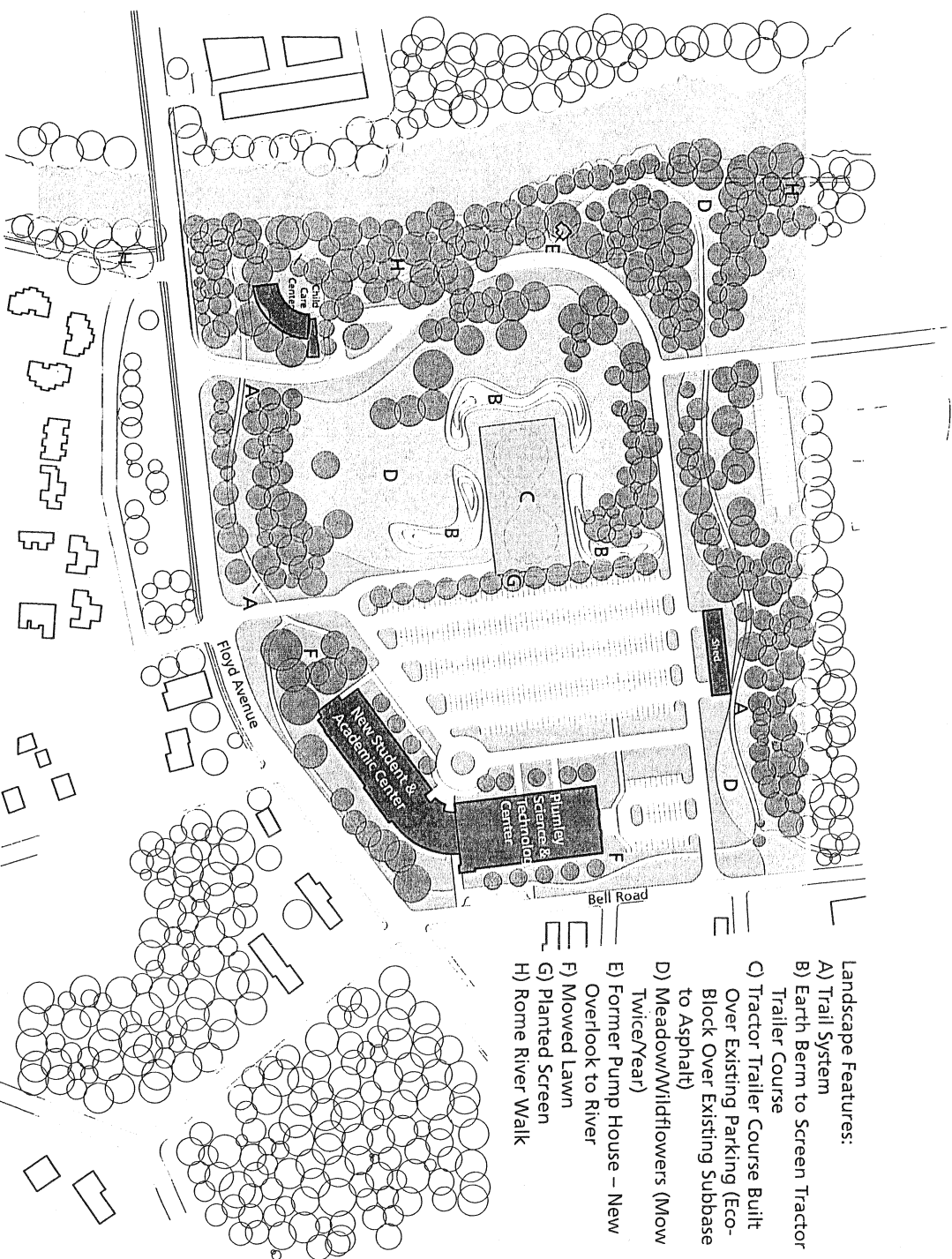
Long Range Proposed - Option A



Long Range Proposed - Option B

ROME CAMPUS - Selected Option: Proposed Landscape Improvements

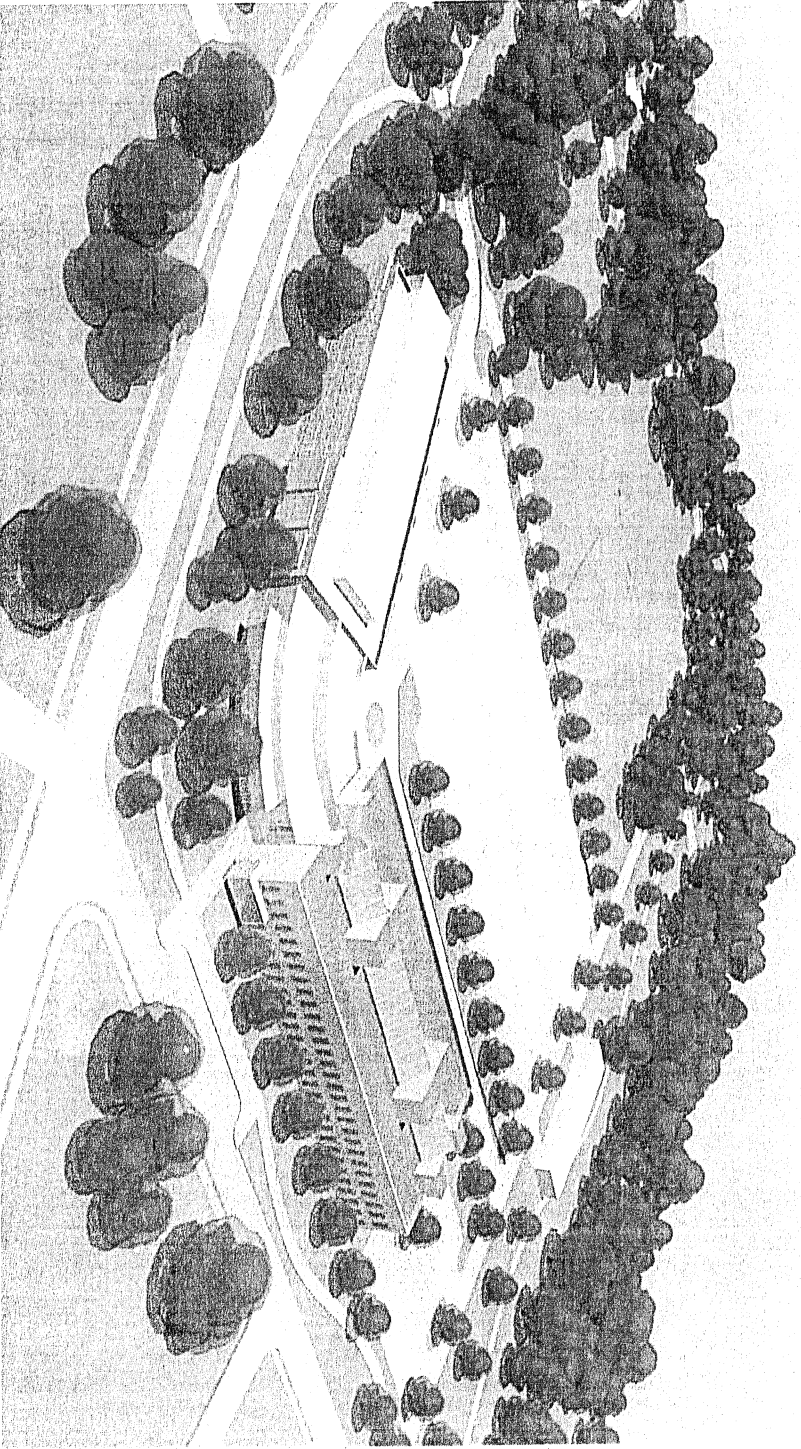
28.



- Landscape Features:
- A) Trail System
 - B) Earth Berm to Screen Tractor Trailer Course
 - C) Tractor Trailer Course Built Over Existing Parking (Eco-Block Over Existing Subbase to Asphalt)
 - D) Meadow/Wildflowers (Mow Twice/Year)
 - E) Former Pump House – New Overlook to River
 - F) Mowed Lawn
 - G) Planted Screen
 - H) Rome River Walk

V. FINAL RECOMMENDATIONS

ROME CAMPUS - With Implementation of Master Plan Recommendations



29.

V. FINAL RECOMMENDATIONS

Budget / Proposed Implementation Schedule

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Construction Costs and Total Project Costs have been developed for two categories of improvements, "Early Projects", and "Major & Subsequent Projects," and are outlined on the following pages. The former category of improvements amounts to approximately \$5.6 million, and the latter to approximately \$118 million. All costs are escalated at a rate of 3.5% annually. Project costs are based on a 25% multiplier applied to construction costs.

The cost of these recommended improvements would be split equally between Oneida County and the State. An overall schedule shows implementation of all recommended improvements by 2030 in seven phases. Following this overall schedule are breakdowns by phase and year of the funds that must be requested from the county.

V. FINAL RECOMMENDATION'S

Preliminary Budget

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Early Projects

Phase	Project	Area (SF)	Cost/SF	Construction Cost (current)	Escalation (3.5%/yr)	Subtotal	Soft Cost Factor (25%)	Project Cost
1	Athletics Stitework	na	na	\$ 1,500,000	1.035	\$ 1,552,500	1.25	\$ 1,940,625
	Cornhill Pre-Engineered Structure for Carpentry/Masonry	10,000	\$ 150.00	\$ 1,950,000	1.071	\$ 2,088,450	1.25	\$ 2,610,562
	Create New A&P Lab in Academic Building	1,500	\$ 125.00	\$ 187,500	1.071	\$ 200,813	1.25	\$ 251,016
	Dining Room Expansion in ACC	3,000	\$ 180.00	\$ 540,000	1.109	\$ 598,860	1.25	\$ 748,575
	Total Cost - Early Projects							\$ 5,550,778

Major & Subsequent Projects

Phase	Project	Area (SF)	Cost/SF	Construction Cost (current)	Escalation (3.5%/yr)	Subtotal	Soft Cost Factor (25%)	Project Cost
2	New Language Learning Center/Student Services Building	100,000	\$ 183.36	\$ 18,336,000	1.188	\$ 21,783,168	1.25	\$ 27,228,960
	Associated Utica Stitework	na	na	\$ 5,253,400	1.188	\$ 6,241,039	1.25	\$ 7,801,299
	New Addition to Plumley Building	48,000	\$ 186.33	\$ 8,944,000	1.46	\$ 13,058,240	1.25	\$ 16,322,800
	Renovate Existing Plumley Building	54,000	\$ 102.55	\$ 5,537,500	1.46	\$ 8,084,750	1.25	\$ 10,105,938
	Total							\$ 61,458,997
3	Payne Hall Renovations	84,000	\$ 133.93	\$ 11,250,000	1.317	\$ 14,816,250	1.25	\$ 18,520,312
	Construct Rome Support Building (Shed)	4,800	\$ 109.57	\$ 504,000	1.46	\$ 735,841	1.25	\$ 919,801
	Demolish Rome Academic Building & Barn	na	na	\$ 370,000	1.564	\$ 578,680	1.25	\$ 723,350
	Associated Rome Stitework	na	na	\$ 2,435,000	1.564	\$ 3,808,340	1.25	\$ 4,760,425
	Total							\$ 24,923,888
4	Utica Academic Building Renovations	124,800	\$ 77.04	\$ 9,614,000	1.619	\$ 15,565,067	1.25	\$ 19,456,333
5	Alumni College Center Renovations	86,000	\$ 27.58	\$ 2,372,000	1.795	\$ 4,257,740	1.25	\$ 5,322,175
6	S&T Building Renovations	32,500	\$ 92.31	\$ 3,000,000	1.923	\$ 5,769,000	1.25	\$ 7,211,250
	Total Cost - Major & Subsequent Projects							\$ 118,372,643

Schedule

Oneida County Department of Public Works and
Mohawk Valley Community College
Campus Master Plan

ID	Task Name	Start	Finish	Duration
1	Adopt 2010 - 2030 Master Plan	Mon 11/21/11	Mon 11/21/11 1 day	
2	Implementation of Early Projects (Cornhill, etc.)	Tue 11/22/11	Mon 9/23/13 24 mos	
3	Final Master Plan Major Project Capital Request/Funding	Tue 11/22/11	Mon 8/4/13 7 mos	
4	New Utica LLC/SS Building & Campus Improvements - Design	Tue 9/9/12	Thu 3/6/15 36 mos	
5	Build/Construct New Utica LLC/SS Building & Campus Improvements	Fri 3/6/15	Wed 3/25/20 66 mos	
6	Occupancy of New Utica LLC/SS Building	Thu 3/25/20	Wed 4/22/20 1 mon	
7	Payne Hall Renovations - Design & Bid	Wed 3/4/15	Tue 12/5/17 36 mos	
8	Phased Renovation of Payne Hall	Thu 4/23/20	Wed 8/10/23 30 mos	
9	Renovation of Payne Hall Complete	Thu 8/11/22	Thu 8/11/22 1 day	
10	Plumley Building Addition & Renovation - Design	Fri 6/1/12	Tue 3/29/15 36 mos	
11	Bid/Construct Addition to & Phased Renovation of Plumley	Wed 3/4/15	Mon 3/23/20 66 mos	
12	Plumley Addition and Renovation Complete	Tue 3/24/20	Tue 3/24/20 1 day	
13	Demolition of Rome Academic Building & Campus Improvements	Tue 4/21/20	Mon 8/8/22 30 mos	
14	Rome Campus Master Plan Implementation Complete	Tue 8/9/22	Tue 8/9/22 1 day	
15	Utica Academic Building Renovations - Design & Bid	Tue 11/9/22	Mon 6/17/24 21 mos	
16	Phased Renovation of Utica Academic Building	Tue 3/18/24	Mon 10/5/26 30 mos	
17	Renovation of Utica Academic Building Complete	Tue 10/9/26	Tue 10/9/26 1 day	
18	Alumni College Center Renovation - Design & Bid	Mon 6/24/24	Fri 8/15/25 15 mos	
19	Phased Renovation of Alumni College Center	Tue 10/9/26	Mon 8/17/28 24 mos	
20	Renovation of Alumni College Center Complete	Tue 8/8/28	Tue 8/8/28 1 day	
21	Science & Technology Building Renovations - Design & Build	Mon 10/5/26	Fri 11/28/27 15 mos	
22	Phased Renovation of Science & Technology Building	Wed 3/9/28	Tue 8/11/30 24 mos	
23	Utica Campus Master Plan Implementation Complete	Wed 8/12/30	Wed 8/12/30 1 day	

Phase I (2011 - 2012): Early Projects
Total Cost \$4.9M/County Share \$2.5M, \$1.25M/YR

Phase II (2012 - 2020): Utica New Building/Rome Plumley Addition/Renovation
Total Cost \$61M/County Share \$30.5M, \$3.8M/YR

Phase III (2020 - 2022): Payne Hall/Rome Sitework
Total Cost \$25M/County Share \$12.5, \$4.2M/YR

Phase IV (2024 - 2026): Utica AB Renovation
Total Cost \$18.5M/County Share \$9.75M, \$3.2M/YR

Phase V (2026 - 2028): ACC Renovation
Total Cost \$5.3M/County Share \$2.6M, \$1.3M/YR

Phase VI (2028 - 2030): S&T Renovation
Total Cost \$7.2M/County Share \$3.6M, \$1.8M/YR

Preliminary Schedule
Mitchell | Giurgola Architects, LLP
21 November 2011



Oneida County Department of Planning
Boehlert Center at Union Station, 321 Main Street, Utica, NY 13501

May 21, 2012

FN 20 12 - 238



Anthony J. Picente, Jr.
County Executive
Oneida County Office Building
800 Park Avenue
Utica, New York 13501

**ECONOMIC DEVELOPMENT
& TOURISM**

WAYS & MEANS

Re: NYS Office of Community Renewal – 2012 Small Business Assistance
Application – Advanced Tool, Inc. Project

Dear County Executive Picente:

In a continuing effort to assist businesses throughout Oneida County, we are proposing to apply for Community Development Block Grant (CDBG) funding made available by the New York State Office of Community Renewal (OCR) through the 2012 New York State Consolidated Funding Application.

Based on the requirements from the OCR, Oneida County will apply for an amount not to exceed \$100,000 for Advanced Tool, Inc. located in the Town of Marcy. This funding will assist the company with the purchase of new equipment and upgrades to existing equipment. With this assistance, the company will remain competitive in the Aerospace, Defense & Automotive Industries, expand further into the Medical, Electronics & Nanotechnology Industries and branch into global markets. This project will create 4 new jobs and retain 10 jobs at the Marcy facility.

Since the CDBG program does not require a local match, no Oneida County dollars will be expended on these projects. Upon award of the CDBG grant, Mohawk Valley EDGE will administer the program on behalf of Oneida County.

Therefore, we respectfully request that you submit to the Oneida County Board of Legislators a request to authorize you to submit an application to the New York State Office of Community Renewal for a Small Business Assistance grant totaling \$100,000. Included in this resolution is the authorization to conduct the mandated public hearings on the Community Development Block Grant application, as required by the statutory requirements of the CDBG program, and, if awarded the grant, authorization to enter into an agreement with the Mohawk Valley EDGE to administer the program.

Should you have any questions regarding this matter please contact me.

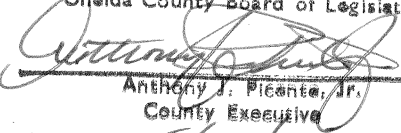
Sincerely,

John R. Kent, Jr.

John R. Kent, Jr.
Commissioner of Planning

Cc: Edward Welsh
Emil Paparella
Rose Ann Convertino

Reviewed and Approved for submittal to the
Onida County Board of Legislators by



Anthony J. Picante, Jr.
County Executive

Date 5/21/12

RE: AUTHORIZATION FOR ONEIDA COUNTY TO MAKE APPLICATION TO THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL (OCR) FOR GRANTS TOTALING \$100,000 TO SUPPORT ECONOMIC DEVELOPMENT EFFORTS IN ONEIDA COUNTY

WHEREAS, Oneida County Executive Anthony J. Picente, Jr., is in receipt of correspondence from John R. Kent, Jr., Commissioner of Planning, requesting submittal of an application by Oneida County to the State of New York Office of Community Renewal (OCR) for Community Development Block Grant (CDBG) direct grants totaling \$100,000, and

WHEREAS, The Community Development Block Grant funds will provide funding assistance to Advanced Tool, Inc., in the Town of Marcy that will result in the creation of four (4) new jobs and the retention of ten (10) jobs, and

WHEREAS, The CDBG program requires the holding of two public hearings by the County, a minimum of one prior to the submission of said application to obtain the views of citizens regarding the proposed application, and one following the award to report on project accomplishments, and

WHEREAS, The CDBG program requires that the Community Development Block Grant application must comply with the program requirements set forth in 24 CFR Part 570, as amended, now, therefore, be it hereby

RESOLVED, That Oneida County Executive Anthony J. Picente, Jr., is authorized to submit the application and amendments thereto and all understandings and assurances contained therein, and is further authorized to act in connection with the application to provide such additional information as may be required to request and implement said funds, and it is further

RESOLVED, That the Oneida County Executive is authorized and directed to hold any required public hearings and execute all documents and certifications required as part of the submission of the application, and it is further

RESOLVED, That the County Executive is hereby authorized to execute such documents as may be required in order to implement the program and hold the required public hearing if the application is approved and enter into agreements with beneficiaries of the funds.

APPROVED: Ways & Means Committee

DATED:

Adopted by the following vote:
AYES ___ NAYS ___



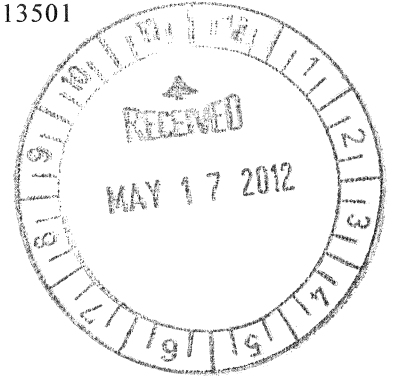
Oneida County Department of Planning
Boehlert Center at Union Station, 321 Main Street, Utica, NY 13501

May 15, 2012

FN 20 12 - 239

**ECONOMIC DEVELOPMENT
& TOURISM**

WAYS & MEANS



Anthony J. Picente, Jr.
County Executive
Oneida County Office Building
800 Park Avenue
Utica, New York 13501

Re: NYS Office of Community Renewal – 2012 Economic Development Application
– Harden Furniture, Inc. Project

Dear County Executive Picente:

In a continuing effort to assist businesses throughout Oneida County, we are proposing to apply for Community Development Block Grant (CDBG) funding made available by the New York State Office of Community Renewal (OCR) through the 2012 New York State Consolidated Funding Application.

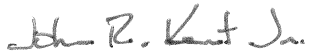
Based on the requirements from the OCR, Oneida County will apply for an amount not to exceed \$150,000 for Harden Furniture, Inc. in the hamlet of McConnellsville located in the Town of Vienna. This funding will assist the company with machinery upgrades as part of their modernization project. This modernization effort will help to grow sales, increase employment levels and ensure Harden's competitiveness long into the future. This project will create 10 new jobs and retain 250 jobs at the McConnellsville facility.

Since the CDBG program does not require a local match, no Oneida County dollars will be expended on these projects. Upon award of the CDBG grant, Mohawk Valley EDGE will administer the program on behalf of Oneida County.

Therefore, we respectfully request that you submit to the Oneida County Board of Legislators a request to authorize you to submit an application to the New York State Office of Community Renewal for an Economic Development grant totaling \$150,000. Included in this resolution is the authorization to conduct the mandated public hearings on the Community Development Block Grant application, as required by the statutory requirements of the CDBG program, and, if awarded the grant, authorization to enter into an agreement with the Mohawk Valley EDGE to administer the program.

Should you have any questions regarding this matter please contact me.

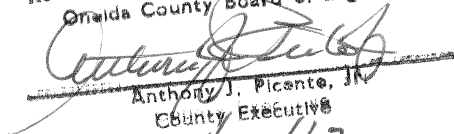
Sincerely,



John R. Kent, Jr.
Commissioner of Planning

Cc: Edward Welsh
Emil Paparella
Rose Ann Convertino

Reviewed and Approved for submittal to the
Orlando County Board of Legislators by



Anthony J. Picente, Jr.
County Executive

Date 5/16/12

RE: AUTHORIZATION FOR ONEIDA COUNTY TO MAKE APPLICATION TO THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL (OCR) FOR GRANTS TOTALING \$150,000 TO SUPPORT ECONOMIC DEVELOPMENT EFFORTS IN ONEIDA COUNTY

WHEREAS, Oneida County Executive Anthony J. Picente, Jr., is in receipt of correspondence from John R. Kent, Jr., Commissioner of Planning, requesting submittal of an application by Oneida County to the State of New York Office of Community Renewal (OCR) for Community Development Block Grant (CDBG) direct grants totaling \$150,000, and

WHEREAS, The Community Development Block Grant funds will provide funding assistance to Harden Furniture, Inc., in the hamlet of McConnellsville located in the Town of Vienna that will result in the creation of 10 new jobs and retention of 250 jobs, and

WHEREAS, The CDBG program requires the holding of two public hearings by the County, a minimum of one prior to the submission of said application to obtain the views of citizens regarding the proposed application, and one following the award to report on project accomplishments, and

WHEREAS, The CDBG program requires that the Community Development Block Grant application must comply with the program requirements set forth in 24 CFR Part 570, as amended, now, therefore, be it hereby

RESOLVED, That Oneida County Executive Anthony J. Picente, Jr., is authorized to submit the application and amendments thereto and all understandings and assurances contained therein, and is further authorized to act in connection with the application to provide such additional information as may be required to request and implement said funds, and it is further

RESOLVED, That the Oneida County Executive is authorized and directed to hold any required public hearings and execute all documents and certifications required as part of the submission of the application, and it is further

RESOLVED, That the County Executive is hereby authorized to execute such documents as may be required in order to implement the program and hold the required public hearing if the application is approved and enter into agreements with beneficiaries of the funds.

APPROVED: Ways & Means Committee

DATED:

Adopted by the following vote:
AYES ___ NAYS ___

Anthony J. Picente, Jr.
County Executive



David A. Tomidy
Director

Oneida County Probation Department

321 Main Street, 2nd Floor Utica, New York 13501

Utica-phone (315)798-5914 Fax: (315) 798-6467

Rome-Juvenile: (315) 337-0080 Adult (315) 337-0073

E-mail: probation@ocgov.net Web Site: www.ocgov.net

Supervisors
Paula Mrzlikar
Holly F. Matthews
Patrick Cady
Thomas Brognano

5-14-12

FN 20 12 - 240

Mr. Anthony J. Picente
Oneida County Executive
800 Park Ave
Utica NY 13501

PUBLIC SAFETY

Re: Jay Grant

WAYS & MEANS



Dear Mr. Picente,

For several years we have collaboratively participated in a UPD/Probation Juvenile Ride Along Program funded by a Federal Jay Grant.

Under this program we visit youth on Domicile Restriction and homes of youth with serious problems, in the evening. This way, we can also meet with parents and significant others. This program is an integral strategy of our Juvenile alternatives to Detention strategy and Juvenile Delinquency Prevention.

This \$8,680 is spread out over the year and includes fringe benefits. We strongly recommend board approval for its cost effectiveness and the inter-governmental collaboration we all embrace.

Sincerely,

David A. Tomidy
Director

DAT/mg

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 5/16/12

**ONEIDA COUNTY BOARD OF LEGISLATORS
CONTRACT SUMMARY**

Name of Proposing Organization : Utica Police Dept/Oneida Co Probation Dept.

Title of Activity or Service : UPD/Probation Juvenile Ride Along Program

Proposed Dates of Operation : 7-1-12 through 6-30-13

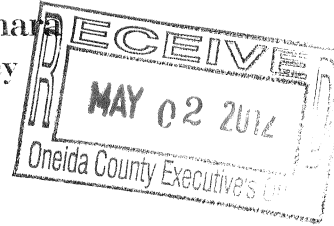
Client Population/Number to be Served : 100 Juvenile Delinquency/PINS on Domicile Restriction or Probation Supervision

Total Funding Requested : -0-

Oneida County Probation Department Recommendation : The grant reimburses Oneida County for 100% of overtime salary and fringe benefits costs

ONEIDA COUNTY
OFFICE OF THE DISTRICT ATTORNEY

Scott D. McNamara
District Attorney



Michael A. Coluzza
First Assistant

Kurt D. Hameline
Laurie Lisi
Paul J. Hernon
Matthew P. Worth
Joseph A. Saba
Grant J. Garramone
Steven G. Cox
Stacey L. Paolozzi
Bernard L. Hyman, Jr.
Todd C. Garville

Dawn Catera Lupi
First Assistant

Robert L. Bauer
Michael R. Nolan
Kurt D. Schultz
Kara E. Wilson
John J. Raspante
Joshua L. Bauer
Patrick F. Scully
Christopher D. Hameline
Steven P. Feiner

FN 20 12 - 241

PUBLIC SAFETY

April 30, 2012

WAYS & MEANS



The Honorable Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

Dear Mr. Picente:

By this letter, I am requesting your approval, as well as that of the Board of Legislators, for the following 2012 supplemental appropriation within the District Attorney's Law Enforcement cost center to support a one time payment to the City of Utica:

TO:

A1162.4951 Law Enforcement, Other Expenses \$78,000

This supplemental appropriation will be fully funded by:

A1207 Law Enforcement, Approp. F.B. Year Forfeitures \$78,000

This 2012 supplemental appropriation will be fully supported by forfeiture funds that are already on deposit.

At your earliest convenience, please submit this request to the Board of Legislators for their approval.

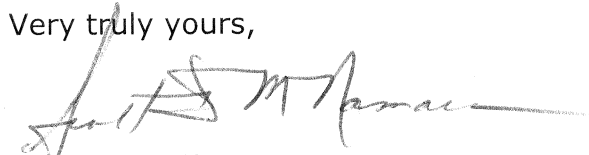
41.

The Honorable Anthony J. Picente, Jr.
April 30, 2012
Page Two

If you have any questions or concerns, please contact me.

Thank you.

Very truly yours,

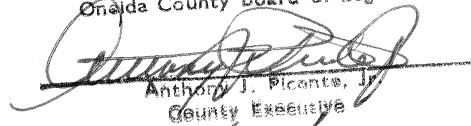


Scott D. McNamara
Oneida County District Attorney

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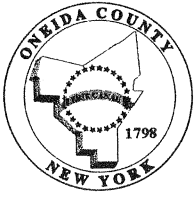
cc: Hon. Gerald J. Fiorini, Chairman
Hon. George Joseph, Majority Leader
Hon. Frank Tallarino, Minority Leader
Hon. Les Porter, Chairman, Ways & Means Comm.
Hon. Richard A. Flisnik, Chairman, Public Safety
Thomas Keeler, Budget Director

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by



Anthony J. Picente, Jr.
County Executive

Date 5/17/12



COUNTY OF ONEIDA
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE JR.
County Executive
ce@ocgov.net

ONEIDA COUNTY OFFICE BUILDING
800 PARK AVENUE
UTICA, NEW YORK 13501
(315) 798-5800
FAX: (315) 798-2390
www.ocgov.net

May 16, 2012

Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

FN 20 12-242

GOVERNMENT OPERATIONS



Honorable Members:

WAYS & MEANS

The New York State Office of the Comptroller (OSC) has completed an audit of Oneida County's protection of Personal, Private, and Sensitive Information (PPSI) when disposing of or reusing electronic equipment. The report is dated February 2012. A copy of the report is attached to this letter for your convenience.

OSC auditors reviewed Information Technology (IT) practices for protecting PPSI on electronic equipment throughout Oneida County government. They focused on the standard operating procedures followed by Central Services and Purchasing as well as Sheriff's Department, E911 and Department of Social Services (DSS) IT staff. Oneida County was one of eight entities reviewed and assessed in the audit. The other entities examined were Westchester County, Steuben County, Fulton County, City of Syracuse, Dansville Central School District, City of Port Jervis and the Shenendehowa Central School District. Six recommendations intended to improve the protection of PPSI were made in the final audit report:

1. Officials should establish written policies to ensure that all PPSI on electronic equipment (computers, related equipment and copiers) is removed prior to reuse and disposal.
2. Officials should develop written procedures that outline the proper process to use to ensure PPSI is entirely destroyed or removed from electronic equipment prior to disposal or reuse.
3. Officials should establish a data classification scheme.
4. Officials should account for all equipment that may contain PPSI, track the removal of the PPSI from the equipment prior to disposal and monitor compliance of the process by documenting the procedures.

5. Officials should coordinate with lessors, as necessary, to ensure that returned copiers are sanitized, and should document the completion of the sanitization process in accordance with entity-wide procedures for protecting PPSI in electronic equipment.
6. Officials should establish a breach notification policy, notify and train employees and regularly audit compliance with the plan.

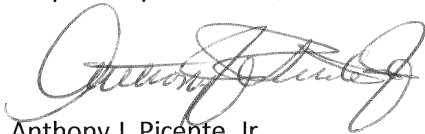
The Corrective Action Plan (CAP) required by OSC in response to the audit is being submitted this week. Each member of the Board of Legislators will receive a copy of the CAP. The CAP outlines the efforts made by the County to date to respond to all recommendations included in the audit. As indicated in the CAP, two policy and procedures documents have been drafted for Board consideration with implementation pending approval by the Oneida County Board of Legislators. The titles of draft policies and procedures documents and the audit recommendations that each responds to are:

1. "Oneida County Policy and Procedures for Protecting Personal Private Sensitive Information (PPSI) When Disposing or for Reusing Electronic Equipment"
 - Responds to OSC recommendation numbers 1, 2, 4 and 5
2. "Oneida County Breach Notification Policy and Procedures"
 - Responds to OSC recommendation number 6

The response to OSC recommendation number 3 remains in development at this time. An information classification scheme matrix has been drafted and is captured within the CAP as evidence of the work accomplished to date. The information classification scheme matrix is intended to form the basis of an Information Classification Policy currently being drafted for consideration by the Oneida County Board of Legislators. It is anticipated that the draft version of the Information Classification Policy will be available for Board review and approval at the July 11, 2012 Board Meeting.

I am pleased to inform you that much has been accomplished by our Central Services and Purchasing Departments to efficiently and effectively respond to all audit findings and recommendations. With this letter, I respectfully request full Board action to approve the attached draft versions of the "Oneida County Policy and Procedures for Protecting Personal Private Sensitive Information (PPSI) When Disposing or for Reusing Electronic Equipment" and the "Oneida County Breach Notification Policy and Procedures" at your **June 13, 2012** meeting. Upon approval by the Board, these policies and procedures will be implemented by all Oneida County Departments to help ensure protection of the PPSI entrusted to us and residing on our electronic equipment.

Respectfully submitted,



Anthony J. Picente, Jr.
Oneida County Executive

Attachments:

1. OSC Report Number 2011-MS-2 entitled "Protecting Personal, Private, and Sensitive Information When Disposing of or Reusing Electronic Equipment" dated February 2012

2. Draft "Oneida County Policy and Procedures for Protecting Personal Private Sensitive Information (PPSI) When Disposing or for Reusing Electronic Equipment"
3. Draft "Oneida County Breach Notification Policy and Procedures"

Cc:

Comptroller, Joe Timpano
County Attorney, Greg Amoroso
Commissioner of DSS, Lucille Soldato
Director of Central Services, Anne Hartman
Director of Emergency Services, Kevin Revere
Director of Purchasing, Mello Testa
Sheriff, Robert Maciol

45.

DRAFT

Effective Date: Pending review and approval by Oneida County Board of Legislators

Oneida County Policy and Procedures for Protecting Personal Private Sensitive Information (PPSI) When Disposing of or Reusing Electronic Equipment

POLICY

It is imperative that Oneida County government protects all Personal, Private Sensitive Information (PPSI) resident on its personal computers (PCs), servers, copiers, printers and all other electronic devices and equipment used to input, store, process and output information. It is therefore our standard policy that all hard drives, floppy disks and other non-volatile storage media will be wiped clean or physically destroyed by a County approved method before being reused within the County or sent to surplus for disposal.

For purposes of this policy, Personal, Private Sensitive Information PPSI shall be defined as any information where unauthorized access, disclosure, modification, destruction or disruption of access to or use of such information could severely impact Oneida County, its critical functions, its employees, its customers, third parties or citizens of the County or State of New York.

PPSI shall include but is not necessarily limited to:

- Information concerning a person which, because of name, number, personal mark or other identifier, can be used to identify that person, in combination with:
 - Social Security Number;
 - Driver's license number or non-driver identification card number;
 - Mother's maiden name; or
 - Financial account identifier(s) or other information which would permit access to a person's financial resources or credit.
- Information used to authenticate the identity of a person or process (i.e., personal identification number (PIN), password, passphrase, or biometric data). This does not include distribution of one-time-use PINs, passwords or passphrases.
- Information that identifies specific structural, operational, or technical information, such as maps, mechanical or architectural drawings, floor plans, operational plans or procedures, or other detailed information relating to electric, natural gas, steam, water supplies, nuclear or telecommunications systems or infrastructure, including associated facilities, including, but not limited to:
 - Training and security procedures at sensitive facilities and locations as determined by the Office of Homeland Security (OHS);
 - Descriptions of technical processes and technical architecture;
 - Plans for disaster recovery and business continuity; and
 - Reports, logs, surveys, or audits that contain sensitive information.

- Security related information (i.e. vulnerability reports, risk assessments, security logs).
- Other information that is protected from disclosure by law or relates to subjects and areas of concern as determined by the Oneida County Executive.

PROCEDURES

Oneida County Departments determining they no longer need a specific PC, server, printer or other electronic device identified as having PPSI stored on it are required to complete and sign a Surplus Form by following the County Purchasing Department's Surplus Form Instructions dated January 18, 2011. Upon receipt, the Purchasing Director routes all Surplus Forms completed for electronic devices containing storage media such as hard drives to the Central Services Director for a recommendation as to whether the device should be retained as a spare or sent for disposal. PCs and servers designated to be retained as a spare are to be reimaged at the time of redeployment utilizing one of the methods described under PC and server reuse in the section that follows. If Central Services recommends equipment disposal, the Central Services Director is required to confirm removal of the hard drive and to that the removal is noted on the Surplus Form. The Central Services Director is required to return completed Surplus Forms to the Purchasing Department for processing and recording purposes.

PCs and Servers

PCs and servers to be reused by another County Employee or Department:

Cognizant Oneida County Information Technology (IT) personnel shall reimage all PCs to be reused by another County employee, vendor or private contractor or to be transferred to any other Department as follows:

- A sector-by-sector rewrite of the PC hard drive shall be performed using Symantec Ghost or Acronis TrueImage when an existing corresponding image is available for the PC
- When no existing image is available, IT personnel are to reformat the hard drive using Windows XP, VISTA or 7 setup as appropriate and then reinstall Windows and all applications prior to transfer

Servers to be reused shall have the hard disk reformatted so that any PPSI resident of the server is completely destroyed by the reformatting process.

PCs and servers to be sent to surplus for disposal:

Cognizant Oneida County IT personnel shall remove the hard drives, floppy drives or other non-volatile storage media from all PCs and servers for destruction prior to the unit being transferred to the Purchasing Department as surplus. A notation confirming removal of the storage media shall be indicated on the Surplus Form and must be signed by the Director of Central Services.

Hard drive, floppy drive, non-volatile storage media destruction process:

Cognizant Oneida County IT personnel shall ensure the physical destruction of all hard drives, floppy drives or other non-volatile storage media designated for disposal as follows:

- Hard drives, floppy drives and other storage media removed for destruction shall be collected and held in a securely locked area by cognizant IT personnel until the time of destruction.
- These storage devices shall each be placed on a copy machine and copied so that any identifying information (i.e. manufacturer, model number, serial number, etc.) is captured on a paper image.
- An Oneida County Hard Drive Destruction Record Form shall be completed (see Attachment B) by cognizant IT personnel, copies the image of each device to be destroyed shall be attached and the Form, copies and all physical devices to be destroyed are to be delivered to the Director of Central Services.
- The Director of Central Services is responsible for contacting Oneida County Buildings and Grounds personnel to arrange for hard drives to be drilled or cut into small pieces to ensure physical destruction of the device so that no PPSI resident on the device can be recovered. If arrangements cannot be made for immediate destruction, Central Services will become responsible for secure storage of the devices until destruction can occur. The Director of Central Services is required to personally witness the destruction of each device and to confirm the destruction by signing the Hard Drive Destruction Record upon completion of the event.
- Hard Drive Destruction Records including attached images of each device destroyed shall be scanned to the County Network and posted on the Central Services Common Drive under the section called Hard Drive Destruction Record for audit purposes.
- Retention of Hard Drive Destruction Forms shall be considered permanent until a formal Retention Policy for these records is adopted by Oneida County Government.

Printers, Copiers, Fax Machines and Multi-purpose devices:

Printers and Fax Machines

Most desktop printers and fax machines utilized by Oneida County Government do not possess hard drives or other non-volatile storage media. However, to ensure adequate protection of PPSI that could be present if a non-standard printer or fax machines does exist, Oneida County Central Services must inspect all printers and fax machines sent to surplus to confirm the presence or lack of a hard drive prior to the printer being sent for disposal. Printers and fax machines sent to surplus by a Department Head shall be evaluated by Central Services IT personnel. If no hard drive or other non-volatile storage media present and if the Director of Central Services does not recommend the equipment be retained as a spare, the printer or fax machine will be sent directly to Purchasing for disposal. If a hard drive or other storage device is present in the equipment, the storage device must be removed, destroyed and documented following the same process described for the destruction of PC and server hard drives in previous sections of this document.

Printers and fax machines identified for reuse as spares shall be placed in the spares area of Central Services IT and will be held until redeployed to another location. In the unlikely event that a hard drive is present in a spare printer or fax machine, it shall be reformatted or reimaged according to manufacturer instructions prior to redeployment. If the manufacturer does not provide reformatting or reimaging instructions that are adequate to ensure that PPSI is permanently erased from memory, the hard drive or other memory shall be removed and destroyed following the same process described for the destruction of PC and server hard drives in previous sections of this document.

Leased network printers, copiers and multi-purpose devices:

Oneida County utilizes network printers, copiers and multi-function devices for some combination of printing, copying, scanning and faxing purposes county-wide. These devices may or may not possess a hard drive or other non-volatile storage device. The existence of such storage tends to depend on the equipment manufacturer.

If the County purchases a printer, copier or multi-purpose device, disposition of a storage medium such as a hard drive can be determined when the machine is sent to surplus. If a hard drive exists in the unit at the time of disposal, it shall be removed and destroyed in the same manner as described for desktop printers and fax machines in a preceding section of this procedures document.

If a leased copier or multi-purpose device contains a hard drive, its existence must be documented in the lease along with an agreement about how the hard drive will be handled at the end of the lease. Options for disposal of non-volatile storage devices in leased equipment include:

- **Disk Removal and Destruction:** The hard drive or other non-volatile storage device is removed from the copier, printer or multi-purpose copier prior to the leased equipment being reclaimed by the lessor. In this case, the hard drive must be removed, destroyed and documented following the same process described for the destruction of PC and server hard drives in previous sections of this document.
- **Image Overwrite:** Some manufacturers offer Image Overwrite for printers, copiers and multi-purpose devices possessing a hard drive. If Oneida County elects an Image Overwrite option to ensure the destruction of PPSI that may be resident of the device hard drive, the Image Overwrite process must be sanitized by a process that meets or exceeds National Industrial Security Program (NISP) DoD Standard 5220.22-M.

Other devices:

Any electronic equipment considered for disposal which may contain a hard drive or other non-volatile storage that is not specifically addressed in this procedures guide shall be identified to the Director of Central Services for assessment and disposition.

DRAFT

Effective Date: Pending review and approval by Oneida County Board of Legislators

Oneida County Breach Notification Policy and Procedures

POLICY

It is the policy of Oneida County to comply with New York State Technology Law including Section 208, the Information Security Breach and Notification Act. Oneida County places high value on protecting Personal, Private and Sensitive Information (PPSI) and strives to continuously improve the security of electronic systems owned and operated by the County.

In the event of a security breach resulting in unauthorized access to PPSI, Oneida County is obligated by law to notify any person within New York State that is impacted by that breach. All Oneida County Departments are required to comply with this policy and are responsible for ensuring that proper notification is provided to any individual impacted when there has been or is reasonably believed to have been a compromise of that individual's private information.

If a breach is suspected, the Department Head must immediately notify the Director of Central Services for assistance in determining if it reasonable to believe PPSI has been compromised as well as to restore proper controls over the compromised data. If the Department Head and Director of Central Services believe a breach may have occurred, the County Attorney will be consulted for assistance in the notification process. Law enforcement will be brought in if determined appropriate. In addition to notifying those individuals affected by the breach, Oneida County will also notify the New York State:

- Attorney General (AG)
- Office of Cyber Security and Critical Infrastructure Coordination (CSCIC), and
- Consumer Protection Board (CPB)

PROCEDURES

- A. The Department Head, after consulting with the Director of Central Services to determine the scope of the breach and restoration measures, shall work with the County Attorney to notify an individual when it has been determined that there has been, or is reasonably believed to have been a compromise of PPSI through unauthorized disclosure.
- B. If encrypted data containing PPSI is compromised along with the corresponding encryption key, the data shall be considered unencrypted and thus fall under the notification requirements.
- C. Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.

- D. The Department Head will notify the affected individual. Such notice shall be directly provided to the affected persons by one of the following methods:
- written notice;
 - electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form and a log of each such notification is kept by the Department who notifies affected persons in such form;
 - telephone notification provided that a log of each such notification is kept by the Department who notifies affected persons; or
 - Substitute notice, if a Department demonstrates to the County Attorney that the cost of providing notice would exceed twenty-five thousand dollars, or that the affected class of subject persons to be notified exceeds twenty-five thousand, or such Department does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - e-mail notice when such Department has an e-mail address for the subject persons;
 - conspicuous posting of the notice on the County's web site page; and
 - notification to local media outlets
- E. The Central Services Department shall notify, NYS Office of Cyber Security & Critical Infrastructure Coordination (CSCIC) as to the timing, content and distribution of the notices and approximate number of affected persons.
- F. The Department Head and Director of Central Services shall notify the County Executive and the County Attorney, whenever notification to a New York resident is necessary, as to the timing, content and distribution of the notices and approximate number of affected persons.
- G. Regardless of the method by which notice is provided, such notice shall include contact information for the Department making the notification and a description of the categories of information that were, or are reasonably believed to have been, accessed without valid authorization, including specification of which of the elements of PPSI were, or are reasonably believed to have been, so acquired.
- H. This Policy also applies to information maintained on behalf of a Department by a third party.
- I. When more than five thousand New York residents are to be notified at one time, then the Department shall notify the consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. This notice, however, will be made without delaying notice to the individuals.
- J. As used in this Policy and Procedures, the following terms shall have the following meanings:
- a) PPSI shall include but is not necessarily limited to:
 - i. Information concerning a person which, because of name, number, personal mark or other identifier, can be used to identify that person, in combination

with:

- ii. Social Security Number;
 - iii. Driver's license number or non-driver identification card number;
 - iv. Mother's maiden name; or
 - v. Financial account identifier(s) or other information which would permit access to a person's financial resources or credit.
 - vi. Information used to authenticate the identity of a person or process (i.e., personal identification number (PIN), password, passphrase, or biometric data). This does not include distribution of one-time-use PINs, passwords or passphrases.
- b) PPSI does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.
- c) A breach or compromise shall mean the unauthorized acquisition of unencrypted computerized data containing private information. Good faith acquisition of personal information by an employee or agent of a Department for the purposes of the Department is not a compromise of the security of the system, provided that the private information is not used or subject to unauthorized disclosure. In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, at a minimum, the following factors will be considered:
- i. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
 - ii. indications that the information has been downloaded or copied; or
 - iii. indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.
- d) Department shall mean a department, agency, board, office, bureau, commission or other division of Oneida County Government regardless of whether the Department Head is an elected or appointed official.
- (c) Consumer reporting agency shall mean any person which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. A list of consumer reporting agencies has been compiled by the state attorney general and will be furnished upon request to Departments required to make a notification under Policy.

ONEIDA COUNTY

ANTHONY J. PICENTE JR.
COUNTY EXECUTIVE



EMERGENCY MANAGEMENT Kevin W. Revere – Director
120 Base Rd * Oriskany, NY 13424 (315) 765-2526 * Fax (315) 765-2529

May 23, 2012

FN 20 12 - 243



The Honorable Anthony J. Picente Jr.
Oneida County Executive
Oneida County Office Building
800 Park Ave
Utica NY 13501

PUBLIC SAFETY

WAYS & MEANS

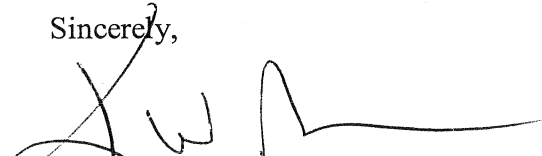
Dear Mr. Picente:

Oneida County is in receipt of a grant from the New York State Division of Homeland Security and Emergency Services. The contract is SFY 11/12 Senate Majority Initiative in the amount of \$600,000. These funds will be used for salaries related to consolidation.

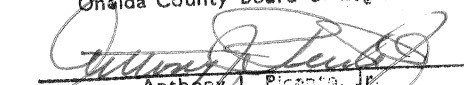
Please seek the Oneida County Board of Legislators approval of the acceptance of this grant. The money will be put in A3392 account.

There will be no county funds utilized to support this effort. I am available at any time to further discuss this grant should you have any questions.

Sincerely,


Kevin W. Revere
Director

Reviewed and Approved for submission to the
Oneida County Board of Legislators by


Anthony J. Picente, Jr.
County Executive

Date 5/29/12

kmg

53

Oneida Co. Department Emergency Services

Competing Proposal _____
Only Respondent _____
Sole Source RFP _____

Oneida County Board of Legislators
Contract Summary

Name of Proposing Organization: New York State Division of Homeland Security

Title of Activity or Services: NYS Homeland Security Contract SFY11/12 Senate Majority Initiative Contract between the Division of Homeland Security and Emergency Services and Oneida County.

Proposed Dates of Operations: January 1, 2012 to December 31, 2012

Client Population/Number to be Served: Oneida County

SUMMARY STATEMENTS

1). Narrative Description of Proposed Services:
Homeland Security Effort in Oneida County

2). Program/Service Objectives and Outcomes
Primary objective is to provide protection to the residents of Oneida County.

3). Program Design and Staffing Level - N/A

Total Funding Requested: 600,000.00 **Account#** A3392

Oneida County Dept. Funding Recommendation: Funds will be used to assist in salaries related to consolidation.

Proposed Funding Source (Federal \$ /State \$ / County \$): State

Cost Per Client Served: N/A

Past performance Served: N/A

O.C. Department Staff Comments:

ONEIDA COUNTY

ANTHONY J. PICENTE JR.
COUNTY EXECUTIVE



EMERGENCY MANAGEMENT
120 Base Rd * Oriskany, NY 13424

KEVIN W. REVERE - DIRECTOR
(315) 765-2526 * Fax (315) 765-2529



May 14, 2012

FN 20 12-244

The Honorable Anthony J. Picente, Jr.
Oneida County Executive
Oneida County Office Building
800 Park Ave
Utica, NY 13501

PUBLIC SAFETY

WAYS & MEANS

Dear Mr. Picente:

Oneida County is in receipt of a grant from New York State of Homeland Security in the amount of \$200,000.00. These funds shall be used for the Homeland Security efforts in Oneida County. The grant type is WM2011 SHSP and the contract period is September 1, 2011 to August 31, 2014.

Please seek the Oneida County Board of Legislators approval of the acceptance of this grant. Also please ask for the board's approval to create a capital project account for these funds.

I am available at any time to further discuss this grant should you have any questions.

Sincerely,

Kevin W. Revere
Director

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by

Anthony J. Picente, Jr.
County Executive

Date 5/29/12

kmg

Oneida Co. Department Emergency Services

Competing Proposal _____

Only Respondent _____

Sole Source RFP _____

Oneida County Board of Legislators
Contract Summary

Name of Proposing Organization: New York State of Homeland Security

Title of Activity or Services: : NYS Homeland Security Contract WM2011 SHSP

Proposed Dates of Operations: September 1, 2011 to August 21, 2014.

Client Population/Number to be Served: Oneida County

SUMMARY STATEMENTS

1). Narrative Description of Proposed Services:

Homeland Security Effort in Oneida County

2). Program/Service Objectives and Outcomes

Primary objective is to provide protection to the residents of Oneida County

3). Program Design and Staffing Level - N/A

Total Funding Requested: 200,000.00 **Account#**

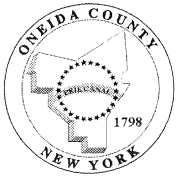
Oneida County Dept. Funding Recommendation: Homeland Security Efforts

Proposed Funding Source (Federal \$ /State \$ / County \$): State

Cost Per Client Served: N/A

Past performance Served: N/A

O.C. Department Staff Comments:



COUNTY OF ONEIDA
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE, JR.
County Executive
ce@ocgov.net

ONEIDA COUNTY OFFICE BUILDING
800 PARK AVENUE
UTICA, NEW YORK 13501
(315) 798-5800
FAX (315) 798-2390
www.ocgov.net



FN 20 12-245

May 29, 2012

Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

WAYS & MEANS

Honorable Members:

In order to close the County accounting records for 2011, the need for fund transfers appeared in various departmental appropriation accounts throughout the County. These transfers are required primarily due to the need to charge 2011 accounts for actual and anticipated 2011 expenditures occurring in 2012, as required under Generally Accepted Accounting Principles (GAAP).

The transfers are fully covered by surplus funds in the 2011 budgets of other related accounts and will not require the use of funds from the Fund Balance. In most cases, the following transfers are made from unencumbered funds in other appropriation accounts within the respective departments.

The most notable deficits are in the Department of Social Services' Family Assistance (TANF) and Payments to State Training School cost centers due to retro rate adjustments, both of which were partially covered by additional revenue in the respective cost centers. The Legal Defense-Assigned Counsel account was also problematic due to the NYS mandate that costs associated with defending indigent residents be charged to the county of residence. Several accounts were known to be running high during 2011, but the exact magnitude of the deficit was not known until GAAP charges were computed in January, February and March, 2012. GAAP rules also require us to recognize gross sales tax revenues and record amounts that are shared with the cities and towns in the county.

Therefore, in accordance with Section 610, Oneida County Administrative Code, I hereby request your Board approval for the following 2011 fund transfers. I also request that these closeouts be acted on at the **June 13, 2012** meeting.

FROM:

AA# A1010.102 ---	Board of Legislators, Temporary Help.....	\$	15,121.
AA# A1165.101 ---	District Attorney Office, Salaries		33,342.
AA# A1170.101 ---	Public Defender-Criminal, Salaries		29,033.
AA# A1185.197 ---	Coroner Office, Medical Services		29,129.
AA# A1190.493 ---	DA-Grand Jury, Maintenance & Repair		70.
AA# A1450.810 ---	Board of Elections, Retirement		3,924.
AA# A1451.418 ---	Board of Elections-HAVA, Meter Postage.....		1,039.
AA# A1620.412 ---	Buildings & Grounds, Insurance & Bonding.....		9,086.
AA# A1620.414 ---	Buildings & Grounds, Utilities		427,144.
AA# A1900.195 ---	Insurance on County Property, Other Fees & Services		6,440.
AA# A1900.412 ---	Insurance on County Property, Insurance & Bonding.....		53,716.
AA# A1998.850 ---	Budget-Special Items, Contingent Unemployment		348,607.
AA# A2490.4942 --	Students in Other Community Colleges, HCCC		325,334.
AA# A2960.1953---	Education of Handicapped Children, Related Services		21,110.
AA# A2960.4956 --	Education of Handicapped Children, Transportation		17,763.
AA# A3020.860 ---	Emergency Communications, Health Insurance.....		16,903.
AA# A3150.101 ---	Sheriff-Jail Inmates, Salaries.....		10,485.
AA# A3430.413 ---	Drug Enforcement Task Force, Rent Lease Equipment		4,226.
AA# A3430.414 ---	Drug Enforcement Task Force, Utilities.....		1,786.
AA# A4019.101 ---	Community Health Outreach Program, Salaries.....		13,053.
AA# A4082.101 ---	WIC Program, Salaries		11,375.
AA# A4091.411 ---	Cancer Services Program, Office Supplies.....		531.
AA# A4310.195 ---	Mental Health Administration, Other Fees & Services		21,900.
AA# A5620.495 ---	Department of Aviation, Other Expenses		109,058.
AA# A6010.101 ---	DSS Administration, Salaries		36,889.
AA# A6011.414 ---	Children & Adult Services, Utilities.....		250.
AA# A6012.810 ---	Temporary Assistance, Retirement.....		236,914.
AA# A6119.495 ---	Child Care, Other Expense		269,543.
AA# A6123.495 ---	Juvenile Delinquent Care, Other Expenses.....		352,630.
	"A" Fund Total:	\$	2,406,401.

I also request your Board approval for the following **2011** supplemental appropriations:

AA# A1985.4 ---	Sales Tax Payments to Other Governments	\$	35,827,690.
AA# A1451.19511 -	Board of Elections-HAVA, Poll Worker Training		15,043.
AA# A1451.19512 -	Board of Elections-HAVA, Poll Worker Election Day		33,966.
AA# A1451.19518 -	Board of Elections-HAVA, Site Access & Security.....		5,571.
AA# A1451.491 ---	Board of Elections-HAVA, Other Materials & Supplies.....		160,446.
AA# A6109.495 ---	DSS-Family Assistance, Other Expenses		437,038.
AA# A6129.595 ---	DSS-Payments to State Training Schools, Other Expenses.....		1,225,402.
AA# A6141.495 ---	DSS Safety Net Part-County, Other Expenses		1,335,798.
AA# A6434.495 ---	Planning-Economic Assistance, OC Snowmobile Assn		31,410.
		\$	39,072,364.

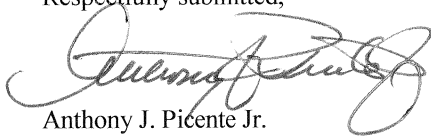
AA# G8110.109 ---	W.P.C. Administration, Other Salaries.....	\$	47,805.
		\$	47,805.

AA# J6293.102 ---	Summer Youth Employment Program, Temporary Help	\$	3,086.
AA# J6300.416 ---	Workforce Development Administration, Telephone.....		14,187.
AA# J6300.425 ---	Workforce Development Administration, Training.....		278,766.
AA# J6300.495130--	Workforce Development Administration, DSS Employ Ctr		328,942.
AA# J6303.495 --	College Student Corps, Other Expenses.....		412.
	"J" Fund Total:	\$	625,393.

These supplemental appropriations will be fully supported by additional revenue in:

RA# A1112 - - - - -	Sales Tax Receipts for Other Governments	\$ 35,827,690.
RA# A1241 - - - - -	HAVA Reimbursement from Other Governments	215,026.
RA# A3619 - - - - -	State Aid-Child Care.....	513,633.
RA# A4489 - - - - -	FMAP Medicaid Stimulus	2,109,492.
RA# A4609 - - - - -	Federal Aid-Family Assistance	375,113.
RA# A3760 - - - - -	State Aid – Snowmobile Trails	<u>31,410.</u>
		\$ 39,072,364.
RA# G2769 - - - - -	Haulers Fees.....	\$ 47,805.
		\$ 47,805.
RA# J1965 - - - - -	DSS Employment Center Project	\$ 328,942.
RA# J3763 - - - - -	State Aid-Trade Adj Assistance.....	179,221.
RA# J4805 - - - - -	Federal Aid-WIA-Dislocated Worker	<u>117,230.</u>
		\$ 625,393.

Respectfully submitted,

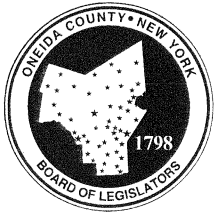


Anthony J. Picente Jr.
Oneida County Executive

AJP: gpb
CC: County Attorney
Comptroller
Budget Director
Affected Department Heads

TO:

AA# A1010.455 - - -	Board of Legislators, Travel & Subsistence	\$ 15,121.
AA# A1165.495124 -	District Attorney Office, Impact I Grant	7,250.
AA# A1165.496 - - -	District Attorney Office, Prosecution Expenses.....	26,092.
AA# A1170.1951 - -	Public Defender-Criminal, Other Fees & Services.....	26,630.
AA# A1170.491 - - -	Public Defender-Criminal, Other Materials & Supplies.....	1,684.
AA# A1170.4951 - -	Public Defender-Criminal, Other Expenses.....	719.
AA# A1171.1951 - - -	Legal Defense-Assigned Council, Other Fees & Services	379,902.
AA# A1185.101 - - -	Coroner Office, Salaries	12,868.
AA# A1185.1951 - -	Coroner Office, Other Fees & Services.....	4,213.
AA# A1185.1952 - -	Coroner Office, Transport/Lab Fees.....	12,048.
AA# A1190.1951 - -	Grand Jury, Other Fees & Services	70.
AA# A1450.4163 - - -	Board of Elections, Cellular Telephone.....	1,388.
AA# A1450.455 - - -	Board of Elections, Travel & Subsistence.....	24.
AA# A1450.493 - - -	Board of Elections, Maintenance & Repair	265.
AA# A1450.4951 - - -	Board of Elections, Other Expenses	2,247.
AA# A1451.495 - - -	Board of Elections-HAVA, Other Expenses	1,039.
AA# A1620.456 - - -	Buildings & Grounds, Gasoline & Oil	9,086.
AA# A1930.1951 - -	Judgments & Claims, Other Fees & Services.....	1,341.
AA# A1930.420 - - -	Judgments & Claims, Claims Expense.....	5,099.
AA# A1992.9 - - - -	Budget-Special Items, Contingent - Salaries	1,103,246.
AA# A2960.1952 - -	Education of Handicapped Children, Evaluations	9,686.
AA# A2960.4957 - -	Education of Handicapped Children, Tuition	29,187.
AA# A3020.4951 - -	Emergency Communications, Other Expenses.....	1,458.
AA# A3110.109 - - -	Sheriff-Administration, Other Salaries.....	16,903.
AA# A3150.107 - - -	Sheriff-Jail Inmates, Salaries 207-C.....	4,183.
AA# A3150.412 - - -	Sheriff-Jail Inmates, Insurance & Bonding	6,302.
AA# A3430.109 - - -	Drug Enforcement Task Force, Other Salaries.....	2,348.
AA# A3430.425 - - -	Drug Enforcement Task Force, Training & Special Schools.....	711.
AA# A3430.451 - - -	Drug Enforcement Task Force, Auto Supplies	40.
AA# A3430.456 - - -	Drug Enforcement Task Force, Gasoline & Oil	2,913.
AA# A4019.109 - - -	Community Health Outreach Program, Other Salaries.....	12,053.
AA# A4082.251 - - -	WIC Program, Automotive Equipment	9,000.
AA# A4082.417 - - -	WIC Program, Rent Lease Space	1,999.
AA# A4082.495 - - -	WIC Program, Other Expenses.....	376.
AA# A4091.195 - - -	Cancer Services Program. Other Fees & Services.....	531.
AA# A4312.495 - - -	Mental Health-Psych Exp in Criminal Acts	21,900.
AA# A5620.109 - - -	Department of Aviation, Other Salaries	8,355.
AA# A5620.414 - - -	Department of Aviation, Utilities	100,703.
AA# A6010.417 - - -	DSS Administration, Rent Lease Space	23,086.
AA# A6010.49536 -	DSS Administration, NYS DSS Chargebacks.....	13,803.
AA# A6011.455 - - -	Children & Adult Services, Travel & Subsistence	250.
AA# A6012.109 - - -	Temporary Assistance, Other Salaries.....	33,751.
AA# A6012.49541 -	Temporary Assistance, Codes Projects.....	203,163.
AA# A6055.495 - - -	Day Care Activities, Other Expenses	269,543.
AA# A6142.495 - - -	Emergency Assistance to Adults, Other Expenses	23,825.
	“A” Fund Total:	\$ 2,406,401.



ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Frank D. Tallarino
Minority Leader

June 4, 2012

FN 28 12 246



Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

Honorable Members:

Attached is a resolution declaring "June is Dairy Month" that will be presented at the Board meeting of June 13th, 2012.

Respectfully submitted,

Gerald J. Fiorini
Chairman of the Board

ONEIDA COUNTY BOARD OF LEGISLATORS

RESOLUTION NO:

INTRODUCED BY: ALL MEMBERS

2ND BY:

RE: PROCLAIMING JUNE, 2012, "DAIRY MONTH" IN ONEIDA COUNTY

WHEREAS, Oneida County is one of the leaders in the production of dairy products in New York State, with over 200 dairy farms, having an economic impact in the millions of dollars in regional sales; and,

WHEREAS, According to the latest statistics, across the County, dairy farmers milk over 20,000 cows and generate over \$150 million dollars in Oneida County and provide employment for thousands of people, proving that dairy farming is indeed "big business" in Oneida County; and,

WHEREAS, The Dairy Industry continues to persevere in the marketing of wholesome dairy products such as butter, cream and cheese; and,

WHEREAS, The Oneida County Board of Legislators wishes to acknowledge, applaud, support and show its appreciation for the Dairy Industry in Oneida County and for the fine family farmers and business people who make major contributions to both our economy and our quality of life; and

WHEREAS, Today, this Board congratulates the newly crowned Oneida County Dairy Princess for 2012, Ms. Samantha Holbert of Sauquoit, and thank her for her duties and her tireless efforts traveling around the County in the promotion of dairy products; now, therefore, be it

RESOLVED, That the MONTH OF JUNE, 2012, HAS BEEN DECLARED "DAIRY MONTH" in Oneida County; and be it further

RESOLVED, That the Oneida County Board of Legislators calls on all citizens of Oneida County to support our local dairy industry by buying real dairy products.

Dated: June 13, 2012

Adopted by the following vote:

AYES NAYS: ABSENT:



ONEIDA COUNTY BOARD OF LEGISLATORS

ONEIDA COUNTY OFFICE BUILDING ♦ 800 PARK AVENUE ♦ UTICA, N.Y. 13501-2977

Gerald J. Fiorini
Chairman
(315) 798-5900

Mikale Billard
Clerk
(315) 798-5404

George Joseph
Majority Leader

Frank D. Tallarino
Minority Leader

June 6, 2012

FN 20 12-247-250

Board of Legislators
800 Park Ave.
Utica, NY 13501

Letter from
Chairman and
letter from Dr. Jones
in regards to
FN 247-250

Honorable Members:

Please find the attached requests from the County Executive in regards to the Health Department and the reinstatement and funding of positions located in the Health Clinic and the Community Wellness Program.

Due to time constraints, I am forwarding these requests to the Health and Human Services Committee on Monday, June 11, 2012 at 4:30 in Room 1040 and if approved to the Ways and Means Committee and the Full Board on Wednesday, June 13.

Thank you in advance.

Sincerely,

Gerald J. Fiorini
Chairman

ONEIDA COUNTY HEALTH DEPARTMENT

Adirondack Bank Building, 5th Floor, 185 Genesee St., Utica, NY 13501

ANTHONY J. PICENTE, JR.
ONEIDA COUNTY EXECUTIVE

GAYLE D. JONES, PHD, MPH, CHES
DIRECTOR OF HEALTH

ADMINISTRATION

Phone: (315) 798-6400 Fax: (315) 266-6138

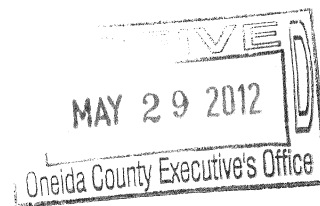
MEMORANDUM

TO: Anthony J. Picente, Jr.
Oneida County Executive

FROM: Gayle D. Jones, PhD.
Director of Health

SUBJECT: Downsizing of Health Department

DATE: May 29, 2012



In October 2011, the Oneida County Health Department (OCHD) started reorganizing in order to provide more efficient and cost effective services. The New York State Department of Health (NYSDOH) was notified that OCHD intended to explore the option of contracting out certain health services. NYSDOH responded favorably as it related to the idea, was open to discussion, and requested more in-depth information regarding which services would be impacted through the proposal. This was the start of an official conversation regarding the removal of services and provision of contractual services that continues to date.

In November 2011, OCHD provided a written response to the NYSDOH request explaining which services would be removed or contracted out. In January 2012, OCHD received a response from NYSDOH providing guidance and identifying concerns. Between November 2011 and January 2012, OCHD had numerous conversations with both the regional and main offices of NYSDOH.

The guidance provided by NYSDOH led to conference calls with the state and regional directors regarding how to make changes appropriately. As a result of these conference calls OCHD started making changes to clinical services. OCHD began discussions with Industrial Medical Associates (IMA) regarding the Refugee Health Assessment Program. This resulted in OCHD discontinuing the Refugee Health Assessment Program in March 2012. The employee health program, which was not heavily utilized, was also discontinued in March 2012. Also, at this time, OCHD is in conversation with another local entity to provide required immunizations for travel. It is anticipated that OCHD will cease to provide travel immunizations no later than August 2012.

However, the NYSDOH conference calls also revealed that there were changes that could not be made based on NYS Public Health Law and changes that would not be cost effective based on the responsibility that would be retained by OCHD. Immunization services will be retained because under public health law, Oneida County cannot contract for the provision of immunization services (PHL 2164 (6) (d)).

64.

May 29, 2012
Page Two

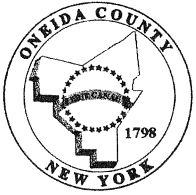
It was determined that Tuberculosis and Sexually Transmitted Diseases/HIV would be retained by the County due to the extensive oversight that would be required of another agency provided the service as these services remain the responsibility of the County regardless of the provider.

The other major program that was involved in this reorganization was the Maternal and Child Health (MCH) home visiting program. Guidance from NYSDOH regarding this program required more extensive conference calls and research as it relates to MCH. MCH services are mandated, but are not well defined. It was determined, that the home visiting component of MCH is not a mandated service. In the event that another agency is able to provide MCH home visiting services in the County, OCHD would not have to provide these services; however, it should be noted that some component of MCH must be provided by the County.

For several months, OCHD engaged in conversation with another agency in the County who was interested in providing MCH services. Recently, OCHD learned that this agency is not qualified to perform these services and cannot acquire the proper certifications within a timely manner; therefore, they are no longer interested in providing MCH services. With this new development, OCHD will take steps to contact other certified agencies within the County to gauge their interest in providing MCH services.

In summary, OCHD has extensively reviewed the clinical programs and continues to review as well as engage in conversation with NYSDOH regarding the MCH home visiting program. OCHD continues to look at restructuring the department as changes occur to provide the necessary services in the most cost effective manner.

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COUNTY OF ONEIDA
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE JR.
County Executive
ce@ocgov.net

ONEIDA COUNTY OFFICE BUILDING
800 PARK AVENUE
UTICA, NEW YORK 13501
(315) 798-5800
FAX: (315) 798-2390
www.ocgov.net

June 5, 2012

Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

FN 20 12-247

HEALTH & HUMAN SERVICES

Honorable Members:

WAYS & MEANS

During the 2012 budget process it was envisioned the Health Department – Public Health Nurses program would be able to be out sourced by the middle of the budget year. Although I have working diligently with the Director of Health and other outside agencies it appears the transition will not be able to occur this year. Therefore, it is necessary to amend the 2012 budget to include funding until the end of 2012 along with reestablishing of the deleted positions.


Fortunately, there are funds to cover this additional funding until the end of the 2012 budget year.

I therefore request your Board approval for the reestablishing of the following positions in Department of Health Public Health Nurses program in the 2012 Budget:

<u>CC</u>	<u>Position #</u>	<u>Position Title</u>
A4012	002	Director of Clinical Services
A4012	012	R P N
A4012	015	Supervising P H Nurse
A4012	027	R P N
A4012	030	R P N
A4012	038	Sr. Administrative Assistant
A4012	039	Public Health Nurse
A4012	041	Public Health Nurse
A4012	902	Data Processing Clerk

I also respectfully request your full Board act on this legislation at your **June 13, 2012** meeting.

Respectfully submitted,


Anthony J. Picente, Jr.
Oneida County Executive



AJP:tbk
CC: County Attorney
Comptroller
Budget Director
Director of Health Dept.
Director of Personnel

66

ONEIDA COUNTY HEALTH DEPARTMENT

Adirondack Bank Building, 5th Floor, 185 Genesee St., Utica, NY 13501

ANTHONY J. PICENTE, JR.
ONEIDA COUNTY EXECUTIVE

GAYLE D. JONES, PhD, MPH, CHES
DIRECTOR OF HEALTH

ADMINISTRATION

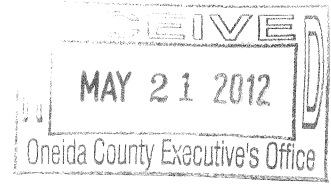
Phone: (315) 798-6400 Fax: (315) 266-6138

May 17, 2012

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

FN 20

12-248



HEALTH & HUMAN SERVICES

Dear Mr. Picente:

WAYS & MEANS

The 2012 *Public Health – Clinic* approved budget was adopted with the intent that clinic programs would be reorganizing.

To accomplish this task, the Health Department has reviewed regulations assessed programs, and discussed potential solutions with local stakeholders as well as the New York State Department of Health. While the Health Department has made significant changes, this process will not be completed by the anticipated July 1, 2012 deadline.

In order to provide sufficient funds for the remainder of **2012**, the Health Department is requesting the following supplemental appropriation.

To: A4012.101 – Salaries.....	\$ 130,599
A4012.102 – Temporary Help.....	30,727
A4012.103 – Overtime.....	100
A4012.195 – Other Fees & Services	46,325
A4012.411 – Office Supplies.....	2,000
A4012.412 – Insurance & Bonding.....	12,204
A4012.413 – Lease of Equipment.....	636
A4012.416 – Telephone.....	8,295
A4012.4163 – Cell Phone.....	9
A4012.417 – Rent/Lease – Space.....	55,766
A4012.418 – Meter Postage.....	2,252
A4012.436 – Uniforms.....	100
A4012.446 – Medical Supplies.....	3,185
A4012.447 – Pharmaceutical.....	96,500
A4012.455 – Travel & Subsistence.....	1,700
A4012.491 – Other Materials & Supplies.....	350
A4012.492 – Computer Software & Licenses.....	1,602
A4012.493 – Maintenance, Repair & Services.....	8
A4012.495 – Other Expenses.....	57,959
A4012.810 – Retirement.....	17,570
A4012.830 – Social Security.....	12,349
A4012.840 – Workers Compensation.....	4,050
A4012.850 – Unemployment Insurance.....	404
A4012.860 - Health Insurance.....	61,362

Total: \$564,052



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This appropriation will be supported by revenue in:

A1631- Reimbursement – Insurance.....	\$134,375
A1632 – Reimbursement – Medicare	3,478
A1633 – Reimbursement – Contracts.....	4,747
A1634 – Reimbursement – Self Pay.....	4,387
A2288 – Medicaid.....	79,093
A2289 – Reimburse – Other Governments.....	1,000
A2291 – Reimburse – Other County Departments.....	25,158
A3401.03 – State Aid – Public Health Nurses.....	100,306

And:

A1998.860 – Contingent Health Insurance - Expense.....	193,508
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Total: \$564,052

Please request the Board of Legislators to act on the above-mentioned at their earliest convenience.

If you have any questions, please do not hesitate to contact me.

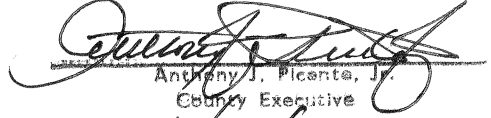
Sincerely,



Gayle D. Jones, PhD., MPH, CHES
Director of Health

cc: T. Keeler, Director of Budget
T. Engle, Fiscal Services Administrator

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by



Anthony J. Picante, Jr.
County Executive

Date 4/6/12

ry



COUNTY OF ONEIDA
OFFICE OF THE COUNTY EXECUTIVE

ANTHONY J. PICENTE JR.
County Executive
ce@ocgov.net

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800 PARK AVENUE
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June 5, 2012
Oneida County
Board of Legislators
800 Park Avenue
Utica, New York 13501

FN 20 12-249

HEALTH & HUMAN SERVICES
WAYS & MEANS

Honorable Members:

During the 2012 budget process it was envisioned the Health Department – Community Wellness program would be able to be out sourced by the middle of the budget year. Although I have working diligently with the Director of Health and other outside agencies it appears the transition will not be able to occur this year. Therefore, it is necessary to amend the 2012 budget to include funding until the end of 2012 along with reestablishing of the deleted positions.

Fortunately, there are funds to cover this additional funding until the end of the 2012 budget year.

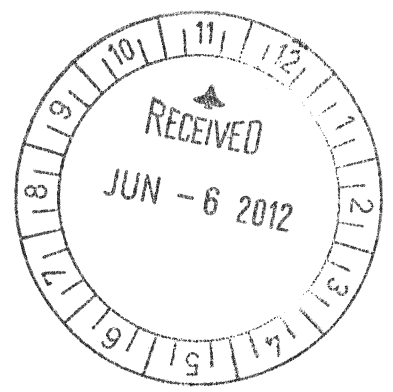
I therefore request your Board approval for the reestablishing of the following positions in Department of Health Community Wellness program in the 2012 Budget:

<u>CC</u>	<u>Position #</u>	<u>Position Title</u>
A4021	008	Director of Community Wellness
A4021	009	Public Health Nurse
A4021	022	R P N
A4021	023	R P N
A4021	048	Principal Office Specialist
A4021	098	Principal Clerk

I also respectfully request your full Board act on this legislation at your **June 13, 2012** meeting.

Respectfully submitted,

Anthony J. Picente, Jr.
Oneida County Executive



AJP:tbk
Attach.
CC: County Attorney
Comptroller
Budget Director
Director of Health Dept.
Director of Personnel

69

ONEIDA COUNTY HEALTH DEPARTMENT

Adirondack Bank Building, 5th Floor, 185 Genesee St., Utica, NY 13501

ANTHONY J. PICENTE, JR.
ONEIDA COUNTY EXECUTIVE

GAYLE D. JONES, PHD, MPH, CHES
DIRECTOR OF HEALTH

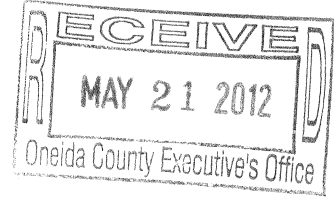
ADMINISTRATION

Phone: (315) 798-6400 Fax: (315) 266-6138

May 17, 2012

Anthony J. Picente, Jr.
Oneida County Executive
800 Park Avenue
Utica, New York 13501

FN 20 12 250



HEALTH & HUMAN SERVICES

Dear Mr. Picente:

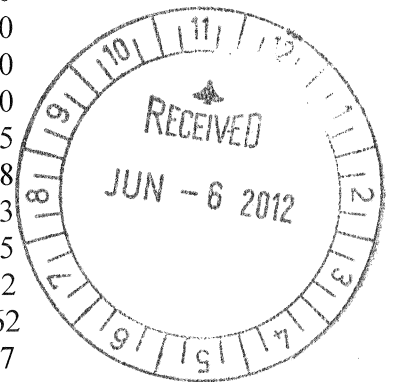
WAYS & MEANS

The 2012 *Public Health – Community Wellness* approved budget was adopted with the focus to reorganize the Community Wellness Division.

To accomplish this task, the Health Department has reviewed regulations, assessed programs, and discussed potential solutions with local stakeholders as well as the New York State Department of Health. We do not anticipate this task to be completed by the anticipated July 1, 2012 deadline.

In order to provide sufficient funds for the remainder of 2012, the Health Department is requesting the following supplemental appropriation.

To: A4021.101 – Salaries.....	\$149,625
A4021.102 – Temporary Help.....	21,385
A4021.195 – Other Fees & Services.....	32,704
A4021.19511 – Individual Therapies.....	83,938
A4021.211 – Office Equipment.....	65
A4021.411 – Office Supplies.....	250
A4021.412 – Insurance & Bonding.....	1,583
A4021.413 – Lease of Equipment.....	734
A4021.416 – Telephone.....	4,172
A4021.4163 – Cell Phone.....	2,215
A4021.418 – Meter Postage.....	3,620
A4021.436 – Uniforms.....	300
A4021.446 – Medical Supplies.....	300
A4021.455 – Travel & Subsistence.....	5,050
A4021.492 – Computer Software & Licenses.....	5,285
A4021.493 – Maintenance, Repair & Services.....	8
A4021.495 – Other Expenses.....	2,673
A4021.810 – Retirement.....	2,835
A4021.830 – Social Security.....	13,082
A4021.840 – Workers Compensation.....	3,762
A4021.850 – Unemployment Insurance.....	427
A4021.860 – Health Insurance.....	15,508



Total: \$349,521

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May 17, 2012
Page Two

This appropriation will be supported by revenue in:

A1603 – Third Party Insurance.....	\$55,700
A1625 – Reimburse – Home Community Outreach.....	11,511
A1635 – Reimburse – Early Intervention to Community Wellness...	99,582
A2293 – Medicaid – Prenatal Services.....	10,034
A3401.04 – State Aid – Community Wellness.....	81,042

And:

A1998.860 – Contingent Health Insurance – Expense.....	91,652
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Total: \$349,521

Please request the Board of Legislators to act on the above-mentioned at their earliest convenience.

If you have any questions, please do not hesitate to contact me.

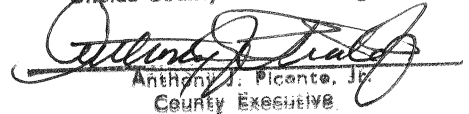
Sincerely,



Gayle D. Jones, PhD., MPH, CHES
Director of Health

cc: T. Keeler, Director of Budget
T. Engle, Fiscal Services Administrator

Reviewed and Approved for submittal to the
Oneida County Board of Legislators by



Anthony J. Picante, Jr.
County Executive

Date 6/6/12

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