



visions Update



BUDGET MESSAGE FROM COUNTY ADMINISTRATOR

Since this is the last of 31 County Budgets that I will have participated in developing, and the last of 12 budgets as County Administrator, the Financial Management Committee graciously offered me the courtesy of offering a personal budget message this year. This is still about the County's future, not my past, so I will forego the normal tendency to review accomplishments achieved during one's tenure.

Ontario County currently has an Aa1 bond rating from Moody's rating service, one of the highest ratings given to any County in New York. Moody's based their rating on... "prudent fiscal management, including multi-year financial forecasting and conservative budgeting assumptions, which have contributed to favorable operating surpluses in recent years"... "the general fund balance is a ...strong 32.6% of revenues", ... "the County's \$7.7 billion tax base will continue to benefit...from supporting commercial and manufacturing concerns experiencing ongoing industrial and commercial development"... "job growth contributed to unemployment rates well below the state and national unemployment rates (6.7% in June, 2010 as compared to 8.2% and 9.6% for the state and nation, respectively)"... "The County's debt burden is low with 65% of principal repaid within 10 years" and, finally... "The County's adopted debt policy and the debt being entirely fixed rate debt...provides for planned future borrowing which will remain manageable..".

Equally important, Ontario County's fiscal management strategies have not used tough economic times or the impact of the State budget to excuse away its own responsibilities or to avoid re-investing in the community, or infrastructure or becoming a hostile business environment. That is a huge challenge in New York.

Fiscal management strategies have been premised on balancing cost controls with new, growing non-tax revenues. Counties cannot cut their budgets deep enough or fast enough to absorb the State's pace of unfunded mandates and cost shifts. Likewise counties cannot raise sufficient outside revenue to keep pace with the State's mandates and cost shifts. Successful budgeting by counties in New York requires a combination of these strategies and a persistent pursuit of opportunities to promote both. Otherwise the only option is to raise taxes.

Every strategy needs tactical methods to be implemented. Our fiscal tactics include:

- Develop public/private partnerships;
- Transform liabilities into assets;
- Transform assets into cash.

History has taught us that consideration must be given to the next generation of cost controls and leverage of non-tax revenues if we are to be successful. And lest we forget, also remember that the current strategy that is so acceptable now was fraught with controversy and uncertainty when initiated.

While these ideas may seem drastic, I would offer the observation that all the easy decisions have long since been made and implemented. To manage the future finances of the County, to re-invest in the community, to be an opportunistic environment for business, and to maintain services and infrastructure, consideration should be given to the following:

1. Outsource all direct patient health care to the community's health care systems and be willing to offer financial support for them to assume the patient caseload.
2. Negotiate a one (1) year across-the-board wage freeze for all employees.
3. Leverage more money from the solid waste program including such items as waste to fuel, reuse of waste materials, and application of existing infrastructure.
4. Expand investment in the Economic Development Program and support increased magnitude and pace of activity in the department.
5. Refocus the Planning Department to prioritize supporting the Economic Development Program (including the agriculture industry), managing capital projects, and supporting county operations, with all other functions to be allowed only as time permits or to be subcontracted.
6. Actively seek and apply all public safety and homeland security grants solely to the municipal, fire and ambulance district costs of the emergency communications system.

7. Consolidation of the Emergency Management Office and the Sheriff's operations to create a single Public Safety Office.
8. Redouble employee safety efforts and hold municipalities financially accountable within the Workers Comp Program for their worker safety record.
9. Improve capacity of computer systems and elevate county to next level of digital capacity to create increased productivity from employees and more transparency for the public.
10. Secure academic and financial/investment partnerships between FLCC and major regional universities to allow students to earn 4 year degrees through FLCC from those regional universities.

For all the controversy I know these ideas will generate, they need to be discussed and implemented in some form. If implemented, I am confident the County will be able to continue to control costs and generate revenue sufficient to meet the fiscal challenges presented by a recovering economy and a mismanaged State.

To that extent I will be preparing a position paper on each of these topics to provide the Board of Supervisors with the necessary facts as a basis for deliberations if they choose to do so.

It has been my distinct honor and privilege to have been your County Administrator for the last 12 years. Serving the Board of Supervisors has been a personal achievement and experience beyond what I could have ever contemplated or believed possible when I began my career with you in 1980. To each I want to offer a personal...Thank You.

Geoff Astles, County Administrator

ONTARIO COUNTY SEARCH COMMITTEE RECOMMENDS NEW COUNTY ADMINISTRATOR

The Chairperson of the Search Committee, Supervisor Dodie Huber (R – East Bloomfield) announced today that the Search Committee will be recommending John Garvey, current Director of Human Resources, to the Ontario County Board of Supervisors as the next County Administrator.

Twenty one applications were reviewed, with five candidates interviewed. "Many candidates were well qualified and our decision was not a simple one. In the end, John's experience both within the County and in private industry made him the most qualified candidate to meet the challenges facing the County. John's current position has provided him with a solid knowledge of the County's operation and the issues faced by each County Department." Huber said.

Mr. Garvey has been Director of Ontario County Human Resources since March 17, 1994. Prior to his position with the County, he served as Plant Manager with HON Industries in Avon, Personnel Director with Crosman Airguns/Coleman Co. in East Bloomfield and Director of Personnel at Finger Lakes Community College. In 2006, he was awarded Winner of the New York State Civil Service Commission President's Achievement for Excellence in Administration and in 1986 was honored with the Outstanding Service to Ontario County award. Since 2007, Mr. Garvey has been serving on the 20/20 Commission of Finger Lakes Health Systems Agency, which involves health system capacity planning for the greater Rochester area.

The Committee will present a resolution to the full Board of Supervisors at their next meeting on November 18, recommending the immediate appointment of Mr. Garvey, effective at the end of Geoff Astles' term. A team will be named by Ted Fafinski, Chairman of the Board of Supervisors, to facilitate the transition.

Mr. Garvey is a resident of the Town of Victor, is 63 years old and married to Kate. He has two daughters, Christine, who is studying veterinary medicine at Cornell and Meghan, at Skidmore College studying social work.

Mr. Garvey will replace the current County Administrator, Geoff Astles, who has previously announced his retirement, planned for June 30, 2011.

Supervisor Dodie Huber, Chair of the Selection Committee

EMPLOYEE UPDATES



RETIREMENT

Carol Zaffarano, Licensed Practical Nurse, Health Facility, 10/20/10

RESIGNATIONS

Ashley Hyland, Nursing Assistant, PT, Health Facility, 9/24/10

Karista Unell, Food Service Helper, PT, Health Facility, 10/15/10

Gary Lafler, Account Clerk, PT, Treasurer's Office, 11/6/10

TRANSFER

Nancy Mantell, Principal Account Clerk, Public Safety Finance, to Principal Account Clerk, FLCC, 9/27/10

REASSIGNMENTS

Deanna Clarke, to Nurse Assistant, FT, from PT, Health Facility, 9/26/10

Catherine Walsh, to Assistant Public Defender, from Assistant District Attorney, 10/4/10

Dawn Nixon, to Nurse Assistant, FT, from PT, Health Facility, 11/7/10

PROMOTIONS

Lissa Fisher, to Social Welfare Examiner, from Office Specialist I, Social Services, 10/1/10

Barbra Pagel, to Principal Account Clerk, Public Safety Finance, from Sr. Medical Billing Clerk, Health Finance Office, 10/18/10

Paul Chambers, to Sr. Investigator, from Investigator, Office of the Public Defender, 10/14/10

Andrea Harasta, to Caseworker Trainee, from Social Welfare Examiner, Social Services, 10/25/10

Deborah Gillmor-Mroz, to Registered Professional Nurse, PT, Public Health, from Specialist, Aging Services, PT, Office for the Aging, 11/1/10

NEW EMPLOYEES/APPOINTMENTS

Donna Ames, Social Welfare Examiner, Social Services, 10/18/10

Frances Dittman, Social Welfare Examiner, Social Services, 10/18/10

Janet Dutcher, Social Welfare Examiner, Social Services, 10/18/10

Heather Parker, Assistant District Attorney, District Attorney's Office, 10/18/10

Laura Bennett, Nursing Assistant, PT, Health Facility, 10/21/10

Jessica Kazmark, Sr. Medical Billing Clerk, Health Finance, 11/3/10

Patricia Killinger, Business Analyst, Information Services, 11/8/10

Angel Lopez, Food Service Helper, PT, Health Facility, 11/8/10

Gerald Schmeer, Business Analyst, Information Services, 11/8/10

Debra Wright, Account Clerk, PT, Treasurer's Office, 11/8/10

Scott Laycock, Probation Officer, Probation, 11/15/10

Philip Borden, Specialist, Aging Services, PT, Office for the Aging, 11/17/10

Kevin L. Owen, Parts and Service Manager, Public Works, 11/22/10

Brenda Hoff, Food Service Helper, PT Health Facility, 11/22/10

NAME CHANGES

Nancy Fera, Landfill Attendant, County Landfill, became **Nancy Gilman**, 10/10/10

Lindsey Peterson, Substance Abuse Counselor, Substance Abuse, is now **Lindsey Kincaid**, 10/12/10

Karen Valesko, Human Resources

Advice from Alice

Are you a "Ho, Ho, Ho, Holiday" Person or a Bah! Humbug! Type? Either way, the following tips may help you weather the next few weeks!

- The holiday season is hectic: make sure you save at least a few moments a day to do something you love. This is one of the simplest methods of stress reduction – it's also one of the most effective. One of my favorites is listening to a favorite CD or tape. Can't think offhand of any favorite activities you have time for? Then use this time to make a list of what your personal favorite things are, and practice enjoying them often.



- Set realistic expectations for yourself and others. We're not supermen and women, so let's not pretend we are. Every thing doesn't have to get done, the gifts don't have to be perfect, and it really is the thought that counts. So take the time you need to think about what traditions really are important to you and to your family this Holiday season, and concentrate on them.
- Plan ahead – and build in time for the unavoidable glitches that are bound to occur.

- Remember that there really was no “Brady Bunch”. All families have good times and bad times, and holidays can bring out the worst as well as the best. Once again, planning and setting realistic expectations can be critical in bringing out the best and minimizing the worst at family gatherings, especially those with painful histories.
- As the Beatles said, “Money can't buy me love”...and they had a lot more of it than most of us! Watch your spending habits so that debt doesn't add to your January doldrums!
- Watch your waistline as well! Obesity is a major problem in this country, and it's so very easy to add a few pounds munching on special holiday treats. There is nothing wrong with a little indulgence, but fill up on the healthy food first, so that “just a little bite” will be enough to satisfy your sweet tooth.
- Take the time to “move for life”. Whether you are walking the mall or vacuuming and decking the halls, remember that exercise can do a body good. It reduces stress, it burns calories, and it can even be fun for some! We “couch potatoes” don't like to admit it, but getting up and active and out improves our physical and emotional well being, and actually lengthens our lives. So let's take advantage of this hectic season and celebrate in good health!

As always, choose health Ontario!

Alice Robeson, Public Health

Office for the Aging

CHRISTMAS GIFT GIVING TREE



Ornaments with names and gift ideas were placed on the Gift Giving Tree November 19, 2010. Please stop by the Human Services Building, 3010 County Complex Drive, 2nd floor lobby, to pick up an ornament with gift ideas. It is heartwarming to provide a gift to folks who may receive little during the holidays. Please share this information with friends who might be looking to capture the true spirit of the holidays.

Gifts are to be returned to the Office for the Aging by December 13, 2010 to ensure delivery by the holidays.

Dawn Newvine, Office for the Aging

EMPLOYEE ASSISTANCE PROGRAM

The Board of Supervisors has approved the contract for employees and immediate family to receive EAP services for the next three years. This is a great resource at no cost to employees. While you can schedule an appointment to meet with a counselor and receive up to 6 free visits, our provider also has a website with an incredible amount of information. We have access to a variety of topics including, but not limited to, choosing daycare, adoption, elder care, home buying, nutrition, and even help with pet issues. That site is www.theEAP.com. This can also be accessed from our home computers to share with our family. If you prefer speaking with someone, the phone numbers are 1-800-252-4555 or 1-800-225-2527. Counselors are available 24 hours a day, 7 days a week. Any contact is completely confidential. If you have any questions or concerns about the services, you may call me at extension 4467 (this, too, is confidential).

Cathy Post, Human Resources

What on Earth is RIM?

I think each profession likes to have secret words to sound more important and to create an US and THEM environment. There are some more terms that are meaningless to the general public...such as GARP, RMO or CO-2 Schedule, etc. I don't want to keep you in suspense since all of you are more or less involved, whether you know the fancy terms or not. RIM stands for Records Information Management, GARP for Generally Accepted Records Keeping Principles, RMO for Records Management Officer and the CO-2 Schedule for the revised County Retention and Disposition Schedule that affects every document created in County government.

Records Management or RM has to do with documents that can come in various forms such as clay tablets in cuneiform, hieroglyphics on papyrus, rag paper and home made ink, wood pulp paper and typewriter print, printed materials produced by a printing machine, etc. More recently, we struggle with electronic documents and the nightmare of anyone involved in records management. Electronic records tend to reproduce faster than rabbits, but they are governed by the same rules (the CO-2 Schedule) as any paper document. Only one copy is considered necessary for retention; all others are convenience copies that can be destroyed when no longer needed. It is here that the confusion sets in: Which copy should be saved? The simple answer is, if you produced the document, you have the original and you should save it. That, of course, is the simple answer – with several exceptions. If you make any changes to the document after receiving it from somebody else in the County, you have created a new document and you have to save it as an original. If you receive a document from outside the County environment, that document becomes an original since you may have to refer to it for several months or years.

In a weird way this makes sense, right? However, to confuse matters, by definition there are documents and non-documents. For our purposes, any written matter that refers to County or government issues is a document. An invitation by your spouse or friend to go out for lunch is a non-document and you do not have to store it in hard copy or in electronic format. Not so long ago, my wife found a meeting agenda that I had saved lovingly for over thirty years. I haven't heard the end of that one. Saving non-documents thus can have dire consequences!

You will see more on the topic of records management in future issues. It is a topic which is only palatable in small doses, and I really need you to make it part of your whole being. If you have any questions or comments, you can reach me at 4377.

Hans-J. Finke, Ph.D., Records Management Office

Winter Safety Tips

Every year I see Christmas trees getting set up earlier and earlier. It wouldn't surprise me if someone somewhere was already making plans to set up their Christmas tree any day now. With that thought in mind, here's a little article on Christmas tree safety.

The National Institute of Standards and Technology report that more than 33 million natural Christmas trees are sold in the US. The latest numbers say that an average of 250 residential structural fires began with the family Christmas tree catching fire! These fires caused an average of 14 deaths and 26 injuries and \$13.8 million in property damage each year. NFPA reports that while Christmas tree fires are not common, when they do occur they are likely to be serious. On average, one of every 18 reported fires began with a Christmas tree resulted in a death. To be fair, the National Christmas Tree Association reports that when expressed as a percentage, the number of home fires that resulted from these 33 million trees is 0.00093%. So, here are a few tips to avoid becoming a statistic.

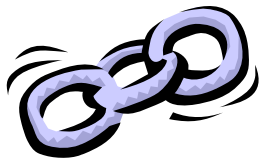
First, remember that a wet tree is a safe tree, so, before placing your tree in the stand, cut ½ inch to an inch off the bottom of the tree. This will allow the tree to absorb water more readily. An average tree can require 1-1/2 gallons of water every day. If the tree stand is empty, fill it back up! Don't let a tree run dry. Doing this could allow sap to harden over the fresh cut on the trunk and restrict water flow.



Tests have shown that a properly maintained Christmas tree is extremely difficult to ignite and tends to self-extinguish if the heat source is removed. Tests have also shown that an improperly maintained tree having dry needles can readily ignite and may cause a flashover (near simultaneous ignition of all combustible material in an enclosed area) in a relatively short period of time. Other tips include keeping trees at least 3' from fireplaces, furnaces, radiators and other heat sources; never block exits with a Christmas tree; make sure the tree stands upright securely so that it is firmly supported by the stand; dispose of your tree promptly and properly after the holiday. Depending on a number of factors, experts say a well-watered tree may survive 6 to 8 weeks, after which it will rapidly begin to dry.

So, keep that Christmas tree properly watered and have a safe and happy holiday season.

Sherman Manchester, Ontario County Safety Coordinator, Employee Safety



Links for Life



Guess what time of year it is folks?

Yup, your right it's winter. You thought I was going to say it is holiday season didn't you? Well, it's that to. But before you get too engrossed in the holiday season, let's make sure you're ready for the cold, snow and ice. Here are a few web sites that may be helpful in keeping your family warm and safe so they can enjoy the holidays.

We may throw in a few holiday sites just to help you relax and get the most out of the season.

Happy holidays from Visions and we'll be back after the New Year.

Winterize your car;

<http://www.edmunds.com/ownership/howto/articles/43799/article.html#7>

How about your House? Is it ready for the cold?

<http://realestate.msn.com/article.aspx?cp-documentid=13107899>

Did you get your flu shot?

<http://www.cdc.gov/flu/about/qa/flu vaccine.htm>

How about your pets? They get cold too ya know!

http://www.healthypet.com/PetCare/PetCareArticle.aspx?art_key=f27f4456-67da-4f7b-8e38-bf989b7468a3

Holiday recipes (I'm available for parties)

<http://www.midwestliving.com/food/entertaining/favorite-potluck-recipes/?catref=cat3300030&slideid=/templatedata/mwl/slideshow/data/1249483238983.xml&page=1>

Have a safe holiday both at home and at the party;

<http://www.aap.org/advocacy/releases/dectips.htm>

By the way. If you are interested in playing the 2010 version of the annual Holiday contest I do each year, just e-mail me and I'll put you on the list. Great prizes again this year. Don't know about the contest? Well, e-mail me and I'll explain it. This isn't sponsored by or subsidized by the County in any way. (I had to say that just in case.) It's open to any County employee. Hope to hear from you soon.



From all of us at Visions Have a Safe and Happy Holiday Season

Ray DeRuyter, Purchasing

Remember Happy Tails



As we approach the season of giving and homing, it's appropriate to consider what we can do to help the organizations in our community that devote their efforts to caring for others.

Every day at the Archives we are reminded of the work of the Humane Society Facility on County Road #48. The Archives cats, Basil and Bailey, are happy, healthy Happy Tails alumni who bring much joy to the visitors and staff. We don't know their family background but someone cared enough to take them to the shelter when they were kittens. The staff at Happy Tails took care of them and gave them a home. They have done this for hundreds of cats and dogs since Basil and Bailey's adoption in June of 2009. In addition to caring for stray pets,

the Humane Society also enforces dog control laws, investigates animal cruelty, and provides rabies control. They have also established a fund to assist people with financial limitations to have their pets spayed and neutered.

Now and throughout the year, Happy Tails welcomes help from the community to fulfill its mission. Their website (<http://raims.com/animals/Informations.html>) lists the items they need on an ongoing basis: clay cat litter, cat and dog toys, paper towels, laundry and dish detergent, bleach, liquid floor cleaner, rubber gloves, cat litter pans, pet carriers, and clean used towels. They also accept monetary donations.

Many thanks from the Archives cats for whatever you can do for their friends at Happy Tails!

Mary Jo Lanphear, Records & Archives

Reminder From Basil & Bailey:

The kitten's friends at Happy Tails, the Humane Society shelter in Hopewell, have a holiday wish list. Here are some things that they could really use:

- ◆ Clay Cat Litter
- ◆ Old Clean Towels
- ◆ Bleach
- ◆ Blankets
- ◆ Laundry Detergent
- ◆ Copier Paper
- ◆ Floor Cleaner
- ◆ 30 and 55 Gallon Trash Bags
- ◆ Dish Detergent
- ◆ Rechargeable AA Batteries
- ◆ Paper Towels
- ◆ Rubber Gloves
- ◆ Legal Pads
- ◆ Scrub Brushes
- ◆ Postage Stamps
- ◆ Cat/Dog Treats & Toys

Visions Update is the bi-monthly newsletter for the employees of Ontario County government. The purpose of this newsletter is to convey information to sustain Service Excellence, to provide examples of leadership and positive actions, and publish departmental news.

The editorial board is composed of the following:

- ◆Ray DeRuyter ~ Purchasing: 396-4444
- ◆Robert Friefeld ~ Workforce Development: 396-4592
- ◆Louise Heusler ~ Printing: 396-4051
- ◆Karen Valesko ~ Human Resources: 396-4405
- ◆Mary Jo Lanphear ~ Records, Archives and Information Services: 393-2910

Important dates for 2011 publications are as follows:

January/February Issue

Editorial Board Meets and Articles Due to Printing by 1/13/11 • Publication Date 1/20/11

March/April Issue

Editorial Board Meets and Articles Due to Printing by 3/10/11 • Publication Date 3/17/11

Please make every effort to work within these time frames in order to assure success in providing the newsletter in the established timely manner. Please submit articles either on a disc or as an email attachment. We will accept hard copies if there is no other format available. If submitted, electronic photographs associated with an article will be considered for publication.

Questions, comments, or ideas are gladly welcomed by any editorial board member - we would like to hear from you.