UNION COUNTY GOVERNMENT 2016 Executive Budget



ALFRED J. FAELLA County Manager

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COUNTY OF UNION 2016 Executive Budget

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County Manager Letter to Board of Chosen Freeholders



COUNTY OF UNION

OFFICE OF THE COUNTY MANAGER Alfred J. Faella, County Manager

BOARD OF CHOSEN FREEHOLDERS

BRUCE II. BERGEN Chairman

SERGIO GRANADOS Vice Chairman

LINDA CARTER

ANGEL G. ESTRADA

CHRISTOPHER HUDAK

MOHAMED S. JALLOH

BETTE JANE KOWALSKI

ALEXANDER MIRABELLA

VERNELL WRIGHT

ALFRED J. FAELLA County Manager

ROBERT E. BARRY, ESQ. *County Counsel*

JAMES E. PELLETTIERE, RMC Clerk of the Board The Honorable Chairman Bruce H. Bergen Members, Union County Board of Chosen Freeholders Union County Administration Building 10 Elizabethtown Plaza Elizabeth, NJ 07207-2204

Dear Freeholders:

February 18, 2016

The 2016 Executive Budget is contained in this document for your review and approval in compliance with N.J.S.A. 40:41A-1 et Seq., the Optional County Charter Law.

While tempered by some additional costs, this year's Executive Budget demonstrates Union County's continued economic growth and the success of our "sound management and budgeting" practices as validated by Moody's recent determination of an Aa1 bond rating.

Another significant measure of Union County's economic growth is the increase in our ratable base by 2.5 percent or \$1.6 billion in equalized value over 2015. This is the largest increase since 2007 and our second consecutive annual increase. On a related note, the strong real estate market has resulted in an increase of more than \$1 million in realty transfer fees realized through the County Clerk's Office.

Total revenues have also continued to increase:

The Union County Emergency Medical Services, a key shared service offered by the County, brought in more than \$1 million this past year. That figure represents an increase in revenue by more than 46.8% over 2014, when revenues totaled just under \$700,000.

- more -

ADMINISTRATION BUILDING

- The Union County Regional Dispatch, which provides services to 17 agencies, realized just over \$386,000 in revenue this past year.
- The Parks Department also enjoyed another profitable year with revenues totaling more than \$6.4 million, an increase of almost \$183,000 over the previous year. A substantial part of that is due to our Golf Division, which this year will host the annual NJ State Golf Association Open Championship at our Galloping Hill Golf Course. As a testimony to the high quality of the Golf Division, this will be the first use of a public golf course in the 96-year history of the NSJGA Open.

As the County's financial position improved over the past few years, we have continued to build surplus. Over the past year alone, we boosted our surplus by 77 percent, from \$31 million to \$55 million. The increase to surplus is vital to maintaining our bond rating, which is among the highest obtainable. In reaching its most recent determination, Moody's cited our "improved financial position" among other strengths.

Moody's also cited our manageable debt levels. Our overall debt service remained flat this year, as we've taken advantage of lower interest rates. Net debt expressed as a percentage of the equalized valuation basis is 0.885 percent, substantially less than the maximum of 2 percent authorized by the State.

These achievements are all the more significant because they have occurred during a long period of fiscal turbulence in the State of New Jersey, which has experienced a record nine credit downgrades since 2009.

Overall, this year's Executive Budget is approximately \$508 million. The Executive Budget, which meets the state cap, would increase property taxes by an average of 3.25 percent over last year.

Among the highest revenue offsets to our budget this year is the implementation of the Speedy Trial and State Bail Reform law, which is going into effect in New Jersey in January 2017. This unfunded mandate will require an extraordinary amount of resources including the hiring of additional Sheriff's Officers, Prosecutor's Office staff and Public Works employees, along with associated operating and capital costs.

The County's anticipated startup cost for this program will be \$1 million. The cost will increase next year to a total of \$1.8 million annually, adding to the existing programs and services that we provide as required by State law, but for which we receive no offsetting State funds.

The new Family Court building on Cherry Street, anticipated to open by the end of the year, will also require additional County staff, totaling as much as \$400,000 annually moving forward.

In addition to mandatory programs, Union County has diligently pursued opportunities to invest in community health and the economic well-being of our citizens. In particular, our substantial investments in our parks and educational institutions have made Union County's quality of life one of the most highly regarded in the nation. Some highlights include:

- Expansion and renovation of our Watchung Stables to include an energy efficient indoor riding ring that will enable year-round, all weather use of this popular facility
- Construction of the new Warinanco Park Ice Skating Center, which will convert to an indoor facility for all-weather baseball practice after the skating season
- Construction of new playgrounds with water features in Warinanco Park and other County parks, enabling children to spend more time outdoors even during hot weather
- Reconstruction of historic Briant Park in Summit, achieved through a public-private effort that provided both State and County conservation funding
- Mattano Park renovation including a new multi-purpose turf field, renovation of an existing skate park, and the addition of a new playground adjacent to the parking lot that is modeled on state of the art design for children using wheelchairs and other mobility devices
- > Expansion of Union County College campuses in Cranford and Plainfield
- The West Hall expansion at the award-winning Union County Vo-Tech Schools campus in Scotch Plains

We have also budgeted an additional \$1.5 million for the continuation of the municipal infrastructure grant program, funded through revenues from the sale of Runnells Hospital in 2014, and we have doubled the amount of funding for the popular Library Grants program from \$75,000 to \$150,000. This budget also funds the operations of the United Way's Family Success Center at \$158,000 and the We Are One New Jersey Advocacy and Naturalization Center for immigrants at \$245,000.

Many of the investments above were noted by Freeholder Bruce H. Bergen during his reorganization speech in January, as he announced his "One County, One Community" initiatives for 2016.

Chairman Bergen's initiatives focus on economic development, social services and quality of life improvements including:

- "Union County: At Work and Play," which includes new loans for businesses through the Union County Economic Development Corporation and the creation of new jobs through the Union County Workforce Innovation Business Center, a partnership between the Freeholder Board and Union County College. Through hiring programs with major employers including AirServ and Whole Foods, this investment in our workforce has resulted in 1,200 new jobs, enabling hundreds of our residents to enjoy new employment opportunities as the economy has improved. This record of success has engaged new employers in the program and we anticipate these numbers to continue growing. For the second year in a row, Union County also experienced one of the highest wage increases of any large county in America, ranking within the top 20 nationally and second highest in the state of New Jersey.
- "Move, Connect, Grow," which strives to improve the County's transportation infrastructure on multiple levels including the unveiling of a new Master Plan, advocacy for the one-seat service on the Raritan Valley commuter line and construction of the new

Gateway Tunnel project to New York, and continuation of the Municipal Infrastructure grant program with a focus on road repair.

- Development of the Union County App, leveraging the convenience of mobile devices to help keep the public informed on County services.
- "Union County Means Green," which creates a green seminar for businesses, education and outreach to schools through the County's Recycling Bureau, and a new Community Garden Grant program for new and existing gardens.
- A collection of targeted programs including "UC HERO" assisting military veterans with employment and other services, "Year of the Senior" providing transportation vans and refurbishment of municipal senior centers, and the creation of the Union County Division on Women.
- The creation of a regional animal shelter that would provide municipalities with a consistent level of animal control services and promote humane treatment, and provide civic groups with community service opportunities.

With all these exciting plans in place, I look forward to once again working with the Freeholder Board and our County employees in achieving another successful year in 2016.

Sincerely,

Alfred J. Faella Union County Manager

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County of Union Organizational Chart

RESIDENTS OF THE COUNTY OF UNION



Financial Overview

	Summary Levy Cap Calcui	ation	
	County		EXAMINER
2000	Union County		
	ax Levy Calculation Worksheet		
evy Ca	p Calculation		9-0-0-0-0-0-0-0
	Year Amount to be Raised by Taxation - County Purpose Tax		\$335,283,323
1 1101	Cap Base Adjustment (+/-)		\$000,200,020
	Less: Prior Year Deferred Charges: Emergency Authorization	19	\$0
	Less: Prior Year Deferred Charges to Future Taxation Unfunde		\$1,151,529
	Less: Changes in Service Provider: Transfer of Service/ Fun		\$1,101,028
Net I	Prior Year Tax Levy for County Purpose Tax for Cap Calculation		\$334,131,794
14011	Plus 2% Cap increase		\$6,682,636
Adiuste	d Tax Levy	-	\$340,814,430
lajaoto	Plus: Assumption of Service/ Function		<u>\$040,014,430</u> \$0
Adjuste	d Tax Levy Prior to Exclusions		\$340,814,430
	usions:		4040,014,400
LXON	Allowable Shared Service Agreements Increase	\$0	
	Allowable Health care costs increase	\$1,607,470	
	Allowable Pension increases	\$678,782	
	Allowable Capital Improvements Increase	\$2,990,000	
	Allowable Debt Service and Capital Lease Increases	\$3,051,264	
	Current Year Deferred Charges: Emergencies	\$0,001,204	
6	Deferred Charges to Future Taxation Unfunded	\$2,278,010	
Add	Total Exclusions		\$10,605,52
Less	Cancelled or Unexpended Exclusions		\$4,350,31
	d Tax Levy After Exclusions		\$347,069,63
Addit	tions:		· · · · · · · · · · · · · · · · · · ·
	New Ratables - Increase in Apportionment Valuation of		
	New Construction and Additions	\$412,677,378	
	Prior Year's County Purpose Tax Rate (per \$100)	\$0.522	
	New Ratable Adjustment to Levy		\$2,154,94
	Amounts approved by Referendum		\$(
Maximu	m Allowable Amount to be Raised by Taxation - County Pur	pose Tax	\$349,224,584
	Plus: 2013 Cap Bank Utilized in 2016*		\$(
	Plus: 2014 Cap Bank Utilized in 2016*		\$(
	Plus: 2015 Cap Bank Utilized in 2016*		\$0
Maximu	m Allowable Amount to be Raised by Taxation - CPT After A	II Exclusions	\$349,224,584
	to be Raised by Taxation - County Purpose Tax		\$346,172,993
- CPT Af	y be added to the extent that the Maximum Allowable Amount to be a ter All Exclusions (Cell E37) does not exceed the "1977 Cap" Maxi Tax After All Exceptions (Levy Cap Determination and Budget Prepa	imum County	

2015

	1977 Cap Exclusior	ns Calculat	ion	
'The instructions	can be found on the Instruction Tab of the wo	orkbook.		
County of: U	nion	Municode:	2000	
County Purpose CAP Base Adju	istment	· · · · · · · · · · · · · · · · · · ·		335,283,323.32
Revised County	y Purpose Tax:			335,283,323.32
De Er Ca M Au Ca Sr Va Or Ca Di C Di Di C Di C	ebt Service eferred Charges mergency Appropriations apital Improvements latching Funds uthority - Share of Costs MUA ounty Welfare Board pecial Services School District locational School ut of County Vocational School ounty College (Current Year) ess County College (1992 Base) et County College (Current Year) ess Out of County College (1992 Base) et Out of County College apital Lease Payments 1 1 Emergency Management Services ealth Insurance	ceptions per (f	13,979,070.00 8,995,000.00 217,000.00 275,000.00	

2016 Levy Cap Determination and	Budget Preparati	on
2000 County	Union County	
2000 County The instructions can be found on the Instruction Tab of the workbook.	Union County	
Allowable County Purpose Tax Before Additional Exceptions per (N.J.	S. 40A:4-45_4)	239,073,688.73
Add:		
New Construction Debt Service and Capital Leases	62 456 556 00	2,154,945.14
Less Debt Service & Capital Lease Revenues Offset by Approps	63,456,556.00	
Net Debt Service and Capital Lease Obligations	1,010,001.01	55,815,964.06
Deferred Charges to Future Taxation - Unfunded		2,278,009.54
Emergency Authorizations Capital Improvements		<u>C 050 000 00</u>
Matching Funds		6,850,000.00
County Welfare Board	60,833,230.56	
Less Welfare Revenue Offset by Appropriation	36,058,110.00	
Net County Weifare Board Special School Districts		24,775,120.56
Vocational School		4.686,900.00
Out of County Vocational School		4,000,300.00
County College	14,398,442.10	
Less County College 1992 Base Net County College	8,995,000.00	5 402 442 40
Out of County College	217,000.00	5,403,442.10
Less Out of County College 1992 Base	275,000.00	
Net Out of County College		0.00
911 Emergency Management Services		470.055.20
		470,055.36
Subtotal	ſ	341,508,125.48
	L	011,000,120.40
2014 Cap Bank Utilized*		4,664,867.09
2015 Cap Bank Utilized* COLA Increase Available/Utilized*		0.00
"1977 Cap" Maximum County Purpose Tax After All Exceptions	[346,172,992.57
"2010 Cap" Maximum Allowable Amount to be Raised by Taxation Af	ter all Exceptions	349,224,584.06
(From the Summary Levy Cap Worksheet)	tor an Exceptions	043,224,004,00
Amount to be Raised by Taxation - County Purpose Tax		346,172,992.57
	[Use 1977 Calc.
*Can only be added to the extent needed to support the budget and to Purpose Tax After All Exceptions (Cell D45) does not exceed the "2010	the extent that the "1977) Cap" Maximum Allowab	Cap" Maximum County

2016 EXECUTIVE BUDGET APPROPRIATION SCHEDULE 2015 Adopted 2015 Modified

	Туре	2015 Adopted Budget	2015 Modified Budget	2016 Budget Request
GENERAL GOVERNMENT				
County Manager's Office	SW	305,981.00	315,981.00	339,149.00
Special Studies & Initiatives	OE OE	122,000.00 705,000.00	122,000.00 705,000.00	121,000.00 600,000.00
Board of Chosen Freeholders	SW	556,005.00	556,005.00	577,327.00
Initiatives	OE	85,000.00	85,000.00	83,000.00
County Infrastructure & Improvement Program	OE	1,500,000.00	1,500,000.00	1,500,000.00
Annual Audit	OE	225,000.00	225,000.00	225,000.00
Other Accounting and Auditing Fees	OE	198,875.00	198,875.00	210,875.00
Clerk of the Board	SW	869,142.00	869,142.00	979,156.00
	OE	230,000.00	230,000.00	245,000.00
Advisory Boards, Committees & Commissions	OE	5,000.00	5,000.00	5,000.00
Status of Women Advisory Board	OE	500.00	500.00	500.00
County Clerk	SW	2,053,531.00	2,053,531.00	2.152,415.00
	OE	161,250.00	161,250.00	163,200.00
Board of Elections	SW	2.093,741.00	2,093,741.00	2,289,418.00
	OE	335,500.00	335,500.00	350,000.00
Elections (County Clerk)	SW	153,032.00	153,032.00	164,537.00
	OE	968,810.00	968,810.00	1,142,817.00
Department of Finance:				
Office of Director	SW	272,316.00	272,316.00	278,687.00
	OE	175,000.00	175,000.00	175,000.00
Public Obligations Registration Act P.L. 1983	OE	200,000.00	200,000.00	200,000.00
Division of Reimbursement	SW	295,695.00	295,695.00	401,370.00
	OE	3,500.00	3,500.00	3,500.00
Division of Treasurer	SW	360,778.00	360,778.00	332,157.00
	OE	90,300.00	90,300.00	90,300.00
Division of Comptroller	SW	878,965.00	878,965.00	901,615.00
	OE	17,500.00	17,500.00	17,500.00
Aid to Union County Improvement Authority	OE	410,245	410,245.00	450,000.00
Division of Internal Audit	SW	178,482.00	178,482.00	69,283.00
	OE	2,500.00	2,500.00	2,500.00
County Counsel	SW	1,450,491.00	1,450,491.00	1,657,299.00
	OE	146,750.00	146,750.00	146,750.00
County Adjuster	SW	365,828.00	365,828.00	383,253.00
	OE	2,700.00	2,700.00	2,700.00

2016 EXECUTIVE BUDGET APPROPRIATION SCHEDULE 2015 Adopted 2015 Modified

	Туре	2015 Adopted Budget	2015 Modified Budget	2016 Budget Request
Department of Administrative Services:				
Office of Director	SW	506,278.00	509,278.00	563,771.00
	OE	75,000.00	75,000.00	86,400.00
Division of Motor Vehicles	SW	1,774,936.00	1,774,936.00	1,832,197.00
	OE	4,426,000.00	4,426,000.00	4,643,000.00
Division of Personnel Mngt & Labor Relations	SW	879,437.00	879,437.00	936,374.00
	OE	874,500.00	874,500.00	884,500.00
Division of Purchasing	SW	683,731.00	683,731.00	588,295.00
	OE	252,430.00	252,430.00	262,330.00
Board of Taxation	SW	248,517.00	251,017.00	257,763.00
	OE			
County Surrogate	sw	972,467.00	972,467.00	1.045,543.00
	OE	29,880.00	29,880.00	33,180.00
Engineering, Land and Facilities Planning	sw	726,174.00	726,174.00	993,329.00
	OE	332,000.00	332,000.00	347,400.00
Department of Economic Development:				
Office of Director	SW	536,562.00	546,562.00	615,915.00
	OE	766,000.00	766,000.00	661,500.00
Community Development & Housing	SW	179,746.00	179,746.00	169,198.00
	OE	2,700.00	2,700.00	54,290.00
Division of Strategic Planning & Intergovernmental Relations	SW	336,222.00	336,222.00	313,799.00
	OE	326,300.00	326,300.00	327,525.00
Division of Information Technology	SW	828,131.00	828,131.00	860,170.00
	OE	1,760,900.00	1,760,900.00	1,764,500.00
Insurance:				
Group Health Insurance Plan for Employees	OE	46,000,000.00	45,200,000.00	45,200,000.00
Surety Bond Premiums	OE	12,000.00	12,000.00	12,000.00
Other Insurance Premiums	OE	9,650,000.00	10,650,000.00	9,650,000.00
Employees' Prescription Plan	OE	11,373,407.00	12,173,407.00	14,750,000.00
Dental Plan	OE	959,158.00	959,158.00	959,158.00
Disability Insurance	OE	250,000.00	250,000.00	200,000.00
Health Waivers	OE	1,850,000.00	1,850,000.00	1,863,000.00
TOTAL GENERAL GOVERNMENT		102,031,893.00	103,057,393.00	106,135,445.00

	ALL ROL MATION		204534-110-1	
	Туре	2015 Adopted Budget	2015 Modified Budget	2016 Budget Request
PUBLIC SAFETY:				
Sheriff's Office	SW OE	17,422,497.00 367,459.00	17,422,497.00 367,459.00	18,509,474.00 468,959.00
Department of Public Safety Office of Director	SW	234,664.00	234,664.00	248,390.00
	OE	4,050.00	4,050.00	4,050.00
Division of Weights and Measures	SW OE	384,654.00 3,565.00	384,654.00 3,565.00	395,433.00 3,500.00
Division of Medical Examiner	SW OE	538,097.00 368,500.00	548,097.00 368,500.00	551,264.00 420,800.00
Division of Emergency Management	SW OE	627,432.00 327,188.00	627,432.00 327,188.00	853,616.00 327,188.00
Emergency Medical Services	SW OE	565,720.00 85,000.00	725,720.00 85,000.00	955,482.00 85,000.00
Division of County Police	SW OE	7,954,863.00 245,500.00	8,129,863.00 245,500.00	8,279,422.00 266,500.00
Division of Health	SW OE	125,927.00 148,231.00	125,927.00 148,231.00	134,710.00 146,000.00
County Prosecutor's Office	SW OE	20,669,040.00 765,000.00	20,669,040.00 765,000.00	21,627,628.00 765,000.00
Contribution to Soil Conservation District	OE	29,642.00	29,642.00	31,124.00
Department of Corrections	SW OE	31,985,398.00 9,348,000.00	31,985,398.00 9,348,000.00	32,027,310.00 9,390,000.00
TOTAL PUBLIC SAFETY		92,200,427.00	92,545,427.00	95,490,850.00
OPERATIONAL SERVICES:				
Department of Public Works & Facilities Mngt Office of the Director	SW OE	31,651.00	31,651.00	34,483.00
Division of Public Works	sw	22,000.00 2,285,853.00	22,000.00 2,285,853.00	22,000.00 2,331,075.00
Division of Facilities Management	OE SW	279,100.00 7,376,863.00	279,100.00 7,376,863.00	52,600.00 7,572,976.00
	OE	7,773,050.00	7,773,050.00	7,773,050.00
Contribution for Flood Control	OE	14,776.00	14,776.00	14,776.00
TOTAL OPERATIONAL SERVICES		17,783,293.00	17,783,293.00	17,800,960.00

	Туре	2015 Adopted Budget	2015 Modified Budget	2016 Budget Request
HEALTH AND WELFARE:				
Crippled Children	OE	39,200.00	39,200.00	39,200.00
Cornerstone Psychiatric Facility	SW OE	6,441,538.00 5,071,097.00	6,441,538.00 5,071,097.00	6,922,329.00 4,965,231.00
Adult Diagnostic Center	OE	9,000.00	9,000.00	9,000.00
Psychiatric Treatment	OE	5,000.00	5,000.00	5,000.00
Maintenance of Patients: Mental Health Services	OE	12,416,844.00	12,420,844.00	13,932,616.00
Maintenance of Patients: DDD	OE	22,605,733.00	22,605,733.00	24,056,264.00
Rutgers Behavioral Health Care	OE	15,366.00	15,366.00	70,025.00
Maintenance of Patients: Geriatric Center	OE	48,000.00	48,000.00	48,000.00
NJ Bureau of Children Services: DYFS	OE	4,498,961.00	4,498,961.00	4,389,868.00
Department of Human Services Office of Director	SW OE	913,352.00 4,198,104.00	913,352.00 4,198,104.00	983,807.00 4,693,440.00
Juvenile Detention	SW OE	5,366,424.00 1,798,625.00	5,366,424.00 1,798,625.00	5,419,121.00 1,789,350.00
Division of Aging	SW OE	263,185.00 1,902,100.00	267,185.00 1,902,100.00	307,140.00 2,129,907.00
Division of Youth Services	SW OE	579,725.00 71,100.00	579,725.00 71,100.00	600,345.00 73,500.00
Employment & Training	SW OE	340,283.00	340,283.00	396,136.00
Division of Social Services	SW OE	34,003,674.00 8,965,439.00	34,003,674.00 8,965,439.00	34,533,599.00 9,393,823.00
Division of Planning	SW OE	400,205.00 340,500.00	400,205.00 340,500.00	412,351.00 340,500.00
Division of Paratransit	SW	4,188.00	4,688.00	7,614.00
TOTAL HEALTH AND WELFARE		110,297,643.00	110,306,143.00	115,518,166.00

	ALL KOLKIATION (2015 Adopted	2015 Modified	2016 Budget
	Туре	Budget	Budget	Request
RECREATION:				
Department Parks & Recreation:				
Office of the Director	SW	872,613.00	872,613.00	755,077.00
	OE	252,300.00	252,300.00	283,300.00
Recreational Facilities	SW	2,257,934.00	2,257,934.00	2,226,993.00
	OE	5,400,492.00	5,400,492.00	5,973,630.00
Division of Planning & Environmental Services	SW	343,968.00	343,968.00	407,085.00
	OE	34,686.00	34,686.00	98,025.00
Park Maintenance	SW	2,475,467.00	2,475,467.00	2,560,299.00
	OE	543,000.00	543,000.00	578,000.00
Cultural and Heritage Affairs	SW	53,934.00	54,934.00	50 005 00
Cultural and Hernage Analia	OE	8,000.00	8,000.00	59,895.00 8,000.00
TOTAL RECREATION		42 242 204 00		
TOTAL RECREATION		12,242,394.00	12,243,394.00	12,950,304.00
EDUCATION				
Office of County Superintendent of Schools	SW	226,237.00	228,737.00	232,621.00
	OE	12,500.00	12,500.00	12,500.00
Vocational Schools	OE	4 505 000 00	4 505 000 00	
vocational Schools	UE	4,595,000.00	4,595,000.00	4,686,900.00
Union County Extension Service in Agriculture	SW	71,474.00	71,474.00	75,201.00
	OE	104,531.00	104,531.00	103,709.00
Union County Community College System	OE	13,979,070.00	13,979,070.00	14,398,442.10
Scholarship Program	OE	190,000.00	100 000 00	100 000 00
Scholdtship Frogram	0E	190,000.00	190,000.00	190,000.00
Reimbursement for Residents: Out of County	OE	217,000.00	217,000.00	217,000.00
Educational Services Commission	OE	70,000.00	70,000.00	70,000.00
TOTAL PRICATION			,	
TOTAL EDUCATION		19,465,812.00	19,468,312.00	19,986,373.10
UNCLASSIFIED: Prior Year Bills				
Hudson County Community College	OE			401.24
2014 -Out of County Tuition	05			
Bergen Regional Medical Center LP 2013/2014 - Maintenance of Patients in State In	OE stitutions		-	3,890.37
Atlantic Health System	OE	. •		384.26
2013 Cornerstone - Medical Services Standard Elevator	OE	1,147.50	1,147.50	
2013-Runnells Specialized Hospital	02	1,147.50	1,147.50	
 Bergen Regional Medical Center LP 2013 - Maintenance of Patients in State Institution 	OE	13,622.48	13,622.48	
Hess Corporation	OE	4,498.00	4,498.00	
2013 - Facilities Management				
McRoberts Security Technologies 2012 Corrections	OE	255.00	255.00	
Salvation Army	OE	546.00	546.00	
2013 - Social Services Office Solutions, Inc	05	505 0 <i>4</i>	202 00	
2013 Information Systems	OE	795.00	795.00	

McRoberts Security Technologies	Type OE	2015 Adopted Budget 170.00	2015 Modified Budget 170.00	2016 Budget Request
2013 Corrections Barbara Sandargus	OE	164.00	164.00	
2013 Social Services FC Organizational Products 2012 - Exclusive Management	OE	54.00	54.00	
2012 - Facilities Management Parker Gardens 2012 - Parks & Recreation	OE	602.00	602.00	
NY Life Investment Management 2011- Human Services	OE	37.75	37.75	
State of New Jersey DCA Bureau of Fire Code Enforcement 2009 - Facilities Management	OE	148.00	148.00	
Bergen Medical Regional Medical Center 2011 - Runnells	OE	683.00	683.00	
Salary Adjustment	SW	1,655,230.02	2	1,606,173.00
Accumulated Absences	SW	1,000,000.00	1,272,730.02	750,000.00
Utilities	OE	8,975,000.00	8,975,000.00	9,393,850.00
TOTAL UNCLASSIFIED		11,652,952.75	10,270,452.75	11,754,698.87
STATE AND FEDERAL PROGRAMS:				
State and Federal Grants Matching Funds	OE OE	14,180,048.00 1,250,000.00	32,411,454.16 1,250,000.00	14,180,048.00 1,250,000.00
TOTAL STATE AND FEDERAL PROGRAMS		15,430,048.00	33,661,454.16	15,430,048.00
TOTAL OPERATIONS		381,104,462.75	399,335,868.91	395,066,844.97
Contingent TOTAL CONTINGENT	OE	50,000.00 50,000.00	50,000.00 50,000.00	50,000.00 50,000.00
DETAIL: TOTAL SALARIES & WAGES TOTAL OTHER EXPENSES INCLUDING CONTINGENT	SW OE	164,978,278.02 216,176,184.73	163,974,278.02 235,411,590.89	170,479,069.00 224,637,775.97
CAPITAL IMPROVEMENTS:				
Capital Improvement Fund Road Resurfacing	OE OE	1,610,000.00 2,250,000.00	1,610,000.00 2,250,000.00	4,600,000.00 2,250,000.00
TOTAL CAPITAL IMPROVEMENTS		3,860,000.00	3,860,000.00	6,850,000.00
Bond Principal State Aid College Bonds		(15 000 00		
Vocational School Bonds Other Bonds	OE OE	615,000.00 3,270,000.00	615,000.00 3,270,000.00	615,000.00 3,260,000.00
College Bonds	OE OE	27,475,000.00 1,160,000.00	27,475,000.00 1,160,000.00	26,115,000.00 610,000.00
Interest on Bonds State Aid College Bonds	OE	249,460.00	249,460.00	199,897.00
College Bonds Vocational School Bonds	OE OE	208,763.00 1,561,307.00	208,763.00 1,561,307.00	161,135.00 1,458,884.00
Other Bonds Interest on Notes	OE	13,005,448.00	13,005,448,00	11,192,719.00
Principal on Notes	OE OE	585,000.00 13,000.00	585,000.00 13,000.00	2,594,000.00

Lease Payments	Туре	2015 Adopted Budget	2015 Modified Budget	2016 Budget Request
UCIA - Lease Payments	OE OE	10 411 050 00	10 414 350 00	
UCIA - State Aid College Bonds	OE	12,411,250.00	12,411,250.00	11,940,671.00
Dam Restoration Loans	OE	4,437,042.00	4,437,042.00	5,099,708.00
Dam vertincipal	OE	161.397.00	1 (1 207 00	1616100
Dam-Interest	OE	48.145.00	161,397.00	164,641.00
License Agreements - Pace	OE	,	48,145.00	44,901.00
License Agreements - race	UE	576,553.00	576,553.00	÷
TOTAL COUNTY DEBT SERVICE		65,777,365.00	65,777,365.00	63,456,556.00
DEFERRED CHARGES:				
Deferred Charges to Future Taxation - Unfunded	OE	1,151,529.00	1,151,529.00	2,278,009.54
TOTAL DEFERRED CHARGES		1,151,529.00	1,151,529.00	2,278,009.54
STATUTORY EXPENDITURES:				
Public Employees Retirement System	OE	14.778.020.00	14,778,020.00	15,322,035.00
Police and Firemen's Retirement Fund	OE	12,837,746.00	12,837,746.00	13,226,095.00
Social Security System (OASI)	OE	11,300,000.00	11.300.000.00	11,300,000.00
Defined Contribution Retirement Fund	OE	49,400.00	49,400.00	49,400.00
Unemployment Compensation Insurance	OE	1,015,000.00	1,015,000.00	500,000.00
TOTAL STATUTORY EXPENDITURES		39,980,166.00	39,980,166.00	40,397,530.00
TOTAL GENERAL APPROPRIATIONS		491,923,522.75	510,154,928.91	508,098,940.51

2016 EXECUTIVE BUDGET REVENUE SCHEDULE 2015 Adopted 2015 Realized

REVENUE SC			
	2015 Adopted	2015 Realized	2016 Executive
	Budget	Revenue	Budget
Surplus Anticipated	20,000,000,00	20,000,000.00	22,250,000.00
SUBTOTAL	20,000,000.00	20,000,000.00	22,250,000.00
Miscellaneous Revenues - Section A: Local Revenues			
County Clerk	1,650,000.00	1,956,645.55	1,800,000.00
Surrogate	190,000.00	197,978.58	190,000.00
Sherifi	600,000.00	604,781.27	600,000.00
Interest on Investments and Deposits	175,000.00	291,328.44	175,000.00
County Board of Pay Patients	13,000,000.00	14,062,747.26	13,000,000.00
Register of Deeds - Realty Transfer Fees	3,250,000.00	4,464,052.77	3,750,000.00
Parks and Recreation Facilities Revenue	6,225,000.00	6,407,949.34	6,225,000.00
Permits Road Department Rent - 921 Elizabeth Ave.	110,000.00	146,435.20	125,000.00
SUBTOTAL Section A: Local Revenues	415,000.00 25,615,000.00	457,053.48 28,588,971.89	425,000.00 26,290,000.00
Missellensone Devenues - Crester D. Crest Atd			
Miscellaneous Revenues - Section B: State Aid County College Bonds	2,650,750.91	2,650,750.91	2,650,750.91
SUBTOTAL Section B: State Aid	2,650,750.91	2,650,750.91	2,650,750.91
Miscellaneous Revenues - Section C: State Assumption of Costs			
Division of Youth and Family Services	4,498,961.00	4,498,961.00	4,389,868.00
Supplemental Social Security Income	1.095.141.00	1,557,896.00	1,058,110.00
Maintenance of Patients: Mental Diseases (DMHS)	8,362,344.00	8,362,344.00	9,117,048.00
Maintenance of Patients: DDD	22,605,733.00	22,605,733.00	24,056,264.00
Rutgers Behavioral Health Care	10,756.00	10,756.00	49,018-00
SUBTOTAL Section C: State Assumption of Costs	36,572,935.00	37,035,690.00	38,670,308.00
Miscellaneous Revenues - Section D: Public & Private Revenues	14,180,048.00	32,411,454.16	14,180,048.00
SUBTOTAL Section D: Public & Private Revenues	14,180,048.00	32,411,454.16	14,180,048.00
Miscellaneous Revenues - Section E: Prior Written Consent			
Fringe Benefits	2,175,000.00	2,516,842.71	2,175,000.00
Indirect Costs	125,000.00	340,124.69	200,000.00
Bail Forfeitures	150,000.00	215,925.00	150,000.00
NJ Reimbursement State Prisoners	150,000.00	260,623.28	150,000.00
Educational Building Aid	550,000 00	543,165.00	525,000.00
Debt Service - Open Space	4,584,673.77	4,584,673,77	4,464,841,03
Leaf Composting	250,000.00	339,610.00	275,000,00
NJ Division of Economic Assistance - Earned Grant	34,500,000.00	38,192,749.52	35,000,000.00
Service Fees - Courts	342,000,00	339,317.00	330,000.00
County Clerk Increased Fees	1,175,000,00	1,347,457.00	1,200,000.00
Surrogate Increased Fees Franchise Fee - Jersey Gardens	250,000.00	293,318,19	250,000.00
Title IV D - Facility Reimbursement	500,000.00	746,352.05	600,000.00
Sheriff Increased Fees	850,000.00 750,000.00	1,540,594.46	1,000,000.00
PILOT's	220,000.00	1,648,080.66 307,118.41	1,000,000,00
State Reimbursement - Delaney Hall	1,000,000.00	1,279,487.98	250,000.00 1,000,000.00
Open Space - Parks Maintenance	2,400,000.00	2,400,000.00	2,250,000.00
Telephone Commissions	375,000.00	360,752.79	360,000.00
Division of Developmental Disabilities (DDD)	550,000.00	620,075.70	575,000.00
Rental Income UC College/Trinitas Hospital Kellog Building	180,000.00	200,000.04	180,000.00
Dispatch Services	350,000.00	386,009,48	350,000.00
Union County Utilities Authority	2,000,000,00	2,000,000.00	2,000,000.00
Weights & Measures	90,000.00	90,000.00	
PACE Agreement	576,553.00	395,519.24	
Debt Service Reserve - Runnells Specialized Hospital	488,238.75	488,238.75	
Rental Beds - Juvenile Detention Center	1,540,000.00	1,357,000.00	1,350,000.00
Ambulance Services	_		750,000.00
Sale of Asset - County Infrastructure Program SUBTOTAL Section E: Prior Written Consent	1,500,000.00 57,621,465.52	1,500,000.00 64,293,035.72	1,500,000.00 57,884,841.03
	37,041,703.35	04,273,033.72	57,004,041.03
Amount to Be Raised by Taxes	335,283,323.32	335,283,323.32	346,172,992.57
TOTAL LOCAL REVENUES	156,640,1 99.43	184,979,902.68	161,925,947.94
TOTAL REVENUES	491,923,522.75	520,263,226.00	508,098,940.51

Overview of Union County Government

Office of the Chief of Staff

Office of Clerk of the Board

Office of Communication and Public Information

Office of Open Space, Recreation And Historic Preservation Trust Fund

Organizational Chart

Office of the Chief of Staff Office of Clerk of the Board Office of Communication and Public Information Office of Open Space, Recreation And Historic Preservation Trust Fund



CLERK OF THE BOARD

MISSION

To prepare for and coordinate the activities of Freeholder meetings; act as the depository and maintenance of vital County documents; act as custodian of the official County seal and provide administrative services for the Board.

PROGRAMS & SERVICES

Freeholder Meetings

Coordination of Freeholder meetings including but not limited to: scheduling, agenda development and preparation, constituent outreach, policy execution, correspondence, attendance, recording of votes and actions, processing of all resolutions and ordinances and forwarding of same to appropriate entities, and required legal advertising.

Record Keeping

Note and preserve the minutes of the Board, recording all actions and votes taken, and the substance of discussions and debate relating thereto.

Official Depository

Preserve all official records, actions, votes, and substance of discussions of the Board of Chosen Freeholders. Keep and compile all ordinances, resolutions, minutes, contracts, surety bonds, insurance policies, and other official papers. Maintain a system of receiving and processing all Open Public Records Act (OPRA) requests.

2015 ACCOMPLISHMENTS

Coordination of Freeholder Meetings

The Clerk's office successfully coordinated 38 meetings of the Union County Board of Chosen Freeholders in accordance with statutory requirements. Additionally, the Clerk's office successfully coordinated each of the Fiscal Standing Committee's four (4) public hearings on the budget.

The Office of the Clerk of the Board successfully continued its implementation of the electronic (and paperless) agenda process. Over 120 users have been trained and are currently using the system, adding and subtracting end users when and where appropriate. The agenda, packet including all the back-up, is created electronically and emailed to the Freeholder Board, which has eliminating the need for the duplication of the packet at the print shop and reduced the burden of labor hours of the messengers to deliver the packets to the Freeholders prior to the meeting, saving printing, gas and personnel costs.

The Office coordinated and prepared numerous Laudatory Resolutions to honor individuals, citizen groups, community and non-profit agencies for their outstanding achievements and/or worthwhile endeavors. Additionally the Office prepared, in coordination with the Office of Public Information, Policy Resolutions offering either the Board's support or protest to legislative bills affecting residents of Union County. The Office reviewed all Departmental resolutions submitted to the Board for approval and advertised same in accordance with the law.

In an effort to continue to provide information to the public, the agendas for the Agenda Setting Sessions were posted to the website the evening of the meetings, and Regular Meeting agendas were posted to the website no later than the Wednesday prior to the meeting.

The minutes of the Board meetings are complete and accurate, and are posted to the website within 24 hours of their approval and adoption by the Board.

Ordinances approved by the Board of Chosen Freeholders are posted to the website after introduction and then in final format after final adoption. The public hearing dates and final adoption dates are posted on the website as well.

In 2015 the Office oversaw the successful implementation of the new Audio/Video Recording System, which provided for the audio/video improvements for the recording of Freeholder Meetings to allow for a more holistic approach to audio/video production. Such improvements include,

but are not limited to, digital recording, character captioning and livestreaming capabilities. In addition to the Audio/Video upgrades of the Freeholder Meeting Room, Digital Equipment was purchased to allow for the ability to integrate video vignettes produced from county and non-county events. The equipment purchased not only represents less than 1/3 of the original proposal submitted to this office, but just over half of anticipated project cost.

Coordination of Advisory Boards

In 2015, the office implemented a corrective action plan relative to the inaccuracies concerning many of the appointment terms of various Advisory Boards; often as a result of incorrect, or in some instances a lack of, appointments in the mid '90s. The Advisory Board terms have been updated and are current.

Open Public Records Act Compliance

The Office of the Clerk of the Board has maintained a thorough process for handling Open Public Records Act (OPRA) requests, and the OPRA office continues to see a strong interest in government documents from the public. In 2015, there were 705 OPRA submissions, yielding requests for approximately 3,348 documents. Aside from a-typical requests, in comparison there were 2,755 such requests in 2014.

The system by which responses are tracked has proven to be advantageous to both the County and the requestor, allowing the office to track progress and maintain open lines of communication with the public. Requestors receive a written acknowledgment of their request that notes the receipt date and response deadline, and written notification is sent when the request has been completed. This system helps ensure the County is in compliance with OPRA and responds to requests within the time frame prescribed by law. Additionally, the County responds to the vast majority of OPRA requests electronically, providing documents at no cost to requestors.

Office of Archives and Records Management

As the official custodian of documents for the County, the Clerk of the Board's office, through the Office of Archives and Records Management (OARM), has had a very productive year in working to improve records management Countywide.

The OARM has continued to assist all county departments in the process of appropriate storage methods and practices for their documents, managing approximately 26,192 boxes of documents in off-site storage.

Additionally, the OARM continues to work diligently to reduce costs associated with this storage by creating bi-annual reports of boxes whose retention periods have expired and removing and destroying these boxes, after conferring with the originating departments. In 2015, 862 expired boxes were removed from storage, saving the County approximately \$1,447.13. In comparison, 650 boxes were properly destroyed, as per State regulations, from storage in 2014.

With the closing of Runnells Specialized Hospital, many documents and other historic materials were removed and placed in storage. The County Archivist and County Records Manager coordinated, with the hospital superintended, the removal of several early books and ledgers, as well as some historic artifacts.

The OARM also assisted the staff of Runnells Specialized Hospital in identifying documents of intrinsic value for archiving and destroying other documents that have met their retention schedule during the ownership transition process for the facility.

The OARM, within the Office of the Clerk of the Board, continues to effectuate change in the area of records management on both the County and municipal level. OARM continues to build upon, upgrade and expand the County's Electronic Data Management System (EDMS). The EDMS has become a program which is heavily relied upon by every department within the County and new personnel are trained each year to enter and retrieve documents. OARM has imaged Resolutions into the Electronic Data Management System back to the year 1964 and up through the present. The OARM has successfully imaged all ordinances since the year of their inception (1976) through the present; and has imaged some of the County's earliest minutes (1870) and, more comprehensively, minutes from 1900 through the present.

The OARM continues its shared service with municipalities offering assistance with the destruction of inactive documents, pursuant to state requirements, at no cost to the municipalities. Additionally, the County continues the scanning and indexing of historic and permanent documents for Union and Roselle Park, Fanwood and Rahway.

The OARM employs an Archivist, whose expertise has been a tremendous asset to the County. The databases designed by the Archivist have been used extensively. The freeholder database of every freeholder since the county's inception, was expanded to include all elected officials, and the parks photo archives continues to expand as new photographs are discovered. County employees use these tools extensively when producing published and promotional materials. They are also used to respond to both OPRA and routine requests from the public.

After completing the preservation and cataloging of the Park Commission property acquisition records, the archivist resumed arranging and describing the Commission's administrative records. The administrative records document all aspects of the creation of the Union County parks starting in the early 1920s; depicting how County developed the park system from the acquired land. The records also document the contributions of Federal government agencies such as the Works Progress Administration and the Civilian Conservation Corps in assisting the County in creating buildings, bridges and distinctive features throughout the park system.

The minutes of the many Union County advisory boards have been scanned into the On-Base system and are available digitally. The original hard copies of the minutes are designated a permanent record by the New Jersey State Records Retention and Disposition Schedules. Using Microsoft Excel, the Archivist began cataloging the original minutes, which are stored in acid-free boxes and folders in the County Archives room.

The Archivist responded to numerous requests for information and assistance during 2015 from County employees and the public, including but not limited to, research on the Feltville gunpowder mill located in the Watchung Reservation, research of the landscape architecture drawings of Warinanco Park to search for horse stables in the park and uncovered topographical drawings of the Elizabeth River Parkway in response to a request by a contractor who is working on the walking path on the river bank. The Archivist continues to be an invaluable resource to various internal departments, the general public, external agencies, neighboring counties and the State of New Jersey.

2016 INITIATIVES

Office of the Clerk of the Board

The Office of the Clerk of the Board will continue to perform statutory duties as required in an efficient and effective manner and continue to provide a high level of service to the public, the Board of Chosen Freeholders and all other users of the office as is expected.

In 2016, the Office will continue to explore ways to utilize the website to provide easier access and transparency to public documents; including the posting of all resolutions, duly adopted by the Board of Chosen Freeholders, to the website in a searchable format. The Office will maintain a monthly updated record of advisory boards and any agendas and/or minutes of said advisory boards.

In 2016, the Office will conduct a Training Seminar for all departmental users of the County's Minutetraq - Electronic Agenda System. The Office will continue in its effort to provide "continual education" training session(s) for the members of the Board of Chosen Freeholders, Division Heads (Directors), and County Manager in areas such as: Ethics, Finance, and/or Local Public Contracts Law.

The Office will coordinate with the Office of Freeholder Advance and Staffing and the Office of Legislative Research and Constituent Outreach on its many efforts relating to their responsibilities to the members of the Freeholder Board. The Office of the Clerk of the Board will manage and implement the Freeholder Office's 2016 Budget.

In 2016 the Office will coordinate the full utilization of the new audio/video recording system to include character captioning, split screen recording and the insertion of video vignettes. The Office will look to expand its ability to enhance the quality and capabilities of the video production for the Office.

Open Public Records Act Compliance

The Open Public Records Act (OPRA) staff will continue to respond to OPRA requests in an expeditious manner, allowing greater accessibility to government documents to members of the public.

The OPRA staff will continue to explore ways to utilize the website to inform the general public of the measures the County of Union undertakes to respond to OPRA requests in accordance with the Open Public Records Act.

The OPRA staff will continue to explore ways to enhance the efficiency of the communication between the Office of the Clerk of the Board and County Departments to facilitate the compilation of documents responsive to OPRA requests, and with the Office of County Counsel to obtain legal guidance as necessary and review documents for legally required redactions. As the official custodian of documents for the County of Union, the Clerk of

the Board's office, through the Office of Archives and Records Management (OARM), has had a very productive year working to improve records management county-wide.

Office of Archives and Records Management

In 2016, OARM will have completed imaging of the entire collection of Freeholder Resolutions and Minutes from the earliest Minutes of 1870 to the present day. This task was begun in 2006, and these records had once filled over 300 bound volumes. After being imaged, the paper records are now archived in museum-quality preservation materials by County Archivist.

The OARM staff will continue to monitor the retention schedules of the County's archived records and documents and set a biannual review of inventory and permanent withdrawal of records and documents that have reached their retention period, as prescribed by the New Jersey Department of Archives and Records Management (DARM).

In 2016, the OARM will begin imaging Commitment Case Files from the Office of the County Adjuster. These records are required to be retained for 70 years by the New Jersey State Department of Archives and Records. The OARM will image all of the records currently kept in the Adjuster's office; records dating back to 1971, the earliest records in storage. Imaging the documents will make referring to them for Court appearances quicker and easier, and will save office space in the Adjuster's department.

In 2016, OARM will also be supervising the microfilming of all permanent records, once a vendor for Microfilming Services has been selected through a competitive bidding process. Additionally, the aforementioned documents obtained from the transfer of Runnells Specialized Hospital will be scanned and microfilmed, and the artifacts preserved.

The OARM staff will continue the successful municipal inventory purge project, assisting municipalities in purging their inactive inventories at no cost. Additionally, the OARM will continue to scan, index and make available electronically historic and permanent documents in the Fanwood, Rahway, Roselle Park and Union municipal clerks' offices.

In 2016, will continue its efforts with the Park Commission project, until all known Park Commission records are preserved and catalogued. The Archivist will continue its efforts in cataloging original minutes of the various Advisory Boards, which are to be stored in acid-free boxes or folders.

OFFICE OF COMMUNICATION AND PUBLIC INFORMATION

MISSION

The Office of Communication and Public Information connects the residents of Union County's 21 municipalities with the programs and services initiated by the Board of Chosen Freeholders and implemented by Union County Government, including emergency alerts. This is accomplished through media relations, a wide range of publications, our County webpage, social media, TV shows and video production, radio, our telephone infoline, a mobile van, letters, direct outreach and direct information and referral services.

PROGRAMS & SERVICES

The office works closely with all departments of County Government and with the four Constitutional offices to provide information assistance and support, including on-going support for new Chairman's Initiatives.

Day-to-day tasks include answering inquiries from media and setting up media interviews, photo shoots and other press coverage with Freeholders and County departments, writing press releases for County programs, initiatives and events and sharing them through electronic media, providing continuous coverage for the Public Info Line to provide information and assistance to the public, coordinating print services for all County departments and Constitutional offices, and coordinating E-clips service delivering timely news and information to Freeholders and Department heads each morning.

In addition to numerous press releases and social media posts, this office is also responsible for providing the Freeholders with remarks, speeches and emcee scripts for special events, and for composing Talking Points for each Regular meeting.

This office also writes constituent and policy correspondence for the Freeholder Board and County Manager as needed.
In addition, the office provides media support to numerous County affiliates, partners and other stakeholders such as the Vo-Tech Schools, Union County College, the Union County Performing Arts Center, the Raritan Valley Rail Coalition, the Mayors Council on Rahway River Flood Control, and the Rutgers Cooperative Extension of Union County.

The office's primary Director remains in 24-hour contact with media on police and emergency events. The deputy director serves as backup in Director's absence during business hours and is also on call outside of regular business hours and on weekends. Webmaster/social media services director is also on call and is equipped to provide website and social media updates from outside of the office.

The office coordinates closely with the County photographer and videographer to photograph and videotape numerous events and to distribute these images to the media. Photos and videos are shared electronically on the County website, through the OPI media email list, and on social media, reducing the cost of reproduction to near zero. The exception continues to be DVDs of Freeholder meetings, which are reproduced and delivered to local cable television stations.

This office also monitors the constant evolution of local print and electronic media in order to seek out new opportunities for reaching constituents, and to keep the media email list comprehensive and up-to-date.

2015 ACCOMPLISHMENTS

The Office of Communication and Public Information once again had a very productive year in 2015, delivering press releases, DVDs, videos for the webpage and social media including Facebook, Twitter, Instagram and YouTube, photographs to all media including print, broadcast, cable, and internet media, answering thousands of Public Infoline calls and answering or referring email inquiries, updating our website and social media sites, staffing public events, and providing welcoming remarks, speeches and emcee scripts to the Freeholders for use at special events. Other ongoing responsibilities included administration of the UC FIRST Alert system used for dozens of County events as well as emergency notifications, which were coordinated with emergency-related updates to the County website and social media as needed. This responsibility includes managing the system and responding to emails.

Public Information also continued to provide the Freeholder Board with Talking Points for every Regular meeting, aimed at underscoring County policy and promoting special events, totaling approximately 160 individual one-page speeches.

Highlights for 2015 included:

- On-going campaigns and media events attracting job seekers to the new WIB Center at The Mill at Jersey Gardens, resulting in hundreds of new placements.
- Coordination of media events for the new We Are One New Jersey immigration and naturalization center at the WIB Center offices at the Mills at Jersey Gardens, and for the announcement of new County policy suspending warrantless extensions of immigrant detention.
- Publicized new location for County's popular Child Safety Seat Inspection Program at Fanwood EMS, and the launch of new pilot car inspection program for seniors
- Coordination of groundbreakings and official openings including a highly anticipated expansion and renovation project for Watchung Stables, the new location for the Division of Youth Services, and openings for the new West Hall expansion at the Vo-Tech Campus in Scotch Plains, the new Family Resource Center in Rahway (a 2015 Chairman's Initiative), the new campus of Union County College at the Performing Arts Center in Rahway, the new playground/ sprayground in Warinanco Park and the renovation of Briant Park in Summit.
- Worked with the County Clerk to develop series of press releases and social media posts to provide the public with critical information leading up to the November 2015 election, including changes in State law affecting ballot messengers and bearers and a new alert system to help prevent property document fraud.
- Coordinated publicity for partners and stakeholders including the launch of the Prosecutor's body camera initiative, the Raritan Valley

Rail Coalition's one-seat nighttime ride expansion, for Mayors Council on Rahway River Watershed's successful effort to obtain new federal funding, the National Junior Disability Championship at three County parks, high national survey rankings for Vo-Tech Schools, and key annual events for the Rutgers Cooperative Extension of Union County including the Community Garden Conference, Garden Fair fundraiser and 4-H public speaking competition.

- Coordinated publicity in support of the successful "Donate to Educate" countywide student civic project for the UC-STEP youth development program, a 2013 Chairman's initiative.
- Coordinated Videos and releases for Freeholder-sponsored Sensory Friendly Theatre (a 2012 Chairman's Initiative) and UCACT (a 2015 Chairman's initiative) productions at the Union County Performing Arts Center in Rahway,
- Promoted full slate of annual recycling events helping thousands of County residents to safely dispose of hazardous waste and reduce solid waste expenses for municipalities.
- Established a budget for boosting social media with a focus on Chairman's initiatives, resulting in significant new outreach.
- Through the mix of purchased targeted marketing, and the use of statistics and metrics to develop persuasive posts, extended the County's social media audience, with Facebook likes alone now topping 6,000.
- Developed County social media business-sized cards to encourage event attendees to share photos and other impressions.
- Produced a 1,000-piece informational flier on senior services, distributed to Meals on Wheels clients with the assistance of County's Graphic Designer.
- Taped and distribute a public affairs show, "Vintage Views," to help inform Union County's senior population about County government.
- Produced three key documents: the 2015 County Directory (78 pages including), the 2015 Executive Budget (300+ pages) and the Executive Directory.
- Jointly supervised in-house operations of the print shop, reviewing and approving hundreds of County publications.
- Engaged Union County residents in conservation, nutrition, and other aspects of community health through ongoing publicity for the Rutgers Cooperative Extension of Union County and the Adopt-a-Park program of County Parks Department.

- Translated many key press releases into Spanish language for distribution and for the website and translate publications for the public.
- Provided publicity for warming centers and "Code Blue" homeless response during extreme winter cold snaps, recruited participants for new Health Division series of mold removal workshops for the public, participated in emergency management planning exercises.
- Continued to provide the public with updates and locations for mosquito spraying throughout the summer, a new program initiated in 2013.

2016 INITIATIVES

In 2016, the Public Information Office will work to publicize all of the Chairman's new initiatives in the areas of transportation, economic development and recreation, including:

- Develop the new Union County App.
- Coordinate meetings and events with military veterans in support of the UC HERO initiative
- Develop and coordinate the Union County Means Green initiative, including a Community Garden Grants program, webpage updates, a Union County Means Green seminar for businesses, and more.
- Develop press releases with County Clerk to keep the public up to date on critical services including the 2016 election cycle and implementation of the national REAL ID homeland security program in New Jersey.
- Continue to provide support for Mayors Flood Control Advisory Council, Raritan Valley Rail Coalition and other stakeholders.
- In addition, Public Information will continue to develop media and outreach programs for previously scheduled events as well as new events and programs throughout the year involving the Freeholder Board, County agencies, and constitutional offices, and partners/ stakeholders, to ensure the broadest possible reach for all programs and services.

OFFICE OF OPEN SPACE, RECREATION, AND HISTORIC PRESERVATION TRUST FUND

MISSION

The mission of the Open Space, Recreation and Historic Preservation Trust Fund is to assist in the execution of policy made by the Union County Board of Chosen Freeholders to conserve open space, provide recreational opportunities, and preserve historic sites throughout the twenty-one municipalities in Union County.

2015 ACCOMPLISHMENTS

Trust Fund

The Open Space, Recreation and Historic Preservation Trust Fund was created by referendum on November 7, 2000 to be funded by establishing a levy of 1 $\frac{1}{2}$ cents per \$100 of total County equalized real property valuation for twenty years, to provide monies for:

- 1. Acquisition of lands in Union County for recreation and conservation purposes;
- 2. Development of lands acquired for recreation and conservation purposes;
- 3. Maintenance of lands acquired for recreation and conservation purposes;
- 4. Historic preservation of historic properties, structures, facilities, sites, areas, or objects in Union County and the acquisition of such properties, structures, facilities, sites, areas, or objects in Union County for historic preservation purposes;
- 5. Payment of debt service on indebtedness issued or incurred for purposes (1), (2) and (4) above.

According to a report prepared by the Edward J. Bloustein School of Planning and Policy at Rutgers University, the following was noted:

The preservation and maintenance of Union County's park system...will be necessary to help sustain an attractive quality of life for the residents of Union County. Initiatives to create an Open Space Trust Fund that will support this effort...are highly recommended.

Open Space

The commitment to acquisition of open space in the County of Union by the Union County Board of Chosen Freeholders is, and will remain, a cornerstone of the Trust Fund. With over 316 acres of land preserved as we entered 2015, the residents of Union County benefit each day from the increased quality of life those purchased bring.

Some of the acquired parcels continue to prove the thoughtful commitment of Union County voters when this initiative was approved in 2000. It is not difficult to imagine the economic hardship that the development of the 63 acre American Water Property in the Watchung Reservation, the 17 acres in Berkeley Heights, or the varied dozens of acres in Clark, Rahway, Union and other municipalities would have caused. Equally as distressing would have been the irreversible loss of that open space in our already crowded county.

Recreation

Through the Open Space, Recreation and Historic Preservation Trust Fund, the Union County Board of Chosen Freeholders has had a great impact on the recreational health of our county residents through two avenues of assistance. First, the County of Union continues to create, improve and rehabilitate its already existing system of parks throughout our County.

In addition, the Board has provided direct assistance to municipalities through the Kids Recreation Trust Fund grant program. This grant allows for municipalities to create, improve and expand recreational opportunities in their own backyards, as dictated by their needs and abilities.

Some highlights of these two avenues of improvement include:

• Over \$1,000,000.00 was awarded to municipalities in 2015 through the Kids Recreation Trust Fund grant program. It is important to note that this matching grant program provides for recreational improvements with municipalities, directed by municipalities. Since its inception in 2004, this grant program has put close to \$14,000,000.00 back into the parks and playgrounds in each of the 21 municipalities in Union County. As an example of the importance of the Kids Recreation Trust Fund grant program, Elizabeth received assistance with its turf replacement program, Garwood was able to continue its commitment to its residents by providing enhancements and improvements to its Athletic Field complex, and New Providence, Plainfield and other municipalities chose to focus their resources at playgrounds through each municipality.

- Work was completed on the Briant Park improvement project in Springfield and Summit. With a unique collaboration between the County of Union, the State of New Jersey, the municipalities involved and the Briant Park Conservancy, the improvements in this park are only the start of a partnership that will continue.
- Working in conjunction with Rutgers, the State University of New Jersey, the Union County Board of Chosen Freeholders was proud to focus announce the installation of a new greenhouse at the Master Gardeners' Greenhouse and Gardens at Trailside. In addition to a sorely needed new greenhouse, general renovations were made to the head house and the outside areas; increased accessibility and usage will assist with the work carried out at this facility.
- Over \$75,000.00 was awarded to municipalities throughout Union County through the 2015 Greening Union County grant program. First offered in 2004, this grant program has provided over \$1,000,000.00 to municipalities throughout the County of Union. This matching grant program has added hundreds of trees throughout our county, improving the environmental health for the residents.

Revenue Generation

The Open Space, Recreation and Historic Preservation Trust Fund continues to be an excellent vehicle for the generation of additional revenue to the County of Union. The State of New Jersey, through its Green Acres Program, has been an important partner in the Freeholder Board's efforts. Each year, the Trust Fund has applied for funding in the areas of acquisition and park development. Since the inception of the Trust Fund, the Union County Board of Chosen Freeholders has generated \$17,450,000.00 in grant awards from the Department of Environmental Protection, Green Acres Program.

2016 INITIATIVES

Trust Fund

The creation of the Open Space, Recreation and Historic Preservation Trust Fund in 2000 simply affirmed the Union County Board of Chosen Freeholders continued commitment to the quality of life in our area. This unprecedented opportunity allows the freedom to pursue that goal, while bringing an obligation to manage in a responsible and thoughtful manner. It is an opportunity that is respected, and an obligation that is taken seriously.

This Board will continue to pursue every avenue available as it seeks to preserve open space in the County of Union. Through its own efforts in the area of recreational expansion, the Board will continue to seek to improve existing facilities and add recreational opportunities as deemed necessary and affordable.

Grant programs like the Kids Recreation Trust Fund will continue to allow municipalities a strong voice in the management of their own recreational needs. Preserve Union County, a matching grant program available to historical sites within the County of Union, will continue to bring our rich history to life through the preservation of the buildings and areas of history in our own backyard. Greening Union County will continue the important work of replacing trees throughout the County of Union, shaping the landscape and the environmental health of our municipalities.

The importance of planning documents commissioned by this Freeholder Board in the past several years will become strong tools as we move forward. This Freeholder Board also believes strongly in the maintenance of the amazing Union County Park System as it presently exists and, in keeping with the tenants of the original ordinance, will continue its efforts to make certain that our park system remains a jewel of our county.

County Counsel

Office of County Counsel

Office of Adjuster

Organizational Chart

County Counsel



OFFICE OF THE COUNTY COUNSEL

MISSION

The mission of the Office of the County Counsel is to provide the full range of legal services, representation and guidance to the Board of Chosen Freeholders, the County Manager and the departments, divisions, and offices within the County structure in a timely, efficient and cost-effective manner.

PROGRAMS & SERVICES

Defense or Prosecution of Civil Actions

Prosecute or defend all civil actions brought on behalf of, or against, the County, its agents, employees, or representatives during the performance of their duties.

Legal Opinions and Advice

Advise County government, all divisions and departments thereof, and all constitutional officers on legal rights and responsibilities, remedies, and ramifications of actions taken by them in the performance of their duties.

Draft County Legislation

Prepare all resolutions and ordinances for consideration by the Board of Chosen Freeholders.

Draft and Negotiate All Non-Labor Contracts

Draft and negotiate all non-labor contracts committing County taxpayer funds for the performance of any work or service rendered by or for County government.

Briefing of Current Laws, Rules and Regulations

Advise and inform all County officials and personnel of current relevant State and Federal statutes, regulations, rules, and administrative orders.

Review and Update of County Codes and Policies

Assist in the continuing review and revision, as required, of the Administrative Code, by-laws, and all other policies of the County.

Supply Hearing Officers

Supply hearing officers in all disciplinary actions filed against County employees.

Division of Social Services

Provide on-site legal services, guidance, and advice to the Division of Social Services and carry out statutory mandates as they relate to State or Federal reimbursement programs.

Bail Forfeiture

Continue to prosecute bail forfeitures and maximize revenue entitlements of the County of Union.

Review of Bids

Review and evaluate all bids and bidding practices and procedures in accordance with the Local Public Contracts Law.

Fair and Open Process

The Office of the County Counsel drafts, administers and supervises more than 90 Requests for Proposals and Requests for Qualifications for the County of Union, including overseeing and supervising the public openings and the review committee process in evaluating all the submitted proposals. In addition, the Office of the County Counsel provides guidance on the Fair and Open process to the various departments, offices and constitutional officers.

Recovery of Bail Forfeitures

The Office of the County Counsel works in conjunction with the Superior Court of New Jersey in Union County, Finance Division and the Clerk of the Superior Court in Trenton, in response to a variety of motions, the filing of Default Judgments and other forfeiture matters. This Office negotiates hundreds of bail forfeiture matters with counsel for the insurance companies and bail bond agencies. If payment is not received in a timely fashion, then a Default Judgment is filed which demands payment in full. If payment is not received then the bail bond company is shut down and can no longer write any bails.

2015 ACCOMPLISHMENTS

Case Management

- Handled over 150 new Tort Claims for the year 2015.
- Handled approximately 80 lawsuits, a majority of which the County is named as a defendant or co-defendant.
- Attorneys handle all phases of the litigation from the initial pleadings through discovery, motions and, if necessary, trial.
- Reasonably successful in filing and winning summary judgment motions.
- Very successful in our utilization of Demands for Dismissal of Actions pursuant to Court rules on frivolous action.
- In conjunction with Administrative Services, coordinated assignment of Personnel Counsel relative to disciplinary matters to ensure timely and effective representation of the County.
- Collected over \$390,000.00 in bail forfeitures for the year 2015.

General Office

- Updated the Administrative Code
- Updated contracts in the areas of service, construction and products
- Updated computer bank of alternate contract provisions
- Updated our computerized bank of all leases to County property
- Continued to initiate collection on County matters
- Continued to update and maintain a bank of all titles to County owned properties
- Continued to update and revise the Request for Proposal and Request for Qualification process.

2016 INITIATIVES

- Continue to limit the County's exposure as it relates to self-insured liability claims.
- Continue to collect monies due to the County on bail forfeitures and to work in conjunction with the State of NJ on collection of past due judgment orders.
- Continue with the use of "Offer of Settlement" to reduce litigation costs and achieve better and earlier settlements.
- Continue to investigate and where appropriate and necessary, initiate litigation to recover County expenditures relative to State obligated services/responsibilities.
- In conjunction with the Freeholder Policy Committee, continue to revise and update the Union County Administrative Code.
- Continue to ensure investigations are conducted, defenses are properly asserted and where applicable, insurance coverage is provided in all litigation matters.
- Continue our aggressive programs of identifying Frivolous Lawsuits and where appropriate seeking Summary Judgments in favor of the County, saving the County substantial amounts in counsel fees and costs associated with litigation.
- Continue to play an active role in securing the County's fair share for all reimbursable services/expenditures, especially reimbursement from both the State and Federal Governments. Particular emphasis will be devoted to Medicaid and Medicare reimbursements for both Cornerstone Behavioral Health Hospital and for resident psychiatric patients in State facilities.
- Provide legal assistance for all shared services initiatives with municipalities and other public entities.
- Review of all periodicals in Law Library to ensure their practicability.
- Actively participate in all discussions with the Courts, Prosecutor's Office and Sheriff's Office relating to recent Bail Reform and Speedy Trial initiatives.
- Continue discussions and negotiations with the Office of the Public Defender to provide defense counsel at all involuntary commitment proceedings, regardless of location.

COUNTY ADJUSTER

MISSION

County Adjuster is a statutory office authorized to act in cases of commitments or admission of persons to State, County or private hospitals for the mentally ill. It processes applications and holds hearings to determine both the legal residence of the patient and the ability of relatives of the patient to contribute toward care and maintenance while hospitalized and presents cases relating to this work before the Courts. The Office also schedules all judicial initial and review hearings held at the hospitals on behalf of the patient and prepares all Court Orders relative there.

2015 ACCOMPLISHMENTS

- Approximately1550 initial hearings and 990 review hearings were heard at various hospitals for Union County.
- A total of 2662 hearings were scheduled.
- Over 360 cases were investigated and 256 cases court ordered.
- Over 2488 consents for mental health reports were processed relative to firearm applications.

2016 INITIATIVES

- Continue input of current data into the State issued C-CATS program.
- Continue to maintain and update the computerized version of Charity Care forms.
- Continue to maintain the procedure by which all hard copy files of psychiatric patients are reviewed for retention/destruction evaluation.
- Continue the use of scanning documents into a secure database for easy retrieval and to reduce archive costs.
- Attend training sessions by State on the County Billing System which will manage electronic data transfer between the State Psychiatric Hospitals, the Department of Human Services of NJ, and its County Adjusters, Institutional Users and SPA Administrators.

Department of Administrative Services

Motor Vehicles

Personnel Management and Labor Relations

Purchasing

Organizational Chart

Department of Administrative Services



DEPARTMENT OF ADMINISTRATIVE SERVICES

MISSION

To provide administration and internal structure for the government of Union County departments as well as supporting municipal governments, enhancing their effective and cost-efficient delivery of services to the public.

To provide programs designed to control costs for wages and benefits, increase staff productivity, increase purchasing power towards greater economy and improve effectiveness of the organization.

PROGRAMS & SERVICES

Division of Motor Vehicles

The Division consists of two service garages located in Elizabeth and Scotch Plains. The Division oversees the repair, maintenance and procurement of the County's motor vehicles and active motorized equipment.

In addition, the Division operates the Messengers dispatch office located in the Elizabeth garage facility and the Mailroom and Telecommunications Office which is located in the Courthouse.

Division of Personnel & Labor Relations

The Division administers all New Jersey Civil Service Commission matters relative to classifications, examinations, and certifications in compliance with the New Jersey Administrative Code.

The Division manages human resource programs and services, including health benefit administration, classification and compensation, employee/labor relations, employee assistance, risk management, and loss prevention.

The Division provides staff training and development to maintain a highly skilled and productive workforce.

Division of Purchasing

The Division is assigned the authority, responsibility and accountability for all purchasing activity of the County. It also provides in its public bids and subsequent contracts the ability for other municipalities to utilize those contracts and their inherent buying power and economy.

Office of Asset Management

The responsibilities of the Office of Asset Management are to maintain a centralized database of assets and to manage any and all additions and subtractions to the inventory of those assets as required by state law and the Administrative Code of the County. The database has bar coded identification tags for all County equipment that is updated constantly and is essential for use in the inventory process of all County divisions and offices. The inventory process acts a deterrent to theft and illustrates need for replacement of obsolete equipment and goods.

2015 ACCOMPLISHMENTS

Division of Motor Vehicles

With the addition of 2 mechanics positions at our Elizabeth repair facility and 1 mechanic at the Scotch Plains Facility in the latter half of the calendar year of 2015 the Division hopes to better be able to meet the ever increasing needs of the vehicle and equipment fleet of the County which it services. These positions which became available were as a result of the retirements of senior staff members and will help our staff to provide better mechanical repair services for the future.

Our Messengers staff now operates with 5 full time personnel who service the courier and package delivery needs of the County. The Division strives to provide the best service possible and continues to expand its productivity.

Motor Vehicles will continue to implement an online auction process for the disposal of surplus vehicles and equipment which has replaced the live auction process that was held annually. This will enable us to hold multiple auctions throughout the calendar year as obsolete vehicles or pieces of equipment are removed from the fleet. The Division continues to contract with an online auction service that specializes in government auctions to provide these services and advertises nationally. As always our staff will prepare these obsolete assets for their disposal and work with the auctioneer to facilitate the process.

Two 2015 Vehicle and Equipment Auctions were held on July 7th to July 15th and October 28 to November 4th respectively. Each of the auctions were

very successful ventures with the on-line auctioning of 62 individual lots for the July auction and 22 individual lots for late October auction. The 2 auctions resulted in the County of Union proper selling 21 vehicles and 22 pieces of equipment for \$69,368.00 and the Union County Prosecutors Office selling 23 vehicles and 15 individual property lots for \$94,884.00.

The Division continues to use state contract purchasing agreement whenever possible to procure the goods and materials need to provide the service and repair of the counties vehicle and equipment fleet at discount prices. We are actively participating in various cooperative purchasing agreements whenever possible and have bid agreements executed with automotive parts distribution warehouses and vendors which have streamlined the repair parts procurement processes. Many of our parts and equipment vendors have offered the division access to their on-line ordering and inventory control systems which has been a valued asset in our daily operation. This access has been implemented in all of our repair shops and facilities. Bid specifications are continuously being prepared and updated for the procurement of vehicles and equipment to be used by the various departments we serve.

The Division operates 10 fueling sites across the County that have provided gasoline and diesel fuel. These sites also provide fuel for various municipalities and authorities throughout the County through an interlocal agreement and are billed at a per-gallon charge plus an administration fee . As of Dec.14, 2015, a total of 114380.7 gallons of fuel had been dispensed to the municipalities using this service which includes Garwood, Springfield, Mountainside, Winfield, The Elizabeth Housing Authority, The Elizabeth Parking Authority, Union County Education Commission, and The Union County Utilities Authority. The in-house personnel of the Division continue to provide the maintenance and repair necessary to keep all the fueling sites operational.

The Repair Garages

Have completed 3285 work orders as of Dec.14, 2015 for preventative and unscheduled repair and maintenance. The hours attributable to these work orders totaled 11630.4 hrs.

2015 Repair order breakdown:

- Elizabeth Garage 1500.
- Turf Shop (Public Works & Parks equipment) 408.

- Paratransit 509.
- Scotch Plains (Heavy Equipment Shop) 867.

Messengers

Completed 13,107 deliveries for the calendar year as of Dec. 1, 2015.

Mailroom

The mailroom has processed 438,532 individual pieces of mail through the postage machines as of Dec. 1, 2015 and the staff continues to deliver interoffice packages throughout the County Complex daily.

Telecommunications

The Telecommunications Unit manages the phone and communication services for the County of Union. This unit manages all the various providers of communication services throughout all the facilities owned and operated by the County from routing phone calls to repairing and maintaining the communications infrastructure that keeps the county operational and available to the public. It is responsible for the reconciliation of the billing of over 4000 lines of communication used at locations throughout the County. The 2 repair technicians of the Telecommunications Unit will have completed over 350 repair and installations of both telephone and computer network lines in the various County complexes.

Division of Personnel and Labor Relations Staff Training and Development

Sexual Harassment & Sick Leave Worker's Comp Policy Training

The Division scheduled several training seminars with the contracted Personnel Attorney. The seminars included training on the rules, regulations, and procedures pertaining to the Sexual Harassment and Sick Leave Worker's Comp Policy.

Take Your Child to Work Day

The Division in conjunction with the Office of the County Manager invited the employees to bring their child to work for a fun and healthy filled day. We provided the children with a healthy breakfast to start and a Zumba class to encourage the importance of exercise. Towards the end of the day we invited the children to participate in games teaching them how to live a healthy lifestyle. Overall, the children enjoyed their day and took home backpacks filled with health education treats.

Executive Wellness Committee

The County continued its Wellness Committee meetings comprised of union leaders, members of the personnel staff as well as professionals in the health industry. In addition, personnel liaisons from each department were requested to attend the meetings in order to provide a direct link of communication to all employees and to further market the committee's goal to foster an environment of health and wellness for all employees.

The Wellness Committee broadcasts monthly emails to all employees on current health topics. Representatives from Health Benefits and the County's Health Broker offer savings and discounts as well as trying to familiarize employees with the Claims and Wellness Website. The County's Health Broker along with members of our staff put together several Wellness Fairs for County employees. County healthcare vendors were onsite to assist and provide information on health benefits, prescription, dental, voluntary benefits and our Employee Assistance Program services.

Biometric health screenings were offered to all employees free of charge. They included:

- Cholesterol (Total Cholesterol, HDL and LDL)
- Blood sugar (Glucose)
- Blood pressure and pulse
- Body Mass Index (BMI)

A nutritionist was provided onsite to consult, educate, support and promote healthy choices to employees as part of the health screening process and to cultivate a healthy work environment.

Employee Assistance Program (EAP)

The Division assisted and coordinated supervisory referrals to any Department or Office and their employees on an as needed basis. Assisted in coordinating critical incident sessions to Departments and Offices in need.

Sick Leave & Worker's Compensation Verification

The Division assisted several Departments with sick leave and worker's compensation verifications to ensure the prevention of sick leave and worker's compensary time abuse.

Disciplinary and other General Matters

The Division processed and managed approximately 65 matters with the assistance of our contracted personnel attorney. Assistance was provided in regard to Major Disciplines, Fitness for Duty examinations, Family & Medical Leave Absence (FMLA) questions, and FMLA training.

Leaves of Absence

The County provides family and medical leaves to its employees. The Division processed approximately 429 leaves of absence this year.

Fitness for Duty

The Division coordinates physical and/or psychological examinations based on the concern of the County regarding the physical and/or mental ability of an employee to perform the duties of their job. The Division coordinated and managed approximately 21 physical and/or psychological "fitness for duty" cases.

Liability Insurance

The Division oversees the insurance policies of the County to protect the interests of the County and its employees. The Division and its contractors continue to survey the market to find the best possible rates and coverage for the County.

The Division assisted numerous Departments and Offices of the County with questions and requests for Certificates of Insurance.

Certificate and Graduate Programs in Public Administration with Kean University:

The Division continued to emphasize its commitment to the ongoing education needs of its employees with the end goal of increased efficiency and professionalism.

The Certificate and Graduate Programs were continued and offered to all Union County employees. These programs are designed to give practitioners a greater understanding of public policy and administration, enhancing their ability to provide quality services to the residents of Union County.

- Four (4) employees participated in the Masters Graduate Enhancement Program.
- One of the four (4) employees who participated in the Program at the Graduate Level has attained matriculation to the Masters Program.
- One of the total four (4) employees completed the program and will receive a Master's Degree in Public Administration. These programs are designed to give practitioners a greater understanding of public policy and administration and to enhance their work skills

Salary Administration and Labor Analysis

Effective for the first pay of January 2015, Salary Administration and Labor Analysis staff processed merit increases for 1,030 employees and an additional 147 employee change actions via Personnel Agenda:

- 434 wage increases for Exclusionary employees
- 536 merit increases per Collectively Bargained Agreements
- 60 minimum wage increases from \$8.25 to \$8.38

Throughout the rest of 2015, there were an additional 619 merit increases per Collective Bargaining Agreements and 725 additional employee actions processed via Personnel agendas.

2015 also saw 13 more bargaining units advance along the Health Benefit Contribution timeline established as part of NJ P.L. Ch.78, at year-end:

- 15 Bargaining Units & Non-Contractuals are at "Year 4"
- 7 Bargaining Units are in "Year 3"

7 Bargaining Units comprised of ~850 employees settled contracts requiring retro-active salary changes and recalculation of benefit contributions based upon their newly settled salaries.

Donated Catastrophic Leave Program

The Donated Catastrophic Leave Program continues to provide compassionate assistance to employees who are incapacitated due to traumatic injuries or life threatening health conditions. Employees with an immediate family member suffering from a life threatening affliction or injury are also eligible for participation. During the 2015 calendar year, the program included fourteen (14) seriously ill employees and five (5) employees with critically ill family members. Approximately 1,000 days were donated to these staff members by generous and concerned fellow employees.

Donated Vacation Program

The Donated Vacation Program was designed for employees who require time away from work to recover from surgery or other non- catastrophic illnesses. During 2015, eight (8) employees participated in the program receiving approximately 80 donated vacation days from co-workers.

The Donated Catastrophic Leave and Donated Vacation Leave programs continue to be highly regarded by employees. Sponsoring these programs enables critically ill employees and their families to focus on recovery while providing their compassionate co-workers the opportunity to assistance.

Health Benefits

The County of Union's health benefits plans were transitioned to a selfinsurance insurance model effective on the contract renewal date, July 1, 2015. Approximate cost savings could be realized at \$2,931,000.

Several additional bargaining units' plans were modified to reflect higher prescription co pays and as well as higher yearly out of network deductibles on all three health benefit options, namely, the out of network from \$100/\$200 to \$500/\$1000, with reimbursement at 150% of the CMS (Medicare) amount.

Additionally, two new, cost effective health plans were introduced to County employees, namely Horizon's EPO plan, which provides for excellent in network coverage, and the Health Savings Account, which also provides comprehensive after meeting higher deductibles. Both of these plans are less costly to the employees in with mandatory Chapter 78 payroll deductions, while providing comprehensive coverage.

Volunteer Health Benefits Buyout Program

The Voluntary Health Benefits Buy Out-Program continued for all union and non-contractual employees with a yearly maximum incentive up to \$5,000 for employees who would otherwise be enrolled with Family or Husband/Wife contracts. Single employees were also eligible for the buy out with a yearly maximum reimbursement of up to \$1,800.

This program continues to be a valued benefit to employees, with an increase in the number of participants. During 2015, approximately 360 employees enrolled in the program for at least part of the year. Currently, the program includes more than 300 employees who would have been enrolled with Husband/Wife or Family coverage, and an additional 28 employees who would have been enrolled with a Single plan. The approximate annual cost savings in health benefit premium payments was approximately \$5,120,500. *(this does not take into consideration mandatory employee payroll deductions towards yearly premiums)

Vacation Purchase Pilot Program

The program which began as a side-bar agreement became a County Policy and is continuing annually with all eligible labor unions and non-contractual employees participating, excluding employees in 24/7 facilities or operations. The program allowed employees to obtain additional vacation days while simultaneously saving tax dollars. For the twelfth year of the program 99 employees participated, saving \$78,519 in salaries and social security costs (savings reflected January through October 2015).

Medicare D Prescription Drug Program

The Division reapplied for and was approved for continued participation in the Federal Retiree Subsidy Drug Program. This grant provides local governments who supply prescription coverage to Medicare eligible retirees, reimbursement for a portion of the costs of participants' drug costs. Through this program, \$521,489.54 was reimbursed to the County of Union during 2015

Labor Relations Accomplishments

Employee/Labor Relations

Finalized negotiations with Seven (7) bargaining units – Two (2) law enforcement bargaining units: FMBA-HazMat Technicians & Responders; PBA199-Correction Officers; and five (5) non-law enforcement bargaining units: Assistant Prosecutors Association; HPAE-Local 5112, Nurses; Teamsters Local 102-Secondary Supervisors; CWA-Local 1080-Social Services; and Supervisors Association.

The **FMBA-HazMat Technicians & Responders** was settled with a three (3) year contract January 1, 2011 through December 31, 2014 and a one (1) year adjustment/settlement January 1, 2015 through December 31, 2015:

- 0% Salary increases in 2011 & 2012
- 2% Salary increases in 2013 & 2014
- Rx & Health Benefits Ch78 Contributions applied.

FMBA one (1) year adjustment 1/1/2015-12/31/2015:

- 2% Salary Increase in 2015
- Employees holding the titles HazMat Responder/EMT and HazMat Tech 1 shall receive a \$5,000 increase to base salary effective January 1, 2015 as a retention adjustment.
- Added EMT title to Recognition Clause.
- Increases On-Call Pay to \$300/week. Additionally, the On-Call supervisor shall receive a stipend equivalent to 7% of base salary, as recognition for the 24/7 on call status required.

The **PBA199-Correction Officers** contract was settled with a three (3) year contract January 1, 2013-December 31, 2015

- 2013 2.50% Salary increase for those at Max only
- 2014 2.50% Salary increase for those at Max only
- 2015 0% No Salary increase
- Rx & Health Benefits Ch78 Contributions applied.
- HSA & EPO Health Benefit Plans offered as of September 1, 2015 or thereafter.**

Those non-law enforcement bargaining units whose contracts expired in 2011, 2012, or 2014 and settled in 2015 are as follows:

Assistant Prosecutors Association settled with a two (2) year contract as follows:

January 1, 2013 through December 31, 2014

- 2% Salary Increase in 2013 & 2014 (inclusive of increments received)
- Rx & Health Benefits Ch78 Contributions applied
- Teamsters Local 102-Secondary Supervisors settled with a four (4) year contract as follows:

January 1, 2012 through December 31, 2015

- No Salary Increases in 2012
- 2% Salary Increase in 2013 (1.94% at Max)
- 2% Salary Increase in 2014 (1.24% at Max)
- 2% Salary Increase in 2015 (1.97% at Max)
- Rx & Health Benefits Ch78 Contributions applied

Local 68-Operating Engineers settled with a three (3) year contract as follows:

January 1, 2013 through December 31, 2015

- 1.488% Salary Increase in 2013 for those at max
- 1.333% Salary Increase in 2014 for those at max
- 1.74% Salary Increases in 2015
- Rx & Health Benefits Ch78 Contributions applied

HPAE-Local 5112 -Nurses settled with a three (3) year contract as follows:

January 1, 2015 through December 31, 2017

- 1.60% Salary Increase in 2015
- 2% Salary Increase in 2016
- 2% Salary Increases in 2017
- Rx & Health Benefits Ch78 Contributions applied
- HSA & EPO Health Benefit Plans offered as of September 1, 2015 or thereafter.**

CWA-Local 1080 - Social Services settled with a four (4) year contract as follows:

July 1, 2013 through June 30, 2016

- \$1200 Salary Increase those at Max (step increments applied) 7/1/13
- \$1200 Salary Increase those at Max (step increments applied) 7/1/14
- \$1200 Salary Increase those at Max (step increments applied) 7/1/15

- Rx & Health Benefits Ch78 Contributions applied
- HSA & EPO Health Benefit Plans offered as of September 1, 2015 or thereafter.**

The County is continuing the negotiation process with the following units whose contracts expired as noted:

Teamsters Local 102-Jail Professionals – expired 2012 **Teamsters Local 102-Primary Supervisors** – expired 2013

There are five (5) law enforcement and two (2) non-law enforcement units whose contracts expired in 2014 as follows:

Law Enforcement: PBA203-Weights & Measures PBA250-Prosecutor Detectives & Investigators PBA250A-Prosecutors Superior Investigators PBA108-Sheriff Officers PBA73-County Police Officers

<u>Non-Law Enforcement</u>: Assistant Prosecutors Association Council No. 8 – IFPTE

Additionally, there are four (4) law enforcement and six (6) non-law enforcement units whose contracts will expire in 2015 as follows:

Law Enforcement: **PBA73A-County Police Superior Officers PBA108A-Sheriff Superior Officers FMBA-HazMat Technicians & Responders PBA199-Correction Officers**

Non-Law Enforcement: Park Foremen Association IBEW-Local 1158 - Prosecutor's Exclusionaries Park Maintenance Union Local 68-Operating Engineers Supervisors Association Teamsters Local 102-Secondary Supervisors As we continue the process of negotiations with these units the same pattern of settlement as other situated groups will be applied.

As of July 1, 2015, the County became self-insured and our negotiation processes with those units expiring in 2015, and/or expired in 2014, and those units as mentioned above and notated with "()", will reflect two (2) new Health Benefit Plans – (HSA & EPO) that the County has implemented. The HSA Health Benefit is a high deductible plan with a health savings account. The EPO Health Benefit is an Exclusive Provider Organization plan. Employees hired on or after September 1, 2015, shall be required to enroll in one of these two plans for the first two (2) years of their Following the completion of their two (2) years of employment. employment and during the next open enrollment period, these employees may elect to participate in one of the County's other plans. All current employees may voluntarily select one of these two (2) plans during open With regard to the HSA, the County agrees that it will enrollment. contribute \$1000 towards the deductible for single coverage and \$2000 towards the deductible for family coverage for both current and new employees who select the HSA.

Division of Purchasing

The year 2015 can be looked at as a rebuilding year following in the wake of the financial crisis which led to the reduction in purchasing staff by 33% (2 permanently laid off, 2 loaned out to cover Corrections and Runnells). After the retirement of the Assistant Purchasing Agent after 30 odd years of dedicated service, the training and education that the Board allowed Purchasing to administer to its staff led to a relatively seamless transition.

Through that retirement and two transfers, the Division restocked its personnel with three college graduates whose education will reap even more efficiency and potential savings for the taxpayers of the County with no increase in salary cost for the Division. A college education is required by the state for the position of Buyer towards which they will be training.

The following briefly outlines our yearly mission:

Being a service division, Purchasing will use the Edmunds computerized requisition system to vet, amend and approve over 19,000 requisitions by the end of 2015 for the essential goods and services needed to run the County.

Staff proof each requisition for legal requirements such as:

Quotes, tracking id#'s, commodity codes, state contract #, bid #, descriptions, comments, justifications, acct. #, purchase type, state contract back-up, appropriate resolutions and all factors pertaining to bidding or exceptions to bidding.

Although the Division strives to train the requisition inputters, constant back and forth communication with using divisions is required to achieve compliance with the LPCL. Good working relationships are a key factor.

The Division will also have advertised and processed about 75 public bids for County entities by the end of 2015. This open competition is essential to provide the County with the lowest possible costs pursuant to the Local Public Contracts Law.

The Division arranged, scheduled and participated as co-presenters of a forum designed to help any other governmental entity understand how to utilize and benefit from several green initiatives from invited presenters. Attendees received education credits from Rutgers and the State of New Jersey Division of Local Government Services.

The interaction between liaisons, staff and County end users bore fruit as projects big and small benefitted from Purchasing being involved from the onset of a using Division need. A direct savings of over \$70,000 resulted including:

DATE	DEPARTMENT/DIVISION		SAVINGS
01/22/15	Aging	Incorrect estimate amount	\$200.00
		Fax machine repair/instructed to buy	
01/21/15	Police Academy	new machine	\$469.72
		Fax machine repair/instructed to buy	
01/23/15	Prosecutor's Off	new machine	\$358.18
		LIFETECH- incorrect state contract pricing for	
02/06/15	Prosecutor's	maintenance	\$169.98
	Motor Vehicles	Neopost - incorrect pricing	\$54.00

		Groupe Lacasse -	
		Chairs/when asked for s/c	
		paperwork price came in	
	Parks & Rec	lower	\$102.70
		Negotiated Fuel Oil with	<i>Q102.70</i>
		Rachles/Michele to save	
03/20/15	Facilities	.09/gal	\$900.00
03/20/13		Requested sign shop start	\$500.00
		looking elsewhere for	
		products and asked for	
04/02/15	Facilities	additional quotes.	\$270.87
04/02/15	T delittles	GEN-El - Incorrect state	\$270.87
04/20/45	Ugalth		
04/30/15	Health	contract pricing UNIFIRE - switched to GSA	\$65.55
			622.004.0F
	Emergency Manage	Vendor from Grainger S/C	\$22,004.95
	Corrections	Craftmaster - incorrect	61 C71 CO
	Corrections	state contract pricing	\$1,671.60
00/00/00		WB/HON- wrong discount	¢640.24
06/15/15	WIB	calculations	\$610.24
	Economic Dev	Tax was removed	\$124.48
		informed them toner was	
		cheaper through WB than	
07/06/15	Facilities Mgmt	CDW	\$64.74
		Removed taxes from	\$43.34
08/12/15	Economic Dev	monthly payment	
		LAWMEN - incorrect state	
09/23/15	Emergency Manage	contract pricing/catalog	\$170.94
		Hannon Floors - labor costs	
09/28/15	Facilities Mgmt	NOT being done by vendor	\$18,832.00
		Garden State Highway they	
10/29/15	Public Works	were using the wrong line #	\$590.00
		Eplus- new State Contract	
	Economic Dev	quote	\$22,857.16
		East Coast Lighting - took	
		off shipping from State	
	Public Safety	quote	\$180.00
		Mity-Lite Inc – diff price	
	Parks & Rec	lists	\$662.76
		VE Ralph – changed to	
12/28/15	Prosecutors	MRESC coop pricing	\$13.40
		TOTAL	\$70,461.61

Finally, we executed our initiative to add a "How to Do Business with the County of Union" section on the county website : <u>ucnj.org/how-to-do-business-with-the-county-of-union/</u>

An excerpt:

The purpose and intent of this posting is to illustrate the method of operation that the County is mandated to use by the State of N. J. It is divided into three sections:

- 1. The **HOW** defining the allowable methods of obtaining the goods and services needed by the County.
- 2. The **WHY** a synopsis of the laws and regulations of the State of NJ that we must follow.
- 3. The **FAQ** frequently asked questions and the answer

2016 INITIATIVES

Division of Motor Vehicles

The Division continued to replace older less efficient vehicles and equipment with new more fuel efficient and technologically advanced vehicles that have multiple year warranties. Every effort will be made to provide for the needs of the departments/divisions we service within the county as well as lowering the overall maintenance costs of the fleet we service. Vehicle and equipment specifications are continuously being prepared and developed, these bid packages will then be sent to Purchasing for procurement.

The Division uses state contracts whenever available as they are well below typical dealer pricing. As an example a 2016 Ford Focus S is listed at fair market pricing on Kelly Blue Book for \$17,500. The state contract price is \$14,654.

Motor Vehicle has begun update the aging infrastructure of our 10 county fueling sites in the latter half of 2015. Most of our existing equipment was last updated in the late 1980's and early 1990's and have seen extensive service throughout the years. The Division is in the process of replacing our old modem driven PC100 fuel management system with a modern IP driven Gasboy Islander Fuel Management system at 4 of the existing fuel site we currently operate. Equipment has been purchased for this project along with upgraded electronic fuel dispensing pumps at a few of our sites. Plans are being developed for upgrades at the Galloping Hill Fueling Site that will provide for a Natural Gas Powered Generator and larger fuel storage capacity to keep the sites running during any emergency situations. The Division is also in the process of developing plans for upgrades to our Scotch Plains DPW Fuel Site which would include the possibility of installing new above ground fuel storage tanks (AST) and a new fuel management/ dispensing system at this facility. All of the sites we currently operate will be upgraded to included technology updates to our fuel management systems, and will address all future environmental concerns regarding the operation of the county's fuel sites.

Motor Vehicles is in the process of purchasing new mail Bar-Coding scanners and mail processing equipment that will help the mailroom staff track mailings from the point of origin until final delivery while keeping postage costs down and improving overall efficiency. The Division is also developing plans to purchase new mail sorting stations and supporting equipment that will modernize the facility and streamline the operation.

Division of Personnel and Labor Relations

Staff Training and Development

- Union County Policy Against Workplace Discrimination and Harassment web training to all 24/7 employees.
- HIPAA Privacy and Security and HITECH Training for certain employees who have access to secure employee information.
- Continue monthly Wellness Seminars for County Employees.
- Coordinate and oversee Wellness Fairs and Health Screenings at several county locations, schedule two health screening dates at the Administration Building location to further accommodate employees.
- Create a web portal for County Employees for Voluntary Benefits, Employee Assistance and Horizon Wellness Program.
- Continue to promote employee participation in the Certificate and Graduate Programs in Public Administration in cooperation with Kean University.
- Continue our wellness coach pilot program that will be used in efforts to contribute to the overall health of County employees and to reduce the cost of health insurance. The Wellness Coach will meet with County employees on an individual basis to reduce health risks.
- Create a database for County Policies and Personnel forms to make it accessible to all employees.

As a Local Appointing Authority, the Union County Division of Personnel Management & Labor Relations has continued to support the New Jersey Civil Service Commission in all endeavors by participating in their efforts to streamline efficiency. The Division will continue to enforce and comply with all laws, statutes and regulations that will be beneficial in improving communication and workflow between all government entities, allowing for a more relevant and customer friendly organization.

Division of Purchasing

The Division of Purchasing provides procurement guidance and services to all County Divisions, Bureaus and Offices. The range of goods and services procured by Purchasing runs the gamut from locks to loaders to legal defense attorneys.

All the aforementioned purchases are made with taxpayer monies in one form or another and are governed by state laws and a mandate by the Board of Chosen Freeholders to always use these guidelines, the six R's:

- In the **R**ight manner according to all laws and ethics.
- At the **R**ight price to assure spending the minimum of tax monies.
- For the **R**ight goods or services to accomplish the work efficiently.
- In the **R**ight quantity to buy in bulk to save when it is applicable.
- In the **R**ight Timeframe to meet any timetable for completion.
- With an eye on the gReen to be environmentally friendly.

The Director will continue to use membership in the County Purchasing Agent Association and the National Institute for Governmental Purchasing to network and keep abreast of how their peers in public purchasing find solutions to common problems. Cooperation with the N.J. Association of Counties and the N.J. League of Municipalities also contributes to education and sound policy.

The goals of the Division, above and beyond continuing to provide courteous and responsive service to all County divisions, bureaus and offices, this year include but are not limited to:

- After three years of diminished workforce, Purchasing now has the staff to fully implement the Liaison initiative and further assist using Divisions with bi-weekly meetings to their offices.
- Expand the appendix to the Purchasing Manual to provide a Guideline section to assist with searchable help and instruction to answer common questions. Continue and expand a corrective action policy for repetitive requisition mistakes by end users.
- Hold at least one more educational forum for county employees and as a shared service to other Union County governments.
- Begin the education of the three new staff members in the Local Public Contracts Law through classes at Rutgers Bloustein School.

Department of Correctional Services

Administrative

Operations/Security

Programs/Services

Environmental Health/Custody Management

Organizational Chart

Department of Corrections



DEPARTMENT OF CORRECTIONS

MISSION

Responsible for protecting the public by housing all persons committed to the Union County Department of Corrections in a safe, secure, and constitutionally correct environment.

The Union County Department of Corrections provides fair and consistent treatment for inmates. The Department also makes available drug and substance abuse programs, recreation, life skills, anger management, and keys to intervention for a population of more than 700 inmates convicted of a crime or awaiting disposition of criminal charges by the courts.

2015 ACCOMPLISHMENTS

Staff Enhancements

- Hired a new Director
- Promotion of two (2) Lieutenants to the rank of Captain
- Hired twenty-nine (29) Corrections Officers
- CFG awarded the medical contract, enhancing our mental health component by adding one full time psychologist, at a substantial savings
- Provided New Employee Orientation for 60 new civilian staff members/volunteers
- Appointment of an Assistant Armorer and Glock Certification Training for designee

Security and Capital Improvements

- Replacement of elevator intercom system in all the elevators and the Control Center
- Communication system in the Close Custody Housing Unit Control Center replaced along with the intercom system in the Disciplinary Detention and Special Housing Unit
- Facility surveillance camera network system replaced and upgraded with an installation of two hundred and fifty (250) digital cameras

- HVAC cooling towers and it's systems replaced
- Completion of shower and housing unit renovations
- Installation of suicide prevention HVAC grates in the Infirmary
- Raven Head Tamper-proof sprinkler heads installed in all inmate cells of the Infirmary and the Close Custody Unit
- New B.O.S.S. Chair in the Intake Unit
- Installation of an emergency power override switch in the Close Custody Housing Unit to enhance emergency response
- Installation of a new indoor gated recreation area for Special Housing Unit inmates
- Installation of new perimeter access gates in the Booking sally port
- Acquisition of security window specifications

Information Technologies

- Development and implementation of a Maintenance and Fire Safety database and reporting system
- Program updates to Jail database Use of Force Reporting System to enhance State mandated data
- Revision to all Emergency Notification Lists
- Installation of eight (8) video surveillance system viewing stations for Supervisory staff
- Ongoing enhancements to video surveillance network and database
- Daily management of Department's Assets and Inventory database
- Acquisition of generic Supervisor email address in Booking to assist the Administrative Office of the Courts in advance of the State mandated bail reform initiatives

Environmental Health and Safety Modifications

- Renovation of the Handicap shower in the Infirmary Unit to meet ADA guidelines
- Procurement of Handicap hoist
- Purchase of Infirmary grade mattresses
- Purchase and replacement of all institutional mattresses
- Procurement of security and eco-friendly spoons and cups enhancing safety of inmates on close watch status
- Sanitation of institutional HVAC vents

- Replacement of one (1) Uni-Mac dryer in the Laundry Services Department
- Promulgation of a Maintenance and Equipment Manual
- Maintained a cosmetically appealing environment through progressive paint details
- Enhanced surface bleaching details to significantly impact the transmission of infectious diseases

Operational Enhancements and Accomplishments

- Ongoing open dialogue with the Office of Emergency Management to enhance emergency response
- Review and update of Emergency Policies and checklists
- Enhancements to Supervisory and Staff Emergency Preparedness training
- Increase enhancements in yearly generator testing
- Participation in an ongoing inmate population management study conducted by Luminosity Solutions, with objectives for identifying strategies or methods to reduce prisoner overcrowding. Judicial Speedy Trial Committee, established for addressing and executing viable strategies, continues to meet.

Average Daily Population: October 2013: 768 October 2014: 642 October 2015: 724

- Effort and coordination with the Union County Crisis Intervention Team (CIT) to identify, treat, appropriately discharge prisoners with mental/psychological deficiencies. Three (3) separate tours of the facility were offered and conducted with ninety (90) Police, EMS, and Health Care Professionals.
- Procurement of Special Operations Unit Team training curriculum
- Procurement of yearly armory budget and necessary purchase requests
- Acquired an NJ/NY Licensed Bar Attorney for the Law Library in July 2015; over 2,000 request fulfilled since, and zero inmate grievances received
- Gang Intelligence Unit (G.I.U.) interviewed 752 inmates for possible gang affiliation, with 298 confirmations

• G.I.U. assisted the following agencies with investigations:

Department of Homeland Security Federal Bureau of Investigations Union County Prosecutor's Office NJ State Commission of Investigations

- Facilitated over 2039 Video Conferences, eliminating the risk and resources required when inmates are transferred for appearances in court rooms. "In house" courts eliminate the need, expense, and risk of transporting prisoners from the Jail to an outside court.
- Facilitated over 398 court ordered child bonding visits
- Assisted outside counsel with the viewing of discovery as ordered by the courts for over seventy-two (72) inmates
- Provided over eleven (11) inmates with the Language Line to facilitate Judicial proceedings
- Provided over 157 contact visits through our bi-annual Contact Visit Program
- Safely facilitated eleven (11) funeral viewing trips for inmates
- Accommodations and provisions extended for 109 special visits (hardships, special needs, out of state...)
- Facilitated 21,000 requests (religious, social, etc.) with 4,250 professional contacts through the Social Services Department Penal Counselors
- Enrolled 225 inmates in Anger Management Classes

Custody Enhancements

- Implementation of timely re-assessments of inmate objective classification scores (30 days, 60 days, 90 day follow up) Pilot Program
- Reviewed and interviewed 862 inmates for work assignments with a 16% denial rate
- Transferred 373 inmates to Logan Hall for Drug Intervention Programming
- Maintained a "Shared Services" agreement with Hudson County Jail for housing of eighty-seven (87) female inmates; created space during renovation project (January 2015-August 2015)

- Revisions to CJIS and DNA Collection Policies and Procedures, with an additional fourteen (14) staff trained in its collection
- Collection and processing of DNA requests from the NJ State Police CODIS Unit
- Revisions to Booking, Releasing and Bail Policies and Procedures
- Booking and Releasing Supervisor and Officer Reference Manuals promulgated in designated areas
- Establishment of monthly reports for inmates in custody over 700 days, ICE Detainees, Logan Hall, Facility Admissions, Discharges and the Search of Inmates
- Monthly compliance checks in Booking, Releasing and Classification to ensure operational efficiency and effective inmate population management
- Classification Supervisor attendance at monthly AOC meetings and quarterly Municipal Court Administrator meetings
- Attendance at Forensic Serology/DNA Symposium (1 Supervisor and 1 Officer)

Training and Equipment

- Promotion and training of two (2) Administrative Captains
- Use of Force, In Custody Deaths, and Acute Psychotic Episode Training conducted: sixty-six (66) staff and Supervisors in attendance
- CIT Training for three (3) S.O.U. members and one (1) Officer
- Semi-annual firearms qualifications for Administrative, Special Operations Unit Team and staff
- All Staff received training in the following:

Blood borne pathogens Firearms Policy and Range Safety Right to Know Domestic Violence Use of Force CPR First Aid AED

• Fifteen (15) uniformed staff members trained in Booking and Releasing

- All staff issued and re-certified in OC
- S.O.U. Training conducted for team members in:
 - Use of Force Less Lethal Munitions Cell Extractions ERB
- Eighty-five staff members fitted for ballistic/stab vest with exterior carriers
- Twenty-four (24) new hires awaiting academy February 2016
- Conducted CPR training for all staff members of the Union County Prosecutor's Office
- NJCJWA Training Conference attended by Acting Director and Administrative Staff

Infirmary Statistics January 2015-October 31, 2015

• Contacts and Services provided as follows:

Nursing 6626 Physician 1545 Nurse Practitioner 2566 Dental 305 Infirmary Admissions 405 Medical Visits 892 Medication-3350 inmates; 12,101 prescriptions Off Site Specialty Consultations and Diagnostic Services 40 Off Site Specialty Services: 110 Dialysis Visits + 2 Methadone Therapy On Site Specialty Care Clinic Encounters 329 Mental Health Encounters 5163

• There are no successful suicides to date, with one death outside of the facility in January of 2015

Points of Interest (as of 11/30/15)

- Number of inmates committed: 4919Number of inmates discharged: 4926
- Number of inmates transferred to NJDOC: 543

Average Daily Population:		669
Kiosk Transactions:	5,524 entries totaling	\$343,386.80
• Money Orders:	3,672 entries totaling	\$200,147.47
• Booking Money: 4,77	72 entries totaling	\$163,291.83
Commissary Commission:		\$180,000*
Processing Fees:		\$78,000*
Inmate Medical Fees:		\$4,784*
NJDOC Housing:		\$182,000
• GTL:		\$321,000
• SCAAP:		\$499,001
 Incoming and Outgoing mail processed: 		187,000
pieces		
Legal Mail processed:		91,000 pieces
• Incoming books processed and distributed:		7,800 books

Green indicates revenue generated and () indicates approximate sums.*

2016 INITIATIVES

Award and implementation of Technology Package:

Video Visitation will be available for approximately sixteen hours a day, seven days a week, generating additional revenue. Three kiosks will be available for each housing unit. Additionally, three kiosks will be made available on site for constituents that do not have the technology readily available. Also, the long lines outside of the facility will be a thing of the past, as less people will wait on line, especially during inclement weather.

An automated information system will be available 24 hours a day/ 7 days a week to provide inmate information. In addition, an internet component will be made available to the public.

A Jail Management System will be implemented and will facilitate the overall daily operations of the facility. The intake and releasing process will continue to interface with CCIS and the new technology will eliminate incomplete booking data as well as wrongful releases. Housing Unit Officers will readily have available the technology to address inmate's questions and concerns, along with the ability to scan inmate movement, eliminating the need for a logbook. Most importantly, Officers will have instant access to an inmate's pedigree.

The Jail Management System will move the facility in a "Green Initiative," as all the tools will be available to staff at their stations: report writing, submission of Classification forms, recording of events, etc.

Many of the Classification Unit's functions will be streamlined through the use of the Jail Management System. For example, an inmate that is booked in will automatically be objectively scored and classified. The need for 30 day, 60 day, and 90 day manual reassessments will be eliminated, as the system can be programmed to do it automatically and generate a report as needed. The facilitation of tasks will be wide spread and will also help other units in the institution.

The Inmate Telephone System will not only serve as a means to communicate to family and friends, but several units in each housing area will have built-in kiosks. The calling rates will be more affordable to the constituents. It is projected that with the drop in calling cost, inmate telephone use will increase, thus increasing revenue.

The kiosks may allow inmates to check account balances, file grievances, request medical consultations, process law library requests, request penal counselor contact, purchase commissary and many more features that will eliminate the use of paper requests slips. Requests will automatically interface with the JMS and will be delivered directly to the area addressed.

From an Administrative perspective, the use of the kiosk eliminates false accusations of staff not following up with inmate requests and will significantly lessen the number of nuisance litigation brought forth by disgruntled inmates.

Department of Economic Development

Community Development

Engineering

Strategic Planning and Intergovernmental Relations

Workforce Development Board

Organizational Chart

Department of Economic Development



DEPARTMENT OF ECONOMICDEVELOMENT

MISSION

The mission of the Union County Department of Economic Development is the promotion and development of the planning and growth of the County of Union, through the implementation and coordination of all economic development plans and programs including matters affecting workforce investment, community development, and quality of housing.

PROGRAMS & SERVICES

Workforce Investment Board

The Union County Workforce Investment Board of Directors is responsible for all strategic planning efforts under the Workforce Investment Act, including the oversight of the One Stop Career Center. The outcomes of all the programs funded and delineated herein are the responsibility of the One Stop Career Center and its Operator, also a member of the Board of Directors.

Bureau of Housing

The Bureau of Housing's primary focus is to increase accessibility to safe, affordable housing in the County and assure the continuation of an adequate housing stock. It is the administrator for CDBG Multi-Jurisdictional Housing Rehabilitation, HOME Program, Section 8 Program, and the Senior Home Improvement Program.

The HOME program provides for increased access to decent housing and suitable living environments for low and very low-income families. HOME funds may be used to provide rehabilitation financing assistance to homeowners and new homebuyers; to build or rehabilitate housing; to demolish dilapidated housing; and to acquire or improve property.

Bureau of Community Development

The Bureau oversees the Community Development Block Grant Program (CDBG), HUD's primary program for promoting community revitalization.

CDBG funds are used for a wide range of community development activities directed toward neighborhood revitalization, economic development, social service programs and improvements to community facilities.

CDBG funds are leveraged with municipal, state and private dollars to meet long- and short-term objectives. To maximize the effectiveness of CDBG dollars, efforts are coordinated with the Union County Department of Human Services.

Division of Strategic Planning and Intergovernmental Relations

The Division of Strategic Planning and Intergovernmental Relations consists of two bureaus – the Bureau of Transportation Planning and the Bureau of Planning and Economic Development. The Divisions' responsibilities are the strengthening of Union County's economy and positioning the County to compete in a global marketplace by stimulating and creating new jobs, retaining existing businesses, and facilitating economic growth and development in partnership with the Union County Alliance, the Union County Economic Development Corporation and all other public/private partnerships.

The establishment of an ongoing program of legislative advocacy at the federal, state and/or local levels; lobby for and/or develop legislation as needed; provide analysis of legislation as needed; and act as liaison with municipal, state and federal levels of government.

Maximize federal, state and foundation grant dollars and reduce property tax burden by increasing revenues into the County to fund existing and/or new programs and services as consistent with the needs of the County.

Developing and administering continuing shared service opportunities with other public entities throughout the County and State; facilitating intergovernmental relations on behalf of the County; and researching and acquiring County grant opportunities programs for maximum effectiveness.

Bureau of Transportation Planning

The Bureau develops and sponsors major mass transit, road infrastructure, transportation management and freight movement projects. The Bureau secures federal and state grant funds for technical studies and strategic planning initiatives regarding countywide transportation issues. It is also involved with the development of programs to enhance countywide transportation systems, in addition to coordinating and reviewing transportation data developed for the County area by regional transportation agencies.

Bureau of Planning and Economic Development

The Bureau assures that the County complies with all state planning statutes and regulations, including the review of site plans and subdivisions. It maintains a central repository of all local Master Plans and zoning ordinances and provides support staff for the County Planning Board and the County's involvement in the State Cross Acceptance Process. Staff also serves as a conduit between municipalities regarding planning information, municipal redevelopment efforts and brownfield/greyfield information. The Bureau applies for and secures federal and state grant funding for Smart Growth Studies, brownfields/greyfields and any other planning and economic development related studies.

As the designated "Negotiating Entity," the staff coordinates the State Plan's Cross Acceptance and Endorsement process for the County and its municipalities. This process was established by the state to update the State Development and Redevelopment Plan (State Plan). The objective of this process is two-fold: to update the State Plan and to foster communication and consistency of plans at the local level.

The Bureau develops and maintains a County Master Plan, County Land Development Ordinance, Comprehensive Economic Development Strategy (CEDS) and the Transportation Circulation Plan for the County. These plans and other study efforts outline potential economic development opportunities while providing the principles and strategies to guide economic growth and enhance the quality of life in Union County.

Bureau of Information Technology

The Bureau of Information Technology programs and services include the maintenance of computers and software essential to the operation of the data processing center.

The Bureau develops, installs and maintains management information system applications and provides application support to user departments and agences. The Bureau is also responsible for the proper configuration and performance of centralized operating systems and local and wide area networks for the County.

2015 ACCOMPLISHMENTS

Workforce Development Board

The Workforce Development Board has funded Workforce Investment Act Youth, Adult and Dislocated Worker Programs for Fiscal Year 2015 that offer individual occupational training contracts, on-the-job training contracts, work experience, educational services and youth development services. The Fiscal Year 2015 Workforce Investment Act programs funded include:

- The Workforce Development Board allocated \$1,300,000 of Program Year 2014 Workforce Investment Act Adult and Dislocated Worker funding to provide individual occupational training contracts (ITAs) to a minimum of 325 WIA eligible individuals. The One-Stop administers ITA contracts and has the related program performance information.
- The Workforce Development Board implemented a Workforce Innovation Business Center (WIB Center) at The Mills at Jersey Gardens (formerly the Retail Skills Center). The Workforce Development Board allocated \$1,000,000 of Workforce Investment Act funding to create the WIB Center. The WIB Center is administered by Union County College and operates as a satellite One-Stop Career Center that is in close proximity to Newark Liberty Airport, Port of Elizabeth and Newark and The Mills at Jersey Gardens. The WIB Center has provided a forty (40) hours "soft skills" training as a pre-requisite to better prepare individuals for onthe-job training and occupational training opportunities. There were ten (10) soft-skills classes which provided employment preparation for one-hundred and forty-four (144) individuals. The WIB Center has established partnerships with over twenty (20) employers. The list of companies includes Air Serve, OTG and Embassy Suites that provided on-the-job training opportunities to Union County residents. Three hundred forty-five (345) individuals found employment through the WIB Center program. In addition, ten (10) individuals were provided occupational training in various fields.

The WIB Center was instrumental in assisting Whole Foods Market in filling positions at their newly opened store in Clark. The WIB

Center provided recruitment efforts and filled over two-hundred job orders.

• The Workforce Development Board awarded \$640,000 to the United Way of Greater Union County to establish a consortium of service providers to provide comprehensive youth services to Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA) eligible youth: both In-School and Out-of School. The operational period for the program is May 1, 2015 through March 31, 2016.

The Consortium includes the following service providers:

- United Way of Greater Union County
- Brand New Day
- CASA of Union County
- Community Access Unlimited
- Jefferson Park Ministries
- NJ Chamber of Commerce Foundation
- Plainfield Action Services
- PROCEED
- Rahway Community Action Organization
- Urban League of Union County
- The Borough of Roselle was awarded a total of \$135,000 to provide work experiences and educational services to 35 youth aged 16 – 24: 25 In-School Youth and 10 Out-of School Youth.
- The Clark Board of Education was awarded \$30,000 to provide work experiences to 20 students aged 16 -21 with disabilities.
- The City of Elizabeth was awarded \$60,000 to provide work experiences to 20 In-School Youth aged 16 21.
- The Plainfield Board of Education was awarded \$30,000 to provide work experiences to 20 In-School Youth aged 16 21.

The Borough of Roselle, City of Elizabeth, Clark Board of Education and Plainfield Board of Education Fiscal Year 2015 Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA) Youth programs will be in operation from July 1, 2015 through May 31, 2016.

The Workforce Development Board allocated \$1,343,000 Program Year 2015 WorkFirst New Jersey funds to five (5) vendors to provide work experience activities that provide an individual with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain employment. The WorkFirst New Jersey program includes job search, community work experience, English as a Second Language, an educational component, a job skills component and basic skills services.

The vendors funded to provide Program Year 2015 WorkFirst New Jersey services for the period July 1, 2015 through June 30, 2016 include:

- B&M Consultants Inc. was awarded \$255,000 to provide WorkFirst New Jersey employment directed activities. From July 1, 2014 through July 31, 2015, B&M Consultants Inc. served 357 individuals receiving public assistance.
- Union County College was awarded \$500,000 to provide WorkFirst New Jersey employment directed activities. From July 1, 2014 through May 31, 2015, Union County College served 1,122 individuals receiving public assistance.
- Workforce Advantage was awarded \$400,000 to provide WorkFirst New Jersey employment directed activities. From July 1, 2013 through July 31, 2014, Workforce Advantage served 532 individuals receiving public assistance.
- Urban League of Union County was awarded \$94,000 to provide WorkFirst New Jersey employment directed activities. Urban League was not contracted for WFNJ services for Program Year 2014.
- Venture & Venture Human Skills Training Center was awarded \$94,000 to provide WorkFirst New Jersey employment directed activities. Venture & Venture Human Skills Training Center was not contracted for WFNJ services for Program Year 2014.

The Workforce Development Board expanded Workforce Learning Link short term computer literacy, English as a Second Language and basic skills educational services by awarding \$25,000 to the Plainfield Public Library to provide services to fifty (50) adults and awarding \$90,000 to provide ESL educational services to ninety (90) adults. It is anticipated that the Union County Workforce Learning Link program will serve a minimum of 262 adults with the appropriate services to improve their overall employability skills for career maintenance, enrichment and advancement.

Bureau of Housing

The Participating Jurisdiction (PJ) is a consortium of twenty municipalities in Union County, New Jersey. Only one municipality, the City of Elizabeth, is not a participant (having received its own HOME entitlement). The HOME Investment Partnerships Program is operated by the County government, through its Department of Economic Development/Bureau of Housing.

The Union County Board of Chosen Freeholders gives the final approval of applications for HOME funding.

Union County will utilize HOME allocations to fulfill the Federal mandate of expanding the supply of decent, safe, sanitary, and affordable housing for low and very-low income families.

The key words for operation of the HOME Investment Partnerships Program in Union County are partnerships, investments, and affordability. The County will form partnerships with those entities whose proposals can reasonably be expected to further affordable housing objectives and will make financial investments in projects in order to assure the feasibility of affordable housing, or to increase the amount of affordable units, or to leverage other investment in affordable housing.

The County of Union HOME Investment Partnerships Program under the Department of Economic Development/Bureau of Housing initiated a review process for analyzing HOME Proposals.

A HOME Review Team was formed by the Bureau of Housing. It has created a comprehensive process to ensure that the providers who submitted proposals have designed programs that are committed to providing safe, decent, sanitary and affordable housing. The optimum goal is to alleviate excessive rent burden, homelessness and deteriorating housing within the County of Union's jurisdiction.

For the HOME Investment Partnerships Year 2014-2015, applications were advertised on the County website. Nine (9) applications were received from the seven (7) advertised organizations requesting HOME funds, totaling

\$1,825,424.00. The HOME Review Team has approximately \$681,888.70 in FY 2014-2015 HOME funds and \$120,333.30 in CHDO funds. In an effort to empower municipalities, extend and strengthen partnerships and mobilize community resources, the HOME Review Team recommended funding four (4) of the seven (7) agencies that submitted proposals.

A total of \$3,457,000.00 was the amount of funding requested. The HOME Team recommended funding to the Union County Board of Chosen Freeholders of \$802,222.00.

In order to meet the priorities, needs, goals and specific objectives of the Consolidated Plan, the HOME Program 2013-2014 committed to five (5) projects: one (1) for new construction, and three (3) for rehabilitation. These projects are located in the City of Elizabeth two (2), City of Rahway one (1) and City of Plainfield one (1) and one (1) to be determined.

Organization	Project	Municipality	Type of Project	<u># of</u> Units	Allocation
	Dahawari	Dahmar	New	<u>58</u>	\$228 (((50
Ingerman	Rahway	Rahway	1.011	58	\$328,666.50
Development	Residence for		Construction		
Company, LLC	the Arts				
Magill Real Estate	171 First	Elizabeth	Rehabilitation	11	\$143,000.00
Holdings, LLC	Street				
Magill Real Estate	179 First	Elizabeth	Rehabilitation	11	\$100,000.00
Holdings, LLC	Street				
Premier Community	Operating	Plainfield	Rehabilitation	2	\$ 30,000.00
Development	Expenses				
Corporation	•				
Homebuyer to be	Homebuyer	Countywide	Rehabilitation	1	\$120,333.30
Determined	· ·	•			·

Rahway Residence for the Arts is a new construction project that will provide 58 units of low income housing for preference of artists at or below 50% of the median income.

171 First Street is a rehabilitation project with eleven (11) units for households at or below 50% of th4e area median income.

179 First Street is a rehabilitation project with eleven units for households at or below 50% of the area median income.

Premier Community Development Corporation operating expenses will be committed to this CHDO which has a contract to acquire and rehabilitate a unit of housing for households at or below 80% of the median income.

Homebuyer to be Determined - The County has set aside CHDO funds for the acquisition and rehabilitation of housing for households at or below 80% of the median income.

The HOME Program in the 2014-2015 program year drew funds for seven (7) projects. Four (4) are for New Construction and three (3) are for Rehabilitation. Three (3) projects are located in the City of Elizabeth; one (1) in the City of Plainfield; one (1) in the City of Linden; one (1) in the Township of Cranford and one (1) in the Borough of New Providence.

Organization	<u>Project</u>	<u>Municipality</u>	Type of Project	<u># of</u> <u>Units</u>	<u>Allocation</u>
Magill Real Estate Holdings, LLC	848 East Jersey	Elizabeth	Rehabilitation	3	\$ 14,000.00
N. J. Development Corporation	Spring Street Project	Elizabeth	New Construction	20	\$250,000.00
Mel Acosta, LLC	Florida Street Project	Elizabeth	New Construction	12	\$326,800.00
Linden Senior Housing, LLC.	Linden Senior Housing	Linden	New Construction	20	\$840,000.00
Habitat for Humanity	Habitat Village	Plainfield	New Construction	5	\$830,000.00
Homefirst Interfaith Council for the Homeless	Cranford Homes	Cranford	Rehabilitation	3	\$229,000.00

848 East Jersey is a Rehabilitation Project with three (3) units for households at or below 50% of the median income.

Spring Street Project is a twenty (20) unit New Construction project for senior citizens at or below 50% of the area median income.

Florida Street Project is a twelve (12) unit New Construction project for households at or below 50% of the area median income.

Linden Senior Housing is a twenty (20) unit New Construction project for low income senior citizens at or below 50% of the area median income.

Habitat Village is a Habitat for Humanity project which will provide five (5) families with new homes using their donated labor.

Cranford Homes is a three unit rehabilitation project for special need households at or below 50% of the area median income.

On-site inspections were conducted for 330 Franklin Place, Plainfield, three (3) units; 1009 Park Avenue, Plainfield, three (3) units; 301-303 East Seventh Street, Plainfield, two (2) units; 1632 Mountain Avenue, Scotch Plains, two (2) units; 706 Central Avenue, Westfield, two (2) units; 710 Central Avenue, Westfield, two (2) units; 550 Trinity Place, Plainfield, two (2) units; 919A E. Front Street, Unit 43, Plainfield, one (1) unit; 558-560 South Park Street, Elizabeth, four (4) units; 1000-02 Grand Street, Elizabeth, three (3) units; 400 Grand Avenue, Roselle, eleven (11) units.

330 Franklin Place, 1009 Park Avenue, 301-303 East Seventh Street, 919 E. Front Street Plainfield; 1632 Mountain Avenue, Scotch Plains, 706 Central Avenue, 550 Trinity Place, 710 Central Avenue, Westfield. All rents and utility allowances with correct documentation, affirmative marketing, tenant selection policy and leases meet HUD requirements. All units meet Housing Quality Standards. Tenants' income was not certified properly. Technical assistance will be given.

558-560 South Park Street, Elizabeth; 1000-02 Grand Street, Elizabeth; 400 Grand Avenue, Roselle are in compliance with rents utility allowances and income verification, affirmative marketing, tenant selection policy and leases are in compliance with HOME Investment Partnerships regulations.

Bureau of Community Development

Below is a summary of accomplishments for the CDBG program during this reporting period:

Housing

A total of 54 housing units were rehabilitated through the following programs:

Municipality	Approx. Completed
a. Countywide Housing Rehabb. Lindenc. Plainfieldd. Rahway	20 8 14 12
Total	54

Handyman Programs (Senior Home Repair)

A total of 103 residents were served by the Senior Citizen Handyman Program:

Municipality	Unduplicated Households
a. Cranford	34
b. Fanwood	3
c. Garwood	29
d. Kenilworth	14
e. Mountainside	17
f. Roselle Park	6
Total	103

Facilities Improvements

A total of \$500,000 was allocated for facility projects. Some of the accomplishments are as follows:

Senior Citizens

- Rahway Housing Authority senior apartment complex received \$15,000 of HUD funding to upgrade a regular apartment to an ADA apartment. The Housing Authority provided an additional \$18,000 towards this project.
- Scotch Plains Senior Housing utilized \$26,000 of funding to replace leaking and inefficient heating zone valves.
- Springfield Senior Center was granted \$30,000 of funding to install a Fire Suppression System.

• Roselle Senior Center was granted \$25,000 of funding to install a ADA walkway. The project is underway and scheduled to be completed and drawn down in 60 to 90 days.

Disabled

- The ARC of Union County used \$36,900 in funding for facility improvements which consisted of group home rehabilitation at three locations throughout the County of Union. These group homes provide housing and support services for 14 residents with developmental disabilities.
- The Occupational Center combined a grant of \$45,000 with \$43,400 of other funding to rehabilitate two men's and ladies restrooms.
- The Cerebral Palsy League utilized \$89,500 along with \$80,500 of other funding for a roof replacement.

Local Neighborhood Area Benefits

- BUFF Health & Human Services of Plainfield utilized \$15,000 of grant funding along with other funding of \$6,676 for the purchase and installation of a HVAC unit and gas line at the Pre-school.
- Plainfield utilized \$100,000 to rehabilitate restrooms in various playgrounds/parks.
- The Westfield YMCA leveraged \$10.000 with other funding to upgrade restrooms to meet ADA requirements.
- Winfield utilized \$44,200 of Grant funding to install an ADA Restroom at the Municipal Building and rehabilitate the Men's and Ladies Restrooms at the Senior Center.

Public Improvements

- A total of \$1,266,650 was allocated for projects. Some of the accomplishments are as follows:
- Kenilworth and Springfield, utilized \$20,000 each for curb cuts at various locations as needed in order to comply with current ADA codes.

- Hillside Utilized \$60,000 of CDBG funding along with \$21,900 of other funding to rehabilitate a deteriorated street including sidewalks and curbs.
- Linden used \$126,000 of CDBG funding for the rehabilitation for various streets, sidewalks and curbs.
- Plainfield was funded \$394,000 of CDBG funding along with \$826,600 of other funding for street rehabilitation.
- Rahway used \$166,000 of CDBG funding for street rehabilitation.
- Roselle used \$135,000 of CDBG funding along with \$78,655 of other funding for rehabilitation of deteriorated sidewalks, curbs and streets.
- Roselle Park used \$137,000 of CDBG funding along with \$135,996 of other funding for rehabilitation to deteriorated streets.

Social Services

Handicapped Services

Approximately 1,400 Handicapped individuals were served in the County of Union with programs such as Cerebral Palsy League Multi-Sensory Program; Expressive Recreational Program of New Providence; Shut-In Council for Disabled Care Services in Plainfield; ARC of Union County Adult Medical Day Care; providing individuals with rehabilitation services promoting physical, emotional and cognitive development and assuring their safety and wellbeing. These programs provided services to low and moderate income families who would not be able to afford these programs and also allows other family members the chance to work which otherwise would not be possible.

Emergency Shelter Services

To address homelessness in the County, 150 individuals were served by programs such as FISH Hospitality, YMCA of Eastern Union County, and YMCA of Plainfield. These shelters provide case management, counseling, follow-up services, hot meals, transitional housing, one-time rental assistance payments, transportation, clothing, assistance with job and apartment searches and medical care to persons who are homeless and are homeless due to abusive family members.

Senior Citizens Social Service Programs

- More than 20,000 senior citizens received the following benefits during the contract year.
- Health benefits included educational presentations by guest speakers on topics of maintaining wellness and fitness through nutrition and exercise, health aide services to seniors who are unable to attend outside programs showing them how to live safely in their homes and prevent nursing home placement or hospitalization, health assessments including weight and vital signs, cardiovascular, diabetic, urinary, mental health, skin and wound healing and much more.
- Recreational benefits included arts & crafts workshops, line dancing, bingo, tai chi, yoga and Zumba just to name a few. Seniors also had the opportunity to participate in special events such as a Fashion Show and Holiday Party.
- Transportation benefits included pick up and drop off service to various senior programs as well as weekly trips to food markets, doctor appointments, post office, hair appointments and more.
- These programs enable the seniors to have a more enjoyable life in addition to giving them the opportunity to socialize with other individuals which promotes a better quality of life.

Maternal & Child Health Care Services

- Over 600 parents and their children were able to participate in Hillside's Maternal Child Health Care Program. Public nursing staff provided counseling services, medical screening and referrals to appropriate resources as needed. Children care wellness was also provided on a monthly basis, which included vaccinations administered by physicians to ensure proper immunizations protection, lead screening and more.
- A Health Fair was also held which administered immunizations for children, flu shots for children, eye screening and lead screening.

Child Care Services

• Over 1000 children Countywide from low to moderate income families were provided with daycare programs; as well as afterschool and summer programs. The after school programs provided homework and reading assistance, tutoring, cultural and recreational activities. The summer programs the children were provided activates such as swimming, arts and crafts, field trips and other recreational services. This funding allowed parents the opportunity to work without having to worry about their children receiving quality care.

Teen Programs

• A total of 3,000 teens were assisted in achieving a better quality of life by several agencies and programs including the Plainfield Jr. Monitoring Program, the Boys and Girls Club of Plainfield; the YMCA Adolescent/Teen at Risk Program in Plainfield; the New Horizons College Club in Plainfield, the YMCA After School Program and the Plainfield Branch of the Girl Scouts.

Food Pantry

• Linden LINC and The Salvation Army Food pantry programs have served a total of 4,000 people and families with essential food and health care products. These programs have helped to support hard working families in their biggest time of need. This population of low-income and no income residents of Plainfield, and its surrounding area in Union County, represents a 20% increase in the numbers of unduplicated, food-insecure clients as measured by their sign-in sheets and intake forms.

United Way

The County of Union and United Way of the Union County partnered to administer a project called the "Family Strengthening Program".

Community Development funds in the amount of \$158,585.00 was provided to the United Way for this program. These funds were matched by United Way funds at almost 3 -1 rate (approximately \$400,000). As a result of this collaboration, the CDBG program served a total of 1,500 clients.

This program is designed to support family strengthening activities for the most vulnerable and at risk population in Union County. Funds were spent on quality child care services, services for battered and abused children, disabled services, homeless prevention, youth services, domestic violence programs, employment and training services, and mental health/counseling services.

Eighteen agencies working directly with United Way provided a coordinated systematic approach to delivering the various services. The agencies included: Homefirst, Cerebral Palsy League, Occupational Center of Union County, Girl Scouts Heart of N.J., YMCA of Eastern Union County, YWCA of Central N.J., ARC of Union County, Catholic Charities, Community Coordinated Child Care, Kings Daughter Day Care, Neighborhood House Association, Rahway Community Action Organization, Rahway Day Care, Roselle Day Care, YM-YWHA of Union County, Holy Redeemer Home Care, Jewish Family Services, and United Family and Children's Society.

Foreclosure Crisis

The County of Union has taken strong, affirmative actions to deal with the mortgage crisis afflicting the County.

First, the County established a Union County Foreclosure Task Force. Second, the County hired Rutgers University to conduct research and document the extent and locations of foreclosures. Third, the County provided additional funds to the Housing Counseling Agencies to hire additional counselors to help homeowners in trouble with foreclosures.

Union County Foreclosure Task Force

The Union County Foreclosure Task Force was created in December 2008 as a forum for sharing ideas and information, and to coordinate action among various local entities working on foreclosure prevention and intervention.

Representatives from municipal, county and state government, community and advocacy groups, legal agencies, financial institutions, faith-based organizations, and housing counseling agencies have been meeting on a regular basis to address the growing problem.

Counseling Agencies

The County of Union suffers from high foreclosure rate. To address that problem, the County has utilized the services of three HUD certified Housing Counseling Agencies – Urban League, Brand New Day, Inc., and Faith, Bricks and Mortar. All three have expanded their services beyond regular counseling services to now include foreclosure issue. All these agencies are CBDO (Community Based Development Organization) agencies.

Division of Strategic Planning and Intergovernmental Relations

Union County Means Business

We hosted one UCMB session in 2015. The session held October 26th at Kean University featured Brian Smith, founder of UGG Australia. Mr. Smith's talk focused on Practical Perseverance and overcoming odds. Over 130 people registered to attend this event.

Union County Women Mean Business

Union County Women Mean Business was held May 13, 2015 at the Clubhouse at Galloping Hill Golf Course. There were 215 people in attendance from in and outside the County for the day long program.

UC STEP

The Donate to Educate – Schools Supplying Schools concluded on May 9th at the Boys & Girls Clubs of Union County. Volunteers assembled over 100 filled backpacks which were distributed to Union County school students. Schools earning Start Now grants for having the most successful collection campaigns are as follows:

- 1. Union Catholic
- 2. UC TEAMS Plainfield
- 3. Governor Livingston Berkeley Heights/Mountainside

The third annual UC STEP to be held December 11th at Kean University. One hundred ninety-two students from 26 Union County High Schools attended the day long program focused on leadership skills, personal growth and civic engagement. Votes for the top civic engagement project were tallied through December 30th, 2015. The winning project will be announced in January 2016.

Passaic River De-Snagging Grant

Union County continues to serve as the lead agency for the \$300,000 DEP grant funded project to de-snag the Passaic River. An RFP was issued for the project with the winning bid going to Grade Construction. Final snags were removed from the river on December 24, 2015. The contractor will proceed with debris removal and the project will be complete in early January 2016.

Union County Mayor's Roundtable

Two Mayor's Roundtable sessions were held in 2015. The first took place March 2nd in the Union County EOC and focused on Public Safety. UC mayors heard presentations from UC Acting Prosecutor Grace Park, UC Sheriff Joe Cryan and UC Public Safety Director Andrew Moran. A second roundtable was held July 22, 2015 at Union County College and focused on the importance of downtowns. Mike Lydon co-author of *Tactical Urbanism: Short Term Action for Long Term Change* was the featured speaker. A majority of Union County mayors have attended one or both of these sessions.

Economic Development Response Team

The Economic Development Response Team was created in January 2015. The team's mission was to meet with representatives of all 21 Union County municipalities to discuss issues related to economic development, workforce development, shared services, GIS technology and others of importance to municipal leaders. The response to these meetings was overwhelmingly positive. Ideas and information were exchanged, new relationships were formed and tens of thousands of dollars were saved for the residents of Union County. As of December 23, 2015 the team met with officials from all 21 municipalities.

Bureau of Transportation Planning

The Bureau of Transportation Planning works towards a balanced transportation system for Union County and the travel needs of people and goods through a coordinated intermodal transportation system.

The transportation network in Union County includes highways, bus lines, passenger and freight rail line, shuttle services, bicycle trails as well as air and port facilities. The Bureau conducts its own studies and partners with other entities on a range of transportation planning problems with the goal of creating alternative solutions and recommendations. It is the Bureau of Transportation Planning that develops and updates Transportation Master Plan for the County. Funding for the projects is obtained from both state and federal agencies.

The Bureau of Transportation Planning works closely with the North Jersey Transportation Planning Authority which is the Metropolitan Planning Organization for Northern New Jersey.As part of the planning process, the Union County Transportation Advisory Board exists as a local and citizen input on transportation policy matters to the Board of Chosen Freeholders. Each of the 21 municipalities within the County can appoint representatives.

Funding

The Bureau of Transportation Planning each year is eligible to receive federal funding through the Subregional Planning Program grant (STP) of the North Jersey Transportation Planning Authority (NJTPA). The STP grant program operates on the state fiscal year. For FY 2016, from July 1, 2015 to June 30, 2015, the STP grant is \$172,277.50 including the 20% County match. It covers part of the salaries of four staff people. This is a funding increase from prior years when the STP grant award was \$131,443.75

Through the NJTPA Technical Library/Internship adjunct of the STP grant, funding was made available to support a part time Transportation Planning Intern. In addition, the Bureau received a two-year transportation planning grant for \$300,000 from July 2014 to June 2016 through the NJTPA for the *Union County Transportation Master Plan*. This includes the 20% County match. It covers part of the salaries of five staff people and the entire cost of a consultant team.

The Bureau of Transportation Planning has moved forward with many of its ongoing transportation projects and partnering on initiatives:

Subregional Planning Program (STP)

In 2015, the Bureau of Transportation Planning received annual funding through the NJTPA to support essential local and regional transportation planning. As part of the program, the Bureau advocates for continued capital funding for the 17 transportation improvement projects in Union County listed in the Transportation Improvement Program (TIP) and another six projects in the Study and Development Program which are in the early stages of Concept or Preliminary Engineering.

The Bureau attends the NJTPA committees: the Planning and Economic Committee, Project Prioritization Committee, Freight Initiatives Committee and the Regional Transportation Advisory Committee (RTAC). The Bureau attends the NJTPA Board of Trustees meetings and offers technical support to the Union County Trustee. In 2015, the Bureau has or is serving on the Technical Advisory Committee of NJTPA projects on: Freight Commodity Profiles; Placemaking; and Integrated Corridor Management.

The Bureau received a part time Transportation Planning Intern in 2014 that continues to work in 2015 and is attending a Master's Program in Regional Planning. The position is funded directly by the NJTPA. The individual supplements existing staff resources and receives valuable experience in the planning field.

Union County Transportation Master Plan

The Bureau is creating a new Transportation Master Plan for the County to reflect the significant improvements made to the local and regional Transportation system over the last ten years and will identify goals, objectives and future needs.

The contract for this County managed consultant study was finalized in April 2015. The work of data collection and analysis has been advancing and in June 2015 we began our public outreach efforts with a meeting of the Stakeholder Advisory Committee meeting in Cranford. In August, we offered information about the project to those attending the Freeholder's summer concert in Echo Lake Park. At the event, we also had laptops available for the public to answer a brief survey on our transportation system and funding priorities. We received more than ninety responses. In September, we sent a municipal survey to the towns to learn more about the existing transportation system in their communities and what may be needed to enhance the system for the future. A second public outreach session is planned for February 2016.

Transportation Advisory Board

As part of its ongoing program component, the Bureau supports the Union County Transportation Advisory Board that exists as part of the transportation planning process and serves as a local and citizen advisor to the Freeholders on transportation policy matters to the Board of Chosen Freeholders. The meetings are scheduled on alternating months.

Each of the Union County municipalities can appoint their representatives. Special presentations in 2015 include: Aging Infrastructure and the Northeast Rail Corridor; New Jersey Transportation Trust Fund; Update on the Transportation Master Plan project; and School Crossing Guards best
practices. In November, a joint meeting is planned with the Transportation Coordinating Committee of Middlesex County to feature a presentation by the Port Authority of New York & New Jersey on the Goethals Bridge replacement project and the I-278 Missing Links project.

Route 22 Safety Shuttle and Route 22 Roadway Improvements

The Bureau of Transportation Planning continues to support the Route 22 Safety Shuttle now in its eighth year of operations. It operates as an extension the County Paratransit System and assists employees to safely cross the highway.

Regional Outreach

The Bureau of Transportation Planning represents the County at regional transportation planning organizations such as the Raritan Valley Rail Coalition, the Bicycle Pedestrian Advisory Council and the County Transportation Planners Association.

Raritan Valley Rail Coalition

The Bureau of Transportation Planning has participated in the quarterly meetings of the Coalition with NJ Transit and in the Coalition Working group to improve service on the Raritan Valley Rail Line. In January 2015, the Coalition saw the extension of one-seat NY Penn Station service on evening, weekday trains after 8:00 PM. The ongoing challenge for further direct service to NY is the limited slots available to trains in the Hudson River tunnels during the morning and evening peak travel hours.

In the planning stages are two short professionally-made videos. One will highlight the efforts of the Coalition and the second will focus on the need for the Gateway project to construct new tunnels under the Hudson River. Also being discussed is Gateway Event in October 2015 to highlight the need for new tunnel capacity.

Professional

- Regional Transportation Advisory Board (RTAC): In 2015, Liza Betz was elected Vice Chairman and began her first term.
- 2015 TransAction Transportation Conference: In 2015, Liza Betz served on the Planning Committee for this three-day statewide annual conference on transportation in New Jersey and organized two sessions on: Transit Oriented Development; NJ Transportation Trust Fund.

Bureau of Planning and Economic Development

Planning Board

During the period from January thru August 2015, the County has received 78 land development applications and 71 reviews of these applications were completed. Development in 19 of the 21 municipalities in the County was included in these applications. The amount of land development application fees collected during this time period is approximately \$38,500. In addition, eight pre-application meetings with applicant representative that have included Engineering staff to help reduce review time and to assure that the applicant and his professional staff are clear on all requirements and regulations related to their application were conducted. Earlier this year an overview/summary of last year's development application with associated statistics was developed and presented to the planning board showing that last year there was an increase of over 16% in development applications reviewed as compared to the 10% increase the previous year.

During July the County Planning Board conducted a waiver hearing, the first in many years, at its scheduled meeting. The applicant duly served a public notice and the board reviewed its issues regarding a land development ordinance requirement. The board rendered its decision that will be included in a resolution to be heard at the September meeting as there was no scheduled meeting in August.

Constituents Served

Over 340 data requests were responed to in the noted timeframe (Jan.-Aug. 2015), which equates to about 43 per month or about 3 per day. The requests represent over 13 County municipalities on a monthly average. Most of these data requests related to development applications, planning process, economic development, transportation, demographic information, and other general areas related to planning. The people that make these requests range from citizens, town representatives, realtors, researchers, academics, state agencies, other counties, and attorneys or other professionals representing applicants.

Also served in this timeframe are Open Public Records Act (OPRA) requests which often require time consuming file searches. During this timeframe over 220 OPRA requests were answered which equate to a little less than 30 OPRA requests per month and on average relates to 14 County municipalities. The majority of these requests relate to environmental or planning information requested by citizens, attorneys, and environmental associations or professionals.

In the time between January to June 166 municipal notices were reviewed for a monthly average of 16 towns and in that time period 104 environmental notices have been reviewed for an average of 8 municipalities per month.

Projects

EPA Brownfield Project

A complex request for proposal (RFP) was prepared as needed for \$600,000 EPA Brownfield grant that consists of hazardous and petroleum components. The preparation of the RFP started late in 2014 and required a lengthy review by County Counsel. Numerous revisions were required with a final version approved at the end of February. A review of the submitted proposals was conducted during April with a consultant selected in May by Freeholder resolution. A contract was finalized in August 2015.

Besides preparing the RFP, administering the proposal scoring, and the associated selection resolution, staff has also been contacting County towns that may be interested in participating in the stakeholder committee for outreach components of the project. A kick-off meeting was held by the consultant with staff and the outreach committee outlining the tasks and associated timelines. The consultant started the initial tasks of the project and prepared required quarterly reports to the EPA.

Bond Documentation

At the request of the Finance Department, associated demographics, planning and economic development data were reviewed and updated. This data assists the Finance Department with compiling bond documents needed to establish the County bond rating used for financing County activities.

Other achievements/accomplishments/activities:

Databook/Municipal Profile Project

Prepared, with the assistance of planning interns, municipal data profiles associated with each municipality in the county were developed. The objective of municipal profiles/data is to provide citizens, public officials and businesses with general information, maps, key facts, related services and web links for towns and/or the County. These municipal profiles offer data that help provides positive perspectives to help individuals or businesses that are considering visiting or locating in a County municipality. Databook/municipal profiles, once verified and approved, will be added to the County website to provide easy access by residents, business and interested individuals.

In conjunction with the municipal profiles, data tables have been developed to be placed as appendix items in this web databook. The web databook can include links to a county business site selection query function (CoStar) in the future to assist potential developers with finding a suitable location within the County for their business.

Land Development Records

Due to declining availability of storage space for development records that have accumulated over the last 15 years, staff has worked with I IT to develop a subprogram to determine the storage or disposal of associated files in accordance with State requirements. Interns will assist with logging and preparing files for long term storage or destruction.

Events and Programs Attended

- *NJAPA Conference held Jan. 29-30th* Attended the annual NJAPA Conference is held to provide planners in New Jersey a venue to review planning topics, regulations and trends that impact the planning profession.
- *TransAction held April 21- 23rd* Attended the annual transportation conference that helps planning professionals practicing in NJ and surrounding region with understanding and expanding knowledge on transportation planning and related fields. The conference provides planners with information useful for daily work activities and projects.
- Union County Planning Board As the planning board secretary I coordinate all associated material reviewed at each meeting and as staff I prepare meeting minutes, reports and review every land development application submitted to the board for review.
- New Jersey County Planner's Association As Union County representative to the NJCPA I currently serve as Treasurer to the association and in 2009 I served as the association's President and I'm scheduled to be next year's Association president.
- *Meadowlink Board Meetings held in Woodridge, NJ* As Freeholder alternate I attend the regularly scheduled board meetings.

- Rail Freight Meeting at Kenilworth site with DOT on May 19, 2015

 To review access to site and potential impact to rail line. This meeting was attended by DOT engineers, town, town police and prospective developers.
- *Memorial Trail Committee Meeting on June 4, 2015* Requested by DOT to discuss corridor feasibility which would traverse several Counties including Union County.
- Plansmart NJ 2015 Regional Planning Summit on June 5, 2015–Real Estate Assets: Changing Economy Attended session to hear panel discussion on understand real estate/development challenges and to hear potential solutions to enhance local economy.
- *Plainfield Brownfield Committee meeting on June 16, 2015* General meeting to discuss progress on various brownfield sites throughout the City.
- New Jersey Transportation Planning Authority Economic Development and Transportation Committee and Freight Committee (as Freeholder designee) meetings held in Newark, NJ As staff assigned to these programs I attend these meetings to assure Union County is reflected in associated projects and to be aware of related project in the County and region. In 2008 I served as the NJTPA's regional transportation advisory committee chairman.
- *NJ Dept. of Environmental Protection Brownfield Outreach* As County representative I attend DEP quarterly meetings related to Brownfields.
- New Jersey Planning Officials On a continuing annual basis I serve as an instructor on non-workday to teach planning concepts and regulations to new planning board and zoning board members serving Union County and surrounding counties. I have provided this instruction to the NJPO for about the last 10 years on a pro-bono basis.

Bureau of Information Technology

Between January and September of 2015, the IT Bureau responded to 2,188 help line calls for support. Support calls were from all County facilities.

The IT Bureau worked with vendor to implement the new Webtrak software on the UCNJPARKS Server for online registration for Parks Department. This expedite the process faster and easier The continuation of shared services as it relates to the 911 system continued with Clark, Kenilworth, Mountainside, Roselle, Hillside, Plainfield, Springfield, Roselle Park, Fanwood, Scotch Plains, and South Orange.

The IT Bureau setup and configure a new web filtering appliance to protect/reduce viruses/spywares on the network. It has reduced the amount of time the staff has had clean or reformat infected computers.

The IT Bureau provided assistance and support for replacing and upgrading outdated cameras for the Union County Juvenile Detention Center.

The IT Bureau assisted in the installation of the new Time and Attendance System for Juvenile Detention Center.

IT Bureau updated Juvenile Detention Jail Tracker software on new server. IT Bureau installed and setup a new 2012 R2 server for Corner Stone to migrate over from the current system (server 2003 is no longer support by Microsoft)

Upgraded Key Cabinet system for Juvenile Detention Center.

The IT Bureau setup a new Windows 2008 R2 Server as a Domain Controller and decommissioned the old 2003 Windows Active directory server called ucnjadphy.

Renovations on the third floor of the Ruotolo Building have been completed. The IT Bureau has been coordinating with the Prosecutor IT staff and continues to provide support and recommendations for voice and data.

Maintenance and backups of all 16 County phone systems is routinely performed.

The IT Bureau has ported numbers from Verizon to new Carriers. Installation of new Voice Carrier Services for Scotch Plains Complex, Plainfield, Motor Vehicles, Juvenile Detention, Cultural & Heritage, Board of Elections/Tax Board, Progress Street (in progress), and Police Academy (in progress).

New phone system PBX's has been installed at Trailside, Scotch Plains Complex. Plainfield Social Services, Elizabeth Social Services, BOE/Tax Board, Juvenile Detention Center, Runnells Cornerstone Unit, Westfield Public Safety Complex and the Prosecutors' Office. The Police Academy and Progress St. are scheduled to be completed by end of the year.

A preliminary overview for recommending the upgrade of the existing telephone system at the Warinanco Service Yard/SLAP Building in Elizabeth has been done. Quotes for upgrade were sent to the Sheriff's Office for review. Waiting for their response.

Additionally, the IT Bureau has:

- Relocated voice and data of Warinanco Skating Center to a temporary trailer while new facilities are being constructed.
- Installed Wi-Fi Internet to the Deserted Village Store and Barn.
- Installed network and voice access to Trailside Old Museum.
- Undertaken the task of separating Runnells Hospital (Center Management) and Union County Cornerstone Unit and made them two separate entities. IT separated voice and data. Also upgraded all pc's and server for Cornerstone.
- Collaborated and provided support to the NJ Judiciary and its IT Division in the planning of the Family Court building currently being constructed on Cherry Street in relation to data, voice and security implementation. Conduits have been trenched from Cherry Street to the Admin Building for such lines to follow.
- Provided guidance for the configuration and specification for cameras and equipment for Social Services Legal at 40 Parker Road.
- Supported Corrections with the upgrade of new cameras and equipment. (In progress)
- Assisted Union County Arts Center with purchasing and configuring a new server, and restoring corrupt data.
- Assisted the Sheriff's office with new cameras for the Elizabeth complex.

The following Virtual servers were upgraded to Microsoft Server 2012 R2: UCNJWSUS- 2012 R2

The County has undertaken an upgrade of its technology infrastructure for voice over IP (VOIP) and is currently in Phase II & III of a three-phased project. Phase I is 100% complete. Phase II and III were combined Phase II is 90% complete and Phase III is 80% complete.

Projects which continue to be in progress in 2015 with an anticipated completion in 2016:

- Microsoft Exchange for our County e-mail.
- Specialized public areas with voice and data access for Plainfield Social Services.
- Continuing support for Juvenile Detention enhancements.
- Upgrade of firmware for our virtual server systems in Westfield and Elizabeth.
- Installation of new Telco circuits for county facilities.
- Credit Union system upgrade.
- Juvenile Detention class room renovations.
- Card Access System upgrade.
- Network switch updates/upgrades
- DSL upgrades
- Infrastructure planning for new Family courthouse.
- Wi-Fi for misc. departments
- Firewall upgrades
- Installing additional fiber throughout the Elizabeth Complex

The following encompasses IT Division Programming:

Personnel System

Staff continues to make modifications to the county's *ABRA personnel system*. Additional work, not provided by HR Systems, is provided to Personnel by IT staff which includes custom reports:

The PPA form program is still supported. The bureau updated the system with our new County of Union department structure and re-designed history automation process with advance SQL queries.

ABRA reports system is still supported and has a funded/non-funded report system that summarizes calculations based on ABRA/PowerPCS software.

ABRA and Motor Vehicle (Dossier) database was developed for Matt Mathan in GIS. This interaction is between the ABRA system and the Motor Vehicle database, and produces a file that is exported, with data manipulation and calculations. This data is then uploaded to the motor vehicle database from ABRA data.

Vacancy report programs – Made modification to this report, manipulation with PowerPCS data (FoxPro database platform), VBA coding used to present correctly report based on user defined input.

COSS software reports programs - Leave of absence report from COSS has been integrated to "ABRA report system". Personnel never had this feature for a long time even after dealing with Consulting Company.

POSS software reports- Leave of absence report from POSS will be integrated to "ABRA report system". Analyzing data/ exploring POSS software structure learn business rules. (Estimated end date – October-November 2015)

Insurance Certificates System- A system was needed to track all certificates of insurance that must be provided by any organization doing business with the County of Union. Mr. Burton Zitomer reached out to the IT office for assistance. An Access database was developed for this tracking. The system allows certificates to be scanned into the database and pertinent data is keyed into the database. A report is provided as the system is opened that generates a list of certificates that are will expire within 30 days. It is extremely important that insurances do not expire to protect the County of Union from lawsuits.

Juvenile Detention Center

Along with the replacement of the Juvenile Detention Center server, the Microsoft SQL Server version was upgraded, and an analysis of the server's applications was performed. Several applications were found to be obsolete and removed. Other critical applications received version upgrades when re-installed. This once problematic area is now running smoothly and efficiently.

Payroll System/Check Printing

IT Bureau staff continues to process, print and fold accounts payable and other miscellaneous checks. As part of the Payroll Committee, 2 IT staff members were responsible for assisting in the selection of a new payroll system Prime Point.

Tax System

Tax bills continue to be processed, printed and delivered to county homeowners on time as required by the State of New Jersey.

IT continues to:

- Run and print updates; Run tax rates; run and print extended tax duplicates; run and print tax lists for Assessor, Collectors and Tax Board; print Sr1a forms for Tax Assessor and Tax Board; print tax bills for all towns; add omitted tax books and bills; tax books; senior post year tax statements; assessment cards; email MOD IV files for vendors for the Tax Collector's system.
- Work with Micro Systems, Tax Assessor's, Tax Collectors, Tax Board and Tax Collector Vendors with any problems or files they may need. Work with Xerox for any printing changes to Assessments cards or Tax bills. Go to the post office and find out what new rules and regulations are for tax assessment cards. Also finding ways to save Tax Assessors on postage for the Assessment Cards. Work with Micro systems for any changes to the MOD IV from the state. Track and order supplies such as Tax Forms, Tax Bills, Assessment cards, PD5 forms. Get price quotes and order supplies. Print reports or labels on request for any town who requests them. All tax jobs are to be done by a certain time frame mandated from the State. Such as Tax lists, need to be done so Assessors, Tax Board sign and certify books and files then they are sent to the state.
- Assessment cards must be printed send to town for mailing. They have to be in the mail 45 days prior to April 1st for appeals. Tax Rates and books along with Tax bills must be done as soon as tax rate are received, so towns can get them out as soon as possible. Making sure they run properly the right information is on these projects and working with everyone to make sure all runs smooth.

Correctional Services

Law Library System (new project): This system allows tracking of all inmates requests from authorize Jail Law Library's employee. It also, includes visitations of Jail Law Library's authorize person to inmates, reports of his work. Easy to use and saves time.

Firearms and Requalification system has been successfully used now through 7 qualifying seasons and ready for the 8th season. The reporting features fulfill the Prosecutor's and State required reports.

The *Corrections' Forms database system*, which has been in use for many years, continues to grow year after year. It is still supported and maintained.

The *Correction's Disciplinary system* has also been modified and brought to a greater level. Additional yearly summary reports were created through the request of the Disciplinary Officer. The State Inspectors marvel at the yearly reports that are so easily generated and handed to them. They say no other county provides them with such detailed and efficient information. It is still supported and maintained.

The Special Investigations Unit *Random Drug Testing* is fully operational. IT Bureau developed a program for them that is updating and modifying as scheduled. This system retrieves officers for drug testing by selecting a quantity of officers or a percentage of officers. Our development communicates with ABRA in updating correction officer information, keeping it current. This system has easy access for randomly choosing officers for testing and immediately generating reports at a judge's request. It is still supported and maintained.

Jail Contractors System, Contract Management System and Gang System were all transferred into MS Access 2010, redid MS Access 2000 coding, according MS Access 2010 and tested all systems.

Gang System: According FBI and State requests a new part of Gang's System development was done: Gang's System could search any inmate by identifiers; that means if by any agency request (like FBI or State, or Prosecutor Office) agency needs to find inmate who has a specific tattoo the on right hand, for example, by typing some keywords you could get the list of all inmates who have that tattoo on the right hand and review all information including pictures about any specific gang member by clicking and choosing from the list. It is a big help for County, State and Country. Our Special Threat Unit of Union County could provide very important information about any gang member in few seconds to any qualified agency.

The *Social Services System* has been tremendously helpful to Mary Hails and her staff. It interfaces with the Gang System Database and helps track inmates while in custody with gang affiliations. It is still supported and maintained.

Maintenance Records Database- Captain Anthony Bonito of the UC Correctional Services requested a database to track jail maintenance regarding keys, locks, fire equipment, phones, radios, vehicles. This system will provide the administration with accurate record keeping and generate monthly, quarterly and yearly reporting.

Video Burning Database-Captain Anthony Bonito of the UC Correctional Services requested a database to record when surveillance videos are burned for viewing purposes. This is just another step in the jail becoming totally automated.

Forms Database: Sanitation/Maintenance Report- Captain Anthony Bonito has requested a modification to the current Forms database. A monthly report and summary report is needed for the Sanitation and Maintenance records.

Office of the Sheriff

Sheriff's Labor Assistance Program that was started in 2011 and continues to enhanced. In 2015, more development was added to accommodate new business requirements, pending and transferring processes and the development of new reports.

This past year, the DAS/CAD system underwent some minor changes.

County Police

The Union County Police Department is replacing the old CAD (Computer Aided Dispatch), RMS (Records Management System) system and Enforsys, with a new system, TriTech RMS. The Enforsys system was poor at best and UCPD was concerned with the data would be inaccessible when the system is replaced. They requested an Access database to capture the Enforsys data and integrate it into a menu driven Access database. We had to learn a records management system from the ground up merging multiple metadata into the system. Not an easy task, but it was achieved. This system allows the detectives easy and efficient searches for people, incidents, cases, and reports and returns accurate data. This system was developed using Access 2013.

Human Services

The *Paratransit Rider database/billing system* though used successfully, modifications were needed. Additional reports needed for monthly and quarterly meetings were added to the system also. The billing processed is now easier than before. It is still supported and maintained.

Work continues on The *Early Periodic Screening Diagnosis database* requested by the Division of Social Services continues to run efficiently. More data entry was needed and added accordingly. It is still supported and maintained.

The *UJET database-* A system to track and report on Union County juveniles who go through the county system, Juvenile Detention or other housing/hospital placement, has been in use for 6 years. UJET meets every Wednesday afternoon to review each juvenile's situations. As requirements change, so must the program. Many additional pieces of information that must be recorded and reported have been added to the system. A variety of statistical reports can be generated based on any time frame.

Cornerstone

Nurse Scheduling System- The current nursing and orderly scheduling system was developed 12 years ago by Lori Williams who has since retired. This system was designed using MS Excel. The system consists of approximately 25 worksheets, related by a multitude of formulas. One deletion of a formula halts the system because nobody knows the design. Mr. Michael Fleming requested a new system be designed. After meeting with Sandy Pimentel, who will be using the system, it was decided the system be replaced by an Access database.

Facilities

Bid System- Manny Barone requested a system to track bids, budgets and expenditures. A rough version of this system has been developed but is waiting for it to be reviewed.

Social Services

Technical assistance was provided to the IT staff in Social Services on a Microsoft SQL Server project. They are in the process of upsizing a Microsoft Access application.

Finance

Work with Payroll, Prime Point and Unions for changes to payroll files. Send payroll files to the Unions.

Westfield Health Department

Advance Emailing Client- It is a powerful, secure, easy to use, feature-rich, and smart email program. The program includes features such as fast email for one or more distribution list or single individual, advance search tool, enabling you to create contact manually or use automation process to get new registrants or unsubscribe inactive members from <u>www.ucnj.org</u> Program creates and send an Outlook message from Access database, establish and maintain distribution groups, transfer emails between distribution groups, submit Excel files required by state of New Jersey and many advanced reports with calculations, statistics and history logs.

Youth Services Bureau

Juvenile Programs System (new project): This new development allows users to keep track of juvenile information, programs, projects, grants and reports for reporting to State of New Jersey. Easy to use, save a lot of working time for retrieving records by any requests. This system includes security part and monitoring history files. It allows users to have a centralized location for information and be able to run reports that will be beneficial for programs, but also to share information at the state level and other systems that are engaging in youth development. In addition, applying for grant funding, it is essential to have data to support the work in the area of juvenile justice reform. The database is will be fully functional for 2016.

Office of Emergency Management/Health

Penalties Database-The OEM office currently has a penalties system that tracks penalties assessed by their office. The current system is 10 years old. Mr. Andrew Moran, Director of Public Safety, has requested this system be updated and modified

Administrative Aspect of Programming

<u>ABRA</u>

Services provided to Personnel and other departments included modifications to Abra Alerts, and first level troubleshooting of numerous system and interface failures. In particular, problems with the interface with PrimePoint (our payroll vendor) threatened to negatively affect pay cycles, and were quickly resolved.

Edmunds

The production MCSJ system was upgraded from version 3.0 to 3.2, the most current version.

OPRA Requests

In addition to the regular monthly check registries, provided OPRA office with files to satisfy numerous other requests for procurement and vendor payment information.

SQL Server Database Management

Continued to provide daily monitoring, performance tuning, and troubleshooting of eleven different Microsoft SQL Servers, supporting approximately twenty-two critical applications county-wide

ONBASE

Services provided to all County departments using Onbase included additions and changes, as requested, to automated processes, document types, keywords and security settings. Also, resolution to several scanner problems. Several obsolete scanners were replaced, as part of an ongoing effort to ensure Windows 7 compatibility.

Miscellaneous

Union County Grants System (new project): The system keeps track of all Union County Grants for all UC Departments, calculates and retrieves all grants' funding, matching funds, cash and awards: monthly, quarterly and yearly. There is a system security part that allows Admin to add users with access options and signing into the UC Grants system only authorized users. Codes were created, functions that automate process for Freeholders' Agenda dates and send alerts to users for submitting employee's reports. Also UC Grants System includes recording part of any changes of data by users, loading scan documents into system, printing requested reports. It will be a big help for County to run this system with all coming options and simplify process for retrieving grants' information.

2016 INITIATIVES

In 2016 the Department will undertake a number of initiatives. The most notable of these are listed below.

- Brownfields Grant Project The Bureau of Planning & Economic Development will continue with tasks initiated in 2015 related to the Brownfields grant. The inventory section of the project is expected by early to mid-2016.
- Transportation Master Plan The Bureau of Transportation Planning will continue work on the master plan with a final draft expected in June 2016. A County Transportation Map (in paper form as well as an online version accessed through the County app currently in development) will also be included with the finalized master plan.
- Union County Means Business The Department plans to offer quarterly UCMB seminars including a business resource expo, Union County Means Green (in collaboration with the Office of Public Information) and the Union County Women Mean Business Summit.
- Animal Shelter The Department will coordinate efforts to construct a County animal shelter.
- Senior Focus Grants The Bureau of Community Development will work with the Department of Human Services to coordinate the Senior Focus Grant program aimed at assisting County Senior Centers with funds to improve and upgrade their facilities.
- Raritan Valley Rail Coalition The Bureau of Transportation Planning will continue their advocacy efforts to expand the One Seat Ride on the Raritan Valley Rail Line.
- Infrastructure Improvement Grants The Department will once again coordinate this municipal grant program.
- Workforce Innovation Business Center The Workforce Development Board will continue their efforts at the WIB Center in

the Mills at Jersey Gardens. The center will continue to provide outstanding training and job opportunities for the residents of Union County.

- GIS First Responder Platform The Department will collaborate with the Bureau of GIS to assist them with the launch of this new dynamic public safety emergency response tool.
- HOME Investment Partnership With continued federal funding now secure, the Bureau of Housing will continue to seek projects aimed at providing affordable housing to eligible residents of Union County.
- Voice Over IP The Bureau of Information Technology will continue the roll out of VOIP which once finalized will save the County a considerable amount of money annually.
- Network Core The Bureau of Information Technology will install new cores for the computer network infrastructure.

Department of Engineering, Public Works & Facilities Management

Engineering

Public Works

Facilities Management

Recycling & Planning

Organizational Chart

Department of Engineering, Public Works and Facilities Management



DEPARTMENT OF ENGINEERING, PUBLIC WORKS & FACILITIES MANAGEMENT

MISSION

The mission of the Department of Engineering, Public Works & Facilities Management is to provide and administer professional design and construction services for the planning, development and maintenance of the county's infrastructure, while supporting various other County departments, divisions and agencies in bringing to fruition the Capital Program.

PROGRAMS & SERVICES

Division of Public Works

The Division consists of six bureaus:

Bureau of Roads & Bridges

This Bureau repairs and maintains a safe riding surface on 340 lane miles of County roadways, 386 bridge and culvert surfaces, County Park roads and paths, County Golf Course parking lots, and over 30 County-owned facilities and parking lots. The Bureau receives and completes thousands of work orders through our *CarteGraph*_work order system.

Roadways are swept a minimum of twice each month. Storm drains including 4,564 inlets and catch basins are cleaned and maintained on a regular schedule in compliance with the Federal Clean Water Act and requirements of Union County Highway Agency Storm Water General Permit NJ0141887 dated 2005, as required by the State of New Jersey.

The Bureau of Roads & Bridges is responsible for snow and ice removal on all county roads and bridges, and assists with snow removal for various other County agencies. Records such as snow accumulation totals, cost of material, labor, and duration of storms are kept as required.

The 146 bridges and 240 culverts are inspected and maintained on a regular schedule. Major and minor repairs on these structures are performed as outlined through a bi-annual inspection. Debris blockages are cleared when needed to maintain the downstream flow to reduce flooding. Bridge rails,

decks, and walkways are cleaned, repaired and repainted as required. Graffiti is removed instantly.

Beam guiderail repair, replacement, and installations are performed as required for the benefit of public safety.

Right-of-way maintenance is conducted whereby vegetation is cut back or removed through treatment to aid in driver visibility on County roads, intersections and bridges.

In late winter and early spring a comprehensive pothole repair program is instituted. Crews are dispatched to repair any and all potholes resulting from harsh winter conditions or anything else causing them.

Crack sealing of county roadways and parking facilities is carried out during the winter and spring.

A bi-annual Road Rating Survey is conducted. The intent of this survey is to provide the means to establish priority repairs and preventive maintenance measures. This aids in providing recommendations for the County's Resurfacing Program conducted in cooperation with the Division of Engineering.

The Bureau maintains an active mutual aid/shared services agreement with other county agencies and municipalities, providing them use of equipment, personnel, and/or materials. Examples of these services include milling, paving, and vegetation removal.

Solid waste and recyclable hauling is performed weekly. Roll-off containers are located in various locations throughout the county. The containers are dropped off, picked up, and emptied and returned upon request. The roll-off trucks and personnel are also utilized to assist with Union County sponsored recycling and disposal events through the Bureau of Recycling.

The Bureau of Roads & Bridges is proactive on employee safety, providing up-to-date training and equipment for employees. The Bureau maintains a trained and equipped Confined Space Rescue Team on staff to monitor safety when confined space entries must be performed. Snow plow safety training is performed in-house yearly for new employees. Equipment maintenance is performed daily. Snow removal equipment undergoes routine maintenance year-round to ensure readiness at the start of the winter season. Repair to snow equipment is also made available to other county departments and divisions.

The Bureau of Roads & Bridges is on call and available twenty-four hours a day, seven days a week for emergency responses including flooding, icing conditions, and downed trees, blockages at our culverts and bridges, and much more.

Bureau of Mosquito Control

The Bureau of Mosquito Control is responsible for controlling the mosquito population in Union County. The Bureau inspects, constructs and maintains drainage ditches to eliminate standing water where mosquitoes breed. Applications of pesticide are kept to a minimum as long as the Bureau can keep mosquito breeding in check. However, Union County, because of its proximity to the ocean and its tributaries, has many marshes and wetland areas that need to be monitored and treated when mosquito breeding reaches levels endangering the health of human and animal populations. A regimented surveillance and data collection program is essential to maintaining a handle on mosquito population and breeding by this Bureau. Mosquito samples are gathered for identifying species and to track the number of mosquitoes through the use of New Jersey light traps.

Public education for the elimination of potential breeding sites is performed by the Bureau by way of appearances at elementary schools, senior citizens groups and Municipal Health Fairs.

Union County Mosquito Control provides, as a county service, individual inspections to homes and businesses when complaints are called or e-mailed to our Bureau. The Bureau provides identification of breeding sites and remediates any standing water when practical. The Bureau works very closely with the local municipalities Boards of Health addressing complaints of abandoned properties in an effort to maintain sanitary conditions that will not promote breeding or spread of vector borne diseases. When breeding is found at these sites, this Bureau will apply larvicide and will adulticide using truck mounted ULV sprayers during peak mosquito activity hours. The staff needs to be recertified annually for renewal of licenses.

The Bureau of Mosquito Control ends its active monitoring and treatment on November 1. The Bureau also is assigned several county roads in Union County's annual Leaf Collection Program and the Bureau also has county snow plow routes that are maintained during snow and icing events.

The staff is trained annually in safety seminars, storm water discharge, and county policy and is also trained biennially for fork lift operation and is required to attend defensive driving courses.

Bureau of Shade Tree & Conservation

The Bureau maintains approximately 15,000 trees along County roads. Resolution 493-2000 states that at least one tree are to be planted for every tree removed in the county. Every year since then the Bureau has planted more than one-for-one to keep the County roads tree-lines. The Shade Tree Bureau also maintains the thousands of trees throughout the County parks system.

The leaf removal season, which begins during autumn each year, brings in over 150,000 cubic yards of leaves into the County leaf compost facility located within the Houdaille Quarry in Springfield. Nineteen of the County's 21 towns participate in this program. The County charges a minimal fee of \$2 per cubic yard for loose leaves and \$4 per cubic yard for compacted leaves. The management and maintenance of this conservation facility is another responsibility of this Bureau.

Bureau of Inspections

Utilities such as water, sewer, electric, cable and wastewater are commonly found under the road. This Bureau if responsible for the proper restoration of roadway excavation performed by private contractors and utility companies. The safeguarding of our underground utilities and properly restored roadway are essential in a congested area like Union County.

Bureau of Heavy Equipment & Truck Repair

This Bureau repairs all county-owned heavy equipment and a large fleet of trucks utilized by the Divisions of Public Works and Park Maintenance. Within this Bureau there are hydraulic and diesel mechanics, as well as a welding shop that fabricates and repairs a wide array of equipment, including security devices for the Union County Jail and local Law Enforcement agencies.

Bureau of Recycling

- Responsible for implementing county-wide recycling programs including scrap metal, fluorescent bulbs, computer and electronics, tires, used motor oil and motor oil filters, and mobile paper shredding events.
- Coordinates Household Hazardous Waste Disposal days which provide residents an opportunity to responsibly dispose of paints, pesticides, fertilizers, solvents, pool chemicals, used motor oil and more.
- Sponsors regular meetings for municipal recycling coordinators and provides assistance to the municipalities to obtain annual state recycling grants.
- Disseminates environmental education and recycling material and implements Union County Clean Communities Program.

Division of Engineering

The Division of Engineering consists of Engineering Services, the Bureau of Geographic Information Services and the Bureau of Information Technology. In support of the mission of the Division several goals have been established: provide for a well-trained, knowledgeable staff, provide adequate space for staff, automate file storage and retrieval of engineering drawings, maps, projects and a complete electronic inventory of all of the County's infrastructure assets, and fully integrate the operations of the Department in the County's Geographic Information System (GIS). The division applies for and receives grants for design and construction of projects.

Engineering Services

- Responsible for the inspection, design, rehabilitation, and replacement for 146 bridges, 240 culverts, and 12 dams.
- Coordinate and manage the annual resurfacing program for 174 miles of County roadways, averaging about 12 miles of rehabilitation per year.

- Manage environmental remediation programs for former underground storage tanks (UST) and other contaminated sites.
- Support all of the Municipalities within the county with design and construction programs for traffic signal rehabilitation and replacement, as well as analyzing traffic needs for new traffic signals.
- Manage the New Jersey Storm Water Program for Union County and its municipalities, and support their flood control efforts.
- Support other County departments and agencies, including the Department of Engineering, Public Works and Facilities Management, Department of Parks and Recreation, the Office of Open Space, Recreation and Historic Preservation Trust Fund, and the Department of Public Safety in fulfillment of their capital programs by providing design services for and supervising construction on their facilities.
- Provide engineering review of the site plans and subdivision applications that are brought before the Union County Planning Board.

Bureau of Geographic Information Systems

- Maintains, manages and supports the following countywide systems: GIS system with over 200 GIS layers, 5 GIS websites and 5 users in various Departments, five websites and 21 municipal GIS and their police force.
- Supports the County Prosecutors office, Office of Emergency Management and State defender's office on a daily basis.
- Supports, manages and maintains the countywide asset management system that is used by over 50 employees and 24 countywide GIS layers.
- Supports all aspects of IT operation for the Public Works Department, which includes desktop support, hardware and software support, replacement and coordinating the purchasing of hardware are just some of the other responsibilities of the Bureau.

- Maintains county bridge inventory, priority bridge repair requests from NJDOT, and tracks the progress.
- Manages 18 Engineering projects.
- Creates and supports hundreds of GIS layers including two dozen layers for the Prosecutor's office for their Megan's Law notification and sex offender tracking purpose.
- Maintains about 20 layers for the Department of Public Safety, 18 layers for Union County Police, 25 layers for the Division of Engineering and 23 layers for the Department of Public Safety. We update and reprint no loitering zone maps, official county maps, park maps and various other official maps quarterly.
- Maintains and manages the County GIS investment by updating GIS layers on a regular basis. Updates include county parcel layer, road layer, public and private school layers, board of Election layers and community organization layers. The Bureau of GIS has been actively supporting our twenty one municipalities and their engineering and economic development initiatives by providing data which reduces their cost.
- Maintains and updates certified digital drug free zone maps. These certified maps are distributed by the Bureau through a secured website to the local law enforcement entities.
- Implements Cartegraph work order and asset management systems across the County.
- The Bureau prepares approximately 40 to 50 maps per month for the Union County Prosecutors office for crime scene analysis and drug free zone prosecution.
- Maintains automation of our playground and outfall inspection systems using Cartegraph and IPad.
- Geo-locates all county assets in GIS and connect to Cartegraph for cost tracking purposes.

Bureau of Traffic Safety & Maintenance

The Bureau of Traffic Safety & Maintenance serves the residents of Union County by maintaining the traffic control devices (traffic signs and roadway striping) along 174 miles of county roadway providing the citizens of the county with safer travel-ways. The Bureau also designs and implements temporary traffic control work zones, collects and documents traffic movement data, designs and installs custom signs and vehicle markings, conducts traffic safety studies and audits, and provides support for other Division responsibilities including project inspections. Each task is vital in protecting the county by limiting its liability in traffic tort claim cases, saving the county untold thousands or millions of dollars in any given year. The Bureau also interfaces with the County's twenty-one municipalities through co-op purchasing and shared services, as well as providing technical guidance on various traffic issues.

The functional units of the Bureau: Sign Shop, Sign Installations, Line Striping, Data Collection, GIS/Asset Management, Traffic Studies and Investigations, and Work Zone Traffic Control.

The Bureau of Traffic Safety and Maintenance:

- Provides for the safe transit of motor vehicles and pedestrians on County roadways through the maintenance of over 8,000 highly visible roadside signs and over 500 miles of roadway striping that is managed through the GIS Asset Management System.
- and traffic • Conducts intersection, studies pedestrian, and investigations through Traffic Data and Studies units in order to unsafe conditions and determine their causes also make recommendations to the County Engineer on corrective action. Most corrective action is implemented directly through the Bureau using inhouse resources.
- Supports the County's municipalities through mutual aid and the Municipal Striping and Signage Programs, assists with traffic control for local events and emergencies, and supports communities by providing traffic data and studies.
- Reviews detour and work zone traffic control plans for private and public construction and maintenance projects through the Work Zone

unit, which develops work zone traffic control and detour plans and implements those plans on Department of Engineering & Public Work projects. The Bureau also developed and maintains a page on the County's web site providing the public with educational material and up-to-date roadway traffic construction project information.

- Supports other County departments and agencies by manufacturing and installing specialty signs for various County events, fabricating vehicles markings, and striping parking lots through Bureau's fully equipped Sign Shop and Line Striping Shop.
- The Bureau provides the County Counsel's Office with information and professional consultation related to depositions, and interrogatories, and expert testimony in regard to tort claims and law suits.
- Assists municipalities and other County agencies with advice and guidance on traffic related issues, and works with community and professional organizations to further traffic safety.

Division of Facilities Management

The Division of Facilities Management's primary function is to service, maintain and repair State Court System facilities and all property and facilities owned and operated by Union County. Operations also include but are not limited to general trades, custodian maintenance and printing.

The Division provides and maintains technical and mechanical services required by all County agencies for their safe and efficient operation. This encompasses two million square feet of multi-purpose facility space including the maintenance of boilers, generators, electrical, plumbing, and structural, elevators, HVAC and carpentry in addition to providing custodial services for all County facilities.

In addition, the Division provides coordination for the County's capital improvement projects working collectively with various professional service consultants to accomplish set goals in a timely, cost efficient manner. The majority of standard utilities such as Public Service Electric, Water and Gas are monitored and paid through Facilities. Monitoring also incorporates contractual bids; non-bid agreements and collective purchasing through Middlesex Regional Education Commission (MRESC) and Somerset Cooperative.

The Division consists of four bureaus:

Bureau of Construction Management/ Bureau of Trades

The Bureau of Construction Management maintains approximately 30 Union County buildings, leased and owned, consisting of the non-mechanical trades. The Bureau sees to all maintenance issues such as cleanliness, recycling, personnel moves, etc. Trades governed by this Bureau are the carpenters, masons, painters and maintenance repair (day shift).

- Conducts and coordinates Countywide renovation projects such as, but not limited to, framing and dry wall of new offices, ceiling tile replacement, painting and the installation of vinyl base and carpet tile, in addition to setting p or modifying cubicle layouts provided by staffed furniture installers. Cost effective carpentry cabinet work and furniture is manufactured in-house as opposed to buying same from outside vendors at increased prices.
- Directs compliance and maintenance with safety regulations and standards such as the replacement of damaged sidewalks, retaining walls, steps, etc., and snow removal from the County Complexes and parking lots.
- Completes approximately 4,400 work orders annually, generated from a computerized work order system that records the job type, and designates the shop performing the task and the man-hours used to complete the job.

Bureau of Custodial Maintenance (Night Shift)

The Bureau of Custodial Maintenance works in conjunction with its day shift counterparts maintaining approximately 22 Union County buildings at various locations. Primary nightly responsibility is to develop an effective work schedule with employees conforming to necessary cleaning, garbage removal, recycling, stripping and waxing of floors and carpet shampooing.

- Responsible for the direct supervision of 19 employees.
- Daily record keeping and equipment inventory required to provide cost effective measures and the ability to complete the job.

- Oversight of work areas in order to ensure safety for all employees and the general public.
- Enforce proper training of new employees consisting of building familiarity, uniforms, the proper use of safety equipment, emergency situations, cleaning techniques and the use of cleaning products and chemicals, individual employee conduct, and individual responsibilities.
- Works collectively with the day shift on snow removal and emergency situations such as the use of snow plows, shovels and salt deposits in addition to addressing any crisis situation on an as needed basis.

Bureau of Stationary Engineers

Strictly coordinates and monitors four mechanical trade units within the Division of Facilities Management, consisting of electricians, plumbers, HVAC and stationary engineers to ensure adherence to Federal, State and County mandates regarding health, safety and fire code enforcement.

- Maintains approximately 28 buildings with two million square feet, 24 hours per day, seven days per week. The electricians, plumbers and HVAC function on the standard time frame with the exception of being on an on-call basis when needed.
- Oversees larger scale capital projects, in-house renovations and reconstruction independently and in conjunction with the architects and engineers retained by the County. The bureau Chief will attend vital meetings to enforce and monitor progress tracked by computerized system and work orders.
- Monitors the Automatic Logic Control System (ALC) reporting and regulating individual building temperature control.
- Enforces compliance and consistency with New Jersey EPA STACK testing mandates guideline and permits.
- Maintains power house consisting of:
 - ✓ Three high pressured vessels
 - \checkmark Electrical buss with 480 switches gears.
 - \checkmark All generators within the county buildings.

Bureau of Administrative Support

The Bureau of Administrative Support offers a wide range of Countywide services including printing, typesetting graphic design, image scanning, plate making, document scanning, lamination, creation of digital files including .pdf, .tiff, .jpg, .indd, .ai, image and file preparation for use in Digital Printing, Offset Printing, Sign Making, installation of custom signs made of vinyl, plastic, foam board, aluminum, paper etc., and the production and creation of forms, carbonless (NCR) forms, flyers, business cards, invitations, tags, nameplates, labels, SLATS, menu directories, event signs, temporary signs, indoor/outdoor banners, posters and presentation checks etc.

- Countywide support for the management, production, and job tracking of Union County's In-house Print Services and Sign Shop with oversight of the Xerox contract Print Services.
- Provide print and sign services for 20 municipalities, agencies and the Union County Court System.
- Orders and tracks copy paper countywide, maintains various consumable inventories, and supports numerous computer equipment, printers and software at the division level.
- Maintains the Division of Facilities Management's spreadsheets (printed and digital) for tracking, monitoring and logging at the division level.
- Offers design, layout/paper suggestions, software usage and troubleshooting advice.
- Utilizes a variety of software such as Adobe Photoshop, Illustrator, In-Design, Acrobat, Live Cycle Designer, MS Word, Excel, Power Point, Gerber Omega Onyx Postershop and EFI Fiery.
- Operates equipment such as Gerber, thermal printers, various Gerber plotter, HPz6100 60" printer, Mitsubishi Platemaker, and the Rastek H652. Other equipment including Secap and PSI digital printers, offset presses, digital presses, and numerous pre-press and post-press equipment.

2015 ACCOMPLISHMENTS

Division of Public Works

Bureau of Roads & Bridges

Roads were swept twice per month and basins, manholes, inlets, and storm lines were cleared periodically in compliance with NJDEP Stormwater Regulations. Approximately 200 Catch Basins and Inlets were repaired or rebuilt throughout the County. In 2015 the Bureau filled and repaired in excess of 1200 potholes. Minor and major road surface repairs and preventive maintenance were completed throughout the county. Repairs to related infrastructure on county roadways were performed such as sink holes and storm line failures.

In coordination with the Bureau of Shade Tree and Conservation, sidewalks are lifted to allow root removal and replaces as necessary. Roadside vegetation was trimmed and/or removed by request. The 2015 Leaf Removal Program begins on or about November 2nd and continues through December 31st.

Routine inspections and preventive maintenance and priority repairs of bridges, culverts and parapets were conducted throughout the county. Graffiti removal was performed at various locations. Priority repairs are evaluated, scheduled and repaired via reports from DOT, Consulting Engineers and supervising staff member of this bureau.

During the 2014/2015 winter season, snow removal, ice removal, and flood control were performed before, during and after severe weather events. Preventative maintenance and repairs were performed on all Bureau of Roads & Bridges equipment and snow removal equipment. General housekeeping and maintenance projects of the Public Works Complex were performed. Routine maintenance and repairs were conducted on all Public Works equipment and vehicles, as well as safety pre-trip inspections.

The Bureau provided assistance to the Division of Parks Maintenance with various maintenance projects in many of our beautiful Parks throughout the county. The bureau also provided assistance to the Bureau of Shade Tree and Conservation, Bureau of Mosquito Control and the Bureau of Heavy Equipment & Truck Repair along with the Division of Facilities Management. Assistance was provided through equipment, personnel, pavement repairs, sidewalk repairs, stump removals, tree removal, including repaving the lot and improving drainage at the Administration Building as well as rubbish removal.

During leaf removal season and snow removal season, assistance was provided by the Division of Park Maintenance, the Bureau of Mosquito Control, the Bureau of Shade Tree and Conversation, the Bureau of Heavy Equipment & Truck Repair, and the Bureau of Traffic Maintenance. During County sponsored recycling events, the Bureau provides assistance through personnel and equipment. Assistance was provided to the Office of the County Clerk with hauling records to the incinerator.

The Bureau provided mutual aid assistance to all municipalities in Union County. Some of the services provided include equipment, personnel, milling, paving of roadways, catch basin and sewer cleaning, street sweeping, curbing repair, and equipment transport.

The Bureau, repaired, milled and resurfacing segments of the various roadways throughout Union County, which were adversely affected by the severe weather of 2014/2015 winter utilizing in-house personnel. The Bureau also repaired roads damaged in the August 19, 2015 torrential rain event the flooded, damaged and washed out the shoulders of many County Roadways.

Bureau of Roads and Bridges Work Order Request for 2015

Total Tasks (work orders) - 6277 Total Labor, Equipment & Material - \$4,944,787.00

Bureau of Inspections

During 2015 the Bureau issued 504 roads and curb permits, collected \$113,414.50 in permit fees and \$213,119.00 in refundable bond fees, for a total of \$326,534.00.

The Bureau provided continuous monitoring of curb installations, and roadway and right-of-way excavations to ensure proper restoration and compliance with county specifications. This Bureau also provided personnel for snow removal operations.

In addition to Roads & Bridges Inspectors, the Bureau personnel also include the Department's Safety Coordinator, who scheduled safety programs to ensure compliance with Local, Federal and State regulations. Examples of these regulations are: OHSA and Hazcom Right to Know Compliance, Commercial Driver's Licensing, CDL Medical Certifications, Storm Water Management, and Work Zone Safety. In-house training was also performed. Examples of this training are: chainsaw, forklift, backhoe and bucket truck operations, fire extinguisher, ladder usage, and proper flagging techniques. The reporting and recording of all departmental employee injuries and motor vehicle accident issues also fall under this Bureau. Other safety training added in 2015 was, training in the precautions for slip and fall, lifting techniques, PPE (personal protective equipment) and Defensive Driving.

Bureau of Shade Tree & Conservation

This year the Bureau has concentrated on completing all requests and to date the Bureau has completed over 1000 work orders. The Bureau has continued to remove dead trees along county roads, close to 200 dead trees were removed. 500 trees were trimmed that posed a potential safety or traffic hazard. These trees were mainly identified through requests from the public as well as county personnel. This year the Bureau completed a large request for tree trimming and removal in New Providence, Summit, Mountainside, Union and Roselle. The Bureau has been working 5 days a week beginning early morning and working late to clear up most debris from various storms along with leaf pick up. The Bureau continues to promote arboriculture and the preservation and planting of shade trees within the county.

The Bureau continues to work with the local electrical companies removing trees and limbs that are located in the power lines and as a result of this work 100 trees were removed.

Mutual Aid- the Shade Tree Bureau assisted Summit, Mountainside, Roselle, Union and Garwood just to mention a few, in removing large trees and hanging branches. The Bureau also loaned equipment to assist in their duties.

The Bureau addressed concerns of trees in various parks:

Cedar Brook – due to years of storms throughout the county we have lost many trees and either trimmed or removed 100 hanging branches.

Warinanco Park – The County lost many trees that were removed. All hanging braches were cut down before the picnic areas opened.

Echo Lake – County lost many trees. All hanging branches throughout the park were taken down before picnic areas could be opened along with 50 trees trimmed.

Oak Ridge Park – The Bureau also removed 10 large Oak trees and trimmed close to 100 trees.

Rahway Park – Is a heavily used county park, which was addressed. There were approximately 50 trees lost and hundreds of trees were trimmed and hanging branches were removed.

Bureau of Mosquito Control

Our mosquito control equipment was maintained and repaired during the off winter season. The Bureau also contributed our resources to the snow plowing and ice conditions throughout the winter season which extended in the spring season.

The 2015 mosquito surveillance season began March 1. Early moderate temperatures this spring kept the mosquito population lower in Union County at an average level and a dry summer kept surveillance numbers lower than previous years.

This season was monitored by twenty three semi-permanent New Jersey light traps for trends and populations. Our portable traps were used to locate the mosquito vectors of West Nile Virus.

Here are some figures that better illustrate the season so far (Female Mosquitoes Only):
<u>N.J. Light Trap Data</u>	Portable Trap Data
Aedes vexans8,823	Mosquitoes sent to State Lab10,730
Culex pipiens/restuans17,366	Mosquito Pools Sent 181
Aedes sollicitans 476	
Aedes japonicas 265	
Aedes grossbecki171	
Aedes triseriatus 1,119	
Anopheles punctipennis1,285	Pools testing positive for WNV92
Anopheles quadrimaculatus 3,590	
Coquilletidie perturbans 109	
Psorophora Columbia 866	Number of municipalities
Other 45	
TOTAL35,115	

This bureau handled 378 complaints for 2014-2015. There were 15 separate spraying operations conducted during evening hours to control adult populations of mosquito and in the process 511 sites were targeted.

There were 3,091 work orders completed during October, 2014 through October, 2015. This includes the work the inspectors do on a daily basis to control breeding at the source in several locations throughout Union County where standing water cannot be eliminated. The Bureau also incorporated new methods of treatment for Larviciding, both to become even more efficient and to keep resistance under control.

The Bureau is offering "Barrier" treatment for problem yards of individual home sites. This process involves the use of a backpack blower that sprays a mist of a barrier pesticide that dries down in an hour and leaves a residue that can provide active mosquito control for up to 12 days. So far, the Bureau has received positive feedback with the results, 91 barrier treatments were performed.

Our staff attended several public outreach venues in order to educate the public to the health risks and public nuisance of mosquitoes and how to prevent breeding of them.

Bureau of Heavy Equipment & Truck Repair

• Repair Work Order 564

•	Total Cost	\$416,743.00
•	Hours	4731

These figures include the repair, welding and spreader shops in-house work performed by the Bureau.

Bureau of Recycling and Planning 2015 Recycling Event Accomplishments

The Bureau of Recycling and Planning continued to host various one-day recycling collection events throughout Union County. Participation in all programs remains high.

Union County continued to assist public entities with shredding their confidential documents; five towns/agencies took advantage of the service.

Tonnage data for the 2015 recycling events are as follows:

- Electronics Recycling a total of 1,510,797 lbs. of e-waste has been collected and recycled in just the first three quarters of 2015 through county recycling events and 16 municipal drop off programs. Over 2,200 residents participated in county-sponsored one day events.
- Household Hazardous Waste Days -2,158 residents brought in 188,750 lbs. of toxic waste for proper disposal.
- **Mobile Paper Shredding** Event participation increased by more than 1,000 residents this year. Over 6,100 participants brought in 209,705 lbs. of confidential documents for shredding in 2015.
- Fluorescent Bulbs 35,288 feet of fluorescent bulbs were collected and recycled via nine (9) municipal drop-of locations.
- **Tire Recycling** 597 tires collected and recycled.
- **Propane Tanks** 376 propane tanks were collected and recycled in conjunction with our Household Hazardous Waste Day events.
- Scrap Metal –sponsored bi-monthly collection events at three drop off locations and collected 51,600 lbs. of scrap metal.

Program Accomplishments

• Union County Recycling Rate – Union County maintained a 60% total recycling rate.

• On-Line Reporting Process

Union County developed an on-line reporting process to slow business and commercial institutions to report their annual recycling tonnage reports.

Scrap Metal Pilot Program

Continued bi-monthly scrap metal recycling events to allow residents to readily recycle appliances and other metals. For convenience, three locations are provided.

• Fluorescent Bulb Recycling

In an effort to increase convenience and opportunities for residents to properly recycle fluorescent bulbs, Union County partnered with nine (9) municipalities to offer local drop offs. Union County manages and pays for the program, while the towns serve as collection points.

• Recycling in Parks

Union County continued to expand recycling initiatives throughout the county park system by providing additional recycling containers and educating park maintenance staff.

• CRP Agreement

In accordance with new legislations requiring a CRP to sign off on all tonnage reports, Union County staff maintained their Certified Recycling Professional accreditation and continued to serve as the CRP for six (6) municipalities in 2015.

DIVISION OF ENGINEERING

2015 Accomplishments

The Division of Engineering continues to <u>accomplish more with less</u> by having consultants assume more responsibility for project coordination and quality assurance. The performance of the Division's consultants has been very good and project design costs have in some cases been reduced as a result of fewer layers of review. The implementation of the Cartegraph Asset Management system database has allowed for management control of large amounts of infrastructure information. The division applies for and receives grants for design and construction of projects.

The following projects were designed and/or constructed in 2015.

Berkeley Heights

- Construction of Diamond Hill Road and McMane Avenue Intersection Traffic Signal
- Construction of Fire Alarm System for Church Store in Deserted Village
- Awarded contract for Road Resurfacing and Handicapped Ramps on Mountain Avenue
- Construction of Road Resurfacing and Handicapped Ramps on Diamond Hill Road
- Awarded contract for the De-snagging of the Passaic River
- Construction of Road Resurfacing and Handicapped Ramps on Mountain Avenue
- Award design contract for replacement of minor bridge on Mountain Avenue
- Award design contract for replacement of minor bridge on Springfield Avenue
- Completed inspection services towards County sponsored Municipal Infrastructure Improvement Program – Snyder Avenue Paving Restoration

<u>Clark</u>

- Ongoing design and permitting activities for improvements to Oak Ridge Park
- Awarded contract for the construction of the Madison Hill Road Bridge replacement
- Construction of improvements of Raritan Road and Central Avenue which is part of the Clark Commons Development project

<u>Cranford</u>

- Construction of Road Resurfacing and Handicapped Ramps on South Avenue
- Construction of Road Resurfacing and Handicapped Ramps on Springfield Avenue
- Construction of Traffic Signals, Road Resurfacing, and Handicapped Ramps near Hillside School on Centennial Ave.
- Completed dredging of Nomahegan Lake and construction of two fishing piers.

<u>Elizabeth</u>

- Ongoing the Local Concept Design Project for the South Front Street Bridge which is sponsored by NJTPA
- Awarded contract for construction of Intersection Traffic Signals at Magie Avenue and Galloping Hill Road and at Magie Avenue and Summit Road
- Awarded construction contract for artificial turf field at Mattano Park
- Awarded Architectural and Construction Management contracts for Phase C/C1 of the County Courthouse Fire Code Project
- Construction of Phase 2 of the Justice Complex Project completed
- Construction of rooftop Cooling Tower at Oriscello Jail.
- Construction of Road Resurfacing and Handicapped Ramps on South Broad Street
- Construction of Road Resurfacing and Handicapped Ramps on Morris Avenue
- Award contract for construction of Phased 3 of the Justice Complex Project

<u>Fanwood</u>

• Construction of Road Resurfacing and Handicapped Ramps on LaGrande Ave./Laurel Place

<u>Garwood</u>

• Ongoing design of Intersection Traffic Signal at South Avenue and Center Street

<u>Hillside</u>

- Construction of Intersection Traffic Signal at North Broad Street and Central Avenue
- Ongoing design of Intersection Traffic Signal at Chestnut Avenue and Hillside Avenue

<u>Kenilworth</u>

• Construction of Road Resurfacing and Handicapped Ramps on Galloping Hill Road

<u>Mountainside</u>

• Ongoing construction of Lake Surprise Dam replacement

<u>Linden</u>

• Completed construction of Road Resurfacing and Handicapped Ramps on Raritan Road

<u>New Providence</u>

• None.

<u>Plainfield</u>

- Construction of the Raymond Avenue Bridge over the Green Brook
- Ongoing design of Pemberton Avenue Culvert, Plainfield
- Award construction contract for Pedestrian Bridge in Green Brook Park
- Ongoing design of Cedar Brook Park artificial turf field and lighting
- Construction of Road Resurfacing and Handicapped Ramps on Front Street
- Award Design Contract for Netherwood Avenue Bridge replacement.

<u>Rahway</u>

- Design of artificial turf field and lighting improvements at Madison Ave. Park
- Awarded contract for the construction of the Madison Hill Road Bridge replacement
- Ongoing design of artificial turf field and lighting improvements at Rahway River Park
- Completed of Road Resurfacing and Handicapped Ramps on Scott Avenue
- Ongoing application for funding to replace East Hazelwood Ave. Bridge
- Awarded contract for design of E. Hazelwood Minor Bridge Replacement.

<u>Roselle</u>

- Awarded Engineering contract for the design of sprinkler system in Chatfield Garden in Warinanco Park
- Awarded Engineering contract for the design of clay tennis court resurfacing in Warinanco Park
- Awarded construction contract for the design of fishing dock on pond in Warinanco Park
- Construction of Road Resurfacing and Handicapped Ramps on Third Avenue

- Construction of Road Resurfacing and Handicapped Ramps on Amsterdam Avenue
- Ongoing design of the Gordon Street Bridge
- Completed construction of the Warinanco Park Stadium artificial turf, lighting, track, restroom/concession building and bleachers
- Completed construction of the Warinanco Park Restroom building restoration, spray park and playground

Roselle Park

• Ongoing design of the Gordon Street Bridge

Scotch Plains

- Ongoing construction for the Raritan Road Culvert replacement.
- Construction of Bunkers and Irrigation Improvements Ash Brook golf Course
- Construction of Road Resurfacing and Handicapped Ramps on Front Street
- Award design contract for the construction of Martine Avenue Minor Bridge
- Completed inspection services towards County sponsored Municipal Infrastructure Improvement Program – Historic Shady Tree Roof Restoration

<u>Springfield</u>

- Construction of basketball court in Meisel Park
- Construction of Road Resurfacing and Handicapped Ramps on Hillside Avenue
- Ongoing construction of minor bridge on Short Hills Avenue near Milburn
- Ongoing design of deck replacement for bridge on Mountain Avenue near Trivitt Street

<u>Summit</u>

- Ongoing design and permitting of the Locust Drive Culvert over stream near Tulip Street
- Completed construction of the historical restoration at Briant Park
- Construction of Intersection Traffic Signals at three intersections including Springfield Avenue and New England Avenue; Passaic

Avenue and Springfield Avenue; and Passaic Avenue and Kent Place Boulevard

- Construction of Road Resurfacing and Handicapped Ramps on Ashland Road
- Construction of Road Resurfacing and Handicapped Ramps on Morris Avenue

<u>Union</u>

- Construction of Traffic Signals at two intersections including Vauxhall Road and Pine Street; Vauxhall Road and Caldwell Avenue
- Award construction for Intersection Traffic Signal at Chestnut Street and Parkview Terrace
- Completed inspection services towards County sponsored Municipal Infrastructure Improvement Program Micro- Paving Restoration

<u>Westfield</u>

- Ongoing design of Intersection Traffic Signal at two intersections including Rahway Avenue and Lamberts Mill Road; and West Broad Street and Scotch Plains Avenue
- Award construction contract for Intersection Traffic Signal at East Broad Street and Elm Street
- Construction of Road Resurfacing and Handicapped Ramps on East Broad Street
- Award design contract for Central Avenue Culvert

<u>Winfield</u>

• None

Bureau of GIS:

- Implemented Web based Cartegraph system across the county and support users on a daily basis.
- Updated the County street layer by locating and identifying missing streets, and updating Cartegraph Street view database.
- Coordinated new Pictometry flight and distributed to local law enforcement agencies.
- Replaced our 10 year old GIS server, Engineering Server and GIS Web server.
- Implemented an inspection system after mapping 366 County outfalls

- Digitized and geo-located 4500 storm sewer pipes in GIS
- Digitized and geo-located 4300 catch basins in GIS
- Created components of Parks such as play grounds and parking lots
- Created components of facilities such as jail cells and facility floor
- GIS website upgrade and implementation
- New Public Safety website with attachments and video clips
- Mapped 18,000 fire hydrants
- Support majority of IT operation for Public Works and Engineering
- Continued to maintain the secured website that contains certified drug free zone maps and continue to train and support all 21 municipal Police Departments.
- Managed 8 engineering projects
- Updated drug free zone map layers
- Supported prosecutors office on a daily basis with maps and data
- SQL server upgrade 4 servers
- Trained about 40 employees in Cartegraph
- Trained 25 employees from prosecutors office
- Maintained, update and printed over 800 Board of Election maps
- Manage NJDOT online bridge inventory for engineering
- Managed bridge maintenance records and tracked reports from NJDOT
- Hundreds of reports from Cartegraph for budgeting purposes
- Support over 50 Cartegraph users regularly
- Support over 10 GIS users throughout the county
- Repaving project route maps and data analysis reports
- Storm cleanup and road maintenance (pothole) reports
- Capturing the cost of maintaining Parks, facilities, bridges, roads, trees, parks rest rooms, sports fields and signs using Cartegraph
- Tracking public complaints and sending reports to authorities
- Trained over 60 employees from the Prosecutor's office and from local Police Departments on accessing digital certified drug free zone maps.
- Maintain and manage 4 SQL servers daily and perform backup restore and all IT management
- Continue to incorporate major and minor subdivision changes to the tax parcel layer in order to keep it updated. Updating owner information every three months is also part of the ongoing process
- Prepared and printed an average of 9 to 12 maps per week for the Union County Prosecutor's office for prosecution, crime scene analysis, drug free zone prosecution and various other needs. Also, maintained and

managed the Megan's Law database and printed about 5 to 10 maps per week for notification, as well as prosecution purpose.

- Prepared and printed an average of 10 to 15 maps per week for the State of New Jersey public defender's office. These maps include crime scene analysis, drug free zone prosecution and various other needs.
- Continue to update and reprint as necessary our "No Loitering Zone" maps, which are based on the new county ordinance. We located and identified all playgrounds and created no loitering zone maps.
- Completed a massive cleanup of the Cartegraph system database since its implementation.
- Updated our public and private school locations for the Prosecutor's Office and published through the website for internal use
- Trained the edits to our County park maps as requested by the Parks and Community Renewal and completed set of park maps for residents use
- Continue to support City of Summit's GIS and Asset Management system as part of the County's shared service initiative
- Received updated and implemented new Pictometry flight data and distributed to all law enforcement departments in Municipalities across the county.
- Provided GIS maps for various community organizations for their various community initiatives
- Provided over 200 maps for Bio-Blitz 2015
- Change the wards and districts maps for the Board of Election Department, which are based on the new census redistricting
- Printed over 800 Board of Election maps for the department to sell to the public
- Located and mapped foreclosure properties located in seven municipalities as part of federal grant initiatives through the Division of Community Development.
- Continue to update and revise labors, materials, tools, equipment's and work orders in the system
- Create new County park maps (In Progress).
- Created Galloping Hill Golf Course trail resurfacing maps
- Build Police station layer throughout County
- Build Tree Canopy Layer throughout County Parks (In Progress).
- Update Municipal Districts throughout County.
- Geocode 2015 voting Polls data for mobile election app integration.
- Geocode citizens with needs data for OEM GIS website.

<u>Support & Service by Division & Bureau;</u>

- **Bureau of Information Technology;** coordinate server issues and SQL server problems and support their Cartegraph system.
- Bureau of Mosquito, Bureau of Roads and Bridges & Bureau of Shade tree; IT support, Cartegraph support, training and running Cartegraph reports. Mapped over 450 points in GIS where they set traps and test Mosquito samples. Cartegraph and mapping the test results are one of the benefits of the Cartegraph system and GIS
- **County Board of Election;** maintain official maps by making changes and printing over 100 maps per month. Support their election 'App' by providing and messaging GIS data to accommodate various changes.
- **Department of Administrative Services;** support asset tracking in Cartegraph, import data and run reports.
- **Department of Corrections;** train and support 4 Cartegraph users.
- **Department of Economic Development;** support their team efforts by visiting local municipalities and presenting GIS system and our services. We visited 16 of them this year.
- **Department of Park & Recreation & Division of Open Space;** prepare maps, conduct study for new acquisitions and update GIS layer as needed.
- **Department of Public Safety;** map creation, new data integration, new website implementation, training and support. We support and manage every aspect of Pictometry software. The Bureau in conjunction with the Divisions of Emergency Management train, support and manage over 100 users
- Division of Facility Management; IT support, Cartegraph training & support, running reports and assisting on collecting inventory to automate boiler permit status and years maintenance status.
- **Division of Park Maintenance;** Supporting Cartegraph system to maintain and manage their daily tasks. Onsite hardware and software support also provided by the Bureau.
- Division of Park Planning & Environmental Services; map creation, Bio-Blitz project support and IT support.
- **Division of Engineering;** manage 18 engineering projects, support IT operation, track the Bridge maintenance in Cartegraph, create custom reports, maintain and update bridge maintenance system on NJDOT website, create GIS maps for various projects. Roads and paving history layers have been updated. Road ratings were collected and incorporated to the Cartegraph system, which will be used to determine future road

projects based on the road conditions. GIS Websites: Continued to maintain and manage four GIS websites, which are linked to the County's website serving both, public and county departments. The website has been enhanced with new tools, enabling municipalities utilizing these enhancements to save money on the purchase of GIS software since the information is accessible on the County website. The Bureau of GIS has edited and finalized 15,000 fire hydrants for the use of 21 Fire Departments.

- NJ State GIS & NDEP; we are leading the GIS initiatives in the State level and I attend monthly meetings at NDEP and NJ GIS. I am part of their taskforce board and the State is considering adopting some of our standards for other counties.
- Union County Police; map creation, map printing, Pictometry training & support.
- Union County Prosecutors Office; map creation (over 100 a month), prosecution assistance, Megan's law division database maintenance, IT support, GIS training & support.
- Shared Services: The Bureau assisted 21 municipalities with GIS services as a part of the County's shared service initiatives. Training, data support, map production, meeting with their vendors and coordinating their projects are some of our responsibilities. They save thousands of dollars by using our GIS layers and it is an ongoing process.
- **911 System Support:** The County is providing 911 system supports to 14 Municipalities and first responders. Data updates, coordination with their vendors and visiting their facility for meeting are few of the responsibilities.
- Maintain the GIS partnerships and relationships: State government, NDEP and 20 counties GIS departments.

Bureau of Traffic Safety & Maintenance

Departments and bureaus that benefited from our services include: Engineering, Roads & Bridges, Shade Tree, Mosquito Control, County Manager's Office, County Police, Sheriff's Office, County Security, Emergency Management, Environmental Services, Park Maintenance, Parks Golf Courses, Facilities Management, Human Services, Rutgers Cooperative Extension, Cultural and Heritage Affairs, Board of Elections, Runnells Specialized Hospital, Parks & Community Renewal, Motor Vehicles. Our Functional units have processed the following requests for 2015:

- Sign Shop Unit fabricated approx. 500 signs
- Sign Shop Unit fabricated approx. 27 vehicle marking sets
- Sign Repair & Installation Unit installed/repaired approx. 390 signs and trimmed brush around signs along each County Road.
- Line Striping/Markings Unit striped approximately 90 miles of 4inch road lines
- Line Striping/Markings Unit striped 8 parking lots and 30 marking locations
- **Data Collections Unit** performed 16 traffic collections
- GIS/Asset Management Team tagged 50 assets
- **Survey Team** performed 7 surveys
- Traffic Studies & Investigations studied approximately 9 traffic issues
- Work Zone Traffic Control implemented/designed 27 work zone projects
- **Traffic Municipal Aide-** the bureau has processed 70 mutual aide requests from the municipalities

The Bureau of Traffic Safety & Maintenance has maintained our *Traffic Information Program* that consists of a page on the County website dedicated to providing the citizens of Union County with up-to-date information on construction, and maintenance projects that impact traffic flow on the County's 174 miles of road, along with 5 brochures designed to educate the public on traffic safety issues. Improvements have been made to the website to enhance its interactive capabilities.

The Bureau has supported the County's municipalities through Mutual Aid and Shared Services with our *Municipal Striping and Sign Program*. Beneficiaries of this program were Berkeley Heights, Clark, Linden, Cranford, Fanwood, Hillside, Kenilworth, Rahway, Roselle, Roselle Park, Springfield, Summit and Union. This program generated \$14,454.00 in 2015 traffic control materials to almost all municipalities as well as other County affiliated agencies at no cost.

The Bureau has provided Work Zone Traffic Control design, planning and implementation on many construction projects including the *Annual Road Resurfacing Program.* This ensures that the County has immediate control

of the project and can respond to the concerns of local officials and citizens quickly.

The Bureau has many other ongoing traffic safety and maintenance initiatives including: General Guide and Warning Signs Upgrades; compilation of Traffic Data for *G.I.S.* relative to traffic movements/speed/volume/accidents for future GIS mapping layers; and meeting the Federal M.U.T.C.D. Compliance mandates for signage, striping, and work zones associated with the current edition of the Manual on Uniform Traffic Control Devices. The Bureau's Sign Shop and Line Striping Shop also provided other County Divisions and Departments with event signage, vehicle lettering and markings, and parking lot striping.

Division of Facilities Management 2015 Accomplishments

<u>Architectural/Engineering/Construction Manager Professional Services</u> County retained Professional Services Consultants in 2015 to assist with Capital Improvement Project specifications, architectural drawings; RFP's and construction compliance monitoring.

Elizabeth Complex

The Justice Complex Project:

Phase #1: Chancery Court renovations, New Annex, Fire Suppression and Garage restoration was 100% completed during 2012.

Phase #2: Juvenile Detention Center (old facility.) aka Women's Detention Center restoration 100% complete; Courthouse Rotunda and Tower Elevator project 2/3 complete ; Oriscello Correctional Facility – kitchen renovations 100% complete;; 48 inmate showers on PODS project 100 complete.

Phase #3: Oriscello Correctional Facility – HVAC Rooftop Chiller System was replaced. Installation of approximately 275 surveillance cameras is expected to be completed in late 2015; Interior air ducts cleaned and sanitized in the Pods have been completed in addition to the Exterior window expansion joints re-caulked, glass etching, exterior glass water proofing and repoint exterior masonry building façade and the securing of the Correctional Officers area on PODS are 100% complete.

The Projects listed in Phase #3 are currently on hold pending full functional status: Booking and Receiving Control Consoles, Lobby, Visitation area, Control Center, Locker Room reconstruction, Elevator upgrades and Roof replacement. Specifications and drawings have been prepared.

UC Courthouse Tower and Old Annex Building

Develop specifications and project time-line new Security and Camera system upgrade. Project currently on hold until the construction and full usage of the new UC Courthouse, Cherry Street Annex building and employee relocation anticipated in late 2016 or early 2017.

Oriscello Correctional -- Refer to Justice Complex Phase # I, II & III

UC Administration Building

The original outdoor patio was demolished and a new ADA accessible patio was constructed by our Masonry crew. The new area consists of 2,040 total square feet which is nearly twice the size of the previous area and includes new perimeter and planter walls around the existing trees.

Ralph G. Froehlich Public Safety Building

A secondary/back-up 5-ton Liebert Cooling System was installed in the NOC/Server Room for the 911 Center. This addition will prevent the server equipment from overheating and shutting down in the event the existing unit failed, which would have resulted in all 21 municipalities in the County losing their 911 Emergency systems.

Bureau of Administrative Support

Additional innovative improvements & accomplishments from the Bureau of Administrative Support above daily function and responsibilities are as follows:

- Filled 3,151 print/sign/paper requests from November 2014 through October 23, 2015.
- Printed 8,641,130 impressions from November 2014 through October 23, 2015.
- Printed and assembled an estimated 220+ banners from November 2014 through October 23, 2015.
- Invoiced from November 2014 through October 23, 2015, \$73,740.30 to various townships, non-profits and government agencies.

- Implementation of an internal digital print ordering system in order to increase efficiency, reduce costs, turn-around time and lessen paper usage.
- Installation of a direct to board printer thereby eliminating the high cost printing to vinyl and the associated labor for enhanced productivity and final output quality.
- Consolidated Sign Shop and Print Services work flow & equipment to increase efficiency and productivity.
- Added digital envelope printing to increase turn –around time for smaller projects and save on press materials for shorter runs.
- Acquired new cost efficient chemistry free plate-maker to better suite our needs.
- Researched and utilize cost effective material for sign & print.
- Exploring new efficient automated binding equipment for faster turnaround time and assembly for booklet making.
- Re-examining newer highly efficient wide-format roll to roll printer for increased productivity and end product durability.
- Studying effective print/cut solutions that will complement existing software and equipment.

2016 Initiatives

Division of Public Works

Bureau of Roads & Bridges

As affected by winter conditions roadways, bridges, culverts, parapets, catch basins, manhole, and storm water inlets will be prioritized for in-house repair along with on-going routine maintenance.

Bridge maintenance consisting of sidewalk, rail repair and replacement, structural deck repairs, and drainage will be scheduled. General bridge cleaning and clearing under bridge obstructions will continue as required. In-house forces shall respond to priority repairs as recommended through the Division of Engineering.

The Bureau will continue to flush, clean, repair and survey all storm sewer inlets, catch basins and manholes on roadways throughout Union County. The repairs will be prioritized according to results of the surveys conducted.

Cleaning and inspections will be conducted on a yearly schedule, ensuring basins and manholes are addressed approximately three times per year.

Street sweeping will be conducted on a monthly schedule. All County roads are scheduled to be swept twice per month, weather permitted.

Rights of Way maintenance will be conducted from March through November on all County roadways.

The Bureau's in-house paving program will provide resurfacing to various County facilities prioritized as requested through County departments, divisions, and bureaus. Requests are submitted to the Bureau of Roads & Bridges and will commence on or about May 1, 2016.

Various park paving projects will be coordinated with the Division of Park Maintenance. Projects will include resurfacing paths, roadways and lots.

The Bureau of Roads & Bridges will continue to improve the in-house milling and paving, of County Roadways Program. Upon conclusion of winter operations, roadways and roadway sections will be evaluated and prioritized for resurfacing.

Preventative maintenance and surface repairs will be conducted on roadways on various County roads by work order requests. Surface repairs will be performed by removing deteriorated sections of roadway and replacing with new hot mix asphalt. Preventative maintenance will also include crack sealing and drainage improvements.

The Bureau will continue with efforts to augment training and improve safety awareness for all bureau employees.

Bureau of Inspections

The Bureau will continue to closely monitor all construction, maintenance, and repair being performed on County roads as it pertains to the proper permitting for curbing, road openings, excavations and alterations, and continue to assure compliance with County specifications.

The Safety Coordinator will continue to do more conduct training in areas, and will continue to assure compliance with Local, Federal, and State regulations. <u>A goal is to become an injury and accident free workplace.</u> Bureau of Shade Tree & Conservation The Bureau will continue to maximize all its efforts in completing all work order and put in place a plan to assist and Departments in need. The Bureau will continue to observe trees throughout the County to identify dangerous or dying trees and their condition to determine which will be in need of trimming or removal due to decay. The Bureau also conducts inspection upon request of the pubic regarding diseased trees, and takes the necessary protection measures to save the trees. The Bureau makes the determination of which tree may have the potential of being removed based on condition, structural integrity, life expectancy, infestations and diseases.

The Bureau will continue to teach the public through the Arbor Day Program about how important it is to save our trees and through the Poetry Contest, which is geared towards school age students.

Employees of the Bureau will continue to attend programs with regard to trees, pesticide training, electrical hazard safety programs, chainsaw safety programs, and any other program that may address their job duties.

The Union County Compost Facility will continue to operate as it has in the past with collection of leaves from municipalities throughout the County.

Bureau of Mosquito Control

We draw to the conclusion of our surveillance and treatment season for mosquitoes in 2015. As we do, we focus on winterizing our equipment. Such work requires that we change the rig of our trucks and set them up for leaf collection. Pesticide boxes are removed, contents accounted for and returned to storage, trucks cleansed and gone over for minor issues that have to be addressed. Our single axle dump trucks are cleaned up and checked for leaf operation and modified for that use. The loader is also being checked as of this writing to make sure it is road ready and the versa bucket is in good working order.

After that, and hopefully not before, we will switch gears again to have all equipment read to go for any snow events that require our team participation.

During winter we accomplish all ditch maintenance that we can for the year. Here again, we switch over to another type of work, requiring our skilled operators and labor force. Several sites need to be addressed with our heavy equipment and chain saws in order to maintain access to remote sites that breed.

And on into March, we once again follow the cycle of the emerging mosquitoes to contain their populations.

Union County will be conducting a different approach to backyard mosquito control in 2016. The Bureau has purchased a new, portable backpack ULV machine that can be used to adulticide and will be able to directly target the problem areas that are not possible to reach with a truck.

Last but not least, we will again be presenting at educational venues to continue our public outreach.

Bureau of Heavy Equipment & Truck Repair

The Bureau of Heavy Equipment is responsible for the repair, maintenance and records for County vehicles. The Bureau will continue to seek efficiencies in operation in order to provide a cost effective solution for the maintenance of County owned trucks and equipment.

Bureau of Recycling and Planning

- Enhance and publicize on-line reporting process for annual recycling tonnage reports
- Provide ample opportunity for county residents to participate in various county-wide recycling events.
- With the assistance of a recycling educator, develop and implement a hands on recycling education program for the elementary schools.

2016 INITIATIVES

Division of Engineering

The following projects are planned to be designed and/or constructed in 2016.

Berkeley Heights

• Completion of the Passaic River De snagging project

- Construction of Road Resurfacing and Handicapped Ramps on McMane Avenue
- Completion of the design of Springfield Avenue Minor Bridge
- Completion of the design of Mountain Avenue Minor bridge

<u>Clark</u>

- Construction of Road Resurfacing and Handicapped Ramps on Ross Street/Valley Road
- Construction of Madison Hill Avenue bridge

<u>Cranford</u>

• Construction of Parking Lot at Nomahegan Park Baseball field

<u>Elizabeth</u>

- Construction of Road Resurfacing and Handicapped Ramps on Elizabeth Town Plaza
- Construction of Road Resurfacing and Handicapped Ramps on Galloping Hill Road
- Construction of Road Resurfacing and Handicapped Ramps on Jefferson Avenue
- Construction of Road Resurfacing and Handicapped Ramps on Magie Avenue
- Construction of Road Resurfacing and Handicapped Ramps on Jersey Avenue
- Ongoing construction of Justice Complex Phase 3
- Construction of Radio Room in Courthouse Building

<u>Fanwood</u>

• Construction of Road Resurfacing and Handicapped Ramps on Terrill Road

•

<u>Garwood</u>

• Construction of Center St. & South Ave. Intersection Improvements

<u>Hillside</u>

- Construction of Road Resurfacing and Handicapped Ramps on Hillside Avenue
- Design of Chestnut &Hillside Intersection Improvements

<u>Kenilworth</u>

- Construction of Road Resurfacing and Handicapped Ramps on Galloping Hill Road
 Mountainside
 - <u>Mountainside</u>
- Construction of Road Resurfacing of Coles Avenue/Tracy Drive/Sky Top Paving
- Award design contract of W.R. Tracy Ave. Bridge Mo-37

<u>Linden</u>

- Construction of Road Resurfacing and Handicapped Ramps on Elizabeth Avenue
- Award design contract of Hussa Avenue Bridge, Li- 113

New Providence

• Construction of Road Resurfacing and Handicapped Ramps on Mountain Avenue

<u>Plainfield</u>

- Construction of Road Resurfacing and Handicapped Ramps on Terrill Road
- Completion of the design of Netherwood Ave. Bridge Pl-37
- Completion of the design of 7th Ave. Corridor Pl., Intersection Improvements

<u>Rahway</u>

- Construction of Road Resurfacing and Handicapped Ramps on Madison Hill Road
- Award design contract of the Irving Street Bridge
- Construction of Madison Hill Avenue bridge

<u>Roselle</u>

• Design of Gordon Street Bridge

Roselle Park

- Construction of Road Resurfacing and Handicapped Ramps on Galloping Hill Road
- Design of Gordon Street Bridge

Scotch Plains

- Construction of Road Resurfacing and Handicapped Ramps on Terrill Road
- Construction of the of the generator UC Police Academy
- Construction of the of the generator UC Engineering and Public Works
- Completion of the design of Martine Ave. Minor Bridge Sc-22

<u>Springfield</u>

• Construction of the Mountain Ave. Bridge Sp-11

<u>Summit</u>

- Construction of Road Resurfacing and Handicapped Ramps on Chatham Road
- Construction of Road Resurfacing and Handicapped Ramps on Morris Avenue

<u>Union</u>

- Construction of Chestnut & Parkview Intersection Traffic Signal Improvements
- Construction of Road Resurfacing and Handicapped Ramps on Galloping Hill Road
- Construction of Road Resurfacing and Handicapped Ramps on Chestnut Street
- Construction of Road Resurfacing and Handicapped Ramps on Burnett Avenue
- Construction of Road Resurfacing and Handicapped Ramps on Magie Avenue

<u>Westfield</u>

- Ongoing design of Central Ave. Minor Bridge We-69
- Award design contract of Elm St. and Orchard St. Br. We-7
- Ongoing design of 2 Intersections Rahway Avenue & Lamberts Mill Road & West Broad Street & Scotch Plains Avenue

<u>Winfield</u> – None

Bureau of Geographic Information Systems (GIS):

- Update the County Street Map by locating and identifying missing streets, and updating CarteGraph Street view database.
- Update Union County Map and reprint 25,000 copies as soon as the edits are completed.
- Continue to develop new OEM website and create a Mobile version of it
- Train and give access to all fire fighters, first responders and OEM
- Upgrade Cartegraph system
- Upgrade GIS website and GIS system
- Updates School and Drug free zone layers
- Collect missing Fire Hydrants from Winfield Township
- Collect and attached blue prints, photos and video clips showing the inside of schools, public buildings and public facilities within 21 Municipalities.
- Digitize trees along the county roads in the county parks
- Create different mowing zones within the park
- Complete digitizing the catch basin layer
- Complete Storm Sewer layer
- Incorporate permitting process into Cartegraph for Art Kobitz
- Scan and create digital vault from the boxes in the basement
- Create Municipal Park maps following the model of county Park Maps
- Attach and finalize the signal drawings in Cartegraph
- Digitize contaminated sites and cleanup status in Cartegraph
- Collect guard rails and mile markers along the county roads
- Divide Park Crew by responsibilities and Park
- Analyze crime data and create a GIS layer for the low enforcement
- Categorize Airport Buildings and collect more details of various areas
- Incorporate 2015 Aerials to our system
- Retrain every Cartegraph user by visiting their office or facility
- Help IT incorporate Cartegraph system to their daily workflow
- Locate all cell phone towers within the county
- Locate all underground oil and gas tanks within the county facilities
- Design a system to maintain and manage boiler permits by location
- Attach traffic counts studies in Cartegraph

Bureau of Traffic Safety & Maintenance

- Will continue to assist County Counsel's Office by providing *information and professional consultation* to answer depositions, interrogatories, and provide expert testimony when needed in regard to tort claims and law suits.
- Will continue addressing issues that were identified in our survey of *Pedestrian Safety on County Roads.* Additionally the Bureau will continue researching new pedestrian safety
- Will continue to improve its *Traffic Information Program* and *Incident Management Initiatives* via the expanded use of portable "Variable Message Board", new safety brochures, and enhanced traffic interruption notification systems. The Bureau will also continue to work with community and professional organizations to further Traffic Safety.
- Will continue its **MUTCD Compliance** initiatives addressing the new requirements established by the FHWA.
- Will continue compilation of traffic data relative to the *Traffic Data for G.I.S.* project and expand this initiative by adding traffic movements, speed/volume, and crash data for future GIS mapping layers.
- Will continue its *General Guide and Warning Signs Upgrades* for roads resurfaced in 2014-2015.
- The Bureau's *Sign Shop* and *Line Striping* will continue providing other County divisions and departments with event signage, vehicle lettering and markings, and parking lot striping, and it will be researching new striping materials to enhance safety on the County Road system.
- During 2016, the Bureau will continue to provide traffic control and work zone safety for *2016 Road Resurfacing Program*
- Will continue to support the local municipalities through *Mutual Aid and Shared Services*.
- The Bureau will continue to provide *Work Zone* safety training to other County agencies, departments, and municipalities, and will continue to participate in research Traffic Safety Grants.

Division of Facilities Management

Administration Building

Replacement of two (2) of four (4) Air Conditioning units. Both units are expected to be purchased and installed in 2016. Installation of a Kitchen Hood Fire System/Ventless Cooking System to comply with NJ State Fire Code mandates.

Architectural/Engineer/ Construction Manager Professional Services

County retained Professional Services Consultants in 2016 to assist with capital improvement project specifications, architectural drawings; RFP's and construction compliance monitoring.

Cultural & Heritage Affairs

Replacement of all Windows and Shutters.

Elizabeth Complex

The Justice Complex Project:

Phase #3: Oriscello Correctional Facility - Booking and Receiving Control Consoles, three (3) Inmate Elevator units and the entire Roof are scheduled to be replaced.

Engineering and Public Works (DPW) Buildings

Installation of new Emergency Generator Systems in both buildings and a complete Truss and Roof replacement at the Public Works (DPW) building.

Motor Vehicle/Print Services

Stucco repairs and exterior renovations to the Storefront and Façade.

New Annex Building

Preparation for Asbestos Abatement and Remediation proposed for 2nd, 5th and Penthouse floors. Fire Alarm and Sprinkler Systems upgrade throughout the entire building. Installation of Kitchen Hood Fire System/Ventless Cooking System to comply with NJ State Fire Code mandates.

<u>Parks</u>

Continuation of bathroom renovations for a minimum of 17 public and employee restrooms located within the UC Parks area, employee work areas and Watchung Stables building. Project completion expected in 2017.

Police Academy

Purchase and installation of new Emergency Generator System.

UC Courthouse Tower Egress & Fire Upgrade

Original specification prepared 2011. New Architectural/Engineering specifications and drawings will be update and prepared to planned RFP process during 2015. Actual project currently on hold until the construction of the new UC Courthouse, Cherry Street Annex building completion and employee relocation anticipated in early 2017.

Bureau of Administrative Support

Additional goals set forth by the Bureau of Administrative Support above daily function and responsibilities are as follows:

- Implement Print Services digital ordering system countywide and to all agencies and non-profit clients.
- Utilize the Print Services digital ordering system for Sign Shop ordering.
- Extend the Print Services digital ordering system for use as an email approval system for email being sent to the public.
- Substitute material used in the Sign Shop with more cost effective, uncoated material that can be utilized by the efficiency for Rastek Printer.
- Replace an aging scanner with a suitable efficient updated version.
- Upgrade out of date computer still running Windows XP at the division level.
- To establish a higher rate of customer return and usage of the services provided by the Bureau of Administrative Support.

Department of Finance

Comptroller

Internal Audit

Reimbursement

Treasurer

Organizational Chart

Department of Finance



DEPARTMENT OF FINANCE

MISSION

The mission of the Department of Finance is to provide quality financial services to all Union County operations and provide decision-makers with sound and reliable information for managing resources. The services provided include planning, programming, budgeting, reporting, consulting, investing, and evaluation.

PROGRAMS & SERVICES

The Division of the Treasurer

Ensures efficient management of the County's cash, investments, and debt. In addition, it is responsible for timely and accurate financial reporting. This division also focuses on maximizing non-tax revenue, minimizing expenses, and providing professional financial management for the citizens of Union County.

The Division of Comptroller

Provides support and guidance to all County operating departments with regard to financial matters of a general accounting and budgeting nature while ensuring that the County complies with all regulatory statutes of the Division of Local Government Services. Primary responsibilities include maintenance of the financial system and its security, comprehensive payroll production and a weekly accounts payable process which includes producing checks.

The Division of Reimbursement

Ensures that the County of Union realizes maximum reimbursements and revenues from all funding sources other than by direct taxation, primarily through federal and state programs. In addition, the division assists all departments with financial and analytical support relative to the management of grant programs, develops a composite fringe benefit rate, and develops an annual comprehensive central service cost allocation plan.

The Division of Internal Audit

Ensures compliance with state statutes and county policies i.e. petty cash procedures, insurance refunds, cash collections, change orders, and purchase orders. The division is a liaison to county, state, and federal auditors.

2015 ACCOMPLISHMENTS

Comptroller's Division

Fixed Asset Accounting:

Finance Department has worked with the Office of Asset Management to compile an official in-house inventory of Fixed Assets report that was included in the Report of Audit on the Financial Statements of the County of Union for the Year Ended December 31, 2014.

Financial Controls and Audit Function Procedures:

Assist other departments with the implementation of the Financial Controls and Audit Function procedures that have been issued by the Department of Finance. These procedures include existing as well as new procedures that assist in improving the maintenance of the financial system and the weekly accounts payable process.

Treasurer's Division

Sale of Bond Anticipation Notes:

Issued bond anticipation notes of \$130,000,000 to fund capital projects such as road and bridge improvements, traffic signals and improvements to buildings and parks.

Debt Service Refinancing:

Refinanced \$64,850,000 of General Improvement Bonds and \$4,400,000 of Vocational-Technical School Bonds originally issued in 2008.

Electronic Banking:

Enhancements were made to several of the County's GUDPA approved financial institutions on line Treasury services. Added a deposit scanner for some bank accounts which allows for immediate deposits. Revenue Enhancements:

Treasury staff reviewed all open invoices and worked with various Departments/Divisions to collect on outstanding invoices.

Reimbursement Division

Development of reconciliation procedure for salary allocations to actual time spent on activities for federal and state government.

Improved communication with various County departments in reconciling financial reports to ensure compliance with the federal and state government.

Payroll

Added Payroll Internal Control to review and create reports to cross reference data to ensure an accurate payroll.

Began using Employee Experience in order to assist employees with their understanding and knowledge of their payroll. Employee Experience is a self service module with internet and smart phone accessibility to all current wages, prior wages, and W2 information.

2016 INITIATIVES

Comptroller's Division

Fixed Asset Accounting:

Finance Department and the Office of Asset Management will work together to monitor and report acquisitions and dispositions of Fixed Assets on an ongoing basis.

Deferred Compensation:

During 2016 the Department of Finance will provide services to employees in an effort to provide assistance with a deferred compensation program. Offer the service of onsite consulting services by a licensed investment advisor. The Department of Finance also assists employees with enrollments and changes requested through deductions.

Financial Controls and Audit Function Procedures:

Continue assisting other departments in the implementation of the Financial Controls and Audit Function procedures.

Treasurer's Division

Electronic Banking:

Continued upgrades to banking, collections and payments via the County's approved listing of GUDPA approved financial institutions.

Credit Card Merchant Services:

A new merchant services contract is in process for the County locations that utilize credit card processing machines. New machines will be installed once the new merchant provider can install their software to work with the merchant accounts.

2016 Bonds and Notes Sale:

Issue new bonds to pay off a portion of rollover notes and issue bond anticipation notes for the funding of capital improvement projects.

Bond Arbitrage:

Complete bond arbitrage services that commenced in 2015 to calculate the arbitrage rates for various bonds and notes issues.

Reimbursement Division

Development of new date base program to ensure compliance with federal and state grants to insure information is uniform and easily accessible for auditing purposes.

Continue to improve centralized location for fiscal reports, time sheet reconciliations, and audit reports for federal and state grants.

Develop written procedures for filing federal and state financial and progress reports for various grants awarded to the County of Union.

Payroll

Offer employees the option to stop printing pay stubs if they have direct deposit.

Continue utilizing Employee Experience.

Department of Human Services

Aging

Employment Services and Planning

Paratransit

Planning

Social Services

Youth Services

Juvenile Detention

Organizational Chart

Department of Human Services


DEPARTMENT OF HUMAN SERVICES

MISSION

The mission of the Department of Human Services is to coordinate and deliver quality, cost-effective programs and services that recognize and respond to the quality-of-life needs of Union County's residents, in particular the elderly, poor, unemployed, underemployed and youth populations.

PROGRAMS & SERVICES

Office of the Director

The Office of the Director has administrative responsibility for service delivery of the department's four divisions plus the Juvenile Detention Center; Paratransit; Workforce Development Operations/One Stop Career Centers; Veterans' Affairs; Contracts Unit; and, HIV/AIDS services. As of 2015, the Cornerstone Behavioral Health Hospital of Union County was added to the department under the Office of the Director.

In addition, special Freeholder initiatives and programs that respond to the emerging needs of more than 539,000 people in Union County's 21 municipalities are delivered through the Director's Office. The Department of Human Services is staffed by approximately 740 professional and support staff and is the largest department in Union County government.

Juvenile Detention Center

The Union County Juvenile Detention Center is a 76-bed secure holding facility designed to temporarily house youthful offenders accused of delinquent acts, while they await court disposition and those committed to the approved short term Commitment Program.

The Juvenile Detention Center's primary function is to provide each resident with a program of structured supervision in a nurturing and caring environment. In keeping with this philosophy, the Union County Juvenile Detention Center serves the detention facility population through education, social services, in-house service programing and direct involvement of the outside community, its agencies and programs. The facility's primary objective is to encourage residents to utilize the aforementioned programs and services in an attempt to establish a successful re-entry into the community with a more positive transition into adulthood.

Youth Shelter

The Youth Shelter Program serves as an alternative to institutional services for juveniles needing temporary placement following a juvenile/family crisis, including youngsters with behavior problems or those whose family behavior may threaten their safety.

Paratransit System

Countywide transportation for seniors, disabled residents, veterans, and other income eligible residents is provided by Paratransit to help these individuals maintain independence or access a better quality of life. Trips include rides to medical, educational, employment and shopping facilities throughout the county and bordering municipalities. Regularly scheduled trips are made to veterans' health care facilities in East Orange and the Lyons VA Medical Center.

Workforce Development Operations (WDO)/One Stop Career Centers in Elizabeth and Plainfield

The services of Workforce Development Operations (WDO) are designed to support economic development through the provision of a unified system of job preparation, especially for economically disadvantaged youth and adults, dislocated workers, welfare clients, and others facing major employment obstacles. In Union County, the One Stop Career Centers are operated by Workforce Development Operations.

Workforce Development Operations provides the following educational, occupational training, and career planning services through its One-Stop Career Centers: Adult Literacy Education; English as a Second Language; Basic Skills English and Math; Computer Instruction (Internet and Microsoft Office); Financial Literacy; Job Training/Employment; Occupational Training; Transitional Job Training (WFNJ employment directed activities); Resume Writing Assistance; Job Interview Techniques; On-the-Job Training; Community Service Work Experience; and Job Coaching. Local Labor Information includes Career Exploration; Market Career Development; Education; Vocational Training; Job Search; Printing & Graphics Academy; Apprenticeship Programs; Local in-demand occupations; Non-traditional Careers; Youth Programs for In-School Youth and Out-of-School Youth; Summer Internships; Career Exploration; Leadership; Financial Literacy; and Adult High School.

Employer Services include Job Opening Postings; Job Fairs; Prospective Employee Referrals; Specialized Occupational Training; Financial Assistance; Seminars; and Small Business Development.

Office of Veterans' Affairs

Veterans' Affairs provides advocacy, information and referral for veterans and their families on a wide variety of financial, health and issues related to VA benefits and services. Service is available through a toll-free hotline (866-640-7115) and at the office in the Union County Administration Complex in Elizabeth. The office serves as a liaison to county veterans' groups. In addition, the office handles burial of indigent veterans and coordinates the placement of flags on all veterans' graves each Memorial Day.

HIV/AIDS Services

The Union County Office of HIV/AIDS Services is responsible for the planning, contracting and monitoring of the Ryan White Part A Emergency Relief Grant Program's service delivery system that improves the quality and availability of care for individuals and families living with HIV disease, and establishes services for people living with HIV (PLWH) who have no insurance, are under insured or do not have access to health care.

Contract Unit

The Contract Unit is responsible for processing and monitoring contracts with community based organizations and vendors for the Union County Department of Human Services. The Independent Monitoring Unit (IMU) monitors all contracts awarded through the Union County Department of Human Services. On-site visitations/reviews are planned on a regular basis. These reviews consist of a desk review for preparation, an on-site visit, and a narrative report. During the on-site visit, information gathered includes: services provided; levels of service; geographic service area; facility; client eligibility; attendance; administrative procedures; Board of Directors; By-Laws; time frames; budgeting procedures; recordkeeping; staffing; fiscal systems; contract compliance; fee schedules; and, report submissions.

Cornerstone Behavioral Health Hospital of Union County

Cornerstone Behavioral Health Hospital of Union County is dedicated to the provision of in-patient behavioral health care to adult psychiatric patients. The Hospital is committed to the delivery of rehabilitative care in a therapeutic environment guided by psychiatrists and an entire mental health team with the goal of preparing the patient for eventual re-entry into the community.

In December 2014, Runnells Specialized Hospital of Union County was sold to a private entity. The new ownership asked if the County would continue operating the 44-bed mental health unit formerly named Cornerstone. The County agreed and through a 10-year lease agreement for space and other ancillary services operates the unit which has been re-named Cornerstone Rehabilitation Health Hospital of Union County. The Board of Chosen Freeholders placed this hospital within the Department of Human Services.

The hospital offers intermediate/acute in-patient services to adults 18 years and older who are referred from short- term care facilities (acute psychiatric hospitals). A wide variety of diagnosed mental illnesses are treated by a professional staff of psychiatrists; registered nurses; psychologists; masters level psychiatric social workers; activities therapists; occupational therapists; and, crisis trained institutional attendants.

Division on Aging and Disability Resource Connection (ADRC)

The Union County Division on Aging is one of 670 "Area Agencies on Aging" nationwide established under the federal Older Americans Act. As of 2012, the division became the Division on Aging and Disability Resource Connection (ADRC) in compliance with a state initiative to better serve the elderly and disabled populations. The division has bi-lingual (English/ Spanish) staff and information printed in Spanish to serve the county's large Hispanic population. According to the 2010 U.S. Census, 12.7 percent of Union County's approximately 539,000 residents are over age 65. With the exception of Elizabeth and Plainfield, 19 of the County's 21 municipalities have in excess of 11% of their population age 65 and older. The Division provides care management services for the state's Medicaid Waiver Programs, Global Options, and for the Jersey Assistance for Community Care giving program (JACC), with the goal to promote wellness, independence, dignity and choice for seniors and their families. The Division's other services include Information and Assistance; the State Respite Program (SRP); and Nutrition programs, including home-delivered and congregate meals, the Farmers Market food voucher program; and, nutrition and health education for seniors.

Division of Planning

Planning provides Union County residents with a wide variety of social service programs through direct service or funding of community based service providers. Planning insures the most cost effective utilization of funding from federal, state and county sources.

Planning/Mental (Behavioral) Health Services

The Mental Health Services unit provides information and referral services to link individuals and families to mental health providers for crisis intervention, inpatient and outpatient care, partial care and residential care programs.

Planning/Substance Abuse Services

Substance Abuse Services include the provision of information and referral services to community residents and funding to community based organizations offering a wide range of alcohol/drug treatment, prevention and education programs.

Planning/Homeless Services

Homeless Services include the provision of information and referral services to community residents and funding to community-based organizations offering short-term shelter; housing and support services; financial assistance for rent and/or mortgages; utility bills; food; clothing; limited medical assistance; transportation; and assistance to achieve permanent housing. The 24-hour hotline number is (908) 756-6061.

Planning/Disabled Services

Services for the disabled include the provision of information on all available services for disabled individuals, including vocational counseling and personal assistance in the home.

Planning/Rape Crisis Center

The Rape Crisis Center provides crisis intervention and counseling to victims of sexual assault and their families. Trained volunteer advocates staff a 24-hour hotline, 908-233-7273.

Planning/Intoxicated Driver Resource Center (IDRC)

Union County's IDRC is a state mandated program. The IDRC is funded by DWI (driving while intoxicated) client fees. The program requires offenders to attend a 12-hour, two-day education/prevention program to determine if a driver's license can be restored or if further treatment is warranted before restoration.

Division of Social Services

Social Services, Union County's welfare office, promotes personal responsibility as defined by the state's Work First New Jersey (WFNJ) legislation by helping individuals and families move from welfare dependency to self-sufficiency through employment and educational skills training, family case management, job readiness preparation, child care assistance, and related support services.

Immunization Clinic

The federally funded Immunization Clinic provides information about available health services to families in need, screenings and more than a dozen immunizations for eligible children under age 18. Children, who are uninsured, underinsured, receive Medicaid, or N.J. Family Care are eligible for services.

Division of Youth Services

The Union County Division of Youth Services administers programs and services targeted to prevent or reduce delinquency and related at-risk behaviors effecting children, youth (ages 10-17) and provide resources and support services for families. Units under the division include the *Youth Service Bureau* that delivers 24/7 family crisis intervention, emergency shelter placement, case management and related services for at-risk youth and their families; the *Youth Services Commission (YSC)* that administers delivery of NJ Juvenile Justice programs and other options to reduce youth incarceration and recidivism; and, the *Union County Juvenile Expediting Team (UJET)*, a team of professionals who voluntarily provide case management and monitoring services for youth in detention and shelter care.

2015 ACCOMPLISHMENTS

Office of the Director

Union County Workforce Development/One-Stop Career Centers (OSCC)

In 2015 approximately 3,575 individuals were provided with intensive career services including counseling, resume writing and referrals for specific job training. In Program Year 2014-2015, 500 of these individuals obtained employment. A total of 320 adult and dislocated worker eligible clients were sent to training primarily in the fields of medicine/healthcare, transportation and technology. These previously dislocated workers were able to obtain jobs as well as necessary licenses and credentials.

Work First New Jersey-Temporary Assistance for Needy Families (TANF)/General Assistance (GA)/Supplemental Nutrition Assistance Program (SNAP)

The OSCC administered contracts allocated in the amount of \$1,124,000 to four vendors. Approximately 1,102 TANF and 886 GA/SNAP clients were enrolled in work activities. Among these TANF clients, 387 completed the program and 88 got jobs. Among the GA/SNAP clients, 428 completed the program and 30 were employed.

Integrated Reception/Triage Area

The state and county delineations have been removed in the OSCC's reception areas, making services fully integrated, seamless and consolidated. The One Stop offices have also combined the state and county calendars so that there is now one customer calendar and one staff coverage calendar.

Orientation Power Point Presentation

A new Power Point orientation presentation was unveiled in 2015. The presentation incorporated all the programs, workshops and services offered to job seekers through both the state and Union County One Stop Career Centers. Both the county and the state disseminate the same information that can now be accessed in one power point presentation.

Workforce Learning Link

The One Stop Workforce Learning Link Literacy Labs serve clients who are deficient in basic reading and math or speak English as a second language

(ESL). In program year 2014-2015 approximately 175 clients used this service.

Plainfield Public Library Literacy Pilot Program

The OSCC piloted a program in partnership with the Plainfield Public Library to provide literacy training to ESL speakers/learners and other job seekers who need to know Microsoft Office. In addition, this pilot program assisted those in need of high school equivalency tutoring and test preparation.

Affordable Health Care Act Access

With the help of recruiters stationed on site, customers were able to sign up for the Affordable Health Care Act at the Elizabeth One Stop office. This service was offered from November 2014 thru February 2015.

Job Corps Recruitment

On Thursdays from 10 a.m. to 12 p.m. a Job Corp counselor remains available at the Elizabeth One Stop to provide orientation and registration to potential Job Corps students (ages 16 - 24). This action put Union County in compliance with the new federal Workforce and Innovation and Opportunity Act (WIOA) legislation that will be implemented in 2016. Under WIOA Job Corps is a new mandated One-Stop partner.

Reconnections Job Fair Event

The Union County Prisoner Re-Entry Initiative, based at the One Stop Career Centers, held three job fairs, open to reconnections participants only. Approximately 60 job seekers attended and 10 were hired. The job fair showcased eight employers, including FedEx, Raymour & Flannigan furniture store, and ShopRite super markets.

AirServ Job Fair

In February 2015, a Newark Liberty Airport employer recruited for 150 positions thru the WIB Center, One Stop and Union County College. Over a two day period, One Stop case managers assisted 592 applicants and determined that 126 individuals were eligible for the positions. A prerequisite for hiring was completion of a "Soft Skills" course run by Union County College. Customers completing this course could then be enrolled in an On-The-Job Training course administered by the Elizabeth Development Company (EDC).

Positive Recruitments/Job Fairs

The Elizabeth and Plainfield One Stops held 73 job fairs. Approximately 1,350 job seekers attended and approximately 124 hires were reported. In addition, there were also recruitments for Whole Foods that resulted in 139 new hires and for Marshalls (retail clothing and home goods store) resulting in another 87 new hires for a total of 350 new hires.

Rapid Response Assistance

Union County's OSCC teamed up with the NJ Rapid Response Team to help workers impacted by the closing of the county's Runnells Specialized Hospital.

Computerized Assessment

With the advent of the computerized T.A.B.E. (Test of Adult Basic Education), the Union County One Stop Career Centers were able triple the amount of students tested each week. In Elizabeth, for the convenience of the customer, the test is offered on a daily basis instead of weekly. Approximately 649 applicants were scheduled for the T.A.B.E. and 473 were actually assessed. The assessments are used to plan the service strategy for the customers to become eligible for employment.

Program Information Announcement (PIA)

A new form (PIA) and procedures were set up to capture all the training courses (not just federally funded) available to the job seeker. The form will be kept in a community accessible binder that will be readily available to customers and OSCC case managers alike.

Partner Meetings

The One Stop Career Centers host monthly meetings with workforce partners such as the County's Division of Social Services; Housing Authorities, Plainfield Health Center, Unemployment, Vocational Rehabilitation, Workforce Investment Board, Community Service Block Grant agencies and other community based organizations. Information is shared that benefits disabled, low-income, senior adults and other job seekers.

Youth

The Division of Workforce Development Operations operated eight (8) yearround programs for youth in cooperation with the Clark Board of Education; the Rahway Community Action Organization; the City of Elizabeth; the Urban League; the Borough of Roselle; and, Union County College. Six of the programs were targeted to in-school youth between the ages 16-21 and two (2) programs were for out-of-school youth between the ages 16-24. The Urban League and the Borough of Roselle were the only organizations that offered out-of-school programs. All of the programs consisted of two major components: (1) a work experience, and (2) support services. Combined, there were over 80 worksites developed for the program.

In total, 129 youth participated in the program, with 106 youth in-school and 23 youth out-of-school. According to America's One Stop Operating System (AOSOS) reports, 90.6% of youth returned to a school setting and/or obtained their high school diploma or equivalent. While all youth participants were successful in obtaining unsubsidized employment and 78.4% of the out-of-school youth saw an increase in their literacy/numeracy performance.

Juvenile Detention Center

Care and Custody

For CY 2015, there have been 312 new admissions (as of November 30) with an anticipated total of 344 new admissions [increase of 148] by the end of the year, to the Juvenile Detention Center with a projected 17,068 days of service (bed days, an increase of 6,510). The average daily population is in excess of 46 residents (an increase of 16.4) with an average length of stay of 54 days; this number continues to be skewered, or appear high, due to the unusually high number of waiver cases being held in Detention. Waived cases are those that are sent from Family/Juvenile Court to Criminal/Adult Court for disposition. Until the case is brought to Court, the "waived" juvenile is confined in the Juvenile Detention Center even if over age 17.

NJ Juvenile Justice Commission (NJ JJC) Audit

During the spring of 2015, Union County received a favorable report from the NJ JJC Juvenile Detention Monitoring Unit. The NJJJC Compliance Monitoring Unit made several visits to the Detention Center during the months of March and April to conduct a programmatic evaluation. The facility was found to be 100% compliant in the programing areas for the fourth consecutive year in a row. One area cited was related to the staffing issues, which were a direct result of the large amount of staff on modified duties during the audit period.

Educational Services

During the school year ending June 30, 2015, the Detention Center provided a total of 228 days of education to our juvenile residents – a similar number will be offered during the current school year. The Detention Center's school program is one of the few in the state that requires attendance from all residents incarcerated, regardless of educational performance level or age.

Union County's Juvenile Detention Center did have one of the residents earn and receive their High School diploma and a graduation ceremony was held at the JDC with the family present.

Medical Services

In March 2014, the Union County Juvenile Detention Center's medical operation was accredited by the national Commission on Correctional Health Care whose mission is to improve the quality of health services delivery in secure care facilities and recognize those that have achieved excellence. Union County is one of only three Detention Centers in the state to receive this distinction and continues to maintain accredited status.

Union County Juvenile Detention Center's medical services are now being provided by CFG Health Systems. The medical staff and hours have been increased to include a registered nurse, expanded nursing coverage by four hours a day, seven days a week, and increased physician hours, five days a week.

Social Services

In October 2015, the Union County Juvenile Detention Center's socials services program, also being provided by CFG Health Systems, experienced an increase in staffing to include an additional social worker and a new position of mental health screener, adding 16 additional hours of coverage per week. The social services program is now being provided with direct supervision of the Mental Health Director, which is another new component to the program.

Federal Program

In May of 2015, the ORR/DUCS program was suspended. The total revenue for 2015 was \$367,229. During 2013, the Detention Center applied for and received a federal grant that would allow the County to house the ORR residents for up to three (3) years through 2016. Since 2009, Union County

has held juveniles under contract with the US Office of Refugee Resettlement/Division of Unaccompanied Childers' Services. In September of 2013, ORR/DUCS completed a full three (3) day audit of the County's program. The only area of concern was the number of annual hours of training – the federal requirement is 40 hours and state law is 24. The issue was addressed in an Action Plan completed and submitted in the first week of October, 2013. It should be noted by the auditors' report was very complimentary to the County's program and staff.

Hudson County Shared Services Program

In March 2015, Union County entered into a two year shared service agreement with the County of Hudson to hold all of its male juveniles due to the closing of the Hudson County Juvenile Detention Center. This agreement allowed Union County to better utilize its facility's capacity and further reduce its operational expenses. The Union-Hudson agreement has resulted in earned revenue of \$1,369,420 from March through October 31, with minimum guaranteed revenue of \$280,600 for the months of November and December, totaling \$1,650,020 for 2015.

Also in March 2015, Union County entered into a shared service agreement with Bergen County to hold all of Union County's female residents resulting in better utilization of the facility and a reduction of operational costs since the annual female population averages 1.6.

Staffing

During 2015, the Union County Juvenile Detention Center promoted 13 staff as Supervising Juvenile Detention Officers (JDO) positions were increased from three (3) to six (6), Senior JDO positions were increased from five (5) to 10. The new Director of Custody position has been filled and the Chief JDO position is in the process of being filled. This year the Detention Center lost 31 staff to retirement, resignation or termination. Seventeen (17) new JDOs have been hired with applicants being processed to fill the current vacant positions.

Training

State mandated training is being completed with the assistance of the Union County Division of Emergency Management Services and the NJ Juvenile Justice Commission. The Juvenile Detention Center is currently scheduling identified staff for Methods of Instruction training to insure appropriate agency training is available in 2016.

Paratransit

Supervising Mechanic Joseph Haligowski won the "New Jersey Council on Special Transportation 2015 Maintenance Employee of the Year" award. This is Joe's third time receiving this award and the Paratransit System benefits from the excellent job he does overseeing the maintenance of Paratransit's fleet of vehicles.

As of October 31, 2015, Paratransit provided 171,775 rides.

To generate additional revenue in 2015, Paratransit entered into an agreement with Gateway Outdoor Advertising to solicit paid advertising to be placed on Paratransit vans. In the first six months of 2015, \$9,375 was raised from these ads. The collection of minimal fares generated an additional \$104,417 in revenue. Contracting with Logisticare (the State's selected Medicaid Transportation Broker) for the transportation of Medicaid clients resulted in \$53,000 as of October 15th.

A renewed agreement with the YMCA of Eastern Union County to transport elderly residents to the Wise Adult Day Care Center for \$5,400 per month generates \$64,800 per year.

Contract Unit

In 2015, the Contract Unit continued processing and monitoring over 600 contracts with community based organizations and vendors for the Union County Department of Human Services. Contract staff ensured that all contracts met regulatory requirements set by the funding source (state and federal government) and the County of Union.

The Independent Monitoring Unit (IMU) monitors contracts awarded through the Union County Department of Human Services. Over 470 monitoring visits took place in 2015. On-site visitations/reviews are planned on a regular basis. These reviews consist of a desk review for preparation, an on-site visit, and a narrative report. During the on-site visit such information as follows is gathered: services provided; levels of service; geographic service area; facility; client eligibility; attendance; administrative procedures; Board of Directors; By-laws; time frames; budgeting procedures; recordkeeping; staffing; fiscal systems; contract compliance; fee schedules; and, report submissions.

HIV and AIDS Services

With \$2.1 million in Ryan White Part A funding, more than 1,200 Union County residents living with HIV received emergency medical; substance abuse; mental health; medical case management; and, oral health services. Ryan White funding also provided emergency financial assistance (backrent, utilities, and food vouchers) and other HIV related support services.

Office of Veterans' Affairs

Information and Assistance

In 2015 approximately 575 phone calls were received requesting information and assistance from veterans or a veteran's family member for housing; healthcare; education; and, disability and pension benefits. At present, requests for assistance have increased due to the need for rental assistance and other types of financial assistance for qualified veterans and their families.

Compensation Claims/Pension Requests/Appeals

More than 70 new compensation and pension requests were processed. A backlog of claims pending at the regional VA office continues to cause longer waiting periods for completing these claims and pension requests. There are still ongoing appeals for claims denied. The appeals range from compensation to spousal benefits.

In 2015 the VA announced that it will be going paperless in processing veteran benefits. As result of this new change, access to records and claims processing will require a secure PIV smart card to obtain information through the Internet.

Community/Veteran Outreach

In 2015 the office participated in numerous events to serve veterans including job fairs and information and outreach programs. Some of these events were in cooperation with the federal VA Lyons Hospital, Lyons, NJ; the American Legion in Summit, NJ; and, the G.I.Go Fund in New Brunswick. The office interacted with The Order of Purple Heart; the American Legion; VFW; Catholic Charities; and the county's One-Stop Career on their visits to Union county, and participated in the county's CEAS/CoC panel discussion on homeless veterans as a result of participation in trying to reach homeless veterans in Union County.

Using the county's Paratransit system, nine homeless veterans were transported to the "North Jersey Stand Down" held in November. This annual event assists homeless veterans with food, clothing, haircuts and a variety of support services.

Flag Guardian Committee

In 2015 the committee, in partnership with scout troops, veteran's organizations and other community service groups, placed approximately 30,000 American flags on the graves of military veterans in all of Union County's cemeteries.

Juvenile Detention Alternatives Initiatives (JDAI)

In 2015 Union County was awarded \$123,633 from the state's Juvenile Justice Commission, Innovations Funding grant, the maximum amount given from the state and the national Annie E. Casey Foundation. These funds will enable the services of a Family Engagement Coordinator to assist youth and families involved in the juvenile justice system.

Union County is one of the state's first counties to implement the core strategies of the national JDAI program in an effort to improve its Juvenile Justice System for youthful offenders. The Director's Office, the Juvenile Detention Center, and the Division of Youth Services, Youth Services Commission, work with the Court, Prosecutor's Office, Public Defender, municipal police departments, public schools, and several community-based agencies to better serve youth and their families, and to find alternatives to confinement whenever possible.

DHS Community Outreach Events

Throughout 2015, the Director's Office provided literature, speakers and staffed information tables for several community information/resource events and activities. Examples include numerous health fairs; the county-wide Red Ribbon Drug Prevention event; an immunization event for the county's school nurses and health officials; a youth services networking conference; a community forum on how to break the cycle of criminal recidivism and re-incarceration; and public school requests for speakers. The Department was a sponsor of a Strengthening Families Initiative evening event for families of pre-school children enrolled in more than 10 child care centers in Plainfield. More than 500 parents and children attended to learn about government and community resources available to help parents and

protect children from abuse and neglect. Bi-lingual staff also provided support services information for a Hispanic Family event, the Freeholders' Focus on Families Initiative, at Plainfield High School.

Division on Aging and Disability Resource Connection (ADRC)

Community Outreach

To create ongoing visibility and awareness about elder services through heightened outreach and marketing efforts in 2015, the Division participated in various groups/events including: Westfield Senior Housing Tenants Association, NAACP of Summit, Senior Provider Network, AARP, Union County Interfaith Coordinating Council, Erhardt Tenant Association and ongoing outreach at Winfield Municipal Building on an as needed basis. Such participation provides a network of resources to share with older adults and their caregivers.

To increase awareness and expand the information base for the Senior Service Network, the Division on Aging publishes a newsletter that is a comprehensive compilation of current issues, new services, eligibility guidelines and various other pertinent topics for seniors. This publication is issued six times yearly to: rehabilitation facilities; Senior Housing facilities; senior centers; Libraries; churches; Police Chiefs, Mayors, and private citizens. Additional items included in this publication pertain to Medicare Enrollment and provide ways in which seniors can obtain information and assistance regarding coverage. The office has also been successful in incorporating a widget on the Union County website to facilitate and direct those who are interested in learning more about Medicare and Medicaid.

Additional outreach efforts, as well as community participation for 2015, include the annual Health Fair hosted by the Union County Minority Task Force on Aging; Winfield Park Resident Outreach Day; Cranford Community Center; Visiting Physicians; Senior Citizens Council Annual Health Fair; Senior Citizens Council Technology Fair; Senior Citizens Council Luncheon; Scotch Plains/Fanwood YMCA Health Fair; and, referrals from Public Health Nurses. In 2015, the division also held a public event honoring the 50 year anniversary of the Older American's Act that was enjoyed by over 400 people from the community.

Nutrition

The 2015 Home Delivered Meal budget allotted for 201,313 weekday meals and 12,205 weekend meals for over 1,500 clients. The congregate program which includes 24 sites will be providing 155,000 meals to approximately 1,800 consumers by year end of 2015. The Home Delivered Kosher Meals program will be providing 14,338 meals. In addition, 10,000 farmer's market vouchers were distributed to 2,500 older adults.

To meet the nutrition demands of our community, several of the nutrition sites have increased their number of participants, with two sites, Casano Community Center in Roselle Park and Jewish Community Center in Scotch Plains, increasing the number of days they serve lunch.

Caregiver Services

The Annual Caregiver Conference sponsored by the Division on Aging and held in conjunction with Essex County and the Alzheimer's Association of Central NJ, is an event that consistently draws a high turnout of caregivers seeking information. This event provided a viable and productive means to both identify individuals eligible for assistance and as an informational forum to learn about existing programs.

The mental health needs of caregivers have been, and continue to be, a priority in Union County. Two specific areas of concern and intervention are: Grandparents Raising Grandchildren and the Caregiver Mental Health program(s).

Addressing the needs of the growing trend of Grandparents raising Grandchildren is accomplished through the program, "Grandparents as Parents," run under the auspices of Jewish Family Services (JFS). Services include: mental health assessments; case management by helping grandparents find the necessary resources to reduce the burden of caregiving through respite; permanency planning, including adoption; housing assistance; school issues; bereavement counseling; and, parenting strategies.

Mental health services were also addressed through the Caregiver Mental Health counseling program offered by Catholic Charities Adult Service Division and Jewish Family Services (JFS). These services offered support through short term individual counseling to address feelings of anger, frustration and guilt that many caregivers experience. JFS works in collaboration with Trinitas Hospital in the event the service of a geropsychiatric advanced practice nurse is needed.

<u>Division of Planning</u>

Behavioral Health

In 2015, the Behavioral Health Director/Mental Health Administrator participated in the Governor's Council on Alcoholism and Drug Abuse (GCADA) Guidelines Committee which revised the grant guidelines, strategic planning renewal process, and reporting requirements for the new grant cycle, FY2015 – 2019.

State Level: In July, 2015, the NJ Division of Mental Health and Addiction Services (DMHAS) contracted with Rutgers University Behavioral Health Care (UBHC) to implement the Interim Managing Entity (IME) for FY 2016-17. The IME manages the DMHAS and Medicaid contracts for adult substance use disorder treatment. In 2015, the IME managed referrals and assessments. Beginning in January, 2016, the IME will authorize levels of care for consumers based upon their assessments. Although DMHAS had stated that new rates would be released for review for the substance abuse treatment fee for service system in 2015, to date, the rates have not been released.

Mental health contracts were projected to transition to the fee-for-service system in 2015, but this has not occurred to date as well. These changes will not take place until new rates are released and approved.

County Level: The Behavioral Health staff continues to participate in countywide committees providing monthly updates on services, statewide funding changes and developments. In 2015, the BH Director/MH Administrator participated in the Children's Inter Agency Coordinating Council (CIACC; the Union County Juvenile Expediting Team (UJET); the UC Youth Services Commission (YSC); the UC YSC Executive Committee; and the UC Re-entry Task Force. The County Alcohol and Drug Abuse Coordinator and the County Alliance Coordinator are also members of the Executive Committee of the Union County Health and Wellness Coalition (HAWC), the DMHAS funded regional prevention coalition which is facilitated by Prevention Links, Inc.

The County Alliance Coordinator is also a member of the City of Elizabeth Youth and Public Services Task Force and the Rahway Prevention Coalition which is funded through a federal SAMSHA Drug Free Communities grant.

Alcohol and Drug Abuse

In 2015, \$883,874 was designated for the provision of alcohol/drug abuse prevention education and treatment services for low-income, uninsured Union County residents. As of the 3rd quarter, approximately 1,900 residents received prevention education and treatment through this grant in 2015. To date, 114 Mental Health and Behavioral Health Information and Referral phone calls have been answered by the Behavioral Health Unit staff.

The Union County Comprehensive Plan for the 2016-2019 grant cycle was submitted to DMHAS in July, 2015. The County Comprehensive Plan received provisional approval which allowed the 2016 Alcohol/Drug Abuse RFP to take place in the fall of 2015. DMHAS will complete their review of the County Comprehensive Plan by February, 2016. The Alcohol and Drug Abuse Coordinator coordinated six (6) Local Advisory Committee on Alcoholism and Drug Abuse (LACADA) meetings where members developed the funding priorities and goals for the County Comprehensive Plan, CY 2016-2019.

The BH Unit Director/MH Administrator and the Alcohol/Drug Abuse Coordinator facilitated six (6) Professional Advisory Committee on Mental Health, Alcoholism and Drug Abuse (PACMHADA) meetings. There are 45 member agencies with an average of 25-30 members attending each meeting.

Municipal Alliances

Nineteen Union County municipalities participate in the Municipal Alliance program. The FY2015 award was \$536,201 for the grant period of 7/1/14 - 6/30/15. During the FY2015 grant cycle, 144 prevention programs were funded. A total of 84,160 participants took part in these activities, and 262 community volunteers were members of their Municipal Alliance Committees.

During the FY2015 grant cycle, three grant funded prevention activities were facilitated by Prevention Links: Countywide Red Ribbon Day, a Community Education Project that focused on using environmental strategies to impact communities to reduce substance abuse, and Prevention 101 which addressed the dangers and consequences of heroin use in New Jersey.

The FY2016 award remained constant at \$536,201 for the grant period of 7/1/15 - 6/30/16. During the FY2016 grant cycle, approximately 140 prevention programs will be run, and approximately 260 community volunteers will participate as members of their Municipal Alliance Committees. During the FY2016 grant cycle, three grant funded prevention activities will be facilitated by Prevention Links. Two of these events are a Countywide Red Ribbon Day, a Community Education Project that will focus on Narcan as a harm reduction tool and the reality of heroin use in Union County; and, Prevention 101 that will address raising awareness on prescription drug abuse and prevention tools that can be used in the community.

The County Alliance Coordinator facilitated a LACADA Volunteer Recognition Event and four Municipal Alliance Quarterly Trainings. The County Alliance Coordinator also facilitated the County Alliance Steering Subcommittee (CASS) that meets to oversee the Alliance program as a subcommittee of the LACADA.

Mental Health

The Mental Health Board (MHB) reviewed and recommended that the NJ Department of Human Services, Division of Mental Health Services, approve the contracts of 12 mental health agencies for a total of approximately \$38,840,744 of services in FY 2015 and CY 2016 in Union County. MHB members reviewed two separate state funded Requests for Proposal (RFP) applications and forwarded recommendations to the state Division of Mental Health and Addiction Services.

The Director of BH/Mental Health Administrator maintains a roster and supports the training of the Disaster Response Crisis Counselors (DRCC) for Union County. Currently there are 30 credentialed volunteers who can respond in the event of an emergency. Three Union County DRCC training sessions were held in 2015. The Director of BH/Mental Health Administrator is a member of the Traumatic Loss Coalition (TLC) Response Team facilitated by Trinitas Regional Medical Center staff.

The Union County Mental Health Board meetings and the Union County

DRCC trainings are facilitated by the Director of BH/Mental Health Administrator.

Office for the Disabled

Information & Referral (I&R)

I&R is funded through the Community Service Block Grant (CSBG) received from the NJ Department of Community Affairs, Division of Housing & Community Resources. As of October 2015, the Office for the Disabled was contacted and provided information and referral services to approximately 132 Union County residents with disabilities. This figure does not reflect multiple contacts regarding various subjects from the same individual.

Personal Assistance Services Program (PASP)

During 2015, a total of 29 County residents, between ages 18 and 70, with permanent physical disabilities (including spinal cord injuries; Multiple Sclerosis; Muscular Dystrophy; Cerebral Palsy, post-polio, rheumatoid arthritis, etc.), received on average a total of 30 personal assistance service hours per month to support vocational goals and independent living. Personal assistance services include routine, non-medical personal care, assistance with chores and errands, basic light housekeeping and meal preparation.

Intoxicated Driver Resource Center (IDRC)

The IDRC has completed its 31^{st} year of operation since 1984. In 2015, this program provided service to 997 individuals with three (3) classes still remaining, averaging 45 per class. This will be consistent with 2014 outcomes once the remaining classes are completed. Additional revenue was received in 2015, noting IDRC session fees increased from \$230 to \$264 as of 4/1/15. The projected revenue for 2015 is \$284,905, which is an \$18,494 increase from 2014.

IDRC continues to make every effort to retrieve clients for rescheduling who in the past had been non-compliant. This year, the Union County IDRC's outreach for non-compliances was completed as needed. In 2016, in anticipation of increased staff coverage, re-scheduling those who have been non-compliant will be increased.

The Union County IDRC is a state mandated 12 hour, (two day) program designed to educate, screen and evaluate clients who may be in need of a

structured intervention regarding their alcohol and/or drug abuse. The IDRC's purpose is to prevent future recidivism by making clients who have been identified as having an alcohol or drug involvement in the operation of a motor vehicle, otherwise known as a DWI (driving while intoxicated). All IDRC clients are required to be screened on an individual basis by Licensed Certified Alcohol/Drug Counselors (LCADCs) to determine the level of care to be recommended on an individual basis, or if the individual is deemed treatment appropriate for additional services. The goal of this educational alcohol/drug program is designed to prevent future recidivism and provide quality services with a positive outcome for clients and to heighten community awareness/safety. The IDRC continues to work cooperatively with local providers, Courts, the State IDP, and DWI offenders.

Homeless/Continuum of Care

As of 11/9/15, the Continuum of Care/Homeless unit has provided information and referral to a total of 272 County residents in 2015. This is an increase of 129 calls from 2014.

Comprehensive Emergency Assistance System & Continuum of Care (CEAS/CoC) Committee

The CEAS/CoC Committee worked with all social service agencies throughout Union County to best utilize all federal/state/local funded programs and to better serve the community during this time of higher than average unemployment and limited resources.

Under the supervision of the Office of the Director, County staff worked with the Committee on planning for a full 2015 Point in Time (PIT) Survey to count the number of homeless in Union County. The PIT was conducted on January 27, 2015. A total of 504 persons, in 317 households, were experiencing homelessness in Union County according to the official U.S. Department of Housing and Urban Development (HUD) McKinney-Vento Act definition of homelessness. This is a decrease of 1,187 persons (70.2%) and a reduction of 522 households (62.2%) from 2014. Union County had 4.9% of New Jersey's statewide homeless population in 2015. A total of 36 persons in 32 households were identified as chronically homeless. A total of 41 households, including 83 persons were unsheltered on the night of the count. The 2015 numbers varied significantly from 2014 as a result of U.S. HUD's guidance that Temporary Rental Assistance (TRAs) can no longer be included in the PIT survey. TRAs are a form of Emergency Assistance (EA) provided through the UCDHS/Division of Social Services. Additionally, the

PIT street count was cancelled due to severe weather conditions.

During the 2014-15 Code Blue season 86 nights were called, of which 72 were during calendar year 2015, providing shelter on nights when the temperature was at 25 degrees or less, or at/below 32 degrees with precipitation. The 2014-15 Code Blue season had 86 nights called (11/14-4/15).

In 2015, the Coordinated Assessment System (CAS) working group under the Planning/CoC Subcommittee developed an Instructions and Procedures Guide for the CAS form. The Committee continues to work with providers to improve the implementation of the CAS throughout Union County.

Homeless Trust Fund Advisory Board (HTF-B)

The HTF-B worked with social service agencies throughout Union County to best utilize funds to better serve the community during this time of higher than average unemployment and limited resources. In December 2014, the HTF-B met to prioritize funds and draft priorities, target population and eligibility for the Request for Proposal (RFP).

The RFP was then released on 7/23/2015 to allocate funds that need to be spent by the expiration of 4/30/2016 (year 3 - per regulation deadline). Five agencies were funded through this RFP: Central Jersey Legal Services (\$10,000); Elizabeth Coalition to House the Homeless (\$95,000); Family Promise (Union County - \$17,690); The Salvation Army (Elizabeth - \$52,520); and, Urban League of Union County (\$24,790) with a grand total HTF funding of \$200,000 for 2015.

In 2015, Union County collected \$103,917 and earned \$1,139.89 in interest, with a grand total of \$105,056.89 for the year (as of 11/9/2015). The account reflects an overall total of \$785,682 funds collected, \$4,329.70 in interest with a grand total \$790,011.70. To date, \$451,000 has been awarded. The remaining available funds in the account are \$339,011.70. Of these funds, \$112,719.01 needs to be spent by the expiration of April 2017. At the December 2015 meeting, discussion will be made about the use of year 4 funds.

Homeless Trust Fund (HTF)

In 2015 under HTF funding, 179 Union County residents were provided homelessness prevention assistance services that met the income eligibility

guideline 250% of the Federal Poverty Guidelines (FPG). These funds are intended to provide additional financial resources to assist in moving Union County residents toward the goal of permanent affordable housing and selfsufficiency. Prevention assistance services included case management, housing counseling, legal services and rental assistance.

Community Service Block Grant (CSBG)

In 2015 under CSBG funding, a wide variety of anti-poverty services were provided to approximately 535 Union County households that met the income eligibility guideline 125% of the FPG (Federal Poverty Guidelines). Services included assistance for rent/security/utilities; nutritional services; companionship services; health/medical assessments; food pantry services; emergency shelter; transitional housing; employment; linkages to entitlement programs; and behavioral health counseling for substance abuse and/or mental health.

Two (2) RFP processes were successfully completed during 2015. In the first RFP process, the proposals submitted totaled \$363,310.33 in requested funding or approximately 303% of the amount available for distribution. Five (5) agencies were funded a total of \$120,000. In the second RFP process, the proposals submitted totaled \$700,770 in requested funding or approximately 180.14% of the amount available for distribution. Twelve (12) agencies were funded a total of \$389,008. In coordinating the RFPs, it was decided to postpone conducting a Needs Assessment until 2016. CSBG funding will remain available for this effort.

On September 28th, Union County hosted a Results Oriented Management & Accountability (ROMA) training which was conducted by the New Jersey Department of Community Affairs (NJDCA) at the Linden Public Library. All CSBG-funded agencies and County staff were successfully trained in ROMA, thereby meeting current CSBG Organizational Standards in the area of Operations and Accountability.

HEARTH Emergency Solution (HES) Grant

In 2015 under HES funding, *506* Union County residents were provided homeless assistance services that met the income eligibility guideline 30% of the Area Median Income (AMI). Services included emergency shelter; meals for shelter residents; street outreach; staffing for data system entry; rapid re-housing case management services; rapid re-housing cash assistance for rent/utilities; homelessness prevention case management services and

homelessness prevention cash assistance for rent/utilities.

SuperNOFA Continuum of Care (CoC)

Union County recently received an award notification from HUD for the FY2014 application that was submitted October 31, 2014. The award totaled \$4,458,263 for 28 renewal projects (17 Supportive Housing Programs and 11 Shelter Plus Care Programs).

The FY2015 CoC application was submitted on 11/16/15, requesting a total of \$5.1 million dollars. This year's application had 28 renewal projects and one new project. The new project is collaboration between the Elizabeth Housing Authority (EHA), Bridgeway and Prevention Links. If awarded, EHA is proposing to serve 49 chronically homeless households. It is intended that 25% of the proposed households will serve chronically homeless veterans. The start of each project varies from March 2016 - January 2017. HUD's new focus is on serving homeless veterans, the chronically homeless (with the goal of ending their homelessness by December 2017), and households with children, and youth (with the goal of ending their homelessness by December 2020).

The new emphasis by HUD on System Performance has CoC staff entering data from the base Fiscal/AHAR year of 10/1/2013–9/30/2014, and then comparing our progress against ourselves for the following fiscal year. Changes from year to year will measure: the length of time people were homeless, the number of persons who exited to permanent housing destinations, the reduction in the rate of return to homelessness (recidivism), and the increase in the rate benefits resulting in more income from employment and benefits, as well as the increase of people in the programs who are covered by health insurance enrollment.

In 2015 under CoC funding, 547 County residents received services from the following municipalities: Elizabeth, Cranford, Plainfield, Rahway, Roselle, Hillside, Linden, Roselle Park, Scotch Plains, Union, and Westfield. Below is the breakdown of each funding category and the services that were provided:

Supportive Housing Program

A total of 17 projects funded in 2015 continued the provision of homeless assistance services to approximately 260 County residents. Services included, but were not limited to supportive services: case management,

linkages to community programs, behavioral health counseling, life skills, employment/education services; and leasing to promote self-sufficiency. Services were provided to homeless persons with disabilities, chronic substance abuse, and/or people with HIV/AIDS.

Shelter Plus Care Program

A total of 11 projects funded in 2015 continued the provision of homeless assistance services to approximately 287 County residents. Services include rental assistance and supportive services to promote self-sufficiency. Services were provided to homeless persons with disabilities, chronic substance abuse, and/or people with HIV/AIDS.

Family Support and Prevention

Initiated in the fall of 2012, this program placed an emphasis on families with school age children experiencing a temporary hardship, with services being provided through a network of community-based agencies. The program identified priority communities.

In 2015, components of family support and prevention included outreach (245 families) and family engagement (87 families); parent/caregiver empowerment by way of community forums (2) and workgroups (3); and, the dispersal of flex funds to address emergency needs for 175 families such as rental and utility assistance, child care and other emergent needs. Statistics represent the first nine (9) months of the program.

Social Services for the Homeless (SSH)

As of September 30, 2015, the SSH program provided at-homeless and atrisk of homelessness assistance services for 1229 County residents. Services included a 24-Hour Emergency Response Hotline; case management; cash assistance for rent/mortgage/security deposit/utilities; food vouchers; hotel/motel nights; and emergency shelter.

An RFP process was successfully completed during 2015. The proposals submitted totaled \$1,020,554.30 in requested funding or approximately 297% of the amount available for distribution. Eight (8) agencies were funded a total of \$343,297.

Sandy Homeowners Renters Assistance Program (SHRAP)

SHRAP is a temporary relief program designated to assist individuals and families who continue to experience a housing crisis as a result of

Superstorm Sandy. There are no residency or income requirements. To accomplish this mission, eligible households will be provided assistance for paying retroactive or current mortgage, rent, and utility payments, security deposit, and the purchase of essential furnishings and/or appliances. Assistance was made available until May 30, 2015. As a result, the SHRAP provided assistance to 1,400 individuals/families, impacting a total of 3,700 persons. The program expended approximately \$1,213,800 from 10/14/13-5/31/15.

GAP Funding

The Union County Board of Chosen Freeholders, through the Department of Human Services, Division of Planning, awarded One-Time RFP funding for the 2015 GAP Program from 8/21/15-12/31/15. GAP funding was the County's response to buffer an increase of community needs due to in part to the termination of Peer Grouping funds due to the sale of Runnells's Specialized Hospital. County discretionary funding was advocated through the Department to assist with known unmet needs within the community. Services needed were developed through several advisory boards and committees prior to the RFP release. The County funded nine (9) agencies to provide social service programs to low and moderate income individuals and families that met the income guideline 350% of the FPG. Services and activities included: After School Programs for Homeless Youth with tutoring and recreational components; Behavioral Health to do street outreach for people with mental illness and provide in-patient detoxification beds for people in need of substance abuse treatment; Emergency Services for Homeless/At-Risk Persons such as rental, mortgage, and utility assistance, Home Delivered Meals for Persons with Disabilities ages 59 and younger that are unable to leave home due to disability; and Legal Services for homeless/at-risk of homelessness to help them attain or secure permanent housing. GAP funding is beneficial for people who do not meet criteria for other public and/or program services due to income requirements.

As of 11/18/15, GAP agencies have reported the following: a total of 45 children received tutoring services and participated in recreational activities; 219 hours of street outreach were completed; 150 detoxification beds were provided to 25 individuals, home-delivered meals were provided to 63 persons that are ages 59 and younger with a disability; rent and mortgage assistance were provided to 41 households; a total of 23 monthly utility assistance payments were made; legal services were provided to 21 individuals to prevent homelessness from eviction/foreclosure; and 10

women and children affected by domestic violence received case management services to avert homelessness.

Rape Crisis Center (RCC)

During the period of 1/1/15-9/30/15, the Union County Rape Crisis Center (UCRCC) provided the following assistance through its 24hr hotline: 240 (victim and/or significant other crisis support calls); 209 (victim-related calls); 53 medical (forensic examination accompaniments); and 19 legal (police/statement accompaniments). The UCRCC has experienced an increase, in comparison to last year, in every category of assistance provided.

Through the aid of Rape Prevention Education (RPE) and Sexual Assault-Abuse Rape Care (SAARC) Social Services Block (SSBG) grants, the UCRCC was able to hire two part-time temporary staff members that provided assistance with conducting prevention education and community outreach. Two (2) new implementation sites (municipalities) were recruited and included in prevention education endeavors. Additionally, 927 people were engaged through participation in 32 community outreach events.

The UCRCC was able to dedicate a stream of Sexual Assault-Abuse Rape Care funding toward hiring a Confidential Sexual Violence Advocate (CSVA) Consultant/Independent Contractor. The Consultant has assisted in the development of community outreach strategies for the purpose of increasing volunteer membership and organizational awareness. She has also aided with the training and mentoring of two (2) volunteer candidates. The consultant is aiding the UCRCC in developing a much more robust volunteer outreach program.

Local press coverage aided in the recruitment of two (2) volunteer candidates who are bilingual, Spanish speaking. Having bilingual volunteers will greatly aid the UCRCC in serving the Hispanic/Latino population of Union County.

Rape Prevention Education:

As a result of receiving on-going Rape Prevention Education (RPE) funds from the state, the UCRCC has been able to continue providing prevention programming by way of its full-time Prevention Coordinator and has found success in three (3) different implementation sites (high schools): Roselle; Roselle Park; and Clark. Scotch Plains-Fanwood and Linden High Schools continue to remain active in the UCRCC's Network/Coalition.

The UCRCC received its second year of supplemental funding from the state, in the form of the RPE-SSBG. Although this funding was time limited it allowed the UCRCC the opportunity to hire an additional full-time temporary prevention educator to help meet required benchmarks that included expanding Rape Prevention Education programming into the following two (2) new implementation sites (high schools) for the second/final year of the award: Rahway and Kenilworth. Overall, both funding sources facilitated a major opportunity to saturate the County of Union with prevention messaging.

Human Services Advisory Council (HSAC)

The NJ Department of Human Services (DHS) did not to hold Open Public Forums in 2015 (around the state) on the Department's 2016 budget as in past years. Instead, the state DHS has chosen to receive public input by way of emails, faxes and/or written correspondence. In response, the Union County HSAC is proposing to hold its own Public Forum in collaboration with other County HSAC's. A working group has been formed to further explore this idea.

Division of Social Services (DSS)

The latest available data reported by the New Jersey Department of Human Services, Division of Family Development, shows a total of 1,332 Work First New Jersey/Temporary Assistance to Needy Families (WFNJ/TANF) cases in Union County. These cases include both children and adults. Union County ranks seventh out of 21 counties in the state for WFNJ/TANF caseload. Union County ranks sixth in food stamp recipients for a total of 49,784 persons.

In 2015, the DSS began the process to employ an additional 24 employees whose main function will be to handle the increased Medicaid caseload.

In 2015, the DSS also initiated the process to purchase and install a video surveillance system at its offices located at Parker Rd. in Elizabeth.

In the last quarter of 2015, the DSS initiated the process to purchase and install a digital web-based time and attendance software program that will be used to track the time and attendance of the division's work force. It is anticipated that this proposed system will have a direct interface with the

county's existing payroll system, affording the county greater efficiency and effectiveness in its recording of employee attendance for payroll purposes.

Division of Youth Services

The mission of Youth Services is to deliver effective, accessible programs and services that strengthen families and help youth build self-esteem resulting in positive client experiences.

As of November 2015, a total of 979 clients were served through the Family Crisis Intervention (FCIU) program; Community Service for Youth Offenders; the Youth Services Commission (YSC) and the Union County Juvenile Expediting Team (UJET). In addition, three new pilot projects – SHOUT! Students Helping Out/High School Student Community Service and parent support groups in English and Spanish began operating in November.

The Division of Youth Services relocated to 288 North Avenue, Suite 3A in Elizabeth in September 2014. Beginning in 2015 and using ETO (Efforts to Outcome) software, the division set a goal to improve electronic client data collection, tracking and information retrieval. To date, (November 2015), staff productivity, reduced paper filing and storage have improved by 30%.

In a strategic effort to expand community outreach, the Division of Youth Services sought to develop more partnerships with educational institutions, community based organizations and law enforcement. This effort resulted in a new partnership with the county's Cultural and Heritage Teen Arts Festival and Rutgers University School of Social Works' Obesity and Cyber Bullying events. In addition, referrals to the Community Service for Youth Offenders increased more than 20%. The newly formed SHOUT! and parent support group pilot programs are showing positive results in meeting the needs of children, youth and their families.

2016 INITIATIVES

Office of the Director

Union County Workforce Development/ One Stop Career Centers

In 2016, the Union County One-Stop Career Centers will complete the transition from the Workforce Investment Act (WIA) to the new Workforce

Innovation and Opportunity Ac (WIOA). One significant change in this program will be an increase in services to out-of-school youth. To meet this requirement, the One-Stop will establish a Youth Resource Center that will provide resources to serve this population. The goal will be to provide dedicated computer space and materials so youth can avail themselves of these services in a safe and supervised manner.

The Union County One-Stop will strive to provide more extended office hours to clients past the traditional 9:00 a.m. to 5:00 p.m. business hours. Services at local libraries or community agencies on weekends will also be explored as an option to allow clients to access career assistance at their convenience.

Paratransit

In 2016, as Union County is faced with a growing number of elderly and disabled residents in need of specialized transportation, Paratransit will continue to seek ways to generate the funding necessary to provide this vital service to our residents who depend on it.

In the past, Paratransit received almost \$2 million from the state's casino revenue fund. That allocation has been reduced to \$869,332. Due to the closing of several Atlantic City casinos there has been a steep decline in revenue from the State of New Jersey over the past few years. Other grants have remained the same with the exception of Title III, federal funding that supports services for those over age 60. The Union County's Division on Aging granted Paratransit an increase of \$58,446 for the purpose of transporting residents aged 60 or older for life sustaining services and this allocation is expected to continue.

In the coming year Paratransit will seek to enter into an agreement with three mental health facilities for the reimbursement of \$7.00 per one way rides for partial care clients recently dropped by Medicaid. In addition, Paratransit will look into getting reimbursed from the state's Division of Vocational Rehabilitation for clients receiving funds for transportation purposes.

Juvenile Detention Center

The 2016 initiatives/goals of the Union County Juvenile Detention Center are as follows:

• Review, revise and maintain facility policy & procedures to meet or

exceed state and national standards, including those of the American Correctional Association in anticipation of application for accreditation.

- Maintain accreditation awarded in 2014 by the National Commission on Correctional Health Care for excellence in health services provided to our residents.
- Develop and maintain a Resident Records Management System that insures the safety of all documents and includes an integrated record retention system for residents' files utilizing documents from education, social services, and other law enforcement agencies.
- Achieve compliance through the Department of Justice and the Prison Rape Elimination Act required independent audit in 2016.
- Provide state mandated training for all staff and enhance the training department by having our own training staff certified in Methods of Instruction.
- Through a partnership with the state's Juvenile Justice Commission's Office of Education and the Union County Department of Education, maintain a comprehensive educational program for all residents and their individual needs, assess residents' grade levels and award credits when National Core Curriculum Content Standards (NCCCS) proficiencies are met.
- Develop and maintain an in-house library and resource center.
- Maintain additional recreational programs and special activities for the resident population with emphasis on conflict resolution and behavior management techniques.
- Develop and maintain a new behavioral management and conflict resolution program, to include individual and group counseling, with CFG Mental Health staff.
- Establish a community linkage to a mentor program.
- Maintain current shared service agreements and explore other options to

better utilize the facility capacity and further reduce operational

expenses. (Current Union-Hudson agreement guarantees more than \$1.7 million dollars for 2016).

Juvenile Detention Alternatives Initiative (JDAI)

Union County's proposal for CY 2016 is focused on family engagement in the juvenile justice system. Following a survey of families in the Court waiting area, the Local Council decided that it needed to do a better job of addressing the needs and concerns of youth and their families by helping them understand justice system procedures, help them identify community resources that can provide help, and reduce waiting time to process cases.

Supported by a grant from the New Jersey Juvenile Justice Commission, in 2016 the JDAI Local Council will issue a request for proposal (RFP) to hire a Family Engagement Coordinator (FEC) who will be stationed in the Courthouse. The FEC will serve as a resource and guide for families navigating the juvenile justice_system. This new Family Engagement Initiative will begin January 1, 2016.

Office of Veterans Affairs

In 2016 the office will work to implement the VA's new paperless operation for claims and benefits. At present (November 2015) the PIV card program will require more assistance from the VA to get it up and running.

In 2016 the office will continue to work to reduce homelessness among Union County's veteran population.

Division on Aging & Disabilities Resource Connection (ADRC)

In 2016 the ADRC will continue to give priority to ensuring the provision of essential services for seniors. These services include home care and community services, transportation services, and senior nutrition services.

Nutrition for At-Risk Seniors

In 2016 the ADRC will continue to ensure adequate nutrition for at-risk older adults. A goal of the ADRC is to assure that there is effective targeting and attention given to this vulnerable population. The division will seek to provide assurances that funding from state and local sources will permit continued nutrition program funding, and ensure the provision of emergency nutrition services in crisis situations. In addition, the division will be pursuing the expansion of the home delivered meals program as a means of providing respite for working caregivers.

Screening for Services and Benefits

A goal of the ADRC in 2016 is to continue to support initiatives that improve the effectiveness of home and community based services. The Aging & Disability Resource Connection (ADRC) model, a state initiative that Union County has embraced, has identified a new client pathway, assessment, and eligibility determination. The division is actively utilizing the newly implemented clinical assessment tool involving information and assistance (I&A) intake, a "Screen for Community Services" and a comprehensive care needs assessment tool. Pending state approval, the division will partake in additional services in relation to the screening process. The division will be strengthening the ADRC partnership in 2016 through on-going regular meetings between Aging and the Office of the Disabled.

Care Transition Model of Services

In 2016 the division will continue to be a viable partner of the Central New Jersey Care Transitions Program Services. The division will continue to provide patient coaching aimed at decreasing the number of hospital readmissions for high –risk Medicare beneficiaries using "person–centered" hospital discharge planning.

Advocacy and Community Outreach

Advocacy efforts will continue in 2016 at the local, state, and federal levels of government, through contact with key legislators, education and raising public awareness, and letter writing campaigns. Issues for legislative action include sequestration variables and the critically important reauthorization of the Older Americans Act. The division will also look to strengthen efforts in reaching out to the Hispanic population.

Outreach efforts to address those in need of additional help, such as food stamps and food pantries, are addressed in all division presentations and with current information in print materials. Home visits are made for those needing assistance with SNAP (food stamp) applications and as advocates with the County's welfare office. The collaboration with a fluent Spanish speaking dietician working with Spanish speaking sites will be on-going through 2016.

Division of Planning

Behavioral Health

In 2016, state (DMHAS) will complete its review of the Union County Alcohol/Drug Abuse Comprehensive Plan for the CY 2016-2019 grant cycle.

The Behavioral Health Unit staff will facilitate six (6) LACADA meetings, four (4) CASS meetings, six (6) PACMHADA meetings, four (4) Municipal Alliance Countywide training meetings, seven (7) MHB meetings and three (3) DRCC training meetings.

The staff of the Behavioral Health Unit will provide assistance to the residents of Union County through answering Information and Referral calls and representing the Department of Human Services at health fairs and public forums.

Homeless/Continuum of Care

Comprehensive Emergency Assistance System and Continuum of Care (CEAS/CoC) Committee

Planning will begin to conduct the 2016 Point in Time (PIT) Survey to count the number of homeless in Union County. The PIT will be conducted on January 27th, 2016. Program staff will participate in the street count as well as daytime events in Elizabeth and Plainfield. Code Blue efforts will continue throughout the cold weather season. The CEAS/CoC Committee will assist in Operation Warm Heart, an emergency shelter program for Union County residents.

In 2016, the Committee will continue the work to remain in compliance with the CoC regulations in the following areas: Coordinated Assessment System (quality control for services within UC/performance standards & smooth CoC) and recruiting new agency members: veterans, Board of Education/Superintendents Office, youth, mental health, and homeless/ formerly homeless. Committee members will also discuss fair housing issues/concerns at every meeting as part of the U.S. Department of Housing and Urban Development (HUD)'s final rule to Affirmatively Further Fair Housing (AFFH). These discussions will be recorded in the minutes and used to prepare the annual Consolidated Action Plan to HUD. Staff in the Department of Human Services, Office of the Director, and Division of Planning staff, through the U.S. HUD CoC Planning Grant, will continue to

monitor and evaluate CoC projects, as well as implement compliance measures to meet all regulations.

Homeless Trust Fund Advisory Board –It is anticipated that an RFP process will be completed in 2016 for year 4 of funds collected, as they must be expended by 4/30/2017. The current balance (as of 11/9/2015) for the fourth year of funds that must be spent by the deadline of 4/30/2017 is \$112,719.01.

Community Service Block Grant (CSBG) – In 2016, steps will be taken to ensure that the Union County Department of Human Services/Division of Planning as a public Community Action Partner (CAP) meets all CSBG particularly in Organizational Standards the areas of consumer input/involvement, community assessment, vision and direction, and strategic planning. Methods will be explored for how customer satisfaction data can be collected, analyzed and reported to the Human Services Advisory Committee (HSAC) Resource Allocations & Contract Review Committee (RACRC). A Consultant will be obtained to conduct/complete a Needs Assessment for Union County. The Needs Assessment will aim to identify community needs by collecting/analyzing current qualitative and quantitative data specific to the causes and conditions of poverty in Union County as well as its prevalence related to gender, age, and race/ethnicity.

Once a Needs Assessment is completed and accepted by the HSAC/Board of Chosen Freeholders, work can begin on developing a strategic plan that sets clear community goals, addresses the reduction of poverty and aims to increase self-sufficiency among people with low incomes.

HEARTH Emergency Solution (HES) Grant – It is anticipated that an RFP process for annual funding will be completed in 2016.

GAP Funding

GAP funding in the amount of 335,000 will be sought through the Department of Human Services to continue services with the existing nine (9) agencies for the period of 1/1/15-12/31/15. GAP funds will continue to assist emergent unmet needs within Union County.

Human Services Advisory Committee (HSAC)

Through the Union County Department of Human Services and Union County Human Services Advisory Council (HSAC), a workgroup committee
will meet to hold a "Speak Out on Human Services Needs" in March 2015. The NJ Department of Human Services (DHS) will not be holding public budget forums as done in past years. At the state level, two Emergency Assistance Programs through the NJ DHS/Division of Family Development were abruptly terminated in 2015 without a plan in place to continue housing and utility services for recipients. County HSACs and the CEAS/CoC Committee will collaborate in support of an effort to address this need.

Intoxicated Drivers Resource Center (IDRC)

The IDRC's mission for 2016 is to continue to make every effort to retrieve DWI offenders for rescheduling who in the past had been placed in noncompliance. Through these efforts, the IDRC will be able to continue to increase revenue and enable clients to fulfill their mandated IDRC requirements. IDRC anticipates meeting or exceeding 2015's revenue projection of \$284,905 dollars in revenue.

Office for the Disabled

The Union County Office for the Disabled and Union County Advisory Board on the Disabled will continue efforts to improve disaster preparedness for County residents with disabilities. The Advisory Board on the Disabled will determine action steps beginning with its first meeting of 2016 and hold training through the American Red Cross.

Rape Crisis Center (RCC)

In 2016, the UCRCC will continue providing confidential support services to victims of sexual violence and their significant others through the 24-hour hotline. The next Confidential Sexual Violence Advocate training is slated to take place in the spring of 2016. The UCRCC also plans to actively participate in community outreach events with the intention of raising awareness about UCRCC services with the hope of recruiting more community volunteers.

The UCRCC will continue facilitating primary prevention education throughout Union County. Due to new state funding directives and required benchmarks, the UCRCC will adapt its approach to primary prevention education. Great attention will be focused on determining which populations are at greater risk for victimization or on-going sexual violence. Once risk/protective factors are identified, new alliances will be formed and a new coalition will be formed to draft and launch a new community action plan.

Division of Social Services

In 2016 the division will finalize the installation and implementation of the digital web-based time and attendance software program that will be used to track the time and attendance of the division's work force.

The installation and implementation of the video surveillance system at the offices located at Parker Rd. in Elizabeth will be completed.

The process to hire an additional 24 employees to handle the increased volume of Adult Medicaid & Family Care applications will be completed in early 2016. This additional staffing will reduce the waiting period to process a Medicaid application.

Division of Youth Services

In 2016 of the Division of Youth Services will continue the SHOUT! and English/Spanish parenting group programs. The division will also seek to enhance service delivery through improvements to the Parent Zone Website and through social media communications by providing parents with up-to-date resource information and materials.

Through the Youth Services Commission (YSC), the division will continue efforts to better serve youth and families involved in the Juvenile Justice System. This includes implementation of the Family Engagement Initiative of the Union County Council on Juvenile Justice System Improvement funded by the state Juvenile Justice System. The Local Council members represent the Family Court; Probation; Public Defender; Department of Human Services/Detention Center; municipal police; Prosecutor's Office; Trinitas Regional Medical Center; FACT (Families and Children Together); Prevention Links; public education; and the state's Division of Child Protection and Permanency (formerly DYFS).

Department of Parks and Recreation

Cultural and Heritage Affairs Park Environmental Services

Park Maintenance

Recreational Facilities

Organizational Chart

Department of Parks and Recreation



DEPARTMENT OF PARKS AND RECREATION

MISSION

The mission of the Union County Department of Parks and Recreation is the the development of recreational programs and the development and maintaining of public parks, playgrounds, recreational places and facilities, the Watchung Reservation and open space within the County of Union.

PROGRAMS & SERVICES

Office of Cultural and Heritage Affairs

The Office of Cultural and Heritage Affairs provides residents of Union County with the opportunity to benefit from the county's rich multi-cultural arts, history, and historic resources. The Office provides programs and services in the arts and history that contribute to sustainable economic development, builds more livable communities, encourages civic engagement and contributes to a vibrant quality of life for all residents.

Bureau of Administrative Support

The Bureau of Administrative Support provides financial and administrative support services, such as accounts payable, accounts receivable, budgeting and purchasing.

Division of Park Maintenance Bureau of Park Grounds

- Preserves and improves the County's parks and recreational facilities, provides the necessary technical resources to ensure the smooth operation of all park facilities and special events, and provides custodial and janitorial services as well as general park maintenance.
- Supports recreation initiatives and programs to facilitate the public use and enjoyment of County parks and recreational facilities.

Division of Recreational Facilities

Management and operation of all County Park Recreational Facilities, to include, but not limited to Galloping Hill Golf Course, Ashbrook Golf Course, Warinanco Ice Skating Center, Ulrich and Wheeler Pools, Watchung Stables, Trailside Museum and any all future recreational facilities at Oak Ridge Park. The division consists of the Bureau of Recreation.

Bureau of Recreation

The Bureau of Recreation develops and administers programs to facilitate the public use and enjoyment of County parks and recreational facilities. Programs are carried out at the Trailside Nature and Science Center, Watchung Stable, Warinanco Ice Skating Center, and the Walter E. Ulrich and John R. Wheeler Pools.

Division of Park Environmental Services

The Division of Park Environmental is rresponsible for developing plans and coordinating environmental park programs. And for providing for the care, cultivation, planting and replanting of flowers, shrubs and lawns on County property.

2015 ACCOMPLISHMENTS

In 2015 the County hosted the National Junior Disability Championships from July 16th through July 24th. Top young athletes from all across country competed at Warinanco Park, Oak Ridge Park; and at the Walter E. Ulrich Memorial Pool in Rahway River Park. The qualifying athletes, ranging in age from 7 to 22, competed in Paralympic style events including track, field, pentathlon, swimming, powerlifting and archery.

The 2015 National Junior Disability ChampionshipsTM (NJDC)TM is presented by Children's Miracle Network Hospitals at Children's Specialized Hospital and the NJDC2015NJ Local Organizing Committee. The annual competition celebrates athletes who have physical disabilities and either use wheelchairs, walkers or crutches, who wear orthotics or leg braces, or who may have difficulties with physical coordination.

The 2015 NJDC featured over 250 physically disabled athletes from across the country, including athletes from two New Jersey teams, the Children's Lightning Wheels and the North Jersey Navigators.

Division of Recreational Facilities Bureau of Recreation

Most facilities, programs and events administered by the Recreation Bureau are activities that are unique to Union County and fill a void that cannot be met on the municipal level or in the private sector. In many instances, we work hand-in-hand with municipal bodies and private organizations to reach as many Union County residents as possible, bringing them recreational opportunities that they would not have otherwise.

Additionally, in a tight economy when many residents cannot afford the luxury of extensive vacations or private facilities, residents look to us to fulfill their recreational needs – close to home and at affordable rates.

Annual special events offering low cost recreational opportunities close to home continued to attract thousands of County residents. Over 24,000 people attended the Summer Arts Festival Concert Series, Public Hay Rides, Harvest Festival, the Kids Fishing Derby, Family Flix, Archery Lessons, and more.

Most of these events are one-of-a-kind, or are offered on a larger scale than those offered at the municipal level, thereby drawing large crowds from all over the County.

PROGRAMS AND SPECIAL EVENTS Shakespeare in the Park

As part of the Freeholder Initiative to expand arts programming, the Shakespeare Company of NJ was hired to present a traveling show of Romeo and Juliet. Performances were held at the Shakespeare Garden in Cedar Brook Park, Echo Lake Park, Oak Ridge Park and the Promenade in Linden. A total of 6 shows were scheduled, with one rain out. The attendance grew with each performance. Approximately 1200 people in total enjoyed this free, outdoor theatre.

July 5 Celebration at Galloping Hill Golf Course

This event, a combination of a free outdoor concert, food trucks, kids' inflatables, face painting & more culminated in a fantastic fireworks display. This event was a joint venture between the Department of Parks & Recreation and the staff at Kemper/Red Knot. Approximately 4,000 people attended.

Rhythm & Blues

After a two year break, this popular one day music festival celebrating rhythm and blues was held at Cedar Brook Park in Plainfield. Over 5,000 people were entertained from 12pm - 6pm by War, The Family Stone, RT Funk Band and more! A Classic Car Show, food trucks, free activities for kids including inflatables and a petting zoo rounded out the event.

Summer Arts Festival

Throughout the months of July and August, 8 Summer Arts Festival Concerts were hosted in 2 Union County Parks. With a contracted event management company, 4 concerts took place in Echo Lake Park in Mountainside & 4 concerts were in Oak Ridge Park in Clark. Last year's UC FIT Freeholder Initiative was so popular that we offered free, community yoga again as a "pre-event" to each of these concerts. Approximately 6,000 people attended these concerts. Throughout the series we were fortunate to have sponsorships from ConnectOne Bank, the Union County Education Association, Whole Foods of Clark as well as 8 yoga studios that ran the pre-event yoga programs.

Archery

The Archery Range at Oak Ridge Park, which opened in 2009, has continued to flourish. Five hundred and one (501) archers renewed or purchased first time ID cards, allowing them to utilize the range during all daylight hours of 2015. We contracted with one of the current instructors to fill the role of Range Supervisor. His duties include inventory control, supervising other instructors and staff and acting as the liaison and administration. A seasonal staff member was rehired to enforce the range rules (checking IDs, light maintenance, archery equipment). Between April and November, 316 people ages 9 and up participated in twenty Group Archery Safety Course lessons, and 85 people signed up for private and small group safety courses and lessons.

The Lightning Wheels Youth Archery Club from Children's Specialized Hospital, the New Jersey Navigators and the Union County 4-H Archery Club, have made the range their home field.

As with many other Recreation Bureau programs this year, Archery programs are self-supporting.

Family Fun and Flix

Six movies were scheduled in 2 parks on Tuesday evenings in July and August. Warinanco Park hosted record crowds of approximately 5000 people for 2 movies. Two of the three movies scheduled for Warinanco were rained out; we added a rain date later in August to accommodate movie goers that had to be cleared from the park during the July 21 rain. The first film in August coincided with National Night Out and had approximately 500 people in attendance. A "pre-event" program through the continuation of the 2014 Freeholder UC Fit Initiative also took place at each of the movies. Union County fitness instructors offered kids' fitness activities prior to each movie. Family Fun & Flix was sponsored in part by Investors Bank, Bricks 4 Kids, AAA, and The Division of Child Protection and Permanency. Free popcorn was distributed to all in attendance courtesy of Performance Food Group, an anonymous donor and the Union Movie Theatre.

Take Your Children to Work Day.

A total of 6 County-wide "Take Your Children to Work Day" options were coordinated through the Parks Department. Additionally, the Parks and Recreation Department offered employees a morning at Watchung Stable featuring tours of the stable and trail rides.

National Night Out

As part of the national campaign on the first Tuesday in August, Union County was host to its own annual National Night Out, a Public Safety Community Partnership. Approximately 1000 people enjoyed the strolling entertainment and visits with dozens of emergency vehicles from around the County. After dark, when the emergency vehicles left the park, a Family Fun and Flix movie was shown.

Rolling Thunder

Each year, Union County hosts and acts as the staging area for the Rolling Thunder Chapter 2 motorcycle rally which runs from Warinanco Park to the Vietnam Memorial in Holmdel. Approximately 2500 motorcycles participate in Rolling Thunder. This event is held to remember POW's and MIA's from past wars.

Harvest Festival

The last Sunday in September Park and Recreation is host to one of the largest single day events on our calendar. This year we had wonderful weather as the Harvest Festival was enjoyed by over 3500 guests. Children

ages 7 and under were admitted free of charge, while a nominal admission fee of \$4.00 was charged for those 8 and over. Once inside the gate most of the festival is free with the exception of some children's crafts, scarecrow building and pony rides. Prizes are awarded at two "Best Scarecrow" contests, while visitors enjoy food vendors, a Pumpkin Patch, children's crafts, two stages featuring continuous entertainment, colonial and Native American craft displays and demonstrations, native American dancers, face painting, a variety of crafters displaying and selling hand-made wares, and much more.

Hayrides and Campfires

In September and October, 5 hayride and campfires were run on 4 Friday nights and 1 Sunday afternoon. Over 1300 residents enjoyed the experience of riding in our hay wagon, sipping hot chocolate and toasting marshmallows while listening to the diverse music of our entertainer. Additionally 3 groups participated in on-site Private Hayride and Campfires this season.

In 2015 we expanded this event on a trial basis to include a Hayride and Campfire at Warinanco Park which had good attendance for being the first time outside of Trailside. Due to the success of this trial, next year we will be expanding it to two nights.

The Great Pumpkin Sail

Taking place on November 1st, the Great Pumpkin Sail is always a crowd pleaser. This event, which features 3 sessions, is sold out every year. Participants set their pumpkins afloat on Echo Lake while they enjoy toasting marshmallows and hot chocolate and listen to a folk singer.

Holiday Tree Decorating Contest and Charity Drive

As part of the Nature Craft Show at Trailside, a tree decorating contest is held. All of the proceeds from this event (food and toy items collected and decorations and gifts under the trees) are then donated to charity through the Department of Human Services. The Parks Department is responsible for recruiting and coordinating the organizations and departments that decorate the trees along with disseminating the trees and gifts after the event.

Sponsorships

Sponsorships were an important part of our Summer Arts Festival, Family Fun and Flix, the Harvest Festival & UC FIT this year. Our sponsorship list

includes: ConnectOne Bank, The Union County Education Association, Investors Bank, Bricks 4 Kidz, Kemper Sports, ShopRite of Clark, Whole Foods Market of Clark, Union Movie Theatre, The Division of Child Protection and Permanency and AAA Northeast.

Public Special Events

Throughout the year our parks are used by thousands of individuals and groups. Our Public Special Events are one way that the County offers residents from all twenty-one municipalities the opportunity to participate in larger private events of their own liking, at a low cost, close to home. The list below shows the number of specific "public special events" that took place in our park system in 2015:

Walk-a-thons/Runs	55
Boy Scout Events	65
Masker's Barn Events	64
Photo Shoots	6
Fishing Derbies	13
Day Camps	6
Other Events	96

("Other Events" include large reunions and picnics, weddings, music festivals, carnivals, etc.)

Touch A Truck

This event which is in its 2nd year was held on April 26th in conjunction with Wild Earth Fest brought in record attendance and revenue. This year's dual event in the Watchung Reservation had approximately 5,000 people.

Haunted Hayrides

The Haunted Hayrides at the Deserted Village were as popular as ever, with all of the 886 available tickets sold out three weeks before the 3-day event. This award-winning program makes historic interpretation fun, with the ghost of David Felt telling true stories of mystery and tragedy so well that they come to life. After a half-hour ride through the Deserted Village in darkness, participants walk into the Revolutionary War Period cemetery and meet the ghost of a militia soldier who is buried there. Producing this event required the use of up to 64 cast and crew each night, with up to 74% of them being volunteers.

Masker's Barn

Masker's Barn, the circa 1882 carriage house in the historic Deserted Village of Feltville, was restored in 2011. Though originally intended primarily for use as an interpretive center, the Barn is also a unique new site for public nature and craft programs administered by the Trailside Nature and Science Center. Beginning in 2013, this quaint barn also became a sought-after rental site for private birthday parties, showers, club weddings, meetings, fundraisers and more. The Recreation Bureau's Barn Dance for People with Disabilities is now held annually in the refurbished barn. In 2015, there were 64 private events held in Masker's Barn, including three weddings. Those events were attended by over 4800 guests and brought in almost \$14,000 in revenue from rental fees.

Athletic Fields, Picnic Groves and Public Special Events

Reserved use of the County's general park resources and facilities continues to be a major function of the Recreation Bureau. Municipalities, schools, athletic teams, leagues, clubs, organizations, businesses and most importantly, the general public, reserved thousands of picnic areas, athletic fields and special event reservations during 2015.

This year, as part of the partnership with Special Olympic New Jersey, soccer "fields" were created at Oak Ridge Park. Special Olympics soccer teams used the fields for games, practices and developmental soccer clinics.

The Reservation Desk in the Colleen Frasier Building, Westfield, is now fully staffed and located on the 2nd floor of the building. The Westfield office also offers customers the option of utilizing evening hours every Thursday. Archery ID Cards are only sold from this location.

Reservations for use of various park areas continue to be a major function of Parks & Recreation. When combined with playgrounds, walking, running and biking paths, lakes, fishing, boating, basketball, bocce, volleyball, model airplane flying, and any number of other passive and active recreational activities, the Union County Park System affords County residents from all twenty-one municipalities the opportunity to participate in the recreational pursuit of their own liking, at a low cost, close to home.

Disabled Programs

Programs are offered year-round for children, age 5 through adult. Over 600 residents from the county and surrounding areas take advantage of this

unique programming. Union County partners with community centers, schools, colleges, YMCAs, businesses, support organizations and volunteer groups to present these recreation programs at county facilities as well as locations in various municipalities.

In 2015, the focus continued to be on inclusive programming; programs that involved people with disabilities and their typically developing peers and/or family members. The ROID Grant, from The New Jersey Department of Community Affairs, provided funding for these programs. There was a County match which provided 20% of the cost. The programs offered were:

- Sensory Friendly Theatre a series of live performances specially designed and adapted for children with autism and related disabilities at the Union County Performing Arts Center. These performances are also open to the general public and the attendance over the past year has grown to an average of 200 people at each performance.
- Barn Dance and Luau these social events are geared toward people with disabilities and their families. Dancing, crafts, and other thematic activities including food are enjoyed by all.

With a grant from Community Development (Community Development Block Grant), the office was able to provide programs for adults, age 18 and older. These programs include: Karate, Golf, Ceramics, Culinary Delights, Modified Exercise, Yoga, & Volleyball. Many of these programs have children registered as well, but the majority of attendees are adults.

Programs for children including karate & horticulture are funded through a trust account.

In addition to these programs, the office was able to offer free swimming to people with disabilities at the County pools in the summer and, through the generosity of the Fanwood-Scotch Plains YMCA, from September to June. Two local organizations, the Eastern Central District Elks and the Newark Bait and Flycasting Club present free fishing derbies to people with disabilities.

Partnership with Special Olympics New Jersey

Through a new partnership with SONJ, we were able to provide even more programming to children in Union County. The Office of Disabled Programs held an information night at Galloping Hill Golf Course in April. Programs offered included:

- Developmental Golf
- Developmental Soccer
- Young Athletes Program (ages 2-7 at Rahway Recreation)
- Hosting Special Olympic Soccer League play at Oak Ridge Park

Golf Operations

In 2015 Golf Operations completed bunker and drainage renovations at Ash Brook with architect Rees Jones. The project included the building of three new fairways and all 55 plus bunkers were reshaped and lined with new drainage material. The golfers have commented that the course is playing like a quality country club between the combination of the renovation and the quality of the maintenance being performed.

Galloping Hill will host the 2016 New Jersey State Open in July. This will be the first time in the 90 year history of the event that it will be held at public golf course. We have begun working closely with KemperSports, NJSGA and architect Steve Weisser from Rees Jones in developing cobranded marketing collateral and events to drive interest and participation in the event by our local residents. We will also be working with the NJSGA and USGA to develop a display to be shown at Galloping Hill throughout the year that will show the history of Galloping Hill from when it was first opened to where it is today.

- Total Revenue for Union County will exceed \$5,000,000. This is \$300,000 over budgeted revenue of \$4,700,000
- Total golf rounds in 2014 will exceed 110,000 patrons.
- Total golf outing business was over \$400,000
- Over 600 juniors participated in at least one of our player development programs in 2015 with The First Tee of Raritan Valley, LPGA/USGA, Renaissance Junior Golf and NJPGA Kids for Golf.
- Galloping Hill hosted the 2015 IMG Junior Golf Tour which saw over 70 of the best junior golfers in the Tri State compete over 2 days on the 18 hole course. We are scheduled to host the event again in the early spring.

Warinanco Ice Skating Center

- New chiller system has been installed and is operational.
- Construction has begun on a new building and at the end of the season a new ice floor.
- New Zamboni purchased and delivered.

Wheeler / Ulrich Pools

- Regional lifeguard shortage prohibited opening of both pools to operate at full schedule.
- Group Lessons were eliminated to help maintain public swim hours.
- After extensive lifeguard recruitment we were able to operate both pools on a five day schedule instead of a seven day schedule

Trailside Nature & Science Center

Technology Upgrades

A new media center was created at one end of the existing library. This gives visitors an opportunity to utilize the Wi-Fi capabilities installed in the facility in 2014. Book shelves were replaced with comfortable seating and tables. Six (6) surface pro tablets were installed in table-top kiosks. This new resource is well received by visitors of all ages.

Summer Camp Program

Due to the popularity of the summer programs we scheduled eight (8) more camps than last year to cut down on waitlists. As a result, we accommodated an additional 112 campers. Approximately 878 campers and 1,115 family members enjoyed the Trailside facility this summer, with 1,574 people attending the Wednesday Matinees. Over \$135,000 in summer revenue was taken in from March to August. A lottery registration system was put in place due to the numbers of parents who register their children. Next year, we will utilize the upgraded online registration system for registration. Additional improvements this summer include the revamping of the medical forms by the Law Department and a policy change requiring parents to submit forms by the end of May. Also, due to the increase in children with allergies who carry epi-pens, a nurse was hired to cover the Trailside & Stable camps. In addition, an EMT was assigned to the entire Watchung Reservation site daily to cover Trailside, Stables, Scouts, and YMCA Camps in the loop and town recreation programs from Union County. These

professionals provided a necessary service to ensure the safety of children and families utilizing Union County's largest park.

Webtrac – Online Registration

Online registration began in June 2015 at the tail end of Trailside's spring workshop registration. It continued for fall registration and has proven to be successful. Staff learned to program workshops onto webtrac and work with Vermont Systems. Front desk staff answers questions and walk registrants through the system over the phone. For the most part, people are navigating through the site easily. Trailside users were made aware of the new online system through e-mail blasts, UC website, new signs in the Trailside lobby and press releases. Forty-five percent (45%) of Trailside's total registration for two weeks in spring and the fall season has been completed online. (Summer camp registration was completed in March and therefore not available online in 2015.)

Wild Earth Fest and Touch A Truck

This event on April 26th brought in record attendance and revenue. This year's dual event in the Watchung Reservation had approximately 5,000 people. Event revenue: \$16,849.91.

Trailside Facility Rentals

In 2014 & 2015 room and facility rentals increased. We had 31 rentals, ten of which were rentals of the entire facility. Organizations such as PSE&G, Rutgers Medical Group and University of Pennsylvania rented out the Visitor Center. Round tables and folding chairs were ordered for future rentals and Union County events.

Trailside Website

Changes were made to the Trailside website. Photos were added to the home page to enhance the look of the site. An informational "Seasonal Feature" was also added. A sidebar to access information and photos of Trailside's new butterfly garden as the new seasonal feature was updated weekly. An online registration sidebar was also added to allow easy access to Union County's new online registration system.

Watchung Stable

Facility

• Paddocks -- Outside course -- many rails & posts replaced due to unsafe conditions

• Isolation -- Due to freezing pipes 60 percent of the piping was redone in isolation. The back "room" was insulated to keep fire system and hot water heater protected from freezing in the future.

Begun construction on the following:

New fencing facility wide Indoor riding arena 3 rings to be redone New doors on main barn Paddocks

Equine Health and Care

- "Buddy" retired to the SHOW program and within 1 week was retired to his forever home in PA.
- Night Turnout (NTO)—NTO has been very successful yet again. After the winter, many unsafe conditions including fencing and footing were fixed in house by staff and by the carpenters. During the months of May through the beginning of October (prime NTO months), we used approximately 30,000 lbs. of straw less than in 2014. In addition daily and NTO is crucial to the health and wellbeing of the horses. Turnout increases social, mental and emotional behavior increasing work ethic in the program.
- Monthly assessment of horses and capabilities of working in the program. Each horse's health is assessed by manager (and vet if needed) to see if they are working in the program well; have the correct nutritional needs, exercise needs and veterinary needs.
- Vaccination, dental and de-worming program continues with high success rate with boarder and school horses together making a safer and healthier environment for horses. Strangles Vaccines due in October for all school horses.

Programs

LEASE A HORSE PROGRAM- started in July 2014 and continues to grow from 3 horses in 2014 to a total of 8 horses currently. There is a wait list of over 20 people.

Golf Courses

In 2015 Golf Operations completed bunker and drainage renovations at Ash Brook with architect Rees Jones. The project included the building of three new fairways and all 55 plus bunkers were reshaped and lined with new drainage material. The golfers have commented that the course is playing like a quality country club between the combination of the renovation and the quality of the maintenance being performed.

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DIVISION OF PARK MAINTENANCE

- All ball fields were cut, lined, dragged, etc. on a regular schedule
- All bathroom facilities were serviced on a daily basis including weekends
- All special events were successfully set up and broken down by Park Maintenance staff
- Fencing replacements and repairs were made on an on-going basis

- Playground equipment parts were replaced throughout the Parks system on an as needed basis
- Meisel Park: A new asphalt basketball court was built.
- Nomahegan Park: Repairs were made at Shane Walsh Field, including infield re-grading, installation of drainage and a warning track.
- Horseshoe Park: Repairs and installation of a new baseball field were completed.
- Warinanco Park: Artificial turf facility with new bleachers and new resurfaced running track
- Warinanco Park: New restroom building near track
- Warinanco Park: Basketball court near concession stand (resurfaced and installed new poles and back boards)
- Warinanco Park: Basketball court near skating rink (install new backboards and poles) Octagon bathroom, playground and spray-ground in Warinanco Park were renovated
- Rutgers Park: layout and install remote control vehicle course
- Wheeler Park: New playground inside pool area
- Rahway River Park: hydro-rake lake
- Rahway River Park: purchase and install shade structure at pool area at both sidewalk and inside pool area
- Echo Lake Park: extended path near stone wall across from boathouse towards bridge near Mountain Ave.
- Echo Lake Park: purchase and install storage shed with concrete pad for Adopt-A-Park volunteers at dog park.
- Echo Lake Park: installed walking trail material near Mountainside Municipal complex/Children's Hospital
- Cedar Brook Park: Refinish restroom with new floor, toilets, urinals tiles
- Cedar Brook Park: Built storage shed for Cricket players
- Cedar Brook Park: Shakespeare Garden purchased and lay out walking trail material around walkway
- Cedar Brook/Green Brook Park: Maintenance projects were completed including debris removal, tree trimming and re-grading
- Oak Ridge Park: purchased and installed shade structure/flag pole near Archery Range
- Ponderosa Park: Installed concrete pad for picnic area and benches

- Watchung Reservation: purchased and installed 4,000 ft. of walking trail material for hikers and horse riders
- Trailside Museum: Purchased and put together new bike rack for in front of building
- Snyder Ave Park: Resurfaced damaged playground with safety surface
- Bryant Park: completed various park upgrades through partnership with Bryant Park Conservancy and Open Space office.
- Rahway/Warinanco: Installed DEP mandated machine wash stations to service yards.

DIVISION OF PARK ENVIRONMENTAL SERVICES

In 2015, the Division of Park Environmental Services accomplished the following:

Green Acres Stewardship

Division staff made numerous revisions to the Union County Recreation and Open Space Inventory, for a June, 2015 submission to the New Jersey Green Acres Program in support of a grant application. The Union County Park System now officially has 6,132.52 acres spread across 36 different park units.

Habitat Modification Projects

Management of shoreline restoration, stream daylighting and wildflower meadow projects continue to be challenging.

This year Echo Lake, Warinanco and Cedar Brook Parks were the most popular choices for Adopt-A-Park groups looking for parks in which to do volunteer work. This allowed for a more thorough effort of maintaining shoreline projects in those parks. Unfortunately, an early and prolonged winter meant that wildflower meadows in Warinanco Park, Watchung Reservation, and Peter J. Esposito Park and fields in Lenape Park were not mowed in late fall/early winter mowing as needed. At least a portion of every meadow should be mowed annually to reduce the number of invasive plants, keep woody brush to a minimum and increase native plant seeding in the spring.

In spite of the harsh winter, the wildflower meadow in Peter J. Esposito Park looked very good this summer, attracting many species of butterflies and

moths, including the now uncommon monarch butterfly. The Division of Park Maintenance selectively mowed large clumps of invasive plants, primarily mugwort, to prevent re-seeding. Herbicide will be applied to the new young seedlings in the Spring.

At Warinanco Park, the wildflower meadow was mowed in mid-Spring to combat invasive plant species. The result was a resurgence of many native wildflowers, especially the bright orange butterfly weed, which is an important food source of the monarch butterfly caterpillar. Adopt-A-Park groups removed invasive plants entirely or cut and bagged their seed heads. The Horticulture crew weed whacked invasive plants inside and outside of the meadow's perimeter fence.

At the Warinanco Park stream daylighting project, about 150 feet of shoreline on both sides of the stream was planted with native wildflower and grass seed by Sheriff's Labor Assistance Program (SLAP) workers and volunteers, including a high school intern. Despite setbacks from a torrential downpour, followed by near drought conditions, and a broken water truck, a section of the buffer did bloom and grow. Fencing was purchased to protect the wildflowers from mowing and trampling, and will be installed as a future Adopt-A-Park project.

Wildlife specialist from the USDA assisted in managing an ever-growing groundhog population that is the stream project. The groundhogs eat new vegetation and when digging their dens often will displace some of the larger rocks or boulders along the stream banks. Den entrance and exit holes were treated and filled in an attempt to displace the groundhogs.

Two new volunteers worked this spring and summer. The mother of a former community service worker volunteered to clean up along the Green Brook in Green Brook Park. Several times a month, this steward picked up trash and recyclables from in and around the brook. A high school student from Roselle worked throughout the summer at Warinanco Park, removing trash, recyclables and invasive weeds from around the lake

Union County Deer Management Program

This program is intended to reduce the white-tailed deer population in specific County parks in an attempt to minimize over browsing of the forested parkland, reduce browse damage on the landscape plantings of surrounding homes, reduce the incidence of deer-related motor vehicle accidents, and lessen the occurrence of Lyme disease.

In 2015, the Union County Deer Management Program included hunting in five parks, including one municipal property. For the second year in a row, the number of deer removed was lower than expected, due to an unusual amount of snow cover and ice.

Fifteen volunteer hunters removed 65 deer from the Watchung Reservation in 6 days throughout January and February. This annual effort is necessary to keep the deer population in balance with the flora and fauna of the forest. A spotlight count conducted in May, 2014 showed that continued hunting was necessary to reduce the density of deer in and around the Watchung Reservation. Reducing the population to a lower density will enable the forest to regenerate from decades of over browsing more quickly.

Simultaneous to the Watchung Reservation hunt, 9 additional hunters removed 13 deer from Lenape Park, during the fourth year of hunting at that park. Though hunting had been initiated in the adjoining Nomahegan Park in 2014, it was suspended in 2015. Two hunters assigned to the Summit section of Passaic River Park removed 5 deer from that park.

Seven hunters were deployed into the Ash Brook Reservation and Golf Course, and removed 12 deer from that property. For the second time, 3 hunters were given access to the municipally-owned Hawk Rise Sanctuary property, adjacent to the Linden Municipal Landfill and the Arthur Kill. This action was requested by the City of Linden, and yielded 18 deer.

Some of the venison that was processed from the deer harvested through this program was donated to the Community Food Bank of New Jersey. That donation provided a much-needed source of protein in meals for the needy and the homeless.

Hunters who are interested in participating in Union County's deer management program can register to receive an application through the County website.

Goose Management Program

In 2010, the County entered into a 3-year agreement with the United States Department of Agriculture (USDA) Wildlife Services (WS), by which the

federal agency would provide services to manage Canada geese in Union County. Those services include surveying goose populations, inactivating goose eggs at sites throughout the County parks, and lethal removal. In 2013, a 2-year agreement with USDA WS was renewed, followed by an additional 2-year agreement that was renewed in 2015 and is active through 2017.

Between March and May of 2015, USDA WS staff conducted nest and egg treatments to reduce Canada goose reproduction. A total of 17 nests containing 90 eggs were located and treated throughout Union County parks. Additionally, 26 nests containing 120 eggs were located and treated through a shared service provided by Union County within two Town of Westfield parks (Mindowaskin Park and Brightwood Park) and the Bayway Refinery in Linden.

During June and July of 2015, lethal removal of Canada geese took place in Union County parks, with a total of 23 geese removed specifically from park areas. Additionally, through the shared services program, a total of 241 geese were removed from Bayway Refinery and Mindowaskin Park. For the fifth consecutive year, USDA WS processed euthanized adult geese from the molt capture activities. The meat (breast meat only) was donated for non-human consumption to non-profit organizations within New Jersey, including zoos accredited by the Association of Zoos and Aquariums (AZA) and licensed wildlife rehabilitators.

For the remainder of the year, harassment events took place throughout Union County parks, as well as at Linden Airport (LDJ) through the shared services program. In fiscal year 2015 (October, 2014 – September, 2015), 196 harassment events took place in the parks, successfully dispersing 15,900 Canada geese from the property. At Linden Airport, a total of 1,692 geese were successfully dispersed by USDA WS, and 3,872 geese were dispersed by LDJ staff.

A USDA WS Wildlife Specialist continues to work full-time out of the-Division's offices in Scotch Plains. The USDA is working to develop new strategies for dealing with the thousands of migratory geese that overwinter in our parks but are currently protected from removal by international treaty.

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Bio-Blitz

The 24-hour long scientific survey of flora and fauna known as the Bio-Blitz occurred in June, 2015 at the Watchung Reservation. Thirty-eight staff and volunteers assisted in the operation of the Bio-Blitz Central area, including exhibit and Junior Scientist tents, in a field at the Trailside Nature & Science Center. One hundred fifteen volunteer scientists on 9 teams collected data at this 11th annual event. Over 700 species of plants and animals were identified, demonstrating once again the importance of passive use parkland as wildlife habitat and the need to support biodiversity or richness of species.

The plant team's findings support the need to continue managing whitetail deer in the Watchung Reservation, and even to increase the number of deer taken, as several "species of concern" were identified. These are species that are not yet endangered, but are declining in numbers and for which concentrated efforts must be undertaken to protect them. Additionally, other native species in some locations appear to be making a "comeback", since pressure caused by the browsing of deer has been lessened. Unfortunately, other sites show an increase in invasive plant populations where deer are prevalent.

Other interesting findings included 17 fungi species that were not found in any previous Union County Bio-Blitz, and 16 additional species that were not found in the 2007 Watchung Reservation Bio-Blitz. Sampling for fish could not be done at Lake Surprise due to the ongoing dam reconstruction project, but Seeley's Pond, Moxon Pond and the Blue and Green Brooks were sampled. The Fish Team, headed up by Shawn Crouse of the NJ Division of Fish & Wildlife, collected and released Rainbow Trout and Brown Trout from the Green Brook by Seeley's Pond. The warm water fish assemblage that was sampled underscores the recreational opportunities for anglers. The Aquatic Insect Team, headed up by our Watershed Ambassador Brittany Musolino, found a diverse number of species at the Blue Brook below the Deserted Village, indicating good water quality.

Although it is difficult to count all of the public participants due to multiple entry points, clicker counts show that at least 1,100 people participated. Programs were filled to capacity and exhibits and activities were heavily visited throughout the 24-hour period. Twenty-two displays were available to the public and scientists under the Bio-Blitz Central tent and elsewhere on site. Paratransit vans were again used to transport teams and the general public to sites throughout the 2,142 acre park. Financial support for the 2015 Bio-Blitz was again provided by ShopRite of Clark, which donated half of the food used to feed scientists and staff. Some of the other costs of operating the Bio-Blitz were offset by donations and materials received from the Staten Island Zoo, Jenkinson's Aquarium, The Museum of Natural History, the Rahway River Watershed Association, Toadshade Nursery, Wild Birds Unlimited, and Whole Foods.

Adopt-A-Park Program

Community and corporate groups continue to assist in the maintenance, improvement, beautification and natural resource management of the Union County Park System through the Adopt-A-Park Program. In 2015, over 1,200 participants provided over 3,150 hours of voluntary service on 52 projects in parks throughout the County.

At least 106 bags of recyclable materials were collected, along with 410 bags of trash, weeds and other debris. Vegetated buffers were planted and weeded; invasive plants were pulled; new, sturdier and more aesthetically pleasing fencing was installed; eroded areas were addressed; trail steps were installed and tons of garbage and litter were collected.

Corporate and community groups continue to want to "give back" to Union County parks. This year publicity was excellent, drawing even more groups. Three corporate groups donated over \$12,500.00 towards the purchase of wildflower and native grass seed, clean straw, tools, fencing, herbicide, and other supplies and materials.

One of the corporate groups, McKinsey & Company of Summit, provided 175 volunteers to complete 8 different projects throughout the Watchung Reservation in one day. The company provided a catered breakfast and lunch for the volunteers and County staff, as well as buses to transport volunteers to work sites. Projects included pruning of vegetation that encroached on trails, removal and herbicide treatment of invasive plant populations, clearing of drainage structures, removal of large rocks and branches from the exposed Lake Surprise lake bottom, construction of a split rail fence, and cleaning of furniture at Masker's Barn in the Deserted Village. Most notably, McKinsey provided for the design, purchase and installation of floating wetlands at three locations in Lake Surprise. This cutting edge technology uses native plants to remove high nutrient levels from lake water in order to reduce the growth of nuisance aquatic weeds.

The Summit Conservancy (City of Summit, Summit Environmental Commission & the Summit Green Team) continue to work to improve the Passaic River Trail in Passaic River Park, Summit Section. The Conservancy recently obtained a grant to fund some of these improvements and works closely with the Division of Park Environmental Services to meet their goals. The Groundworks Elizabeth Green Team returned to adopt a woodland area within Phil Rizzuto Park. Young adults from that group worked hard to manage invasive vegetation, remove litter and identify native plants at the site.

In 2015, Jersey Cares continued to be a major clearing house for volunteers for parks projects, providing more corporate groups and an ever-increasing number of individual volunteers for Saturday Trail Work events.

Adopt-A-Trail Program/Saturday Trail Work

Trail stewards continue to monitor and maintain hiking and bridle trails in the Watchung Reservation, Lenape Park, Ash Brook Reservation, the Passaic River Parkway and the Rahway River Parkway in Union. Stewards cut back overgrowth, pick up litter, clear clogged storm water culverts, and remove trees that fall across the paths among other tasks and report on a quarterly basis.

At an Adopt-A-Trail Meeting held in October, 14 new stewards were welcomed, trained and given trail assignments. Novice and veteran stewards then combined for a general meeting with a total audience of 31 volunteers. Trail steward Judy Mandelbaum from Summit gave a detailed PowerPoint presentation about the Summit Conservancy's Passaic River Park Trail project, demonstrating how volunteers can take stewardship to another level. The keynote speaker, Ama Koenigshof, an experienced trail builder and educator from the NY-NJ Trail Conference, gave an excellent presentation titled, "Sustainable Trails".

The AAT Chainsaw Crew was busy throughout the year removing trees that had fallen across trails in the Watchung Reservation, Passaic River Park and Ash Brook Reservation. The removal or cutting of hundreds of trees provided safe access to trail users.

The monthly trail maintenance days, organized and led by Environmental Specialist Betty Ann Kelly, once again received a boost in the number of volunteers as a result of trail work days being posted on the Jersey Cares website.

Though an early rain may have kept some participants away, National Trails Day in June drew 25 participants who enjoyed a continental breakfast, attended a guided trail walk led by Trailside naturalists, and worked on a trail project in the Deserted Village.

In March, the 8th annual Adopt-A-Trail & Park Steward Recognition Dinner was held at Masker's Barn in the Deserted Village. Many corporate and community groups were represented and 63 stewards were celebrated for their commitment and service to the program. Each received a certificate of appreciation, had their photos taken with County Freeholders, and received a door prize.

Tool Trailers

The County has been using a trailer stocked with tools, wheelbarrows and supplies to enable work by the many volunteers of the Adopt-A-Park, Adopt-A-Trail and Eagle Scout Programs. That trailer and its contents have become increasingly more important as the Division recruits and manages more Adopt-A-Park groups. But, the existing trailer needed to be better equipped with tools, and to be retrofitted with racks and other devices for more efficient and orderly storage of the tools.

In 2015, through an Eagle Scout Service Project, not only was the trailer outfitted with racks, but a surplus large panel truck ("the Bread Truck") was fitted with racks and buckets and stocked with tools as well. Now two projects can be conducted simultaneously and the truck can hold a larger variety of tools and supplies. The Bureau of Traffic Safety and Maintenance designed and installed an Adopt-A-Park Logo on both the tool trailer and tool truck.

Eagle Scout Projects

Fourteen Eagle Scout candidates developed proposals, recruited volunteers and/or implemented plans for leadership service projects that improved the Union County Park System in 2015. The projects include:

• At Milton Lake Park, Matthew Flanagan of Troop 40, Rahway, completed a project that involved constructing a boat launch and steps at the lake's edge.

- An Eagle Scout project in Passaic River Park, Summit Section involved reblazing part of the Passaic River Trail and constructing a turnpike to get hikers past a wet section. Mark Frieden of Summit also removed invasive plants.
- J.J. Steward of Troop 67 in Summit also worked along the Passaic River Trail in Summit, reblazing a part of the trail and creating a turnpike. He also constructed trail steps, stepping stones in a brook, and brush piles for wildlife.
- Another Eagle Scout candidate from Summit is constructing a kiosk at the entrance to the Passaic River Trail from the Stanley Avenue parking area. Robert Scott, from Troop 1, Summit, is also doing trash pickup and invasive plant material from the trailhead to the JCP&L utility right-of-way.
- Chris Albuquerque of Troop 23, Elizabeth undertook a massive restoration of almost half of the historic Azalea Garden in Warinanco Park. His volunteers expended over 700 nan-hours to remove leaves, fallen branches, and dead shrubs; cut down trees that had grown between shrubs; prune many of the estimated 500 azalea and rhododendron shrubs; plant 50 new azalea bushes; mulch all of the shrub beds; and water the new plants through a dry summer.
- William Zagorski of Troop 23, Elizabeth constructed tool racks and other storage devices in an enclosed trailer and a large panel van. These vehicles now provide easy access to tools and supplies for an ever-increasing number of groups doing Adopt-A-Park, trail maintenance and Eagle Scout service projects.
- Thomas Novak of Union is reconstructing a footbridge in the Watchung Reservation along the Green Trail. The Eagle Scout candidate recruited a Scout leader who is a structural engineer to design the new bridge, and another Scout leader who is a general contractor to supervise the construction. Completion of the new bridge is expected in early 2016.
- Doug Keating of Scotch Plains will build a kiosk and other trail improvements and develop a poster highlighting the natural and general history of the Ash Brook Reservation. Two Adopt-A-Trail stewards have agreed to assist with the project.
- T.J. Vagell of Troop 32, Watchung will write a proposal to restore the historic Rhododendron Garden in the Loop Area of the Watchung Reservation. Restoration of this garden, which originally contained over 350 shrubs and was nationally recognized in the 1950's, will entail removing invasive plants and unwanted trees, pruning the remaining shrubs, planting new shrubs, and mulching the entire area.

- Joey Rosenkrantz of Troop 368, Berkeley Heights is developing a proposal to restore the Council Fire Ring area at the Scout Camping Area in the Watchung Reservation. The outdoor amphitheater, which seats about 200 people, has fallen into disuse as its log benches have rotted and gravel; paths have become overgrown.
- Joshua Schmidt of Troop 32 has written a proposal to create a catalogue and inventory system for artifacts at the Deserted Village of Feltville. Over 200 pieces of furniture, tools, toys and housewares stored in the basement of Masker's Barn will be researched, cleaned, repaired if necessary, catalogued and safely stored. Many of the artifacts will be put on display in Masker's Barn or the Visitor Center in the Church/Store Building.
- Kyle Dziedzic of Troop 23, Elizabeth will create rustic furniture for the porch of the Church/Store Building in the Deserted Village. He will also construct a gazebo at Masker's Barn to be used for outdoor wedding ceremonies. These structures will be made from cedar timbers to mimic the Adirondack-style porch posts and rails on the porches of the historic Deserted Village buildings.
- Nathan Kramer of Troop 272, Garwood has written a proposal to restore a grass tennis court in the Deserted Village. Visitors to the historic site will again be able to play tennis on the court, as was done when the area was a summer resort called Glenside Park from 1882 to 1916.
- Matt Sylvester of Troop 368, Berkeley Heights is developing a proposal to improve fishing access points and the boat launch at Lake Surprise in the Watchung Reservation. His project will also involve installing structures to assist fish spawning in the lake, which will be restocked in the Spring of 2016, following reconstruction of the lake's impoundment structure.

Invasive Plant Management

Invasive plants are an ever-increasing problem throughout our park system. Plants that are not native to the ecosystem and have no natural checks and balances (i.e.: no animals or insects that eat it, etc.), compete aggressively with the native vegetation, upsetting the natural balance of our forests and vegetative buffers and decreasing biodiversity.

In 2015, the County continued its efforts to manage invasive plants throughout its parks with the assistance of New Jersey Invasive Species Strike Team (NJISST) steward Maggie Southwell and various Adopt-A-Park

groups. Ms. Southwell holds a Pesticide Operator license, enabling her to apply herbicide under the supervision of County licensed staff, providing important services free-of-charge. Maggie has assisted with several Adopt-A-Park projects in the Watchung Reservation and elsewhere, treating hundreds of invasive plants, including three tree and shrub species that are targeted by NJISST.

The locations of treated plants will be entered into the NJISST GPS database, and sites will be revisited in the future to determine the need for additional treatment. NJISST's goal is early detection and eradication of new invasive plant species throughout the state. Environmental Specialist Betty Ann Kelly continues to serve as the Union County representative to this team.

Elsewhere in the park system, volunteers in Summit continue efforts to control a population of Japanese knotweed in Passaic River Park, using a method of injecting herbicide into the plant's main stem. Members of the North Plainfield Shade Tree Advisory Board have been managing Japanese knotweed in the same manner in Green Brook Park for several years and the area is responding quite well. Native plants are now found throughout the site and far less knotweed plants can be found. Knotweed was also injected in Warinanco Park this year at the stream daylighting project. This population is much smaller at the present time and more easily managed for now.

Hydroraking of Rahway River Park Lake

Several lakes in the Union County Park System are treated regularly during the warmer months with chemicals to effectuate the control of algae and nuisance aquatic weeds. The prevalence of this unwanted vegetation correlates with the amount of nutrients, particularly phosphorous, that is present in the lake water and feeds the weeds.

In early summer, 2015, the wide-spread (70-80%) coverage of Rahway River Park Lake with nuisance weeds was causing concern for many park users. The lake water was often not visible through the blanket of spatterdock, water lilies, coontail, filamentous algae, duckweed, watermeal, and aquatic primrose. The area of the lake closest to its inlet had become quite shallow due to a build-up of leaves and other matter that had washed into the lake from streets surrounding the park.

This Division coordinated the hiring of Aquatic Analysts, Inc. to perform hydroraking of Rahway River Park Lake. This process utilizes a bargemounted excavator to scrape the vegetation and its roots off of the lake bottom. No permits are required from NJDEP.

Besides returning a large portion of the lake's surface to open water, the hydroraking removed a significant build-up of the submerged leaves and other organic matter. This should contribute to a reduced phosphorous load and hopefully less nuisance weed growth in the Spring of 2016.

Azalea Garden Restoration

As reported above, restoration of the Azalea Garden in Warinanco Park was initiated as an Eagle Scout Service Project. Originally planted in 1945, the garden contained 3,500 azalea and rhododendron shrubs and a variety of ornamental trees, and covered 2 $\frac{1}{2}$ acres. Over time, due to both the aging of the plants and the loss of horticultural staff, the number of shrubs fell to about 500.

During the summer of 2015, the Eagle Scout candidate and his volunteers worked in the half of the Azalea Garden closest to Park Drive. Simultaneously, the 2-man Horticulture Crew and 6 seasonal employees worked in the other half. Leaves, dead bushes and trees, and other debris were removed. Trees that had grown into the shrub beds on their own were cut down and stumps were pulled. Many of the azalea and rhododendron bushes were pruned. Fifty new azalea bushes were planted, and all of the shrub beds were mulched. An existing sign was repaired and repainted. A big challenge for the Horticulture Crew was keeping the new plant material alive by constant watering through a very dry summer.

Rahway River Storm water Advisory Board

The Division's Environmental Specialist, Betty Ann Kelly, was appointed in 2014 to the Rahway River Storm water Advisory Board, which was formed to discuss and evaluate floodwater/storm water issues in the Rahway River watershed. Ms. Kelly served on the 1,000 Rain Gardens subcommittee. The rain garden initiative focuses on encouraging municipal, county, nonprofit, residents and other landowners to install green infrastructure, especially rain gardens, to help alleviate minor flooding and to prevent nonpoint source pollutants from entering the waterway via storm water runoff.

Ms. Kelly helped to facilitate and install a grant-funded rain garden at the Cranford Municipal Building. In 2015, Betty Ann coordinated the installation of additional native plants to preventing the spread of invasive vegetation and weeds. Funding and labor were provided by the Cranford Environmental Commission, the Cranford Department of Public Works, and volunteers from the community. The garden continues to serve as an excellent example of how to divert storm water runoff from impervious surfaces.

Watershed Ambassador

The Watershed Ambassador is provided through the NJDEP AmeriCorps Watershed Ambassador Program and conducts visual and biological stream assessments for water quality.

The Ambassador also provides free watershed education programs for local schools and community groups, helps with Adopt-A-Park projects, assists with the planning and implementation of the Bio-Blitz event and serves as the Bio-Blitz Aquatic Insect Team Leader. The Ambassador is required to implement partnership projects with area groups and organizations. Partnerships this year included a very successful rain barrel program in Cranford. L'Oreal and the Cranford Environmental Commission donated materials for the program, which had 40 participants others on a waiting list.

The Watershed Ambassador also partnered with 3 teachers and their students from the Union County Vocational-Technical School for a cleanup day at Ash Brook Reservation and Kean University students for an annual cleanup of the Elizabeth River. Both projects yielded many bags of garbage, debris and recyclables, leaving the sites much cleaner than before.

In 2015, the Watershed Ambassador presented an in-school program on watershed issues to 52 classes, educating 1,833 students. Using funding from a Clean Communities grant, an additional instructor was hired on a per diem basis to teach 15 additional classes, consisting of 375 students.

Woodcock Walk

In March, 2015, a Woodcock Walk & Talk was presented for the first time at Lenape Park in Cranford. Woodcocks, upland sandpipers, display an unusual mating behavior along the forest edge and in fields. Lenape Park has long been an excellent location to observe these unique birds, so it made sense to share the experience with the public. A PowerPoint presentation was given by a local bird enthusiast inside the former Trap & Skeet Range Fieldhouse. Then the group of 25 participants moved outdoors, only steps away, to hear and see the male woodcocks right on cue. Most participants had never before seen a woodcock and all were very appreciative of the opportunity.

Four Centuries in a Weekend at the Deserted Village

For the second year in a row, over 2,600 people visited the Deserted Village of Feltville during this year's annual Four Centuries in a Weekend. Attendance at this 2-day event has more than doubled in the last four years, thanks to an increased use of overhead roadway banners and other marketing tools.

A shuttle bus system carried visitors from the train station in Westfield to the Deserted Village and other Four Centuries sites for the second year. And at least a score of Freewalkers hiked a 13-mile route commemorating the Battle of the Short Hills from Metuchen to the Deserted Village.

Four Centuries in a Weekend participants at the Deserted Village were able to view interpretive exhibits in the restored Church/Store Building. Guests could buy light refreshments in the General Store and children could experience writing with quill pens and ink at the one-room schoolhouse display. Additionally, visitors could participate in a variety of activities, including narrated hayrides, old-fashioned children's games, apple cider pressing, a children's archaeological dig, armchair and self-guided tours, and a guided tour by the ghost of David Felt (who built the town in 1845). In Masker's Barn, visitors were able to sit in on a meeting of the Archaeological Society of New Jersey.

Haunted Hayrides

The Haunted Hayrides at the Deserted Village were as popular as ever, with all of the 887 available tickets sold out three weeks before the 3-day event. This award-winning program makes historic interpretation fun, with the ghost of David Felt telling true stories of mystery and tragedy so well that they come to life. Producing this event required the assistance of 73 cast and crew each night, with over 60% of them being volunteers.

After a half-hour ride through the Deserted Village in darkness, participants walked into the Revolutionary War Period cemetery and met the ghost of a militia soldier who is buried there. This year, participants also got to meet

two girls who worked in David Felt's mill and drowned in 1857 in Feltville Lake (now Lake Surprise). Their burials in the Deserted Village cemetery were just revealed through research this year.

Masker's Barn

Masker's Barn, the circa 1882 carriage house in the historic Deserted Village of Feltville, was restored in 2011. Though originally intended primarily for use as an interpretive center, this quaint barn has also become a sought-after rental site for private birthday parties, showers, family reunions, weddings, meetings, fundraisers and more. The Recreation Bureau's Barn Dance for People with Disabilities is held annually in the refurbished barn.

In 2015, there were 62 events held in Masker's Barn (a 55% increase over 2014), including 9 weddings or wedding receptions. Those events were attended by 4,650 guests and brought in almost \$17,000 in revenue from rental fees. There are already 25 events reserved in Masker's Barn for 2016, including 8 weddings and 4 bar mitzvahs.

General Visitation at the Deserted Village

The number of people visiting the historic Deserted Village of Feltville has steadily increased, and is now estimated at over 75,000 annually. A booklet that enables visitors to do their own self-guided walking tour is available. Smartphone links to historical material are available at two informational kiosks on site.

Restrooms in the restored Church/Store Building are open daily. The Visitor Center in that same building provides exhibits of artifacts, photographs, and maps that explain the 300-year history of this site as an agricultural community, mill town, summer resort, ghost town, county park, outdoor education center and historic site. The Visitor Center is open to the public, free of charge, weekends and holidays from noon to 5 p.m. Over 10,000 people were counted entering the Visitor Center in 2015.

OFFICE OF CULTURAL & HERITAGE AFFAIRS

The Office of Cultural and Heritage Affairs promotes and develops public interest and participation in the arts and local, county and state history, and ensures that all residents have the opportunity to benefit from the county's rich multi-cultural arts, history, and historic resources. The Office provides programs and services in the arts and history that contribute to sustainable economic development, build more livable communities, encourage civic engagement and contribute to a vibrant quality of life for all residents.

The Office also manages three grant programs: HEART (History, Education, Arts Reaching Thousands), a Freeholder Initiative; the Local Arts Program of the New Jersey State Council on the Arts; and a re-grant program through the New Jersey Historical Commission.

- Renewed funding from the Union County Division on Aging enabled the continuation of the Care for Caregiver Respite Art Program. Twenty individual caregivers benefited from approximately 77 in-home programs. Care for Caregiver programs are offered throughout the calendar year.
- The Office continued to manage the Freeholders Gallery and the Pearl Street Gallery, curating 14 exhibits. Featured exhibitors included winners from the Senior Art Show, the Employee Art Show, Teen Arts and other Union County artists.
- The Teen Arts Program served more than 4,000 students representing 65 Union County Schools at Union County College in March. Fifty-five professional artists participated in critiquing seminars, master classes and workshops in visual arts, music, theater, media arts, dance and creative writing.
- In May, 200 performing arts students were invited to participate in the Teen Arts Showcase to experience performing live on the stage of the Union County Arts Center in Rahway. The Showcase gave many of the 800 parents, grandparents, siblings and fellow students a first-time visit to UCPAC.
- Teen Arts Traveling Art Exhibit comprised of 60 pieces of student art selected from the Teen Arts Festival was also on display at the Teen Arts Showcase and continues to be exhibited for month-long shows in a total of eight venues (corporations, libraries and galleries) throughout Union County. A combined audience of 8,000 will view the art work.
- The Office received \$3,225 from the National Arts Program to provide cash prizes and scholarships for the 14th Annual National Arts Program for Union County Employees and their Families held in May at Elizabethtown Gas in Union. There were 79 artists and 132 artworks in the 2015. Amateur: 24; intermediate: 18; Professional: 17; Teen (13-18): 10; 12 & Under: 10. The NAP provided \$2,400 in prizes and an \$825 scholarship was received to
help with reception costs (musicians, judges, photographer and helper for hanging). Elizabethtown Gas Co. provided refreshments at their expense.

- The Office once again administered the Union County Senior Citizens Art Exhibit in June at Elizabethtown Gas in Union. There were 122 artists presenting work in 2015. The exhibit period was June 1 July 13, 2015 with approximately 700 (includes public, bldg. occupants, visitors, artists, their families and friends) visitors over the course of the show. The show opened with a reception on June 10, 2015 with approximately 250 (includes artists, their families and friends, staff) guests. Expenses for this show (approximately \$700) were paid for thru the NJ State Council for the Arts Grant. Refreshments were provided by Elizabethtown Gas.
- The Office of Cultural and Heritage Affairs managed the Freeholders' Initiative, the HEART Grant (History, Education, Arts Reaching Thousands) program. This program allocated \$100,000 to 10 individuals and 44 organizations, providing cultural programs to under-served constituencies and general audiences in 16 municipalities.
- The New Jersey State Council on the Arts named the Union County Office of Cultural & Heritage a "Major Service Organization" for the Arts for 2015 at its annual meeting in August.
- The Office applied for a general operating support grants from the New Jersey Historical Commission and received \$55,757 to continue its history programs and services. Through a re-grant program, \$16,000 was provided to eight organizations to present history projects. In addition to offering technical assistance workshops and three public history programs, the Office continued its collaboration with the Union County Civil War 150th Anniversary Committee to increase the body and quality of information on the role of the County and the State of New Jersey in the American Civil War.
- The Office also applied for and was awarded a special projects grant of \$13,050 from the New Jersey Historical Commission. The project "Discover History in Union County's Backyard" provides interpretation of the Deserted Village. The qualified consultant team is in the process of providing text and locating illustrative material for fifteen interpretive signs to be installed throughout the village. Curriculum materials to support a tour and programming for elementary children will also be available.

- The Office was awarded \$144,813 from the New Jersey State Council on the Arts which enabled the office to administer a regrant program that awarded \$61,500 to 32 organizations, conduct technical assistance workshops, present exhibits featuring work of teens, seniors, employees and residents. The balance of the grant was used for general operating expenses.
- Music in the Mills, the program formerly known as Art in the Gardens, continued its collaboration with The Mills at Jersey Gardens to provide Union County performing artists with an opportunity to perform for the public. Taking place during Columbus Day Weekend (October 10-12, 2015) in National Arts and Humanities Month, 25,000 shoppers stop by Center Court and enjoy the show.
- Our heritage program, Four Centuries in a Weekend: A Journey through Union County's History took place on October 17 and 18. There were reenactments, plays, cooking demonstrations and other special programming. Once again we had passports for students to have stamped at the sites and they will earn a Time Traveler certificate and patch. Lesson Plans and Activity Books were also distributed. We also encouraged the use of mass transit to visit many of the sites.

PUBLICATIONS

The Four Centuries in a Weekend booklet was replaced with a year round publication *Union County: Across the Centuries* which not only provides information about our historical sites but also archival and research resources. The booklet is distributed in County Buildings, the County Information Van, Four Centuries sites, and public libraries and as requested.

Constituencies served through the Office of Cultural & Heritage Affairs:

Students

- Teen Arts Program serves middle and high school students, their art teachers, professional artists and senior volunteers
- Teen Arts Festival 2015 4,000 middle and high school students, 55 professional artists, 52 volunteers
- Teen Arts Showcase 2015 UCPAC, 200 students and 800 audience members
- Teen Arts Traveling Art Exhibit 8 Union County venues featuring 60 pieces of artwork from the 2015 Festival

• Four Centuries in a Weekend Passport Program encourages students to visit Union County Historic Sites

Families

- Four Centuries in a Weekend
- Music in the Mills/Art in the Gardens
- Cultural Connections listing at www.ucnj.org/cultural
- Care for Caregivers

Senior Citizens

- Union County Senior Art Show
- New Jersey State Senior Art Show

Individual Artists

- Technical Assistance Workshops that provide information on professional development topics such as copyrighting and promotion of artwork.
- Email referrals for exhibit opportunities and other programs.
- Opportunity for a visual artist to have a solo show in a public setting.
- Art Outside the Box: A public art project where visual artists were invited to create and submit artwork. Twelve artworks were selected to be placed on traffic control boxes.
- 14th Annual National Arts Program for Union County Employees and their Families

Arts, history, historic preservation and cultural organizations

- Grant opportunities (HEART, Art and History programs)
- Technical assistance workshops on administrative skills as well as ADA (Americans with Disabilities Act) workshop giving an overview of what organizations must consider for their sites and programs regarding compliance.
- Organizational calendar listing of events on OCHA's webpage.
- Opportunity for arts organizations to exhibit artwork in a public setting.

2016 INITIATIVES

Wi-Fi

The Department of Parks and Recreation will be installing Wi-Fi at Rizzuto Park in Union, Ponderosa Park in Scotch Plains and Watchung Stable in Summit for the benefit of those who utilize our parks and facilities.

With the installation of Wi-Fi at the Stables, all of the County park facilities will have Wi-Fi capabilities.

Solar Powered Charging Station

As a pilot project in 2016, the department will acquire a solar powered charging station to be placed in Warinanco Park near the Boat House for the use by the residents who utilize that area. This charging station will be capable of charging six electronic devices simultaneously. After this pilot project has been completed, and if successful, additional charging stations will be stationed at different parks.

Lake Dredging

It is planned that the County will continue to evaluate its lakes and ponds and in 2016 it is planned that Miesel Pond will be dredged.

On-line Registration

In 2015 the County undertook the initiative with the start of on-line registration. In 2016 we will be improving the on-line registration by outsourcing with the software vendor that the County utilizes. One of the drawbacks that of the first year of on-line registration was that the webbased software resided at the vendor's location and the actual database resided at the County. This configuration caused bottlenecks when a large number of residents attempted to register simultaneously. The department will be switching the actual database and software to the vendor's location. This will enable us to better serve our residents with a greater capability to handle large simultaneous registrations and at the same time, the County's users will be able to access the system from any location that has internet access.

Turf Field

It is anticipated that we will begin the plans for a new turf field at Miesel Park in Springfield; together with an additional turf field at Wheeler Park in Linden.

Spray Park

The department will be exploring the feasibility of transforming the pool at Wheeler Park into a Spray Park with various spray park features that will enhance the attendance together with repaying the parking lot, additional lighting and updated restrooms.

Trails

The County will mark a new historic trail on the eastern end of the County that will recognize the last attempt by the British to destroy Washington's Army. The Last Invasion Historic Trail will run from the Elizabeth waterfront, where the British landed from their base on Staten Island, to Springfield, marking the Battles of Springfield & Connecticut Farms.

The County will commemorate Sept. 11 and join with park systems across the region to create the new Sept. 11 Memorial Trail. The County will also continue to improve the East Coast Greenway and Sept. 11 trails where they pass through heavily-trafficked sections of Union and Hillside.

Bicycles

As a pilot program, the County will investigate the purchase of bicycles so residents would be able to rent, much like they do in New York City. These rentals would be placed in either Echo Lake Park or Warinanco Park and would made part of the paddle boat concession.

DIVISION OF RECREATIONAL FACILITIES

Watchung Stables

Trails—Last year a white binder dust was laid on part of local trails. The footing hardens when it becomes wet to prevent movement off the trail. Thus far the footing has stayed in place keeping the footing ideal for equestrians, hikers and the environment. Many of the other trails need to be repaired to ensure proper safe footing for riders.

Lease horses -- purchasing more quality lease horses could continue to bring in a huge amount of revenue for this facility with very little work on our part. Setting the sights high, if we were to accommodate the 20 people on the list that would be an additional \$107,928.00 in just lease revenue. Should each of those people take 1 lesson a week that is an additional \$50,000.00 in revenue.

Trailside Technology Upgrades

- Upgrade the 250 seat auditorium with new screen, sound system, podium, portable smart board. Create a theater atmosphere rather than an elementary school auditorium.
- Upgrade seven exhibit text panels by installing tablets to create an interactive experience. Possibly create QR codes so visitors can use their smart phones to access additional information about each nature-themed exhibit.

Trailside' s 75th Anniversary

In 2016, Trailside Nature & Science Center will be celebrating 75 years of environmental education. The Trailside Museum was opened in 1941 as NJ's first nature center. The following are ideas to celebrate this milestone:

- Create a Trailside History Photo Exhibit from UC archives to be hung in the Visitor Center for the year.
- Special programming scheduled throughout the year / well-known presenters for families
- Special 75th anniversary T-shirts, giveaways
- Plant trees in honor of the event
- Use the 2016 Wild Earth Fest event as a way to celebrate and offer additional recreational activities for families; hire a well-known speaker, special concert, etc.
- Adult speakers on important environmental topics.
- Ask local organizations to be a part of the event, partnerships, donations, grants, etc.

Children's Discovery Room

For the past 10 years the Children's Discovery Room has taken on tremendous wear and tear with the hands-on activities. Thousands of children and parents have enjoyed the visually inviting Discovery Room. This is a place where children can learn by doing, using their natural curiosity to explore. The entire room is now in need of refurbishing. It was originally created by Trailside's exhibit artist and a carpenter. There are local exhibit artists such as Exhibitology Design & Fabrication located in Springfield, NJ. who have created exhibits for Children's Museums in Staten Island and Connecticut. I would like to meet with and discuss exhibit concepts with this company and others. The design phase fee could possibly come out of the Trailside Trust.

STAR-LAB

Purchase a Digital STARLAB portable planetarium. This system can be used in the multi-purpose room or taken out on the road as an outreach program for schools. Since we no longer have the planetarium this would offer new programming and curriculum to schools through Trailside. The system includes (16' diameter) Dome that seats 23 people, dome duffel bag, a LED digital projector, laptop computer, Night Dome software, curriculum, blower, blower travel case. Depending on the package the cost for a digital portable planetarium is \$33,000 to \$50,000. Grant money for this portable planetarium can be researched or a possible donor or sponsor may be possible.

Sensory Friendly Trail

In an effort to serve individuals and families with physical disabilities, a Trailside 2015 initiative was submitted to take a portion of the Red Trail near the Visitor Center and develop a sensory/wheelchair accessible trail. The trail could offer features such as specialized substrate, benches, a teaching pavilion, a wooden boardwalk, and educational signage. This new trail would offer Trailside the opportunity to provide new programs to people currently precluded from enjoying the existing trails and further the outreach of Union County Parks and Recreation. This project was added to the scope of work for the Trails Project already in progress with CME Associates. Parks staff visited two sites in Jackson, NJ and Poconos, PA with wheelchair accessible & sensory trails to gather information for the project.

DIVISION OF PARK MAINTENANCE

Bureau of Park Grounds:

Safety Improvements

In an effort to make County playgrounds as safe as possible for children, the County will continue to convert the playground safety surfacing material at some locations from wood chips to rubberized surface, and continue safety inspections for playgrounds and replace damaged parts as needed.

Lake Management

Parks will bid the dredging and structural improvements of Meisel Pond in Springfield. We will continue to treat all lakes for nuisance and invasive vegetation.

Spray Pools

The County will explore a location for a spray-ground for Green Brook Park. Replace baby pool with a spray-ground feature as part of Wheeler Pool Complex renovations. These facilities provide cooling relief to families in urban areas during the summer months.

Synthetic Turf on County Athletic Fields

Award contracts to begin construction in Cedar Brook Park, Mattano Park and Rahway River Park. Identify potential new sites and design accordingly.

Rahway River Park Service Yard

Repave the interior yard lot.

Cedar Brook Service Yard

Top-coat the interior yard lot. Develop engineering plans for appropriate facilities for cleaning and servicing equipment.

Warinanco Service Yard

Repave the interior yard lot.

Master Plan

Evaluate the recommendations in order to prepare plans and budget estimates to carry out suggested initiatives. Work closely with other divisions of the Parks Department in identifying priorities through monthly meetings.

DIVISION OF PARK ENVIRONMENTAL SERVICES

For the year 2016, the Division of Park Environmental Services proposes the following initiatives:

Deserted Village Site Plan

Development of a plan for improvements to the 130-acre grounds of the Deserted Village of Feltville in the Watchung Reservation. Those improvements would provide better protection for the property and historic resources, while bettering the use of the property by an increasing number of visitors. Desired improvements include parking areas and paths, storm water management, regulatory signage, and restoration of the historic landscape. Of particular importance is the provision of parking for Masker's Barn, which is experiencing increased popularity as a party and event rental venue.

Restoration of House #7 in the Deserted Village

House #7 in the Deserted Village of Feltville is adorned with murals on the first floor plaster walls. The murals were painted about 1927 by a Nicaraguan artist, Roberto de la Selva, who has been connected to famous Mexican muralist Diego Rivera. An exhibit of de la Selva art is currently underway in San Antonio, Texas and bringing national attention to these murals.

The condition of the murals is deteriorating in this vacant and unheated building, leading Preservation New Jersey to designate this as one of the Ten Most Endangered Historic Sites in New Jersey in 2013. Capital funding will be requested to design a restoration of the building, but this project is a good candidate for matching grant funding assistance from the New Jersey Historic Trust. Conservation and preservation of the murals would likely receive funding assistance from one of two foundations that are connected to the history of this building and the murals.

Trails Assessment & Management Plan

Owing to their sheer volume, and topographic challenges, maintenance of the existing network of hiking and bridle trails in the Watchung Reservation is beyond the capabilities of both County staff and trail maintenance volunteers. A consultant began work in 2015 on a Trails Master Plan to inventory the existing trails and assess their condition. That plan is expected to call for closing some trails, relocating others, and building new ones as necessary to result in a network of trails that require less maintenance and yet provide safe and adequate access for hikers and equestrians.

However, a freak storm in August, 2015 dumped 6 inches of rain on the Watchung Reservation in one afternoon. The erosive force of the storm water caused catastrophic damage to some bridle and hiking trails. Some trails are still not safe and are impassable. Division staff will work with the consultant to get this project back on track. Meetings with stakeholders, which are part of the consultant's scope of work, should help focus the plan and recruit new trail maintenance volunteers, perhaps leading to the establishment of a trails conservancy.

Installation of an Irrigation System at Chatfield Garden

Staff reductions in 2012 were particularly hard on the Horticulture Crew that maintains the flower gardens and shrub beds in the County parks. The

Chatfield Garden in Warinanco Park requires the largest expense of that crew's time. The conversion of flower beds from annuals to perennials that was accomplished in 2013 has lessened the labor burden. Installation of an irrigation system is necessary to keep this garden blooming with the available staff resources. Plans have been developed for an irrigation system, brick paver walkways, and ornamental lighting. A contract has been awarded and construction is expected in 2016. The plan will not only install a much needed irrigation system, but restore the pathways and benches within the Garden.

Memorials

The Division of Park Environmental Services regularly takes requests from County residents who would like to memorialize a loved one by planting a tree or installing a bench in a particular park. However, this practice has become quite problematic as trees die, benches are damaged or moved, bench styles changed, and commemorative plaques are stolen or damaged.

The restoration of the Azalea Garden in Warinanco Park in 2015 has provided a new memorial opportunity. Donors can contribute to the purchase and installation of many shrubs as gaps in the garden are filled. A kiosk at the site provides a space for the posting the names of contributors or those whom they wish to honor.

The Division will develop similar memorial donation opportunities at other locations throughout the County parks, including Chatfield Garden in Warinanco Park, the Rhododendron Garden in the Watchung Reservation, and the Deserted Village.

Friends of Feltville

A friends group will be established for the Deserted Village of Feltville, similar to those that support State-owned historic sites. The Friends of Feltville could provide volunteers to operate and staff the Feltville Visitor Center and some programs. This non-profit organization would also undertake its own fund-raising efforts to fund improvements that are consistent with the County's Master Plan for the site.

Shoreline Stewards

Additional volunteers will be recruited and trained to adopt sections of shoreline at the Cedar Brook Lake, Upper Echo Lake, Warinanco Lake and Warinanco Stream Restoration Projects. Some Shoreline Stewards already maintain fencing, pick up litter, and remove weeds to assist in the establishment and stabilization of the aquatic and upland plants that were installed during the restoration projects.

Floating Wetlands

Floating wetland islands are a new cutting edge technology used to remove high nutrient levels from lake water in order to reduce the growth of nuisance aquatic weeds. Native plants are suspended in foam modules that can be configured in a variety of ways. As the plants grow, their roots dangle in the water column and suck up the free nutrients, particularly phosphorous.

Three floating wetland islands were installed in June, 2015 on Lake Surprise in the Watchung Reservation as a demonstration project. Similar installations will be designed and implemented on at least two other lakes or ponds where nuisance weed growth is a problem.

Lake Management

There are 35 lakes, ponds and lagoons in the Union County Park System. At least half of those water bodies are plagued with problems of nuisance weed growth, algal blooms, bad odors, and poor navigation due to sedimentation. For at least a decade, herbicide treatments have been used as the primary method of controlling the growth of weeds and algae. Because of its high cost and complex permit requirements, dredging has only been used in a small number of lake restoration projects.

In 2016, the Division of Park Environmental Services will start to gather data about lake and pond morphology and water chemistry. This data will be used to develop a more holistic approach to lake management. The use of hydroraking, aeration, biological and physical controls, floating wetland islands, aquascaping, shoreline stabilization, fish stocking and habitat improvement, and nutrient inactivation will be considered for each water body. It is planned that three lakes will be hydroraked in 2016.

Wildflower Meadows

Three wildflower meadows in the Watchung Reservation need to be reestablished. The two fields along Glenside Avenue (the Corn Field and the former Boy Scout Camporee Field) and one on Summit Lane near New Providence Road have been overtaken by invasive plants due to inconsistent mowing. Restoration will require repeated mowing and herbicide treatment of the invasive plants and reseeding with an appropriate wildflower native grass mix. The Corn Field contains delineated wetlands that will need to be protected.

Wildlife Education

A spring Woodcock Walk & Talk program proved very popular. The Union County Park System provides many wonderful opportunities to introduce the public to nature and wildlife habitat via the shoreline restoration projects, meadows, fields and parks in general. A series of daytime and evening walks and talks could be offered to promote eco-tourism in Union County. Some examples could include an evening sights and sounds walk at Lenape Park to look for and listen to owls, bats, lightning bugs and katydids, or a walk around a lakeshore planting to find butterflies, wildflowers and birds. These informal programs could be led by the Division's Environmental Specialist, naturalists from the Trailside Nature & Science Center, or guest presenters.

CULTURAL AND HERITAGE AFFAIRS

The pilot program "Discover History in Union County's Backyard", an educational initiative, which replaces Operation Archeology will be introduced to students this summer through the Trailside Summer Camp. The program will be offered to schools in the fall. The program will provide interpretation of the Deserted Village of Feltville. We also plan to install interpretive signs throughout the village for the more than 75,000 visitors.

The Office plans to continue to expand the "Four Centuries in a Weekend Program." There have been discussions with bicycle groups to tour the sites on bikes. We continue to meet with our Four Centuries in a Weekend sites to brainstorm on promotion of the event, volunteers and having their site visitor ready.

The Office will explore the possibility of partnering with one of our arts organizations and offering a Juried Art Show for Union County residents.

The Office will continue to work with other county offices, agencies and the business community to ensure that cultural resources fully contribute to sustainable economic growth.

Department of Public Safety

Emergency Management

Medical Examiner

Police

Weights and Measures

Office of Health Management

Office of Consumer Affairs

Organizational Chart

Department of

Public Safety



DEPARTMENT OF PUBLIC SAFETY

MISSION

The mission of the Department of Public Safety is to protect the residents of Union County through the effective and cost-efficient provision of both primary and ancillary public safety services. The six divisions of the Department of Public Safety include the County Police, Emergency Management, Health Department, Medical Examiner, Weights and Measures and Consumer Affairs. Each of these departments is dedicated to protect the residents of Union County in such diverse areas as criminal investigation, emergency response, health education and surveillance, seat belt education and consumer protection.

PROGRAMS & SERVICES

Consumer Affairs

Aids consumers in making better purchasing decisions and facilitating the protection and assertion of consumer rights by staying actively involved in getting regulations enforced to protect Union County residents. This office educates senior citizens and young people, who are a large number of the spending/buying population. Retailers are made aware of New Jersey State Regulations governing the quality of service to consumers.

Emergency Services

The Division provides incident management support at local and county scenes to assist local governments in maintaining their National Incident Management Systems (NIMS) requirements. Emergency Services responds to and plans for emergencies through three bureaus:

Bureau of Operations

The Bureau of Operations houses the Hazardous Materials Unit, Emergency Medical Services Unit and the Emergency Management Unit.

The Hazardous Materials Unit (HAZMAT) is a Type 1 Regional Hazardous Materials Response Team, as defined by the Department of Homeland Security Typing System. It coordinates and implements all necessary response, assistance, training and related services for the identification of hazardous materials. The Team provides appropriate cleanup and disposal of hazardous materials caused by accident or intention.

The Emergency Medical Services Unit (EMS) responds to medical emergencies throughout Union County to provide quality pre-hospital care. EMS is staffed by certified emergency medical technicians and maintains a high standard of professionalism and expertise in the field of basic life support.

The Emergency Management Unit (OEM) is responsible for mitigating, preparing for, responding to and recovery from natural or manmade disasters according to federal, state, and county guidelines.

Bureau of Logistics

The Bureau is responsible for the coordination, management and supervision of multidiscipline all-hazards preparedness projects and initiatives; enhancing the preparedness levels of first responders through equipment, regionalized planning and training; ensuring the County's compliance with the rules and regulations of the National Incident Management System (NIMS); researching, applying for, administering and managing the State and Federal Preparedness Grants; and coordinating multidiscipline preparedness drills. The Bureau is also the lead agency in the County's participation in the Urban Area Security Initiative (UASI.) UASI is the State's North Eastern Homeland Security Region which, since its inception in 2003, has received \$97 million in specialized Homeland Security Grant Funds.

Bureau of Support

The Bureau of Support houses the Technical Services Unit and the Union County Fire Academy.

The Technical Services Unit maintains all radio infrastructures for Union County agencies. This includes the County Police, Prosecutor's Office, Office of the Sheriff, Emergency Services, Public Works and also maintains countywide radio infrastructure supporting EMS Dispatch and mutual aid and fire mutual aid. This Unit also works with several municipalities to coordinate their inclusion on the NJ Interoperability Communications System (NJICS). The Union County Fire Academy began in 1997 when the Division of Emergency Services formed a partnership with the Union County Fire Chiefs' Association in an effort to further enrich the firefighters' education. The advantage of this affiliation is the bringing together of combined resources to enhance training for both career and volunteer firefighters. The Academy primarily operates at the Linden facility and has become a professional training ground. It also operates at other locations and provides Outreach programs to municipal fire departments to help meet their training needs. The program at the Academy has a high standard for the Firefighters of Union County, which translates into pride and professionalism in serving the people of Union County.

Health Management

The Office of Health Management is a vital component of the emergency preparedness and response system so as to plan and manage the health related aspects of community response. Within the division are the Office of Environmental Health and Office of Public Health working together with the goal of a healthier and safer community.

Bureau of Environmental Health

The Office assures compliance with environmental health regulations, coordinates public employee occupational safety and health mandates, and implements the State Right-to-Know programs. The Bureau is responsible for ensuring compliance with the County Environmental Health Act (CEHA) as regulated by the New Jersey Department of Environmental Protection (DEP). The CEHA work program includes compliance and enforcement in areas such as hazardous materials, air, solid waste, water, noise and underground storage tanks.

Bureau of Public Health

The Office is responsible for managing the Local Information Network Communications System (LINCS) to enhance and integrate local public health agencies' state of preparedness for, response to, and recovery from acts of terrorism and other public health emergencies. LINCS is responsible for managing the regionalized and coordinated public health assessment, disease identification, and rapid response and containment of incidents that threaten public health. LINCS coordinates an e-information system supporting interactive reporting, health data analysis and the dissemination of information between the Department of Health and Human Services, the Centers for Disease Control, local health departments, health care providers and emergency responders.

Division of the Medical Examiner

This office conducts death investigations and scene visitations. A major responsibility of the Medical Examiner's Office is to perform autopsies and external examinations when required. If an autopsy is not necessary to determine the cause, manner and mechanism of death, an external examination is conducted. The Medical Examiner investigates all deaths reported under the County's jurisdiction as mandated by New Jersey State statute. It also provides surveillance to detect "serial" crimes, natural epidemics and biological or chemical terrorism at the earliest stages.

Forensic Pathologists serve as expert witnesses for the prosecution in criminal cases and consult with family members to answer questions regarding the death of loved ones.

County Police

The County Police protects and serves the citizens of Union County by providing efficient, cost-effective, and professional delivery of law enforcement and protection services on all County-owned properties, parks and facilities, utilizing a variety of enforcement and crime prevention strategies. The County Police is an essential law enforcement support agency for providing Union County's overall homeland security defense.

The Traffic Enforcement Unit, which includes the "Weigh Team," continues to be a critical component in safeguarding the integrity of Union County's bridges and roadways, as well as producing significant County fine revenue.

The County Police provide a variety of specialized and unique law enforcement shared service programs and services that benefit police agencies throughout Union County.

This Division is the State of New Jersey medium for managing and coordinating Emergency 9-1-1 activities for all municipalities in Union County and Kean University. It also manages several crucial law enforcement programs that directly contribute to the protection, safety and welfare of families and citizens throughout Union County. Public safety awareness, information and education presenters are in constant demand by senior citizen groups, educational institutions, civic organizations, scouting groups, and public information mediums.

Weights and Measures

This Division provides cost-effective weights and measures enforcement protection and services to businesses, government agencies and consumers of Union County. The Division reduces or eliminates fraud and unfair business practices against consumers. It monitors and enforces proper use of measuring and weighing devices, such as gasoline meters, oil truck delivery meters and scales used in commercial establishments, through testing and inspection.

The Division audits for accuracy consumer packages offered for sale and Universal Product Code scanners for accurate pricing and labeling. Staff investigates consumer complaints regarding weighing and measuring violations. This Division prepares summonses and prosecutes violators.

2015 ACCOMPLISHMENTS

Consumer Affairs

The Office of Consumer Affairs Saved consumers \$37,090.91 in cash refunds, and \$177,586.00 in money value; in addition to generating \$5,000.00 in fines from businesses that violated the Automobile Information Disclosure Act practices.

The Office of Consumer Affairs responded to 157 electronically filed complaints by the consumers and received and responded to 1640 consumer complaints by way of telephone by the consumers of Union County.

The Office of Consumer Affairs generated more revenue in violations by issuing fines to Used Car Dealerships that did not follow the Federal Law that requires a window sticker indicating whether the car is sold as is or with a warranty and/or New Car Dealerships that did not display a Monroney Label in the window which indicates whether the car is sold with or without a warranty.

The Office of Consumer Affairs worked with the State Department of Consumer Affairs to test the Notice of Investigative Findings (NIF) process

by reaching out to local retail Home Improvement Contractors as they shopped at home improvement stores to replenish their supplies and tools. Warnings were handed out to unregistered contractors; they were given a specific time period to become registered in order to avoid paying fines and penalties. It also provided an opportunity for dialog that addressed our desire to work with and keep good business in Union County.

The Office of Consumer Affairs increased its partnership with businesses and organizations who share interests in pooling resources by identifying areas where working together will increase each entity's ability to resolve cases by sharing resources. Through networking efforts we were more successful in bringing complaints to resolution.

The Office of Consumer Affairs increased the number of business. We made a friendly visit to for the purpose of sharing information about changes in consumer fraud regulations in New Jersey and to make them aware of our desire to partner with them in bringing quicker resolutions to the complaints filed against their business. Retailers welcomed our outreach efforts.

Emergency Services

- Worked to enhance our Access and Functional Needs capabilities by attending specific training for shelter operations.
- Continued to support any Union County municipality that expresses an interest in joining our countywide Public Safety radio system. Roselle and Linden joined in 2015 with other prospects on the horizon for 2016.
- Continued to work closely with the City of Plainfield in providing primary EMS coverage on a 24 hour, 7 day a week period.
- Supported Union County Volunteer Organizations Active in disasters (VOAD) to coordinate and deliver resources throughout a disaster through preparedness, response and recovery.
- Worked with Union County municipalities to complete a comprehensive update to the Union County Hazard Mitigation Plan for review and approval by FEMA. The Plan is in the final stages for approval.
- Coordinated workshops and training sessions relative to rail and pipeline safety for first responders.

- Continued to support Union County Fire Mutual Aid in the area of planning and response to large scale fires and emergencies throughout Union County.
- Worked with FEMA on all past and future disaster declarations to ensure maximum reimbursement on response and recovery costs.
- Through the Union County Fire Academy we continue to offer off site instruction to municipal first responders to increase responder knowledge and safety.

Health Management

In 2015, the Office of Health Management in collaboration with the local health departments in the county continued to implement quality improvement programs in association with the North Jersey Health Collaborative. The goal of this collaborative is to coordinate the efforts and resources of public health, healthcare, and other organizations to maximize our impact on the health status of our communities and minimize avoidable illness, injury and hospitalization. The Office of Health Management participated in both the data committee that was created to gather information on the health status of our community and in the Union County Health Collaborative which voted to prioritize issues and establish projects with community agencies to improve the quality of life of our residents.

The Office of Health Management has progressed in the area of identifying collaborative programs with stakeholders in the community, including members of the Regional Chronic Disease Coalition, Overlook Hospital, Trinitas Hospital, Robert Wood Johnson University Hospital Rahway, Union County public schools and members of the Voluntary Organizations Active in Disaster (VOAD) which consists of faith-based organizations and emergency preparedness agencies such as the American Red Cross, the Salvation Army and United Way.

The Office of Health Management is working to update Union County's Emergency Support Function #6 on Mass Care which also includes emergency assistance, medical needs shelter, temporary housing, human services coordination and county animal rescue. As the lead for this emergency support function, meetings were coordinated with state and local agencies to enhance sheltering efforts in the event of future emergencies.

The Office of Health Management also participated in two regional coalitions that included three other counties: Middlesex, Monmouth, and

Ocean. One coalition included local and county health departments through the Central East Public Health Emergency Preparedness Region where everyone participated in a multi-county Justified Emergency Mass (JEM) Prophylaxis Distribution exercise. The other collaboration was with the Central East Regional Healthcare Emergency Preparedness coalition that includes public health agencies, county mental health, offices of emergency management and public safety, emergency medical services, hospitals, federally qualified health centers, long term care facilities, and specialty services.

PUBLIC HEALTH / LINCS

In 2015, the Office of Public Health (OPH) continued to upgrade countywide public health systems preparedness and response to terrorism and other public health threats and emergencies. The OPH also sustained Emergency Public Information and Warning, Information Sharing, planning and exercising in Mass Care, Medical Countermeasure Dispensing, Medical Materiel Management and Distribution, & Volunteer Management. These emergency preparedness and response efforts are intended to support the National Response Plan (NRP). Funding for this effort was provided by the U.S. Department of Health and Human Services through the Centers for Disease Control and Prevention (CDC), Public Health Emergency Preparedness (PHEP) Cooperative Agreement. The CDC has developed national preparedness goals designed to measure urgent public health system response performance parameters that are directly linked to health protection of the public and the Office of Public Health actively participates in the formation and coordination of regional local public health systems for the immediate establishment, use, and continuous improvement of public health response.

The Office of Public Health in collaboration with Union County Bureau of Information Technologies developed a new software application which allows consistent and effective operations of the Health Alert Network (HAN) on a 24 hour 7 days a week basis. This new application also creates a communication platform allowing us to reach over 10,000 community partners this office has collected over the past 10 years. The application also coordinates names of over 85 grant mandated distribution groups with existing contacts, eliminates multiple duplicates, and automates process for testing of distribution lists and activation of public health emergency response plans during public health threats and emergencies.

The Office of Public Health continues to work with Middlesex County Office of Health Services to support the Middlesex and Union County Chronic Disease Coalition. This coalition consists of community leaders, business professionals, health care providers, and representatives from public health that provide guidance on program development and support strategies that lower the risk of chronic disease. The coalition continues to implement evidence-based strategies and institute Policy, Environmental, and System change strategies that support and reinforce healthful behaviors and lower the risk for multiple diseases simultaneously, including the prevention and control of cancer and chronic disease. Previous accomplishments include the adoption of the outdoor recreational smokefree policy adopted by Springfield Township on March 10, 2015; free Oral Cancer Screenings held on May 16, 2015 and November 13, 2015: skin cancer screening held on August 15, 2015; and health education was provided at more than 15 health fairs throughout the county.

The Office of Public Health received a Social Services Block Grant for post-Sandy recovery to assist impacted residents. In collaboration with local health departments, this office offered eight Mold Remediation Workshops educating over 300 Union County residents on mold related health effects and symptoms associated with mold exposure. Each county resident that attended received instructions on mold remediation and a kit that included a bucket, a scrubbing brush, Cascade, Borax, gloves, N95 mask, Tyvek suit for clothes protection, goggles, hand sanitizer, and ear plugs.

The Office of Public Health also assisted in the delivery of seasonal influenza clinics to Union County residents in the City of Plainfield and the Township of Hillside during the months of October, November and December.

The Office of Public Health continues to represent Union County on the Urban Area Security Initiative (UASI) Public Health Subcommittee. We are working to enhance public health capacity to quickly and efficiently respond to emergent situations that impact the health and safety of the public within our county and the seven counties in the northeast New Jersey region. The program is currently prioritizing Point of Distribution (POD) management for Mass Prophylaxis, Medical Needs Shelter (MNS) management and Environmental Health Emergency Response Teams. Union County will be receiving equipment and training through the Office of Health Management for these projects.

СЕНА

The Office of Environmental Health is one of 21 CEHA (County Environmental Health Act) agencies in New Jersey. This office continues to perform above standard work enforcing environmental regulations as documented by the annual audit performed by the New Jersey Department of Environmental Protection (NJDEP) in accordance with the county's grant agreements. In accordance with NJDEP guidelines, for the 2015FY, the OEH conducted compliance and enforcement investigations and inspections including; Air Pollution Program - 245 facility inspections and 73 complaint response investigations, Solid Waste Program - 160 inspections and 28 complaint response investigations, (This does not include inspections performed by the Union County Utilities Authority under the Inter-local Shared Services Agreement.), UST Program - 67 facility inspections, Pesticides Program - 30 inspections, Noise Program - 14 complaint response investigations and the Water Program -2 complaint response investigations. The Office of Environmental Health spent approximately 300 personnel hours performing after-hour's surveillance enforcing the State air pollution motor vehicle idling regulations since diesel exhaust is a primary pollutant known to cause or exacerbate a variety of heart and lung ailments. In addition, the Environmental Supervisor chairs the NJ Noise Control Council.

Notice of Penalty Assessment documents were issued during this time in the amount of \$106,350.00 for penalties associated with violations noted during the aforementioned inspections and investigations. Typically penalties are settled, based on NJDEP guidelines, with a 50% penalty reduction and payment plans are made available. A total of \$86,965.00 in penalties from violations issued was collected during this time. Since 2005 the OEH has collected over \$1,400,000.00 in penalties which is used to support the OEH Compliance and Enforcement programs as well as the County Hazmat program.

Medical Examiner

The UCMEO as of July has gone Live and has almost fully adopted the state mandated (UVIS-CMS) case management system. The office has made strides to incorporate this web based system that when completely evolved would streamline the death investigation process.

This office continues its close liaison with the State Medical Examiner Office in an effort to provide improved service to the citizens of Union County and the State. Dr. Shaikh attended the annual 2015 NAME meeting in Charlotte, North Carolina from October 2nd through September 6th, 2015

This office has fully investigated 1,049 deaths and performed 203 autopsies and 62 external examinations from January 1st through November 30, 2015. The Medical Examiner Office having finalized its Mass Fatality Plan in association with the Regional Catastrophic Planning Team is currently interacting and participating on a regular basis with the Regional MFM response system to discuss matters of importance in the M.E. arena

The refrigerated trailer acquired as part of the UASI Grant and the portable x-ray machine continue to provide a savings for this department of \$2,000.00 or more each year.

County Police

- Transitioned additional municipal agencies onto the county dispatch system allowing for greater connectivity for EMS, Fire & 9-1-1 Services throughout Union County.
- Transitioned County Police Radio System to new PSIC Radio System per state mandates, increasing and enhancing "real time" communications and interoperability.
- Continue to implement and enhance the Computer Aided Dispatch (CAD) System allowing for multi-jurisdictional dispatch capabilities
- Received and put into service Specialized Water Rescue Equipment and Training to help personnel be more prepared in water rescue situations.
- Installed and began implementation of a state-of-the-art Video Monitoring System for all Union County Parks. Recorded footage can be viewed in "real-time" by County Dispatch Personnel or archived for use in any and all investigations that pertain to the park system.

Weights & Measures

- Conducted 1559 inspections on commercial business throughout the County. During these inspections the Division tested 9419 weighing and measuring devices for accuracy. Examples of these devices are scales, gas pumps and timers.
- Performed 65,951 scanner and commodity audits. Scanner audits consist of scanning items in a store to ensure they are ringing up correctly at the register. Commodity audits are weighing packages throughout the store to ensure they are the correct weight.

- Performed 205 inspections on gas stations to ensure compliance with weights and measures regulations. The Division brought in \$137,850.00 in revenue for the completion of daily inspections & violations.
- The Division generated more revenue in violations with increased man-power hours. It was attained by using those hours to do more Scanner and Commodity audits.
- The Division contributed \$142,000.00 out of the Division of Weights and Measures Trust Fund Account to help off-set the County budget.

2016 INTIATIVES

Consumer Affairs

Continue to partnership with retailers to increase customer service to consumers by providing them with more information about the products and services being sold. Inform retailers of the laws spelled out in the N.J. Consumer Fraud Act and their responsibility to abide by same.

Continue to implement new policy, Notice of Investigation Findings (NIF) for working with retailer, especially those using unfair business practices.

Continue to increase staff training to better serve consumers and retailers.

Emergency Services

Continue to work with municipalities interested in joining the countywide Public Safety Interoperability Communications system.

Complete an 800 MHz integration into our current public safety radio system to add capacity in an effort to support additional users on the system.

Participate in the planning and preparedness activities for the 2016 PGA Championship scheduled for July.

Design and accept delivery of a new mobile command post to enhance regional collaboration between Union County and the 21 municipalities.

Research, purchase and implement new detection equipment for the Hazardous Materials Unit within the Division,

Support all funding sources under the Homeland Security Grant programs to facilitate equipment purchases and training on a regional level.

Continue to provide fire training to new and active firefighters throughout Union County and surrounding counties.

Enhance the level of pre-hospital care provided by the Emergency Medical Services Unit by implementing Narcan, EpiPen and other new protocols.

Health Management

Continue to recruit and work with community organizations and health agencies via the Union County Health Collaborative to implement programs that will improve the health and quality of life of county residents.

Continue to expand the Union County Health Alert Network (HAN) to provide rapid distribution of public health information. This network is continuously maintained and updated to provide accurate information to appropriate recipients.

Continue to update Emergency Support Function #6 for Union County on Mass Care which also includes emergency assistance, medical needs shelter, temporary housing, human services coordination and county animal rescue.

Continue to work with the nine local health departments and stakeholders within the county to identify public health areas of improvement as it relates to emergency preparedness and response.

Continue to assist local health departments in building their capacity to prepare and respond to events requiring activation of emergency public health medical countermeasures distribution.

Continue to coordinate and utilize the Union County Medical Reserve Corps (MRC), a volunteer group of health care personnel and lay volunteers, to provide training and education programs to community groups and organizations within each of our municipalities to improve the health and safety of our community. The Union County MRC continues to be the greatest support mechanism in times of crisis, and as such we look to maintain our capacity to provide services to the municipalities and citizens of Union County.

Continue partnership with Union County College LPN program through involvement of students in routine public health activities (flu clinics) and emergency assistance in shelter operation.

Continue to provide programs via the Chronic Disease Coalition by implementing evidence-based strategies and instituting Policy, Environmental, and System change strategies that support and reinforce healthful behaviors and lower the risk for chronic diseases. New initiatives include offering nutrition education, cooking demos and physical activity classes to help improve nutrition and physical activity among faith-based communities and schools.

Continue to assure compliance with environmental health regulations in the areas of water, air, noise, solid waste, pesticides and underground storage tanks.

Continue to coordinate Right to Know in the county which gives employees certain rights and access to information about hazardous chemicals in the workplace.

Continue to participate in the Urban Area Security Initiative (UASI) Public Health Subcommittee to enhance public health capacity and response in a quick and efficient manner to emergency situations that impact the health and safety of the public within our county.

Continue to collaborate with the three other counties (Middlesex, Monmouth, and Ocean) in the Central East Public Health Emergency Preparedness Region coalition and the Central East Regional Healthcare Emergency Preparedness coalition to share information and resources that will be necessary during public health emergencies.

Medical Examiner

The Medical Examiner Office continues its endeavor to obtain provisional accreditation with the International Association of Coroners and Medical Examiners (IACME).

Our division is totally committed to provide exceptional services. Dr. Shaikh continues to interact with the Union County Police Department, municipal Police Departments, the Union County Prosecutor's Office and the Sheriff's Office.

The autopsy services had been augmented by obtaining the per diem services of three Forensic Pathologists on a rotating basis for 2014 and early 2015 making scheduling more efficient.

The Medical Examiner Office will continue to maintain the nationwide average of true turnaround time, which for most forensic cases is within three months.

The office personnel are being made more cognizant of providing superb Medical Legal Death Investigation; this is being achieved by constant supervision and instruction by Dr. Shaikh. Monthly staff meetings are held and require mandatory attendance.

The Medical Examiner Office is determined and continues to provide bereaved families appropriate interaction and assistance towards achieving closure in the time of their loss.

County Police

Implementation of the Prosecutor's Office mandated procedures for submitting and testing of all recovered firearms, from every law enforcement agency within Union County.

Continue our maritime presence on the county and UASI regional coastal waterways, while enhancing our protection efforts in providing formidable domestic homeland security to our vulnerable Port and chemical/petro infrastructure facility sites.

Expand our field shared services in providing enhanced equipment, protection and weapon capabilities and conduct joint training with cooperating municipal agencies. Continue our program to upgrade the Personal Protection Equipment (PPE) for our police officers.

We expect to continue our efforts in providing Active Shooter, Mental Health Subject Field Awareness and Crisis Intervention training to UCPD Officers and continue to effectively provide quality low and no-cost police and career developing training to our personnel.

Our Special Investigations Unit will continue their quality-of-life enforcement efforts in stemming the flow of illegal narcotics through our County. Continue training and equipment with NARCAN Spray, assisting in the reversal of a possible heroin/opiate overdose. Continue to train and equip officers with conductive energy devices (TASERS), allowing for a "less lethal" option for municipalities to call upon.

Continue and expand "Project Medicine Drop," implementing medication drop sites at County events.

Investigate the use of stationary license plate readers (LPRs) strategically positioned throughout the County, as well as, the implementation of a Body Worn Camera (BWC) System for all uniformed officers.

Continue installation of video monitoring camera systems throughout our park system.

Transitioning the Sheriff's Department and additional municipalities to the County's ever expanding Computer Aided Dispatch (CAD) System. As well as, continually upgrading the Records Management System (RMS) allowing multiple agencies to have access and use shared information keeping officers protected in the field.

Weights & Measures

Continue to monitor gas stations closely ensuring they are staying within weights and measures regulations.

Continue to pay (2) two employees' salaries out of our weights and measures trust fund to off-set the County budget.

The Division will continue to bring in more revenue in violations with increased man-power hours.

Office of County Clerk

Organizational Chart

Office of the County Clerk



OFFICE OF THE COUNTY CLERK

MISSION

The Office of the County Clerk certifies records and preserves numerous categories of public, legal, and property documents, acts as an agent of the Federal Government for the issuance of passports, and is an election administrator who is responsible for the efficient and accurate management, tabulation and certification of county, municipal and school board elections.

PROGRAMS & SERVICES

Elections

- Applications for Vote-By-Mail and mailing of Vote-By Mail Ballots
- Acceptance of Election Law Enforcement Commission forms
- Acceptance of candidates' petitions
- Preparation of official machine, provisional, emergency, absentee and sample ballots
- Mailing of sample ballots to Union County registered voters
- Computerized tabulation and certification of totals for school board, municipal, county, state, and federal elections

Passports

• Passport and Pass Card Acceptance Agents for the Federal Government

Record and Preserve

- Construction Liens
- Deeds, Mortgages, Assignments, Releases, Discharges, Lis Pendens, Federal Tax Liens, Cancellations of Mortgages
- Firemen's Exempt Certificates
- Inheritance Tax Waivers
- Maps including subdivision, municipal, right of way, NJDOT, and NJDEPE
- Oaths of Office
- Peddlers' Licenses

- Physician Liens and Licenses
- Trade Names and Discharges of Trade Name
- Veterans' Discharges

Issue

- County Clerk Certificates
- Naturalization Certifications
- Notary Public Commissions
- Veterans' Discharge ID Cards

2015 ACCOMPLISHMENTS

Recording

The real estate market continued its recovery in 2015 with property document recording volume increasing 11 percent over the previous year. Revenues derived from property recordings increased to \$39 million or 50 percent over 2014. Foreclosure Filings, which were not permitted to be filed under a court moratorium issued in 2010, were lifted from restrictions in September 2011. *Lis Pendens* or pre-foreclosures decreased to 2,600 from a high of 3,362 in 2014.

The Union County Clerk also continued active participation in the countywide Foreclosure Task Force designed to assist homeowners threatened with or facing foreclosure. Written materials designed to assist tenants and homeowners were provided via website and to each municipality.

The Clerk initiated a new program, The Property Fraud Alert Notification Program, a free program which alerts subscribers when someone records a document on their home or property. If the subscriber is not in the midst of a real estate transaction, the document may have been filed fraudulently. The program has received overwhelming acceptance. Property and mortgage fraud, according to the FBI, is the fastest growing white collar crime, often aimed at the most vulnerable homeowners-seniors. This program serves to protect homeowners from criminal activity on their homes.

The electronic recording system, begun in 2007, increased its volume for its efiling customer base. Approximately 11% of all documents are now recorded electronically, eliminating paper and adding to the greening of the county.
The County Clerk's Property Web Site, a search engine for recorded documents, remains a popular web destination. In 2015 the website expanded with the addition of Construction Liens, Construction Amendments, Discharges, Bond Releases and Partial Releases. Document searches are available from 1977 to the present for title companies, banks, clients and other interested parties. This allows for paper records, typically maintained in the Public Record Room, to be archived and/or destroyed. More than 900,000 customers accessed property records online in 2015.

As older deed and mortgage books are scanned, the books are removed from the Record Room and transferred to Archives to be preserved. In 2015, some 40 Mortgage and Deed Books from 1983 were scanned and indexed in house by staff and uploaded to the website. In addition, older Deed Books housed in the Record Room were re-canvassed to ensure protection of the historic books.

The imaging, e-filing and microfilming functions of the office were recertified by the New Jersey Division of Archives and Records Management during the year.

The Union County Homeless Trust Fund, initiated by a Union County Board of Freeholders resolution in May 2010, continues to provide for the collection of a \$3.00 surcharge for all recorded documents in the Clerks' Office. The funds are turned over to the County for assistance to the homeless. Approximately \$138,000 was collected for 2015 bringing the accumulated total to more than \$825,000 since the funds' inception. The County Clerk serves on the County Homeless Trust Fund Committee.

The Clerk continued to conduct outreach to attorneys, clients and others. She was a frequent speaker on recording and passports and most recently appeared at Union, Plainfield, Elizabeth and Mountainside senior clubs.

Elections

Three elections were held in 2015 including the Primary Election in June, the General Election in November and the Hillside Runoff Election in December.

There was a petition challenge for Plainfield in the General Election. The Deputy Clerk conducted a Summary Hearing in a challenge for Councilman at Large 1st and 4th wards, as the Clerk had recused herself from participating in the process because she appeared on the Democratic Primary Ballot as a County Clerk

candidate. There was also a recount for the General Election for Springfield Township Committee.

The County Clerk re-designed and re-formatted the Vote-By-Mail and Provisional Ballots to more closely mirror the official machine ballot. Each election was designated also by a color giving greater identification to the School Board Election.

The Union County Votes App, introduced in 2014, was updated and revised to include a new function called "Who's Running" which lists candidates for office. The free app continues to generate hundreds of downloads and remains one of the Clerk's most popular programs. The public continued to have access to the Sample General Election Ballots on the Clerk's website and the Union County Votes App. In addition to the mailed sample ballot to each voter, this access ensured that all voters can view their ballot on line and locate their polling place. Sample ballots for the Primary Election also were made accessible on line and in the Union County Votes App.

A special program to microfilm and image historic election results from 1917 to 1986 was completed in 2015. This effort provides greater information and perspective on election history and turnout in Union County.

A significant success in Elections was the expansion of the Vote-By-Mail satellite office in Westfield. Opened in 2011, the office serves county residents particularly those in the western portion of the county. This second location generated greater accessibility and convenience in obtaining an application and a ballot, and allowed people to vote in one location, moreover for each of the three elections held in 2015. Vote-By-Mail access continued at the main location in Elizabeth.

The office's dedicated e-mail address at ucvote@ucnj.org for voters wishing to access voting information has proven successful, receiving requests for absentee ballot applications, overseas ballot applications and voter registration information.

The Clerk again published the annual Election Date Brochure for 2015. It was distributed county wide along with a 2015 Election Calendar which provided dates for election-related registration and voting deadlines. The calendar, published inhouse, was distributed to all Union County libraries, municipalities, colleges and universities and elected and appointed officials. It also could be ordered by the general public online at the Clerk's website.

A revised update for a continuous tally on the Clerk's Website, was introduced in the General Election in 2014 and continued throughout the year for each of the 2015 Elections, allowing access to up-to-the minute vote results to the public and media outlets as they are being tabulated. Election results were also available at the Union County Votes App.

Using the "Walk Sequence Protocol" for mailing the sample ballots, the Clerk saved more than \$25,000 on sample ballot postage in 2015 for both the Primary and General Elections and the Special Primary and General Elections.

The Clerk was honored in May by the Westfield Historical Society with its Trustee Award for her support and fostering of history in Union County.

Business Office

The Clerk initiated a new service, in 2015, for prospective and current notaries. Two successful educational Notary seminars were held in March and September for 135 prospective and current notaries. The seminars are designed to instruct Notaries Public on how to perform their duties including learning about the new online application process and legal aspects of performing the duties of a Notary. The seminars were successful and generated positive feedback.

The Clerk's satellite Business Office in Westfield, which opened in April 2010, continued to expand its functions with the filing of Peddler Licenses for Veterans. Along with Veterans cards, the office now is able to process Notary Publics, file Inheritance Tax Waivers, issue Trade Name Certificates, and process Passport and Passport Card applications and take photographs, record Veteran Discharge Papers and issue Veteran Honorable Discharge Photo ID's.

The Clerk's Westfield Office sponsored a Passport Week in April and a Passport Day in October in celebration of National Passport events. More than 700 passport applications were processed in the 8-day period.

Thirteen passport staff attended a rigorous one-day program conducted by the National Passport Office. Each individual was tested and all staff received their certification in passport processing.

The Clerk's Office also coordinated a statewide Municipal Clerks Conference in September. The Clerk taught an Ethics course at the event.

Additionally, the Clerk continued to chair the Civil War Sesquicentennial Committee which opened an exhibit in the Courthouse Rotunda in 2012 and hosted an official closing in April with a speaker. During the four-year exhibit thousands of visitors and jurors to the Courthouse viewed the artifacts. Hundreds of positive comments were voiced.

2016 INITIATIVES

Recording

One initiative will be the expansion of the current e-filing recording system to include Federal Tax Liens and Releases. Currently, deeds, mortgages, releases, postponements, Notices of Settlement, discharge and assignment documents are received through e-filing. The e-filing system will continue to eliminate paper, cut postage costs, save staff time and add to the greening of the county.

A preservation effort will continue in 2016 to re-canvass older book binders in the Record Room.

In addition, the Clerk's in-house project of back-scanning documents for the property web site will continue. Documents from 1983 to 1977 will be prepared and scanned to be uploaded on the website.

The Clerk will continue to participate on the Union County Homeless Trust Fund Committee in 2016.

Business Office

The Clerk plans to host at least two countywide Passport events to encourage residents to apply.

Several Notary educational seminars are being planned for the year.

Elections

The Union County Votes App will continue to be updated. A more comprehensive publicity and outreach campaign will be initiated to alert voters to this option to obtain election information. The scanned images of election results from 1917 to 1986 will be uploaded to the election website providing viewers with a clearer, more comprehensive perspective of election history in Union County.

A staffed voting office will continue in Westfield for the Presidential, Primary and General Elections and special elections which may occur, a month prior to each event to assist voters with applications and ballots for voting by mail. The main office in Elizabeth will continue to assist voters. A 2016 Election Date brochure will be issued along with a 2016 Election calendar.

The Clerk will host a community outreach seminar in February for residents interested in running for local office. The seminar will include legal requirements for running for office, the nominating petition process and other important information.

Office of the Prosecutor

Organizational Chart

Office of the Union County Prosecutor



OFFICE OF THE UNION COUNTY PROSECUTOR

MISSION

The mission of the Union County Prosecutor's Office is to investigate and prosecute major crimes occurring within the County; to proactively coordinate community outreach initiatives that improve quality of life for the County's citizens; and to work cooperatively with each of the County's various law enforcement agencies to protect the public's fundamental rights to safety, security, and liberty.

PROGRAMS & SERVICES

The Union County Prosecutor's Office (UCPO) is subdivided into more than 15 specialized units comprised of detectives, assistant prosecutors, and clerical staff.

Some of those units and their functions include:

- Appellate Unit Handles court motions and responses associated with various judicial proceedings such as appeals, post-conviction relief, motions to suppress evidence, expungement petitions, and pretrial intervention (PTI) matters.
- Asset Forfeiture Unit Manages litigation seeking the forfeiture of property that has been or is intended to be utilized in the furtherance of illegal activity, has been or is intended to become an integral part of illegal activity, or that which constitutes the proceeds of illegal activity.
- Domestic Violence Unit Investigates and prosecutes incidents of domestic violence.
- Drug Court Coordinates the county's participation in the State of New Jersey initiative through which non-violent offenders who are prone to substance abuse are offered a community treatment-based alternative to state prison.
- Grand Jury Unit Maintains responsibility for preparing, investigating, and presenting matters involving indictable offenses to a grand jury panel.

- Guns, Gangs, Drugs, and Violent Crimes Task Force Investigates and prosecutes incidents of illegal drug trafficking and gang activity in Union County.
- Homicide Task Force Investigates and prosecutes all homicide cases, police-involved shootings, and child deaths in Union County.
- Intelligence Unit Gathers and organizes information in order to provide tactical and strategic assessments on the existence, identities, and capabilities of criminal suspects and criminal enterprises, and to further the crime prevention and law enforcement objectives identified by the Prosecutor's Office.
- Juvenile Unit Investigates and prosecutes crimes committed by juveniles in Union County.
- Pre-Disposition Conference/Pre-trial Intervention Unit Maintains responsibility of reviewing the majority of criminal cases in Union County involving second-, third-, and fourth-degree criminal charges with an aim of resolving cases prior to grand jury presentation when appropriate.
- Released Offenders Unit Maintains responsibility for ensuring that all convicted sex offenders residing in Union County have properly registered their residence, employment, and/or school attendance with the police department in the municipality in which they live.
- Special Prosecutions Unit Investigates and prosecutes complex financial matters and official misconduct by elected or appointed officials, including incidents of insurance fraud, human trafficking, bribery, kickback schemes, election law violations, identity theft, bias crimes, welfare fraud, and computer crimes.
- Special Victims Unit Investigates and prosecutes incidents of child abuse and sexual abuse of juveniles and adults.
- Trial Unit Handles arraignments, pre-trial conferences, pre- and posttrial motions, trials, and sentencings of cases heard in Superior Court.
- Victim/Witness Unit Provides comprehensive services to help crime victims and witnesses deal with the financial, psychological, and physical injuries associated with those crimes.

2015 ACCOMPLISHMENTS

The 2015 calendar year saw major accomplishments by the Union County Prosecutor's Office in each of the three areas outlined in its mission statement: investigating and prosecuting major crimes, coordinating community outreach efforts, and working cooperatively with other law enforcement agencies.

Some of those accomplishments included:

INITIATIVES

- This year the UCPO announced the launch of New Jersey's most comprehensive county-funded, multi-department rollout of body-worn video cameras to date, resulting in patrol officers in eight of Union County's 21 municipalities being outfitted with the devices as part of their uniforms. A total of 550 body-worn cameras were acquired for officers in Elizabeth, Plainfield, Linden, Scotch Plains, Roselle Park, Mountainside, Fanwood, Garwood, and the Union County Sheriff's Office, with the initiative being funded by a unique cost-sharing framework for each participating department, the first-year cost of approximately \$750,000 is being covered by Prosecutor's Office forfeiture funds, while the departments' municipalities then are agreeing to multi-year contracts costing an average of \$670 per officer, per year thereafter.
- In one of the most significant operational changes the Prosecutor's Office has made in the 21st century, all UCPO investigations were taken "vertical" in 2015, meaning that a single assistant prosecutor now manages each case from its inception through full adjudication. The shift demanded numerous staff reassignments and redistribution of resources, with expected outcomes in 2016 and beyond including improvements in indictment and conviction rates and in the management of investigations and prosecutions.

INVESTIGATIONS

• In July, following an intensive investigation involving the UCPO's Homicide Task Force, the Elizabeth Police Department, and multiple law-enforcement agencies in Pennsylvania, a 22-year-old Elizabeth man was arrested and charged in connection with seven homicides and one nonfatal shooting – several of which occurred during a single June 25 shooting spree in Elizabeth. Three of the homicides and the nonfatal shooting took place during that spree, while the defendant allegedly killed two others in Allentown, Penn. and one person in Easton, Penn. during a span of hours approximately 10 days later before he was located and arrested. The investigation determined that the targets of the

shootings were allegedly selected at random, and Pennsylvania authorities have announced their intention to seek the death penalty in the case.

- Earlier this year, a successful joint investigation involving the UCPO Guns, Gangs, Drugs, and Violent Crimes Task Force (GGDVCTF) and the Elizabeth Police Department resulted in a dozen people being arrested and charged with racketeering and other offenses in connection with a pattern of identity theft, tax fraud, illegal production of fake debit and gift cards, and drug sales taking place in and around Union County during the previous several months. The investigation targeted confirmed members and associates of Elizabeth's 111 N.H.C. (Neighborhood Crips) street gang, which orchestrated the financial crimes to support the lifestyles of the individuals involved in the scheme, but also to provide for the expenses of the incarcerated members of the 111s, such as bail money, commissary accounts, and attorneys' fees. Several weeks ago, the GGDVCTF made a total of 20 arrests as the culmination of a similar large-scale investigation targeting Elizabeth's Grape Street Crips street gang, with 14 confirmed gang members being charged with first-degree racketeering charges. The two operations resulted in significant seizures of illegal narcotics, firearms, and cash, and both cases remain pending in Superior Court.
- In May, a Union County jury returned guilty verdicts against three men accused of playing key roles in orchestrating the 2008 kidnapping and murder of Somerset County woman Tanya Worthy following a robbery gone wrong. The jury deliberated during portions of six days following a four-month trial before state Superior Court Judge Joseph P. Donohue prior to convicting the defendants on charges including felony murder, kidnapping, two counts of robbery, and aggravated arson. The defendants are expected to receive terms of up to life in state prison upon sentencing.
- Early this year, a Union County jury returned guilty verdicts against two Plainfield men who sexually assaulted a severely mentally disabled woman nearly five years ago before leaving her outdoors in a snowstorm. The two defendants were first identified and arrested as the result of a joint investigation involving the UCPO Special Victims Unit and the Plainfield Police Division, and they were convicted of first-degree aggravated sexual assault and first-degree aggravated sexual assault of a mentally disabled victim following a five-week trial before state Superior Court Judge Stuart Peim. In October they were sentenced to a combined 38 years in state prison for the crime.

• This fall, a Union County jury returned guilty verdicts against a Hillside man accused of fatally shooting his wife in front of his two young children on the steps of the Elizabeth YWCA a little more than five years ago. Ewart Guillette, 36, was convicted of murder, related weapons offenses, endangering the welfare of a child, and criminal contempt after several hours of jury deliberation spread across two days following a three-week trial before state Superior Court Judge Stuart Peim. Guillette is expected to receive a sentence of up to life in state prison when he is sentenced later this month.

OUTREACH

- In April, the UCPO partnered with YWCA Union County to host the second annual Union County C.A.R.E.S. (Community, Action, Response, Education, Safety) Domestic Violence Symposium, which was held at Kean University in Union Township. This year's Symposium featured keynote speeches by Mitch Abrams, a clinical professor of psychiatry at Robert Wood Johnson Medical School, and Esther Deblinger, co-director of the internationally renowned Child Abuse Research Education and Service Institute. Also featured were panels with local representatives of law enforcement, the healthcare industry, and area social services organizations.
- In September and October, the UCPO hosted community meetings in Elizabeth and Plainfield, at which presentations were delivered to groups of assembled elected officials and faith-based and community leaders from both cities. The presentations covered the logistics and specifics of the UCPO's recent rollout of body cameras, as well as how the Prosecutor's Office is implementing changes announced in July by the Office of the New Jersey Attorney General to how police-involved shootings and incidents involving use of deadly force are investigated. A combined total of more than 100 attended the two meetings, which were held at Union County College in Elizabeth and at the Plainfield Public Library.
- In early December, the UCPO hosted its third annual Forum for School Administrators before an assembled group of approximately 125 people at Kean University in Union Township. Each of the county's public school districts and many of the county's private middle and high schools were invited to send representatives to the forum, which featured presentations by Prosecutor's Office staff and municipal, county, and federal law-enforcement representatives on topics including the schools-

to-prison pipeline, law enforcement response to swatting incidents, newly available geospatial exploitation software to be used in the event of a large-scale emergency response, and juvenile trends in the use of synthetic marijuana and other drugs.

2016 INITIAIVES

Initiatives the Union County Prosecutor's Office will be pursuing throughout 2016 include:

- Statewide bail reform is due to be implemented in January 2017, and as such, next year the UCPO will be working diligently and continuously to prepare for the significant changes this will bring to New Jersey's criminal justice system. In order to implement some of the provisions of bail reform, the Office will be making necessary adjustments in areas such as resources, operations, and protocols – weekend and on-call staffing levels must be increased, for example, to accommodate expedited initial appearances and rigorous screening of cases at the complaint stage. Accompanying bail reform will also be the execution of legislation on ensuring speedy trials for defendants, creating shorter timelines for prosecution. As a component of this process, the UCPO in 2016 also will be undertaking a project that will involve the complete computerization and integration of all investigative and prosecutorial cases into one centralized database and also streamline the fashion in which the Office works with municipal police departments on joint investigations. This project will integrate the applications of case management, document management, discovery, e-filing, and word processing, with the digital framework system specifically designed for use by the UCPO. This system is designed to automate operations on a secure interoffice network, and as a result, the Office is expected to attain the ability to successfully manage many of its most work-intensive tasks, from critical investigations and secure data sharing to report generation, case screening, grand jury, trial, and discovery.
- After introducing its body-worn camera program in 2015, the UCPO in 2016 will be closely monitoring rates of citizen complaints and use of force among the eight participating police departments. Numerous studies conducted nationwide during recent years have shown that such incidents declined precipitously following the introduction of body-worn cameras in other jurisdictions, and the leaders of several Union County

police departments have expressed interest in knowing whether similar results may be achieved locally.

- In cooperation with staff at the John H. Stamler Police Academy and other Union County law-enforcement representatives, the UCPO is currently in the process of developing a comprehensive bias prevention training regimen that will be put into action countywide in 2016. The training, which will be delivered to officers of all ranks from municipal police departments, will offer guidance and instruction regarding the fundamental tenets of community policing and recognizing and eliminating bias in all areas of law enforcement.
- The operations of the UCPO's Domestic Violence Unit were streamlined and reorganized in late 2014, and investigations into incidents of domestic violence are expected to be further enhanced via the establishment of a Family Justice Center housed at the new Family Courthouse building currently under construction in downtown Elizabeth and tentatively scheduled to open in early 2017. With legal counsel, social services, and logistical support provided to victims through this model of care, investigations into these incidents are expected to become fully holistic in their approach. The UCPO will spend much of 2016 preparing for the opening of the new Family Justice Center by ensuring that the proper resources, personnel, and mechanisms are in place to support this model.
- Working in tandem with municipal, county, state, and federal authorities, the Prosecutor's Office's Guns, Gangs, Drugs, and Violent Crimes Task Force is expected to continue to develop and manage highly coordinated, manpower-intensive, long-term investigations intended to fully dismantle large-scale drug trafficking rings and violent gang organizations throughout Union County. Such investigations have proven extremely successful during the previous two years, as the Task Force in 2014 and 2015 has seized more than 12.6 kilograms of heroin (eclipsing the cumulative total of 10.4 kilograms of heroin seized by the Office for the previous six calendar years, from 2008 through 2013), nearly 25 kilograms of cocaine, more than 38 pounds of methamphetamine, more than two dozen firearms, and nearly \$400,000 in cash operations that altogether resulted in nearly 200 arrests.

Office of the Sheriff

Organizational Chart

Office of the Sheriff



OFFICE OF THE SHERIFF

MISSION

The Office of the Sheriff is established by the state constitution. The Sheriff's law enforcement functions are varied, but the primary objective is to provide coordinated services to the Union County Trial Court System that insures a safe County Courthouse environment and an uninterrupted judicial calendar. The advent of shared services has expanded this role to encompass the provision of specialized support services to other law enforcement agencies.

PROGRAMS & SERVICES

- Court Complex and Building Security.
- Transportation of inmates.
- Service of civil and criminal process.
- Execution of domestic, juvenile and criminal warrants.
- Maintenance of criminal identification records.
- Enforcement of domestic violence orders issued by superior courts.
- Provision of search and rescue support services.
- Community education programs.
- Maintenance and responsibility of the Union County Pistol Range.
- Re-routing of non-violent offenders into S.L.A.P. (Sheriff's Labor Assistance Program).
- Provision of emergency medical response services within the Union County complex in Elizabeth.
- Support services to local, state and federal law enforcement agencies upon request.

2015 ACCOMPLISHMENTS

- Reorganized our outside units, creating more synergy and efficiencies among them. Developed a new table of organization.
- Divided our Crime Scene Unit and criminal identification into two units for stronger utilization.

- Began Active shooter training and drills within the courthouse complex.
- Reduced significantly the number of officers performing clerical functions.
- Began our transition for security for the new courthouse.
- Implemented automated time and attendance system.
- Implemented automated report writing and GPS tracking.
- Began a successful onsite fitness/wellness program.
- Brought in over two million dollars in revenue for the county from business office activities.
- Maintained our partnership with the prosecutor's office, staffing homeland security and domestic violence efforts.
- Began a social media effort including a new sheriff's app.
- Completed thousands of prisoner movements without incident both in transporting prisoners and court room settings.
- We had another successful youth academy, with over one hundred young people attending our two summer sessions.

2016 INITIATIVES

- Expand the community policing unit to more municipalities.
- Institute the use of body worn cameras.
- Implement full promotional exams and training plans from them.
- Active shooter drills for all buildings in the courthouse complex.
- Expand cad/report management system to all outside units.
- Expand social media/messaging to residents.
- Prepare for 2017 reaccreditation by NJ Chiefs of Police.
- Continue to engage young people through our youth academy.

Office of the Surrogate

Organizational Chart

Office of The Union County Surrogate



OFFICE OF THE SURROGATE

MISSION

The mission of the Office of the Surrogate is to comply with the mandates of N.J.S.A 2:5-1 et esq. and 3B:1 et seq. as they relate to Wills, Administrations, Guardianships etc; to be receptive to the needs of the people while serving them in the most compassionate, accessible, cost effective, and efficient manner; to provide outreach programs on a voluntary basis; and to educate the public with regard to the services of the office.

PROGRAMS & SERVICES

Mandated

Superior Court, Chancery Division, Probate Part – New Jersey Court Rules 4:80-4:82

- Wills: Probate, issue Letters Testamentary, issue Letters Trusteeship, permanent depository for Probate related documents.
- Administration: appoint administrators, issue Letters of Administration and permanent depository for related documents.
- **Guardianships:** appoint guardians of minors, issue Letters of Guardianship, maintain and account for Minors Intermingled Trust Fund; periodic transfer of funds to minors as per court orders.
- **Incapacity**: Appoint guardians for incapacitated persons including children who have reached the age of majority (18) and need to have a guardian, usually a parent appointed. It is also the responsibility of the Surrogate to monitor and accept the annual reports of guardians in these cases.
- SITF Funds: As ordered by the court, the Surrogate shall maintain and hold secure all minors funds deposited by order of the Court, it

shall obtain proposals subject to the guidelines of the Administrative Office of the Courts and approved by the Chief Justice.

Deputy Clerk, Superior Court, Chancery Division, Probate Part – New Jersey Court Rules 4:83 – et. seq.

A Surrogate shall be elected to serve in each county for a five year term commencing January 1 after election. The Surrogate shall be both the Judge and the Clerk of the Surrogate's Court.

To perform services in all probate proceedings for the Superior Court Chancery Division, Probate Part. (22A:2-15.)

- Contested Wills, Administrations, Guardianships of Minors and Incapacitated Persons: complaints filed, processed, calendared by Court Clerk Unit.
- To receive and maintain a digital and hard copy of all Annual Reports from the guardians of the Incapacitated Person as ordered by the courts.
- Adoptions: filed, reviewed and processed by Court Clerk Unit.
- Housing and retention of original Last Wills and Testaments. Filming of related court documents as required for Judiciary Court Management.
- House the State Court Monitors. These are state volunteers who use our office for monitoring Incapacitated persons & guardians.

Surrogate's Court

Clients are individually interviewed by the probate clerks. Appropriate computerized applications and related documents are prepared by probate clerks who take oaths and witness signatures of the applicants.

Probate clerks assist the applicants by answering questions and then distributing relevant printed materials. Client assistance was expanded in 2009 to help individuals administer the estates, providing folders that contain materials necessary to complete the probate process. The Surrogate's Staff can assist the client as much as possible however, legal advice cannot be provided.

Applications are reviewed by the Senior Probate Clerk and forwarded to me for my signature. Signed Judgments and other related documents are then processed by the record unit. Since 2006 when we began scanning documents current estate records on digital format date back to 1989 have now been added to the On Base system. Clerks and public alike no longer have to handle the original documents; they can be accessed by computer in the record room for public viewing and by clerks who may view all material. Documents prior to 1989 may still be viewed by using the hard copy. The materials in my office date back to 1857.

Requests for additional certificates, exemplified or certified copies, proof of mailings, filing of claims and estate searches are processed by the clerical staff. This unit also provides the client service area with knowledgeable assistance for phone inquiries on a personal level. In the case of a physically incapacitated client, signatures are taken at a time and place convenient for the client. For the sake of convenience to the administrators and executors who cannot take time from work, evening hours have been established. Evening hours are conducted in Cranford, Linden, Union and Summit. As of September of 2015 we have added Scotch Plains to our evening hours. Their Administration has provided us with an office to conduct business on the 2nd Monday of every month.

Deputy Clerk, Superior Court

Contested wills, formal accountings, contested administrations, incapacitations and adoptions among others are referred to Superior Court, Chancery Division, Probate Part with the filing of the appropriate complaint in our office. The Court Clerk Unit reviews, schedules and processes the complaint through to the final judgment. Under the direction of my legal counsel, motions and hearings are scheduled on a bi-monthly basis. The Staff Attorney reports to the Surrogate and provides a review of court sessions and will confer with the Judge when necessary. Upon the final decision of a Superior Court Judge, a judgment is signed and the necessary legal documents are prepared by the Court Clerks. They are then executed, docketed and filed.

Non-Mandated

The Surrogate conducts educational seminars for the public on probate law, advance medical directives, self-proving wills and guardianship of minors other related topics.

The Surrogate now conducts evening hours four FIVE times a month in five different locations throughout the County. The first Monday of every month is in Cranford, the second Tuesday is in Linden, the third Wednesday is in Union and the fourth Thursday of every month is in Summit. This September the I added Scotch Plains to the list, I have office space there every second Monday of the month to conduct probate business. Residents must set up appointments with the office so that paperwork for each estate may be generated. The schedule allows for the Surrogate's office to see clients between 4:30 - 6:30 each evening.

The office provides a web site to assist the pro se client in conducting the business of the estate. Important information is contained on the site. Residents may download forms for probate matters and check legal terms. E-mail inquiries about estate matters are also processed and handled by senior staff.

2015 ACCOMPLISHMENTS

To give you a better understanding of how many clients we see on a daily basis, these are <u>some</u> of our figures year to date. 1-1-15 / 10-26-15

Probates	1219	Administrations	733
Adoptions	80	Minor's Guard	82
Superior Court	1420	Release of Funds	68
Misc.	1740	Searches	392
Certificates	2454	Incapacities	78

That's over 8,000 clients in a year. These are cases where the clients would be seen in our office or a satellite office and sometimes in a Court Room. The paperwork is generated by my staff and the clerks and we all take the signatures.

Speaking Engagements

I have conducted several speaking engagements this year. The audiences ranged from 15 to 250; the engagements were conducted at social clubs and organizations throughout the county. I also addressed professional

groups such as The Bar Association, Police Trainees, Local Registrars and The State Probate Judges.

In addition I have been conducting classes and seminars for the Local and State Bar Associations. The law now requires that attorneys earn continuing education credits each year. The opportunity to provide solid legal advice and discuss work product with the attendees is beneficial to everyone.

This year we saw fit to bring in our Court Volunteers. These are volunteers who go out into the community and check on the wellbeing of persons who are declared Incapacitated. They visit in the homes, nursing homes, established convalescent centers and hospitals. The meeting was attended by members of the Judiciary and State representatives. We have just learned that the State would like to revise the Court Rules for handling (guardianships) incapacitated cases this could have a profound impact my office.

In addition the Superior Court has asked me to co-host a seminar for the "Early Settlement Panel (Oct. 15, 2015) with Judge Dupuis. The early settlement panel handles cases that are having some difficulty coming to a decision usually about distribution. This panel of attorneys take these cases and try to mediate a settlement before they would have to go to trial.

Another unusual speaking engagement I did this year, in September, was with the Municipal Registrars. My office prepared materials for distribution and I addressed some concerns of the local authorities.

On November 18, 2015 I am addressing the Welfare and Social Services Commission at the League of Municipalities in Atlantic City. My office is currently preparing the materials for that event.

Continuing education for our residents is important. I continue to promote education of the public about important legal matters. Recent changes in banking laws and concerns over reverse mortgages have brought new information to the forefront in estate planning. Spouses and children are confused with contracts made outside of the estate that necessitate they probate the estate. I provide printed materials to several funeral homes in the County and the office assists them whenever possible. These materials offer guidance to the families who have lost loved ones. On several occasions I have had to issue a court order for the release of a body to the undertaker when no family members are found. In addition several communities and offices carry literature from my office to assist the public.

Family Members find themselves in uncomfortable positions when having to deal with probate matters. Whether it is a court proceeding for a disputed probate matter, obtaining guardianship of an incapacitated parent or child, an adoption or a settlement for a minor my office handles all of these cases with the upmost professionalism and care to the clients. We deal with legal documents, laws and court rules that govern how we handle specific cases. The clients, when they come into our office, are given as much information as possible to make an informed decision.

Evening Hours

During the year we conducted over 100 evening appointments in host communities. We share services with Linden, Cranford, Union and Summit and now we have added Scotch Plains to the list to use their facilities to probate estates for clients who are unable to make in into the office during the daytime or wish to accompany a parent through the process. Evening hours are conducted at the request of the attorney or individual filing with the courts. Information must be given to the office at least 24 hours prior to the appointment. Once we have all the necessary information the clerk will prepare the papers and schedule the appointment. They will inform the client what they will need in order to complete the probate process.

Home Appointments

As an addendum to Evening Hours, home appointments remained steady this year. I visited about 50 households or hospitals to take signatures on estate matters. Appointments are scheduled for the homebound for a number of reasons and it is my pleasure to serve the public in this manner.

Clients

We are still averaging over 7000 clients a year, with a combined number of calls and clients of approximately 1534 for probate, 1700 for Superior Court, 850 for Administrations, over 120 guardianships, 105 adoptions,

and affidavits, certificates, refunding bonds etc. Most calls came from individuals looking for information on how to proceed with an estate matter. In addition to probate and estate matters our office handles a multitude of issues from guardianships for minors, adoptions, superior court cases and incapacity hearings. Individuals in our office are trained to help clients understand the complexity of these issues. My office handles call from the public individually; there are no answering machines for my office it is done on an individual basis.

There are times when family members don't agree. There could be an estate that no one has come in about but needs an administrator appointed, or we have cases where the next of kin cannot be located or are incapable of serving. When this happens I am allowed to conduct a hearing on the "Surrogate's Level." In 2014, 42 such hearings took place on my level and allow me to adjudicate who shall or shall not be able to serve for an estate. I preside over these hearings and many of them are settled without the need for a Superior Court Judge to get involved. This serves as a cost savings to the client, the estate and the State of New Jersey. It would also allow a creditor to come forward to force an estate into probate when money is owed to them by the decedent. In these cases (landlord, undertaker) when there are sufficient assets or no next of kin can be found, the Attorney General is noticed and that office allows me to appoint a local probate attorney as Administrator.

Guardianship Reporting & Monitors

In 2009 the Courts mandated that a guardian file a yearly report with the Surrogate to indicate the status of the incapacitated person whom they are the guardian of. Our office has a procedure in place to identify who should receive the yearly reports; it's sort of a tickler file. If we do not receive a yearly report within 3 months of the anniversary, we will mail to the guardian a report that must be filed with the court, failure to do so can result in further legal action.

In 2014 the State brought in their volunteers to data input the information from our files into a state program. It is their intention to monitor the financial affairs of the incapacitated person. This program while based in our office is strictly a State run program.

• The county has provided them with a secure environment and 2 computer stations for entering data from our court files. Their

information shall be used to safeguard the assets of the incapacitated person.

• In the coming year the State is going to impose more duties on the guardians such as training and additional reporting. The State is considering how the additional information will be reported and whose responsibility it will be.

County Court Monitors

Union County is lucky to have one of the finest court monitoring programs in the State. Our Volunteers are used to monitor a person who has been adjudicated incapacitated; these cases are selected on a random basis. The volunteer will visit the homes or facilities where these individuals reside and make sure they are receiving the proper care. Our monitors are very committed to protecting the welfare of the incapacitated person. The courts and the county participate in this program as a joint effort, and the program is monitored supported and conducted through my office, training sessions are conducted when the law changes or new volunteers are added.

Surrogate's Intermingled Trust Fund

When a minor is injured or inherits money the judge or the law will require that the Surrogate hold that money is a separate trust account.

The Surrogate's Court currently holds over \$24 million in the fund. All withdrawals from the fund must be accompanied by a court order. This requires that the office prepare a petition for the court requested by the Guardian. Once the completed complaint is filed with our office, the clerk will prepare the necessary paperwork and take the cases to the assigned Superior Court Judge on a weekly basis. The Judge will approve or deny the petition and the clerk will then complete the case by sending the denial or preparing the necessary papers for the release of funds according to the judgment permitting the use of these funds. The Surrogate, as Judge of the Surrogate's Court, has the final authority to release the funds when the minor turns 18.

All Accounts in the Surrogate's Court SITF funds must be paid into an interest bearing trust account or accounts in responsible, federally insured banks, saving banks, trust companies or savings and loan associations, provided that no money shall be deposited in such account in excess of the maximum amount to which such deposits are issued. These funds

shall be intermingled pursuant to guidelines promulgated by the Administrative Office of the Courts with the approval of the Chief Justice.

This year we are required by law to seek proposals from the financial institutions for these accounts. We are currently preparing packets that will be mailed to all the financial institutions in Union County and the contiguous counties, the tallies when they are received will be sent to the Assignment Judge for her decision. Bank orders are prepared by our office and the Judge and Bank Representatives sign them; they are filed by our office and remain part of the court record. All filings are done under the direction of the Administrative Office of the Court.

Adoption Day

Once again we will be participating in the Adoption Day Program. This year 78 children were placed with forever families. Our Adoption clerk receives the complaint for adoption; files it in; checks to make sure all the necessary documents are completed and filed and staffs the hearing for the Judge. This year on that day we will conduct 17 hearings for adoptions. This year the Courts have asked us to host refreshments in the courthouse for the adoptive families and my staff will participate in that.

Superior Court

This year Judge Dupuis is the Presiding Judge, Chancery Division, Probate Part. Our Superior Court Staff support her on a daily basis, prepare and file papers, handle pre-trial conferences and conduct motions twice a month.

This April Arlene Verniero retired after 34 years. The Staff Attorney, Lisa Brophy has assumed the largest part of her duties with Superior Court and Deputy Surrogate, Jo Ann Schwab along with support staff has assumed responsibilities on the probate side. Senior Clerk is currently being trained to assist Lisa with the court motions and pre-trial conferences and related matters.

Staffing

During 2015 we brought a new employee, she is currently assigned to the probate section, we hope to bring in one more support staff mid-year 2016 as we anticipate another Probate Clerk retiring.

D.A.R.M.

Each year the state requires a report on how many documents we have scanned to digital images during the year. This year we have turned over 8000 hard copies to digital images. We are expected to capture and digitize over 100,000 images in the year 2016. The bid for these services went out in 2015 as a collective bid proposal.

Escheat to the State

This year we must advertise and turn over to the state any money that has not been claimed in the Surrogate's Intermingled Trust Fund. Every year we are charged with identifying which minors accounts have not been released and try to notify the individuals that their money is still here after 3 years and still not being able to identify them, we are required to turn over the funds. Over the years we have turned over funds which result in a fee to the county. The office must make every effort to find the responsible party and release the funds. *R*. 4:57-2

2016 INITIATIVES

New Court Rules

The Administrative Office of the Courts has proposed changes to the Guardianship Court Rules which will mean changes for us. They are considering mandatory training for guardians before they assume the responsibility and are looking for more input into the court process in addition to mandatory bonding of the guardians and relinquishment of gun and driving privileges of the incapacitated person.

In October, 2015 we just received a New Court Rule Directive from the Administrative Office of the Courts dealing with Procedures for Gestational Carrier Matters, Order of Parentage. My Staff is currently working with the Superior Court to refine the proceedings.

Constituent Services

How can I better serve the public? I am always open to suggestions happy to bring our program to the public, several times a year. I encourage new organizations to participate in our programs but numbers for social organizations are falling off. Media outlets are few and far between now and we promote from within. The Court House which has a healthy traffic flow of constituents are constantly taking our brochures and inquiring about speaking engagements. I would like to see a biannual newsletter for residents (that they could pick up in the libraries or town halls) that showcase the initiatives that county offices offer to the public.

Continuing Legal Education

It is mandated by law that attorneys continue to educate themselves on valuable information and changes in the law in order to serve their clients. I have participated as a panelist on several occasions to help educate the legal profession about changes in probate law. My Executive Clerk, and myself must maintain certain continuing legal education credits in order to be able to continue to practice law and we also attend classes.

Renovations

In 2015 new furniture for the reception area was ordered and installed. We decided to wallpaper the walls because of the issues with chipping paint, new carpet and embellishments have given the reception area a professional look.

I would like to have an engineer evaluate the probate section. The ascetics of the office will have to be upgraded to handle the new wiring and communications systems that are used today.

Parking is always an issue with our clients. I would respectfully request that the parking directions to the new parking facility be included (with fees) in any informational form the county. Also the availability of the handicapped parking should appear on the web site and brochures.

Upgrades to Software System

With the upgrades to the software system currently taking place (Nov. '15), we now have the ability to access reports, this has expedited the process time for the clients. We are now able to service the clients in and expeditious manner and provide efficient service to the residents. These upgrades are part of our yearly maintenance contract.

New position

In 2016 there will be a clerk position to fill. Probate Clerks comprise the "intake" area of the office. In recent years we have started these individual

as "probate typists" or "probate assistants". In the case of a "Special Probate Clerk" they serve at the pleasure of the surrogate and are allowed by the courts to take affidavits, file documents, qualifications and acceptances. If a client comes in they will speak with a probate clerk. If the situation has to go to Superior Court, they will have the client speak to the Attorney, The Deputy or the Surrogate. A suitable candidate will be recruited for the position which requires a person who has some legal knowledge and the ability to interface with the public in a sympathetic manner.

Communications

It is always my goal to expand the communications for my office. I feel that the Constitutional Officers should make every effort to support and educate the constituents in this County. I am always looking for additional outlets that would open discussion on the services my office provides.

Additionally I have several more brochures that I would like translated that would be available to the public. This I will pursue in 2016.

Board of Elections

Organizational Chart

Board of Elections


BOARD OF ELECTIONS

MISSION

The Union County Board of Elections is comprised of four members commissioned by the Governor to serve a two-year term. Their primary responsibility is to ensure that all elections are conducted within strict compliance with all state and federal mandates with accuracy, integrity, and efficiency.

The Right of Suffrage is a Fundamental Right. This board guarantees this right by maintaining an accurate and inclusive registry of eligible voters.

PROGRAMS & SERVICES

The board provides election-related services to the 310,000 active and inactive voters registered in Union County, including:

- Processes new registrations (averages 30,000 per annum).
- Processes registration transfers both in and out of Union County (averages 25,000 50,000 per annum).
- Trains and assigns more than 1,800 district board workers for each election.
- Trains and assigns more than 40 election deputies to assist this office on Election Day (on a local level).
- Provides, upon request, mock elections and demonstrations of the AVC Electronic Voting Machines for students, civic groups, or any group requesting the same.
- Maintains a digitized signature verification system for poll book creation and petition verification.
- Maintains a computerized system of all active and inactive voters in Union County.

Voting Machine Maintenance

As part of its responsibilities, the board maintains, services, prepares, and coordinates the transportation of 500 voting machines for each municipal, primary, general, and special election conducted within Union County.

Americans with Disabilities Act (ADA) Compliance

The board cooperates with local, state, and federal agencies to ensure that the 178 polling sites throughout Union County are in compliance with ADA regulations.

Enforcement

The board conducts investigations relating to questionable registrations to prevent voter fraud (including on-site inspections).

Maintains a file of all current and former residents of Union County convicted of indictable offenses (forfeiture of Suffrage).

Processes cancellations of registration for deceased residents of Union County.

Each month, the board electronically transfers County registration information into a statewide registry file maintained by the Office of the Secretary of State.

Maintains and upgrades all maps for each municipality in Union County resulting from any district adjustments.

2015 ACCOMPLISHMENTS

Bill was passed by both houses exempting Board Workers from paying State taxes waiting for Governor to sign.

2015 INITIATIVES

Update Board Worker manual

Rutgers Cooperative Research and Extension of Union County

Organizational Chart

Rutgers Cooperative Extension



RUTGERS COOPERATIVE EXTENSION OF UNION COUNTY

MISSION

Rutgers New Jersey Agricultural Experiment Station (NJAES) Cooperative Extension helps the diverse population of New Jersey adapt to a rapidly changing society to improve lives and communities through an educational process based on science. Rutgers Cooperative Extension enhances the quality of life for residents of New Jersey and brings the wealth of knowledge of the state university to local communities.

The mission of NJAES Cooperative Extension is to ensure healthy lifestyles; provide productive futures for youth, adults, and communities; enhance and protect environmental resources; ensure economic growth and agricultural sustainability; and improve food safety and nutrition by disseminating this science-based knowledge through outreach programs.

The program thrust areas include:

- Economic Growth and Agricultural Sustainability
- Healthy Lifestyles
- Human and Community Development
- Environment and Natural Resources
- Food Safety and Nutrition

PROGRAMS & SERVICES

Agricultural & Resource Management

The Agriculture and Resource Management Program in Union County provides educational programs and services that promote environmentally sound practices to commercial horticultural and pest management businesses, as well as county and municipal parks, public works departments, and health departments. Programs include Community Gardening, Department of Environmental Protection pesticide recertification classes, School Integrated Pest Management Coordinator Training, Home Gardening and Lawn Care, Lyme Disease Prevention, Organic Land Care, and the use of Green Infrastructure Practices (including rain gardens and rain barrels) for stormwater management. Volunteer Master Gardeners, trained by Rutgers Cooperative Extension faculty and staff, provide educational programs and services to residents of Union County.

Family & Community Health Sciences Department

Staying Healthy, Raising Healthy Kids, Eating Right - Living Well are the focus of the Family & Community Health Sciences (FCHS) Department. FCHS helps people throughout the state stay healthy, enjoy life, be active, and reduce health care costs. FCHS provides workshops, publications, and on-line learning opportunities. FCHS combines research and practical advice to improve the lives of county residents. Research-based information related to healthy lifestyles include: nutrition, health literacy, health finance, physical activity, food safety, food allergies and environmental health.

The Supplemental Nutrition Assistance Program – Education (SNAP-Ed) provides federal funds to hire paraprofessional and professional staff to teach nutrition education classes to individuals and families in need in Union County. SNAP-Ed in the schools promotes fruit and vegetable consumption to students in grades K-8. Additional nutrition and health education is provided to Community Access Ltd, PROCEED, Bridgeway, Gateway YMCA and various farm markets throughout the County. In-service education of teachers, school nurses, social workers and food service workers covers obesity prevention education and food safety.

A collaborative nutrition project with the Division on Aging provides funding to improve the nutritional support of seniors through the Congregate Meals program at 25 senior sites throughout Union County.

FCHS *Get Moving, Get Healthy, NJ* educational programs and classes emphasize the need for behavior change to improve the quality of life of individuals and families. The "Small Steps to Health and Wealth" book, classes, newsletters and on-line program emphasize health and financial management goals which is part of a nationwide program supported by NIFA/USDA. The Union County Healthy Kids Coalition volunteers work to provide strategies to address the issue of childhood obesity in the County.

4-H Youth Development

The 4-H Program provides youth with the knowledge, skills, and motivation to function effectively in the economy of a global society. Youth develop positive attitudes, competencies, and skills that are critical for employment and effective citizenship. 4-H programs include: Leadership Development clubs, the Master Tree Steward Program, the Summer Science Program, and Life skill Development weekends, conferences, and camps. 4-H facilitates science and horticulture training for afterschool providers in Union County and provides programming for the Union County Juvenile Detention Center, Union County Parks Department, and the Union County Shade Tree Department.

2015 ACCOMPLISHMENTS

Agricultural & Resource Management

RCE of Union County Community Gardening Workshop

RCE receives many inquiries about starting a school or community garden. To address this need, all three departments within RCE of Union County shared their expertise in the fields of agriculture and resource management, nutrition and health, and youth development by offering the third annual "Starting a School and Community Garden" workshop. The target audience for the workshop was schools and community organizations. The event was held at Trailside Nature and Science Center. Fifty-four (54) people attended the workshop. Seventeen (17) teachers received professional continuing education credits for attending the workshop. Participants identified most important concepts learned as USDA curriculum, container gardening, soil and water testing and pest management in a school garden.

A presentation on the Union County Community Gardening Workshop was given at the National Association of County Agricultural Agents Association Conference in Sioux Falls, SD.

Community Vegetable Gardens

County Agricultural Agent, Madeline Flahive DiNardo, provided training on establishing and maintaining community vegetable gardens for Jewish Family Services in Elizabeth. She provided technical advice to Plainfield Senior Housing Richmond Towers to assist them with a greenhouse installation project. She continues to work with the "Come Grow with Us" community gardening program. Volunteer Master Gardeners assist with the Union Community Garden, the Mitvah Garden at Temple Emanuel in Westfield and the Liberty Hall farm at Kean University.

Programs for the Turf and Landscape Professional Industries

The North Jersey Ornamental Horticulture Conference provides turf and landscape professionals with research-based information to provide their customers with environmentally sound lawn and landscape practices. Professionals indicated on program evaluations that they use less pesticide products as a result of the training (94% of respondents) and that 100% were able to maintain their DEP Pesticide Applicator license. (Turf Day 2014 program evaluation results N=66).

A training program for nine county public works employees on the Emerald Ash Borer and other invasive insect pests was held in February. Employees with NJ Pesticide Applicator licenses received recertification credits.

Rutgers Master Gardener Program

The Rutgers Master Gardeners of Union County have been serving county residents since 1987. Twenty-three new volunteers completed the training program in 2015, joining 288 active volunteers. As of November 20, 2015, Master Gardeners reported 5,258.5 hours of service in 2015, valued at \$135,038.28 by the Independent Sector (independent sector.org).

Introduction to Horticultural Therapy

Master Gardeners offer an "Introduction to Horticultural Therapy" program to Union County agencies that serve special needs populations. In 2015, the program was offered at Children's First School in Fanwood, the Cerebral Palsy League in Cranford, the Westfield Senior Citizen Center, SAGE Elder Care in Summit and the Berkeley Heights Senior Center.

Trailside Greenhouse and Demonstration Garden Visitors

The Greenhouse and Demonstration Garden had 1,900 visitors in 2015. The Annual Master Gardeners Spring Garden Fair and Plant Sale in the demonstration garden had 1,134 visitors. The garden and greenhouse was open during the Trailside Harvest Festival; 546 people enjoyed the gardens and 105 people visited during the June Bio-Blitz. The demonstration garden was open to the public on 16 weekend days during the growing season.

This summer the MG "Gardening with Children" committee teamed with the County Parks Summer Day Camp programs; "Bugs and Beyond," "Green Team" and "Nature Crafts." Master Gardeners provided six educational programs on insect identification, bird biology, and where to find insects in the garden; stormwater management, including a tour of the greenhouse facility, featuring the solar powered cistern and rain gardens; and crafts using material growing in the demonstration garden. Campers (66) and counselors (17) enjoyed the efforts of 53 volunteer Master Gardeners.

The new greenhouse facility has enabled RCE to offer horticulture programs for people with disabilities. Young adults and teens from the Cerebral Palsy League in Cranford participated in "hands-on" projects in the greenhouse.

The "Sharing Garden"

The "Sharing Garden" project, in which Master Gardeners have been growing vegetables, small fruits and herbs for local food pantries, since 2002; surpasses 20 tons (20,000 pounds) of donated produce. In the 2015 growing season, the garden yielded 1,888 pounds of fresh produce for families in need of assistance.

Seeds for Hope

The Cutting Garden has donated 42,289 flowers and greens to those affected by cancer over the past 8 years. This includes cancer organizations as well as individuals. Weekly, Master Gardeners are donating 2 bouquets to the Outpatient Oncology Center at Overlook Hospital, 2 bouquets to the Inpatient Oncology Center at Overlook Hospital, 1 bouquet to an Overlook Infusion Center, and 2 bouquets to Trinitas Hospital Oncology Center. This is done by a group of volunteers of varying sizes for each location. Many of the flowers are grown in the Demonstration Garden at Trailside. Vases, and during the winter months, flowers, are donated by "Seeds for Hope."

Garden Helpline

The Garden Helpline provides environmentally friendly advice for residents on lawn and landscape maintenance and home insect pest control. Master Gardener "Helpliners" answer an average of 1,843 inquiries annually on the County's Garden Helpline, (908) 654-9852. The Master Gardeners also identify ticks for residents concerned about Lyme and other tick-borne diseases. The Helpline volunteers answer an average of 875 phone calls, speak with 532 office visitors, diagnose or

identify 355 plant and insect samples and respond to 70 emails annually.

Robinson's Branch Watershed Implementation Project

Michele Bakacs, Environmental and Resource Management Agent, along

with the Rutgers Water Resources Program, closed out a five year \$512,000 319 (h) Nonpoint Source Pollution Control Grant from the NJ Department of Environmental Protection to implement stormwater management and water quality improvement projects in the Robinson's Branch Watershed. The grant provided funding to install "green" infrastructure solutions such as rain barrels; rain gardens, cisterns, and porous pavement that can help prevent pollutants from reaching the waterway, in addition to reducing the threat of flooding. The township of Clark and City of Rahway are both partners on the project. The 2014/2015 fiscal year marks the final year of this grant. A no-cost time extension had been approved to extend the project for one additional year.

City of Rahway

As part of this grant and in cooperation with the City of Rahway, Rutgers Cooperative Extension conducted the 2nd round of the Rahway Rain Garden project targeting homeowners. The goal of the project was to demonstrate how homeowners can prevent rain water from getting to the storm drain system thereby reducing flooding and pollution in the watershed. In 2015, an additional 7 rain gardens were installed in front yards in the City of Rahway making a total of 17 residential rain gardens. In addition a large rain garden was installed at Kiwanis Park on Route 27. Signs were installed at all the rain gardens and an online map is available at <u>tinyurl.com/robinsonsbranch</u> for individuals to tour the rain gardens in the neighborhood. Assistant Professor Tobiah Horton worked with the City of Rahway to train them on rain garden maintenance.

Organic Land Care

In cooperation with Extension colleagues, Michele continues to implement the statewide Organic Land Care Certificate program: njaes.rutgers.edu/organiclandcare.

The program offers landscape professionals the tools to transition away from synthetic pesticides and fertilizers to a natural approach that focuses on promoting healthy soil, enhancing biodiversity, and reducing polluted runoff from managed landscapes.

The 3rd organic land care course was completed in January, 2015 and it graduated 10 professionals with 16 in attendance. The establishment of this program and the landscaper database provides environmentally-minded

residents and businesses that are looking to manage their properties sustainably with easy access to trained professionals. The uniqueness of this educational program lies in the breadth and depth of topics covered including soil health, composting, planting and plant care, turf establishment and maintenance, wildlife management, water resource protection, and organic land care business practices. In addition, this holistic program is taught by over 20 Extension professors, researchers, DEP employees, and land care practitioners.

Promoting Green Infrastructure Practices

Michele Bakacs is working with the Rutgers Cooperative Extension Water Resources Program who received a \$700,000 National Fish and Wildlife Federation grant for a project titled "Climate Resilient Green Infrastructure for the Raritan River Basin". The goals of this project are: to enhance the climate resilience of the municipalities within the Raritan River Basin study area by providing each municipality with a plan to reduce stormwater; to provide matching funding to implement some of the actions contained within the plans; to provide recommendations for policy changes that will continue to promote these actions beyond this two-year project. The 7 Union County municipalities that are covered by this project are Berkeley Heights, Fanwood, Mountainside, Plainfield, Scotch Plains, Springfield, and Summit City. Impervious Cover Assessments have been completed for all of these towns and can be accessed at:

water.rutgers.edu/Projects/NFWF/NFWF.html.

Michele is helping conduct outreach to these towns and explain how the plans can be used to implement green infrastructure projects locally. Funding is available to these towns through the grant to help pay for projects as long as the towns are willing to partner and take on maintenance.

Youth Gardening Conference

In an effort to determine the impact of the annual youth and community garden conference, Michele coordinated an online follow up survey to participants of the first 2 years of the program. A survey was sent in March to 81 participants and 25 responses were received. Based on the results the following impact has been achieved thus far by the program:

- 72% had grown seedlings with their students or other youth.
- 89% said the seed starting methods shown at the conference were helpful in starting the seedlings (n=18).

- 64% had conducted a soil test for pH and fertility at home or in a school/community garden.
- 28% had taken a soil lead test.
- 56% had incorporated safe gardening education into their teaching or outreach.
- 75% had already followed the fertilizer recommendations from the soil test report. 25% still planned to follow the recommendations.
- 88% had installed fencing to protect plants from animal damage.
- 76% had grown vegetables in containers.
- 44% were teaching nutrition using garden foods.
- 80% were promote eating 2 cups of fresh vegetables/ garden products daily.
- 88% said they supported community and school gardens for their many health benefits.
- 50% were using the materials presented at the nutrition workshop. (n=8, breakout session)
- 84% had shared the information with others.

Based on this information, all 4 County Agents presented the results at the 2015 NACAA Annual Meeting and Professional Improvement Conference in South Dakota. The results will help inform planning efforts for future conferences.

Family & Community Health Sciences Department

Supplemental Nutrition Assistance Program – Education (SNAP-Ed)

The NJ SNAP-Ed of Union County Program reached over 500 participants at 2 health fairs and reached 2,864 youth through 893 special hands-on workshops for 577 hours of education on how to make nutritious food choices. A total of 1,936 youth graduated from the program with a total of 8,521 sessions. Sixty-eight adults and 229 families were reached at 60 sessions with the assistance of 108 volunteers. A total of 68 one-time presentations were delivered under the Faithfully Fit and Select to Protect Snap-Ed Network Campaigns. The SNAP-Ed federal grant provides \$425,000 to support five full-time staff working at the Rutgers Cooperative Extension of Union County office. The SNAP-Ed Nutrition Program collaborates with 39 agencies, including schools, shelters, Bridgeway Rehabilitation Services, International Rescue Committee, and the Elizabeth YMCA Homeless Shelter, at Gateway YMCA, International Rescue Committee, and Division on Aging. The SNAP-Ed team also participates in 2-4 health fairs each year at the Family Success Center, Elizabeth; Bridgeway; Community Access; and Community Coordinated Child Care (4C's). In 2015, the Registered Dietitian Supervisor and three Community Assistants mentored nine dietetic interns from 4-year institutions and nine 2year students.

Senior Meals Program

In a continued collaboration with the Union County Division on Aging, the FCHS Educator works with the Director of the UC Division on Aging to provide a dietitian to direct the Senior Meals program. A grant of \$81,000 provides funding for the position and allows for continued support of the program at 25 senior cafes throughout Union County. The dietitian participated in the 50th anniversary county celebration for the Older Americans Act, provided nutrition training for home health aides, provided nutrition screenings, acted as gerontology program preceptor for dietetic interns and dietetic technicians, taught nutrition, exercise, food safety and health classes at sites, set up Farmer's Markets to distribute produce vouchers and assisted with setting up food delivery. She supervises over 20 staff at 25 congregate sites feeding giving 750 seniors their noon meal each week.

Over 12,000 vouchers for Farmer's Market produce worth \$60,000 were distributed to 3,000 Union County seniors for Jersey Fresh produce at 12 markets in Union County. Summer nutrition staff assisted the Program Coordinator in delivering the vouchers. This program is sponsored through the federally funded USDA Women, Infants and Children (WIC) program.

SMALL STEPS TO HEALTH AND WEALTHTM

Dr. Karen Ensle, FCHS Educator/Department Head and Dr. Barbara O'Neill, Financial Specialist, co-authors of the book *Small Steps to Health & Wealth*TM continued to provide monthly health and finance messages, developed twenty-five short newsletters that were integrated into the *Get Moving Get Healthy NJ Workforce Wellness* on-line newsletter series that are e-mailed weekly to county employees. The Small Steps program includes adult and youth curriculums, webinars, challenges, podcasts, a blog, tweet chats and was cited by USDA-NIFA as "a nationwide Extension Program with impact." A quiz to collect national data on health and finance behaviors is currently being collected. As a result of the program, consumers continue to reduce their debt, improve savings, increase their healthy food consumption and decrease their weight:

njaes.rutgers.edu/sshw/message/default.asp?p=Health.

*"GROW HEALTHY :*A SCHOOL AND FCHS COOPERATIVE EXTENSION PROJECT

Grow Healthy is a collaborative school wellness initiative of the Family & Community Health Sciences (FCHS) Department, Rutgers Cooperative Extension. Garden-enhanced nutrition education is the emphasis including: eating more fruits and vegetables, being active, selecting more locally grown foods, decreasing screen time, establishing in ground or windowsill gardens and making smart food choices. *Grow Healthy* is a school-wide wellness program that includes: teachers, staff and administration, children, families, and volunteers all working together to make each school a healthier place.

"EAT HEALTHY, BE ACTIVE COMMUNITY WORKSHOPS" TRAININGS

A small grant of \$1,200 provided funding for the FCHS Educator to collaborate with the Public Affairs Specialist, Food & Drug Administration to train teachers, nutrition professionals, public health and Extension educators in using a 6-lesson *Eat Healthy, Be Active Community Workshops*" curriculum developed by ODPHP/ FDA based on the 2010 Dietary Guidelines/2008 Physical Activity Guidelines for Americans. Three workshops were held at RCE of Monmouth County, Rutgers Dietetic Internship, Scotch Plains and for Curriculum Connections statewide conference for teachers at Robert Wood Johnson Fitness Center, Hamilton in 2014. In 2015 additional workshops were held for public health nurses and for Extension FCS Educators at the 2015 NEAFCS National Conference, West Virginia. A total of one hundred seventy-six professionals were trained to use the hands-on curriculum with older youth and adults.

GET MOVING, GET HEALTHY NJ with FCHS

Rutgers Cooperative Extension's "Get Moving, Get Healthy NJ" programs encourage healthier eating and improve physical activity in NJ families through multidisciplinary health promotion programs. Union County programs under this umbrella include: Lead Poisoning Prevention & Nutrition", taught to 130 public health professionals and teachers, Functional Foods programs on "Chocolate", "Fruits & Vegetables", "and Coffee" were taught to eighty Berkeley Heights seniors, eight-five Union seniors and fifty Mountainside seniors. "Reducing Salt in the Diet" program was taught to fifteen Plainfield school nurses, Mountainside seniors, to twenty-five seniors at Westfield Senior Housing and to eighty in Berkeley Heights. "Drinking Healthy Beverages" was taught to twenty-five parents at Roselle Pre-K and to thirty-five Teen cheerleaders at the Hillside Community Center. "My Plate and general nutrition classes were taught at BUF I & II along with HOPES Headstart in Plainfield to seventy-five parents. Food safety education was provided at Ehrhart Gardens and Schaefer Gardens to seventy seniors. "Garden-Enhanced Nutrition Education" was presented to forty-five teachers and health professionals at the Union County annual conference. The FCHS Educator provided an on-line Worksite Wellness Education Program for Union County employees with weekly e-mail newsletters and websites on health-related topics.

Health & Wellness Fairs

As a member of the Union County Executive Wellness Committee, RCE participates in the county wellness fairs reaching several hundred employees. Provided nutrition information at county health fairs sponsored by: Strengthening Families Fun Night Health Fair, Plainfield, attended by 550 families, City of Elizabeth, Peterstown Health Fair for 50 families, Elizabeth High School Health Fair attended by 300 youth, Calvary Pre-K Family Health Fair, Cranford for 50 families, Rutgers Day 2015 for the FCHS Department reaching 250 adults.

Rutgers E-College On-line Teaching

RCE Department Head taught 55 undergraduate juniors and seniors in the School of Environmental and Biological Sciences (SEBS) a three credit "Wellness Behavior" course to generate funding for statewide Cooperative Extension to offset budget deficits. Course evaluations ranged at 3.85 out of a 4.0 scale.

Membership on Local Boards

Member of the Union County Executive Wellness Committee, Union County Directors of Aging Programs; Board of Directors for Community Access, Ltd, the Gateway Family YMCA Board of Directors, Elizabeth; *Shaping Elizabeth* Project Executive Committee and co-chair of the Healthy Food Access Committee; and the 4 C's Strengthening Families Initiative Stakeholders Committee, Rahway.

4-H Youth Development

4-H Summer Science Program – *Helping students from low-income areas thrive in school*

Participating in the 2015 4-H Summer Science Program were, The King's Daughters Day Camp, Neighborhood House, The Black United Fund, all in Plainfield; The Rahway Housing Authority, and the Elizabeth Coalition to House the Homeless. All together, 350 youth participated in the 2015 Summer Science Program.

This year's program was enacted differently than in past years. Due to a reduction in grant funds we could no longer send science teachers to program sites. Instead we trained staff from the above mentioned centers in how to do science with their students. The training occurred in late June. 12 staff members participated. In addition to showing the staff how to teach the lessons, we also provided them with materials. After the initial training we visited the sites to observe how they had implemented the activities. Observations done at the Kings Daughters' Day School and the BUF Day camp showed that the instructors had successfully mastered the materials.

Elizabethport 4-H Program – Bringing activities to low-income youth

This 4-H program provided afterschool activities to approximately 40 youth in 2015. Working out of the Elizabethport Safe Haven Building on 1st Street, the program taught children about science and nutrition. This was accomplished through gardening and cooking activities. Previous participants in the program are now serving in the Armed Forces, have completed and/or are attending Rutgers University and Notre Dame, and are gainfully employed.

Horticulture Therapy Program for Union County Juvenile Detention Center - Using horticulture to generate pride and self-esteem in troubled youth

Since the spring of 2009, 4-H has been running a horticultural therapy program for the inmates at the Juvenile Detention Center in Rahway. The youth look forward to their time nurturing their garden, started with the help of 4-H. The garden, located in the courtyard of the facility, allows the youth to experience the healing power of working with plants. By nurturing their garden, these youth learn how persistence and patience can result in success when they harvest a successful crop. This garden has become a calming place that helps them de-stress and become more receptive to instruction. The pride that this garden generates is desperately needed by these youth. Flowers from their garden are used by the inmates as gifts for their visitors.

4-H Clubs – *Developing life skills in youth*

130 Union County youth from grades 1 through 12 participated in 16 4-H clubs in 2015. Each club focused on a specific interest area such as small animal care, dog obedience, and horticulture. New clubs in 2014 included several new animal and science clubs. Club members developed leadership and communication skills through participation in the various club activities, community service, and serving as club officers. Some of the service activities for the year were tree planting, serving at a food bank, and volunteering at County events. Adult Volunteer Leaders are screened and trained by the 4-H office to facilitate the clubs. Volunteers are taught how to use a hobby to teach children team-building, communication, and decisionmaking skills. There are currently 30 active 4-H Club leaders in Union County.

4-H Public Presentation Night 2015 – Improving communication skills in youth

Presentation Night 2015 was held at the Union County Magnet High School in Scotch Plains. 71 children participated in the event. Each child gave a presentation of at least three minutes in length about their favorite hobby or interest. Using 4-H standards, each child was evaluated by a group of volunteer judges.

Project Recognition Day - *Encouraging youth to develop mastery skills*

4-H recognizes the accomplishments of its club members every year through Project Recognition Day, held at Forest Road Recreation Center in Fanwood. Awards and ribbons are presented for accomplishments in areas such as pet care, displays, crafts, photography, and plant care. Each club member also receives a year-pin representing the number of years they have been involved in the program. Awards are also given to deserving members who achieved perfect attendance at their club meetings. This year over 150 parents and 4-H members attended.

Union County 4-H Camp Programs – Helping youth develop life skills and outdoor education

4-H Camp Programs are located at the L.G. Cook 4-H Camp for Outdoor Education in Sussex County, New Jersey. In 2015, 45 Union County residents in 4th through 8th grade attended summer camp. This sleep away camp provided many new experiences for urban youth. Activities include water sports, outdoor cooking, crafts, nature study, archery, air riflery, and more. Scholarships for 15 youth were paid for by the Eddie Gray Fund of Elizabeth.

Environmental Awareness and Protection – *Educating youth about the community forest of Union County*

Educating children about trees is the job of the 4-H Master Tree Stewards. Thanks to these 20 volunteers, over 3,300 children learned about one of Union County's most precious natural resources: its trees. The Stewards visited classrooms in 19 municipalities and taught the children about tree identification, biology, and ecology. Educating our youth about trees is crucial to the future of our environment. An end-of-program evaluation showed that as a result of the Rutgers/4-H Class on Tree Appreciation:

- 71% of students said they were less likely to damage a tree.
- 90% said they were more likely to take better care of trees around their homes.
- 86% said they were more likely to take better care of the trees around their schools.
- 70% said they will observe trees more closely.
- 69% said they are more likely to plant a tree.
- 98% said they learned that there are many different kinds of trees.
- 84% said they were more likely to stop others from damaging trees.
- 78% said they want to learn more about tree care and planting.
- 83% said they will tell someone about what they learned.

Working in conjunction with the Union County Shade Tree Advisory Board, the 4-H Youth Development Program worked to make Union County the garden spot of the Garden State. Through the Union County Freeholders Arbor Day Tree Program, we have made a large step in that direction. This program provides training for school children and a tree to plant on their school grounds. 4-H played a major role by helping to create and implement this program. In 2015, 40 fourth through tenth graders and 20 adults participated in this program. Together, this group planted 75 trees at schools throughout Union County. These schools involved an additional 1,000 students in the planting and care of these trees.

Children's Gardens – Improved nutrition and work skills

4-H established a children's garden at the Kings Daughters Day School in

Plainfield. Children who participated in the programs reported eating vegetables they had never tasted before, and developed a greater appreciation for the steps involved in growing food.

2016 INITIATIVES

Agricultural & Resource Management

Greenhouse Facility

The new greenhouse provides growing space for the "Sharing Garden" and other Master Gardener projects such as the flower bouquets for cancer patients and horticultural therapy programs. The greenhouse will be used as a classroom for Master Gardener students, people with disabilities and the general public. Classes on greenhouse management and IPM for greenhouses have been planned for winter of 2015.

Community Gardening

RCE will continue working with schools and community organizations to assist with establishing and maintaining community gardens. RCE will be conducting a "Starting a Community Garden" workshop on Saturday, February 27, 2016. The target audience for this program is school teachers and administrators and people interested in starting a community garden.

Madeline Flahive DiNardo is working with other NJ Master Gardener Coordinators to develop a Community Gardening Curriculum that can be used by volunteer Master Gardeners to expand our educational outreach in this area.

Integrated Pest Management Education Programs

Integrated Pest Management (IPM) education programs for School IPM Coordinators, County public works, parks and golf course employees, and turf, landscape, pest control, and Health Officers will continue to be offered. These programs place an emphasis on the reduction of pesticide use on County and residential properties. The North Jersey Ornamental Horticulture Conference will be held in January 2016 and a program for landscape professionals is being planned for March 2016 in cooperation with the Union County Board of Agriculture.

The Master Gardener Program

The volunteer Master Gardener program will continue to offer educational services, such as gardening programs for people with disabilities and the "Garden Helpline" to county residents and provide fresh produce and flowers to local agencies. Gardening lectures will be held at the demonstration gardens and greenhouse facility for the general public. The Master Gardeners will be working with the staff at Trailside Nature and Science Center to deliver educational events for the summer camp program.

Promoting Green Infrastructure Practices

Michele will be working with the Rahway River Watershed Association and the Rutgers Water Resources Program to promote the impervious cover reduction action plans in the 7 towns that qualify for funding. In addition, Michele will be working with co-workers to conduct a regional rain garden training to help further efforts to implement rain gardens within local watersheds.

Organic Land Care

Michele will help organize the 4th Organic Land Care Certificate course planned for February 1, 2, 3, 8, and 9, 2016. Outreach to Union County landscapers is currently being conducted to attend this program. Half day field visits will also be planned in the summer to learn from experienced organic land care professionals.

Fact sheet and manual

In addition, Michele will be helping to finalize the New Jersey Organic Land Care Best Practices manual for professionals along with other Extension colleagues including Madeline Flahive DiNardo. Michele will also be developing a fact sheet for homeowners on organic land care. Michele is the chair of the Rutgers Organic Land Care working group and will continue to set the agenda and guide the efforts of that team.

Rain Barrel Train the Trainer program

This program will be offered in Union County in the spring of 2016. This program was on hiatus in 2015 as we look for a new source of barrels for the program.

Community Gardening Conference

Michele will be helping to organize and teach the Union County Youth

Gardening conference in late February, 2016. In addition, in the spring Michele will be working with Madeline to train Master Gardeners to assist schools in establishing and maintaining youth gardens.

Family & Community Health Sciences Department

Nutrition Education & Services for Seniors

Continue the grant collaboration with the Division on Aging to provide a full-time Director of the Senior Nutrition Program and support nutrition education sessions through collaboration with Rutgers, Montclair State Dietetic Internships, College of St. Elizabeth, Aramark and Middlesex County College nutrition students.

Get Moving, Get Healthy NJ with FCHS Initiative

Obesity Prevention in New Jersey.

Continue to offer "live" workshops such as "Small Steps to Eating Well and Moving More", "Lead Poisoning Prevention & Nutrition" "Choose MyPlate: Selected Consumer Messages", "Improving Family Meals". "NEW Dietary Guidelines for Americans", "Physical Activity for Mature Adults, "10 Tips for Eating Healthy on-the-Run," "Functional Foods for Life", "Balanced Living" class series and on-line Worksite Wellness programs. Develop online programs for undergraduate students, agencies and the public on health topics related to obesity prevention, diabetes, food safety and reducing the risk factors for heart disease, cancer and food allergies. Provide family health programs as part of the RCE Get Moving, Get Healthy NJ statewide initiative that is supported through private and state grants.

"GROW HEALTHY": A School FCHS Extension Project

Facilitate nutrition education training of school personnel and parents atlocal schools. Continue to search for grant funding to expand the project in Union County.

Shaping Elizabeth and Gateway Family YMCA Partnership

Continue to collaborate with the YMCA as a board member, *Shaping Elizabeth* partner and "Food Access" workgroup co-chair along with CTG Grant External Coach. Provide assistance with grant preparation, nutrition education, "family night" and "Healthy Kids Day" participation with schoolaged youth, parents and community partners at all Gateway YMCA locations and the Wellness Center in Union. Continue to participate in the

Shaping Elizabeth project and offer obesity prevention programs in nutrition, food safety and health.

Balancing Health and Budget Education Programs

Provide programs for consumers on "Eating a Balanced Diet on a Balanced Budget," "Healthy Eating On-the-Run," and "Small Steps to Health and Wealth" to assist consumers in making healthy financial and food choices for improved health and wealth.

Functional Foods for Life Educational Series

Provide programs that emphasize the research and health benefits of consuming foods and beverages high in phytochemicals such as tea, chocolate, mushrooms, coffee, berries and fruits/vegetables.

School Wellness Training and Education

Provide educational training for teachers, school nurses, parents and aides on improving school meals, farm-to-school initiatives, healthy snacks and good nutrition for the young child. Assist schools to implement school wellness policies and obesity prevention programs. Continue to reach out to the Union County Healthy Kids volunteers to provide direction for childhood obesity prevention activities and environmental policy changes in the community as part of the Family & Community Health Sciences Program.

4-H Youth Development

- The 4-H Master Tree Steward Program will reach 3,000 youth.
- The 4-H Summer Science Program will increase the emphasis on visits from scientists and science workers to the participating day camps and involve 500 children.
- Recruit a new site to house the 4-H Summer Science Program.
- The 4-H Club Program will add an additional First Grade Variety Club and continue to recruit new leaders as needed. Leadership training meetings will be held four times per year. 4-H will coordinate at least three countywide activities for all 4-H youth.
- Youth enrollment in the 4-H Club Program will increase by 10%.
- Public Presentation Night participation will increase by 5%.
- At least 45 Union County youth will attend 4-H Summer Camp.
- Continue regional teen conference for youth.
- Recruit 10 new Master Tree Steward Volunteers.

- Involve 1,000 youth in tree planting.
- Provide assistance with Union County Shade Tree Advisory Board Poetry Contest.
- Continue to work with other groups to plan and implement Union
- County Freeholder Arbor Day Tree Program.
- Continue Horticultural Therapy Program at Juvenile Detention Center.
- Continue to search for an indoor location for the Union County 4-H Archery Club.

Superintendent of Schools

Organizational Chart

SUPERINTENDENT OF SCHOOLS

UNION COUNTY OFFICE OF EDUCATION



UNION COUNTY SUPERINTENDENT OF SCHOOLS

MISSION

The County Office of Education is led by an Executive County Superintendent of Schools, has a core staff, which includes an Executive County School Business Official, an Education Specialist and a County Child Study Supervisor, and, County office staff. They are the focal point of general support, oversight and routine communications between local districts and the department's central office. A brief outline of some of the duties and responsibilities of the County Office of Education is as follows:

- evaluate and monitor all public school districts through the New Jersey Quality Single Accountability Continuum (NJQSAC);
- support districts in responding to questions, advising them on improvement plans;
- respond to community, legislative and parental concerns;
- review and approve district budgets;
- review school buildings to ensure compliance with health and safety codes;
- review and approve district transportation contracts;
- coordinate the process for licensure of education staff and issue county substitute certificates;
- conduct special education program reviews;
- provide technical assistance to school districts, boards of education and parents on a variety of topics; and
- assist department divisions in securing required data

PROGRAMS & SERVICES

Information and Assistance

In an effort to provide assistance to school districts and the public, the Office of Education compiles information, responds to questions, and disseminates materials. The office often serves as a means of connecting people, school

districts, and/or agencies that have voiced related concerns or needs and can help each other. In a similar manner, members of the staff serve as educational liaisons to such diverse groups as the Union County Association of School Administrators, Union County Association of School Business Officials, the Union County Alliance, the Workforce Investment Board, and the Human Relations Commission. We attempt to participate in agencies that relate directly to children and families, such as the Department of Human Services, the County Interagency Coordinating Council, the Union County Child Protection Council, the Youth Services Commission, and the Case Assessment Resource Team. We involve ourselves with the Union County Juvenile Officers Association, the Union County Parent Teachers Association, the Union County School Boards Association, Union County College, and the New Jersey School of the Arts.

It is the responsibility of the Executive County Superintendent's Office to ensure a constitutionally mandated, "thorough, and efficient" education for more than 90,000 Pre-K to grade 12 public school children. We house these students in 174 school buildings in Union County and 62 non-public schools. We oversee compliance with state and federal laws related to spending approximately \$639,000,000 that the 23 Union County school districts and four Charter Schools receive in state and federal aid and grant funding and \$2 billion in total expenditures. We provide assistance to school districts, the public and encourage shared, cost-effective efforts among school districts, county offices, and municipal and private industry agencies.

This office has responsibility for approving and monitoring public school district budgets, financial reports, and transportation contracts. In addition, staff members analyze applications for federal and state grants, review other legal documents and mandated reports, and examine certification credentials.

This office monitors and promotes administrative/operational efficiencies and cost savings within the school districts located in the county. We continue to enhance the effectiveness of the districts in providing a thorough and efficient system of education. Our school monitoring process consists of five key components of school district effectiveness under the <u>New Jersey</u> <u>Quality Single Accountability Continuum</u> as follows: instruction and program; personnel; fiscal management; operations; and governance.

Education

- Visit and examine all of the schools under the Executive Superintendent's general supervision and exercise general supervision over them in accordance with the rules prescribed from time to time by the State board.
- Keep informed as to the management, methods of instruction and discipline and the courses of study and textbooks in use, the condition of the school libraries, and the heating, ventilation and lighting of school buildings in the local districts under Union County's general supervision, and make recommendations in connection therewith.
- Provide advice and counsel to the boards of education of the local districts under general supervision and of any other district of the county when so requested, in relation to the performance of their duties.
- Promote administrative and operational efficiencies and cost savings within the school districts in the county while ensuring that the districts provide a thorough and efficient system of education.
- Based on standards adopted by the Commissioner, recommend to the Commissioner, who is hereby granted the authority to effectuate those recommendations, that certain school districts be required to enter arrangements with one or more other school districts or educational services commissions for the consolidation of the district's administrative services.
- Recommend to the Commissioner the elimination of laws that the executive county superintendent determines to be unnecessary State education mandates, other than the categories of laws set forth in section 3 of P.L.1996, c.24 (C.52:133).
- Have the authority to eliminate districts located in the county that are not operating schools on the effective date of sections 42 to 58 of P.L.2007, c.63 (C.18A:7-11 et al.), in accordance with a plan submitted to the Commissioner no later than one year following the effective date of sections 42 to 58 of P.L.2007, c.63 (C.18A:7-11 et al.); No later than three years following the effective date of sections 42 to 58 of P.L.2007, c.63 (C.18A:7-11 et al.); No later than three years following the effective date of sections 42 to 58 of P.L.2007, c.63 (C.18A:7-11 et al.), recommend to the Commissioner a school district consolidation plan to eliminate all districts, other than county-based districts and other than preschool or kindergarten through grade 12 districts in the county, through the establishment or enlargement of regional school districts. After the approval of the plan by the commissioner, the executive county

superintendent shall require each board of education covered by a proposal in the plan to conduct a special school election, at a time to be determined by the executive county superintendent, and submit the question whether or not the executive county superintendent's proposal for the regionalization of the school district shall be adopted. The question shall be deemed adopted if it receives a vote in accordance with the provisions of N.J.S.18A:13-5. If the question is adopted by the voters, then the regional district shall be established or enlarged in accordance with chapter 13 of Title 18A of the New Jersey Statutes; Promote coordination and regionalization of pupil transportation services through means such as reviewing bus routes and schedules of school districts and nonpublic schools within the county; Review and approve, according to standards adopted by the Commissioner, all employment contracts for superintendents of schools, assistant superintendents of schools, and school business administrators in school districts within the county, prior to the execution of those contracts; Request the Commissioner to order a forensic audit and to select an auditor for any school district in the by the executive county county upon determination the superintendent, according to standards adopted by the commissioner, that the accounting practices in the district necessitate such an audit; Promote cooperative purchasing within the county of textbooks and other instructional materials; Coordinate with the Department of Education to maintain a real time Statewide and district-wide database that tracks the types and capacity of special education programs being implemented by each district and the number of students enrolled in each program to identify program availability and needs; Coordinate with the Department of Education to maintain a Statewide and district wide list of all special education students served in out-of-district programs and a list of all public and private entities approved to receive special education students that includes pertinent information such as audit results and tuition charges; Serve as a referral source for districts that do not have appropriate in-district programs for special education students and provide those districts with information on placement options in other school districts; Conduct regional planning and identification of program needs for the development of in-district special education programs; Serve as a liaison to facilitate shared special education services within the county including, but not limited to direct services, personnel development, and technical assistance.

• Work with districts to develop in-district special education programs

and services including providing training in inclusive education, positive behavior supports transition to adult life, and parent-professional collaboration.

- Provide assistance to districts in budgetary planning for resource realignment and reallocation to direct special education resources into the classroom.
- Report on a regular basis to the commissioner on progress in achieving the goal of increasing the number of special education students educated in appropriate programs with non-disabled students.
- Render a report to the commissioner annually on or before September 1, in the manner and form prescribed by him, of such matters relating to the schools under his jurisdiction as the commissioner shall require; and Perform such other duties as shall be prescribed by law.

Required Contract Reviews

Pursuant to the regulations NJSA18A:7-8(j), district superintendents', assistant superintendents' and Business Administrators contracts are reviewed, consequently resulting in district cost savings. The elimination of ineligible benefits or incentives, which appeared in the previous contracts and are not permitted under current regulations along with legislation capping Superintendent salaries assisted in these cost savings.

Reviews/Studies:

The executive county superintendent may require the constituent municipalities and school districts and the regional district to submit a feasibility study in order to determine the educational and financial impact of the withdrawal from, or dissolution of, the limited purpose regional district. In the event the executive county superintendent requests a feasibility study, the executive county superintendent is required to submit a report, with recommendations, within 60 days following submission of the feasibility study.

C.18A:13-52 Report -- A feasibility study is directed by the Executive County Superintendent when there is consideration of regionalization as well as dissolution of regional districts.

The executive county superintendent shall, within 60 days after such request, file with the governing bodies of the municipalities constituting the regional

district and the boards of education of all of the constituent school districts and the board of education of the regional school district a report containing a statement of the current assets and operating expenses of the regional district for the then current year. Also such financial, educational and other information as may be deemed necessary to enable said governing bodies and local boards of education and regional board of education to form an intelligent judgment as to the advisability of the proposed withdrawal or dissolution and the effect thereof upon the educational and financial condition of the withdrawing district and the regional district, or upon each of the constituent districts in the event of a dissolution and setting forth the amount of indebtedness, if any, to be assumed by the withdrawing and the regional districts, or by each constituent district in the event of a dissolution, calculated as hereinafter provided. The report, in discussing the educational and financial effect of the withdrawal or dissolution, shall include the effect thereof upon the administrative and operational efficiencies, and the resultant cost savings or cost increases, in the withdrawing and the regional districts, or by each constituent district in the event of a dissolution.

Review all school budgets of the school districts within the county, and may, pursuant to section 5 of P.L.1996, c.138 (C.18A:7F-5), disapprove a portion of a school district's proposed budget if determined that the district has not implemented all potential efficiencies in the administrative operations of the district or if determined that the budget includes excessive non-instructional expenses. If the executive county superintendent disapproves a portion of the school district's budget pursuant to this paragraph, the school district shall deduct the disapproved amounts from the budget prior to publication of the budget. During the budget year, the school district shall not transfer funds back into disapproved accounts. A district may submit to the voters a separate proposal or proposals for additional funds pursuant to paragraph (9) of subsection d. of section 5 of P.L.1996, c.138 (C.18A:7F-5) only if: (1) the district provides the executive county superintendent with written documentation that the district has made efforts to enter into shared arrangements with other districts, municipalities, counties, and other units of local government for the provision of administrative, business, purchasing, public and nonpublic transportation, and other required school district services; (2) the district certifies and provides written documentation that the district participates in on-going shared arrangements; or (3) the district certifies and provides written documentation that entering such shared arrangements would not result in cost savings or would result in additional expenses for the district.

In order to ensure a high quality of education for students residing in Union County, the Executive County Superintendent of Schools office reviews, approves, and monitors school programs, student achievement, and school facilities. The office also processes and maintains records for both substitute and permanent certification credentials and reviews school aide job descriptions. In addition, the office oversees special education programs as well as special needs placements in both public and approved private facilities, on as need basis we serve as a facilitator between parents and school district representatives when necessary.

2015-16 Budget Reviews

The approved efficiency standards of the department of education were in use in all budget reviews and approvals.

All districts in Union County provided on the district's Internet site, public access to the district budget summary. Availability was within 48 hours after the public hearing and was in "user friendly" commonplace language. The budgets remain on the district site, or link, for the entire budget year and there are updates with any revisions.

The budget summary includes both the pre-budget year and for the current year the following:

- All line items by type.
- The school tax rate.
- The equalized school tax rate.
- Revenues by major categories.
- The amount of available surplus.
- Unusual revenues.
- List of shared service agreements.
- Employment contracts that exceed \$75,000 that are not part of a negotiating contract

There are submissions of all employment contracts that exceed \$75,000 and not part of a negotiating unit contract. Benefits, including stipends and bonuses, for all staff were under review.

Consolidation of Costs

Through countywide district committees, the Board of Education established shared services leadership models that consist of sharing one or more administrators and services between one or more school districts. All districts pursue cooperative bidding and joint purchasing models, along with shared systems models such as computer networks, financial and human management software systems, and electronic records storage. There is also a phase-in of information management systems between districts.

Facilities

Through a combination of on-site visits and document review, staff members monitor all public educational facilities and private schools for the disabled in Union County, including those of the Department of Corrections and the Department of Human Services. The office processes and approves requests for educational use changes, construction plans, temporary (substandard) facilities, and code waivers.

The office guides the local districts through the requirements for new facilities, including the referendum process. We view the request for new facilities and/or renovations within the parameters of each district's long-range facilities plan. We annually review the 3-year district maintenance plan during the budget review process.

<u>Title I</u>

Title I LEAs with Priority and Focus Schools will be required to set aside funds in an instructional programs reserve and sign an assurance that those funds will support RAC supports and interventions taking place in Priority and Focus Schools. The exact allocation of funds will be determined in collaboration with LEAs in the coming months. Funds set aside in this reserve may be used for the following items:

- Hiring of a data, climate and culture, math, or literacy leader;
- Technology upgrades to support Common Core-aligned curriculum and formative assessments;
- Other items aligned to the eight turnaround principles identified in the ESEA waiver.

LEAs will also be required to sign a preliminary assurance in September that they will faithfully implement School Improvement Plans for each Priority and Focus School. RAC staff members and County Office Staff will then work with Priority and Focus Schools and LEAs to develop individualized School Improvement Plans that will be submitted by the end of October. These plans will serve as the schools' Title I school-wide plans.

2016 INITIATIVES

This office continues to make sure all districts within Union County are acting according to the Fiscal Accountability Regulations, and continues a full cycle of Quality Single Accountability Continuum. It has also focused on the changes required to code and law pursuant to the Commissioner's TASK Force Report.

There are many successful changes to the New Jersey Department of Education this past year; they are proven to be a successful part of the Education system. But, the fiscal year 2016 promises to be challenging for the State Department of Education and respective County Offices. Tighter fiscal constraints due to the 2% tax levy cap, affordable care act implementation, along with rising health care costs, negotiated salary increases and the looming public pension crisis are increasingly making our districts do more with less, while still needing to serve their student populations with efficiency. We can never forget for those we serve are those who will lead in the future.

Board of Taxation

Organizational Chart

Board of Taxation



BOARD OF TAXATION

MISSION

The Mission of the Tax Board is to secure the taxable value of all property in the County as prescribed by law in order that all property shall bear its full and just share of taxes.

The Union County Board of Taxation, a state agency with countywide jurisdiction, serves as an agent for the Director of the Division of Taxation; is the first line supervisor of the municipal assessor; is the custodian of the tax lists and other official records; and is the first formal level of appeal from the municipal assessor.

PROGRAMS & SERVICES

Mandated

Supervise municipal assessors; equalize municipal assessments for apportionment of County Taxes; calculate municipal tax rates; certify Added & Omitted Assessments; publishes County Abstract of Ratables, Provide SR1-A data and other mandated reports to the Division of Taxation; hear and determine property tax appeals from regular and added assessments.

Prepare public records and make them available to the public, including tax lists; SR1-A sales ratio study.

Non-Mandated

Provide assistance to municipalities, in cooperation with the Department of Administrative Services and by Freeholder Resolution of 1986.

Provide on-line computer capability to all 21 municipal assessors' offices at no charge, including production of tax lists, extended tax duplicates, tax bills, assessment notices, senior citizen post-tax year statements, tenant rebate notices, various other lists and reports as required.

2015 ACCOMPLISHMENTS

In 2015 the Union County Board of Taxation received 4,776 tax appeals. This was an increase of about 325 appeals or 6.8% over 2014. Since its implementation in 2012 the online tax appeal system has averaged about 35% of appeals submitted electronically.

In 2015 the Tax Board was also responsible for monitoring the Borough of Roselle Park's first township wide revaluation since 1984. This included reviewing monthly status reports and participating in public hearings outlining the process.

Additionally, the Tax Board was able to purchase several new computers for tax assessor's office throughout Union County.

Lastly, the Tax Board processed 9,905 deeds in 2015. This represented a 12.6% increase over 2014.

2016 INITIATIVES

In 2016, the Tax Board will certify Roselle Park's revaluation for use in the 2016 tax rolls. This will be the first revaluation completed in Union County since 1999.

The Tax Board will continue to work with the Monmouth County Board of Taxation to identify and implement improvements to the online tax appeal system.

In conclusion, the tax board will continue to seek ways to improve upon its technology infrastructure, work processes and service to the residents of Union County.