

UNION COUNTY GOVERNMENT

2019 Executive Budget



Edward T. Oatman
County Manager

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COUNTY OF UNION

2019 Executive Budget

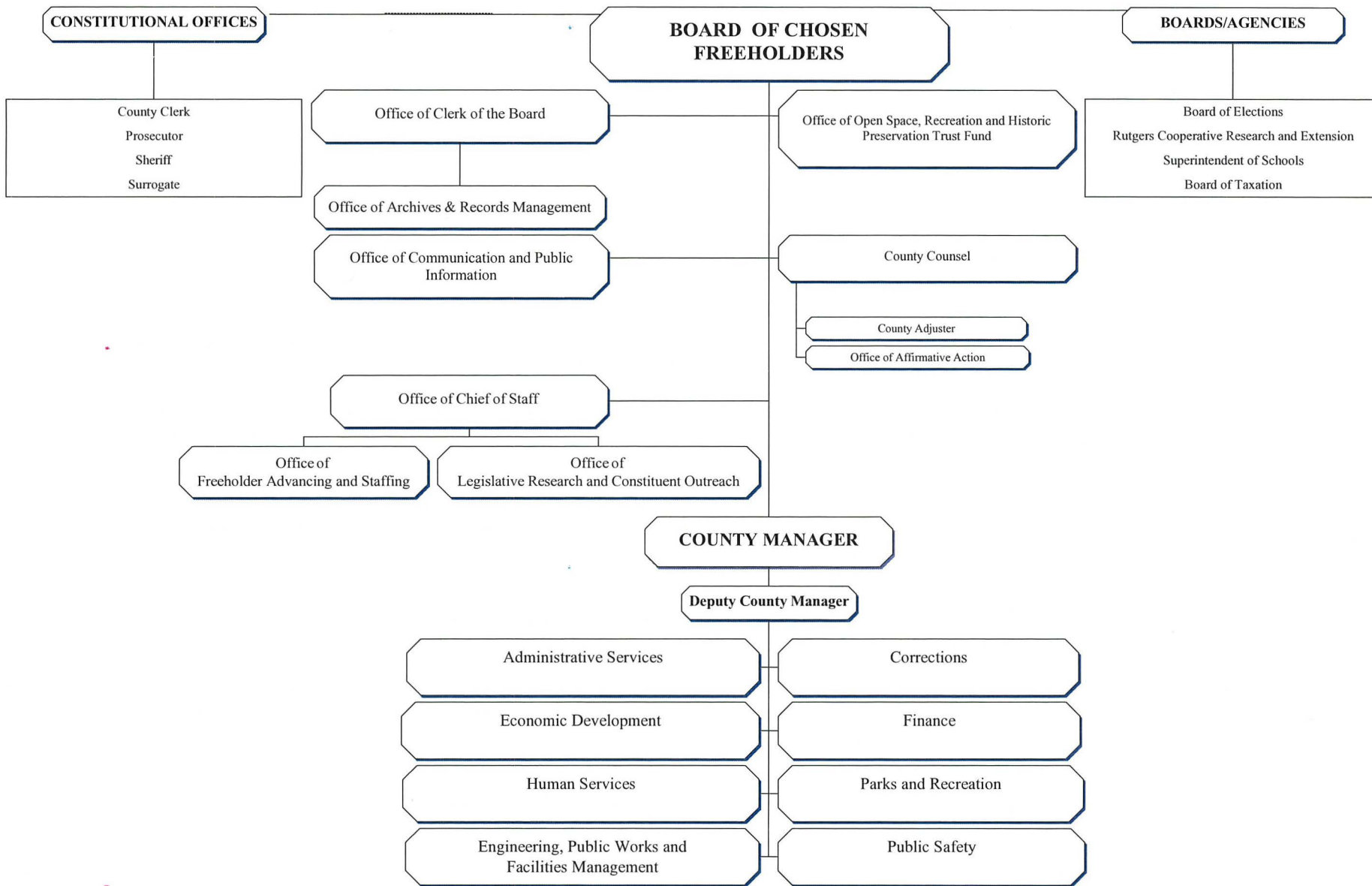
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County Manager Letter to Board of Chosen Freeholders

County of Union Organizational Chart

RESIDENTS OF THE COUNTY OF UNION



Financial Overview

The instructions can be found on the Instruction Tab of the workbook.			
Summary Levy Cap Calculation			
County			EXAMINER
2000	Union County		
Model Tax Levy Calculation Worksheet			
Levy Cap Calculation			
Prior Year Amount to be Raised by Taxation - County Purpose Tax			\$360,978,181
Cap Base Adjustment (+/-)			(\$5,214,623)
Less: Prior Year Deferred Charges: Emergency Authorizations			\$0
Less: Prior Year Deferred Charges to Future Taxation Unfunded			\$7,286
Less: Changes in Service Provider: Transfer of Service/ Function			\$0
Net Prior Year Tax Levy for County Purpose Tax for Cap Calculation			\$355,756,272
Plus 2% Cap increase			\$7,115,125
Adjusted Tax Levy			\$362,871,397
Plus: Assumption of Service/ Function			\$0
Adjusted Tax Levy Prior to Exclusions			\$362,871,397
Exclusions:			
Allowable Shared Service Agreements Increase			\$0
Allowable Health care costs increase			\$0
Allowable Pension increases			\$3,117,699
Allowable Capital Improvements Increase			\$1,400,000
Allowable Debt Service and Capital Lease Increases			\$4,845,875
Current Year Deferred Charges: Emergencies			\$0
Deferred Charges to Future Taxation Unfunded			\$2
Add Total Exclusions			\$9,363,576
Less Cancelled or Unexpended Exclusions			\$2,845,338
Adjusted Tax Levy After Exclusions			\$369,389,635
Additions:			
New Ratables - Increase in Apportionment Valuation of New Construction and Additions			\$403,184,897
Prior Year's County Purpose Tax Rate (per \$100)			\$0.517
New Ratable Adjustment to Levy			\$2,083,615
Amounts approved by Referendum			\$0
Maximum Allowable Amount to be Raised by Taxation - County Purpose Tax			\$371,473,250
Plus: 2016 Cap Bank Utilized in 2019*			\$0
Plus: 2017 Cap Bank Utilized in 2019*			\$0
Plus: 2018 Cap Bank Utilized in 2019*			\$0
Maximum Allowable Amount to be Raised by Taxation - CPT After All Exclusions			\$371,473,250
Amount to be Raised by Taxation - County Purpose Tax			\$368,197,745
<i>*Can only be added to the extent that the Maximum Allowable Amount to be Raised by Taxation – CPT After All Exclusions (Cell E37) does not exceed the "1977 Cap" Maximum County Purpose Tax After All Exceptions (Levy Cap Determination and Budget Preparation Worksheet – Cell D45).</i>			

1977 Cap Exclusions Calculation			
The instructions can be found on the instruction Tab of the workbook.			
County of:	Union	Municode:	2000
County Purpose Tax			360,978,181.27
CAP Base Adjustment			
Revised County Purpose Tax:			360,978,181.27
EXCEPTIONS:			
(Less:)			
Debt Service			59,761,047.08
Deferred Charges			7,286.00
Emergency Appropriations			0.00
Capital Improvements			5,350,000.00
Matching Funds			1,234,218.00
Authority - Share of Costs MUA			0.00
County Welfare Board			24,195,492.00
Special Services School District			0.00
Vocational School			5,158,281.00
Out of County Vocational School			0.00
County College (Current Year)		14,980,139.00	
Less County College (1992 Base)		8,995,000.00	
Net County College			5,985,139.00
Out of County College (Current Year)		217,000.00	
Less Out of County College (1992 Base)		275,000.00	
Net Out of County College			0.00
Capital Lease Payments			
9 1 1 Emergency Management Services			
Health Insurance			
TOTAL EXCEPTIONS			101,691,463.08
Amount on which 2.50% Cap is applied			259,286,718.19
2.50% Cap Amount			6,482,167.95
Allowable County Tax Before Additional Exceptions per (N.J.S. 40A:4-45.4)			265,768,886.14

2019 Levy Cap Determination and Budget Preparation

	County	Union County	
2000			
The instructions can be found on the Instruction Tab of the workbook.			
Allowable County Purpose Tax Before Additional Exceptions per (N.J.S. 40A:4-45.4)			265,768,886.14
Add:			
New Construction			2,083,614.95
Debt Service and Capital Leases		71,246,785.00	
Less Debt Service & Capital Lease Revenues Offset by Approps		9,134,766.90	
Net Debt Service and Capital Lease Obligations			62,112,018.10
Deferred Charges to Future Taxation - Unfunded			2.44
Emergency Authorizations			
Capital Improvements			6,750,000.00
Matching Funds			1,250,000.00
County Welfare Board		60,867,776.46	
Less Welfare Revenue Offset by Appropriation		37,124,545.00	
Net County Welfare Board			23,743,231.46
Special School Districts			
Vocational School			5,285,416.62
Out of County Vocational School			
County College		15,279,741.78	
Less County College 1992 Base		8,995,000.00	
Net County College			6,284,741.78
Out of County College		217,000.00	
Less Out of County College 1992 Base		275,000.00	
Net Out of County College			0.00
911 Emergency Management Services			
Health Insurance			0.00
Subtotal			373,277,911.49
2017 Cap Bank Utilized*			
2018 Cap Bank Utilized*			
COLA Increase Available/Utilized*			2,592,867.18
"1977 Cap" Maximum County Purpose Tax After All Exceptions			375,870,778.67
"2010 Cap" Maximum Allowable Amount to be Raised by Taxation After all Exceptions			371,473,250.39
(From the Summary Levy Cap Worksheet)			
Amount to be Raised by Taxation - County Purpose Tax			368,197,744.88
			Use 2010 Calc.
*Can only be added to the extent needed to support the budget and to the extent that the "1977 Cap" Maximum County Purpose Tax After All Exceptions (Cell D45) does not exceed the "2010 Cap" Maximum Allowable Amount to be Raised by Taxation After All Exceptions (Cell D47).			

**2019 EXECUTIVE BUDGET
REVENUE SCHEDULE**

	2018 Anticipated Revenue	2018 Realized Revenue	2019 Executive Budget
Surplus Anticipated	24,000,000.00	24,000,000.00	25,000,000.00
SUBTOTAL	24,000,000.00	24,000,000.00	25,000,000.00
Miscellaneous Revenues - Section A: Local Revenues			
County Clerk	1,650,000.00	2,019,867.27	1,650,000.00
Surrogate	190,000.00	211,775.77	190,000.00
Sheriff	600,000.00	600,954.98	600,000.00
Interest on Investments and Deposits	200,000.00	2,674,510.56	500,000.00
County Board of Pay Patients	13,600,000.00	13,655,705.13	13,000,000.00
Register of Deeds - Realty Transfer Fees	4,000,000.00	5,624,205.36	4,000,000.00
Parks and Recreation Facilities Revenue	6,175,000.00	6,033,900.54	6,000,000.00
Permits Road Department	115,000.00	149,220.80	120,000.00
Rent - 921 Elizabeth Ave.	425,000.00	457,053.48	457,000.00
SUBTOTAL Section A: Local Revenues	26,955,000.00	31,427,193.89	26,517,000.00
Miscellaneous Revenues - Section B: State Aid			
County College Bonds	2,699,008.14	2,699,008.14	3,118,278.14
SUBTOTAL Section B: State Aid	2,699,008.14	2,699,008.14	3,118,278.14
Miscellaneous Revenues - Section C: State Assumption of Costs			
DYFS	-	-	-
Supplemental Social Security Income	910,570.00	991,152.00	1,124,545.00
Maintenance of Patients: Mental Diseases (DMHS)	-	-	-
Maintenance of Patients: DDD	-	-	-
SUBTOTAL Section C: State Assumption of Costs	910,570.00	991,152.00	1,124,545.00
Miscellaneous Revenues - Section D: Public & Private Revenues			
SUBTOTAL Section D: Public & Private Revenues	11,674,605.79	34,631,583.41	11,867,950.15
Miscellaneous Revenues - Section E: Prior Written Consent			
Rutgers Behavioral Health Care	-	-	-
Fringe Benefits	1,500,000.00	2,065,823.01	1,500,000.00
Indirect Costs	200,000.00	364,747.00	200,000.00
Educational Building Aid	500,000.00	496,936.00	475,000.00
Debt Service - Open Space	4,866,588.78	4,866,588.78	5,541,488.76
NJ Division of Economic Assistance - Earned Grant	35,000,000.00	41,700,684.28	36,000,000.00
County Clerk Increased Fees	1,750,000.00	1,826,235.00	1,750,000.00
Surrogate Increased Fees	250,000.00	337,269.10	250,000.00
Franchise Fee - Jersey Gardens	600,000.00	406,471.00	400,000.00
Title IV D - Facility Reimbursement	1,000,000.00	1,204,263.81	1,050,000.00
Sheriff Increased Fees	2,150,000.00	5,069,660.57	2,150,000.00
PILOT's	250,000.00	385,896.15	325,000.00
Open Space - Parks Maintenance	2,250,000.00	2,250,000.00	2,250,000.00
Division of Developmental Disabilities (DDD)	550,000.00	409,749.76	-
Rental Income UC College/Trinitas Hospital Kellog Building	180,000.00	200,000.04	180,000.00
Dispatch Services	450,000.00	679,193.02	500,000.00
Union County Utilities Authority	1,000,000.00	1,000,000.00	1,000,000.00
Rental Beds - Juvenile Detention Center	1,500,000.00	1,738,930.00	-
Ambulance Services	750,000.00	899,060.44	750,000.00
Sale of Asset - County Infrastructure Program	1,700,000.00	1,700,000.00	1,500,000.00
SUBTOTAL Section E: Prior Written Consent	56,446,588.78	67,601,507.96	55,821,488.76
Amount to Be Raised by Taxes	360,978,181.27	360,978,181.26	368,197,744.88
TOTAL LOCAL REVENUES	122,685,772.71	161,350,445.40	123,449,262.05
TOTAL REVENUES	483,663,953.98	522,328,626.66	491,647,006.93
TOTAL APPROPRIATIONS	483,663,953.98	503,347,523.57	491,647,006.93

**2019 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2018 Adopted Budget	2018 Modified Budget	2019 Executive Budget
GENERAL GOVERNMENT				
County Manager's Office	SW	383,823.00	383,823.00	399,904.00
	OE	117,500.00	117,500.00	170,500.00
Special Studies & Initiatives	OE	815,000.00	815,000.00	782,000.00
Board of Chosen Freeholders	SW	456,252.00	456,252.00	468,795.00
	OE	88,000.00	88,000.00	95,000.00
County Infrastructure & Improvement Program	OE	1,500,000.00	1,500,000.00	1,500,000.00
Annual Audit	OE	235,000.00	235,000.00	240,560.00
Other Accounting and Auditing Fees	OE	200,000.00	200,000.00	200,000.00
Clerk of the Board	SW	1,095,380.00	1,095,380.00	1,145,822.00
	OE	232,000.00	232,000.00	230,000.00
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	2,301,180.00	2,301,180.00	2,334,139.00
	OE	163,200.00	163,200.00	162,000.00
Board of Elections	SW	2,209,492.00	2,209,492.00	2,365,366.00
	OE	350,000.00	350,000.00	477,750.00
Elections (County Clerk)	SW	174,202.00	249,202.00	207,909.00
	OE	1,126,850.00	1,051,850.00	1,206,850.00
Department of Finance:				
Office of Director	SW	301,788.00	301,788.00	318,004.00
	OE	175,000.00	290,000.00	155,000.00
Public Obligations Registration Act P.L. 1983	OE	200,000.00	200,000.00	100,000.00
Division of Reimbursement	SW	412,362.00	412,362.00	431,816.00
	OE	3,500.00	3,500.00	3,500.00
Division of Treasurer	SW	343,135.00	343,135.00	352,159.00
	OE	90,300.00	90,300.00	72,073.20
Division of Comptroller	SW	887,774.00	887,774.00	933,997.00
	OE	17,500.00	17,500.00	17,500.00
Aid to Union County Improvement Authority	OE	75,000.00	75,000.00	-
Division of Internal Audit	SW	69,653.00	70,153.00	71,393.00
	OE	2,500.00	2,500.00	2,500.00
County Counsel	SW	1,772,809.00	1,772,809.00	1,769,556.00
	OE	135,750.00	135,750.00	120,250.00
County Adjuster	SW	394,266.00	394,266.00	435,271.00
	OE	2,400.00	2,400.00	2,400.00
Department of Administrative Services:				
Office of Director	SW	442,904.00	442,904.00	329,363.00
	OE	85,900.00	85,900.00	55,400.00

**2019 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2018 Adopted Budget	2018 Modified Budget	2019 Executive Budget
Division of Motor Vehicles	SW	1,981,528.00	1,981,528.00	2,032,731.00
	OE	4,250,000.00	4,250,000.00	4,242,000.00
Division of Personnel Mngt & Labor Relations	SW	1,058,679.00	1,058,679.00	1,099,762.00
	OE	969,700.00	969,700.00	1,012,200.00
Division of Purchasing	SW	586,550.00	586,550.00	736,530.00
	OE	262,330.00	262,330.00	262,330.00
Board of Taxation	SW	272,741.00	275,741.00	278,753.00
	OE	-	-	-
County Surrogate	SW	1,034,448.00	1,059,448.00	1,059,755.00
	OE	35,220.00	35,220.00	33,120.00
Engineering, Land and Facilities Planning	SW	1,087,791.00	1,087,791.00	1,141,998.00
	OE	499,200.00	499,200.00	472,000.00
Department of Economic Development: Office of Director	SW	582,667.00	582,667.00	561,380.00
	OE	506,700.00	506,700.00	476,700.00
Community Services	SW	225,644.00	225,644.00	234,514.00
	OE	363,200.00	363,200.00	323,200.00
Division of Strategic Planning & Intergovernmental Relations	SW	416,419.00	416,419.00	618,850.00
	OE	337,050.00	337,050.00	350,000.00
Division of Information Technology	SW	908,515.00	908,515.00	928,740.00
	OE	1,787,000.00	1,787,000.00	1,787,000.00
Insurance:				
Group Health Insurance Plan for Employees	OE	50,395,500.00	50,395,500.00	49,928,266.30
Surety Bond Premiums	OE	12,000.00	12,000.00	12,000.00
Other Insurance Premiums	OE	10,152,780.00	13,152,780.00	14,406,797.20
Employees' Prescription Plan	OE	16,500,000.00	16,500,000.00	16,500,000.00
Dental Plan	OE	950,000.00	950,000.00	950,000.00
Disability Insurance	OE	230,000.00	230,000.00	230,000.00
Health Waivers	OE	-	-	-
TOTAL GENERAL GOVERNMENT		112,271,582.00	115,415,082.00	116,840,903.70
PUBLIC SAFETY:				
Sheriff's Office	SW	19,198,869.00	19,673,869.00	19,830,086.27
	OE	451,538.00	451,538.00	552,000.00
Department of Public Safety Office of Director	SW	271,931.00	271,931.00	285,530.00
	OE	4,050.00	4,050.00	4,050.00
Division of Weights and Measures	SW	403,379.00	413,379.00	410,078.00
	OE	3,500.00	3,500.00	5,320.00

**2019 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2018 Adopted Budget	2018 Modified Budget	2019 Executive Budget
Division of Medical Examiner	SW	663,079.00	663,079.00	691,424.00
	OE	550,000.00	550,000.00	558,000.00
Division of Emergency Management	SW	1,075,029.00	1,090,029.00	1,131,319.00
	OE	391,000.00	391,000.00	391,000.00
Emergency Medical Services	SW	1,163,659.00	1,163,659.00	1,295,064.00
	OE	100,000.00	100,000.00	100,000.00
Division of County Police	SW	9,448,676.00	9,648,676.00	9,543,193.00
	OE	291,320.00	291,320.00	303,260.00
Division of Health	SW	137,655.00	142,655.00	144,504.00
	OE	148,000.00	148,000.00	129,000.00
County Prosecutor's Office	SW	23,125,010.00	23,125,010.00	23,344,583.00
	OE	850,000.00	850,000.00	855,000.00
Contribution to Soil Conservation District	OE	34,314.00	34,314.00	34,314.00
Department of Corrections	SW	31,128,475.00	29,473,237.00	29,436,850.00
	OE	7,415,000.00	7,415,000.00	7,405,000.00
Juvenile Detention	SW	6,062,857.00	6,212,857.00	1,381,607.00
	OE	2,863,941.00	2,863,941.00	1,991,667.00
TOTAL PUBLIC SAFETY		105,781,282.00	104,981,044.00	99,822,849.27
OPERATIONAL SERVICES:				
Department of Public Works & Facilities Mngt Office of the Director	SW	35,908.00	36,408.00	64,565.00
	OE	22,000.00	22,000.00	17,500.00
Division of Public Works	SW	2,508,437.00	2,508,437.00	2,410,070.00
	OE	56,000.00	56,000.00	51,000.00
Division of Facilities Management	SW	7,174,725.00	7,174,725.00	7,735,308.00
	OE	8,212,750.00	8,212,750.00	8,506,600.00
Contribution for Flood Control	OE	14,775.55	14,775.55	14,775.55
TOTAL OPERATIONAL SERVICES		18,024,595.55	18,025,095.55	18,799,818.55
HEALTH AND WELFARE:				
Crippled Children	OE	50,000.00	50,000.00	50,000.00
Cornerstone Psychiatric Facility	SW	7,061,322.00	7,146,822.00	6,766,574.00
	OE	5,064,963.00	5,199,963.00	5,600,912.01
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

**2019 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2018 Adopted Budget	2018 Modified Budget	2019 Executive Budget
Maintenance of Patients: Mental Health Services	OE	5,048,059.00	5,048,059.00	4,947,720.00
Maintenance of Patients: DDD	OE	-	-	-
Rutgers Behavioral Health Care	OE	16,246.00	16,246.00	22,864.00
Maintenance of Patients: Geriatric Center	OE	48,000.00	153,000.00	153,000.00
NJ Bureau of Children Services: DYFS	OE	-	-	-
Department of Human Services Office of Director	SW OE	471,735.00 6,213,104.00	496,735.00 5,847,604.00	730,241.00 2,098,885.00
Division of Aging	SW OE	399,572.00 2,206,157.00	399,572.00 2,206,157.00	356,678.00 2,211,117.00
Division of Youth Services	SW OE	699,081.00 116,100.00	699,081.00 116,100.00	767,205.00 100,200.00
Division of Outreach & Advocacy	SW OE	654,489.00 44,900.00	659,489.00 44,900.00	477,434.00 14,900.00
Employment & Training	SW OE	407,855.00 -	407,855.00 -	360,138.00 -
Division of Social Services	SW OE	35,228,954.00 9,070,891.00	34,628,954.00 9,670,891.00	35,781,386.33 9,129,785.13
Division of Planning	SW OE	465,227.00 442,816.00	465,227.00 442,816.00	571,366.00 480,531.00
Division of Paratransit	SW OE	78,090.00 -	83,090.00 -	80,209.00 3,089,100.00
TOTAL HEALTH AND WELFARE		73,801,561.00	73,796,561.00	73,804,245.47
RECREATION:				
Department Parks & Recreation: Office of the Director	SW OE	947,830.00 232,500.00	947,830.00 232,500.00	986,465.00 277,000.00
Recreational Facilities	SW OE	2,294,364.00 6,714,325.00	2,294,364.00 6,287,325.00	2,294,051.00 6,775,200.00
Division of Planning & Environmental Services	SW OE	558,283.00 184,000.00	558,283.00 184,000.00	580,755.00 165,150.00
Park Maintenance	SW OE	2,640,949.00 603,000.00	2,640,949.00 603,000.00	2,754,907.00 710,500.00
Cultural and Heritage Affairs	SW OE	94,569.00 10,000.00	94,569.00 10,000.00	126,689.00 17,500.00
TOTAL RECREATION		14,279,820.00	13,852,820.00	14,688,217.00

**2019 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2018 Adopted Budget	2018 Modified Budget	2019 Executive Budget
EDUCATION				
Office of County Superintendent of Schools	SW	241,869.00	244,869.00	249,687.00
	OE	12,500.00	12,500.00	12,500.00
Vocational Schools	OE	5,158,281.00	5,181,781.00	5,285,416.62
Union County Extension Service in Agriculture	SW	42,000.00	42,000.00	44,100.00
	OE	114,324.00	114,324.00	114,839.00
Union County Community College System	OE	14,980,139.00	14,980,139.00	15,279,741.78
Scholarship Program	OE	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 EDUCATION		21,026,113.00	21,052,613.00	21,463,284.40
UNCLASSIFIED:				
Prior Year Bills	OE	25,499.37	24,429.46	352,048.95
Salary Adjustment	SW	2,436,762.00	-	2,177,226.00
Accumulated Absences	SW	735,000.00	735,000.00	735,000.00
Utilities	OE	8,200,000.00	8,200,000.00	8,293,300.00
TOTAL UNCLASSIFIED		11,397,261.37	8,959,429.46	11,557,574.95
STATE AND FEDERAL PROGRAMS:				
State and Federal Grants	OE	11,674,605.79	34,631,583.41	11,867,950.15
Matching Funds	OE	1,250,000.00	1,250,000.00	1,250,000.00
TOTAL STATE AND FEDERAL PROGRAMS		12,924,605.79	35,881,583.41	13,117,950.15
TOTAL OPERATIONS		369,506,820.71	391,964,228.42	370,094,843.49
Contingent	OE	50,000.00	50,000.00	50,000.00
TOTAL CONTINGENT		50,000.00	50,000.00	50,000.00
DETAIL:				
TOTAL SALARIES & WAGES	SW	177,255,642.00	173,646,142.00	173,800,799.60
TOTAL OTHER EXPENSES INCLUDING CONTINGENT	OE	192,301,178.71	218,368,086.42	196,344,043.89
CAPITAL IMPROVEMENTS:				
Capital Improvement Fund	OE	2,600,000.00	2,600,000.00	4,000,000.00
Road Resurfacing	OE	2,750,000.00	2,750,000.00	2,750,000.00
TOTAL CAPITAL IMPROVEMENTS		5,350,000.00	5,350,000.00	6,750,000.00

**2019 EXECUTIVE BUDGET
APPROPRIATION SCHEDULE**

	Type	2018 Adopted Budget	2018 Modified Budget	2019 Executive Budget
DEBT SERVICE				
Bond Principal				
State Aid College Bonds	OE	1,245,000.00	1,080,000.00	1,605,000.00
Vocational School Bonds	OE	3,610,000.00	3,610,000.00	4,775,000.00
Other Bonds	OE	30,255,000.00	30,255,000.00	29,795,000.00
College Bonds	OE	2,165,000.00	2,165,000.00	2,990,000.00
Interest on Bonds				
State Aid College Bonds	OE	285,197.00	250,546.28	376,987.00
College Bonds	OE	237,785.00	237,785.00	595,697.00
Vocational School Bonds	OE	926,303.00	926,302.36	1,531,839.00
Other Bonds	OE	9,992,505.00	9,692,504.02	11,430,922.00
Interest on Notes				
Principal on Notes	OE	2,700,000.00	2,692,500.00	1,800,000.00
Lease Payments				
UCIA - Lease Payments	OE	-	-	-
UCIA - State Aid College Bonds	OE	11,702,954.00	9,713,288.88	11,882,229.00
UCIA - State Aid College Bonds	OE	4,497,358.00	4,496,209.02	4,254,570.00
Dam Restoration Loans				
Dam - Principal	OE	-	-	-
Dam - Principal	OE	171,326.00	171,325.23	174,769.00
Dam- Interest	OE	38,216.00	38,215.07	34,772.00
License Agreements - Pace	OE	-	-	-
TOTAL COUNTY DEBT SERVICE		67,826,644.00	65,328,675.86	71,246,785.00
DEFERRED CHARGES:				
Deferred Charges to Future Taxation - Unfunded	OE	354,655.98	7,286.00	2.44
TOTAL DEFERRED CHARGES		354,655.98	7,286.00	2.44
STATUTORY EXPENDITURES:				
Public Employees Retirement System	OE	15,455,050.19	15,580,050.19	16,825,029.00
Police and Firemen's Retirement Fund	OE	13,565,783.10	13,565,783.10	15,605,347.00
Social Security System (OASI)	OE	11,000,000.00	10,931,500.00	10,500,000.00
Defined Contribution Retirement Fund	OE	55,000.00	70,000.00	75,000.00
Unemployment Compensation Insurance	OE	500,000.00	500,000.00	500,000.00
TOTAL STATUTORY EXPENDITURES		40,575,833.29	40,647,333.29	43,505,376.00
TOTAL GENERAL APPROPRIATIONS		483,663,953.98	503,347,523.57	491,647,006.93

Overview of Union County Government

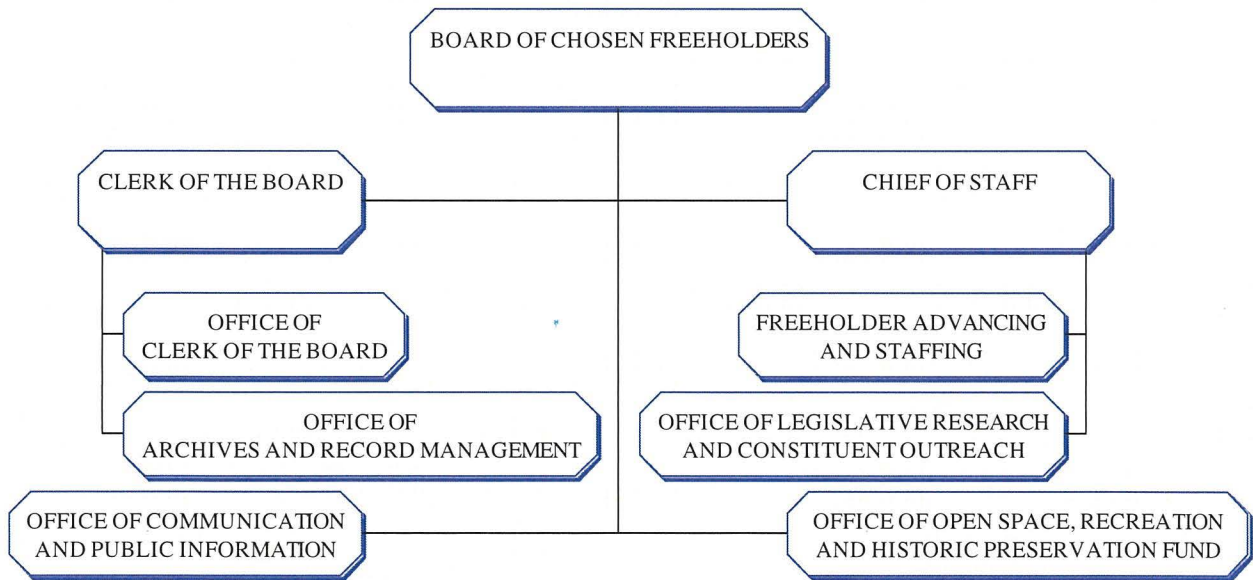
Office of the Chief of Staff

Office of Clerk of the Board

**Office of Communication and Public
Information**

**Office of Open Space, Recreation
And Historic Preservation Trust Fund**

**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.

2018 Accomplishments

Coordination of Freeholder Meetings

The Clerk's office successfully coordinated forty (40) meetings of the Union County Board of Chosen Freeholders in accordance with statutory requirements. Of those forty (40) meetings, sixteen (16) were double meetings where the Agenda Setting Session and the Regular Meeting were held on the same night. Additionally, the Clerk's office successfully coordinated each of the Fiscal Standing Committee's three (3) 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 125 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 eliminated 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. In 2018, the office prepared over 321 resolutions; many of which required the drafting of multiple specific resolutions tailored to individualized presentations. 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, in most instances, to the website no later than the Wednesday prior to the meeting.

Ordinances approved by the Board of Chosen Freeholders were posted to the website after introduction and then in final format after final adoption. Said ordinances were advertised in accordance with the law. The public hearing dates and final adoption dates were posted on the website as well.

The Office of the Clerk of the Board maintained a monthly record of the Union County Advisory Boards, and maintained the official Oaths of Offices for said boards.

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 2018, there were over 835 OPRA submissions, yielding requests in an amount of 4,698 documents.

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 29,794 boxes of documents in off-site storage. Each time OARM leads or assists another department in disposing of records, the proper retention periods and methodology for retaining and destroying records is reviewed so that departmental staff is retrained on retention rules and appropriate storage methods.

Additionally, in 2018, the OARM continued to work diligently to reduce costs associated with this storage by creating an annual report of boxes whose retention periods have expired and removing and destroying these boxes. In 2018, 346 expired boxes were removed from storage and properly destroyed as per State regulations.

OARM assisted the Board of Elections in finding appropriate storage materials for some oversized poll books, and lent hands-on assistance and training to that office in re-boxing and storing some prior years of voter registration and ballot materials that had to be retained. The OARM trained the Board of Elections staff in the use of retention schedules and in using the off-site storage vendor's web interface for their future needs.

The OARM had become a repository for various materials that had been found in both the former Parks Commission headquarters building on Adams Street in Warinanco Park, and the former Runnells Specialized Hospital facility. The various materials included everything from woodblock, linotype printing materials, photographs, handwritten payroll books and cash ledgers, to

correspondence, wall plaques and signage, some dating back to the early 20th century. The OARM reviewed all these materials and those requiring preservation were put into the appropriate storage containment. Those that were expired and disposable were destroyed according to state regulations.

In 2018, the OARM scanned 2018 materials: resolutions, ordinances, minutes and contracts, which totaled 1,865 documents and comprised of 20,613 individual pages.

In February 2016, the OARM took on the responsibility of scanning requirements of the Office of the County Adjuster; the Adjuster's department had begun an imaging process, completing the years 2001 through 2003, but due to an increased workload has been unable to devote personnel to the project. These records are required to be retained for 70 years by the New Jersey State Department of Archives and Records. Imaging the documents has made referring to them for Court appearances quicker and easier, and will save office space in the Adjuster's department. In 2018, OARM imaged and indexed 1,028 confidential commitment files, voluntary admission files, and evaluation files; equating to 33,065 pages of Adjuster's Office Materials.

The OARM continues with municipal scanning for Roselle Park, with several years' worth of documents having been imaged in 2018; scanning a total of 1,784 documents comprising 7,495 pages, with some of the material dating back to the 1940s. OARM anticipates increased workload from each of these imaging projects for the coming year.

In 2018, the OARM imaged 1,019 documents for a total of 39,755 individual pages relative to the back files of the Union County Clerk's Office's Environmental reports. These reports span several years.

The OARM continues to monitor the EDMS system which 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.

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.

The Archivist responded to numerous requests for information and assistance during 2018 from County employees and the public, including but not limited to, providing early photos of Briant Park construction for a presentation to the Summit Old Guard, researched and scanned historic photographs of Warinanco Park and Skating Rink for use in the grand opening of the new Warinanco Skating Center, Scanned photographs of Rahway River Parkway selected by a researcher preparing a nomination for the National Register of Historic Places – the nomination documented the history of the Parkway and identified features designed by the Olmstead Brothers Landscape Architects, and searched the Parks photograph collection for the Union County Boxing Association and the Greater Elizabeth (pigeon) Flying Club.

The photographs and documents preserved and indexed in descriptive databases are a regularly used asset; used during the past year in publications, commemorations, and to answer requests for information from Freeholders, elected officials, County staff and the public. Several requests under the Open Public Records Act were fulfilled using the indexes and records in the County archives.

A large collection of historic materials created by Runnells Hospital was moved to the archives room in the Administration Building, during the closing process. The records include minutes of the Runnells Board of Managers meetings, photos, press clippings, brochures, handwritten controlled-substance log books, and other records that date from the opening of the hospital in 1914. Most unbound records were preserved in acid-free folders and boxes. Two large, damaged old-fashioned pharmacy balance scales were also found.

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.

Office of the Chief of Staff

In addition to administrating and implementing the Freeholder Office's 2018 Budget, the Office of the Clerk of the Board took on the responsibilities of supervising the Office of Freeholder Advance and Staffing, and the Office of Legislative Research and Constituent Outreach. The Office hired and trained three (3) new Freeholder Aides and supervised their responsibilities as they related to providing the day-to-day support to members of the Union County Board of Chosen Freeholders which include, but are not limited to, managing each Freeholder's independent schedules; coordinating/confirming the Freeholders'

attendance to various events - often involving the coordinating of Freeholder Talking Points, photography, and Resolution or Certificate Presentations; advancing the Freeholders at various events and relaying the logistics of said event prior to a Freeholder's arrival; drafting constituent letters in response to constituent concerns and constituent outreach letters; and assisted in the overall promotion of County Events, County Programs & Services, and the County of Union/County Board of Chosen Freeholders.

2019 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 2019 the Office will coordinate a countywide training for all users of the County's electronic (and paperless) agenda process to ensure all resolutions and ordinances are entered with appropriate attachments and to ensure that all documents are scanned in their entirety.

In 2019, the Office will continue to explore ways to utilize the website to provide easier access and transparency to public documents. The Office will continue to maintain a monthly updated record of advisory boards and any agendas and/or minutes of said advisory boards.

In 2019 the Office will continue to coordinate the full utilization of the audio/video recording system. The Office will continue to research ways to expand its ability to enhance the quality and capabilities of the video production for the Office.

The Office will continue to research and revise previous initiatives proposed in previous years, and implement amended initiatives accordingly.

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 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. The Office will continue to monitor available technologies that may allow for greater transparency and efficiencies within the OPRA office.

The Office will continue to provide “continuing education” opportunities for OPRA staff to ensure their knowledge of the OPRA laws are current and anticipatory of potential changes to said law.

Office of Archives and Records Management

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 2019 OARM will continue to implement a twice-a-year review of expired records in storage and destruction, and will do so in compliance with the Bureau of Recycling & Planning Guidelines on shredding documents, as opposed to incineration, and will continue to work with the various departments with the retention of their documents.

The Clerk of the Board’s office will continue to maintain the Certification of the County of Union’s Electronic Data Management System, working closely with the State of New Jersey to document the County’s imaging process and adhere to all State regulations.

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 make available scanning and indexing services to municipal clerks’ offices.

The OARM will continue in its expansion of document types to be scanned and indexed within the EDMS system to effectuate a more centralized and comprehensive database of countywide documents.

In November 2018, the OARM held preliminary meetings relative to incorporating the scanning and retention of Foreclosure file documents; adding said files as a new document type into the County's OnBase Electronic Document Management Database. In 2019, the OARM will work with the Office of the Union County Sheriff to scan all of their foreclosure documents.

The OARM will continue to coordinate and conduct training sessions for all Departmental Records Management personnel to minimize the on-site paper and file storage in County facilities and offices.

Office of the Chief of Staff

In 2019, the Clerk of the Board's Office will continue to administer and implement the budget of the Freeholder Office. The Office will continue to supervise the Office of Freeholder Advance and Staffing, and the Office of Legislative Research and Constituent Outreach; and furthermore supervise the responsibilities of the Freeholder Aides as they related to providing the day-to-day support to members of the Union County Board of Chosen Freeholders. The Office will continue to look for opportunities to provide the Freeholder Aides with appropriate training and technology to accomplish their aforementioned responsibilities.

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. This is accomplished through media relations, a wide range of publications, TV, our County webpage, social media, radio, our telephone infoline, a mobile van, letters, direct outreach and direct information and referral services.

2018 Accomplishments

The Office of Communication and Public Information enjoyed a productive year in 2018, delivering a record 588 press releases, making nearly 3,000 social media posts on its platforms, having 2.1 million views of its webpage, delivering hundreds of photographs and more for the webpage and social media, as well as print, broadcast, cable, and internet media. The Office also provided dozens of speeches and letters for or on behalf of the Freeholder Board and County Manager's Office during the year.

The Office also answered hundreds of Infoline calls, 585 emails from the webpage, staffed public events, and presented news about the County's services -- including its Constitutional Officers, and various agencies and funded institutions -- to the public.

OPI also worked to coordinate ribbon cuttings and promote special events, including initiatives of the Freeholder Chairman, and inform media on special events. This included:

- Coordinated ribbon cuttings for new playgrounds, monuments, parks, dog parks, and fields in Springfield, Cranford, Elizabeth (2), Rahway, and Mountainside;
- Dedication of the Gerald B. Green building in Plainfield;

- Press releases announcing new offices and new initiatives, including “Level the Playing Field” grants, “Stem” Grants, “Night at the Theater” grants, startup publicity—and ongoing follow up across all media platforms--for new offices including the Office of LGBTQ services, Office for People with Special Needs, and the Office of Community Engagement and Diversity;
- Coordinated special events with “Moms Demand Action,” including “Mayors Against Illegal Guns” program in Rahway;
- Coordinated annual “Columbus Day” flag raising ceremony at Courthouse;
- Coordinated “UC Means Green” community gardens grant program countywide;
- Continued outreach on social media outlets, which grew in number. Facebook page exceeded 15,500 followers, one of the largest among county governments in the state;
- Helped coordinate African American History Month celebration at UC PAC;
- Worked with the County Clerk and Board of Elections to develop series of press releases and social media posts to provide the public with important information leading up to the November 2018 election and beyond;
- Promoted annual recycling events helping thousands of County residents to safely dispose of hazardous waste and reduce solid waste expenses for municipalities;
- Developed and coordinated various printed materials for County initiatives with County’s graphic artist, and managed County’s print operations through print shop;
- Produced the annual Phone Directory and also Budget Narrative of 300+ pages, the County Directory and the Executive Directory;
- Translated many key press releases into Spanish language for distribution and for the website and translate publications for the public;
- Participated in emergency management exercises;
- Once again promoted public awareness of “green” sustainability issues including recycling, solar power, water conservation, land conservation, tree stewards program, and more.

The staff of the Office of Public Information always works closely and effectively with media outlets throughout the county and the New York metro region.

The office works with dozens of publications and media outlets including newspapers, websites, social media sites, magazines, broadcast TV, cable television outlets, radio stations, and newsletters to deliver news about County services and keeping citizens informed. The office’s Director remains in 24-hour

contact with media, Freeholders, and County Directors and personnel on police and all-County-related emergency events and emergent policy initiatives.

The County's photographer emailed hundreds of photographs to media, as well as the public, saving money on printing costs.

The Office's Director of Digital, Web and Social Media Services manages all aspects of the County's web and social media portals, including UCIA, UCUA and UCJIF websites under shared services agreements, which either brings direct revenues or savings to the County. This individual also administers in-house bidding systems, is a 24-7 responder on all communication platforms of the County, and provides management of UC First Alert. This individual also provides IT support to the Freeholders and County Manager's Office and tech presentation support to all agencies and departments of the County.

The office also works closely with all departments of County Government to provide information assistance and support pertaining to written, designed or drafted documents, comments, press inquiries, public outreach and more.

This office handled media inquiries and works with the Freeholders and County Manager's office to answer constituent letters, emails and media questions quickly and accurately.

This office also continued providing daily emailed clippings or links from online news sources, and, when available, weekly newspapers.

2019 Initiatives

This year, the Public Information Office will work on a number of goals and to assist the Chairman in implementing the following new initiatives:

- Several new recycling programs, the repurposing of the Green Connections web page, and the UC Means Green Community Gardens grant program;
- The continued migration to First Alert of many municipal agencies and internal departments;
- The coordination of ribbon cuttings for facilities at the Ponderosa in Scotch Plains (playing fields), Madison Avenue Park in Rahway (playing

- fields), Wheeler Spray Park in Linden, and Ashbrook Golf Course Clubhouse, Scotch Plains;
- Transportation initiatives, including announcement of Ride Share grant program and promotion of County's participation in Raritan Rail Valley Coalition;
 - New Office on Women events for 2019;
 - Human Services initiatives including the development of a new hotline and Community Needs Assessment;
 - Any other initiatives of the Freeholder Board for 2019;
 - Create/complete an analysis relating to the County website, including but not limited to moving it to an external host, improving mobile capabilities and speed.

Finally, Public Information will continue its work to increase outreach for various departments to ensure that programs and services reach their targeted audience so that Union County residents are included in programs, events and services.

OFFICE OF UNION COUNTY 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.

2018 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 ½ cents per \$100 of total County equalized real property valuation for twenty years. In 2016, a public question was placed on the November ballot to continue the Open Space, Recreation and Historic Preservation Trust Fund without an end date, and it was approved by the voters of Union County. The Trust Fund will continue 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 the 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 317 acres of land preserved as we ended 2018, the residents of Union County benefit each day from the increased quality of life those acquisitions 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 2018 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 \$15,000,000.00 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 on recreation through each municipality.

- Approximately \$100,000.00 was awarded to municipalities throughout Union County through the 2018 Greening Union County grant program. First offered in 2004, this grant program has provided over \$1,200,000.00 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 \$18,450,000.00 in grant awards from the Department of Environmental Protection, Green Acres Program.

2019 Initiatives

Trust Fund

The creation of the Open Space, Recreation and Historic Preservation Trust Fund in 2000, and the 2016 approval to continue this Fund, affirms 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. A new grant program, established in 2017 and awarded in 2018, will assist municipalities in providing accessible playground and recreational elements where those municipalities see their greatest need. Level the Playing Field was enthusiastically received, and each of Union County's twenty-one municipalities participated in this new grant offering from the Open Space, Recreation and Historic Preservation Trust Fund.

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 Union County Park System as it presently exists and, in keeping with the tenets of the original ordinance, will continue its efforts to make certain that our park system remains a jewel of our county.

County Counsel

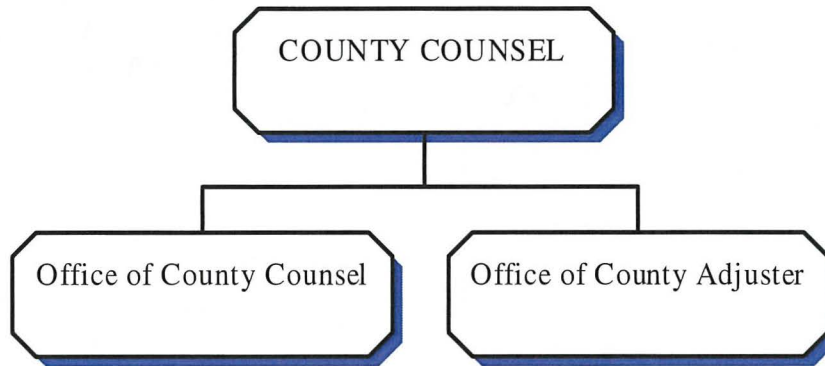
Office of County Counsel

Office of Adjuster

Office of Affirmative Action

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 and at other administrative hearings.

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, including appearances in all court and fair hearings on behalf of the Division.

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.

2018 Accomplishments

Case Management

- Handled over 124 new Tort Claims for the year 2018.
- Handled approximately 122 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 lawsuits.
- 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 \$107,000.00 in bail forfeitures for the year 2018.

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.
- Established the position of Affirmative Action Specialist for the purpose of receiving and investigating employee complaints relating to matters including but not limited to harassment, discrimination, retaliation and/or hostile work environment.

2019 Initiatives

- To expand the internal investigative capabilities of the Office of the County Counsel by hiring an experienced investigator to conduct investigations relating to tort claims and litigation as well as assisting the Affirmative Action Officer.
- 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 to provide 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 to determine both the legal residence of the patient and the ability of the patient to contribute toward care and maintenance. 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 to same.

2018 Accomplishments

- Approximately 1520 initial hearings and 1388 review hearings were heard at various hospitals for Union County.
- A total of 4100 hearings were scheduled.
- Over 234 cases were investigated and 226 cases court ordered.
- Over 2937 consents for mental health reports were processed relative to firearm applications.

2019 Initiatives

- Continue input of current data into the State issued Civil Commitment Automated Tracking System (C-CATS).
- Continue to maintain the procedure by which all hard copy files of psychiatric patients are reviewed for retention/destruction evaluation.
- 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

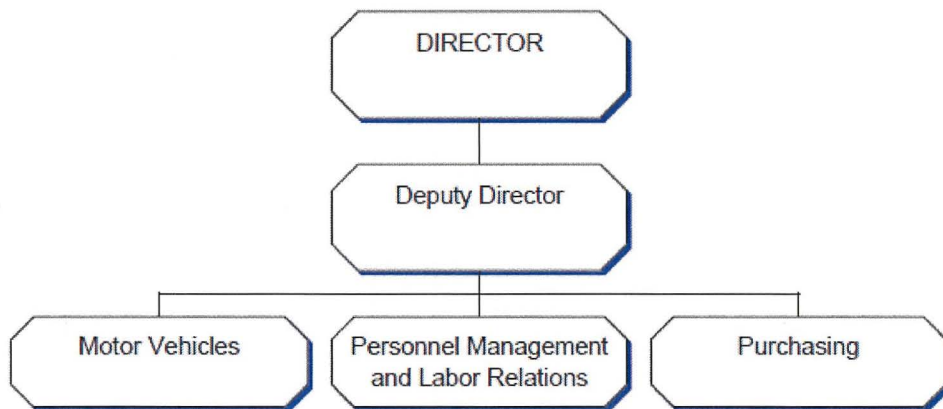
Motor Vehicles

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 departments of Union County government to allow for their effective and cost-efficient delivery of services to the public.

To provide programs designed to control costs for wages and benefits, comply with Civil Service requirements and increase workforce productivity.

To provide expertise towards procurement pursuant to the New Jersey Local Public Contracts Law.

To provide transportation and provide repairs to vital county work equipment.

To provide for maintenance and repair of the telecommunication systems of the County including landlines and cellphones.

To provide management for the self-insurance funds of the County.

To work in conjunction with the expert brokers of the County to manage health and prescription insurance costs, risk management costs and equipment maintenance costs. To seek out any and all insurance vehicles to lower said costs.

To head the Safety Committee of the County which examines and reacts to any potential hazardous situations and also takes preventative steps such as training for drivers/workers. Also works in conjunction with Sheriff to insure the safety of County workers against potential threats.

1. Department of Administrative Services

1A. 2018 Accomplishments – Administrative Services

Insurance

The Department oversees the insurance policies of the County to protect the interests and employees of the County. The Department, in conjunction with its

expert brokers, negotiated a contract renewal with Horizon Blue Cross Blue Shield of NJ with reduced rates effective July 1, 2018. An increase in Wellness Credits was also secured to the amount \$100,000 per year, which are funds used for wellness initiatives for employees such as having an onsite wellness coach and facilitating biometric screening during wellness fairs. The expected savings from this negotiation are \$1,590,000.00 for the 3-year term of the contract.

The Department also assisted in the transition from Horizon BC/BS Prescription to CVS Caremark Prescription effective July 1, 2018. This change affected approximately 2300 active employees and 1300 retirees. Along with this change, and the partnering with Remedy Analytics, an expert vendor providing Prescription monitoring services, the County is expected to realize a savings of approximately \$6,000,000.00 during the 3-year term of the contract.

Office of Asset Management

The responsibility of the Office of Asset Management is the documentation and cataloging of all assets within County Government including maintaining a central database. It provides a mechanism for the identification of assets and their location within the County and accounts for all additions and subtractions to County inventories in order to monitor for any discrepancies. The Office completed an audit of county equipment which led to the enhancement of the systems used to track the equipment County-wide.

1B – 2019 Initiatives – Administrative Services

Generally, the Office of the Director will continue to manage the insurance aspects of its duties and investigate any and all avenues to increase services or to effectuate savings. The Director provides managerial and strategic planning to its diverse Divisions:

- Telecommunications- cell phones, land lines, systems.
- Mailroom and messenger service.
- Motor vehicle maintenance including heavy duty truck fleet.
- Purchasing-state procurement law and assurance of open competition.
- Personnel- Human resources and health insurance management.

The Office of Asset Management in conjunction with our vendor for equipment repair conducts a yearly county wide investigation into covered items and ensures adjustments to the policy.

2. 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.

The Division is also responsible for the management of the Telecommunications systems in the County, both landlines and cellular.

In addition, the Division operates the Messenger's dispatch office currently located in the Administration Building and the Mailroom which is located in the Courthouse.

2A - 2018 Accomplishments – Motor Vehicles

The Repair Garages:

- Have completed 3034 work orders as of November 25, 2018 for preventative and unscheduled repair and maintenance. The hours attributable to these work orders totaled 10,550.8 hrs.

2018 Repair order breakdown: November 25, 2018

- Elizabeth Garage – 1500.
- Turf Shop (Public Works & Parks equipment) – 494.
- Paratransit – 367.
- Scotch Plains (Heavy Equipment Shop) – 673.

The Division continues to operate 10 fueling sites across the county that have 494,178.7 gallons of gasoline and 125,779.3 gallons of diesel fuel, for a total of 619,958 - as of October 31, 2018. These sites also provide fuel for various municipalities and authorities throughout the County. These end users are billed at a per-gallon charge on a monthly billing cycle by the Division of Personnel. As of October 31, 2018, a total of 99,054.1 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 Utilities Authority. The Division's in-house personnel continue to provide the maintenance and repair necessary to keep all the fueling sites operational.

Messengers

The County Messengers continue to perform all duties and tasks assigned to them in an orderly and timely fashion. The messengers have completed 14,864 deliveries as of October 31, 2018 for the calendar year.

Mailroom

The mailroom has processed 482,844 individual pieces of mail through the postage machines as of October 31, 2018 and the staff continues to deliver interoffice letters and packages throughout the County Complex daily.

Telecommunications

The Telecommunications Unit provides the entire phone and communication service 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. With a small staff that has been shorthanded throughout the years, this group of individuals continue to maintain the highest standards and perform remarkably. With 3 repair technicians to service the County, the Telecommunications Unit will have completed over **695** repair and installations as of **November 25, 2018** for both telephone and computer network lines in the various county complexes.

2B – 2019 Initiatives – Division of Motor Vehicles

For the upcoming calendar year the Division of Motor Vehicles will continue to Rebuild, Regroup and Repair our fractured operation. A fire on August 6, 2017 left our facility in disarray. In the days following the fire, the DMV personnel were relocated to the Oakridge Park Service Yard along with the tools and equipment salvaged from the Elizabeth Garage. With every available asset being put forward to continue to provide the necessary repair and maintenance services, the Division of Personnel pulled together to keep the operation fully functioning through this difficult situation. Both the Elizabeth and Scotch Plain facilities pooled all their resources together to provide for the ongoing needs of the County's fleet.

Currently, the Division's Elizabeth Repair Garage continues to provide services in the operational sections of our facility. Main and Turf shop vehicle/equipment repairs are being completed in the upper section of the building while the Paratransit vehicles are now being serviced in the area of the building combined with the welding shop and our parts storage/ distribution center. The Division's administrative personnel were relocated to a temporary Office located on the property. At present, the Division's messenger service operates from the County's Administration Building in Elizabeth.

With the anticipated relocation of the Motor Vehicles Mail Room and Telecommunications Call Center, the Division hopes to re-equip and refurbish these two operations to enhance efficiency. Both units have been slated to be moved to the Tower Building's upper floors and will receive the needed updates once completed.

Motor Vehicles will hold the annual vehicle and equipment auction in the Spring of 2019, at the County's Conservation Facility located in Springfield, NJ. We will continue as always to work closely with the Purchasing Department to hold auctions in a manner deemed compliant with State Law and in the best interest of profitability for the County.

The Division is in the process of procuring the remaining fuel management equipment needed to complete a project started over the past 2 budget years. Our goal is to update the fuel management system to include both hardware and software. By completing the project, we will be making the County's fuel management systems compatible with the previously installed Islander Plus systems now at Oakridge, Cedarbrook Park and the Ashbrook Golf Course.

In 2017, combined efforts completed the construction of the County's Scotch Plains DPW fuel site. Two new 15,000 gallon UST fuel tanks, new fuel islands, canopy and a complete fuel management system were installed at this site. With the completion of the Scotch Plains site, we now have five sites converted over to the new fuel management system. The Division is in the process of developing plans to reconstruct the fuel site located at the Galloping Hill Service Yard. Part of the plan is to install two new above ground storage tanks (AST) and a complete fuel management system to allow for 24 hour fueling. The plans also call for the installation of a backup generator to operate the fuel site in the event of an emergency. Our future projects include tank upgrades to both Rahway Park and the County's Conservation Facility (Old Quarry) to better suit the needs of the various Departments using these facilities and updating our aging infrastructure.

3 - Division of Personnel and Labor Relations

The Division administers all New Jersey Civil Service Commissions 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.

The Division processes property and auto claims with our Third Party Administrators.

3A – 2018 Accomplishments – Division of Personnel

The Division knowledgably managed human resource programs and services; including health benefit administration, classification and compensation, employee/labor relations, employee assistance, risk management, and loss prevention with the intention to provide innovative and essential benefits to our County employees.

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

Staff Training and Development

Supervisor Training

The Division scheduled and coordinated training seminars with the County's Personnel Attorney. The seminars included training on the performance evaluations, discipline, and documentation guidelines for Supervisors to extend to their employees from each Department.

Supervisor and Employee Sensitivity & Sexual Harassment Training

The Division scheduled and coordinated training seminars with the County's Personnel Attorney. The seminars included training on employment

discrimination, workplace harassment, sensitivity, and diversity state laws & guidelines for Supervisors.

Take Your Child to Work Day

The Division in conjunction with the County Manager's Office invited the employees to bring their child to work for a fun and healthy filled day. We provided the children with a healthy breakfast, played a game with a focus on nutrition, a demonstration creating health snacks, and a Yoga class to encourage the importance of exercise. Overall, the children enjoyed their day and took home health education treats.

Wellness Accomplishments

Wellness Workshops

The Division broadcasts periodic emails to all employees on current health topics including registration for webinars and coordinates with our on-site Wellness Coach for nutrition and healthy lifestyle information sessions.

Flu Shot Event Program

The Division organized the Flu Shot Event at several County locations offering flu vaccinations to all County employees and participated in the “Get a Shot, Give a Shot” program by donating a total of 353 flu shots to the United Nation’s Foundation Shot @ Life Campaign to help provide a life-saving vaccine to a child in a developing country.

Wellness Fairs

The Division 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. In total, 177 County employees participated.

Wellness Coach Program

The Division coordinated a wellness coaching program for the employees in the Administration Building, Social Services in Elizabeth and Social Services in Plainfield to provide one-on-one and group health coaching interactions consisting of bio-metric screenings, exercise conditioning, weight management, nutrition counseling, tobacco quitting strategies, stress management, and overall health. In total, 759 County employees participated in receiving educational coaching.

Employee Assistance Program (EAP)

In cooperation with our EAP vendor, ComPsych, the Division assisted and coordinated supervisory referrals to Departments on an as needed basis. ComPsych assisted in scheduling critical incident sessions to Departments in need.

FMLA Services

Effective January 1, 2018, FMLA Source was contracted to handle all Federal Medical Leaves of Absences. These services are being provided by the County's current EAP, ComPsych. They have been handling the administration, tracking of all leaves that meet FMLA requirements, and will work closely with the Division of Personnel to ensure documentation and processing of all FMLA leaves is completed accurately and in a timely manner with the State.

Policies & Programs

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 comp time abuse.

Disciplinary and other General Matters

The Division processed and managed approximately 95 matters with the assistance of our personnel attorney. Assistance was provided in regards 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 405 leaves of absences through October, 2018 this year.

Fitness for Duty

The Division coordinates physical and/or psychological examinations based on the County's concern regarding an employee's physical and/or mental ability to perform the duties of their job.

ACA Compliance

As an "Applicable Large Employer" who offers health coverage under self-insured plans, the County is subject to stringent IRS reporting requirements under the Affordable Care Act (ACA). Information regarding offers of health coverage and enrollment for each month of the year is provided for each eligible employee and for all other County health insurance subscribers using IRS form 1095-C. In the first three years of these reporting requirements, the IRS extended the deadlines to furnish 1095-C forms and to submit same to the IRS from January to March, but has ended that practice for the reporting of year 2018.

For year 2018, approximately 3,800 1095-C forms will be furnished for eligible employees and other subscribers (such as COBRA recipients and retirees) and must include enrollment data for ~4,000 dependents. The Division of Personnel has monitored health enrollments on a consistent and ongoing basis throughout the year, conducting audits of enrollee and dependent names, birthdates, social security numbers and other relevant data in order to ensure compliance within the shorter timeline. In cooperation with the County's payroll vendor, Primepoint, multiple process improvements have been made to ensure smooth and timely fulfillment of the County's ACA reporting requirements.

Certificate and Graduate Programs in Public Administration with Kean University: County of Union Tuition Reimbursement Plan - 2018

In July, 2018 the County of Union Tuition Reimbursement Program was implemented. The County's affiliation with Kean University and Union County College continues. The program is designed to offer all County of Union employees an opportunity for educational enhancement by enabling the employee to enroll in a degree program that provides career development in an area related to the work they perform for the County. The employee is required to complete a Tuition Reimbursement Application which explains how the degree program is related to the work they perform and is signed/approved by their Division/Department Head with final approval authorized by the County Manager.

This program enhances the employee's ability to attend an accredited college/university of their choice. The employee is able to take on-line coursework if they desire, and if offered by the educational institution. The program was offered before the start of the Fall 2018 semester to allow all employees an opportunity to register in this new program if they desired. Tuition Reimbursement is payable according to the grade as stipulated on the transcript or 100% for A; 75% for B; and 50% for C for tuition only. We have a combination of those employees who were enrolled in the previous as well as the new County of Union Tuition Reimbursement Programs as follows:

- Three (3) employees are currently participating in our Tuition Reimbursement Programs.
- One (1) employee is currently working toward obtaining his Masters in Public Administration at Kean University in the previous program which as of the Fall 2018 became a part of the new Tuition Reimbursement Program as well.
- The other two (2) employees are participating in the new County of Union's Tuition Reimbursement Plan for the Fall 2018 semester as follows:
 - 1) Employee is working toward a degree in Educational Specialist (a program designed for Police Leadership/Management) at Seton Hall University.
 - 2) Employee is working toward a BA degree in Emergency Management/Fire Science at Waldorf University an On-Line Program.
- The County of Union Tuition Reimbursement Program is designed to provide all County Employees with a greater understanding of public policy/administration; to enhance educational objectives; and to offer an opportunity for career development.

Human Resources Management System (HRMS), Salary Admin and Labor Analysis

HRMS

Throughout the year, the Sage HRMS system has been modified to improve its interfacing with the County's payroll and various scheduling systems. Other HRMS modifications included creating and deactivating job codes, processing

organizational changes in County departments and divisions, and various other adjustments aimed at managing the differences between its 25 different employee groups (Exclusionary, Seasonal and 23 collective bargaining units). This year included the setup of a new bargaining unit for Juvenile Detention Superior Officers. In addition, benefit calculations were reconfigured for 2 bargaining units, Teamsters Primary Supervisors and Corrections Superior Officers, to freeze health benefit contributions effective July 1, 2018 per newly settled Collective Bargaining Agreements.

Salary Admin and Labor Analysis

Throughout the year, Salary Administration and Labor Analysis staff processed:

- Approx. 515 cost-of-living increases for Non-Contractual employees effective January 1
- Approx. 1,700 merit increases for 1,900 Contractual employees throughout the year as required per collective bargaining agreements
- 67 Personnel Agendas consisting of 827 personnel change actions (transfers, new hires, promotions, job changes, etc.)
- Retroactive salaries for 6 Bargaining Units:

Bargaining Unit	Time Period due Retro	Employees Impacted	History Records Adjusted	Additional \$\$ Collected per Ch.78 Benefits
PBA 73A Police Superiors	01/01/18 – 01/31/18	19	19	\$ 0.00
Teamsters Jail Professionals	01/01/18 – 02/28/18	5	5	\$ 77.48
Teamsters Secondary Supervisors	01/01/16 – 02/28/18	16	45	\$ 531.39
Teamsters Primary Supervisors	07/01/17 – 09/30/18	57	130	\$ 12,370.82
PBA 199A Corrections Superiors	01/01/18 – 09/30/18	56	91	\$ 0.00
FMBA Local R2343 (HazMat)	01/01/18 – 11/15/18	17	30	\$ 1,910.71
		170	320	\$ 14,890.40

Health Benefits

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 2018 calendar year, the program included 10 employees. Approximately 1159 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 2018, 4 employees participated in the program receiving approximately 42 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 Insurance Plans

Throughout 2018, the prescription insurance plans of various bargaining units were modified to require higher co-payments, as well as higher yearly out-of-network deductibles for the medical insurance plans, changing from \$100 to \$500 for those with Single contracts, and from \$200 to \$1000 for those with Employee/Spouse, Employee/Child(ren), or Family contracts. These plans also provide reimbursements at a rate of 150% of the CMS (Medicare) amount. During this year, the final migration to these higher deductible plans was completed for all bargaining units.

It has also been 3 full years since the County introduced 2 new cost-effective medical plan options to all employees: the Horizon Exclusive Provider Organization (EPO) plan, which provides excellent in network coverage, and the Horizon Health Savings Account (HSA) plan, which also provides comprehensive coverage after meeting higher deductibles. Both plans have seen an increase in participation since their inception, especially because the regular Chapter 78 contribution costs for employees for both plans are the lowest when compared to all of the other plans being offered.

The County has also increased its efforts to boost participation in these cost-effective plans by requiring all new hires from all bargaining units to select 1 of

these 2 options if they want to have medical and prescription insurance coverage through the County. Employees affected by this requirement cannot join any other medical plan offered by the County until after 2 full years of employment have been completed, although they may switch between these 2 plans during the 2-year waiting period. As of December 1, 2018, participation in the 2 plans has increased to a combined total 361 enrolled employees and 638 lives covered.

Vision and Dental Benefits

In conjunction with the County's health insurance broker, BGIA, the County's vision insurance provider, VSP, agreed to renew the contract for 3 years with no increase to premiums. BGIA also negotiated a 2% decrease in premiums for the County's Delta Dental of NJ plans creating an expected savings of approximately \$69,000 for 2019.

COBRA and Retiree Billing

Effective November 1, 2017, the County switched vendors from Discovery Benefits to MedCom to administer COBRA and the billing of retirees that are paying monthly premiums for their health benefits. MedCom offered services to better work with the needs of the County and secured a rate of \$3.50 per month per retiree, which was a reduction in cost from \$4.75 per retiree per month. Also, the cost for maintaining COBRA services will be estimated to be lower due to the County now only paying for COBRA services that are used, such as maintaining records of active participants and sending out COBRA paperwork, rather than paying a flat rate for the total number of active employees. After the first year of implementation, there was a realized savings of approximately \$11,000.

Employee Handbook

This year the Employee Handbook was updated to include policies that have changed according to Federal & State Regulations/Laws and was passed by Freeholder Resolution 2017-556 on November 28, 2018. This will enable us to eventually have the Employee Handbook for all employees to access on our Intranet Website: www.ucnj.org/employees which we are the process of finalizing.

Labor Relations Accomplishments

Employee/Labor Relations

Finalized negotiations with Five (5) bargaining units – Three (3) law enforcement bargaining units: PBA73A-County Police Superiors; PBA199A-Correction Superior Officers; and FMBA Local 99-HazMat Responders; and Two (2) non-law

enforcement bargaining units: Teamsters Local 469 {Formerly Local 102}- Secondary Supervisors; and Teamsters Local 469- Primary Supervisors.

Law Enforcement Settlements:

PBA73A-County Police Superiors contract was settled with a three (3) year contract January 1, 2018 through December 31, 2020

- 2% Salary increase in 2018
- 2% Salary increase in 2019
- 2% Salary increase in 2020
- Rx & Health Benefits – Ch78 Contributions applied.

PBA199A-Correction Superior Officers contract was settled with a three (3) year contract January 1, 2018-December 31, 2020:

- 2018 – 2.75% across the board salary increase
- 2019 – 2.50% across the board salary increase
- 2020 – 0.75% across the board salary increase**
**It was agreed by the County Manager that salary increments do not exceed more than a 6% total for a three (3) year contract. The bargaining unit could use any derivative percentages during the contract period as long as it totals no more than 6%.
- 16 hours of training added to base pay
- Rx & Health Benefits applied
- Ch78 Contributions shall be frozen at 2018 levels - an employee's contribution amount shall not change if the premium increases or if an employee's salary increase moves him/her into a new range. An employee's contribution amount may change if the employee changes health plans or changes category coverage, i.e., moves from family to single or single to family, etc. If premium sharing provisions of Chapter 78 are repealed, modified or overturned by a court of competent jurisdiction or by the legislature, the parties agree to meet to negotiate the impact of any such repeal, modification, or court decision.

FMBA Local 99 – HazMat Tech/Responders contract was settled with a three (3) year contract January 1, 2018-December 31, 2020:

- 2% Salary increase in 2018

- 2% Salary increase in 2019
- 2% Salary increase in 2020
- Rx & Health Benefits – Ch78 Contributions applied. Also requiring all new hires to mandatorily enroll for a 2 year period in one of two new Health Benefit Plans-HSA/EPO. These two plans are also offered to all unit employees with an option to enroll in either of the two plans at any open enrollment period.
- Implemented the County’s Sick Incentive Bonus Program.

Non-Law Enforcement Settlements:

Teamsters Local 469 {Formerly Local 102}-Secondary Supervisors contract was settled with a four (4) year contract January 1, 2016 through December 31, 2019

- 2016 2% Salary Increase
- 2017 2% Salary Increase
- 2018 2% Salary Increase
- 2019 2% Salary Increase + a one-time \$500 Performance Bonus added to base pay.
- Rx & Health Benefits – Ch78 Contributions applied.

Teamsters Local 469-Primary Supervisors contract was settled with a four (4) year contract July 1, 2017 through December 31, 2020

- 2017 2% Salary Increase **
- 2018 2.50% Salary Increase
- 2019 2.50% Salary Increase
- 2020 1% Salary Increase ***

**This bargaining unit’s contract was formerly a July 1-June 30 contract whereby no salary increase is applicable in the last year of the contract or June 30, 2017. Hence, these employees did not receive an increase in 2017 and it is agreed that only a 2% is applicable and in accordance to what other bargaining units received in that year. Also, converting this contract to a January 1-December 31 contract is the reason for contract period ending December 31, 2020.

***Statement as mentioned in PBA199A above is applicable to contract salary increase percentages each year of this contract as well.

- Rx & Health Benefits – Ch78 Contributions applied.

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

Non-Law Enforcement

Units whose contracts expired in 2017:

HPAE Local 5112-Nurses

Council No. 8

Supervisor's Association **

Park Foremen Association **

Assistant Prosecutors Association

**Consideration is being given to combining both Supervisor's Association and the Park Foremen Association bargaining units.

Law Enforcement:

PBA203-Weights & Measures

PBA73-County Police Officers

PBA199-Correction Officers

PBA108-Sheriff Officers

PBA108A-Sheriff Superior Officers

PBA250-Prosecutors Detective & Investigators

PBA250A-Prosecutors Investigator Superiors

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, 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 employment. Following the completion of their two (2) years of 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 enrollment. With regard to the HSA, the County agrees that it will 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. There are no new hires in any Supervisory or Superior Officers bargaining units as employees are promoted into these types of units.

This is the first year that this Ch78 issue was negotiated and other bargaining units we negotiate with may request the same that: "Ch78 Contributions shall be frozen at 2018 levels - an employee's contribution amount shall not change if the premium increases or if an employee's salary increase moves him/her into a new range. An employee's contribution amount may change if the employee changes health plans or changes category coverage, i.e., moves from family to single or single to family, etc. If premium sharing provisions of Chapter 78 are repealed, modified or overturned by a court of competent jurisdiction or by the legislature, the parties agree to meet to negotiate the impact of any such repeal, modification, or court decision."

As we continue negotiations with other bargaining units the percentage salary increases can be in any derivative percentage as long as it totals no more than 6% for the term of the contract period.

Also, as a result of the County being self-insured as of July 1, 2015 the Voluntary Health Benefit Buyout program was eliminated as of January 1, 2017 by Resolution 2016-930.

The Vacation Purchase Pilot Program that 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 fourteenth year of the program 18 employees participated, saving \$29,747 in salaries and social security costs (savings reflected January through October 2018).

3B – 2019 Initiatives - Personnel

Staff Training and Professional Development

- Departmental Personnel Liaison seminar training on all Personnel matters to include policy & procedures for FMLA, attendance, disciplinary, position control actions, salary, benefits, & worker's compensation.
- Distribute the updated County of Union Employee Handbook to all employees.
- Continue to arrange quarterly Personnel staff meetings to address current and future personnel matters.
- Continue broadcasting monthly emails & Wellness Seminars on current health topics for County Employees.
- Coordinate and oversee Wellness Fairs, Flu Shots and Health Screenings at several county locations.
- Continue to promote employee participation in the updated Certificate and Undergraduate/Graduate Programs in Public Administration and other qualifying programs in cooperation with Kean University and Union County College.
- 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 continue to meet with County employees on an individual basis to reduce health risks.
- Continue to enhance the online employee portal 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, & regulations that will be beneficial in improving communication and workflow between all government entities, allowing for a more relevant and customer friendly organization.

Employee/Labor Relations

- Commence or continue negotiations with law enforcement units whose contracts expired in 2017: PBA203-Weights & Measures; PBA73-County Police Officers; PBA199-Correction Officers; PBA108-Sheriff Officers; PBA108A-Sheriff Superior Officers; PBA250-Detective & Investigators; and PBA250A-Investigator Superiors; The total of all employees within these units cumulatively covers 552 employees.

We will continue with our efforts to reach settlements with those non-law enforcement units whose contracts expired in 2017: Supervisor's Association*; HPAE Local 5112-Nurses; Park Foremen Association*; Council No.8; and the Assistant Prosecutors Association, which cumulatively covers 701 employees.

- *Consideration is being given to combining both of these two (2) bargaining units.

The combination of both these law enforcement and non-law enforcement units represents approximately 1,253 employees; or almost 66% of the County's total workforce.

We will be directing our efforts toward 2% salary increases for the term of each contract {not to exceed more than a total of 6%} and applying monetary concessions in as many areas as possible with each of these 12 bargaining units in order to reach settled/negotiated contractual agreements.

- As of July, 2018 the County of Union Tuition Reimbursement Program was implemented. This Tuition Reimbursement Program enables all County Employees to enhance their educational objectives/goals. The employee is provided with an opportunity to attend an accredited NJ university of their choice in a degreed program related to the work they perform for the County and which is required to be approved by their Department Head/Division Head. The County of Union's affiliation with Kean University and Union County College continues. There are approximately 9 employees who have registered/enrolled in degreed programs for the Spring, 2019 semester. We anticipate more employees to take advantage of the County's Tuition Reimbursement Program as they begin to see how the program works for others affording each of them an opportunity for career development.
- Planning stages to develop a Personnel Group with other Local County Human Resources Professionals that will meet on a monthly basis is still in process.

Risk Management and Loss Prevention

Last year Union County trained well over 500 employees in PEOSH Job related Health and Safety courses, General Safety and Building Evacuation Safety Drills These courses are to include:

- CPR Defibrillator Recertification for Employees.
- CPR Defibrillator Certification for Employees who request training.
- On Site Safety Audit Inspections of County owned Buildings.
- Confined Space Entry Team Drills.
- Continue Work Site Specific Safety Training.
- 6 hour New Jersey Safety Council Defensive Driving Course (DDC) for CDL Drivers
- Building Emergency Action Plan Drills. (BEAP) FIRE DRILLS.
- Continue employee Training to meet or exceed PEOSH Standards to include:
 1. Blood Borne Pathogens (BBP)
 2. Right to Know/Hazardous Communications (RTK, HAZCOM)
 3. Lockout/Tagout (LOTO)
 4. Fork Lift
 5. Fall Protection
 6. Respiratory Protection/Fit Testing.

The County of Union will continue to strive to keep a safe the workplace for all of its employees.

Employee Benefits

- Assist in County compliance with new Federal Affordable Care Act mandates and guidelines.
- Coordinate health benefits modifications and implementation of the new plan options with carriers and employees.
- Assist with the Federal Retiree Subsidy Drug Program application where required.

- Perform audit of all benefit enrollment information across all in-house databases, as well the databases of our service providers, to ensure data integrity among all systems.
- Continue to finalize a password-protected online portal specifically for Personnel Liaisons. It would contain all of the forms and policies that they would need to use or distribute to employees on a regular basis. With regards to the Health Benefits Unit in particular, we will be creating packets and new forms that would be available to download on the website that would, for example, simplify the onboarding process of new hires by having all of the forms ready to print all in one document. It would also contain tools to assist with calculating benefit contribution amounts for employees in the liaison's departments and be a resource for all current policies, procedures, and forms involving health benefits.

Salary Administration & Labor Analysis

- Complete bid process to procure a new HR/Personnel software system to replace Sage HRMS. Ideally, the new system will work seamlessly with the County's payroll system and with the various and attendance/scheduling systems used throughout the County, removing any need for double entries and reducing processing time for all personnel actions.
- Replace PowerPCS position control system used to monitor and track position changes throughout the County. An updated system will provide easier and more accurate reporting of vacancies and for budgeting purposes.
- Convene Personnel liaisons for updated training on position controls, bargaining unit contracts, attendance tracking, and leave of absence processing.
- Update Universal Action forms based on new EEO-4 criteria and provide new forms to Personnel liaisons
- Update Benefit Contribution Calculator form with new rates set during 2018 – taking into account benefit freeze for 2 bargaining units
- Increase communication with Bargaining Units regarding changes in their Collectively Bargained Agreements and salary guides.

4. Division of Purchasing

4A – 2018 Accomplishments – Purchasing

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 2018 for the essential goods and services needed to run the County.

Staff proofs each requisition for legal requirements such as: Quotes, Tracking Id's, Commodity Codes, State Contract/Co-op/Bid pricing and resolutions.

Although the Division strives to train the requisition inputters, constant back and forth communication is required to achieve compliance with the Local Public Contracts Law (LPCL).

The Division will also have advertised and processed about 55 public bids for County entities by the end of 2018. Also, there were 10 bid extensions that were awarded to continue using the pricing from the original bid. There were also 4 competitive contracts this year administered through purchasing. Competitive contracting allows for a longer contract terms and allows for factors other than price have value when awarding a contract. Lastly, we have added 11 new cooperative members to use our cooperative bids.

Furthermore, we have continued our 2017 initiative to educate the newest purchasing hires. Two staff members finished their training through the Rutgers Center for Government Services in order to obtain their Registered Public Purchasing Specialist (RPPS) certifications. This program allows an opportunity to increase their knowledge of public purchasing and municipal finance.

Lastly, we continued to provide educational forums for governmental employees to obtain various continuing educational credits. This includes purchasing, finance, clerks, public works, certified recycling professionals and clean communities coordinators. Three forums took place this year at different County locations. There was a tour of Covanta in Rahway and an Energy from Waste presentation, speakers on using state contracts and cooperatives, discussion on the new Recycling Coach App, the do's and don'ts of recycling and the viewing of a "going green" documentary

4B – 2019 Initiatives – 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 **gR**een* – to be environmentally friendly.

The Director will continue to use their membership in the County Purchasing Agent Association, Governmental Purchasing Association, Northern Chapter of NIGP 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, N.J. League of Municipalities and the Rutgers Educational Forum 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:

- Hold at least one more educational forum for county employees and as a shared service to other Union County governments. This year will focus on an ethical workplace.
- Provide an educational tour of another utility facility to obtain continuing educational credits for purchasing officials, finance, clerks, public works, recycling coordinators and clean communities coordinators.
- Have a yearly meeting with the County and Municipal Purchasing Departments in order to collaborate, learn, network and help the municipal level in whatever ways possible with cooperative purchasing.
- Begin the education of a new staff member in the Local Public Contracts Law through classes at Rutgers Center for Government Services School.

- Relaunch the purchasing “roadshow” to meet with each department throughout the County to educate, reiterate and train employees on purchasing policies and the local public contracts law.

Department of Correctional Services

Administrative

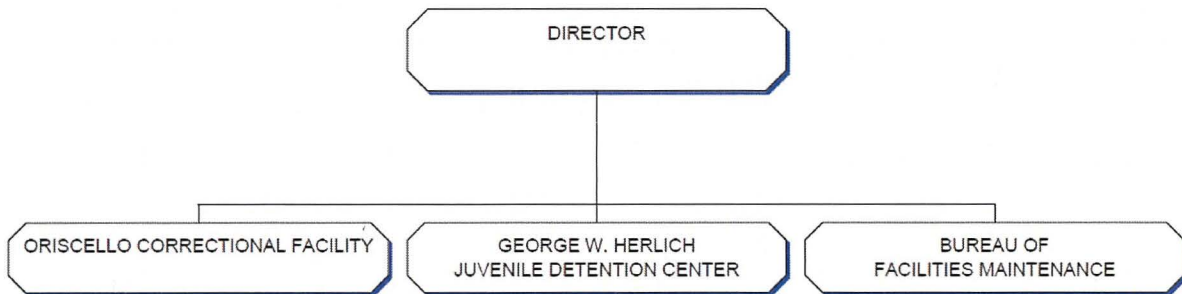
Operations/Security

Programs/Services

Environmental Health/Custody Management

Organizational Chart

Department of Corrections



DEPARTMENT OF CORRECTIONS

Mission

The Union County Department of Corrections is dedicated in providing excellence in public safety by maintaining safe and secure adult and juvenile detention facilities while providing rehabilitative programs to successfully reintegrate offenders into our communities..

2018 Accomplishments

Department Highlights

- Reduced overtime expenditures by \$1,285,412M (2017 vs 2018 Adult Division)
- Reduced overtime expenditures by \$3,040,178M (2015-2018 Adult Division)
- Reduced overtime hours by 21,305 or 31% (2017 vs 2018 Adult Division)
- Reduced overtime hours by 56,142 or 54% (2015-2018 Adult Division)
- Reduced overtime hours by 57,814 or 6% (2017 vs 2018 Juvenile Division)
- Generated \$1,002,258M in revenue
- Earned 100% score on annual state inspection 3rd year in a row
- Established a Prisoner Re-Entry program
- Established a Medication Assistance Treatment Program (MAT)

Capital Improvements and Construction Projects

- Replacement of elevators #4 & #5, controls and communication hardware
- Upgraded control panels in Master Control and Booking
- Replaced and Upgraded Facility Main Gate
- Completion of Administrative Office Space on floor 1

Information Technologies Enhancement & Projects

- Installed Commissary Kiosks throughout Adult Facility
- Installed initial modules of the Jail Management System (JMS)
- Developed an Administrative Management System (AMS) for electronic reports and data capturing

Staff Enhancements

- Promotion of two (2) Captains
- Promotion of three (3) Lieutenants
- Promotion of six (6) Sergeants
- Supervisors trained in NARCAN

2019 Initiatives

- Complete the consolidation plan for the Juvenile Detention Center
- Complete installation of JMS
- Expand the Prisoner Re-Entry Program
- Expand MAT program participants
- Expand the Video conference usage within the Union County Court system
- Further the process of earning ACA accreditation
- Expand our GED Program
- Tray Machine

Department of Economic Development

Strategic Planning and Intergovernmental Relations

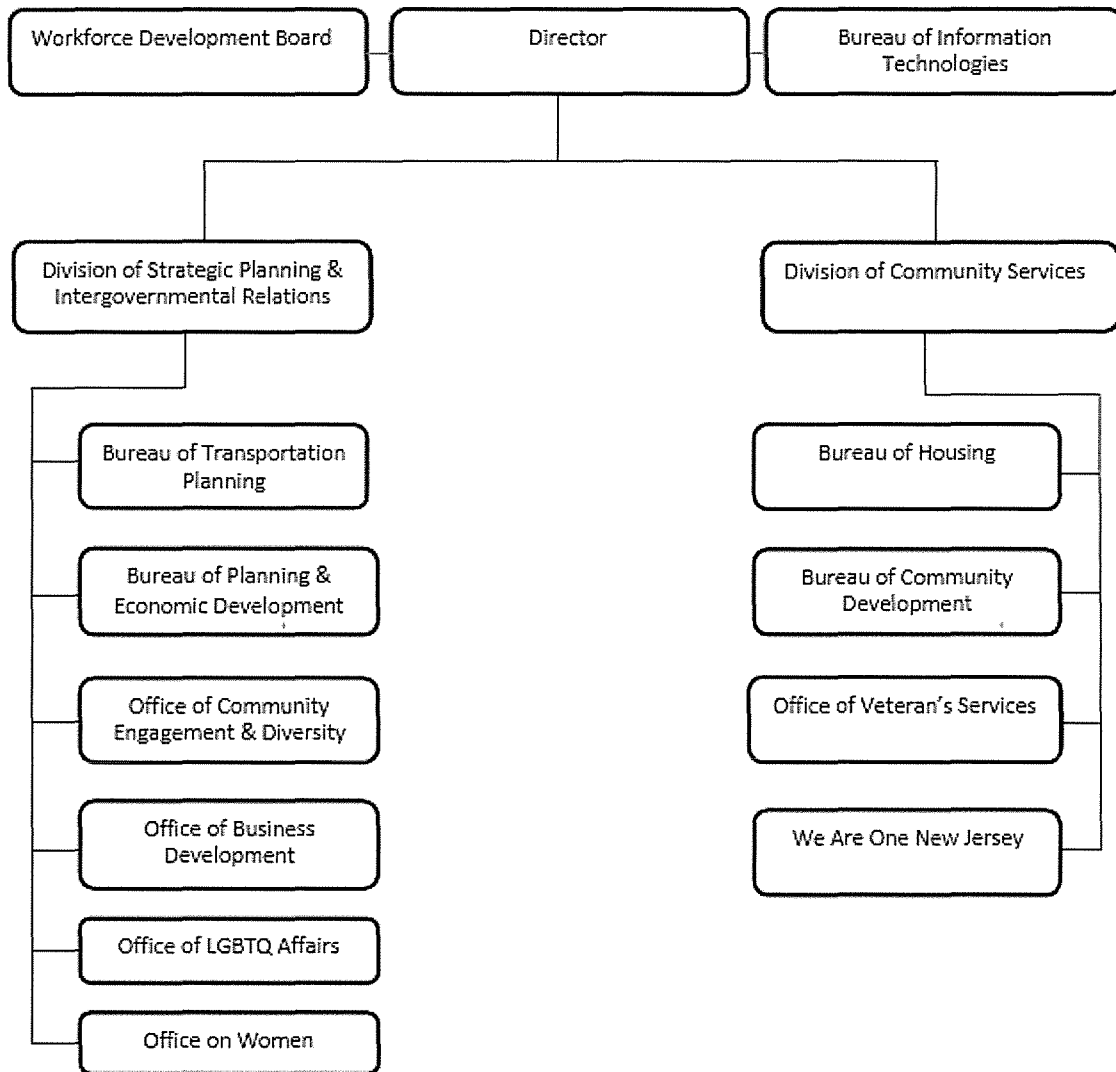
Community Services

Workforce Development Board

Information Technologies

Organizational Chart

Department of Economic Development



DEPARTMENT OF ECONOMIC DEVELOPMENT

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 development and quality of community services.

Programs & Services

Workforce Development Board

The Union County Workforce Development Board of Directors is responsible for all strategic planning efforts under the Workforce Innovation and Opportunity Act (WIOA), 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.

Division of Community Services

Partners with communities and non-profit agencies to reduce the causes of poverty, increase job opportunities, economic security for individuals/families and revitalize communities. The Division of Community Services prepares, facilitates, and disseminates all matters relating to the planning and development of the County, including but not limited to those matters pertaining to planning, development, and community development mandated by federal or state government. Performs all functions related to implementing a housing and community development program, as required by the Housing and Community Development Act of 1974 and any amendments thereto. Conducts an annual analysis of housing conditions to determine Union County's housing needs as part of the required community development procedure. Provides technical assistance in preparing applications for the Housing and Community Development Program and other housing programs. Maintains close liaison with the NJ Department of Community Affairs and the US Department of Housing and Urban Development. Responsible for all aspects of Veteran's Affairs.

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. The Bureau serves as administrator for the Union County Home Improvement 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 and/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.

The Bureau prepares, facilitates and disseminates all matters relating to the planning and development of the County, including but not limited to those matters pertaining to planning, development, and community development mandated by federal or state government. Performs all functions related to implementing a housing and community development program, as required by the Housing and Community Development Act of 1974 and any amendments thereto. Conducts an annual analysis of housing conditions to determine Union County's housing needs as part of the required community development procedure. Provides technical assistance in preparing applications for the Housing and Community Development Program and other housing programs.

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.

We Are One New Jersey

In conjunction with the New Jersey AFLCIO, this program provides social and human services that educate, empower and uplift working families. We Are One New Jersey provides U.S. citizenship application guidance, voter registration, and

notary services. The goal is to build stronger communities by educating and engaging new Americans to become active participants in our democracy.

Office of Veteran's Services

The Office of Veteran's Services provides information and advocacy for veterans and their families. Information includes burial and memorial benefits and education and training programs availability. The Office coordinates flag placement on all veterans' graves.

Division of Strategic Planning and Intergovernmental Relations

The Division of Strategic Planning and Intergovernmental Relations consists of two bureaus and three offices – the Bureau of Transportation Planning and the Bureau of Planning and Economic Development and the Office of Community Engagement and Diversity, Office of Business Development, Office of LGBTQ Affairs, and Office on Women.

The Division's 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 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 the 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.

Develop and administer continuing shared service opportunities with other public entities throughout the County and State; facilitate intergovernmental relations on behalf of the County; and research and acquire County grant opportunities programs for maximum effectiveness.

Development and administration of events designed to assist small businesses in Union County by providing networking opportunities along with highlighting business growth opportunities and resources through the Union County Means Business and Union County Women Mean Business Initiatives. Additionally, offer personal growth and leadership training opportunities to County high school

sophomores and juniors through the Union County Student Training and Enrichment Program (UCSTEP).

Bureau of Transportation Planning

The Bureau develops and sponsors major mass transit, road infrastructure, transportation management and freight movement planning studies. 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. The Bureau develops and updates the Transportation Master Plan for the County which was completed in June 2016.

The Bureau works closely with the North Jersey Transportation Planning Authority through which it receives funding to conduct its work program.

As part of its planning function, the Bureau provides the administrative support for the Union County Transportation Advisory Board which meets six times a year. The Bureau arranges presentations on timely issues for the Transportation Advisory Board meetings. The Board offers 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.

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.

Office of Community Engagement & Diversity

The Office of Community Engagement & Diversity provides outreach to local community-based groups and volunteer organizations to create a network and directory of same. The Office coordinates countywide community events and programs which foster and promote volunteerism in Union County. The focus is to reinforce strategies for building relationships with the County's diverse communities to include culture, lifestyle, ethnicity, and race.

Office of Business Development

The Office of Business Development develops effective strategies for business attraction and retention. In partnership with the Union County Economic Development Corporation and Chamber of Commerce stakeholders the Office of Business Development will integrate strategic activities designed to attract and retain targeted industry businesses, stimulate job creation and increase the capacity of small businesses to remain competitive. The *Union County Means Business* networking business events will be coordinated through this office.

Office of LGBTQ Affairs

The Office of LGBTQ Affairs identifies and assesses the needs of the LGBTQ residents of the County to plan for and facilitate access to resources, understanding of civil rights and to promote unity within communities. Provides information and referral to resources and services to improve the quality of life for LGBTQ residents of the County. Educates individuals and organizations on rights and linkage to advocacy support. Develops community outreach activities designed to promote community diversity and unity.

Office on Women

Provides information to women in need of access to government and community based services and resources. Provides information and referral to resources and services to improve the quality of life for women living in the County. Serves as an advocate to coordinate programming with other offices to promote community diversity and unity.

2018 ACCOMPLISHMENTS

Workforce Development Board

The Union County Workforce Development Board has awarded federal funding under the Workforce Innovation and Opportunity Act (WIOA) to Youth, Adult, and Dislocated Workers through the calendar year 2018 which offers individual training contracts, on-the-job training contracts, work experience, educational services and youth development services. The calendar year 2018 Workforce Innovation and Opportunity Act funded programs included:

Individual Training Accounts-Occupational Training

The Workforce Development Board allocated \$918,972.00 for Program Year 2017 WIOA Adult and Dislocated Worker funding to provide individual occupational training contracts (ITAs) to a minimum of 229 WIOA eligible participants.

Workforce Innovation Business Center at Union County College

The Workforce Development Board awarded Union County College a grant in the amount of \$400,000.00 to manage the Workforce Innovation Business (WIB Center), located in the Union County College Elizabeth Campus. While the WIB Center is administered by Union County College, it functions as a satellite One-Stop Career Center. The operational period for the program is January 1, 2018 through March 15, 2019.

During the program year, the WIB Center has provided clients a forty hour “soft skills” training class as a pre-requisite to better prepare individuals for on-the-job as well as occupational training opportunities. Thirteen soft-skills classes were implemented providing 186 Union County residents with employment preparation and workplace skills during 2018. The WIB Center anticipates finishing the grant year with 16 soft skills classes with 225 residents completing the training.

The WIB Center has established partnerships with over 23 employers. The list of companies includes United Airlines, Sephora, Traffic Plan, Worldwide Flight Services, State Farm, Brown Aviation Logistics, and Price Saver Supermarkets to name just a few. The WIB Center has provided information, pre-screening interviews, as well as face to face employer opportunities to 436 residents. Additionally, the WIB Center has assisted 50 residents who have received employment.

Additional WIOA Grant Funding

Youth: Simon Youth Academy-Union County Vocational Technical Schools-Out-of-School Youth \$333,000 July 1, 2017 through June 30, 2019.

In-School and Out-of-School Youth Consortium-United Way of Greater Union County-\$480,000-September 1, 2017 through June 30, 2019.

Out-of-School Youth Consortium-United Way of Greater Union County-\$477,000.00 December 1, 2016 through June 30, 2018.

WFNJ Grant Funding

The UCWDB awarded contracts to the following: Workforce Advantage in the amount of \$430,000.00, Union County College in the amount of \$200,000.00, The ARC of Union County in the amount of \$80,000.00, Urban League of Union County in the amount of \$85,000.00, America Works of New Jersey in the amount of \$135,000.00, and B & M Consultants, Inc. in the amount of \$135,000.00. The contracts were for the time period of July 1, 2018 through December 31, 2019, for the provision of WorkFirst New Jersey Programs.

Division of Strategic Planning and Intergovernmental Relations

UC STEP

The sixth annual UC STEP (Student Training & Enrichment Program) Summit was held at the STEM Building at Kean University on December 7, 2018. The UC-STEP program begins with an annual summit, held each year in December. In addition to workshops on leadership and life skills, the participants form teams that blend together students from different high schools. The teams are tasked with creating a countywide community service project for the following spring. Each year, the Freeholder Board joins with local sponsors to help the students publicize and conduct the winning project or projects. This year the winning teams' ideas, Links for Life & Strive K, will be combined for the "Link Up For Life-5K" taking place on April 13, 2019 to raise funds for suicide prevention.

Union County Women Mean Business Summit

The sixth annual Union County Women Mean Business Summit was held May 23, 2018 at the Clubhouse at Galloping Hill Golf Course in Kenilworth. There were approximately 240 people in attendance. The keynote speaker was New Jersey First Lady Tammy Snyder Murphy. The program included two breakout sessions that offered a total of five topics of interest for working women: Women Leading the Change – Stepping Into a Bigger Version of You, Real Talk: Sexism in the Workplace, Branding Your Presence For Bricks & Clicks: Embracing Your Social

Networks, Take Charge: How to Say the Right Things in Tough Situations, and Speed Advice: Women Guiding Women.

UC Means Business Event – Breakfast Series, “Are You-ABLE?”

The UC Means Business Event “Are You-ABLE” was held on Wednesday, February 21. at the Kean University STEM Building. The presenter at the event was John Gallucci, Jr., President and CEO of JAG Physical Therapy. Mr. Gallucci, a medical practitioner, businessman, speaker, and author, provided strategies for success in the business world. The event was well received with approximately 120 individuals in attendance.

Union County Means Business Expo

The third annual Union County Means Business Expo was held September 26, 2018 at the Warinanco Park Sports Center in Roselle. The event offered local businesses an opportunity to showcase their products and/or services, network with other business leaders, expand their customer base and generate market awareness. The Expo was well attended with approximately 150 attendees and 80 vendors. This year, complimentary tables were offered to municipalities.

Union County Means Business Lunch & Learn

The Union County Means Business Lunch & Learn event *The 1 Hour Memory Switch, Discovering Your Memory Power* was held Wednesday, October 17, 2018 at the Hamilton Stage in Rahway. The featured speaker was Matthew Goerke, a leading expert in the field of memory development. Mr. Goerke held a workshop on developing better memory skills and some of the techniques involved. The audience was impressed by Mr. Goerke’s ability to recall the names of event attendees. Approximately 100 individuals were in attendance at the event.

Union County Municipal Profiles

The Division continues to update municipal profiles for all 21 Union County municipalities. The profiles include demographic information, community highlights, amenities and services. The municipal profiles are posted on the Union County website.

Union County Mayors’ Roundtable

A Mayors’ Roundtable focusing on public safety was held October 3, 2018 at the Red Knot at the Galloping Hill Golf Course. The items discussed included:

Prosecutor's Office

- Body Cameras for all Police Departments in Union County
- Community Policing Initiatives
- Community Law Enforcement Addiction Recovery (C.L.E.A.R.) Program Update
- Opioid Epidemic Update

Union County Sheriff's Office

- Project Lifesaver: Autism Bracelet Monitoring Program to be Rolled Out to Alzheimer and Dementia Patients

Union County Department of Public Safety

- Bleeding Control Training for Schools
- Gun Buy Back Program
- Plan to Standardize First Responders Public Radio System

Follow-up Meeting with Mayors to Discuss Transportation Alternatives

The Transportation Planning Manager coordinated a follow-up meeting to discuss various modes of transportation, primarily ride sharing services. The meeting was held November 20th at the Engineering Building in Scotch Plains. A presentation was provided by Chariot Inc. regarding their shuttle van services. Municipalities were well represented and it was agreed that this was an important issue. A follow-up meeting was planned to continue the discussion.

CoStar Reports

The Division receives periodic requests for information regarding real estate purchase and/or lease. Reports were repaired reports utilizing CoStar – an online database of commercial real estate. The inquiries ranged from a business looking to establish a large distribution facility to small commercial properties.

Outreach to New Businesses

Over 1,800 mailings from the Freeholder Chairman went out to new businesses (new business database 9/1/17 – 10/01/18). The letter was a warm welcome to Union County with current economic development information including UC Means Business events and economic development contact information.

Census 2020

The Census 2020 LUCA (Local Update of Census Addresses) review and update was submitted to the US Department of Commerce, Bureau of the Census on June 21, 2018. The Census Bureau accepted the County of Union's review and update of residential addresses.

Through an exhaustive process, the Division determined that in total 2,213 residential property addresses were missing from the Census Bureau's database and there were 127 postal address corrections. The Division reviewed the Census information for all municipalities except for Elizabeth, Plainfield and Cranford. The Division assisted all 21 municipalities: Elizabeth, Plainfield and Cranford submitted their review directly to the Census Bureau.

In preparation for a marketing awareness outreach to inform our residents of the importance of responding to the Census survey, the Division is preparing marketing brochures in multiple languages. The City of Plainfield was selected as the pilot marketing brochure program.

Office of Community Engagement & Diversity

The Office of Community Engagement & Diversity has coordinated/partnered in many outreach events and volunteering opportunities across the County. The Office created a volunteer group of Union County employees called UC HAS HEART to offer direct hands-on assistance to the community.

For Year 2018, the Office logged in a total of 2,200.5 volunteer hours which equates to a total \$54,330.35 in volunteer time value.

The various community outreach events included:

- **Union County Women's Donation Drive (January 22-February 22):** Union County employees donated 3 medium sized bins & 4 bags of toiletries, baby items, women & children undergarments etc. to benefit the women & children at the YWCA Union County Domestic Violence Shelter Program.
- **Operation PB & J (March 3):** In participation with BE THE CHANGE NJ, 10th Anniversary of Operation PB & J, 23 Volunteers made 1,000 sandwiches and distributed to homeless in 10 different locations.
- **Adopt a Park with Linden Girl Scouts (April 15):** The Office coordinated a community service park cleanup project for 17 girl scouts that gained 4 community service hours each for each girl in their scout troop.
- **Annual Union County Walk for Autism Awareness (April 28):** The Office coordinated a volunteer opportunity with the Office for Special Needs for volunteers to participate and assisting during the Union County Walk for Autism Awareness. Eight Volunteers contributed 5 hours of their time.

- **Earth Day 2018 Clean Up (May 1):** The Office coordinated a volunteer opportunity for Earth Day with the City of Elizabeth's Earth Day Clean-Up, including five Volunteers cleaning up the Elizabeth River Trail.
- **Community Food Bank of NJ (May 12):** The Office coordinated another volunteer opportunity with the Community Food Bank that included 29 volunteers contributing 4 hours of their time sorting food and packing bags to be distributed to soup kitchens and food pantries in Union County.
- **Big Brothers Big Sisters (May - Present):** Volunteers provide mentorship 4 hours or more a month to children residing in Union County. There are currently 35 children being served through this partnership volunteer program.
- **NJ Sharing Network (Juen 3):** The Office coordinated a volunteer opportunity with NJ Sharing Network that included 6 volunteers contributing 6.5 hours of their time to the annual NJ Sharing Network 5K.
- **Annual Day of Action (June 22):** In partnership with Groundwork Elizabeth, 14 volunteers contributed an evening of giving back to the community through the care of a local MicroFarm from which half of the produce grown is donated to families in need.
- **Adopt a Park with Someone's Daughter, Inc. (Jun 30):** The Office coordinated a community service park cleanup project for 35 members from the organization, Someone's Daughter, Inc. Each member earned four community service hours each.
- **Union County School Supply Drive (July 9 - July 26):** In partnership with the United Way of Greater Union County's Stuff the Bus project, Union County employees donated a large bin of school supplies that resulted in 514 packed book bags distributed to children in need residing in Union County.
- **F.L.E.E.K. Summer Enrichment Youth Program (Jul 10):** In sponsorship and partnership with the organization FLEEK, the program provided more than 50 students an enriching program that exposed them to business, life skills, and STEM topics as well as creative subjects including photography, videography, and dance.

- **Operation PB & J (July 12):** The Office coordinated a community service project for 15 Linden Girl Scouts through Be The Change of NJ making 100 peanut butter & jelly sandwiches for the homeless.
- **Kicks for Kids Event (July 26):** In sponsorship of the organization Kicks for Kids, LLC, the event was able to provide 100 NIKE sneakers to underprivileged children residing in Union County.
- **Food Pantry Donation Drive (August 6 – September 24):** The Office coordinated a food donation drive for the Social Services pantry. Union County employees contributed 2 large sized bins of food to benefit the families in need residing in Union County.
- **CASA of Union County (September and going forward):** After a six week training program, volunteers provide advocacy and mentorship to children in the Union County foster care system. In coordination and partnership with this Office and CASA, five children are being provided with services.
- **Screening of “Making a Killing” (September 12):** The Office in partnership with the Union County Chapter-Moms Demand Action for Gun Sense in America, provided a free screening of the 2016 documentary film “Making a Killing: Guns, Greed, and the NRA” that included speakers, Bill Castner, Senior Advisor on Firearms for New Jersey, Governor Phil Murphy and gun safety activist, Shanon Watts. The event hosted 45 attendees.
- **Hispanic Heritage Celebration (September 23):** The Office coordinated the 1st Union County Hispanic Heritage Celebration that featured live music, food, entertainment, local artists and honored five individuals for their dedication to the community. The event hosted an estimated 300 attendees.
- **Bernice’s Place Writing Project (October 19):** The Office developed a project for 31 children at Bernice’s Place, an after school program under the Elizabeth Coalition to House the Homeless for homeless and at- risk youth. Each child was given the opportunity to contribute to publishing a class book entitled “We Are The Future.”
- **Thanksgiving Service Day (November 17):** The Office coordinated a volunteer opportunity with Rahway Food for Friend’s Food Pantry & Soup

Kitchen. Forty-three volunteers contributed between 3-5 hours of their time sorting food in the food pantry and feeding the 100 people at the soup kitchen.

- **2018 Holiday Giving Drive (November 13 - December 26):** For the food donation drive, in partnership with FoodStock NJ, the Office coordinated a food donation drive where Union County employees contributed an estimated 500 pounds of food donated to the Community Food Bank of NJ in Hillside. For the toy drive, Union County employees and other organizations donated toys to benefit an estimated 120 families in Union County.
- **Sandy Hook Elementary School Memorial (December 14):** The Office in partnership with the Union County Chapter- Moms Demand Action for Gun Sense in America coordinated a memorial ceremony in honor of the 6th Anniversary of the victims of the Sandy Hook School shooting.

Bureau of Transportation Planning

In 2018, the Bureau of Transportation Planning applied and received annual funding through the North Jersey Transportation Planning Authority (NJTPA) Sub-regional Transportation Program (STP) to support the Bureau Chief salary and to contribute towards the two other salaries. The Bureau works on essential local and regional transportation planning involving the multiple modes of transportation operating in the County.

The Bureau applied and received funds through the NJTPA Subregional Support Program to support a part time Transportation Planning Intern graduate student who supplements existing staff resources and who receives valuable experience in the planning field. In addition, the Bureau applied and was approved for grant funded office equipment to advance the planning work program and for printing costs to update the Union County Transit Map.

The Bureau is in the application process to the NJTPA Subregional Studies Program for a \$200,000 Union County Truck Mobility Study which focuses on the County roadway network. It will examine where truck mobility is constrained now or may become constrained in the future. Up to ten locations will be analyzed to develop more specific strategies for improving truck circulation while also advancing Complete Streets policies.

In 2018, the Transportation Planning Bureau Chief represented Union County for the second of a two year term by serving as Chairman of the NJTPA Regional

Transportation Advisory Committee (RTAC) which is comprised of representatives of the 13 counties, the two major cities of northern Jersey and three transportation operating agencies.

The Bureau participated in the work of the NJTPA Trustee Committees which meet six times annually: the Planning and Economic Committee, Project Prioritization Committee, Freight Initiatives Committee and the Regional Transportation Advisory Committee (RTAC) as well as the Board of Trustees meetings and offered technical support to the Union County Trustee. In 2018, a Union County Freeholder served as Chairman of the NJTPA Board of Trustees.

The Bureau supported the Union County Transportation Advisory Board which meets six times a year and is comprised of members appointed by the municipalities. Most meetings include a presentation on a transportation related topic and this year the presentations included: an update on the Union Township Streetscape Project, Union County Paratransit System, the Concept of Road Diets, and the Union County Bureau of Traffic, Safety & Maintenance.

The Bureau continues to respond to the strong demand for copies of the Union County Transit Map printed in 2017 with grant funds and created as part of the updated Union County Transportation Master Plan. The map illustrates the over 23 bus lines and four rail lines serving the County and is also available online.

In 2018, the Bureau supported the Raritan Valley Rail Coalition at Trustee meetings and as a member of the NJ TRANSIT Coalition Working Group which meets with NJ TRANSIT staff on several times a year to directly advocate for improvements along the Raritan Valley Line.

The Bureau Chief attended meetings of the Union County Paratransit System's Senior Citizen Disabled Resident Transportation Advisory Board (SCDRTAB) meetings and provided reports on Bureau activities and on issues related to the Route 22 Safety Shuttle. In 2018, the Bureau also partnered with the County Paratransit Office to assist that Office in a required update of its Union County Coordinated Human Services Transportation Plan.

The Bureau Chief also served on the Planning Committee for the 2018 New Jersey statewide Annual TransAction Transportation Conference. The Bureau of Transportation Planning represented the County at regional transportation planning organizations such as the N.J. Bicycle Pedestrian Advisory Council, Together

North Jersey 2.0, the Council on Port Performance Workforce Development Implementation Team and the East Coast Greenway.

The Bureau continued to update “ConneXions,” on the County website ucnj.org/connect/ with links to both transit and travel information in the region and the site is updated as needed.

Bureau of Planning and Economic Development

Planning Board

During the period from January through November 29, 2018, the County received 131 land development applications and reviewed 127 development applications which represent a 15% increase in the number of applications received this year compared to 2017. The number of participating municipalities in the County, based on submitted applications, is 20 of the 21 county municipalities which represent all but one municipality with proposed development. The amount of land development application fees collected during this period was over \$72,022 which represents a 26% increase in the amount received compared to the same time last year.

The board members with staff have also developed an updated fee schedule based on consideration of development fee schedules of other similar counties in the State. The purpose of this updated fee schedule is to assure that review fees which have not been updated in over ten years meet current market conditions. This updated development review fee schedule was submitted and reviewed by the Freeholder Board.

Constituents Served

The Bureau of Planning and Economic Development received notices and requests for information to assist residents, developers, and associated professionals. From January to November 2018, the Bureau received 230 municipal notices and 127 environmental reports and data. In this timeframe, the Bureau also received 401 data requests. The total number of requests for this period is 835 or 76 per month which also represents assisting about 11 or more County municipalities per month. The Bureau also reviewed 357 municipal and environmental notices or 33 notices per month. Most of these data requests and notices are related to development applications, planning process, economic development, environment, transportation, demographic information, and other general areas related to planning.

Also served in this timeframe are Open Public Records Act (OPRA) requests which often require time consuming file searches. During this timeframe 434 OPRA requests were answered which equate to 40 OPRA requests per month and on average relates to 11 County municipalities. The majority of these requests relate to environmental or planning information requested by citizens, attorneys, engineering firms, and environmental associations or professionals.

EPA Brownfield Project

The purpose of this the Union County Brownfield project funded by the U.S. Environmental Protection Agency (EPA) is to develop a Brownfield site inventory and to assess a limited number of sites in various County towns. The inventory found that the County has over 1,200 sites that meet the definition of a Brownfield site. After preparing the inventory the consultant team developed a scoring system to help the outreach committee select sites to be considered for the Brownfield assessment phases of the project. As a result of the scoring over 50 potential sites in 11 towns were considered as potential sites but only up to 24 sites could be considered for assessment due to project budget constraints. Municipal representatives and associated staff were given multiple opportunities to confirm or provide alternative sites to be considered between 2016 through 2018.

The number of current sites with completed, initiated or awaiting access or EPA approval consists of initial site assessment to this point is eighteen sites. This consists of ten sites with completed preliminary assessment (PA) reports, three sites with preliminary assessments in progress, four sites pending site access agreements and one site pending EPA approval for preliminary assessment. The number of second phase or site investigation (SI) assessment reports completed or in progress is three. Additional SI reports will be advanced as preliminary assessments are completed. The eighteen PA and SI sites are within seven separate municipalities in the County.

The Union County Brownfield project is a \$600,000 grant awarded to the County by the EPA that is paid out by the county to the consultant and reimbursed through transaction requests. Staff has submitted and received request for reimbursement of \$313,918 which represents the majority of what has been expended on this project to date and over 50% of the entire grant amount. Another reimbursement request will be submitted to the EPA before the end of the year or beginning of next year depending on invoice payments made to the consultant by the County.

In 2017, the County, as requested by the project consultant, submitted an extension request to complete the project in September 2019 as the consultant needed additional time to conduct the assessments and remaining tasks of this project and

to reduce the number of assessments as costs to conduct the assessments were higher than they anticipated. Staff obtained approval of the no additional cost time extension request from the EPA in June 2017. The consultant recently requested a minor budget adjustment (not increasing the grant total) which has been submitted to the EPA for consideration. The project is on schedule to be completed on the revised timeframe.

Bond Documentation

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

Land Development Records

Due to declining availability of storage space for development records that have accumulated over the last 19 years, staff has worked with IT to develop a subprogram to determine the storage or disposal of associated files in accordance with State requirements. Interns assisted with logging and preparing files for long term storage or elimination. The use of interns in this project has saved the county considerably in staff costs and has allowed a disposition of about 10 years of files.

Events and Programs Attended

- NJAPA Conference held in late January 2018 -- this conference provides planners in New Jersey with a venue to review planning topics, regulations and trends that impact the planning profession.
- TransAction held in April 2018 -- this annual transportation conference enhances the understanding of transportation planning and related fields. The conference provided planners in New Jersey and the surrounding region with information useful for daily work activities and projects.
- Union County Planning Board -- The planning board secretary coordinates all associated material reviewed at each meeting and prepares meeting minutes, reports and reviews every land development application submitted to the board for review.

- New Jersey County Planner's Association -- As Union County representative to the NJCPA this year the Bureau Chief served as committee chair and assisted the executive committee.
- Meadowlink Board Meetings held in Woodridge/Rutherford, NJ -- As Freeholder alternate, the Bureau Chief attends the regularly scheduled board meetings and attend special sessions or events conducted by Meadowlink.
- Plainfield Brownfield Committee meetings -- Attended the committee meetings to discuss progress on various Brownfield sites throughout the City and to provide them updates on the County's Brownfield Project.
- NJ Dept. of Environmental Protection Brownfield Outreach -- As County representative, the Bureau Chief plans to attend DEP's quarterly meetings related to Brownfields when a schedule is provided and as time permits.

Office of LGBTQ Affairs

The Office of LGBTQ Affairs (formerly Services) is the first County government office of its kind in the State of New Jersey – and one of four government offices in the nation to support the LGBTQ community, of which only two are county government offices.

Union County's Office of LGBTQ Affairs offers a platform for leadership and collaboration to support equality, and serves as a catalyst for advocacy, awareness and action on current and emerging issues that impact the lives of lesbian, gay, bisexual, transgender, and queer individuals.

2018 Highlights

On Tuesday, February 20, the Office of LGBTQ Services organized and hosted a roundtable with over 20 leading LGBTQ advocacy and ally organizations that serve Union County and New Jersey. More than 40 participants met to discuss LGBTQ-related programs, services, issues and priorities for 2018. The event encouraged conversations about the many unique challenges of the LGBTQ community including: access to healthcare services; state policy recommendations; safe spaces for LGBTQ individuals and allies; access to resources and information; and achieving safety, permanency and well-being for LGBTQ youth and families. Participants also offered strategic thinking toward building culturally-appropriate

programs and partnerships that affirm the dignity and human worth of LGBTQ people and supporters. This event led to organizational partnerships that increased access to programs, resources and awareness for LGBTQ individuals in Union County throughout 2018 including:

- On March 15 and 16, the Office of LGBTQ Services offered an LGBTQ affirming “100 Reason to Live” poster making workshop at Union County’s Teen Arts event collecting over 60 poster artwork by Union County teens to support their peers in an project designed to ‘give LGBTQ youth a voice.’ The project concluded with the creation of a book of affirming artwork submitted anonymously by LGBTQ youth and allies, which will be distributed to public libraries and schools throughout Union County.
- On Tuesday, April 3, Union County hosted Garden State Equality’s ‘Pledge & Protect’ entry-level workshop “Introductions to the HealthCare Needs of the LGBTQ Population” free for organizations and professionals serving older LGBTQ adults.
- On April 11, Union County partnered with the Elizabeth Public Library to host Garden State Equality’s Youth Caucus social justice driven advocacy workshop for youth ages 12 to 19.
- On Friday, August 10, Union County hosted a focus group for LGBTQ adults 55 years and older presented by Garden State Equality as part of their ‘Pledge and Protect’ initiative. Part of a broader needs assessment by Garden State Equality, the focus group for LGBTQ older adults encouraged those in the LGBTQ community to share their experiences and help identify the needs for housing and access to social and healthcare services.
- On August 21, Union County partnered with the Friends of the Rahway Public Library and the City of Rahway to Drag Queen Story Hour, a national children’s program that raises awareness of gender diversity, promotes self-acceptance, and builds empathy through an enjoyable literary experience. The inclusive event was covered by CBS 2 News as well as the Home News Tribute and other local reporters.
- On Wednesday, September 12, Union County collaborated with the NJ LGBT Chamber of Commerce on their second annual ‘Out For Business’ Breakfast - a business and networking event designed to connect LGBTQ entrepreneurs with key contacts and decision makers from various businesses and Fortune 500 companies in New Jersey. Guests had the opportunity to meet and discuss strategies that meet the diversity needs of companies such as PSEG and Prudential, as well as educational institutions such as Rutgers, Princeton and University Hospital.

- On Sunday, September 16, Union County partnered with the Rutgers School of Public Health, Center for Health, Identity, Behavior & Prevention Studies (CHIBPS) to host a free community forum, “HIV Prevention: U=U, PrEP and PEP-Knowing the Facts” at Union County College featuring Rutgers School of Public Health Dean and Director of CHIBPS, Dr. Perry N. Halkitis, as the keynote speaker which was followed by an expert panel of speakers from the New Jersey Department of Health and Hyacinth AIDS Foundation to offer information about and access to the U=U campaign and preventative and prophylactic therapies like PrEP and PEP to protect not only their health, but also their communities.
- On Friday, September 28, Union County hosted GLAAD Media Institute’s Engagement 101 Telling Your Story: Messaging and Media Tools for Today’s Activists LGBTQ accelerating acceptance training course, free and open to the public. Participants learned how to get a message of inclusion and acceptance across effectively in the mainstream media narrative about the LGBTQ community.
- On Friday, October 19, Union County hosted GLAAD Media Institute’s Engagement 202: Telling Your Story through Social Media accelerating acceptance social media training courses free for anyone who wants to build the core skills and techniques that influence positive cultural change through social media.
- On Wednesday, October 24, Union County collaborated with the Thomas Jefferson Arts Academy Y.E.S. Program and the Elizabeth Public Library to present a free screening of ‘The Year We Thought About Love’ for high school youth. The screening was followed by a discussion facilitated by Kasia Toczyłowska GLSEN Central NJ, Diversity Coordinator.
- On November 6, Union County partnered with Union County College to present a special screening of ‘Love Wins’ followed by a discussion with filmmaker Robin Kampf, and co-stars Jan Moore and Emily Sonnessa, whose love story influenced marriage equality in the state of NJ. The screening marks final event of UCC’s 2018 LGBTQ+ History Month celebration – the first in the college’s history.

In addition to partnerships throughout the year, the Office of LGBTQ Services organized and produced key community outreach and advocacy events including:

- On June 4, the rainbow flag flew for the first time at the Union County Courthouse in recognition of June as Pride month. Union County’s Flag Raising Ceremony – the first county government entity in New Jersey to host such a ceremony – featured a performance by Elizabeth’s Thomas

Jefferson Arts Academy Acapella Chorus, a presentation of a resolution to the MERCK Rainbow Alliance in recognition of their achievement of receiving a 100 Corporate Equality Index rating from the Human Rights Campaign; guest speeches by prominent Union County LGBTQ advocates Danielle King of Hyacinth Aids Foundation, Union County Sheriff Office LGBTQ Liaison Officer Tamiko Brooks, Hannah Lieberman of PFLAG North Jersey, and Maria Z. Carvalho, President of the Elizabeth Board of Education, who presented a resolution on behalf of the Elizabeth BOE proclaiming June as Pride Month, the first time in the school district's history.

- On June 15, in collaboration with the Union County Performing Arts Center, Union County hosted the first TEEN PRIDE event for LGBTQ Youth ages 16 and older. According to Human Rights Campaign, four out of ten LGBTQ youth say they live in a community that doesn't accept their sexual orientation. With in-kind contributions from throughout the community, the inclusive evening for LGBTQ youth offered an exciting celebration of individuality in a welcoming environment that affirms who they are - regardless of their gender identity, sexual orientation, how they dress, or any other reason. The event included appetizers and light refreshments, DJ, drag queen emcee, the crowning of the rainbow court, selfie photo booth, candy table and more.
- On June 16, Union County hosted the second annual Union County PRIDE event. An inclusive celebration of family, equality, diversity and community, the event featured live music, a variety of arts and crafts (featuring the "LOVE Makes a Family" poster making), lawn games inflatable bounce houses, and much more. More than a dozen New Jersey LGBTQ advocacy and ally organizations offered information, support and networking resources throughout the event. Two highlights of the event include a 'Trash to Fashion Show' with Drag Queen Harmonica Sunbeam presented by the Elizabeth Public Library and an Equality Rally with special guest speakers and performances.
- On October 23, Union County hosted the inaugural LGBTQ History Month event, featuring a screening of the 2017 Billie Jean King biographical film 'Battle of the Sexes' followed by a discussion about women's rights and equality in the 70's and today with NJ equality advocates and civil rights panelists Aggie Roncagleo and Benn Meistrich, Esq. from the New Jersey Division on Civil Rights, and LGBTQ Attorney Bill Singer of Singer & Fedun, LLC in Somerset.

In an effort to create an inclusive, supporting and affirmative environment within the Department of Human Services (DHS), under the direction of the Director of DHS, the Office of LGBTQ Services organized the presentation of LGBTQ+ Cultural Competency trainings for DHS employees by NJ AIDS Services, who offered 6 sessions of their 90-minute training program that seeks to increase LGBTQ-affirming knowledge, attitudes, and behavior - in accordance with the County's Workplace Discrimination & Harassment policy - toward LGBTQ+ colleagues, clients and constituents. A total of 178 employees DHS employees participated in the training sessions.

In 2018, the Office of LGBTQ Services initiated a strategy for fostering inclusion and accelerating acceptance by recognizing specific LGBTQ community awareness and remembrance dates. Through the Office of LGBTQ Services, the County of Union – either through a Freeholder statement or resolution – publicly recognized several LGBTQ awareness days most notably:

- Proclaimed by resolution June as Pride Month throughout Union County (the first county government in New Jersey to do so);
- Proclaimed by resolution October as LGBTQ History Month (the first county government in New Jersey to do so);
- On National Coming Out Day (October, 11, 2018) the Union County Board of Chosen Freeholders proclaimed by resolution October 11, 2018 as National Coming Out Day throughout the County of Union and further declared Union County 'A Safe Space for LGBTQ Individuals' during the Freeholder Board mobile meeting in Plainfield. The County observed National Coming Out Day and participated in the one-day campaign that engages communities to take a stand against the discrimination, violence, harassment, and bullying of LGBTQ people by coming out in support of safe spaces for LGBTQ individuals and allies.

Office on Women (OoW) Accomplishments 2018

The Commission on the Status of Women Resource Directory was updated this year by the OoW and shared with that office. The Directory is now on the County website at ucnj.org/women for easy access to the public.

In 2018 the Office created a Women's Healthcare Project that includes women's heart health and addressed women's heart health through a seminar held in the Freeholder Meeting room in February, Go Red/Heart Health Month Awareness as noted by the American Heart Association. The Office also included banners in the

front hall of the Administration building as well as red overhead lighting. The idea was to get noticed by the American Heart Association for their “Go Red Campaign.”

In September or Ovarian Cancer Awareness Month, informational pieces were distributed at the Women’s Empowerment, Yoga and Meditation events. Also a brief conversation around the silent signs of Ovarian Cancer was given prior to the empowerment conversation.

Also under the Women’s Healthcare Project the Office on Women teamed up with area hospitals/associations and had a Breast Health Lunch and Learn with the Office of Health Management and Public Health in October for Breast Cancer Awareness Month. There was a seminar given by Atlantic Health Care and Discussion by Trinitas’ new Connie Dwyer Breast Center.

Women’s Empowerment Yoga and Meditation, which took place in various locations around the County (including Union County College Elizabeth Campus, Warinanco Park Sports Center, Elizabeth and Maskers Barn, Watchung Reservation) continued in 2018. Sponsorships were supplied from Whole Foods, Smarties, Kind Bars and local business (Ahres Coffee, Juice House, etc.). The Women’s Empowerment, Yoga and Meditation continue to be a followed County event with over one hundred women signing-up to attend.

Several connections were made between non-profits in the area for need fulfillment. The YWCA of Greater Union County was supplied a years’ worth of feminine products from the Girls Helping Girls Period organization. Girls Helping Girls Period also supplied New Jersey Reentry with the same kind of generous donation. To ‘payback’ Girls Helping Girls Period, the Office on Women did a collection of feminine products that will be used for the code blue count and donated to area non-profits in need.

For release in Women’s History Month (March) a new video series was created called Union County Women Making History. The Hon. Judge Cassidy was the first interviewee. Janice Lilien, Executive Director of the YWCA Greater Union County, was the second video and it was released during Domestic Violence Awareness month in October. There were a combined 809 views of the videos (412 for Cassidy and 397 for Lilien 397) to date.

Denim Day was recognized during April’s Sexual Violence Awareness. On Denim Day the Office on Women and the Prosecutor’s Office worked closely

together to create a panel and question and answer at Union County College with approximately 60 people were in attendance.

April 26 was Lesbian Visibility Day and the Office of LGBTQ Services and the Office on Women partnered to prepare a resolution and presentation to Freeholder Rebecca Williams and reporter/radio host Kathy Lloyd.

A new Resource Directory was completely renovated and created for the Union County Commission on the Status of Women and the Union County Office on Women. This was printed and disbursed at events and on the Freeholder Van as well as found on the Office on Women's webpage (ucnj.org/women).

Union County Office on Women participates on the Union County Women Mean Business' Board to help create the annual event of more than 300 attendees. This past year the Office was asked to sit on a panel and answer attendees' questions about the Office and its services.

In June the Office on Women represented the Division on Outreach and Advocacy's table at the UC Pride CommUNITY Day event. The Division offered books for raffle and answered questions from the public.

In October the Office on Women and the Prosecutor's Office partnered to present a symposium about human trafficking. Experts in this area were brought together for a panel discussion, Q&A and the keynote speaker was Lockey Maisonneuve of Cranford; Maisonneuve detailed her journey to healing, after her own human trafficking situations, in her debut memoir, "A Girl Raised by Wolves." Over 100 people were in attendance.

In partnership with the LGBTQ Services Office a screening of the movie "Battle of the Sexes" was shown with a panel discussion to follow. The panel was created to cover both LGBTQ questions as well as women's empowerment questions. The movie represented both offices and the panel fielded questions from the audience.

The following laudatory resolutions were written for Board of Chosen Freeholders: Women's Equality Day (August,) Ovarian Cancer Awareness Month (September,) Bullying (October,) Domestic Violence Awareness Month (October,) International Women's Day (March,) Women's History Month (March,) Heart Health (February,) Equal Pay Day (April,) Lesbian Visibility Day (April).

Several social media pieces were written regarding Domestic Violence, Suicide Prevention, Women's rights in the 70's, Women's Equality Day – Francis Perkins, Pink Tax, Ruth Bader Ginsberg (25 years of service,) Donna Strickland (Canadian Physicist given the Nobel Prize,) Planned Parenthood (Elizabeth) giving free pelvic screenings and STD screenings, and the Vigil to support Sexual Assault Survivors.

Bureau of Housing

The HOME Investment Partnerships Program is operated by the County government through the Department of Economic Development/Bureau of Housing.

Under the HOME Investment Partnerships program, the Bureau leads 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 Union County Board of Chosen Freeholders gives the final approval of applications for HOME funding.

Union County utilizes 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 forms 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.

In the 2017-2018 HOME Program year, funds were allocated for following projects:

- Home Vision - One (1) unit of housing for homebuyers that are below 80% the area median income.
- Parkers Walk – Twenty (20) units of rental housing for households at or below 50% of the area median income.
- Rahway Artists – Eleven (11) unit of rental housing for households at or below 80% of the area median income.
- Premiere Community Development Corporation – one (1) unit of housing for homebuyers at or below 80% area median income.

Certification review and on-site inspections for projects:

Onsite inspections were conducted for Housing Quality Standards, lease compliance and income verification for 30 projects as required by U.S. Department of Housing and Urban Development.

We Are One New Jersey

The program was open to the public on Tuesday, January 16, 2018. The first two weeks were dedicated to outreach and the setting up of new location.

Since then, the program has had 1,610 walk-ins, for those interested in the services provided to Union County Residents.

A total of 293 applicants have been processed to date: 252 applied for Citizenship, 37 applied for Renewal of Green Card and four applied for their Certificate of Naturalization. From the total of applicants served up to today, 182 applied to be waived from the Immigration Fee.

Since the Center opened services to the public, 82 classes have been taught, assisting a total of 704 students. Classes include Civics and History of the United States and English as a second language. Classes are held on Tuesdays from 5:00 pm to 7:00 pm, for Civics and History, Wednesdays from 5:00 pm to 7:00 pm for ESL, and Saturdays from 9:00 am to 11:30 am for Civic and History.

In addition to the above services, 134 have been prepared for Citizenship Interview and 116 have become U.S. Citizens.

Other services such as translations and notarizations of documents related to the immigration process are been performed, with a total of 1,082 translations and 397 notarizations.

CDBG 2017-2018 Summary of Accomplishments

Community Development Block Grant Program

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

Housing

Home Improvement Programs

Funds were utilized to provide income eligible homeowners improvements on their home such as the repair or replacement of substandard heating, electrical and plumbing systems, structural repairs, repairs to correct code violations, energy saving measures such as insulation, new windows and storms doors. A total of 46 housing units were rehabilitated through the following programs:

<u>Municipality</u>	<u>Approx. Completed</u>
Countywide Home Improvement	19
Linden Home Improvement	8
Plainfield Comprehensive Housing	10
Rahway Home Improvement	9
Total	46

Handyman Programs

A total of 84 households were served by the Senior Citizen Handyman Program:

<u>Municipality</u>	<u>Unduplicated Households</u>
Cranford	35
Fanwood	6
Garwood	20
Kenilworth	13
Mountainside	<u>10</u>
Total	84 Unduplicated Households

Facilities Improvements

A total of \$550,000 was allocated for facility projects. Some of the accomplishments are as follows:

Senior Citizens

- Hillside Senior Center utilized \$35,000 to renovate Men's and Ladies Restrooms.
- New Providence Affordable Housing utilized \$20,000 for parking lot resurfacing.

- Rahway Housing Authority senior apartment complex utilized \$15,000 of HUD funding for ADA/Fire doors.
- Scotch Plains Senior Housing utilized \$25,000 of funding for the rehabilitation of the Roof.
- Scotch Plains Senior Center utilized \$35,000 for ADA restroom upgrades.
- Summit Senior Housing Authority utilized \$37,200 of funding for ADA bathtub conversions.
- Westfield Senior Center utilized \$10,000 to replace 2 exit doors complete frames and masonry work.
- Winfield Senior Center utilized \$10,000 for kitchen renovations.
- Freeholder Initiative – In partnership with the Department of Human Services, \$140,000 was allocated to make necessary repairs to Senior Centers in Fanwood, Hillside, Kenilworth, Linden, Rahway and Roselle.

Disabled

- The Occupational Center of Union County utilized \$57,000 in funding for facility improvements which consisted of restroom renovations in the main building.
- The Cerebral Palsy League utilized \$58,000 of funding to replace HVAC Roof units.

Local Neighborhood Area Benefits

- Plainfield Public Library utilized \$80,000 for sidewalks and exterior stair replacement.
- Plainfield utilized \$50,000 to install walking paths and bleachers in Milt Campbell Field/ playground.
- Plainfield YMCA utilized \$25,000 to repair tile in the pool.
- Plainfield Second Street Youth Center utilized \$10,000 to replace boiler room pipes and exhaust ducts.
- Rahway YMCA utilized \$45,000 to resurface 2 sections of roofing.

Public Improvements

A total of \$1,250,000 was allocated for projects. Some of the accomplishments are:

- Clark, Cranford and Kenilworth, utilized \$20,000 each for curb cuts at various locations as needed in order to comply with current ADA codes.

- Linden utilized \$245,000 of CDBG funding for the rehabilitation for various streets, sidewalks and curbs.
- Plainfield utilized \$395,000 of CDBG funding for street rehabilitation of deteriorated streets.
- Rahway utilized \$250,000 of CDBG funding for street rehabilitation of deteriorated streets.
- Roselle utilized \$140,000 of CDBG funding for rehabilitation of deteriorated sidewalks, curbs and streets.
- Roselle Park utilized \$160,000 of CDBG funding for rehabilitation of deteriorated streets.

Social Services

Handicapped Services

Approximately over 1,600 handicapped individuals were served in the County of Union with programs such as County of Union Recreation Program for Disabled Adults; Westfield Y Adult Special Needs Program, 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 allowed other family members the chance to work which otherwise would not be possible.

Emergency Shelter Services

To address homelessness in the County, 450 individuals were served by programs such as the YMCA of Eastern Union County, and Fish Hospitality Program and Family Promise Program. These programs 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 15,000 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 many more events.

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 300 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 1,000 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 provided children with activities 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

Over 2,000 teens were assisted in achieving a better quality of life by several agencies and programs including the Boys and Girls Club of Plainfield, Buie Center Youth Recreation Program in Hillside, Second Street Youth Center

Afterschool Program and Teen Resource Program in Plainfield and the Institute of Music Afterschool Program.

Food Pantry

Linden Food Pantry LINCS and The Salvation Army Hygiene Pantry programs have served approximately 4,800 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 consists of low-income and no income residents of Union County.

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 \$153,500.00 were 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, and mental health/counseling services.

Sixteen 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, YMCA of Eastern Union County, 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, Holy Redeemer Home Care, Jewish Family Services, and United Family and Children’s

Counseling Agencies

The County has used the services of two HUD certified Housing Counseling Agencies, Urban League and Faith, and Bricks and Mortar. Both have expanded their services beyond regular counseling services to include foreclosure issues and are CBDO (Community Based Development Organization) agencies.

Office of Veterans Services

The Office of Veteran Services continues its partnership with local veterans groups, including Bonds of Courage, and the New Jersey Vets Commission in an effort to strengthen the mental and physical well-being of veterans. The Office assisted veterans with job placement and training, career advisement, home ownership, burial benefits and referrals to health resources.

The following events and support services were provided by the Office:

- Developed a Union County Veteran Stakeholders group which meet quarterly.
- Provided support to Union County College to launch a new VA approved program - VITALS.
- Provided support to Union County College for Claims Clinic partnership with the VA.
- In March, partnered with the Union County Prosecutor's Office to support incarcerated military personnel.
- In May, partnered with the YMCA Tucker Ave Branch to offer free sign-up for military members during the Month of May for Military Appreciation Month.
- In May, honored local community veterans and local JROTC for Military Appreciation Month at Freeholder meeting.
- In June, added an accredited Veteran Service Officer to the department to increase the processing of claims.
- In July, honored Union County Veteran Law Enforcement with Union County Medals and a dinner at City Tavern.
- In August, held Union County's first "Military Appreciation Night" at the Summer Concert Series in Oakridge Park.
- In August, held Union County first "Know Your Benefits Expo" at Kean College to inform veterans of benefits.
- In August, held Annual Veterans Networking mixer at Galloping Hill Golf Course with over 60 veterans and veteran service providers in attendance.
- In September, partnered with the Office of Special Needs for "First Swing" Golf Clinic for disabled veterans.
- In September, partnered with UC MEANS business expo and provided free vendor tables for Veteran owned businesses.
- In September, hosted a Veterans Camping Trip at the Watchung Boy Scouts camping grounds with over 50 veterans in attendance.

- In September, partnered with NJ Veterans Network for a 5K Run in Springfield. Twenty-one (21) local veterans were honored with a commemorative shadow box.
- In October, held the Union County First Military Appreciation Night with free hayrides and campfires at the Union County Fall event.
- In October, provided breakfast for Stride to Relay Annual 911 Walk, RUN and RIDE relay.
- In October, provided support for North Jersey Veterans Stand Down and provided over 200 pairs of socks.
- In November, the Annual Veteran Breakfast and Wall of Heroes for Union County veteran employees was held at the Union County Administration Building.
- In November, launched new software “VETPRO” to process claims more effectively.
- In November, sponsored a “Build A Bear” breakfast with recordable devices for 120 Union County deploying soldiers to Middle East and Africa at the Westfield Armory.
- In December, Rahway Memorial Grove at Rahway Park was refurbished, renovated and re-dedicated.

Bureau of Information Technologies

Between January and December of 2018, the IT Bureau responded to 4,668 Help desk calls for support calls from all County facilities. The IT Bureau:

- Relocated Economic Development/We Are One from the Jersey Gardens Mall to Bank of America building in Elizabeth.
- Setup and configured the Wi-Fi for the Social Services Building, Plainfield Social Services Building and 40 Parker Road.
- Assisted in acquiring firewalls for the Sheriff’s NCIC.
- Installed new email servers and upgraded to MS Exchange 2013.
- Upgraded data circuits to the Administration Building from the Office of Cultural and Heritage Affairs, Division of Youth Services and We Are One.
- Currently in process of replacing VMWare platform in Elizabeth and Westfield.
- Installed new server at the Juvenile Detention Center for the Jail Tracker/Security.
- Upgraded all Human Services PCs.

- Currently in the process of upgrading County-wide backup system for all servers.
- Routinely replace out dated PCs, printers, and servers.
- Routinely monitor and perform maintenance on all servers and firewalls.
- Installed new PCs at the Albender Building.
- Installed new Antivirus/Malware software County-wide.
- Generated requisitions and purchase orders for new copiers as well as upgrades of copy machines. Deliveries are set up with various vendors.

The following encompasses IT Programming achievements:

Personnel System

Staff continue to make modifications to the County's *ABRA Personnel System*. Additional work, not provided by HR Systems, is provided to the Division of Personnel including custom reports.

The PPA form program is supported. The Bureau updated the system with new County of Union department structure and re-designed history automation process with advance SQL queries. Electronic signature approval and email notification are now included.

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

New features developed:

FMLA History Export File Utility: Ability to export from ABRA - FMLA eligibility, Intermittent Leave, FMLA history for 3rd party vendor periodically requesting to process data for County of Union.

ABRA and Motor Vehicle (Dossier): Interaction is between the ABRA system and Motor Vehicle database and produces a file that is exported with data manipulation and calculations. Data is then uploaded to the Motor Vehicle database from ABRA data. Supported and maintained.

Vacancy Report Program: Modifications to this report, manipulation with PowerPCS data (FoxPro database platform), VBA coding used to present correct report based on user defined input. Supported and maintained.

Insurance Certificates System: A system was needed to track all certificates of insurance that must be provided by any organization conducting business with the County of Union. 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. Supported and maintained.

Payroll System/Check Printing

IT Bureau staff continue to process, print and fold 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. Run and print updates, run tax rates, run and print extended tax duplicates, run and print tax lists for Tax Assessor, Tax Collectors and Tax Board. Print Sr1a forms for Tax Assessor and Tax Board. Email MOD IV files for vendors for the Tax Collector's system. Work with Micro Systems, Tax Assessors, 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. 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.

Correctional Services

- Inmate Service: This system is in production and was set up for Social Services unit in the Department of Corrections for all users. Maintains all programs, inmates' attendance and collects requests from inmates. System is on permanent support with any issues and additional development.
- The Training System: All information about officers' training, reports, collected weapons, passing score tests, quality of officers' tests, courses, etc. System is on permanent support with any issues and additional development.
- Juvenile Detention System: Additional development requested. This system is about programs and records of juvenile detention residents. System is on permanent support for any issues and additional development.

- Juvenile Detention: Produced Vacant and Active employee reports based on ABRA system.
- Firearms database: Additional reporting features were added to provide concise and accurate reports for yearly state inspections. Supported and maintained.
- Corrections' Forms database system, which has been in use for many years, continues to grow year after year. Supported and maintained.
- Random Drug Testing for the Department of Public Safety, Prosecutor's Office, Sheriff's Office and Union County Police: The IT Bureau developed a program that 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. This system has easy access for randomly choosing officers for testing and immediately generating reports for officer personnel files. Supported and maintained.
- Jail Contractors System, Contract Management System: Supported and maintained.
- Gang System: The Gang System Database keeps track of information and activities of all gangs in Union County. System is on permanent support for any issues and additional development.
- Social Services Gang System: This system interfaces with the Gang System Database and helps track inmates with gang affiliations while in custody. Supported and maintained.
- Forms Database: Sanitation/Maintenance Report - modification requested to the current Forms database. A monthly report and summary report is needed for the Sanitation and Maintenance records.
- UC Corrections Population Reporting: An Excel spreadsheet was designed including totals, percentages, gender breakdown, etc. to track inmate populations at Delaney Hall, Logan Hall, Essex County, Hudson County, state sentenced, awaiting Grand Jury trials, awaiting Superior Court trials and awaiting county trials. The program is pre-designed to display all categories, making it user friendly and reduced the amount of typing and/or errors enhancing accurate reporting. There also is a yearly auto-rollover of categories.

- Lock-Key-Fire Safety Maintenance Database: This database was developed to track certain repairs within the Jail. Monthly and quarterly reports are generated to provide maintenance history. Vehicle Maintenance is also tracked and reports provided. Supported and maintained.
- UJET Database: This system tracks and reports on Union County juveniles who go through the county system, Juvenile Detention or other housing/hospital placement. As requirements have changed, 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, providing assistance and guidance to those responsible for the disposition of juveniles in our county juvenile detention system. Supported and maintained.

Sheriff

- Demographic database: Input data (originally converted from ABRA database) to generate various statistical reports for active and retired employees with a variety of details and summary calculations. Completed program with all requested new features.
- Position Control: Creation of active/vacant positions attached to active/inactive employees with position control histories, hires and termination of employee's procedures.
- DAS New Monitoring System: New program which allows monitoring of Sheriff Officer locations up to the minute, displaying information on TV screen at different locations in the County.
- BWC- Body Worn Camera: Recording detailed information related to video cases in 3rd party cloud system with ability to quickly find any Officers activities and other multiple case criteria, exporting case details to PDF file for distribution as requested.
- Sheriff's Labor Assistance Program: Continued to be enhanced in 2018. More development was added to accommodate new business requirements.

County Police

UCPD Tritech RMS: With the assistance of IT staff assigned to the Union County Police Department, the Tritech Records Management System was built for the UC Police Department for reports and outputs and then was redesigned for the Sheriff's Department, and the Fanwood, Scotch Plains and Winfield Police

Departments. Training, enhancement meetings and updates have been continuous throughout the year and will continue. Updates are conducted for the training version of the system and must be tested before production is updated. Support to the members of the CUP and the Sheriff's Department is on a daily basis, providing Officers an easier transition from Endorsees to Triptych. The involvement of IT staff in this project resulted in appropriate department and State Police outputs and keeping the project on track.

Parks and Recreation

- Cultural Heritage System: This system was enhanced and redesigned and includes: individuals and Union County Employees artists' database system collects; all Union County cultural events; all designs, reports, judges' lists, books, certificates of winners with Freeholder signatures, artwork information, winners list and so on; providing information to public; applying, approval process and information for LAP, Heart and History Grants for UC events. System is on permanent support with any issues and additional development
- New Parks & Recreation Calendar Events: Ability to input, search and produce reports of any kind of events of County of Union, distribution report in pdf format to others.

Human Services

- Paratransit System: This program is being updated this year. This system is modified yearly, carrying over client rides, payments and credits. This allows every year to being with accurate monetary information. The processing of the bills is done monthly.
- Contract Management System: Collects all contracts by Human Services Departments: original contracts, modification process, financial part, vendors' information, reports and assurances. Vendors upload process from Edmunds System. This System is on permanent support with any issues and additional development. The program was updated this year to MS Access 2013.
- Work continues on The Early Periodic Screening Diagnosis database requested by the Division of Social Services and continues to run efficiently. More data entry was needed and added accordingly. Supported and maintained.

Consumer Affairs

The Consumer Affairs System: This system collects all complaints and resolves process with customers' claims and vendors in Union County and out of Union

County. Enhanced process development started. System is on permanent support with any issues and additional development supported and maintained.

Cornerstone

Nurse Scheduling System: The system is an Access database. It is still supported and maintained.

Finance

- Union County Grants System is in production now (New advanced development): The Grants System keeps track of all Union County Grants for all departments, calculates and retrieves all grants funding, matching funds, cash and awards: monthly, quarterly and yearly. A system security part was developed that allows Admin to add users with access options and only authorized users can sign into the UC Grants system. Code functions were developed that automate process for Freeholders' Agenda dates and send alerts to users for submitting employee reports. The UC Grants System includes recording part of any changes of data by users (history files), loading scanning documents into system, printing requested reports. The system produces automatic emails sent to proper department as notification about submitted, approved or completed grants. The UC Grants System allows not only entering information through the screens/forms but is interactive, with an auto communication tool with alerts, feedbacks and notifications between departments, divisions and Finance Department. The System has 3 parts. First part is Initial Applying Federal, State and UC Grants including submitting, approval, completing processes with sending auto emailing and alerts to/from users and to/from Finance Department. Second part of this system is Modification Process for existing UC Grants. This process is similar to Initial Applying Grants Process for Federal, State and UC Grants. Besides that UC Grant System could collect all Awards Letters and their details, for quick access to those documents. Third part of UC Grants System is Centralized Storage of monthly reports from different departments/divisions for Finance Department needs. User from Finance Dept. could easily upload documents through the system and review all monthly, quarterly and annual reports for different month and years in one place with easy search.
- The UC Utility System: The Finance Department now collects accurate utility bill information automatically by using UC Utility system. The UC Utility System produces complicated reports in different matching ways, updating recent bill transactions with check number and check day automatically.

- Work continues with Payroll, Prime Point and Unions for changes to payroll files and sending payroll files to the Unions.
- The CD Time Allocation System: Tracks the hours spent using grant monies. This project is modified every January for the New Year. Yearly modifications include adding and removing personnel, salaries, CD Funding identification, time periods and dates and reports. This past year had the biggest changes due to being paid on the 15th and 30th of the month. The report sent to the Department of Finance had been modified providing more efficient data.

Public Works

Quarry Daily Report Database was developed to assist the quarry with their day to day reporting. This is a simple database that generates a daily report that is sent to the director. It is still supported and maintained.

Office of the Surrogate

Collaborated with Continuum Inc., our vendor, to design and build a workflow process for the Office of the Surrogate. The process automatically converts TIF images of certain documents into PDF files. This enables the Office to easily upload the PDFs to the State Judiciary, and thus be in compliance with their requirements.

Westfield Health Department

Advance Emailing Client: Added new reports to the program. The program includes features such as fast email for one or more distribution lists or single individual, advance search tool, enabling the creation of contacting manually or using the automation process to get new registrants or unsubscribe inactive members from ucnj.org. 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. Completed program with all requested new features.

Administrative Aspect of Programming:

ABRA

Services provided to Personnel and other departments included modifications to ABRA Alerts, and first level troubleshooting of numerous system and interface failures. Helped facilitate the implementation of a new interface, with VCS's SchedulerApp software, for the Juvenile detention Center.

Edmunds

Provided support to the Finance Department in configuring the system to print checks drawn on several new trust accounts. Also, helped resolve a critical issue with incompatibility between the Edmunds program and the Java software on the County's PCs.

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. Also, now monitoring the daily backups for nine Microsoft SQL Servers at the County Police Department

ONBASE

Completed the system configuration for one entirely new departmental rollout, to the Department of Parks and Recreation for deeds and lease agreements.

Services provided to all County departments using Onbase included additions and changes, as requested, to automated processes, document types, keywords and security settings. Also, resolved several scanner problems.

2019 Initiatives

In 2019 the Department will undertake a number of initiatives, most notably:

- Continue with the 2nd annual Hispanic Heritage Celebration event.
- Continue to outreach to the community to provide CASA foster care advocacy.
- Continue to organize volunteer events in the community.
- Create the Office of Business Development.
- Integrate the two newly transferred offices into the Department: Office of LGBTQ Affairs and Office on Women.
- Continue to assist the City of Plainfield with preparing a proposal in response to the NJEDA Innovation Planning Challenge Grant solicitation.

- Brownfields Grant Project – The Bureau of Planning & Economic Development will continue with tasks initiated in 2015 related to the Brownfields grant. The Bureau requested and was granted a no cost contract extension until September 2019.
- Simon Youth Foundation – The Department, specifically the Workforce Development Board, will work with the Simon Youth Foundation to continue to support an alternative high school at the Mills at Jersey Gardens.
- Infrastructure Improvement Grants – The Department will continue to coordinate this municipal grant program.
- Workforce Innovation Business Center – The Workforce Development Board will continue their efforts at the WIB Center now located in the Kellogg Building of Union County College. The center will continue to provide outstanding training and job opportunities for the residents of Union County.
- Winning/Hoboken Strategies – The Department will work closely with these entities to monitor developments at the Federal level which impact entitlement program funding and other related issues under the new administration.
- Union County Means Business – The Department plans to offer quarterly UCMB seminars including a business resource expo and the Union County Women Mean Business Summit.
- Continue to provide UC STEP (Student Training & Enrichment Program) to high schools throughout the County.
- Assist municipalities with customized marketing materials to inform residents of the need to complete the Census 2020 survey.
- Project Search Overlook Medical Center Transition Program – The Department will continue to work with Union County Educational Services to support this unique educational opportunity at Overlook Hospital for developmentally disabled individuals ages 19-20.

Union County Marketing Campaign

The Division of Strategic Planning & Intergovernmental Relations will work to develop a marketing video for the County.

Alternate Modes of Transportation

We will continue to explore new innovative approaches to provide easy access to additional modes of transportation to find solutions for the “last mile” and alleviate limited parking near train stations and downtowns.

Division of Community Services

- Expansion of services provided by the Office of Veteran's Services including mobile office hours for veterans in Union County.
- Community Outreach for our We Are One Center.
- CDBG will continue to work closely with Union County Economic Development Corporation to assist and support local businesses.

The Office of LGBTQ Affairs will continue to work in collaboration with all County departments and in partnership with non-government ally and advocacy organizations to develop innovative strategies to help address the needs of the LGBTQ community.

In addition to expanding on the accomplishments from 2018, the Office of LGBTQ Affairs seeks to offer 2019 initiatives that include but are not limited to:

- Host the 2nd annual LGBTQ Roundtable
- Develop and launch a community needs assessment/survey
- LGBTQ Health and Wellness Symposium in October
- Develop a series of Resource (Foster) Parent recruitment events for LGBTQ Youth with DCP&P and CASA
- Develop programming and resource material for older LGBT adults
- Host a SAGE Table intergenerational event
- Expand community outreach efforts. The Office works in partnership with, and provides support to, local organizations by:
 - attending and promoting community events (LGBTQ specific met ups)
 - attending community meetings
 - addressing current issues in the community via networking events, ask the experts panel, etc.
- Increase LGBTQ presence in 'Read Across America' events throughout Union County using GLSEN's Ready, Set, Read! toolkit
- Work with Mayors' offices to promote inclusive neighborhoods throughout Union County municipalities – introduce each municipality to the Human Rights Campaign's Equality Index and offer suggestions on how to increase their score – also host a proclamation signing for being an inclusive community (much like the Moms Demand Action 2018 Mayor's signing event)
- Develop educational film series with expert panel discussion to follow each presentation for LGBTQ History Month

- Develop a ‘Open To All New Jersey’ diversity training series with UCEDC
- Participate in the Red Bulls PRIDE night event date TBD
- Host a tour of Drag Queen Story Hour with Harmonica Sunbeam
- Host a young adult LGBTQ and allies info session/seminar with trivia or comedy night for Kean and UCC students
- Expand internal county employee LGBTQ training opportunities

The Office on Women will continue all of its regular programming, including and not limited to (various additions included):

- Women’s Empowerment, Yoga and Meditations (4-5 times a year)
 - Sponsorships: GHGP, Kindbars, Smarties, Juice House, Augusta Mae, Fire Me Up Studio, Whole Foods, Village Shoprite, AMP Yoga
- Domestic Violence work:
 - Partnership with YWCA of Greater UC and Prosecutors Office
 - Violence Against Women
 - Human Trafficking
 - Suicide Prevention
 - Denim Day
 - Domestic Violence Awareness Month (October)
- Video Series: Union County Women Making History:
 - Approximately three videos yearly highlighting local residents in the community who have done outstanding work in their fields of choice.
- Women’s Health:
 - Ovarian Cancer Awareness Month – September
 - Women’s Heart Health – February (work with UC Dept. of Health)
 - Go Red Campaign
 - Mental Health (2019)
 - Global Employee Health & Fitness (May) – Work with the Max Gym
 - Suicide Prevention
 - Breast Cancer Awareness (October) – Work with UC Dept. of health
- Women’s Sponsorships (various):
 - “Girls Helping Girls. Period.” (supplied cases of feminine products to Union County facilities and programs including the Women’s Shelter, NJ ReEntry Program and CodeBlue Count)

- Several combined events with the Office of LBGT Services:
 - Lesbian Visibility Day
 - UC Pride: OoW runs scavenger hunt
 - Movie that combines LBGTQ and Equality screening
- Women's Equality:
 - International Women's Day (March 8)
 - Women's Equality Day (Suffragettes Day) August 26
 - Equal Pay Day (April)
 - Banners in front hallway
- Union County College:
 - Women returning to work
- Women's History Month:
 - March 8th – International Women's Day: Women's Empowerment Yoga and Meditation/Maskers Barn
 - Women's History Trivia Cards (re-utilizing Women's Black History Trivia Cards and incorporate new trivia card)
 - Women of Excellence Dinner – Commission on the Status of Women
 - UC Women Making History Video – TBD
 - Video shown prior to live event possibly at Hamilton (end of the month of March).
- New Women's Health Initiatives – TBD
- Union County Commission on the Status of Women: Commissioner/Secretary
- Union County Women Means Business Board
- Union County Credit Union Supervisory Board

**Department of
Engineering, Public Works & Facilities
Management**

Engineering

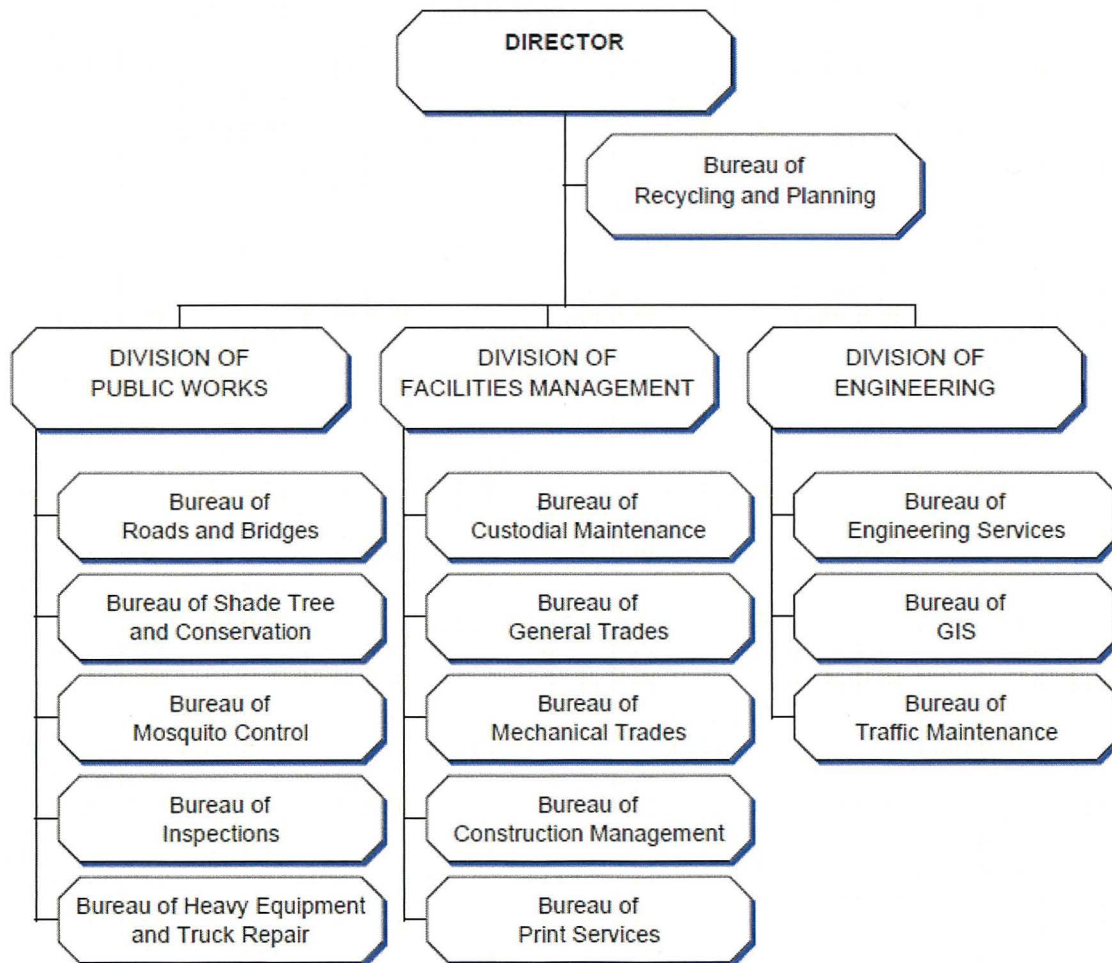
Public Works

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

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 is 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.
- Conducts pedestrian, intersection, and traffic studies and investigations through Traffic Data and Studies units in order to determine unsafe conditions and their causes also make recommendations to the County Engineer on corrective action. Most corrective action is implemented directly through the Bureau using in-house 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
 - Electrical buss with 480 switches gears.
 - 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.

2018 Accomplishments

Division of Public Works

Bureau of Roads & Bridges

In 2018 the Bureau filled and repaired in excess of 500 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. The County's 340 lane miles of roadway were swept approximately twice per month as per our Sweeping Schedule. Vegetation maintenance was performed as required. The County's 4,564 inlets and catch basins were cleaned and or inspected twice per year, as scheduled. Repairs were made as required. Union County's 386 bridges and culvers were inspected and maintained as needed. Beam Guide Rail was repaired as needed. Weather related events including snow & ice were managed, staffed and tackled during and following each occurrence. There were approximately 2,500 tasks completed related to snow and ice removal during this time frame.

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 from various agencies and municipalities throughout the County. Assistance was also provided to the County Police in hauling confiscated drugs to the incinerator for destruction.

The Bureau of Roads & Bridges, Welding Shop performed fabrication projects for various agencies such as, Park Maintenance, U.C. Department of Public Safety, Bureau of Shade Tree & Conservation, Bureau of Heavy Equipment and Truck Repair as well as repairs and modification to DPW Equipment.

The Bureau of Roads & Bridges assisted the Bureau of Shade Tree & Conservation through the use of personnel and equipment with all operations of the U.C. Leaf Compost Facility in Springfield. Work including receiving leaves and related materials for composting. Forming windrows and turning as required followed by moving materials to make sure for Union County's 2018 Leaf Removal Program. Site maintenance and cleanup was performed throughout the year.

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.

The Bureau of Roads & Bridges, Welding Shop performed fabrication projects for various agencies such as, Park Maintenance, Public Safety,

Bureau of Shade Tree & Conservation, Bureau of Heavy Equipment and Truck Repair as well as repairs and modification to DPW Equipment.

The Bureau of Road & Bridges completed in excess of 4,400 work requests during the past year. This included various services and mutual aid assistance to all Divisions, Agencies and Municipalities.

Bureau of Inspections

During 2018 the Bureau issued 510 roads and curb permits, collected \$110,222.60 in permit fees and \$218,939.35 in refundable bond fees, for a total of \$329,161.85

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: OSHA 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 2018 was, training in the precautions of slip and fall, lifting techniques, PPE (personal protective equipment) and defensive training.

Bureau of Shade Tree & Conservation

This year the Bureau has concentrated on completing all requests and to date the Bureau has completed over 1,500 work orders. The Bureau has continued to remove dead trees along county roads and parks, also removing trees from rivers and reservation. There have been more than 400 trees that were removed and over 600 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 Scotch Plains, Elizabeth, Plainfield, Cranford, Clark and Roselle Park. The Bureau to promote arboriculture and the preservation and planting of shade trees with 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 the Bureau has been able to complete large number of requests and complaints.

The Shade Tree Bureau assisted with mutual aide to 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 municipalities in their duties.

The Bureau addressed concerns of trees in various parks: Cedar Brook – received request from park supervisors concerning playground area and walking paths, and this year all requests have been completed throughout the park, Echo Lake – this year the bureau removed 20 dead trees located over the playground areas, and Rahway Park – the bureau had substantial requests for work orders on trees. All work has been completed.

Each year the Bureau of Shade Tree & Conservation plants 150 trees throughout the county along the county roadways. This is done yearly due to the amount of trees that were removed or decay or storm damage.

Bureau of Mosquito Control

Mosquito Control completed 310 tasks related to ditch maintenance at 60 locations in need of cleaning prior to the start of our surveillance and treating season.

The 2017 mosquito surveillance season began March 1. Early cool temperatures this spring kept the mosquito population at a lower level at first but it skyrocketed during the month of June and remained high until the middle of September. The abundance of rain and 20 days were temperatures reached 90 degrees and higher created a season with record setting West Nile Virus pools throughout New Jersey.

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. 78 separate trappings were performed for this purpose. 298 separate “pools” were submitted for WNV testing to the NJ State PHEL- Labs in Trenton for testing with 78 “pools” as positive for the WNV virus. All 21 municipalities in Union County had a least one positive pool of WNV virus mosquitoes. U.C. Bureau of Mosquito Control currently has 500 identified and catalogues sites registered with the NJ State PHEL Labs in Ewing Township, NJ. These are the site 43 from which we collect specimens to submit for virus testing.

This bureau handled 499 complaints for 2018. There were 779 spray locations during 20 adulticiding operations conducted during evening hours to control adult populations of mosquitoes. There were 6,091 tasks completed for 2018. 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, 170 barrier treatments were performed during the 2018 season.

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.

Union County Mosquito Control continues to successfully employ the use of I-Pads in all of our work orders on Cartegraph.

A new lab, separate from the offices of Mosquito Control, was utilized in 2018 season. This will enabled the Bureau to perform all of the identifying and sampling of mosquitoes in a better controlled and sanitary environment for all.

Bureau of Heavy Equipment & Truck Repair

There were 507 repair work orders. This figure includes the repair, of in-house work performed by the Bureau. This Bureau repairs all county-owned heavy equipment and large fleet of trucks utilized by the Division of Public Works and Park Maintenance. Within this Bureau there are hydraulic and diesel mechanics. The Heavy Equipment shop has also made repairs to equipment for towns within Union County.

Bureau of Recycling and Planning 2018 Recycling Event Accomplishments

Recycling Enhancement Grants- Union County distributed \$139,500 in recycling enhancement to 16 municipalities. Monies were directed towards increasing recycling at outdoor spaces, improvements to recycling convenience centers and recycling education initiatives.

Recycling Bin Program for Schools – Union County solicited requests from superintendents to enhance recycling in schools. The Bureau of Recycling received and honored requests from 58 schools in ten (10) municipalities. All participating schools adopted a Go Green Recycling Pledge.

Compost and Rain Barrels –An on-line compost and rain barrel “store” was hosted by Union County in celebration of Earth Day. Residents were able to purchase items at a discount and everyone was given a free kitchen compost bin for participating. Compost bins were also donated to community gardens.

Education and Outreach –The Bureau of Recycling is focused heavily on education in 2018, developing improved guidelines for Acceptable Non-Acceptable items in curbside recycling bins, implementing a county side Ad Campaign for No Plastic Bags in Recycling Bins and drafting new “Recycle Right” brochures for businesses and residents. The County website continues to be improved by adding specific Do’s and Don’ts for Recycling and answering Frequently Asked Questions.

Recycle Coach – The Bureau of Recycling & Planning launched Recycle Coach, a new Recycling App to help residents track their curbside recycling calendar and county recycling events. Union County worked with local governments to share the free app and become the first county in NJ to have all municipalities launch the app on their website.

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

Tonnage data for the 2018 recycling events are as follows:

- **Electronics Recycling** – Union County sponsored two one-day events and was able to add one more municipal drop off locations, increasing coverage to 17 municipalities. County submitted semi-annual reports on behalf of all towns.
- **Household Hazardous Waste Days** – Union County sponsored four (4) household waste events with over 2,660 participants properly disposing of 130,025 lbs. of hazardous waste and additional 50,000 lbs. of universal waste. Union County continues to offer a free school lab waste program in conjunction with these events and added programs for smoke detectors and mercury thermostats.
- **Mobile Paper Shredding** – Sponsored 15 shredding events in 2018. Participation rose to 6,875 residents and the program successfully recycled over 267,560 pounds of confidential documents.
- **Fluorescent Bulbs** – 31,194 feet of fluorescent bulbs were collected and recycled via nine (9) municipal drop-off locations. This is in addition to our five Household Hazardous Waste Days.
- **Tire Recycling** – 600 tires collected and recycled the highest number in five years.
- **Propane Tanks** – 319 propane tanks were collected and recycled in conjunction with our Household Hazardous Waste Day events.
- **Scrap Metal** –sponsored bi-monthly collection programs from March thru November at two drop off locations. This was the busiest year yet with over 400 yards of material recycled.
- **Motor Oil/Filters:** Union County successfully recycled 8,735 gallons of used motor oil and a tone of spent oil filters via 15 municipal drop off locations.

Program Accomplishments

- Union County continued to provide “Talkin’ Trash” a free recycling classroom education program throughout Union County elementary schools through October; two educators conducted 22+ presentations.
- Curby, the recycling robot visited county and municipal events, fairs, parades, schools and libraries to promote recycling and litter education throughout the county.
- Union County assisted public entities with shredding their confidential documents.
- Union County Recycling Rate – Union County exceeded the State’s 60% total overall recycling rate mandate.
- CRP Agreement – In accordance with the new legislations requiring a CRP to sign off on all tonnage reports, Union County staff maintained Certified Recycling Professional accreditation and continued to serve as the CRP to four (4) municipalities in 2018.
- Union County Recycling Aide conducted compliance assistance visits in the commercial and institutional sector to ensure businesses are in compliance with County recycling mandates.

2017 Accomplishments - Division of Engineering

Bureau of Engineering:

- Public Works Projects including 2018 Road Resurfacing Project in 14 municipalities, the Traffic Signal Project at Jefferson Avenue and North Ave., in Elizabeth, the Husa Street Minor Bridge Project in Linden, the East Hazelwood Avenue Minor Bridge Project in Rahway, the Locust Street Minor Bridge in Summit, and the Elm and Orchard Street Culvert Project in Westfield.
- Parks and Recreation Projects including completion of the Mattano Skate Park Project, the Meisel Park Pond Dredging Project, the Meisel Park Artificial Turf Field Project, the Galloping Hill 6th Fairway

Improvement Project, and the Watchung reservation Sensory Trail Project.

- Facilities Projects including completion replacement of the Cultural and Heritage Building Window Replacement Project in Elizabeth, the Jury Waiting Room Project in Elizabeth, the Emergency Generator Project at Public Works Facility in Scotch Plains, and the Phase III Justice Complex Project in Elizabeth.

Bureau of Traffic Safety and Maintenance

- Provide traffic control design and implementation for over 30 miles of road for Annual Resurfacing operations. Conducted Traffic Safety Assessments for UC and its municipalities. Assisted municipalities via our Mutual Aide/Shared Services Program with pavement striping, signage and vehicle decals. Provided consultation related to depositions, interrogatories in regard to tort claims and law suits. Assisted UC Departments with event banner installations. Also signage for UC Municipal Aid Grant Program and UC Deer Management Program. Continued maintenance of sign inventory system. Continued with roadway sign and striping maintenance. Collection of Traffic Date on all County roads.

Bureau of GIS:

- Maintain, manage and support a countywide asset management system with 20,000 assets and over 100 users. Maintain, manage and support School Crisis Mitigation system with 230 schools and over 400 law enforcements users. Maintain, manage and support GIS public website with 4,000 certified tax maps, sex offender database and support several staff in the Prosecutor's office. Create GIS maps and support GIS operation for 22 municipalities and keep our parcel layer with 160,000 parcels up to date. Support and maintain Board of Election maps, road resurfacing maps, road sign database with 20,000 signs, county road video logs and county park asset. Support and manage over 150 computers within the PW Department, including upgrade and troubleshooting.

2018 Accomplishments - Division of Facilities Management

Elizabeth Complex:

The Justice Complex Project: Phase #3 – Oriscello Correctional Facility – Modernization of Visitor Elevators #1 and #2 were completed. Eight (8) new control consoles for the Command Center have been installed.

U.C. Courthouse Rotunda-Fire Code Violation, HVAC and ADA Accessible Elevator Upgrade Project

Project commenced in March 2018. Asbestos abatement, Fire Sprinkler Piping, HVAC Ductwork & Equipment and Elevator upgrade work continues. Project is expected to be completed by November 2019.

New Annex-Jury Assembly Room

Demolition was completed by County staff. Framing, HVAC system and ductwork, Fire Sprinkler Piping, Fire Alarm wiring and construction of Women & Men Restrooms have been completed. Drop-Ceiling, Ceiling tiles, Lighting, Entrance/Emergency Exit Doors and Flooring to follow. Project is expected by November 2019.

Administration Building

Carpeting was replaced on the 4th, 5th and 6th Floors. Sheriff's Lab and County Manager's Executive Secretary.

Ruotolo Justice Center

Constructed (2) new offices on 3rd floor and completed renovated 1st Floor Conference Room. Replaced Carpeting in Assistant DA Office.

Albender/Bank Building Complex

Renovation of the entire Bank Building was completed. Judiciary staff has been relocated back to their designated areas.

Warinanco Park

Water Meter Pit and Water Fountains were installed at the new Dog Park. The concrete staircase leading from Rahway Ave into Park was completed refurbished.

Bureau of Print Services

- Received over 2,184 print/sign/paper requests from January 1, 2018 through October 15, 2018 by Union County, 20 municipalities and various County non-profit agencies.
- Printed over 9,977,016 impressions from January 2018 through October 15, 2018, not including print requests in queue. Over 2.5 million more impressions were printed in a smaller window of time as compared to last year's YTD impressions.
- Printed and assembled 433+ Banners from January 2018 through October 15, 2018 for an increase 88% in Banners produced in a shorter time frame as compared to last year.
- Invoiced \$53,720 from October 15, 2017 through October 15, 2018 to various townships, non-profit and government agencies.
- Continued to research and utilize cost effective equipment and materials for signs, banners and printing. Successfully upgraded Print Services with modern, up-to-date, high quality digital Xerox Printers.

2019 Initiatives

Division of Public Works

Bureau of Roads & Bridges

The Bureau will continue to flush, clean, repair and survey all storm sewer inlets, catch basins and manholes on roadways throughout Union County.

The Bureau of Roads & Bridges will continue to staff and assist all operations of the Leaf Compost Facility located at the permitted site of the former Houdaille Quarry located in Springfield.

Street sweeping will be conducted on a monthly schedule. Roads and Facilities 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 Mutual-Aid Milling and Resurfacing services to various Municipalities, Departments and County facilities prioritized as requested through County departments, divisions, and

bureaus. Requests submitted to the Bureau of Road & Bridges will commence on or about May 1, 2019.

The Bureau will continue with all regular and priority repairs related to Roads, Bridges, Culvers and Beam Guide Rail throughout Union County.

The Bureau will also continue with its Heavy Equipment Maintenance & Repair, Snow Equipment Maintenance & Repair, Welding & Fabrication Services not only for Bureau Equipment but extended to all Divisions, Agencies and Municipalities. The Bureau will also continue Mutual Aid Assistance and will include but are not limited to Equipment/Personnel Loans, Hauling, Debris Removal, Drainage Improvement, etc.

The Bureau of Roads & Bridges will continue with equipment and facility maintenance conducted at the DPW facility throughout the year. 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 curing, 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. **The Bureau's goal is to become an injury and accident free workplace.**

Bureau of Shade Tree & Conservation

The Bureau will continue to maximize all its efforts in completing all work orders and put in place a plan to assist the public's complaints and concerns, along with assistance required by various Departments. The Bureau will continue to observe tree 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 makes the determination of which tree may have the potential of being removed based on condition, structural integrity, life expectancy, infestations and diseases. For every tree removed the Bureau tries to replace them depending on location and condition.

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 safety classes and monthly tailgate safety classes which include bucket safety, stump grinder, crane operations and bucket safety along with pesticide training, electrical hazard safety programs, chainsaw safety programs, and any other program that may address their job duties.

The Houdaille Quarry

The Division of Public Works has assumed the responsibility of Leaf Collection and Composing at the permitted site of the Houdaille Quarry located in Springfield. Participating municipalities throughout Union County utilizes the facility when leaf season commences on November 1st. The County offers a reduced rate to municipalities for the recycling of leaves collected on municipal streets.

Approximately 150,000 cubic yards are collected annually, which are then composted and then reduced by one-third to produce compost that is screened to produce a rich top soil additive which is in demand by private contractors. The County has purchased a window turner along with a front-end loader and is in the process of purchasing a screener.

The marketing of the end product will result in revenue dollars from in-bound material and out-bound compost being sold at market value. Yearly, this facility is expected to produce approximately 100,000 cubic yards of compost. The County has also staffed the Conservation Center with a supervisor, heavy equipment operators, and laborers to run the day to day operations which also include all required documentation.

Bureau of Mosquito Control

Union County Mosquito Control is an evolving science that requires this bureau to stay current with up to date science and technology. It also requires that staffing evolves with it. Here, in Union County, our bureau is quickly approaching the need to replace top staffers. This will necessitate the hiring of an identification specialist that usually requires an individual in the very near future so that the succession plan could be seamless. It would

give the Bureau a staff that coincides with today's standards in mosquito control.

One of the challenges that we have is the ability to access off-road area that are known to be breeding but cannot be reached or treated by truck. We plan to obtain a trailer for the ATV so that we can get into those areas with an adulticiding machine that can be used to disperse a liquid larvicide. This is being planned in order to be more efficient and effective at knowing down those populations of mosquitoes.

The state contract for pesticides is expiring for certain vendors, and some vendors are changing their product line so we will be seeking to keep an array of products that both continue effectiveness and avoid the possibility of resistance occurring in the insect populations of mosquitoes.

The state contract for pesticides is expiring for certain vendors, and some vendors are changing their product line, so we will be seeking to keep an array of products that both continue effectiveness and avoid the possibility of resistance occurring in the insect population that we are treating.

Union County Mosquito Control strives to deliver the level of services that Union County residents and businesses expect and deserve of a county agency.

Bureau of Heavy Equipment & Truck Repair

The Bureau will continue to maintain and repair all county owned trucks and heavy equipment utilized by Public Works, Park Maintenance and Houdaille Quarry. The Bureau will be sending mechanics to training when offered, by vendors such as "Snap-on" to stay updated on new technology within the industry.

Bureau of Recycling & Planning 2019 Initiatives

Senior and Multi-Family Housing Project – County recycling staff will work in conjunction with municipal recycling coordinators to assist seniors and tenants with their recycling efforts by providing portable recycling bags

that are easy to transport, unload and offer a recycling guide imprinted on the side.

Recycle Coach – With all 21 municipalities having launched the Recycle Coach app in 2018, Union County will work to increase “participation” through various education initiatives including a county-wide ad campaign.

Education and Outreach – The Bureau of Recycling will continue to focus on recycling education strategies including completion and printing of new “Recycle Right” brochures for business and residents.

Recycling Events – Provide ample opportunity for county residents to participate in various county-wide recycling events.

Division of Engineering 2019 Initiatives

Bureau of Engineering

Public Works Projects including 2019 Road resurfacing (approx. 24 miles) in 15 Municipalities, Traffic Signal Project at 7th Avenue and Grant Avenue, at 7th Avenue and Plainfield Avenue, and at 7th Avenue and Central Avenue in Plainfield, Traffic Signal Project at River Road and Chatham Road/Meile Place in Summit, Mountain Avenue Minor Bridge Project in Berkeley Heights, W.R. Tracey Avenue Bridge Project in Mountainside, Short Hill Avenue Minor Bridge Project in Springfield, Lawrence Avenue Minor Bridge Project in Westfield, Shunpike Minor Bridge Project in Springfield, East Hazelwood Avenue Bridge Scour Protection Project in Rahway, Passaic Street Bridge in New Providence and the Pemberton Avenue Minor Bridge Project in Plainfield.

Parks and Recreation and Facilities projects are planned to be executed by the engineering bureau. The particular projects will be as identified by the respective groups.

Bureau of Traffic Safety and Maintenance

Plan to provide traffic control for 20 miles paving operations. Continue Traffic Safety Assessments for municipalities, mutual aid via the Striping and Sign Program. Continue to assist UC Departments with event banner installs, to maintain sign inventory, to upgrade sign and striping along UC

roadways. Plan to obtain video log for all 173 miles of county roads, to collect data from Bridge Heights and Truck volumes, to provide consultation related to tort claims and law suits, to provide signage for UC Aide Grant Program and UC Deer Management Program. Plans to upgrade line striping paint operations to long life Thermoplastics, and to enhance worker/public safety via Radar Speed Notification signage and lighted Stop/Slow Paddles.

Bureau of GIS

We will continue to maintain, manage and support countywide asset management system with 20,000 assets and over 100 users, School Crisis Mitigation system with 400 law enforcement users, GIS public website with 4000 certified tax maps, drug free zone maps website for the UC Prosecutors Office, sex offender database and support several staff the Prosecutors office, Create GIS maps and support GIS operation for 21 Municipalities and keep our parcel layer with 160,000 properties up to date. Support and maintain Board of Election maps, Road resurfacing maps, Road Sign database with 20,000 signs, County road video logs and county park asset. Support and manage over 150 computers within the Engineering, Public Works & Facilities Management Department including upgrade and troubleshooting.

Division of Facilities Management 2019 Initiatives

Administration and New Annex Buildings

Installation of a Kitchen Vent less Hood Fire System to comply with NJ State Fire Code mandates in both Cafes. Design plans prepared to the City of Elizabeth for approval. Project is expected to be completed by late spring.

Cultural & Heritage Affairs

Installation of the new windows and shutters will continue. Project expected to be completed by spring 2019.

UC Courthouse Tower/Stairwell/Rotunda Egress & Fire Upgrade Project

Installation of new HVAC equipment, Fire Sprinkler System, Drop Ceiling-Ceiling Tiles, LED Lighting, Carpeting and construction of (2) new Jury Boxes will continue. Rotunda portion of Project is expected to be completed

in November 2019. Tower Stairwell Project is expected to immediately follow.

Administration Building

Replace Carpeting on 1st, 2nd & 3rd Floors. Upgrade both AC systems.

U.C. Courthouse

Replace Entrance/Exit Doors at rear entrance. Upgrade (3) Tower Elevators

Roselle Park First Aid Squad

Renovate entire restroom.

Parks

Restroom renovation of Public and Employee restrooms will continue.

Bureau of Administrative Support

Continue our upgrade path for Printing Services Digital ordering system.

Include Sign Shop requests as a part of the Digital ordering system.

Replace Wide Format Flatbed due to upcoming end of life.

Modernize to a more capable Folding Machine.

Pursue cut/print solution with new innovative products.

Upgrade aging Computer Systems and Design Software.

Implement Digital Duplicator for high speed b/w envelope printing.

Phase out old and outdated Printing Press.

Department of Finance

Comptroller

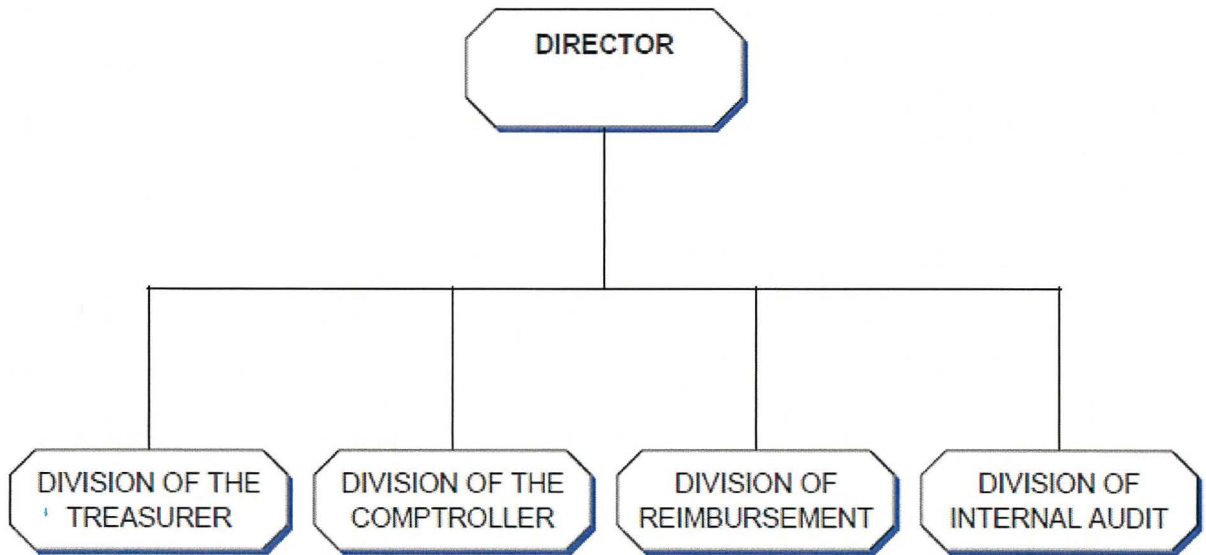
Internal Audit

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 evaluating.

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 including petty cash procedures, insurance refunds, cash collections, change orders, and purchase orders. The division is a liaison to county, state, and federal auditors.

2018 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. This was included in the Report of Audit on the Financial Statements of the County of Union for the Year Ended December 31, 2017.

Financial Controls and Audit Function Procedures:

- Assisted 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 Bonds:

- Issued \$65,850,000 General Obligation, \$12,000,000 Vocational-Technical School, \$3,600,000 County College Series A (Ch. 12 State Aid), and \$11,750,000 County College Series B Bonds, totaling \$93,200,000.

Sale of Bond Anticipation Notes:

- Issued bond anticipation notes of \$60,000,000 to fund capital projects such as road and bridge improvements, traffic signals and improvements to buildings and parks.

Revenue Enhancements:

- Treasury staff assisted other County offices with equipment and training for utilizing remote deposit scanners.
- Upgraded credit card terminals county-wide and continue to follow the standards of industry PCI compliance.

Investments:

- Utilized surplus funds by investing in CDs. Met with the County's GUDPA approved financial institutions to increase earnings rates on existing accounts and to keep service fees at a minimum.

Bond Arbitrage:

- Completed bond arbitrage services, to calculate the arbitrage rates for various bonds and notes issued and to have the calculations completed and up to date through those issued in 2017.

Bond Rating:

- AAA rating by Moody's Investor Services.

Reimbursement Division

Union County Grants Program:

- Expanded the program to upload financial reports completed and submitted for various federal, state and local grants to ensure information is maintained for Audit purposes.
- Continual improvement of a systematic reconciliation procedure for salary allocations to actual time spent on activities for federal and state government grants.

- Implementation of a procedure to assist various County departments in reconciling financial reports to the County's financial system and to ensure compliance with federal and state government grants.

2019 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 on-going basis.

Deferred Compensation:

- During 2019 the Department of Finance will provide services to employees in an effort to lend assistance with a deferred compensation program.
- Offer onsite consulting services by a licensed investment advisor.
- The Department of Finance will also assist employees with enrollments and changes requested through deductions.

Financial Controls and Audit Function Procedures:

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

Treasurer's Division

Banking:

- Continue upgrades and training on electronic banking sites via the County's approved listing of GUDPA approved financial institutions.

- Continue review of minimizing account fees while continuing discussions with the County's approved depositories to maximize interest rates, as the Federal Reserve continues to raise rates.

2019 Bond Anticipation Notes Sale:

- Rollover \$60,000,000 bond anticipation notes and issue approximately \$20,000,000-\$30,000,000, new bond anticipation notes for the funding of capital improvement projects.

Bond Arbitrage:

- Follow up with bond arbitrage service provider to stay current with new calculation dates for the more recent issues of bonds and notes.

Reimbursement Division

- Continual improvements in using Union County's Utilities Management System to assist the Division of Facilities Management, enabling better monitoring of various utility invoices. Assist with Division Reimbursement with accurate information for the annual Central Services Cost Allocation Plan.
- Continued development of written procedures for filing federal and state, financial and progress reports for various grants awarded to the County of Union.
- Implementation of a time keeping program for employees' activity on federal, state and local grants.

Department of Human Services

Aging

American Jobs Center

Cornerstone Behavioral Health Hospital

Outreach and Advocacy

Paratransit

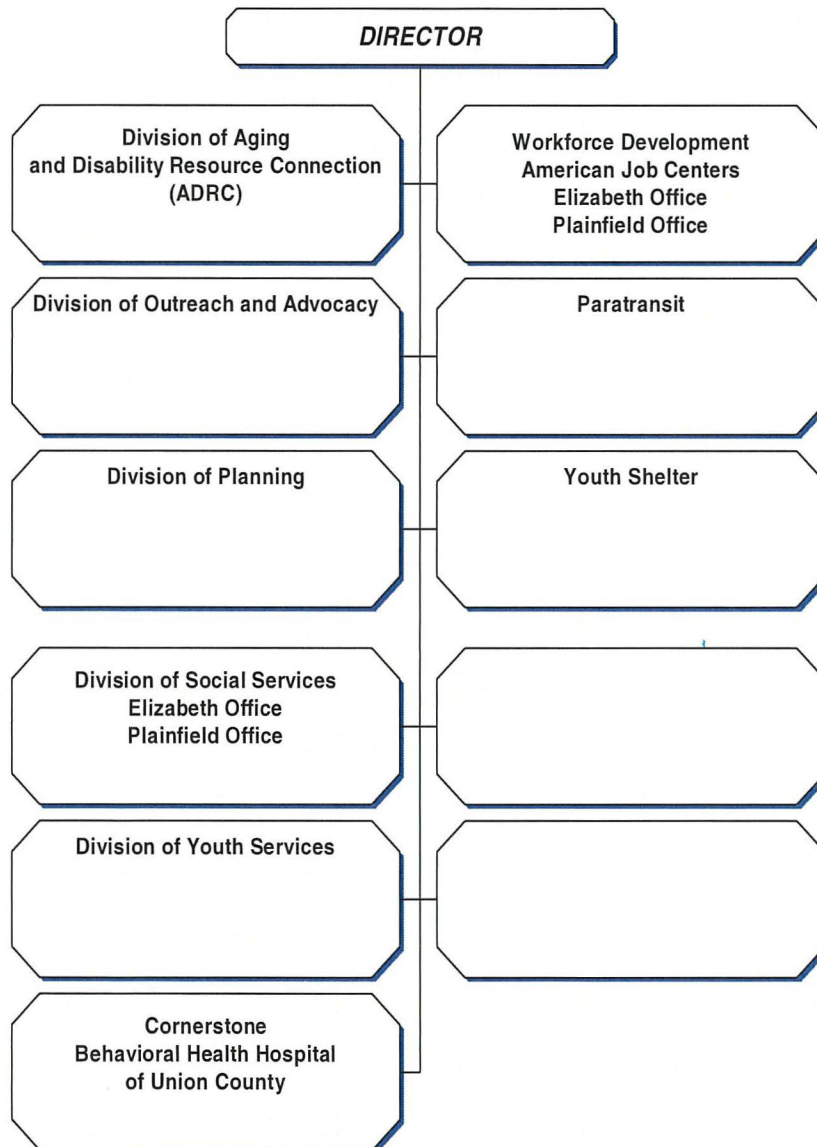
Planning

Social Services

Youth Services

Organizational Chart

Department of Human Services



DEPARTMENT OF HUMAN SERVICES

Mission

The mission of the Department of Human Services (DHS) is to empower Union County individuals, families and communities to achieve their highest level of self-sufficiency and quality of life using an accessible, inclusive and comprehensive approach to service delivery and care.

Programs & Services

Office of the Director

The Office of the Director has administrative responsibility for the service delivery of the department's five divisions plus four distinct units within the Director's Office: Paratransit, Workforce Development/American Job Centers, Cornerstone Behavioral Health Hospital of Union County (as of 2015), and the Youth Shelter.

The Department of Human Services is staffed by approximately 750 professional and support staff and is the largest department in Union County government.

Union County's population is the seventh highest of the state's 21 counties. 2017 US Census data reveals 10.6% are in poverty and 12.1% under age 65 have no health insurance. The median household income is \$70,476 (in 2016 dollars).

Special **Freeholder Initiatives** and programs that respond to the emerging needs of the 563,892 people in Union County's 21 municipalities (2017 US Census) are delivered through the Director's Office.

Cornerstone Behavioral Health Hospital of Union County

Mission Statement: 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 Behavioral Health Hospital of Union County. The Board of Chosen Freeholders placed this hospital within the Department of Human Services.

Cornerstone 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.

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 (UCDHS). The Independent Monitoring Unit (IMU) monitors all contracts awarded through the UCDHS. 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.

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 Union 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)/American Job 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 American Job Centers (formerly known as the One Stop

Career Centers), located in Elizabeth and Plainfield, and are operated by Workforce Development Operations.

Workforce Development Operations provides the following educational, occupational training, and career planning services through its American Job 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 Market Information includes Career Exploration, Career Development, Education, Vocational Training, Job Search, 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, 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.

Youth Shelter

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

The day-to-day operations of the Youth Shelter are contracted to a non-profit, community based social services agency. The director of the Shelter is a member of the County's JDAI (Juvenile Detention Alternative Initiative) Local Council and attends all council and relevant subcommittee meetings.

Division on Aging and Disability Resource Connection (ADRC)

The Union County Division on Aging is one of 622 "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 US Census estimate as of July 1, 2017 for Union County is 563,892. Of this total, 29.7% of residents are foreign born and 32% are Hispanic/Latino. 14.1% of

the total population is age 65 and older. The division has bi-lingual (English/Spanish) staff and information printed in Spanish to serve the county's large Hispanic population. The ADRC provides case management services for the Jersey Assistance for Community Care giving program (JACC), and screening for community services with the MLTSS (Managed Long Term Support Services) program. The division always works to promote wellness, independence, dignity and choice for seniors and their families. The ADRC's other services include Information and Assistance; the State Respite Program (SRP); and Nutrition programs, including home-delivered and congregate (group) meals, the Farmers Market food voucher program; and, nutrition and health education for seniors. Outreach to the community, through various community events and division held events throughout Union County, are an important part of serving senior adults and their families.

Division of Outreach and Advocacy

The Division of Outreach and Advocacy is a new division in the DHS and began its work in January 2018.

Mission: The mission of the Division of Outreach and Advocacy is to raise awareness among residents of Union County government's existing programs and services; to advocate in response to our citizens' unmet human service needs; and, to respond to those needs with effective, accessible resources and services. Through collaboration with other government agencies, community based organizations, and private sector entities, the division provides outreach, advocacy, plus information and referral assistance to residents on topics such as women's issues, LGBTQ resources, and programs and events for people with special needs.

Office on Women

The mission of the Office on Women is to help ensure that women connect with services and programs that enable them to reach their full potential at every stage of their lives, in education, in employment and business, health, and in the social fabric of Union County, and to raise awareness of the many contributions that women make to life in Union County.

The Office on Women was established by the Board of Chosen Freeholders in 2016 and placed within the Department of Human Services. In 2018 the Office on Women was placed in the new Division of Outreach and Advocacy.

Office of LGBTQ Services

The Office of LGBTQ Services works in collaboration with all county departments and in partnership with non-government advocacy organizations, to develop innovative strategies to help address the needs of the LGBTQ community on issues that include housing, education, health, public safety and community engagement. The office is the first County government office of its kind in the State of New Jersey.

Office for People with Special Needs

The Office for People with Special Needs partners with community centers, schools, colleges, YMCAs, businesses, support organizations and volunteer groups to present recreation programs at County facilities as well as locations in various municipalities. Programs are for ages five through adult.

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/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 Court ordered 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.

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 emergency hotline number is (908) 249-4815.

Planning/Disabled Services

Services for the disabled include the provision of information on all available services for disabled individuals, including assistive devices, 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, and may accompany victims to medical and law enforcement sessions.

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 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 youth (ages 10-17) and to provide resources and support services for families. Units under the division include:

Youth Services 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.

2018 Accomplishments

Office of the Director

Innovation Team

In 2018 the Director convened an Innovation Team with representation from each division to focus on raising public awareness of all DHS services through unified imagery and messaging on all printed materials, and, by having an enhanced presence on social media platforms. All newly created and updated resource guides appear on the Union County website. The team will explore use of technology to better communicate with and serve the public.

Union County Leadership Fellows Institute

The Union County Leadership Fellows Institute (UCLFI) graduated its first training class in 2018. The institute's Class of 2018 consisted of 24 social services professionals representing the County's nonprofit organizations. The UCLFI was launched in 2017 with the goal of developing the next generation of informed and effective executives in the nonprofit sector who possess the knowledge, business and leadership skills to continue leading the county's non-profit organizations.

The Institute blends the management skills of the private sector with the dedication of social service providers to insure a social safety net for the public. Simultaneously, the Institute training will help strengthen and grow the workforce and organizations in the non-profit sector.

The institute is a first-of-its-kind, public-nonprofit-private partnership between the Union County Non-Profit Consortium, an association of nonprofit executive

directors, county freeholders and for-profit companies that support social services efforts in the county. It was spearheaded by Union County Freeholder Bruce Bergen in 2017. The Union County Board of Chosen Freeholders provided \$5,000 to initiate the program.

The Union County Family Justice Center (FJC)

The Union County Family Justice Center (FJC), providing services to victims of domestic violence, marked its 1st year anniversary in September 2018. As of September 30, 2018, 383 clients were served by the FJC, a joint venture of the Union County Board of Chosen Freeholders, the Union County Prosecutor's Office, the YWCA Union County, and other partner organizations. The approximately 2,000 square-foot center is located on the second floor of the Union County Courthouse, Cherry Street Annex in Elizabeth.

The Union County Department of Human Services provides assistance to victims of domestic violence through its Rape Crisis Center, mental health and addiction services, housing assistance, job training and placement, and other DHS safety net services. Services to be offered at the Center include counseling, case management, Court advocacy, and legal assistance, as well as referrals to a range of additional services in areas such as medical care; mental health; housing; rental aid; employment; immigration services; and more. On-site partner organizations at the Center will include Central Jersey Legal Services; Partners for Women and Justice; PROCEED Inc.; the Prosecutor's Office's Domestic Violence Unit and Office of Victim/Witness Advocacy; and the YWCA. Off-site partners include HomeFirst Interfaith Housing & Family Services and Trinitas Regional Medical Center.

The federally endorsed FJC model provides for a one-stop, community-based approach to enhance the safety and welfare of domestic violence victims while ensuring that they also receive the maximum protections available under the law. The Union County FJC is the third to open in New Jersey, following Essex and Morris Counties. There are more than 75 FJCs currently in operation nationwide.

Mental Health – “Union County Proud to be Stigma Free”

Individuals and families in an emotional crisis often fail to seek help because they fear being shamed or otherwise dismissed due to the social stigma long associated with mental health issues, such as addiction and depression. To remove this stigma and to raise public awareness about mental health services available, the Union County Board of Chosen Freeholders has initiated actions to declare “Union County – Proud to be Stigma Free.”

In December 2018, two one-day eight hour training sessions were held for staff in the Department of Human Services (DHS). Going forward, Mental Health First Aid trainings will be expanded to more DHS staff and employees in other departments. Union County will publicize this initiative in all 21 municipalities. In 2018, Union County became the third county in New Jersey, following Morris and Bergen, to promote stigma free mental health services.

Code Blue Emergency Shelter Initiative

A Code Blue goes into effect countywide when the overnight temperature falls below 25 degrees or below 32 degrees with precipitation. In 2017/2018 Winter Season, the Code Blue Emergency Shelter Initiative housed 5,007 people, 921 of whom were children. This represents an overall increase of about 60% over 2016/2017, or 1,875 more people (an additional 1,486 adults, or 57% increase, and 389 children or 73% increase). As of November 1, Union County called 80 Code Blue nights in 2018.

Based on existing or anticipated weather conditions, Code Blue is a collaborative effort among the Union County Department of Human Services, Office of the Director and the Division of Planning, and the Union County Police, Division of Emergency Services. When a Code Blue is called by the Division of Emergency Services, the Union County Police notify police in all 21 municipalities. In addition, community based social service organizations and emergency shelters are notified through Union County's First Alert system.

In 2009, the Union County Code Blue Emergency Shelter Initiative received the National Association of Counties (NACo) Achievement Award. Union County's Code Blue Emergency Shelter Initiative was implemented statewide in 2017. Union County established the first Code Blue in the State of New Jersey in 2007. State legislation signed in May 2017 (A-815/S-1088) requires each county to declare a Code Blue using the temperatures established by Union County and when the National Weather Service predicts a wind-chill temperature of zero degrees Fahrenheit or less for a period of two hours or more.

Cornerstone Behavioral Health Hospital of Union County

Mission Statement: Cornerstone Behavioral Health Hospital of Union County is dedicated to the provision of in-patient behavioral health care for the adult psychiatric patient. The hospital is committed to the delivery of rehabilitative care in a therapeutic environment guided by the Psychiatrists and an entire mental health team. The goal of Cornerstone care is to prepare the patient for successful re-entry into the community.

Since January 2018, Cornerstone has had 263 admissions. One hundred thirty (130) are Union County residents. In 2018 Cornerstone accomplished the following:

New Leadership Positions Filled

Due to several anticipated staff retirements, Cornerstone engaged a new Medical Director who is also the Chief of Psychiatry. Cornerstone also has a new evening Supervisor of Nursing. In addition, weekend evening supervisors are also now in place. A proposal has been highlighted in which a psychiatric group will complete the hospital's current staffing deficit as Cornerstone has been attempting to replace a psychiatrist who has relocated since mid-summer. The entire staff will assist in the integration process so that the medical census may reach a maximum level.

New Safety Features Installed

To enhance safety, Cornerstone installed video surveillance cameras that monitor activity in the common areas 24 hours and retain information for 30 days. The cameras have already been useful and informative.

Double locked doors have been installed at each unit's vestibules. Distress (panic) buttons have been installed so that Union County Police and emergency services, as well as key personnel, may be quickly dispatched.

Staff Training and Teamwork

Ongoing training and education for staff continues with the focus on specific patient safety techniques. Education was enhanced to include more information in cases of uncontrolled patient behaviors and training in effective hands-on techniques for clinical staff responding to such patient behaviors.

A cross-functional Innovation Team was developed and convened six times in 2018. The team prioritized safety and security, communications and operations and has developed and implemented innovative solutions.

The Violence Prevention Committee has expanded into a cross functional work group. Morbidity & Mortality meetings have also been held as an adjunct to the Violence Prevention Committee.

The Director of Medical Records for Cornerstone has been appointed to the Rutgers University Health Information Management Advisory Board.

Paratransit

Paratransit was awarded the 2018 ‘Outstanding Transportation System of the Year’ from the New Jersey Counsel on Special Transportation. This award is given to a county in New Jersey that shows the most improvement in service and dedication to its customers.

Customer Input

Paratransit held a Coordinated Human Services Transportation Planning meeting to gather information from stakeholders throughout the County to meet the needs of consumers who must have access to healthcare, jobs or job training, education and social networks. By executive order of the President of the United States, these meetings are to be held on a regular basis to enhance access to transportation-disadvantaged citizens.

One-Way Rides

As of September 30, Paratransit provided 89,467 trips for medical; mental health; employment; education; nutrition; shopping; and, recreation services. The Route 22 Shuttle, which operates 362 days a year, provided an additional 56,018 rides.

Improved Customer Service Using Technology

As of February 1, 2018 Paratransit installed Interactive Voice Response (IVR), a new technology designed to call customers to remind them of their booked transportation. The day before a passenger’s trip, a call is made between 6:00 pm and 8:00 pm to remind the customer of their ride reservation. Customers have the option to cancel the next day trip if transportation is no longer needed. Customers also receive a phone call 15 minutes before the van is scheduled to arrive at their pick-up location, providing a more accurate time for the van arrival and pick-up.

Mobile Data Tablets were installed on all the vehicles in order to schedule in real time and to improve performance. These tablets are also able to capture signatures of passengers when needed. All the on-board cameras were upgraded to capture activity in the event of an accident.

Additional Revenue Sources

As of September 30, the collection of nominal fares has generated \$56,776. Paratransit continues to contract with Logisticare for the transportation of Medicaid clients and so far has received \$16,331 for this service. In addition, \$42,863 has been received from the two mental health facilities for the transportation of Medicaid eligible Partial Care clients.

Workforce Development Operations (WDO)/American Job Centers

In 2018 staff vacancies, due to retirements, were filled. All counselor positions were filled and a new Director and Program Administrator were appointed.

Under new leadership, American Job Center staff visited the Bergen and Hudson County American Job Centers/One Stop Career Centers to get a first-hand view of how other centers deliver their services. This experience has enhanced WDO's goal of making continuous improvements and implementing best practices.

Workforce Development Operations has explored social media and virtual presence to allow more constituents to get information and access or facilitate initial WDO services. A newer website, that was completed while working with County information technology staff and the Office of Public Information, is scheduled to launch by the end of the year.

WDO has made available supportive services to eligible individuals through a sub-contract. Assistance with transportation, test fees, childcare and other training or work-related costs to clients who are enrolled in training under the workforce grant may be provided.

Training for career counseling staff has been scheduled this year. Four sessions will be completed.

An innovation team has been formed and comprised of a cross-section of staff. The team will continue to study ways and means to make service delivery better and more responsive to clients' needs.

In 2018, a WDO client sent to training through the Elizabeth American Job Center/One Stop Career Center was given a recognition award at the 36th Annual Garden State and Employment Training Association (GSETA) conference. The award is for Student Training Achievement Reward (STAR). This client went to training as a Medical Assistant and Patient Care Specialist and is now employed full time in her field of study.

Juvenile Detention Alternatives Initiatives (JDAI)

In 2018 Union County applied for and was awarded \$120,000 in exceptional funding for CY 2019 from the New Jersey Juvenile Justice Commission (NJJC), Innovations Funding (IF) grant, the maximum amount given from the state and the national Annie E. Casey Foundation. The County's proposals, submitted through the DHS Division of Youth Services, Youth Services Commission, will continue

the successful Family Engagement initiative, and a second program that introduces youth to career exploration and job readiness.

The success of JDAI's alternative placements has resulted in significantly reduced numbers of juveniles in detention. The Union County Board of Chosen Freeholders has announced that it will close the county's juvenile detention center in February 2019. Juveniles who require detention will be housed in neighboring Essex County's juvenile detention center.

The DHS will continue to work cooperatively with all JDAI stakeholders to provide community based alternatives to detention as appropriate.

Contract Unit

In 2018 the Contract Unit will have executed 449 contracts and contract modifications during the period January 1 through October 31, 2018. An additional 62 contracts are anticipated for processing. These contracts are 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)

The IMU monitors contracts awarded through the Union County Department of Human Services. In 2018 463 monitoring visits took place. In some cases, one visit may include monitoring seven different contracts. 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 is collected about 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.

DHS Community Outreach Events

Throughout 2018, the Director's Office provided literature in English and Spanish, speakers and staff from various offices and divisions to be present at information tables for numerous Union County and community information, resource, and networking events and activities. Examples include a community inter-faith resource/networking event; numerous health fairs; the county-wide Red Ribbon Drug Prevention event; a youth services networking conference; 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 held at Plainfield High School. More than 400 parents and children attended to learn about government and community resources available to help parents and protect children from abuse and neglect.

Division on Aging & Disabilities Resource Connection (ADRC)

The US Census estimates that as of 2016, the total population in Union County is 555,630. Of this total, 109,042 (20%) are adults 60 years and older, with 30% of the total being foreign born. Both of these percentages are trending upward with the influx of the baby boomers, as New Jersey has seen a 22% increase in adults 65 and older from 2006 to 2016, with a further projection of an increase by 32% of this same population by 2034.

The ADRC has multi-lingual (English/Spanish/Portuguese) staff, as well as information printed in Spanish to serve the county's large Hispanic population.

In 2018 the ADRC continued 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 2018 the ADRC continued 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 provided assurances that funding from state and local sources would permit continued nutrition program funding, and ensure the provision of emergency nutrition services in crisis situations.

In addition, the ADRC successfully added a new congregate site at the historic Shady Rest of Scotch Hills, located in Scotch Plains. Currently, the site is open one day a week and averages 40 people for lunch. By the end of 2018, the ADRC projects delivery of 239,613 meals to eligible older adults in Union County, as well as a projected 162,185 meals served in 24 congregate sites.

Screening for Services and Benefits

In 2018 the ADRC continued 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, identified a new client pathway, assessment, and eligibility determination. The

ADRC continues to utilize the clinical assessment tool involving information and assistance (I&A) intake, a “Screen for Community Services” and a comprehensive care needs assessment tool. This tool allows consumers to pursue an MLTSS Medicaid Waiver program to supplement the care they need at home and works in conjunction with the Division of Social Services and the state Department of Human Services. It is projected that 341 Screens for Community Services will be conducted in 2018.

Advocacy and Community Outreach

The ADRC and its Advisory Council on Aging continued to pursue advocacy efforts 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 Affordable Care Act dismantling. To strengthen our community outreach efforts for the growing Hispanic population, the ADRC hired a bilingual Information and Assistance Field Representative who has been conducting outreach events and building relationships with stakeholders and community members to ensure services are highlighted and utilized.

Additionally, to ensure that all populations are included in our advocacy and assistance efforts, the division has pursued a certification process hosted by SAGE, a national non-profit LGBT advocacy agency. Key division staff participated in this training. Inclusive LGBT branding has been included on ADRC marketing materials. In conjunction with the Office of LGBTQ Services, additional cultural competency trainings were coordinated and attended by staff, as well as marketed to community partners.

ASK (Aging Services Kiosk)

Due to heightened and successful marketing efforts in relation to ASK (Aging Services Kiosk), the ADRC increased the number of ASK locations throughout the County. ASK takes staff experience, knowledge and resources out of the office and brings this expertise to seniors and their families in locations such as libraries and community centers, closer to residents’ homes.

Approximately 75 ASK sessions were held in 2018 with approximately 150 consumers assisted. Ongoing marketing efforts and location monitoring will continue in 2019. Additional ASK locations will be identified for primarily Spanish-speaking consumers.

Division of Outreach and Advocacy

The Division of Outreach and Advocacy completed its first year with a number of notable accomplishments.

Office for People with Special Needs

Programs are offered year-round for children age seven through adult. 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 2018 more than 800 people with special needs took advantage of this unique programming. In addition, more programs in eastern Union County were offered along with additional, new social and outreach events for the special needs community and their families.

Throughout the course of 2018, the office both hosted and attended several workshops on issues of the special needs community. To kick off the new Office and Division of Outreach & Advocacy, the office hosted a Roundtable Program for community providers throughout Union County and the State of New Jersey. This allowed multiple networking opportunities and ideas for improving our programs and our facilities for the special needs community. The Office also hosted a sensitivity training with the help of Children's Specialized Hospital for O&A Division staff, Trailside, and Parks & Recreation, in preparation for the summer camp pilot program.

The ROID (Recreational Opportunities for Individuals with Disabilities) grant, from the state's Department of Community Affairs; Disabled Trust Account; the Community Development Block Grant; and, the Accessible Golf Grant (new in 2018) allowed program expansion and the ability to offer some of the more popular programs to the residents of eastern Union County. The addition of a part-time staff member greatly helped with staffing programs and assisting with administrative duties in the office.

For 2018, the ROID grant, with a 20% match from the County, continued to support the following programs:

- Lace up Your Skates & Night Out with the NJ Devils (3/10 and 3/24) – a social event focused on partnering with the NJ Devils, a sponsor for the County's skating center.

- Community Egg Hunt at Unami Park, Garwood, for children 12 and under with special needs and their siblings (3/31).
- Autism Walk & Spring Carnival at Mattano, Elizabeth, Park (4/28) – first event of its kind hosted by OPSN and the County of Union in partnership with Elizabeth Public Schools, Prevention Links, and the Elizabeth Parents Support Group. The event drew over 250 people.
- Night out with the NY Red Bulls in celebration of Autism Awareness (4/21) and the Special Olympics (8/26).
- Sensory Friendly Movie Morning at AMC Jersey Gardens (8/4).
- Hosted a two-week summer camp pilot program at Trailside Nature & Science Center (Department of Parks and Recreation). Week 1 (8/13-17) was for individuals 11-15 and Week 2 (8/20-8/24) was for individuals 16-21. The camp served 13 individuals each week, was a success, and will be offered again in 2019. Since the camp was a pilot program no fees were charged to families this year for the 26 participating campers. Activities included nature related arts and crafts, utilizing the newly opened Sensory Friendly Trail with daily nature walks and outdoor activities, yoga, special visits from Rizzo's Wildlife World, and lessons about the native American Lenape people and customs. All lessons were led by the team of naturalists from Trailside Nature & Science Center and accommodations and modifications were offered by the staff of experienced special education teachers and paraprofessionals. A nurse was also part of the team.
- Summer Carnival (8/18) and Barn Dance (11/10)--these social events featured dancing, crafts, and other thematic activities, including refreshments. The Summer Carnival at Warinanco Sports Center drew over 200 participants.
- First annual private hayride at Trailside Nature & Science Center (10/14).
- First annual Skate with Santa event at Warinanco Sports Center, in partnership with Elizabeth Public Schools (12/1).
- Advertising our programming through NJ Kids Guide, NJ Kids Online, and printing materials for distribution through the UC Print Shop.

With a grant from the County's Department of Economic Development (Community Development Block Grant), the office was able to continue programs for adults age 18 and older. These programs include Karate; Golf; Ceramics; Culinary Delights; Yoga, and Volleyball.

The Accessible Golf Grant, offered by National Alliance for Accessible Golf (NAAG), US Golf Association (USGA), enabled the office to double the number of developmental golf classes in 2018, offering six classes in the spring and six classes in the fall. Two programs were offered each week, one for individuals 15 and under and a second for individuals 16 and up. The grant enabled the office to buy golf equipment, pay for instructors, and offer membership cards for all participants. Both parents and participants enjoyed the two opportunities for golf instruction.

In addition to these programs, the office coordinated free swimming at the County pools in the summer and, through the generosity of the Fanwood-Scotch Plains YMCA, all year round. Two local organizations, the Eastern Central District Elks and the Newark Bait and Fly-casting Club presented free fishing derbies for people with special needs. The office also hosted the annual First Swing Clinic at Galloping Hill Golf Course in Kenilworth (9/21) that served amputees, veterans, and any individual with a mobility deficit.

As community engagement and outreach were two main priorities for 2018, the office formed better relationships with school districts throughout the County, including the Union County Educational Services Commission; Union Public Schools; Plainfield Public Schools; Elizabeth Public Schools; and, Cranford Public Schools.

In partnership with SONJ (Special Olympics of New Jersey), the office was able to provide even more programming to children in Union County. The programs in 2018 included: Developmental Golf; Developmental Soccer; Developmental Tennis; and Hosting Special Olympic Soccer League at Oak Ridge Park.

The office continued its support of residents in eastern Union County in partnership with Prevention Links located in Elizabeth. The office offered an inclusive yoga and gardening summer program for children in need from July – August 2018, on Monday and Wednesday afternoons.

The Office also helped a Fanwood student achieve her Girl Scout Gold Award with

her AWARE (Active Walking and Respite Exercise) Club in the County parks.

Office on Women

A new Resource Directory was created for the Union County Commission on the Status of Women and the Union County Office on Women. This directory was printed and distributed at County and other public events and placed on the County's public information van. In addition, the directory was placed on the Office on Women's webpage (ucnj.org/women).

In 2018 the office created a Women's Healthcare Project that includes women's heart health. A women's heart health seminar held in February, "Go Red/Heart Health Month Awareness" as noted by the American Heart Association. The office also displayed banners in the front hall of the Administration building as well as red overhead lighting in an effort to get recognition from the American Heart Association for their "Go Red Campaign".

Also under the Women's Healthcare Project, the Office on Women teamed up with area hospitals/associations and had a Breast Health Lunch and Learn with the Office of Health Management and Public Health in October for Breast Cancer Awareness Month. There was a seminar given by Atlantic Health Care and discussion by Trinitas' new Connie Dwyer Breast Center.

In September, Ovarian Cancer Awareness Month, informational pieces were distributed at the Women's Empowerment, Yoga and Meditation events. A brief conversation around the silent signs of Ovarian Cancer was given prior to the empowerment conversation.

Women's Empowerment Yoga and Meditation continued at various locations around the County (including Union County College, Elizabeth Campus; Warinanco Sports Center, Elizabeth; and Maskers Barn, Watchung Reservation). Sponsorships were supplied from Whole Foods, Smarties, Kind Bars and local business (Ahres Coffee, Juice House, etc.). More than 100 women signed-up to attend.

Several connections were made between non-profits in the area for need fulfillment. The YWCA of Greater Union County was supplied a *years' worth* of feminine products from the Girls Helping Girls Period organization. Girls Helping Girls Period also supplied New Jersey Reentry with the same kind of generous donation. To 'payback' Girls Helping Girls Period, the Office on Women did a collection of feminine products that will be used for the Code Blue count and

donated to area non-profits in need.

For release in Women's History Month (March) a new video series was created called: Union County Women Making History. The Hon. Judge Karen Cassidy, Assignment Judge, Superior Court, Union Vicinage, was the first to be interviewed. Janice Lilien, Executive Director of the YWCA Greater Union County, was the second video made and released during Domestic Violence Awareness Month (October). There were a combined 809 views of the videos.

Denim Day was recognized during April, Sexual Violence Awareness Month. On Denim Day the Office on Women and the Prosecutors Office worked closely together to create a panel and question and answer presentation at Union County College. Approximately 60 people attended.

The office participated on the Union County Women Mean Business' Board and helped create the annual event attended by more than 300 people. The office participated in a panel discussion.

In October the Office on Women and the Prosecutor's Office partnered to do a symposium about human trafficking. Experts in this area were brought together for a panel discussion and Q&A. The keynote speaker was Lockey Maisoneauve of Cranford who detailed her journey to healing, after her own human trafficking situations in her debut memoir, "A Girl Raised by Wolves." Over a hundred people were in attendance.

In partnership with the Office of LGBTQ Services, participated in a panel discussion following the screening of the movie "Battle of the Sexes."

Wrote several social media pieces regarding: Domestic Violence; Suicide Prevention; Women's rights in the 70's; Women's Equality Day – Francis Perkins; Pink Tax; Ruth Bader Ginsberg (25 years of service); Donna Strickland (Canadian Physicist given the Nobel Prize); Planned Parenthood (Elizabeth) giving free pelvic screenings and STD screenings; and, a post to support a vigil in support of survivors of sexual assault.

The Commission on the Status of Women, a Freeholder Advisory Board, now has a liaison from the Human Services Department. The Commission is planning on holding its annual Women of Excellence Recognition Dinner on Friday, March 29, 2019.

Office of LGBTQ Services

On February 2, the Office of LGBTQ Services participated in the Change State Policies in New Jersey symposium by SchoolHouse Connections (Overcoming Homelessness through Education) to address teen homelessness – with a specific focus on offering insight and expertise on LGBTQ youth. Subsequently, on September 17, the LGBTQ office joined SchoolHouse Connections at a legislative meeting to discuss specific travel and healthcare challenges of homeless youth based on several case calls made to the Office of LGBTQ Services throughout the year.

On Tuesday, February 20, the office organized and hosted a roundtable with over 20 leading LGBTQ advocacy and ally organizations that serve Union County and New Jersey. More than 40 participants met to discuss LGBTQ-related programs, services, issues and priorities for 2018.

On March 15 and 16, the office offered an LGBTQ affirming “100 Reason to Live” poster-making workshop at Union County’s Teen Arts event collecting over 60 poster artwork by Union County teens to support their peers in an project designed to ‘give LGBTQ youth a voice.’ The project will conclude with the creation of a book of affirming artwork submitted anonymously by LGBTQ youth and allies, which will be distributed to public libraries and schools throughout Union County.

On Tuesday, April 3, Union County hosted Garden State Equality’s ‘Pledge & Protect’ entry-level workshop, “Introductions to the HealthCare Needs of the LGBTQ Population,” free for organizations and professionals serving older LGBTQ adults.

On April 11, Union County partnered with the Elizabeth Public Library to host Garden State Equality’s Youth Caucus social justice driven advocacy workshop for youth ages 12 to 19.

On Friday, August 10, Union County hosted a focus group for LGBTQ adults 55 years and older presented by Garden State Equality as part of their ‘Pledge and Protect’ initiative. Part of a broader needs assessment by Garden State Equality, the focus group for LGBTQ older adults encouraged those in the LGBTQ community to share their experiences and help identify the needs for housing and access to social and healthcare services.

On August 21, Union County partnered with the Friends of the Rahway Public

Library and the City of Rahway to promote Drag Queen Story Hour, a national children's program that raises awareness of gender diversity, promotes self-acceptance, and builds empathy through an enjoyable literary experience.

On Wednesday, September 12, Union County collaborated with the NJ LGBT Chamber of Commerce on their second annual 'Out For Business' Breakfast - a business and networking event designed to connect LGBTQ entrepreneurs with key contacts and decision makers from various businesses and Fortune 500 companies in New Jersey. Guests had the opportunity to meet and discuss strategies that meet the diversity needs of companies such as PSE&G and Prudential, as well as educational and healthcare institutions such as Rutgers, Princeton and Rutgers RWJ-University Hospital.

On Sunday, September 16, Union County partnered with the Rutgers School of Public Health, Center for Health, Identity, Behavior & Prevention Studies (CHIBPS), to host a free community forum, "HIV Prevention: U=U, PrEP and PEP-Knowing the Facts" at Union County College featuring Rutgers School of Public Health Dean and Director of CHIBPS, Dr. Perry N. Halkitis, as the keynote speaker which was followed by an expert panel of speakers from the New Jersey Department of Health and Hyacinth AIDS Foundation.

On Friday, September 28, Union County hosted GLAAD Media Institute's Engagement 101 Telling Your Story: Messaging and Media Tools for Today's Activists LGBTQ accelerating acceptance training course free and open to the public. Participants learned how to get a message of inclusion and acceptance across effectively in the mainstream media narrative about the LGBTQ community. On Friday, October 19, Union County hosted GLAAD Media Institute's Engagement 202: Telling Your Story through Social Media accelerating acceptance social media training courses free for anyone who wants to build the core skills and techniques that influence positive cultural change through social media.

On Wednesday, October 24, Union County collaborated with the Thomas Jefferson Arts Academy Y.E.S. Program and the Elizabeth Public Library to present a free screening of 'The Year We Thought about Love' for high school youth. The screening was followed by a discussion facilitated by Kasia Toczyłowska GLSEN Central NJ, Diversity Coordinator.

On November 6, Union County partnered with Union County College to present a special screening of 'Love Wins' followed by a discussion with filmmaker Robin

Kampf, and co-stars Jan Moore and Emily Sonnessa, whose love story influenced marriage equality in the state of NJ. The screening marks final event of UCC's 2018 LGBTQ+ History Month celebration – the first in the college's history.

In addition to partnerships throughout the year, the Office of LGBTQ Services organized and produced key community outreach and advocacy events including:

- The rainbow flag flew for the first time at the Union County Courthouse in recognition of June as Pride month. Union County's Flag Raising Ceremony – the first county government entity in New Jersey to host such a ceremony – featured a performance by Elizabeth's Thomas Jefferson Arts Academy Acapella Chorus, a presentation of a resolution to the MERCK Rainbow Alliance in recognition of their achievement of receiving a 100 Corporate Equality Index rating from the Human Rights Campaign; guest speeches by prominent Union County LGBTQ advocates Danielle King of Hyacinth Aids Foundation, Union County Sheriff Office LGBTQ Liaison Officer Tamiko Brooks, Hannah Lieberman of PFLAG North Jersey, and Maria Z. Carvalho, President of the Elizabeth Board of Education, who presented a resolution on behalf of the Elizabeth BOE proclaiming June as Pride Month, the first time in the school district's history.
- In collaboration with the Union County Performing Arts Center, Union County hosted the first TEEN PRIDE event for LGBTQ Youth ages 16 and older. With in-kind contributions from throughout the community, the inclusive evening for LGBTQ youth offered an exciting celebration of individuality in a welcoming environment that affirms who they are. The event included appetizers and light refreshments, DJ, drag queen emcee, the crowning of the rainbow court, selfie photo booth, candy table and more.
- On June 16, Union County hosted the second annual Union County PRIDE event. An inclusive celebration of family, equality, diversity and community, the event featured live music, a variety of arts and crafts (featuring the "LOVE Makes a Family" poster making), lawn games, inflatable bounce houses, and much more. More than a dozen New Jersey LGBTQ advocacy and ally organizations offered information, support and networking resources throughout the event.

- On October 23, Union County hosted the inaugural LGBTQ History Month event, featuring a screening of the 2017 Billie Jean King biographical film 'Battle of the Sexes' followed by a discussion about women's rights and equality in the 70's and today with NJ equality advocates and civil rights panelists Aggie Roncagleo and Benn Meistrich, Esq. from the New Jersey Division on Civil Rights, and LGBTQ Attorney Bill Singer of Singer & Fedun, LLC in Somerset.

In an effort to create an inclusive, supporting and affirmative environment within the Department of Human Services (DHS), under the direction of the Director of DHS, the Office of LGBTQ Services organized the presentation of LGBTQ+ Cultural Competency trainings for DHS employees by NJ AIDS Services, who offered six (6) sessions of their 90-minute training program that seeks to increase LGBTQ-affirming knowledge, attitudes, and behavior - in accordance with the County's Workplace Discrimination & Harassment policy - toward LGBTQ+ colleagues, clients and constituents.

In 2018, the coordinator of the Office of LGBTQ Services served on various boards and committees to promote acceptance of LGBTQ individuals and advocate for needed services. In addition, she was interviewed by several media outlets.

Division of Planning

Behavioral Health

State Level: In October 2018, the NJ Division of Mental Health and Addiction Services (DMHAS) was transferred back from NJ Department of Health to the NJ Department of Human Services, and state mental health agencies continued transitioning to a fee for service system. The state is working with the providers to reassess rates (MH & DDD).

County Level: In early 2018, the Behavioral Health (BH) Director/Mental Health (MH) Administrator and the County Alcohol and Drug Abuse (A/DA) Coordinator continued to participate in the Union County Opioid Response Initiative and Opioid taskforce. The Community Law Enforcement Addiction Recovery (CLEAR) Program was launched providing peer recovery coaching for county residents who participate in the program and continues to be funded through the Office of the Director. Prevention Links facilitates the CLEAR Program Peer Recovery Coaches. Barnabas Health was awarded the DMHAS contract to provide Opioid Overdose Recovery Program (OORP) Peer Recovery Coaches in

all three Emergency Departments in Union County. The OORP Recovery Coaches will work with county residents who have been administered NARCAN to reverse an opioid overdose. The 2018 Board of Chosen Freeholder Initiative provided an additional \$150,000 in detox and short-term rehabilitation treatment funding for participants in the CLEAR Program. These funds served a total of 33 persons as of November 2018. The new A/DA Coordinator and BH Director/MH Administrator were hired in the fall and are beginning planning for the CY2020-2025 County Comprehensive A/DA Plan submission.

Alcohol and Drug Abuse: In 2018, \$951,615 was awarded for the provision of alcohol/drug abuse prevention education and treatment services for low-income, uninsured Union County residents. As of the 3rd quarter of 2018 approximately 1,572 residents have received prevention education and treatment through this grant. To date, 72 Mental Health and Behavioral Health Information and Referral phone calls have been answered by the Behavioral Health Unit staff. The CY 2019 Alcohol and Drug Abuse award is \$920,187 – a \$31,428 decrease based on state formula funding. A/DA services will be preserved as Medicaid coverage expanded in July 2018 for detoxification and other substance abuse treatment levels of care.

Municipal Alliances: Nineteen Union County municipalities participate in the Municipal Alliance program. The FY2018 award was \$536,201 for the grant period of 7/1/17 – 6/30/18. During the FY2018 grant cycle, 139 prevention programs were funded. A total of 241,352 participants took part in these activities, and 293 community volunteers were members of their Municipal Alliance Committees. During the FY2018 grant cycle, two grant funded prevention activities were facilitated by Prevention Links: Countywide Red Ribbon Day, and Prevention 101 which provided 10 community presentations on current drug trends. These trainings were provided to parents at meetings that parents already attend, i.e. Back-to-School Nights and Prom Education Meetings. The County Alliance Coordinator facilitated the third countywide activity creating the Municipal Alliance webpage on the county website with county staff and developing community outreach materials. The link to the Alliance webpage is: ucnj.org/departments/human-services/alliance-to-prevent-alcoholism-and-drug-abuse. The funding level of \$536,201 was maintained for FY2019 by the Governor's Council on Alcoholism and Drug Abuse (GCADA).

Mental Health: The Mental Health Board (MHB) has reviewed and recommend that the NJ Department of Human Services, Division of Mental Health Services, renew state contracts for 5 Union County mental health agencies in FY 2019 Union County.

Office for the Disabled (OFD) - As of November 2018, OFD provided information & referral services to approximately 176 Union County residents with disabilities. This figure does not reflect multiple contacts regarding various subjects from the same individual. The OFD email distribution list created last year to disseminate information pertaining to resources, services, and events has grown to include a total of 153 persons. Emergency Preparedness/Go Bag training information continues to be shared with the public at resource fairs/events and with clients in the Personal Assistance Service Program (PASP).

Two (2) new members joined the Advisory Board on the Disabled (ABD) in 2018. The Core Advisory Group (CAG) has continued to meet in 2018 and completed a script for production of an Active Shooter Preparedness video. This video is intended to focus on how persons with disabilities and others with access/functional needs might respond in an active shooter situation. The video has tentative rehearsal and filming dates in December of 2018.

Through the Personal Assistance Services Program (PASP), a total of **22** county residents, between ages 18 and 70, with permanent physical disabilities received on average a total of **27** personal assistance service hours per month to support vocational goals and independent living. In 2018, three (3) new PASP consumers were added to the program. Staff continued to share information about PASP at various transition/employment fairs, county recreational/summer events, and community meetings.

Intoxicated Driver Resource Center (IDRC) - 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 connection with the operation of a motor vehicle, otherwise known as a DWI, aware of their inappropriate behavior of being under the influence while driving. The IDRC continues to work co-operatively with the local treatment providers, Courts, the state IDP, and DWI offenders.

The IDRC has completed its 34th year of operation since 1984. In 2018, this program has provided service to 737 participants with two (2) classes still remaining, averaging 30 per class. Revenue is at a decrease from 2017 as a result of program participants failing to attend the Court ordered program. It is anticipated revenues for 2019 will increase. The projected revenue for 2019 is

\$202,706. IDRC continues to make every effort to retrieve clients for rescheduling who in the past had been non-compliant, and focus on providing quality services and to maintain a positive outcome for our clients and to heighten community awareness and highway safety where Alcohol/Drug is concerned.

Homeless/Continuum of Care (CoC) - As of 11/29/2018, the Continuum of Care/Homeless unit has provided information and referral to a total of 237 county residents. A total of 2,953 Union County residents were served with federal, state, & local funds (5 funding streams) to address homeless/at-risk persons of homelessness. Services included permanent supportive housing; transitional housing; rapid-rehousing; emergency shelter; homeless prevention (rent/mortgage, security, utility, food); legal aid; health-related/substance abuse treatment; employment; nutrition; linkages; and, case management.

In 2018, the CEAS/CoC Committee began the year by gearing up for the 2018 Point-in-Time Count (PITC). The Elizabeth Coalition to House the Homeless and the Salvation Army (Plainfield) hosted the 2018 PITC events. In May of 2018, committee members signed up to participate in the creation of the Assessment of Fair Housing for the Consolidated Plan which is due in 2020. In June, the committee conducted a mental health panel which included Bridgeway Rehabilitation, Community Health Law Project, Jewish Family Services, and Trinitas Regional Medical Center. Panelists provided information about the mental health services at their agency as well as the contact person. It was during the panel discussion that members realized the need for a residentially assisted detoxification program in Union County. The committee will support concerted efforts to reinstate an in-county, in-patient detoxification program.

The CEAS/CoC Committee provided a letter in support of PROCEED, Inc.'s application to the NJ Department of Community Affairs (DCA) Request for Proposal for the 2019 Rapid Rehousing Program 2 (HPRP-2). PROCEED, Inc. proposed to provide services to at least 40 households, including 14 households through homeless prevention funds and 26 families through rapid re-housing funds. The goal of this project is to provide rental assistance to individuals/households who are at imminent risk of becoming homeless due to eviction through homeless prevention eligible activities; and stabilization services through permanent housing to individuals/families living on streets, shelters, and places not meant for human habitation through rapid re-housing in Union County.

In 2018, the Planning/CoC Subcommittee submitted ranking recommendations for the SuperNOFA CoC application to the CEAS/CoC Committee at the September

2018 meeting which were approved without further discussion.

Under the supervision of the Union County Department of Human Services/Office of the Director, County staff worked with the CEAS/CoC Committee to conduct a full 2018 Point-in-Time Count (PITC) Survey on January 23, 2018 to count the number of homeless persons in Union County. A total of 459 persons, in 283 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. A total of 43 persons in 28 households were identified as chronically homeless. A total of 32 households, including 41 persons were unsheltered on the night of the count.

Union County received award notification for the FY2017 Continuum of Care (CoC) application totaling \$4,256,465 for 19 projects, including one new joint project that began 10/1/2018 in collaboration between The Gateway Family YMCA and the Elizabeth Coalition to House the Homeless to operate a joint Transitional Housing & Rapid Re-Housing program. The Rapid Re-Housing portion will be operated by the Elizabeth Coalition to House the Homeless and will include security, three (3) months of rent and six (6) months of case management services. Eligible households will have up to six (6) months stay in transitional housing that will include wrap-around services such as case management, referrals, housing search, life skills, and employments assistance, etc. The households will then be transferred into permanent housing with a rapid re-housing grant for security and three (3) months of rental assistance. During their time in rapid re-housing they will receive three (3) months of case management to further stabilize the family. The Rapid Re-housing case manager will continue to follow-up with the household for an additional three (3) months providing any needed services during that time. Initial assessments for permanent housing will begin at the 3 month mark in the Transitional Housing in order to ensure that permanent housing will be secured by the end of the Transitional Housing term. They are proposing to serve 15 households.

The county submitted the FY2018 CoC application request in September 2018 totaling \$5.1 million dollars for 19 projects including one new project on behalf of PROCEED, Inc. for the “Comprehensive Homelessness Intervention Program” (CHIP) to promote a community-wide commitment to the goal of ending homelessness under the program component of permanent housing category. The project aims to provide tenant-based rental assistance-short, medium and long-term to homeless individuals and families to quickly rehouse them using the “Housing First Approach.” The goal is to provide rapid re-housing services to

individuals/families, assisting them to obtain and maintain stable housing while allowing them to live as independently as possible. With this service, PROCEED will provide housing search, relocation and rental assistance to homeless persons and families and help them move as rapidly as possible into permanent housing.

HUD's continued emphasis on System Performance Measurements requires Union County to submit homeless statistical data according to the Federal Fiscal Year (10/1-9/30). This data is used to compare the CoC's progress in addressing homelessness. Comparing data from 2016-2017 to the current year (2017-2018):

- Average length of time people remained homeless in Emergency Shelter increased from 75.79 days to 86.2 while the increase in number of persons served rose from 1,068 to 1,177. While the overall number of persons increased by 109, the CoC was also affected by the closing of the Plainfield Area YMCA and transfer of the 24-Hour Emergency Homeless Hotline from the Plainfield Area YMCA to The Gateway Family YMCA.
- The change in unduplicated total number of sheltered homeless persons in emergency shelters increased from 1,082 to 1,195.
- The number of persons who became homeless for the first time in 2017 was 1,055. That number increased in 2018 to 1,216 – 161 persons or an increase of 8.67%. Point –in –Time data across the State of New Jersey showed an increase of 9%.
- Persons who exited homelessness to permanent housing and returned to homelessness within two (2) years decreased from 13.31% to 12.41%.
- Persons in Emergency Shelter, Transitional Housing and Permanent Housing - Rapid Re-Housing who exited to successful permanent housing destinations jumped from 52.88% to 58.8%.
- The change in income for adult system leavers with increased earned income (employment) jumped from 7.84% to 19.44%.
- The successful placement of persons from Street Outreach to permanent housing increased significantly from 35.2% to 48.9%.
- Only one (1) person from Street Outreach returned to homelessness in two (2) years in 2016 – but none in 2017.
- The change in income for adult system leavers with increased earned income jumped from 3.4% to 20%.
- The change in total income for adult system leavers increased from 48.2% to 60%.

- Of the 561 persons who exited Permanent Housing only 2.8% fell back into homelessness within the first year.
- Persons who remained in or had successful permanent exits from Permanent Supportive Housing remained high from 98.5% to 98.07%.

The Code Blue initiative program provides shelter on nights when the temperature was at 25 degrees or less, or at/below 32 degrees with precipitation. During the 2017-2018 Code Blue season, 80 nights called and of those, 45 were during calendar year 2018. As of 11/29/2018, the 2018-19 Code Blue season has had six (6) nights called. In New Jersey, Union County established the first Code Blue in 2007. State legislation was signed in May 2017 (A-815/S-1088) requiring each county to declare a Code Blue using the temperatures established by the county and when the National Weather Service predicts a wind-chill temperature of zero degrees Fahrenheit or less for a period of two hours or more. Additional legislation is pending (S3121/A4566) to include a “Code Red” alert, which would require each county to establish plans (i.e. cooling centers) during hot weather conditions in municipalities with a documented homeless population of at least 10 persons.

GAP Grant - In March 2018, the Union County Board of Chosen Freeholders, through the Department of Human Services, Division of Planning, released a Request for Proposals for 2018 GAP One-Time Funds. This grant was implemented from 6/1/18-12/31/18. Ten (10) agencies were awarded to provide social service programs to low & moderate income individuals and families whose income did not exceed 350% of the FPG (federal poverty guidelines). As of November 2018, persons served with GAP funds are as follows: 15 homeless children received tutoring services and participated in recreational activities; 203 persons were provided with homeless prevention/case management services; 16 households received utility assistance; 44 households received food vouchers; 36 households received 271 nights of shelter in a motel/hotel; 31 persons with disabilities received 1,411 home-delivered meals; 37 individuals received legal services to prevent homelessness from eviction/foreclosure; and 17 women/19 children affected by domestic violence received 260 hours of case management services. It is anticipated that GAP funds will be fully expended by the end of the year and levels of services met/exceeded.

Family Support and Prevention (FSP) - 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. Components of the family support and prevention included outreach (358 families) and family engagement

(147 families); parent/caregiver empowerment by way of community forums three (3) and workgroups four (4); and, the dispersal of flex funds to address emergency needs (48 families) such as rental, utility, and food assistance, education, child care, and other emergent services areas. Statistics represent the first nine (9) months of the program that will continue through 12/31/18. An FSP Request for Proposal (RFP) in the amount of \$250,000 was released on 10/30/18 with a submission date of 11/30/18, for services to commence 1/1/19.

Union County Rape Crisis Center (UCRCC)

Rape Care: The UCRCC's mission is to provide twenty-four hour hotline and crisis intervention services, advocacy, twenty-four hour accompaniment through forensic medical procedures and law enforcement interviews, support services, and related assistance to victims of sexual assault, family of such victims, and those collaterally affected by such victimization. During the period of 1/1/18–9/30/18, the Union County Rape Crisis Center (UCRCC) provided the following assistance: 215 victim and/or significant other crisis support calls; 122 victim-related calls; 40 medical (forensic examination) accompaniments; six (6) legal (police/statement) accompaniments; and one (1) court accompaniment. In addition, six (6) monthly meetings were conducted with the UCRCC's Confidential Sexual Violence Advocates (CSVAs) which facilitated on-going training and mentoring opportunities.

The UCRCC also conducted a fall volunteer Confidential Sexual Violence Advocate (CSVA) training, adding three new volunteers to its team. Additionally, community partnerships were strengthened with a variety of entities throughout the county/state including but not limited to: the YWCA of Eastern Union County; the New Jersey Coalition Against Sexual Assault (NJCASA); High Focus Center of Cranford; Planned Parenthood; the Victim Witness and SANE/FNE departments within the Union County Prosecutor's Office; Kean University; and Union County College. Collaborations took place in the form of tabling/outreach events, meetings, and/or in-service presentations.

Prevention Education: A major objective of the UCRCC is to target youth, throughout Union County, with primary prevention education. The Gender and Violence: How Media Shape our Culture curriculum is the method being used to achieve this goal. This curriculum teaches students how to analyze and evaluate the way media shapes gender roles, impacts self-image, promotes or challenges social norms, and influences attitudes and behavior. Youth in turn develop critical thinking skills. These same skills can also aid them in effectively navigating the

negative dimensions of popular culture including violence, gender stereotyping, and sexualized media content. It is believed that by becoming empowered and self-aware, youth will be more effective at resisting the constant stream of violent or hyper-sexualized messages in print, television, or online.

The UCRCC continued to launch this initiative and thereby strengthen its alliance with the Alexander Hamilton Preparatory Academy (AHPA) in Elizabeth, NJ. Multiple sessions of prevention education were introduced to its students. Data analysis drawn from pre and posttests indicated there was a **53%** improvement overall in students' attitudes towards gender equity.

Division of Social Services (DSS)

As of July 2018, (the latest available data) reported by the New Jersey Department of Human Services, Division of Family Development, there was a total of 639 Work First New Jersey/Temporary Assistance to Needy Families (WFNJ/TANF) family cases in Union County. These cases include both children (1,139) and adults (505), for a total of 1,644. In 2018, Union County continues to rank seventh out of 21 counties in the state for WFNJ/TANF caseload. Union County ranks sixth in SNAP (food stamp) recipients for a total of 40,629 persons, 19,861 children and 20,768 adults.

Child Support Unit

On March 1, 2018, the New Jersey Child Support Council presented their "Child Support Agency of the Year" award to the Union County Division of Social Services, Child Support Unit, at their annual conference in Atlantic City, NJ. This award is given in recognition of exceptional management and outstanding service to children and families.

The DSS Child Support Unit assists children and their custodial parents by identifying the child's legal non-custodial parent and establishing a child support order through the Court. This support order may include medical support, health insurance coverage, or help with child care. The unit collects and distributes child support payments from non-custodial parents and enforces unpaid child support orders. In addition, the unit works with other states and countries on child support orders that cross over borders, and works through the Court system to resolve disputes as necessary and ensure due process.

New Video Surveillance System

The UCDSS purchased and installed a new video surveillance system at the main office located at 342 Westminster Avenue in Elizabeth. Beyond surveillance, the

system will help protect the office against vandalism, theft, and other crimes. The system is connected directly to the Union County Police Station in Westfield. In addition, the surveillance cameras may work to improve employee productivity and reduce fraudulent liability claims in the office environment.

New Technology

The DSS also purchased desktop and hi-speed scanners so that staff can reduce the amount of paper filing and on-site paper storage. The plan is to be able to digitally image documents supplied to the agency by clients with the overarching goal of digitally storing all files and documents and eliminate the need for file cabinets and storage space.

Staff Training

The DSS Training Unit developed and implemented a sensitivity training for all staff. In addition, the unit developed a customer service survey that will be used to gauge the division's level of effectiveness in client service. The unit also developed both a mission statement and a values statement card that was distributed to each DSS employee.

Union County Immunization Program Clinic (UCIP)

As of September 30, 2018, the UCIP immunized 1,528 children. In the fall, the clinic was asked to provide immunizations to children impacted by the loss of a local Vaccines for Children (VFC) provider and was able to immunize an additional 100 children during the third quarter of 2018.

UCIP staff participated in both mandatory and voluntary educational webinars that focused primarily on VFC regulations and updates to the New Jersey Immunization Information System (NJIIS). Staff also attended the New Jersey Immunization Conference: Integrating Innovations into Practice. The conference provided staff with current and relevant tools and resources to promote timely immunizations of children and teens as well as important updates on VFC compliance regulations.

Document Handbook

A visual and written "Document Handbook" of documents required when applying for social services was printed, distributed to clients, and was placed on the county webpage. This new handbook was translated into Spanish in 2018 and will be printed and distributed to clients and agencies that serve families.

Division of Youth Services (DYS)

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.

Students Helping Out Union County (SHOUT)

In 2018 the DYS worked with numerous groups in Union County to provide community service opportunities for students including the UC Department of Parks and Recreation; Jefferson Park Ministries in Elizabeth; Hillside Community Food Bank; Jewish Family Service in Elizabeth; the UC Division of Aging; Community Garden; Elizabeth Parents Support Group at E-Port Presbyterian Center; as well as food pantries, nursing homes and senior centers throughout the County. Since January 1, 2018, 121 community service projects were completed and an additional 21 are scheduled in November and December. Since January 1st, 201 students were enrolled with 39 currently active (as of 10.23.18).

Operation Hug-A-Vet: Throughout the year SHOUT students collected a total of 52 new teddy bears (of all shapes and sizes) to be distributed to our Union County veterans in nursing homes and senior centers on Veterans Day, November 11, 2018.

Community Events

The first Annual Read Across America event was held on March 3.

The second Annual SHOUT UC summer event, Youth-Chella, was held on August 17. Snack donations were collected for youth in Probation participating in the event.

The first Annual Summer game day/game nights programs were held.

Staff attended numerous Back-to-School Nights at high schools throughout the county during September and October to discuss DYS programs. Currently, 10 youth have enrolled from Back-to-School nights.

Youth Board

The Youth Board, consisting of high school students from throughout Union County, began its second year of helping to create programs/events for youth in Union County. The Board meets on the first Thursday of each month.

A new staff member was hired in July 2018 to assist with program because of increased enrollment into the program and an increase in community services.

Shoplifting Prevention Seminar

Program referrals increased from 16 in 2017 to 29 in 2018.

There were 21 successful completions after two sessions compared to 20 completions for 2017 after four sessions. One more upcoming session with eight youth will be held on Wednesday, October 24.

Community Service/Station House Adjustments

When a youth commits a minor, first time juvenile delinquency act, municipal police have the option, known as a station house adjustment, to have the youth perform community service as an alternative to involvement with the juvenile justice system.

In 2018, 123 youth were referred for community service and 111 youth successfully completed community service instead of being charged with an offence. A new community service site, Senior Spirit Medical Center in Roselle, was added to the options of community service in 2018.

All contracts with community service sites were updated in 2018. Active sites are St. Joseph's Social Services, Kenilworth Veterans (VFW), Downtown Westfield Corporation, Union County's Watchung Reservation (Stables) and other sites in the County's Department of Parks & Recreation, and Senior Spirit Medical Center.

Family Crisis Intervention Unit (FCIU)

The FCIU has serviced 151 youth and families as of the third quarter of 2018. This is a 17% increase from 2017. The FCIU has diverted all but seven (7) of the 151 youth from the court system, (95%). FCIU staff attended trainings in regard to local gangs, LGBTQ youth, human trafficking, domestic violence, and social issues pertaining to youth. FCIU staff participated in presentations from the Division of Planning's Rape Crisis Center and Behavioral Health Unit, and the Office of Veteran's Affairs.

Electronic Monitoring (EM)

EM has successfully partnered with the Juvenile Detention Center to service 17 youth thus far in 2018, with only one youth re-offending and one youth failing to abide by program protocols. Both were returned to the Juvenile Detention Center; therefore, EM was able to keep 88% of the youth from remaining in secure

detention, pre-adjudication.

EM attended trainings in regard to local gangs; LGBTQ youth; human trafficking; domestic violence; prison reform and social issues pertaining to youth. FCIU staff participated in presentations from the Division of Planning's Rape Crisis Center and Behavioral Health Unit, and the Office of Veteran's Affairs. Two new EM coordinators completed training to adequately maintain back up coverage for the unit.

Youth Services Commission (YSC)

The YSC audit report was deemed outstanding by the NJ Juvenile Justice Commission. The state's on-site fiscal monitoring in March concluded that all sections of all grants were in compliance. Further, the audit noted that YSC staff were well-prepared for the monitoring with all records well organized, yielding "exceptional" monitoring results. The YSC created an expenditure checklist for monthly tracking that the NJ JJC would like to replicate in other counties.

A new, updated YSC brochure was distributed to schools and police departments to raise awareness of county resources to assist troubled youth and their families.

With state funding, a new Career Exploration and Job Readiness program for youth in the juvenile justice system was launched through the Union County JDAI Local Council.

2019 Initiatives

Office of the Director

Innovation Team

The newly formed Innovation Team will define the department's mission, vision and guiding principles. Subcommittees will be formed to focus on communications both with the general public and with staff across all divisions and offices. The goal is to present a unified message and visual recognition for the DHS and all its services.

Mental Health – "Union County: Proud to be Stigma Free"

In 2019 the DHS will continue to offer mental health first aid training to DHS and employees throughout county government. Banners with the stigma free message will be hung across five (5) county roads. Posters will be hung in all county

facilities and the county website will promote the stigma free message.

Cornerstone

In 2019 Cornerstone will pursue the following initiatives:

- Increase cohesiveness and employee satisfaction through further development of existing committees and teams that include members of collective bargaining units, administrative staff and management.
- Provide staff education and practical training to prepare and improve staff response in crisis situations. Training will include cultural awareness and understanding of both employee peers and patients. The goal for patients is to reduce the use of restraints.
- Plan for and conduct evacuation and disaster drills, as well as active shooter protocols, with the assistance from the Sheriff's Office and Office of Emergency Management. In addition, video cameras will be adjusted and added as needed to increase the field of vision in the hospital's common areas.
- Develop policy and educate nursing staff on the safe and effective use of Narcan.
- Recruit qualified staff to replace anticipated retirements.
- Complete the payroll transition to PrimePoint and explore full use of the system's capabilities to include scheduling and monitoring benefit time.
- Increase and maintain census to a maximum of forty-four (44) appropriate patients with the overall goal of safe discharge.
- Continue and build upon the advances made with Center Management (landlord) by frequent and transparent communication.

Paratransit

In 2019 Paratransit will continue to seek ways to generate the funding necessary to provide this vital service to residents who depend on it for medical transportation, including dialysis; chemotherapy; radiation; physical therapy; and, mental health treatment. Rides are also needed by the disabled, seniors, and others in need of employment, education, shopping, and nutritional services.

Revenues will be increased in 2019 when Paratransit finalizes a new contract with an additional adult day care center to provide transportation to a large senior population throughout Union County from Monday through Friday.

Passenger billing will be automated and passengers will be afforded a variety of

payment options in order to expedite collection and increase revenues.

Workforce Development Operations (WDO)/American Job Centers

Workforce Development will continue to explore implementing non-traditional or extended work hours for events, such as job fairs, and youth and community events sponsored by the county or other community agencies. Services at the Plainfield Public Library are available for referrals from the American Job Centers as part of a partnership with the library. In 2019 other community agencies will be sought for potential partnerships to make WDO services more accessible for the public.

In 2019 the Elizabeth American Job Center (921 Elizabeth Ave., Elizabeth) will add an onsite staff presence from the Division of Social Services. Staff from the Division of Social Services at this site will allow customers to access welfare services in the same building without having to go to the Elizabeth office of the Division of Social Services on Westminster Avenue. Meetings have been initiated with state partners and will continue in 2019.

WDO will continue to work with the Department of Human Services, Division of Youth Services, to make services more accessible to disadvantaged youth, parents and other clients. Also, WDO will participate in the Workforce Development Board's Youth Committee.

The WDO will continue to report all services as required by the State of New Jersey and by the local Workforce Development Board (WDB). A new reporting form will be used that will allow the WDB to access and report information in a timely manner and enable the study of socio-economic trends for planning purposes.

The WDO/American Job Center will evaluate the purchase and implementation of a new software called Launchpad that would allow WDO to track real time data. This software will be utilized by both the WDO staff and its partner agencies.

Juvenile Detention Alternatives Initiative (JDAI)

In 2019 the JDAI Local Council will utilize state and national funding to continue the Family Engagement initiative and Career Exploration and Readiness program.

Union County's Local Council will continue to engage the services of a Family Engagement Coordinator (FEC) to link youth and families involved in the juvenile justice system with services to strengthen the family. The FEC is on-site in the Family Court waiting area to assist youth and families face-to-face and to help

reduce juvenile delinquency on the part of younger siblings in the families.

Division on Aging & Disabilities Resource Connection (ADRC)

In 2019 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 2019, 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 ADRC 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. Additionally, menu items will be assessed, reviewed and potentially changed as a result of a participant satisfaction survey.

Screening for Services and Benefits

The ADRC in 2019 will 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, identified a new client pathway, assessment, and eligibility determination. The ADRC will continue to utilize the clinical assessment tool involving information and assistance (I&A) intake, a “Screen for Community Services” and a comprehensive care needs assessment tool.

Advocacy and Community Outreach

The ADRC and Council on Aging will continue to pursue advocacy efforts at the local, state, and federal levels of government, through contact with key legislators, education and raising public awareness, and letter writing campaigns. To strengthen our community outreach efforts by targeting “non-traditional” consumers, the ADRC will continue to monitor and update its website to ensure it is both user-friendly and informative. With the completion of the certification process hosted by SAGE, a national non-profit LGBT Advocacy agency, along with key staff training, the ADRC will continue to ensure our work is inclusive and marketing materials are reflective of this inclusion. Additional efforts to support and engage the Hispanic community will continue to be pursued in 2019.

Division of Outreach and Advocacy

In 2019 the Division of Outreach and Advocacy will continue its support of all DHS divisions and offices to raise public awareness of all Union County

government services and programs. Going forward, the division will focus on prioritizing service needs of the LGBTQ and Women's communities. The Office for People with Special Needs will move to the Division of Planning, Office for the Disabled.

Office of LGBTQ Services

The Office of LGBTQ Services will continue to work in collaboration with all county departments and in partnership with non-government ally and advocacy organizations to develop innovative strategies to help address the needs of the LGBTQ community.

In addition to expanding on the accomplishments from 2018, the Office of LGBTQ Services seeks to offer 2019 initiatives that include but are not limited to:

- Development and launch a community needs assessment
- LGBTQ Health and Wellness Symposium
- Development of a series of Resource (Foster) Parent recruitment events for LGBTQ Youth with state's Department of Child Protection and Permanency(DCP&P) and CASA (Court appointed child advocates).
- Develop programming and resource material for older LGBT adults.
- Host a SAGE Table intergenerational event.
- Expand community outreach efforts by working in partnership with, and providing support to, local organizations by attending and promoting community events (LGBTQ specific met ups), attending community meetings, addressing current issues in the community via networking events, ask the experts panel, etc., and participating in other Department of Human Services programs and services (i.e. homeless count) to better serve the needs of the LGBTQ community.
- Increase LGBTQ presence in 'Read Across America' events throughout Union County.
- Promote inclusive neighborhoods throughout Union County municipalities.
- Develop an educational film series with expert panel discussion to follow each presentation.

Office on Women

In 2019 the office will:

- Increase involvement in community affairs, local non-profit organizations, and women's groups including: Jewish community, Junior League, Lupe and others.
- Develop a needs assessment survey to identify unmet needs of women.
- Create a series of Freeholder supported forums on topics of special interest to women.
- Continue working with the Prosecutor's Office, Family Court, and the YWCA Advocacy Committee to address domestic violence.
- Work with the Commission on the Status of Women to present the 2019 Women of Excellence awards dinner in March.
- Promote education and skills training for job development by working with the UC Department of Economic Development's WIB (Workforce Investment Board); Union County College's Workforce Development and Continuing Education Departments; and with the Elizabeth Development Corporation with a grant focused on increasing minority and women participation in the skilled construction trades
- Advocate for public policies and laws to meet the special needs of women.
- Celebration of Suffragettes/Equality Day and Equity Day.
- (Re)Create the UC 2019 Women in Black History Month Celebration Trivia Cards.
- Continue Women's Healthcare project:
 - (May 14-20, 2018 – Women's Healthcare week)
 - Women's health and mental health issues
 - Women's Heart Health
 - Breast and Ovarian Cancer awareness
 - Explore creation of a program for mental health of mothers (MhOM) included under women's health initiative.
 - Research auto-immune disease and women.
- Work with Office of Public Health on health initiatives including "women of color/disease control".

- Continue Union County’s Women’s Empowerment Series (Health/Wellness/ Yoga/Meditation).
- Increase work with prisoner re-entry.
- Girls Helping Girls Period – continue to create partnerships with them and other non-profits in need.
- Continue video series: “Union County Women Making History”

Office for People with Special Needs

In 2019, the office will continue to offer its current program schedule and continue efforts to expand its reach for participation and interest in programs and events. New programming, such as developmental swim lessons, pottery making, woodshop, and sewing are planned. In addition to social/recreation programs, the office will host a series of workshops for parents, including topics such as healthy eating and making healthy choices, transition to adulthood/guardianship, and employment opportunities.

The office will continue to work on co-sponsoring programs for 2019 and continue to meet with different school districts throughout Union County.

Division of Planning Behavioral Health

In 2019, the Behavioral Health Director will facilitate phase two of the proposed Board of Chosen Freeholder Initiative: Union County Proud to be Mental Health Stigma-Free providing Mental Health First Aid trainings to 125 front-line county staff and publicizing resources for referral to services. The Behavioral Health Unit will continue to work on the Union County Opioid Response Initiative to support the continuation of the CLEAR renewal subcontract with Prevention Links. Union County NARCAN trainings will continue to be publicized by the County Alliance Coordinator. The Municipal Alliance countywide training funds will be used to develop outreach materials to enlist more citizens as Municipal Alliance members, and 10 prevention education presentations will be funded for parents at pre-established meetings such as Back to School Nights and Pre-Prom Parent Meetings in order to raise awareness of current drug trends in our communities. In 2019, in order to strengthen the County Behavioral Health disaster response, the members of the Behavioral Health Unit staff (3-4) will become DMHAS certified Disaster Response Crisis Counselors, including the new Behavioral Health Director/Mental Health Administrator and Alcohol/Drug Abuse Coordinator.

Homeless/Continuum of Care: Planning will commence to conduct the 2019 Point in Time (PIT) Survey to count the number of homeless throughout Union County. The PIT will be conducted on January 23rd, 2019. Program staff will participate in the street count as well as the daytime events (Elizabeth/Plainfield). In 2019, the committee will continue the work of remaining 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 engage in a discussion of fair housing issues/concerns at every meeting as part of the HUD's final rule to Affirmatively Further Fair Housing (AFFH).

Through a Freeholder Initiative Funding request, a shelter diversion program will be established to assist with the increased unsheltered homeless population in Union County (primarily in Elizabeth/Plainfield). The shelter diversion program will intervene at the point of entering an emergency shelter through conflict resolution, flexible financial assistance, and wrap around case management that can connect people to resources, so as to prevent the shelter placement. These funds would differ from the already existing local, state and federal funding as they would NOT require typical documents, such as an eviction notice or housing history, and sometimes not even income requirement.

Additionally, the Planning/CoC Subcommittee - Coordinated Assessment System (CAS) working group will continue its work on implementing a more efficient coordinated assessment of services.

GAP Funding & Freeholder Initiative Funding: Additional GAP funding (\$75,000) was awarded in 2018 and will be requested at level funding in 2019 for the provision of motel/hotel emergency bed nights for persons who are homeless in Union County, rental assistance for persons at-risk of homelessness and meals for persons with disabilities age 59 or younger. These services exceeded expectations from last year, resulting in greater need. GAP funds will continue to address emergent unmet needs within Union County.

Freeholder Initiative Funding that was originally allocated in 2018 in the amount of \$150,000 for detoxification/short-term residential beds will be requested at level funding in 2019; however, if awarded will be re-programmed to assist with the Opioid Crisis through the continuation of the CLEAR program and additionally a shelter diversion program to assist with the increased unsheltered homeless

population in Union County (primarily in Elizabeth/Plainfield).

Office for Persons with Disabilities and Special Needs: In 2019, the merging and expansion of both the Office for the Disabled and the Office for Persons with Special Needs into the Office for Persons with Disabilities and Special Needs will continue. Cross training, increased outreach, and assessing where gaps in service exist will be addressed. Staff will continue to pursue opportunities to collaborate/network with other community organizations that serve persons with disabilities and special needs. Through the Emergency Preparedness Committee, the Advisory Board on the Disabled (ABD) will seek ways of informing emergency planning efforts to ensure that they are inclusive of persons with all disabilities.

Rape Crisis Center (RCC)

Rape Care: In 2019, the UCRCC will continue providing confidential support services to victims of sexual violence/significant others through the 24-hour hotline. The next Confidential Sexual Violence Advocate (CSVA) training is slated for spring 2019. The UCRCC plans ongoing community outreach to share UCRCC services and recruit volunteers. Steps to strengthen ties with fellow community groups on both a local and state level will continue to be enacted as well.

Prevention Education: The UCRCC will continue facilitating primary prevention education throughout Union County, with a special concentration in Elizabeth. Multiple layers of research have identified this municipality as being at greatest risk for victimization or perpetration of sexual violence. The UCRCC plans to strengthen its partnership with the Alexander Hamilton Preparatory Academy (AHPA), where it is currently launching prevention education programming. Furthermore, it is hoped that both parties will join forces in creating a school based coalition addressing the issue of sexual violence on an even broader scale.

Division of Social Services (DSS)

In 2019 the DSS will seek to hire seasonal employees to help with scanning backlogged cases.

The DSS will purchase a new telephone system that will allow the telephone operators to access case records so they are able to provide callers updates on their cases.

The DSS will begin the state mandated transition of the state's PC system to the county that will involve the overhaul of the division's 500 personal computers that

are antiquated and need replacing.

New office furniture will be installed in the Westminster Avenue office.

In 2019, the DSS will begin the transition to new state software ONE TRAC and ONE APP.

Division of Youth Services (DYS)

The Division of Youth Services 2019 new initiatives are:

Young Adults YES Program

This program will provide positive intervention services to young adults, ages 18-24, addressing their current barriers to education, housing, and job placement.

Youth and Young Adult Public Health

This initiative uses a public health model to focus on the development of inherent strengths and assets in youth, promoting overall health development. The health and well-being of youth continue to have a major impact on the overall health of society because today's youth are tomorrow's workforce, parents, and leaders. In the past, approaches to working with youth to improve health often focused solely on problem behaviors in an effort to change them.

The Division of Youth Services will continue to work to improve its current programs: Youth Board, Parents in Action, SHOUT UC, Family Crisis Intervention Unit, Youth Services Commission, and the Union County Juvenile Expediting Team (UJET).

Department of Parks and Recreation

Cultural and Heritage Affairs

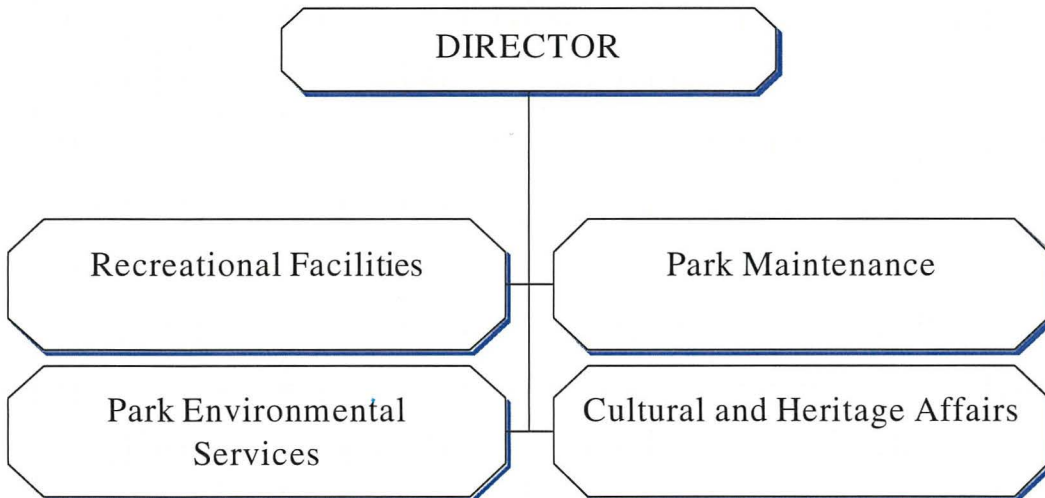
Park Environmental Services

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 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

The Division of Park Maintenance and the Bureau of Park Grounds preserves and improves the County’s parks and recreational facilities. It provides the necessary manpower to ensure the smooth operation of all park facilities and special events, as well as custodial and janitorial services. It is responsible for general park maintenance such as grass cutting, athletic field maintenance, tree pruning, removal, and planting, leaf pick-up, etc. It also supports recreation initiatives and programs to facilitate the public use and enjoyment of County parks and recreational facilities.

Division of Recreational Facilities

The Division of Recreational Facilities manages and operates County park recreational facilities, including the Galloping Hill Golf Course, Ashbrook Golf

Course, Warinanco Sports Center, Walter E. Ulrich Pool, Watchung Stable, Trailside Nature & Science Center Museum and any and all future recreational facilities at Oak Ridge Park.

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 Sports Center, and the Walter E. Ulrich Pool.

Division of Park Environmental Services

The Division of Park Environmental Services is responsible for developing plans and coordinating environmental park programs. It is also responsible for providing, cultivation, planting and replanting of flowers, shrubs, lawns and the care on County property.

2018 Accomplishments

Selected Highlights:

- Completion of the Watchung Reservation Sensory Friendly Trail
- New turf fields at Meisel Avenue and Cedar Brook Parks
- Reopening of a renovated multi-season sports center at Warinanco Park
- Opening of new Mattano Park Skate Park
- First year of full operation for the Falcon Cam, located on top of the Courthouse.
- Signage installed throughout the County as part of the National Park Service's Crossroads of the American Revolution National Heritage Area.
- Repairs to the Watchung Reservation trails system, with increased coordination and management to improve the hiking experience for the thousands who visit the Reservation yearly.
- Added another 25 cards to the new Union County History Card series, enabling youngsters to collect nearly 50 cards at sites across the County.
- The restoration of Deserted Village House #7, with murals painted by Nicaraguan artist Roberto de la Selva, remains a priority. The project to restore the house #7 will continue into 2019.

- Free Wi-Fi for the public was installed at two additional locations in County parks. The department also continues to work with County Police to upgrade and enhance video security.

Division of Recreational Services

2018 Programs and Special Events

Take Your Children to Work Day

A total of six County-wide “Take Your Children to Work Day” options were coordinated through the Parks Department.

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. The event is held to remember POW’s and MIA’s from past years. Approximately 603 motorcycles participated in Rolling Thunder this year.

Touch-A-Truck

Held on April 29, Touch-A-Truck took place in the loop area of Watchung Reservation and gave youngsters the opportunity to climb aboard dump trucks, bulldozers, police cars, HAZMAT response units and Union County’s SWAT vehicle called “The Bear.” The event was held in conjunction with Wild Earth Fest at Trailside. The \$5.00 admission granted participants’ access to both Wild Earth Fest and Touch-A-Truck. Children age six and under were admitted free. There were 3,908 people who came through the gate at this event.

Rhythm & Blues by the Brook

This popular free one-day music festival held in Cedar Brook Park in Plainfield took place on June 2nd. Approximately 3,000 people were entertained from 12:00pm – 6:00pm by Ohio Players, The Dazz Band and other assorted acts. A classic car show, food and novelty vendors along with free activities for the children rounded out this event.

Summer Arts Festival

For the third consecutive year, the New Jersey Symphony Orchestra kick off our Summer Arts Festival Concert Series. Due to inclement weather the concert was held indoors at the Union County Performing Arts Center. Close to 600 people attended this event. Throughout the months of July and August, seven additional Summer Arts Festival concerts were scheduled in two Union County parks.

Through a contracted promoter, three concerts were scheduled in Echo Lake Park in Mountainside and four concerts were held in Oak Ridge Park. One concert set for Echo Lake Park was cancelled due to the weather. Once again the shows included UC FIT and offered free community yoga as a “pre-event” to each of these concerts with a different yoga studio sponsor for each one. Approximately 5,050 attended these concerts.

Family Fun and Flix

Five movies were scheduled in Warinanco Park and Meisel Avenue Park on Tuesday evenings in July and August. Due to rain, two of those initial dates at Warinanco Park were rescheduled for the end of the summer. The movie scheduled for Meisel Avenue Park (“Cars 3”) was cancelled due to a thunderstorm. The Meisel Avenue Park movie coincided with National Night Out. With each movie in Warinanco Park there was a UC Get Fit program, a children’s fitness program before each movie. Warinanco hosted a total crowd of approximately 2,050 people.

Three other films were later added to Family Fun and Flix for three other parks: Raymond Wood Bauer Promenade in Linden, Tamaques Park in Westfield and Rutgers Avenue Park in Hillside. Each presentation offered different pre-movie activities with Trailside present at Bauer Promenade, a dance party at Tamaques Park and horse riding at Rutgers Ave Park. There were 85 people present for “The Lion King” at Bauer Promenade; 200 people viewed “Cars 3” at Tamaques Park; and 100 people attended “The LEGO Batman Movie” at Rutgers Ave Park.

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, at Meisel Avenue Park, Springfield. Dozens of emergency vehicles throughout the County were on-hand with a scheduled Family Fun and Flix presentation of “Cars 3” to follow. The event was interrupted by a thunderstorm. Due to the weather, the Family Fun and Flix even was also cancelled.

Shakespeare in the Park

The Shakespeare Company of NJ was contracted for the fourth straight year. This year they presented a compilation of Shakespeare and Shakespeare-related material called “Shakespeare Gumbo.” Performances were held at Cedar Brook Park in Plainfield, Raymond Wood Bauer Promenade in Linden and Echo Lake Park in Mountainside. The three free performances drew approximately 300 people.

UC CommUNITY Pride Picnic

A celebration of inclusion and marriage equality, the Union County CommUNITY Pride Day took place on Saturday, June 16 from 12:00pm to 5:00pm at Rahway River Park in Rahway. The event consisted of numerous activities and crafts for families, as well as a children's music concert and a rally for equality. Estimated attendance was 550 people.

Paint by the Pond

Paint by the Pond was scheduled for Saturday, May 12 and Sunday, August 19. It was cancelled both days due to inclement weather. It was rescheduled for Saturday, October 6. The event took place at the pond in Warinanco Park for the third year. Close to 300 people were in attendance. At the event, visitors viewed small cardboard houses floating in the pond and paint replicas of those houses. The houses were constructed by County employee Dario Scholis.

Rockin' the Reservation

On Sunday, September 30, the Department of Parks and Recreation hosted Rockin' the Reservation in the Watchung Reservation in Mountainside. Children ages seven and under were admitted free of charge. A fee of \$5.00 was charged for those eight and over. There were 3,488 people who came through the gate at this event. Once inside the gate, most of the festival is free with the exception of pony rides, scarecrow building and the pumpkin patch. Activities scheduled for the event included interactive music and hands-on art demonstrations, dance demonstrations, a petting zoo, pumpkin patch, food trucks and continuous music and entertainment.

Hayrides & Campfires

In October, five hayrides were run on three Friday nights and two Sunday afternoons (one in Warinanco Park and four at Trailside Nature and Science Center). Participants are invited to enjoy the experience of riding in a hay wagon, sipping hot chocolate and roasting marshmallows while listening to live entertainment. Over 1,200 people participated in the Hayrides and Campfires event. Four of the five events were completely sold out.

The Great Pumpkin Sail

Taking place in three sessions on November 1, the Great Pumpkin Sail is sold out every year. Participants set their pumpkins afloat on Echo Lake while they enjoy roasting marshmallows, sipping hot chocolate and listening to a folk singer. This event is available to approximately 2,200 participants. In 2018 the event was again sold out.

Celebrate the Season

For the second consecutive year, Union County’s holiday event was held at the newly renovated Warinanco Sports Center on December 2, from 11:00 a.m. to 6:00 p.m. It included a visit from Santa Claus, children’s crafts, and ice skating, along with cookies and hot chocolate. The 2017 event was filled to capacity. This year’s event was restructured to include three different two-hour sessions and an admission fee of \$5.00 per person. The 2018 event was sold out with 750 tickets sold for the 3 sessions.

Reservations

Throughout the year, Union County parks are used by thousands of individuals and groups. Families, corporations, teams and leagues are just a few examples of those who utilize the park system. The number of reservable picnic areas has been increased to accommodate the increasing demand for permits, and because of artificial turf, the athletic fields can sustain additional use. The list below shows the number of reserved events that took place in the park system in 2018:

2018 Event Totals	Number of Permits Issued
Walk-a-thons/Runs	54
Boy Scout Bookings	357
Maskers Barn Reservations	98
Photo Shoots-Video	5
Fishing Derbies	5
Day Camps	12
Picnics	1,952
Athletic Fields	12,621
Other Events including weddings, exercise classes, church, rallies, reunions, festivals	76
Fireworks	3
Sport Tournaments	26
Archery Group Lessons	255
Archery Small Group Lessons	23
Archery New/Renewed ID’s	375

Masker's Barn

Masker's Barn, a circa 1882 carriage house in the historic Deserted Village of Feltville, was restored in 2011. The site has become a sought-after rental venue for private events, including birthday parties, bridal and baby showers, weddings, bar and bat mitzvahs, fundraisers, corporate events, photo shoots, art shows and more. The County also uses Masker's Barn for nature programming, yoga classes, staff meetings, the annual Barn Dance for People with Disabilities, a volunteer recognition dinner, and as the base of operations for the popular Haunted Hayrides. The New Jersey Historical Commission used Masker's Barn this year for a grant writing workshop. In 2018, 98 events were held in Masker's Barn, including 15 weddings or wedding receptions and 2 bat mitzvahs. Those events were attended by 7,622 guests and brought in over \$22,810 in revenue from rental fees. There are already 40 events reserved in Masker's Barn for 2019, including 17 weddings and 2 bar/bat mitzvahs, as well as 2 weddings in 2020.

Athletic Fields, Picnic Groves, Archery Range 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 2018. The number of Archery Lesson classes has increased from 20 to 24.

The Reservation Desk has two locations – the Administration Building in Elizabeth and in the Colleen Frasier Building, Westfield. 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 also sold from both the Elizabeth and Westfield locations. Online reservations and ticket sales are now an option that is fast and convenient.

Archery

The Archery Range at Oak Ridge Park opened in 2009. In 2018, 375 archers renewed or purchased first time ID cards, allowing them to utilize the range during all daylight hours of 2018. One of the current instructors continues to fill the role of Range Superintendent under contract. His duties include inventory control, supervising other instructors and staff and acting as the liaison and administration. Seasonal staff members were rehired to enforce the range rules (checking IDs, light maintenance, archery equipment). Between March and November, 278 people ages 9 and up participated in twenty Group Archery Safety Course lessons, and 30 people signed up for private and small group safety courses and lessons.

Participants in safety lessons can obtain their Archery IDs at the Elizabeth or Westfield Reservation Desk.

In June, the Archery Range hosted a free Open House to showcase the range as well as several different types of archery including traditional and Olympic. Demonstrations were also conducted by the Lightning Wheels and NJ Navigators. This event hosted 100 spectators.

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 programs this year, Archery programs are self-supporting.

Watchung Stable

Watchung Stable experienced a decline in revenue in the spring due to an infectious equine disease that closed the facility to the public for 30 days. Some customers received refunds or credits for other activities. A state veterinarian and the Stable's veterinarian determined that staff was not the cause of the outbreak. As a precautionary measure an increased vaccination program is now in place.

Facility

In addition to repairs to the bridle trails, all damaged fencing was repaired or replaced. The indoor arena was updated with new speaker system, paid for by a generous donor. The Stable is fully staffed.

Equine Health and Care

There is a monthly assessment of the horses and their capabilities in handling programs. Each horse's health is assessed by the manager (and vet if needed) to ensure the correct nutritional, exercise and veterinary needs are met. The vaccination, dental and de-worming programs for the boarder and school horses make for a safer and healthier environment for horses. Beginning in fall 2018 regimen now includes twice-yearly Flu/Rhino vaccines for the school horses.

The Boarder and Lease program was full in 2018. Due to the discovery of an exotic tick species in the Reservation and at the Stable, a state-approved tick plan was developed for the entire facility. This is now part of the Stable's standard normal procedures and routine throughout tick season. The previous year, 2017,

we had 5-7 horses that had tick borne diseases (school horses and boarders). This year, to date, there have been none. While Lyme and Anaplasmosis (the two most common tick borne diseases in horses) are 100 percent treatable in equines, an effective tick plan avoids the expense and time of treatment.

Programs

Private lessons continue to increase, from 662 in 2017 to 691 as of August 31, 2018. This increase also reflects the 30-day shutdown of facility. Training for a certified handicapped riding instructor has begun, which will be a significant addition to the Stable program.

Trailside Nature & Science Center

Watchung Reservation Sensory Friendly Trail

The Sensory Friendly Trail is the first trail of its kind in Union County. An ADA accessible trail, includes a Braille trail with guide ropes, outdoor classrooms, interpretive signage, audio talking kiosks and a central gazebo. It offers an accessible way for visitors with disabilities to safely experience the outdoors and interact with nature. The central gazebo area includes raised sensory gardens for accessibility, musical components, and nature-themed play structures for children. All elements provide tactile experiences and create opportunities to enjoy the touch, sound and smells of the outdoors.

The new trail enabled Trailside to add new programs for individuals with varying physical capabilities, affording them an opportunity to explore nature and gain a better understanding of the natural world around them. For the first time, this past August, Trailside offered two weeks of Summer Camp for Kids with Special Needs. Camps incorporated music, yoga, live animals, campfires, interactive exhibits, craft projects, stream searches and hikes to explore nature. Special needs teachers were hired to work with the groups, with the program praised by parents.

2018 Summer Camp

It was another successful year for Trailside's Summer Camp program, with new programming written for youngsters to experience a wide range of topics from shapes and colors to astronomy.

Wild Earth Fest

Wild Earth Fest was improved this year with the addition of a rock climbing wall, a travelling touch tank from the Atlantic City Aquarium, a petting zoo, and new

musical entertainment. There were also new outdoor skills demonstrations. The event continues to maintain its popularity, with attendance jumping from 2,014 in 2017 to 3,155 in 2018.

National Trails Day

Trailside hosted National Trails Day for the first time in many years. Despite the high heat and humidity, nearly 160 visitors turned out. Staff took them on trail walks, explained displays, and helped children with hiking themed crafts. Several groups also joined in to celebrate, including the Northern NJ Geocachers, Rutgers Wildlife Society, the New Jersey Mineralogical Society and the Summit Environmental Commission.

Programming

Responding to popular demand, a new session of “Toddler Time” was added on Saturday mornings in spring and fall. The existing classes, held on Thursday and Friday mornings, consistently had waiting lists for all 18-20 sessions held during each season.

At February Festivities over Presidents Day Weekend, Mad Science of NJ was brought in to run science workshops. The popular program attracted dozens of youngsters to all four sessions. The following month, adults returned to Trailside for a lecture on the Solar System by NASA Solar Ambassador Paul Cirillo.

Division of Park Environmental Services

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.

At least four different species of orchids were recently found growing in the Watchung Reservation, indicating that deer management is having some positive effects on the ecology.

In 2018, the Union County Deer Management Program included hunting in seven parks, including one municipal property.

Fifteen volunteer hunters removed 61 deer from the Watchung Reservation in five days throughout January and February. 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, 11 additional hunters removed 41 deer from Lenape and Nomahegan Parks. At the request of the Cranford Township Committee, Nomahegan Park was closed on the days that hunting was occurring.

Nine hunters were again deployed into the Ash Brook Reservation and Oak Ridge Park. Together, they removed a total of 35 deer from the two parks.

Two hunters were assigned to the Summit section of Passaic River Park, and removed five deer from that park. For the fifth year, three 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 initially requested by the City of Linden, and yielded 19 deer.

In total, 43 hunters harvested 161 deer from the 7 parks, in 5 days of hunting. This was accomplished at a total cost of \$3,954.45, or \$24.56 per deer.

Some of the venison processed from the deer harvested through this program was donated to the Community Food Bank of New Jersey. That donation, weighing 546 pounds, provided a much-needed source of protein in almost 2,200 meals for the needy and the homeless.

Deer Management in Plainfield – Archery Pilot Program

In 2016, the City of Plainfield requested assistance in reducing the number of deer in the corner of that City that borders Scotch Plains and Fanwood. A spotlight count conducted in May, 2016 saw 14 deer, which equated to an estimated 84 deer per square mile.

In 2018, 3 members of the Oak Ridge Sportsmen's Association were given access to hunt on the 31-acre, municipally-owned Cushing Road Detention Basin, using crossbows in the Winter Bow Season under the regular season format.

An April, 2018 post-hunt spotlight count saw 23 deer, which equates to a 2018-19 overwintering density of 183 per square mile.

Goose Management Program

In 2010, the County entered into the first of several agreements 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, harassment and lethal removal.

Between April and May of 2018, USDA WS staff conducted nest and egg treatments to reduce Canada goose reproduction. A total of 42 nests containing 223 eggs were located and treated throughout Union County parks. These numbers are similar to the results from 2017.

During the summer molt period in June and July, Canada geese are flightless. As a result, birds can be easily captured in corrals and removed to reduce the local populations of resident geese. In mid-June, 2018, lethal removal of Canada geese took place in the Union County parks. However, only 42 geese were found and could be removed in this manner. Since the start of this program in 2010, when 419 geese were removed, the number of geese removed each year has dropped dramatically, attesting to the success of the overall goose management efforts.

For the sixth consecutive year, USDA WS processed euthanized adult geese from the molt capture activities. The breast meat was donated for non-human consumption to non-profit organizations within New Jersey, including zoos accredited by the Association of Zoos and Aquarium and licensed wildlife rehabilitators. USDA staff also collected samples from the euthanized geese to assist in research on avian influenza, exotic Newcastle disease, and avian borna virus.

A shared services program is maintained between Union County Parks, the Town of Westfield (Mindowaskin and Brightwood Parks), the Township of Scotch Plains (Brookside Park) and Conoco Phillips 66 Bayway Refinery in Linden, NJ to manage geese outside the boundaries of Union County Parks. This program was implemented due to the large numbers of geese that inhabit these areas and utilize Union County Parks as an area to feed and rest.

During the nest and egg management that occurred in April and May, three nests and 21 eggs were treated within the Westfield Parks, and seven nests and 29 eggs were treated in the Bayway Refinery. Canada goose removals occurred in June at the Bayway Refinery, with only 17 geese being removed. From the start of the shared services program with Bayway Refinery in 2014, there has been a decline

of numbers of geese within this property. This decrease shows the effectiveness of the management program throughout Union County.

A shared service program implemented in 2013 continues to be a success at Linden Municipal Airport (LDJ), where airport staff now harasses hazardous species off the airfield to maintain aviation safety when WS is not present. Canada geese are dispersed by both LDJ and WS staff using pyrotechnics and vehicles. In 2018, 4,323 geese were harassed off the airport.

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.

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 2018, 888 participants from corporate, school, community and religious groups provided a total of 2,249 voluntary service hours in 43 projects in parks throughout the County. A total of 410 bags of trash, weeds and other debris, along with 153 bags of recyclable materials, were collected.

Several new groups came to Union County this year including, MIRA USA, Repairer of Broken Walls, Studio Eagle, Westfield 20/20, Temple Shalom, Weichert Realty and Turner Construction. MIRA USA planted 15 balled and burlapped trees at Mattano Park and picked up litter. This large Hispanic group's project was coordinated through the AAP Program, in a collaborative effort with Park Maintenance staff to ensure a successful day.

"Regulars" such as Kean University's Center for Leadership Program and Kean's Dr. Daniela Shebitz returned numerous times in 2018 with large numbers of hard working volunteers to clean the Elizabeth River, trails, Michael S. Bezega Park and other locations.

The Office of Public Outreach and Diversity partnered with Park Environmental Services for two very successful projects this year.

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, and report on a quarterly basis. Combined, the Adopt-A-Trail stewards worked approximately 300 hours in 2018 towards invasive plant management, trail bed maintenance, erosion control, litter and branch pickup and drainage clearing.

The AAT Chainsaw Crew was extremely busy throughout the year removing trees that had fallen across trails in the Watchung Reservation, Lenape Park, the Bezega section of Rahway River Parkway, Passaic River Park, Meisel Avenue Park and Ash Brook Reservation. They removed or cut 758 trees that had fallen and blocked trails or paths. The Chainsaw Crew contributed over 368 volunteer hours in 2018.

Ninety-six volunteers contributed 240 volunteer hours towards trail work projects through the monthly Saturday Trail Work program. A clearinghouse organization, Jersey Cares, continued to assist by providing volunteers for these work sessions. Work done included, but was not limited to, cleaning out drainage ditches, improving on-grade boardwalks, cutting and treating invasive plants along trail edges and rebuilding a “turnpike” along a section of very wet trail to allow water to percolate through the trail bed.

National Trails Day in June drew 35 participants, who enjoyed a continental breakfast and worked on a project on the Red Trail. This year’s event was expanded to include more hikes for adults and families, other trail related programming and table-top displays which all took place following the trail project. This expanded portion of National Trails Day was coordinated with the Trailside Nature & Science Center.

The annual Adopt-A-Trail Stewards meeting was held in November, with a full slate of speakers. Sixteen current stewards and 11 new trail stewards attended the meeting, as well as numerous Division staff. Presentations included data collection, various projects in Passaic River Park, a talk on the importance of trails and connecting people to nature, and guidance i about sustainable trail building and maintenance. New stewards who were trained in the basics of trail adoption will get AAT IDs and be assigned a trail in the near future.

Trail Maintenance

In response to public concerns about the condition of hiking and bridle trails in the Watchung Reservation, the County hired two workers in 2017 specifically to perform trail maintenance, both of whom have previous experience working with the NY/NJ Trails Conference in Harriman State Park. In 2018, they worked throughout the Watchung Reservation, installing culverts and headwalls, waterbars, and drainage swales. They continually clear culverts in critical areas to keep rainwater from overtopping and eroding trails.

Peregrine Falcons

For 13 years, the Union County Courthouse has been home to a pair of endangered, nesting peregrine falcons. Each year, a New Jersey Division of Fish & Wildlife biologist returns to the roof to retrieve and band chicks born atop the courthouse. For the third year, staff and people from all over the world have been able to watch the adult falcons and chicks on camera throughout the breeding and nesting season and have been very excited to witness the eyases grow and fledge.

This year's female, band number BA/91, laid four eggs. Three male and one female falcon chicks were raised and fledged successfully. One of the four BE/39, a male juvenile was re-sighted recently at Liberty State Park in Jersey City.

This year a falcon rack card was created that should generate additional interest in the program as well as educate the public about this threatened species that makes its home in Union County.

Eagle Scout and Gold Award Projects

Five Eagle Scout candidates developed proposals, recruited volunteers and implemented plans for service projects that improved the Union County Park System in 2018:

- Matthew Turner of Troop 23, Elizabeth restored a 19th century farm cart at the Deserted Village of Feltville. A team of volunteers that included a skilled carpenter disassembled the cart, scraped and painted all of the metal parts, and recreated and painted all of the wooden elements, including a wishbone-shaped yoke. The restored cart was relocated to a sheltered location in front of Masker's Barn, where it now provides visual interest and utility for events at the Barn.
- Keegan Martin of Troop 75, Cranford constructed a trellis for honeysuckle vines on an exterior wall of the Trailside Nature & Science Center. The trellis is constructed from steel bars and covers a curved wall 50 feet long and 12 feet

high. The honeysuckle vines that will grow on this trellis will attract hummingbirds and add an important aspect to Trailside's programming.

- Mikos Panagakos of Troop 75, Cranford improved access for fishing at Lake Surprise in the Watchung Reservation. His volunteers cut back shrubs and tree limbs from a dozen popular fishing spots to prevent entanglement of fishing lines. They also repaired and painted benches and picnic tables, and improved an accessible path to the lake shore from Handicapped Parking spaces.
- Robert Scheurer of Troop 80, Cranford realized that a path along the Rahway River in Cranford came to a dead end, but was ideally situated for those with handicaps or small children who could enjoy a short walk. Rob and his volunteers extended the trail to form a loop back to a local street. They spread gravel on the path and assembled and placed a bench at a midway point.
- Daniel Melka of Troop 67, Summit improved a section of hiking trail in Passaic River Park in Summit between River Road/Stanley Avenue and Mt. Vernon Avenue. Daniel removed invasive plants (pachysandra & multiflora rose), constructed and installed two rustic trail benches, cleared the trail and boardwalk area, pruned back vegetation and marked the trail with blue blazes. This work was supported by the AAT Chainsaw Crew who removed blowdowns along the same trail and provided blazing instruction.

Invasive Plant Management

Invasive plants are an increasing problem throughout the Union County Park System. Plants that are not native to the ecosystem and have no natural checks and balances compete aggressively with the native vegetation, upsetting the natural balance of our forests and vegetative buffers and decreasing biodiversity.

Winged euonymus, Japanese aralia, linden viburnum, Japanese barberry and many others threaten the natural ecology of the Watchung Reservation and other parks, reducing habitat and resulting in loss of food for wildlife. Dense populations of these plants threaten the health of the forest.

In 2018, the County stepped up its efforts to educate the public about invasive plants by reprinting the color brochure *Plant This Not That*. These brochures were brought to area nurseries and libraries to display and hand out in the hopes that homeowners will learn of native alternatives to plant in their yard.

A new stewardship program began this year, the Watchung Reservation Invasive Plant Strike Force (WRIP). Thirty-three volunteer stewards attended a training session for the purpose of learning how to identify, report and eradicate invasive plants within the Watchung Reservation.

Two group eradication efforts were held as a follow-up and work is under way to reduce the number of invasives in specific areas of the Reservation that are deemed high priority. With several more group eradication dates scheduled, WRIP will likely treat thousands of plants, making room for more natives to thrive.

Butterfly Meadow

In 2017, the butterfly meadow in the Watchung Reservation was mowed several times by maintenance staff at the proper height and a post-emergent herbicide for use on grasses only was applied to manage invasive foxtail grass. This aggressive grass had shaded out and displaced all of the native meadow species, but after treatment in the spring, summer and fall of 2018, the meadow was able to bloom, thrive and attract a wide variety of pollinators, including many species of butterflies, bees, wasps, moths, and hummingbirds.

In early spring, an uncommon orchid was also found to be growing in the meadow, likely hidden from deer that might want to eat it. Efforts still need to continue, with an annual mowing and control of other invasives, such as wisteria, mugwort and thistle.

Nuisance Weed Control on Lakes and Ponds

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.

The County worked with a contractor, Aquatic Analysts, Inc., which was in its first year of a two-year contract. Between April and October, 9 species of aquatic vegetation and algae were treated at 26 lakes. The new contract with the vendor was expanded to include treating ponds at Ash Brook and Galloping Hill Golf Courses and the Clark Reservoir. Due to the early start of treatment, as well as cooperative weather, the County was able to treat its lakes at 43 percent under budget.

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, and assists with the planning and implementation of a variety of partnership projects in Union, Middlesex and Essex counties, parts of which make up the assigned watershed.

The Ambassador is required to implement partnership projects with area groups and organizations. Partnerships this year included a successful cleanup at Droscher's Mill/Rahway River Parkway in Cranford and the Elizabeth River Earth Day Cleanup with Kean University and the Plant Swap & Shop.

Woodcock Walk

In March, 2018, Woodcock Walk & Talk presentations were offered for the fourth year in a row. Woodcocks, which are upland sandpiper birds, display an unusual mating behavior along the forest edge and in fields.

Haunted Hayrides

The Haunted Hayrides at the Deserted Village were as popular as ever, with all of the 887 available tickets sold out a week before the three-day event. Tickets were again available for purchase online, facilitating participation by many more first-timers. Rain on Saturday postponed that night's rides to Monday, resulting in the loss of over 100 participants.

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 assistance of up to 76 cast and crew each night, about 45% of whom are volunteers.

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 about 90,000 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 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.

Publications

In 2018, five new rack cards and one new brochure were developed, designed, edited and printed under contract with a graphic artist. An earlier project, the editing and re-working of the Plant This Not That brochure, was the impetus for getting the additional work done.

A new brochure for the Rahway River Parkway Trail was designed and created using an area photographer's photos and a new map provided by the County's GIS Bureau. The brochure highlights a trail created years ago that takes hikers from Jackson's Pond in Clark to Bloodgood's Dam in Winfield and ends near the Garden State Parkway.

A rack card was also designed to publicize the Falcon cam, the Scout Camping Area, and the Adopt-A-Park, Adopt-A-Trail and Saturday Trailwork Programs. Having these publications to distribute at events and locations such as libraries will be helpful to promote these programs and projects.

Division of Park Maintenance, Bureau of Park Grounds

- All ball fields were cut, lined, and dragged on a regular schedule in preparation for daily use by the public.
- 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.
- All service yard lots that needed to be paved were addressed.
- Tree trimming and removal program for safety continued into its third year.
- Created a Park Maintenance Safety Team to comply with Public Employees' Occupational Safety and Health (PEOSH) regulations.
- Meisel Avenue Park: Cleaned stream from blockages, including trees and other debris.
- Nomahegan Park: Repairs were made, including fencing, port-a-john screen and tree trimming.
- Warinanco Park: Maintenance projects were completed including tree trimming and removal.

- Mattano Park: New Skate Park successfully opened and maintenance completed including tree trimming and removal.
- Watchung Reservation: Improved existing trails and the addition of the Sensory Trails.

Hydroraking of Park Water bodies

There are 35 lakes, ponds and lagoons in the Union County Park System. At least half of those water bodies experience nuisance weed growth, algal blooms, 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 2018, the Division of Park Environmental Services began 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.

Hydroraking utilizes a barge-mounted 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 removes a significant build-up of the submerged leaves and other organic matter. This should contribute to a reduced phosphorous load and less nuisance weed growth in the following spring.

The Division will also experiment with the use of a new muck-degrading bacteria pellet that can be broadcast by County personnel throughout a lake. The bacteria fosters a quicker composting of the organic matter on the lake bottom and causes the muck layer to compress, resulting in more open water.

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.

This year the Office applied for and received a \$50,000 grant from the NJ Historic Trust to develop a strategic plan for the Deserted Village. Other accomplishments include:

- “The Feltville Interpretation Program,” the new interpretive signage at the Deserted Village, was recognized for its contribution to the Arts, Culture and Historic Preservation by the National Association of Counties. No other county in New Jersey has received the award in the Arts, Culture & Historic Preservation category since 2007.
- “Embracing Our Historic Legacy” was recognized in the category of Civic Education and Public Information by the National Association of Counties, for projects that included the new Union County Across the Centuries History Card series, new “welcome to Union County” signage reflecting the County’s inclusion in the Crossroads of the American Revolution National Heritage area, and sponsorship of the National Parks passport program, which continues to bring visitors from out of state to visit local historic sites. The last New Jersey County to receive the Civic Education and Public Information award was Cape May County in 2010.
- Renewed funding from the Union County Division on Aging enabled the continuation of the Care for Caregiver Respite Art Program.
- The Office continued to manage the Freeholders Gallery and the Pearl Street Gallery, curating 12 exhibits.
- The Teen Arts Program served more than 4,000 students representing 65 Union County Schools at Union County College in March.
- Two hundred 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 marked a first-time visit to UCPAC for many of the nearly 800 guests in the audience.
- Teen Arts Traveling Art Exhibit, comprised of 60 pieces of student art selected from the Teen Arts Festival was exhibited for month-long shows in a total of eight venues (corporations, libraries and galleries) throughout Union County.

- 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 8 individuals and 55 organizations, providing cultural programs to under-served constituencies and general audiences in 17 municipalities.
- 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, \$24,000 was provided to fifteen organizations for general operating support and history projects.
- The Office was awarded \$144,813 from the New Jersey State Council on the Arts, which enabled the office to administer a re-grant program that awarded \$65,000 to 32 local arts organizations, conduct technical assistance workshops, present exhibits featuring the work of teens, seniors, employees and residents. The balance of the grant was used for general operating expenses.
- To commemorate the World War I Centennial, the office presented a film festival.

Deserted Village and Four Centuries in a Weekend

The year saw multiple projects at the Deserted Village of Feltville, which is also the County's host site for the County-wide Four Centuries in a Weekend history celebration. The Office is focusing developing a plan for the Deserted Village, along with stabilizing the buildings, especially House 7, which contains the murals of Roberto de la Selva. The past year included:

- Working with a consultant team on the Strategic Plan for Deserted Village, which included stabilizing the murals at House #7.
- Interpretative signage for the Deserted Village of Feltville was installed and well received. This signage provides historical interpretation for the more than 75,000 visitors who visit annually. The Office also received a NACo award for this project.
- Union County's fall heritage program, *Four Centuries in a Weekend: A Journey through Union County's History* took place on October 20 and 21. Across the County there were reenactments, plays, cooking demonstrations and other special programming. Once again passports were available for students to have stamped at the sites to earn a Time Traveler certificate and patch. The National Parks Stamp Program continued, with many of the Four Centuries in a Weekend sites being in the National Parks Service's Crossroads of the Revolution National Heritage area.

Many visitors to the sites were from out of county and out of state as a result of the National Parks Stamp Program. The history trading cards series, which features people, events and places that played a significant role in Union County history, was expanded to 50 cards. Now each site has at least one card. This encouraged children and adults to visit many sites to collect the cards, ranging from Alexander Hamilton to Virginia Apgar.

More than 1,200 people visited the Deserted Village during the Four Centuries event. Though attendance was lighter than usual this year due to cold weather, participants had a full range of activities for children and adults including writing with quill pens and ink, narrated hayrides, old-fashioned children's games, a children's archaeological dig, and a guided tour by a professional archaeologists.

Four of the History Trading Cards were available at sites throughout the Deserted Village, encouraging collectors to visit all parts of the 10-building, 130-acre site. Visitors could also get Four Centuries Passports and National Parks Passports stamped at the Visitor Center.

Golf Operations

In 2018 the construction of the new Ash Brook Clubhouse continued. Due to weather delays the opening has been pushed to spring of 2019.

This year the County entered into a Shared Service Agreement with the Township of Scotch Plains to manage Scotch Hills Golf Course under the KemperSports Management Agreement.

- Revenue for the Golf Courses was down from 2017 due to loss of 83 days of rain, with Total Rounds of Golf totaling over 90,000
- Driving Range Participation was over 34,000
- Outing Revenues exceeded \$650,000
- Junior Golf Participation exceeded 1,400 juniors

Warinanco Sport Center

In its first full season of operations, the new Warinanco Sports Center hosted nine men's and two women's high school hockey teams. It also hosted the Over The Hill Hockey Club, The Cranford Hockey Club and Bravo Figure Skating Club. The General Skate session made its return and was a huge success.

WSC also hosted the Elizabeth Battle of The Badges, The Special Olympics and Skate with Santa during our winter season.

WSC operated its first Summer Season with new artificial turf on the rink with a six team adult soccer league, Union County Baseball Summer Camp and Junior Summer Camps.

Swimming Pool

The Ulrich Pool opened on Memorial Day weekend to start the summer pool season. This was the first time Ulrich Pool opened on Memorial Day weekend and an enormous amount of effort and collaboration was given to ensure the opening went smoothly with staff and facilities preparations. Enough lifeguards were available to fully staff the pool on a full time basis. The pool was open for 73 days from May 26 through September 3. There were only 7 rain days and less than a hand full of days that the pool needed to close early due to the weather. Over 45,000 visitors came through the gates to enjoy the pool facility. The revenue generated during the pool season was north of \$243,000. Although the weather did not cooperate on every weekend, the revenue from the pool did increase year over year.

Due to maintenance problems and construction at Wheeler Pool, the County closed the pool in 2016. The design of a new spray park and updated building has been approved and the work is in progress.

2019 Initiatives

Division of Recreational Facilities

- Continue to seek ideas and develop plans toward the goal of creating self-sustaining creative programs, and strive to provide affordable recreational opportunities for the people in the community, while at the same time, maintaining or raising more revenue to balance the increasing costs associated with providing these activities.
- Continue to market programs in an effort to generate new customers and increase public awareness about the many parks, facilities, programs and activities offered by Union County.
- Continue to refine the new Rockin' the Reservation event to create the premiere interactive "arts" festival in the area. This event replaced the Harvest Festival. While the name and theme of the event are different, some

of the popular aspects of Harvest Festival remain (pony rides, petting zoo, build-a-scarecrow, pumpkin patch and face painting).

- Work closer with the Warinanco Sports Center for more programming throughout the year in addition to the holiday season.
- Utilize other members of the Parks and Recreation staff to streamline efforts and find new, innovative means of marketing events with the goal of increasing outreach throughout Union County and the State of New Jersey.
- With the new turf field in Cedar Brook Park, adapting the layout of the
- Rhythm and Blues Festival in order to incorporate the new park improvements.

Division of Park Maintenance

Synthetic Turf on County Athletic Fields

Construction is anticipated to begin on multipurpose athletic fields and lights to replace grass/turf fields, and possibly install turf at the Snyder Avenue, Wheeler/Madison Avenue and Hillside parks.

Spray Park

The construction of a new state of the art Spray Park and building at the former Wheeler Park Pool in Linden should be completed for the start of the summer season.

Service Yard

Develop engineering plans for a new service yard to accommodate the northeastern area of the county (Hillside/Union).

Accessible Playground (Countywide)

Due to the success and positive feedback on the county's Accessible Playgrounds, the County would like to add another Accessible Playground with new equipment and rubberized safety surface to a park to be designated.

Hillside Path

Build a soft track walking/Running path at Conant Park in Hillside.

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.

Nomahegan Park

Add a playground with new equipment and rubberized safety surface.

Outdoor Gym

Due to the success of the Warinanco Outdoor Gym, the County would like to add another Outdoor Gym with new equipment and rubberized safety surface within a yet to be determined park.

Watchung Stable

Continue to increase facility and program awareness, use and revenue by building on current programs, exploring new ideas and improve upon facility needs including staff, grounds and horses.

Facility: The facility bathrooms require updating, both those for the public and for employees. As part of the new tick plan, a private contractor was hired to keep grass cut, weed whacked and maintained.

Equine Health and Care: Continue to upgrade the quality of the horses through purchases. More quality lease horses would bring increased revenue for the facility, while requiring little additional staff support. The Stable will also continue to look for and purchase school horses. These horses are the heart of the program. While at present, there is a very solid herd of horses, a number are elderly and need to be replaced.

Programs: A handicapped riding program is scheduled to debut the Fall of 2019, made possible by a \$30,000.00 donation for the purchase of horses and equipment to get the program started.

There are also plans to expand community outreach by taking horses to schools for youngsters to learn about horses and the programs at the Stable. Plans are also in the works to add special trail rides or “special deal” trail rides to increase public usage

Trailside Nature & Science Center

Paper reduction: Trailside is looking to reduce its paper consumption through technology. Parents will be able to evaluate programs using the online Rec 1 system. Youngsters attending summer camp will work more on tablets than paper, with additional materials provided to them using USB drives.

Indoor Water Bottle Filling Stations: Trailside is looking to promote eco-friendly cold filtered water to visitors. These stations encourage good health and "green" practices while reducing the facility's waste and carbon footprint. These fountains, now showing up in airports and other locations, promote the use of reusable containers and reduce the recurring cost and waste associated with bottled water. Trailside water bottles are on sale in the gift shop.

Technology: Trailside is looking to install a smart board in the preschool room, add computerized tablets along exhibits for visitors to have an interactive experience upgrade the tablets in the media center and purchase additional ones for the summer camp programs.

Children's Discovery Room: For the past 12 years, the Children's Discovery Room has endured tremendous wear and tear from the hands-on activities. Thousands of children and parents have enjoyed this room, a place where children learn by doing, using their natural curiosity to explore. The entire room is now in need of refurbishing.

Division of Park Environmental Services

For the year 2019, the Division of Park Environmental Services proposes the following initiatives:

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 change, 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. The Division is offering similar memorial donation opportunities at other locations throughout the Union County

parks, including the Henry S. Chatfield Garden in Warinanco Park and the Rhododendron Garden in the Loop Area of the Watchung Reservation.

In 2017, one family collected donations totaling \$2,200 in memory of a deceased family member, which funded the installation of 50 new shrubs in the Rhododendron Garden. In 2019, a kiosk will be erected at each garden to provide a space for posting the names of contributors or those whom they wish to honor.

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. In 2019, similar installations will be designed and implemented on at least two other lakes or ponds where nuisance weed growth is a problem. Educational signage will be developed, created and installed at the floating wetland locations.

Forest Health: Forest ecologists recommend that the density of deer in a healthy forest ecosystem not exceed 20 deer per square mile, so that browsing by the deer does not strip the deer of its herbaceous and shrub layer plants. In an unhealthy forest, the population would need to be reduced to 5 deer per square mile in order for the forest to regenerate, and return to a dense, diverse ecosystem.

When deer management activities were initiated in the Watchung Reservation in 1994, the deer density may have been as high as 180 per square mile, hunting by dedicated volunteers in the County's Deer Management Program has brought that density down to fewer than 50 per square mile.

An effort will be made to cage the orchid species recently found in the Watchung Reservation to protect them from deer browse. Further, the existing deer exclosures located at three locations in the Watchung Reservation and in Passaic River Park in Berkeley Heights must be repaired in 2019. Damaged by fallen trees and suffering the ravages of time, these areas are now accessible to deer.

New signage will be developed for educational purposes. Efforts to improve the forest habitat by repairing and maintaining the Red Trail deer exclosure will make

the newly constructed Sensory Trail that connects with the Red Trail more interesting and healthier.

This Division has engaged a forest ecologist to conduct a Forest Health Survey of the Watchung Reservation. Research by the Director of the NJ Invasive Species Strike Team will occur in the fall of 2018 and spring of 2019. The research will help to gather data and prioritize areas of ecological concern, and help to manage the Reservation better for flora and fauna. The work will dovetail with a study of the Trap Rock Glades. The findings from this study will also guide future management strategies for the Deer Management Program, as well as plans for the management of invasive plants.

Wildflower Meadows: The Butterfly Meadow along the nursery road in the Watchung Reservation needs a new kiosk, and educational signage about the meadow will be designed and installed. Split rail fencing will replace the existing wooden snow fencing and a mowed curvilinear path will be created and maintained through the middle of the meadow to allow Trailside's classes, groups and individuals access to the meadow and pollinators. Grant funding can be sought for this purpose.

Three wildflower meadows in the Watchung Reservation need to be re-established. 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: For 13 years, the annual Bio-Blitz has served to educate and excite the public about the importance of wildlife habitat and biodiversity and allowed us to collect important data. Now the Division of Park Environmental Services is shifting its focus toward making the data available to the public and increasing and improving wildlife habitat throughout the park system.

The Union County Park System provides many 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 will be developed 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.

Peregrine Falcons: In response to the public's fascination with the peregrine falcons living at the top of the Union County Courthouse, plans are being made to fix or replace the third falcon camera that was installed on the Broad St. side of the building, but is currently inoperative. The microphone inside the nestbox needs to be repaired or replaced, and a stronger base needs to be installed under the nestbox.

Division staff will examine the feasibility of mounting video screens in all of the county facilities/buildings and stream the falcon cam live during breeding season. Imagine waiting in line for a permit or passport and seeing fledglings being fed or taught to fly!

Cultural and Heritage Affairs

The Office plans to continue to expand the "Four Centuries in a Weekend Program." We continue to meet with Four Centuries in a Weekend sites to brainstorm on promotion of the event, and on volunteers having their site visitor-ready. We also plan to continue to enhance our history trading card series.

The Strategic Plan for Deserted Village should be ready by January 2019. Upon review of this plan, the Office will apply to the New Jersey Historic Trust for a construction grant to restore house #7 and possibly house #8.

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

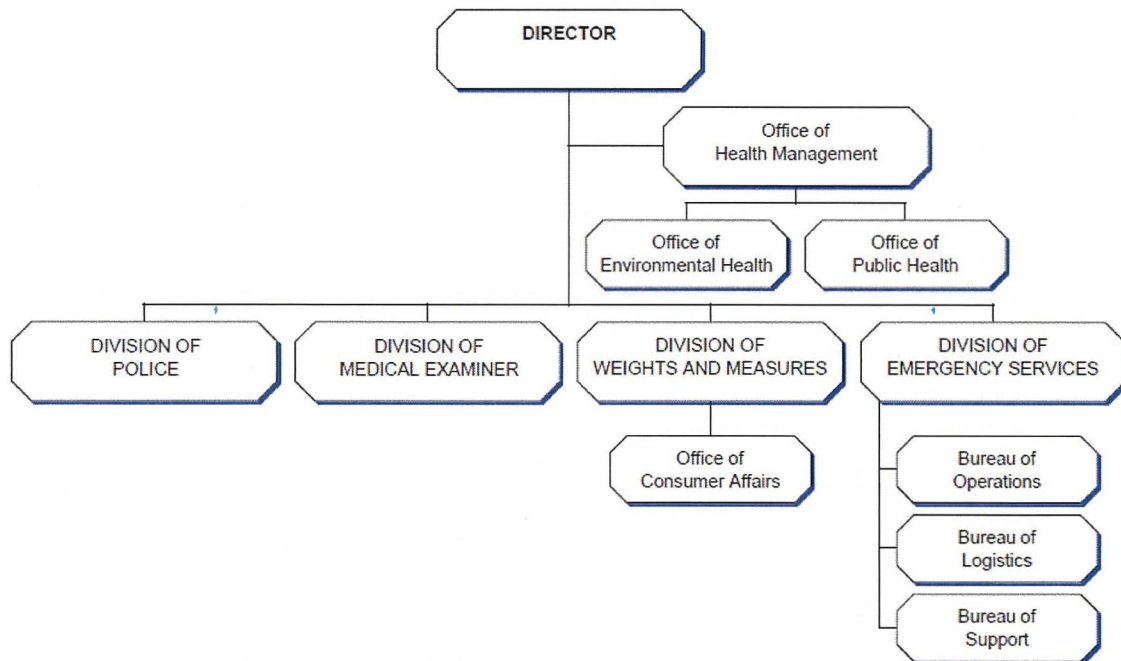
Weights and Measures

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 & 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.

2018 Accomplishments

Consumer Affairs

The Office of Consumer Affairs saved consumers \$60,414 in cash refunds, and \$256,470.68 in money value; in addition to generating \$500.00 in fines from businesses that violated the Automobile Information Disclosure Act practices.

The Office of Consumer Affairs responded to 68 electronically filed complaints by the consumers and received and responded to 2071 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 worked with the State Department of Consumer Affairs in a Task Force investigating businesses that displayed certification of Immigration paperwork and assured that each business was a licensed Notary Agent.

The Office of Consumer Affairs continued its participation in the high school consumer bowl. The Governor Livingston High School students were the 2018 winners in Union County.

Emergency Services

Continued to provide countywide hazardous materials responses to all 21 municipalities

Increased the education and training for all emergency medical technicians to adapt to the changing environment in response to the opioid crisis.

Provided Bleeding Control training for first responders through the Urban Area Security Initiative (UASI) system.

Continued to provide countywide EMS mutual aid coverage growing and expanding as needed to meet the demand and keep up with increasing call volume.

Worked with the Borough of Roselle Park to provide primary EMS coverage 24 hours a day 7 days a week

Finalized the completion of upgrades to the Fire Academy Burn Building to enhance training evolutions offered at the Academy.

Supported the increasing number of municipal agencies transitioning to the Public Safety Interoperability Communications (PSIC) System.

Continued to manage the UASI Fire/CBRNE Sub Committee and Homeland Security Grant Program dollars

Implemented the alternate emergency operations center located in Roselle Park

Completed a transition to a new records management system for the Hazardous Materials Unit.

Health Management

In 2018, the Office of Health Management (OHM) 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 and statistics 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 Medical Center, Trinitas Regional Medical Center, Robert Wood Johnson University Hospital Rahway, Union County public schools and members of the Community Organizations Active in Disaster (COAD) 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 (ESF) #6 on Mass Care which also includes emergency assistance, medical needs shelter, temporary housing, human services coordination and county animal response. 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. Our office also assists in updating ESF #8 plans on Public Health and Medical Services.

The Office of Health Management participated in a 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, acute hospitals, federally qualified health centers, long term care facilities, and specialty services. An effort in this coalition is to increase the number of Closed Point of Distribution (POD) plans in the region in the event of a bioterrorism attack.

The Office of Health Management continues to work with the Middlesex County Office of Health Services to support the Chronic Disease Coalition of Middlesex and Union Counties. 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. This coalition's overall function is to implement cancer and chronic disease prevention and control programs to reduce morbidity, mortality and related health disparities. The prevention programs implemented by the coalition are supported by public health surveillance data. The Office of Health

Management will continue to engage new community partners and stakeholders to facilitate community-clinical linkages to support chronic disease interventions and services. UCOHM participates in numerous community outreach activities and conducts workshops throughout Union County to promote cancer control and prevention. Previous activities and workshops conducted include the following:

- Colorectal Screening Day- March 23, 2018
- Choose Your Cover Skin Cancer Screening- August 18, 2018
- Union County Breast Health Lunch & Learn Event- October 18, 2018
- Breast Health Presentation at Cornerstone Behavioral Health Facility- October 31, 2018
- Union County School Nurses Association HPV & Sun Safety presentation- March 12, 2018
- Elizabeth School Nurse's Professional Development HPV & Sun Safety presentation- September 5, 2018

Also, OHM staff provided health education at more than 20 health fairs throughout Union County.

In 2018, Union County Office of Health Management conducted a total of 96 temporary retail food establishment inspections. The inspections are limited to establishments operating on county-owned parks or properties. As per the Union County ordinance, food establishments are required to submit a food permit application and a payment in order to operate. For the 2018 year, UCOHM has collected approximately \$13,900.00 in permit fees.

Public Health / Lincs

In 2018, 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 Community Preparedness efforts, Emergency Operations Coordination, Emergency Public Information and Warning, Information Sharing, Medical Countermeasure Dispensing, Medical Materiel Management and Distribution, Responder Safety and Health, and 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. These parameters are directly linked to protecting the public's health and the Office of Public Health actively participates in the formation and coordination of regional and 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 continue to utilize a 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 which this office has collected over the past 10 years. The application also coordinates names of over 85 grant mandated distribution groups with existing contacts, eliminating multiple duplicates, and automates processes 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 collaborate with the Union County Office of Mosquito Control and local health departments to provide community education with regards to vector-borne diseases. Updated information is continuously shared with our residents through various workshops and community health fairs.

The Office of Public Health continues to actively participate and 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, Radiation Community Reception Centers, and Family Assistance Centers during an Active Shooter incident.

UCOHM coordinates the Union County Medical Reserve Corps (UCMRC). The UCMRC unit consists of over 200 volunteers trained to strengthen public health, improve emergency response capabilities and build community resiliency throughout Union County. Volunteers include medical healthcare professionals, public health professionals and non-medical community members who are prepared to respond to public health emergencies. UCMRC volunteers have participated in emergency preparedness and response trainings, emergency sheltering, disaster medical support, vaccination clinics, community outreach, as well health education and promotion. In addition to quarterly meetings, UCMRC volunteers participate in numerous trainings. MRC trainings conducted in 2018 include:

- CPR Training January 27th & February 6th 2018
- Diversity/ Cultural Competency Training- February 22, 2018
- Joint Post Active Shooter Training with Union County Disaster Response Crisis Counselors (DRCC)- March 27, 2018
- Mass Casualty Family Assistance Center Facilitated Discussion conducted by NJ Disaster & Terrorism Branch- April 16, 2018
- UCMRC Point of Distribution Training- May 18, 2018
- Union County MRC Hands-On POD Training- July, 21,2018
- Active Shooter Training – September 13th, 2018
- Union County OHM Community POD Training- September 24, 2018
- Kean University Community Service Fair- September 24, 2018
- NJMRC Conference Atlantic City- October 2, 2018
- UCMRC Year End Celebration & Game Night- December 5, 2018
- General UCMRC Meetings- Feb 22nd, May 8th, Sept 24th, Dec 5th

CEHA

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 2018, the OEH conducted compliance and enforcement investigations and inspections including:

- Air Pollution Program - 176 facility inspections and 45 complaint investigations which resulted in 22 Notice of Penalty Assessments being issued
- Solid Waste Program - 77 inspections and 21 complaint investigations (This does not include investigations performed by the Union County Utilities Authority under the Inter-local Shared Services Agreement.) which resulted in 2 Notice of Penalty Assessments being issued
- UST Program - 28 facility inspections which resulted in 11 Notice of Penalty Assessments being issued
- Pesticides Program – 25 inspections
- Noise Program – 9 complaint investigations which resulted in 1 Notice of Violation being issued
- DEP Right to Know Program- 50 facility inspections, which resulted in 29 Notice of Penalty Assessments
- Water Program – 13 complaint investigations, which resulted in 1 Notice of Penalty Assessment and 3 Notices of Violation being issued.

The Office of Environmental Health spent over 438 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.

Notice of Penalty Assessment documents were issued during this time in the amount of \$47,250.00 (after settlements) for penalties associated with violations noted during the aforementioned inspections and investigations. Penalties are settled, based on NJDEP guidelines, with typically a 50% penalty reduction and payment plans are made available.

A total of \$31,653.00 in penalties from violations issued was collected. Since 2005 the OEH has collected over \$1,678,603.00 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 2015 has gone Live and has fully adopted the state mandated (UVIS-CMS) case management system. The office has made strides to incorporate this web based system to 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 of NJ.

Dr. Shaikh attended the American Association of Suicidology conference in Washington, D.C. on April 17 & 18, 2018. During this conference, a broad range of issues were covered pertaining to the Psychological Autopsy investigation. Dr. Shaikh became the only New Jersey Forensic Pathologist to be certified as a Psychological Autopsy Investigator.

Dr. Shaikh attended the annual 2018 National Association of Medical Examiners meeting in West Palm Beach, Florida from October 12th through October 16, 2018. During this course, a broad range of topics including toxicology with special emphasis on emerging designer drugs and the opioid crisis, regulations and competencies for medical examiners, sudden deaths in children, suicidal carbon monoxide poisoning, postmortem genetic and polygenic profiling, high profile deaths and mass disaster preparedness were discussed.

This office has fully investigated 957 deaths and performed 242 autopsies and 51 external examinations from January 1st through October 31, 2018. The UCMEO has investigated and autopsied 8 homicides.

County Police

2018 found the County Police successfully in many areas of law enforcement, from providing innovative policing techniques for the safety and security of our residents, to continuing our partnerships with municipalities assisting in crime identification, detection and suppression.

Our continued support and commitment to the C.L.E.A.R. Program has allowed for our citizens with opioid dependencies, access to emergency counseling and placement into a rehab program, without the fear of arrest or prosecution for minor possession of narcotics when they ask for assistance.

Specialized County Police units were successful in providing training to municipal officers in the fields of Bomb Detection, fatal accident investigation and active shooter, along with other relevant specialties.

We received installation and placed on line 3 new Automated License Plate Readers, which allow for real time searching of a large number of license plates, comparing them to a data base of wanted entries. This increases the ability of the Officer in the car to search for these wanted vehicles.

The County Police added 4 new officers that are trained and certified to deploy conductive energy devices (TASER'S), increasing our ability to provide this important less lethal option for response to competitive and mentally unstable subjects. These officers also respond to requests from municipalities who do not have this option within their own agency.

We continued our hardware and IT upgrades for both officers and the Union County Regional Dispatch Center. These ongoing upgrades provide enhanced operability for UCPD, the Dispatch Center and the municipal partners we provide services to.

County Police partnered with the Prosecutors Office and the Sheriffs Department to provide for a "Gun Buy Back Event", which allowed for 2 sites to collect guns from citizens for payment. This event was a huge success, allowing for many hand guns and rifles to be taken off the street.

Plans were drawn up and designs are being vetted for the expansion of the Regional Dispatch Center, to accommodate the interest and demand for this very vital and important shared service with the municipalities that we currently do not serve.

Weights & Measures

- Conducted 1380 inspections on commercial businesses throughout the County. During these inspections the Division tested 9760 weighing

and measuring devices for accuracy. Examples of these devices are scales, gas pumps and timers.

- Performed 48,235 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 201 inspections on gas stations to ensure compliance with weights and measures regulations. The Division brought in \$105,750 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 \$59,774 out of the Division of Weights & Measures Trust Fund Account to help off-set the County budget.

2019 INITIATIVES

Consumer Affairs

- The Department will continue to partner 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.
- The Department will continue to implement new policies and informing businesses about the Notice of Investigation Findings (NIF) for working with retailer, especially those using unfair business practices.
- The Department will continue to increase staff training to better serve consumers and retailers.

Emergency Services

- Implement a new car fire training prop at the Union County Fire Academy
- Work with law enforcement to explore opportunities to develop a rescue task force.

- Provide Bleeding Control training for first responders through the Urban Area Security Initiative (UASI) system.
- Continue to provide countywide EMS mutual aid coverage growing and expanding as needed to meet the demand and keep up with increasing call volume.
- Work with an architect to develop a conceptual plan to improve the classroom facilities at the Fire Academy.
- Continue to support the increasing number of municipal agencies transitioning to the Public Safety Interoperability Communications (PSIC) System.
- Work with local authorities to identify Temporary Debris Management Areas (TDMA) for use during disasters.
- Transition to a new medical billing company for our countywide ambulance service.
- Work with the John H. Stamler Police Academy to manage the Auxiliary Police Training Academy.
- Implement upgrades to the Field Analysis Unit to enhance our detection and identification methods on emergency scenes.

Health Management

- Continue to work with community organizations and health agencies via the Union County Health Collaborative as well as Shaping Elizabeth to implement programs that will improve the health and quality of life of county residents. We also plan to begin working with the newly established Healthy Plainfield and participate in the Union County Community Networking Association (CNA).
- Continue to work with the Public Health Emergency Preparedness work groups to improve the ability to staff Points of Distribution (PODs) in order to serve the community in the event of a public health emergency.
- 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 NJDOH on Emergency Support Function #8 for Union County on emergency public health matters.
- Continue the chair and maintain the Union County Community Organizations Active in Disasters (COAD) to assist with efforts in Mass Care.
- Continue to work with the nine local health departments (representing all 21 Union County municipalities) 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 participate in the Regional Hospital Preparedness Coalition to assist in the coordination of efforts in the event of an emergency with three other counties (Middlesex, Monmouth, and Ocean counties) to share information and resources that will be necessary during public health emergencies.
- Continue to represent all county health officials and Local Information Network Communications Systems (LINCS) in the newly established New Jersey Healthcare and Public Health Collaborative that includes members from state-wide workgroups such as the New Jersey Hospital Association, Emergency Medical Services (EMS) Task Force, Medical Coordination Centers, Office of Emergency Management (OEM) County Coordinators, Homecare Specialty, County Mental Health Association, New Jersey Primary Care Association, End Stage Renal Disease centers, OEM EMS Coordinators, New Jersey Association of County and City Health Officials, and the Health Care Association of New Jersey.

- Continue to coordinate quarterly meetings with all county health officials in regards to the LINCS program and other county-related matters.
- 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.
- Continue to assure compliance with environmental health regulations in the areas of water, air, noise, solid waste, pesticides and right to know through the County Environmental Health Act.
- Continue collaborating and meeting quarterly with the Union County Utilities Authority.
- 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 participate in Community Needs Assessments conducted by local non-profit hospitals.
- Continue to recruit healthcare entities and community based organizations to participate in the Closed Point of Dispensing program.
- Continue to conduct inspections of temporary retail food establishments located within county owned facilities.

Medical Examiner

- The Medical Examiner Office is in the process of obtaining 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 Union County Medical Examiner will give other County Medical Examiners an opportunity to consult with him with any issues pertaining to Psychological Autopsy Investigations.

- 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

- We will continue to upgrade our IT infrastructure, along with relevant hardware, in an effort to battle the continued cyber issues that have plagued various Law Enforcement Agencies in the County. Our goal is to provide a complete, redundant, protected infrastructure for use by our partners and related County entities.
- Break ground on the additional space and upgraded Regional Dispatch Center, allowing UCPD to provide quality, nationally recognized and accredited dispatch services to the Union County municipalities that are interested in partnering.
- Continue to provide specialized training, both hands on and instructional, for active shooter, bomb / suspicious package response, fatal accident investigation and others to municipal law enforcement agencies.
- Pilot a “centralized DWI/DUI processing” shared service program, allowing for county police to process DWI/DUI arrests for local law enforcement agencies at UCPD HQ. This program will allow for the municipal offices to return to service and be able to provide policing for their town quicker and safer with a minimal drop in police coverage.
- Continue to identify, investigate and implement unique ways to provide for the safety and security of residents and visitors to our County and its vast parklands.
- Provide the highest level of training and competency for our Officers, while providing them with cutting edge technology and tools to complete their jobs in the safest, responsible and respectful way we have always done.

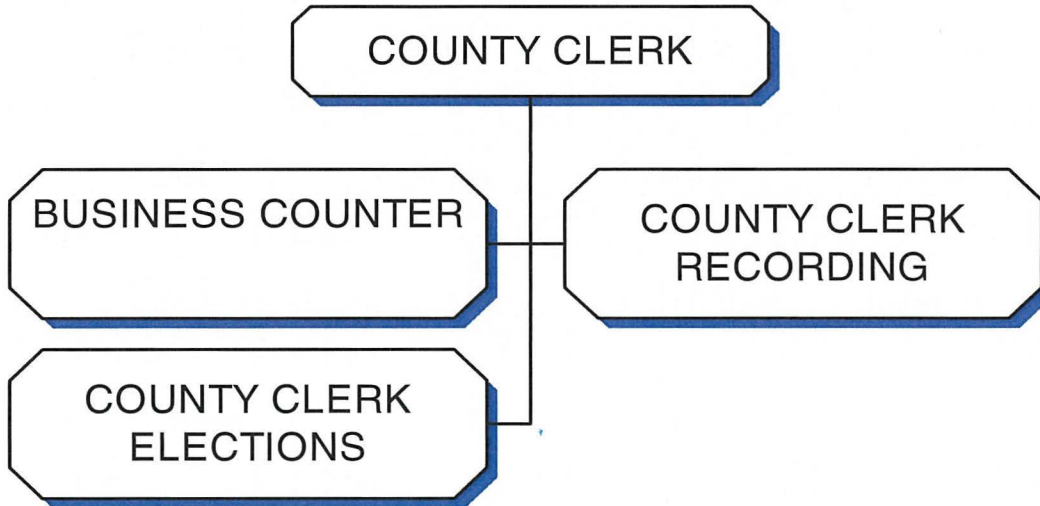
Weights & Measures

- The Division will continue to monitor gas stations closely ensuring they are staying within weights and measures regulations.
- The Division will continue to conduct inspections on commercial businesses throughout the County and inspections of weights and measuring devices for accuracy.
- The Division will continue to perform scanner and commodity audits. To ensure that stores are ringing up products correctly at the register ensuring that packages are displaying the correct weight.

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

2018 Accomplishments

Recording

While the real estate market continued to be robust in 2018, home sales started to stabilize with new sales flattening out. Revenues derived from property recordings will slightly decrease from 2017 revenues at \$41 million, a decrease of about \$1 million. 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 1,200 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.

Initiated in 2015, the Clerk's Property Fraud Alert Notification Program is a free program which alerts subscribers when someone records a document on their home or property. It continued to add subscriptions now approaching 900 subscribers in Union County. 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 e-filing customer base. Approximately 20% or 17,000 documents are now recorded electronically, eliminating paper and adding to the greening of the county. Deeds,

mortgages, assignments, UCC's, releases, discharges and Notices of Settlement are recorded electronically. These documents constitute 95% of all recordings.

The County Clerk's Property Web Site, a search engine for recorded documents, remains a popular web destination. 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 1.05 million property searches were conducted online in 2018.

As older deed and mortgage books are scanned, the books are removed from the Record Room and transferred to Archives to be preserved. In 2018, a total of 70 Mortgage and Deed Books from 1979 and 1980 were scanned and indexed in house by staff and uploaded to the website. A total of 856 books were archived from the Record Room as part of this project.

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 Clerk's Office. The funds are turned over to the County for assistance to the homeless. Approximately \$133,000 was collected for 2018 bringing the accumulated total to more than \$1,250,000 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 the Westfield Community Center, Mountainside Rotary, Holy Spirit Seniors in Union, Kenilworth Senior Citizens, Temple Emanu-El in Westfield and the Senior Citizen Health Fair. She also taught a recording class at the Union County Bar Real Estate Division.

The Clerk was also honored in 2018 with a leadership award from the YWCA of Union County and as a Woman in American History Award by the Crane's Ford Daughters of the American Revolution.

Elections

The County Clerk attended municipal reorganization meetings in January in Springfield, Union, Westfield and Winfield and presented Certificates of Election to the duly elected council people.

Two elections were held in 2018 including the Primary Election in June and the General Election in November.

The Clerk distributed pop sockets (cell phone holders) and “I Voted” stickers to early voters who came to her Elizabeth or Westfield office.

A challenge was filed to the nominating petition for Elizabeth School Board candidate Carlos Trujillo. A hearing was held and the County Clerk permitted the petition to go forward. The decision was challenged in Superior Court and the County Clerk’s decision was upheld.

A second challenge for Plainfield Independent Council candidate Brenda Gilbert was made. The County Clerk denied the petition based on insufficient nominating petition signatures.

In mid-August Governor Murphy signed into law a bill with a substantial effect on the General Election. All Vote-By-Mail voters in the 2016 election were required to receive a Vote-By-Mail ballot for all future elections unless they Opted out. The County Clerk’s Office contacted more than 12,268 Union County voters on their preference and 1,385 opted out of the process.

This new law more than doubled the workload for the elections office swelling the permanent number of Vote-By-Mail voters to 19,628. Voter interest in the mid-term election further inflated the Vote-By-Mail demand to 29,742, a historic high in the history of the office.

A new function was added to the Union County Votes App: New Vote-By-Mail law. To date nearly 2,000 new downloads have occurred and it remains one of the Clerk’s most popular programs. In July the app was cited by the International Association of Government Officials (IGO) with its Innovator Award. 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.

New ES&S Express Vote XL voting machines were purchased by the Board of Elections and used in Westfield in the General Election as a pilot program in an effort to eventually use them in all 21 towns. The new machines necessitated a different tabulation for the results.

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 elections held in 2018. The Westfield office served close to 4,000 voters in the Primary and General Elections. 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 2018. It was distributed county wide along with a 2018 Election Calendar which provided dates for election-related registration and voting deadlines. The calendar, published in-house, 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 results tally on the Clerk's Website, was introduced in the General Election in 2014 and continued throughout the year for each of the 2018 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 \$32,000 on sample ballot postage in 2018 for both the Primary and General Elections and the Special Primary and General Elections.

Business Office

The Clerk's Office continued its outreach services in 2018 for prospective and current notaries. Two successful educational notary seminars were held in March and September for 100 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. Further, the Clerk's Office designed and provided a Notary Log Book, which is a best practice for notaries.

The Clerk initiated a Gold Star ID Card for immediate family of military service members who died on active duty. The card provides free access to New Jersey State parks, forests and beaches as well as the New Jersey State Museum.

The Clerk also spoke about services at a Vietnam Vet's Meeting in Kenilworth and participated in an orientation program for new law clerks at the Courthouse.

The Clerk's satellite Business Office in Westfield, which opened in April 2010, continued to service recording documents with the filing of Peddler Licenses for Veterans. Along with Veterans cards, the office processes Notaries Public, files Inheritance Tax Waivers, issues Trade Name Certificates, and processes Passport Book and Passport Card applications, the office also takes photographs, records Veteran Discharge Papers and issues Veteran Honorable Discharge Photo ID's. Passport volume and business activities continue to increase. To date revenues from this division are the highest ever recorded in the history of the office totaling more than \$770,000.

The Clerk testified before the New Jersey Law Review Commission in April regarding proposed changes to state partnership and trade name statutes recommended by the commission. The commission ultimately abandoned those proposed changes which were not in the best interests of county constituent services.

Fourteen 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 office also conducted a successful Passport Day at Newark Airport for employees of United Airlines. The Clerk also wrote an article about Passport's and ID's which appeared in the Union County Senior Citizens News. The office also hosted a luncheon for Municipal Clerks in honor of Clerk's Week in May.

2019 Initiatives

Recording

The office will continue to advocate for additional submitters for its e-filing recording system. Currently, deeds, mortgages, releases, postponements, Notices of Settlement, UCC's, 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.

Re-configuration and renovation of the recording areas will begin to provide more efficient use of space and greater security.

A preservation effort will continue in 2019 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 1979 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 2018.

Business Office

Notary educational seminars are being planned for the year to take place in March and September. Renovation of the Elizabeth Passport Office will be initiated to increase customer access and provide greater security.

Elections

The Union County Votes App will continue to be updated. The publicity and outreach campaign will be expanded to alert voters to this option to obtain election information.

A staffed voting office will continue in Westfield for the Primary, General and School Board Elections as well as 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 2019 Election Date brochure will be issued along with a 2019 Election calendar.

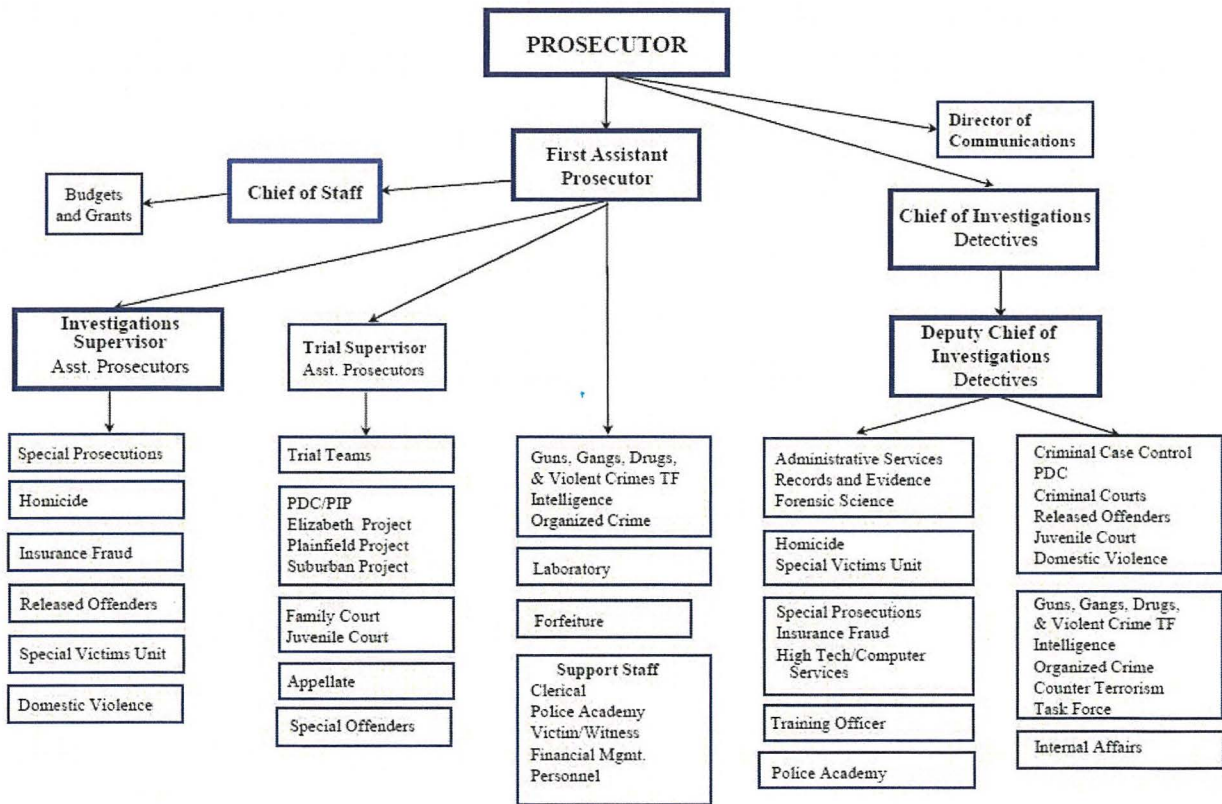
A new space configuration of the Elizabeth Election Office will start in 2019 to provide better customer access and greater work space for staff as well as increased security. This re-design will be done at a time not to interfere with elections.

Due to the new law passed in 2018, more Vote-By-Mail ballots will be distributed in the Primary and General Elections. It is expected that the voter permanent list, which is 19,628, will expand dramatically. It is also expected that more ES&S voting machines will be incorporated in more towns throughout the county in the Primary and General Elections in 2019.

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 that improves 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.

Departments and Primary Functions

The Union County Prosecutor's Office (UCPO) is subdivided into more than 15 specialized units comprised of investigators, 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.
- 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 nonviolent offenders who are prone to substance abuse are offered a community treatment-based alternative to state prison.
- Narcotics Strike Force – Investigates and prosecutes incidents of violent crime, drug trafficking, weapons offenses, 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 furthers the crime prevention and law enforcement priority objectives identified by the Prosecutor's Office.

- Juvenile Unit – Investigates and prosecutes crimes committed by juveniles in Union County.
- Special Prosecutions Unit – Investigates and prosecutes complex financial matters and official misconduct by elected or appointed officials, as well as incidents of insurance fraud, 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, including human trafficking.
- Trial Unit – Handles arraignments, pretrial conferences, pretrial and post-trial motions, trials, and sentencing of indictable criminal cases heard in Superior Court.
- Victim/Witness Unit – Provides comprehensive services to help crime victims and witnesses deal with the financial, psychological, and physical effects of offenders' actions.

2018 Accomplishments

Under the leadership of acting Union County Prosecutor Michael A. Monahan, the 2018 calendar year saw major accomplishments by the 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

- Union County continues to position itself ahead of the curve in the context of the nationwide trend of outfitting police officers with body-worn cameras as a measure intended to enhance transparency and accountability in law enforcement; by the end of 2018, following extensive recent talks with local police chiefs regarding financing and logistics, it is anticipated that ours will be the first county in New Jersey in which each of the municipal police departments utilizes the devices. This marks the continuation of an initiative announced in 2015, when the Prosecutor's Office launched what was then New Jersey's single most comprehensive county-funded, multi-municipality body-

worn camera pilot program of its kind, with eight municipal police departments initially participating. By 2016, that figure had doubled to 16, and in 2017, the first full calendar year in which that many police departments made use of the devices, the number of complaints filed against officers in Union County plummeted by several hundred, as compared with the year before.

- From the earliest stages of his tenure, immediately after being sworn in to office in January 2018, Prosecutor Monahan made it a top priority to meet personally with local faith-based groups and leaders to discuss a myriad of issues important to them. Following multiple meetings with several Muslim groups located across the County and speaking before the Union County Interfaith Coordinating Council, in October 2018 he took part in a regularly scheduled meeting of the Scotch Plains/Fanwood Ministerium – coincidentally, immediately following an incident in which racist, vulgar, and anti-Semitic graffiti appeared on an exterior wall of Scotch Plains-Fanwood High School. In light of that event and the tragic shooting at a Pittsburgh synagogue that followed soon thereafter, Prosecutor Monahan also gathered leaders from more than half of Union County’s various Jewish houses of worship, community centers, and schools to discuss facility security in a November 2018 meeting involving UCPO Risk Mitigation Specialist Michael Boyle and other officials.
- Following passage of state legislation stripping the New Jersey Society for the Prevention of Cruelty to Animals of its law enforcement powers, all of New Jersey’s 21 county prosecutors were asked to pick up the slack. Union County Assistant Prosecutor Patricia Cronin and Sgt. Vito Colacitti answered the call, becoming the assigned leaders of the Prosecutor’s Office’s newly formed animal cruelty subsection of its Special Prosecutions Unit in April and then launching more than half a dozen investigations that produced criminal charges over the next six months. As a result of the cases, originating in Elizabeth, Hillside, Plainfield, and Roselle, more than 125 pets were saved from unsanitary and inhumane living conditions, and strong working relationships were established with local shelters that agreed to take in and rehabilitate the animals. As part of their duties, Cronin and Colacitti also provide legal guidance and investigative assistance to the County’s 21 municipal police departments, each of which has designated an assigned humane officer. In the Plainfield case, the defendant was sentenced to five years of probation and barred for life from ever again owning, breeding, or selling pets in New Jersey following her admission of neglect that led to the deaths of multiple puppies in her care, while also being ordered to pay over \$30,000 in restitution to

numerous victims, undergo a psychological evaluation, comply with all ordered treatment, and submit to periodic monitoring.

Investigations/Prosecutions

- An Elizabeth man who robbed, psychologically tortured, and sexually assaulted four couples staying at local motels along U.S. Routes 1&9 in Elizabeth and Linden over the course of six weeks in 2012 was sentenced in August 2018 to an aggregate total of 148 years in state prison for convictions on 60 crimes following an eight-week trial and three days of jury deliberations that had concluded in March. Rasheed Powell, 43, was sentenced by state Superior Court Judge Robert Kirsch, who described Powell's crimes as collectively constituting an "incomprehensible hell" and a "reign of terror." Powell would force his way into the motel rooms at night and order the couples to engage in sexual acts at gunpoint, then order the males into the bathroom while he sexually assaulted the females in the adjacent bedroom, also at gunpoint. Using DNA and other forensic evidence, a joint investigation by the Prosecutor's Office's Sex Crimes Unit (today known as the Special Victims Unit), the Elizabeth Police Department, and the Linden Police Department, assisted by the Union County Sheriff's Office and Union County Police Department, resulted in Powell being identified as a suspect in the case, and he was arrested in April 2012.
- Despite 2018 featuring a historically low rate of homicide in Union County – there have been nine killings to date this year, by a wide margin the fewest since at least 2003 – the Union County Homicide Task Force found itself extremely active, filing murder or manslaughter charges against 15 defendants, securing 8 guilty pleas, and convicting 13 defendants at trial. Notable among the convictions were those of Abayuba Rivas, found guilty of killing his wife in their Elizabeth home in 2014 and dumping her a body in an abandoned home in an adjacent county; Nathaniel Young, found guilty of fatally shooting a taxi driver in Rahway in 2015, causing the vehicular collision that cost a local women her leg; and Arturo Alomas, found guilty of fatally strangling his girlfriend as she arrived home from her own birthday party on Easter Sunday in 2016, then fleeing the state with their infant daughter.
- In May 2018, a Union County grand jury returned a 13-count indictment against the Rahway man charged with distributing a deadly batch of fentanyl-laced crack cocaine that killed three people and hospitalized numerous others during a span of a single day late last year. George Rayford, 38, is currently charged

with three counts of strict liability for a drug-induced death, a first-degree crime, as well as four counts of second-degree drug distribution within 500 feet of a public park and six related lesser drug distribution and possession offenses. A six-week investigation by the Union County Homicide Task Force revealed that Rayford distributed the deadly quantities of drugs out of his home on Friday, December 22, 2017; by the end of the night, 41-year-old Nicole Taylor, 53-year-old Kacina Vanderburg, and 67-year-old Harold Johnston, all Rahway residents, had overdosed on the drugs and died.

- Two notable Narcotics Strike Force investigations took place in August and September 2018. The first, a long-term joint investigation also involving the FBI Newark Hybrid Task Force, yielded 19 arrests and the dismantling of two heroin mills operating in Elizabeth and Plainfield. Search warrants simultaneously executed at a total of eight locations in four New Jersey counties produced 93 bricks of heroin containing approximately 4,650 individual doses, as well as 70 grams of raw heroin that could have produced approximately 5,250 more doses. Also seized were numerous pieces of drug processing and packaging materials, including blenders, sifters, scales, and more. The other narcotics investigation, also involving the FBI Newark Hybrid Task Force and assisted by the Union County Police Department, produced information that a large shipment of heroin was going to be traveling through Union County by way of Pennsylvania. Investigators located the suspect vehicle, a 2004 Chevrolet Suburban, traveling east on I-78 and tracked it to the parking lot of a clothing store off of U.S. Route 22 West in Union Township, at which time the vehicle occupant was arrested without incident and a search revealed two kilograms of heroin concealed in a speaker in the rear of the vehicle.

Outreach

- In April 2018, the Prosecutor's Office once again partnered with YWCA Union County and other organizations to host the fifth annual Union County C.A.R.E.S. (Community, Action, Response, Education, Safety) Domestic Violence Symposium, held at Kean University in Union Township. The theme of this year's Symposium was "Get Real About Sex, Consent, and Violence," and keynote speaker Jeffrey Bucholtz's remarks were followed by panel discussions on juvenile sex crimes and dating abuse, cyber harassment and "sextortion," and human trafficking. A total of eight members of the Prosecutor's Office participated in the discussions, the most in any of the

event's six years, and more than 250 people attended the Symposium, which has become the largest county-oriented annual event of its kind statewide.

- The inaugural Union County Human Trafficking Symposium was held in October 2018, with members of the public and professionals whose work touches on the topic invited and encouraged to attend. The Symposium took place at Union County College's main auditorium in Cranford, jointly coordinated by the Prosecutor's Office, its Union County Office of Victim/Witness Advocacy, and the Union County Department of Human Services' Office on Women, with support from Union County College and the New Jersey Coalition Against Human Trafficking. The keynote speaker was Cranford resident Lockey Maisonneuve, author of "A Girl Raised by Wolves," a memoir about her experience being sold into sex slavery by her father as an adolescent; her remarks were followed by a panel discussion moderated by Union County Victim/Witness Coordinator Maria Reynolds and also involving, among others, Prosecutor's Office Assistant Prosecutor Michael Sheets and Sgt. Brian O'Malley, both of whom have been directly involved in investigating and prosecuting numerous defendants in several separate cases of human trafficking in Union County during recent years.
- Throughout 2018, UCPO representatives continued to deliver presentations and remarks at a variety of community meetings and events in order to better inform the public about the Office's activities and purpose. The most common types of speaking engagements in which the Office has either participated or planned and organized during the last 18 months include a) events intended to inform the public about the heroin and prescription opioid abuse epidemic, and what is being done locally to address it; b) discussions on cyberbullying and other cyber crimes for schools and faculty; and c) regularly scheduled gatherings of local business, civic, and nonprofit organizations.
- The Prosecutor's Office participated in the October 2018 Union County Gun Buyback event at the Macedonia Baptist Church in Elizabeth and the Visions of God Family Worship Church in Plainfield, assisting with logistics and the management of the first initiative of its kind to be held in the County in several years. Also sponsored by the Union County Board of Chosen Freeholders, Union County Sheriff's Office, Union County Police Department, and the police departments of the cities of Elizabeth and Plainfield, the event yielded a total of 228 firearms collected, including three assault rifles.

2019 Initiatives

Initiatives the Union County Prosecutor's Office will be pursuing throughout 2019 include:

- This coming year the Prosecutor's Office will be seeking to expand its participation in Operation Helping Hand, an initiative led by the New Jersey Office of the Attorney General through which local drug purchasers and users are surveilled, tracked, and arrested, then given the option of accepting rehabilitative treatment in lieu of more traditional criminal prosecution. The first statewide iteration of Operation Helping Hand took place during the second week of June 2018 and was a success that exceeded even the most optimistic expectations; five counties in all participated, including Bergen, Morris, Passaic, Sussex, and Union, with Union accounting for slightly more than 100 of the 180 combined arrests. Of those arrested in Union County, more than 80 percent, or four in every five, agreed to engage in some form of assistance.
- The Prosecutor's Office will spend 2019 developing and refining the operations of its new Cybercrime Task Force: a unique subsection of the Narcotics Strike Force (NSF) created to allow on-loan members of law enforcement from local police departments to learn techniques commonly employed by NSF's High Tech Crime and Electronic Surveillance units. There are currently three on-loan officers assigned to the Task Force – one apiece from the Plainfield Police Division, Springfield Police Department, and Union County Police Department – with two others set to join in January 2019, one from Cranford and one from Garwood. The Task Force features two “tracks” of training platforms for its on-loan officers; through the first track, technical operations technician training, members learn techniques of electronic surveillance, wiretapping, GPS tracking, cell tower mapping, and video extraction. Through the second track, digital forensic examiner training, members learn mobile device and computer searches and forensics. It is the intention of the Prosecutor's Office that a minimum of one detective from all of Union County's municipal police departments ultimately undergo the training, making them prepared to impart the techniques they learn on colleagues when they return.
- In 2019 the Prosecutor's Office also will be drastically expanding its Summer Slam youth basketball tournament, following the success of the inaugural version this year. An initiative intended to connect local student-

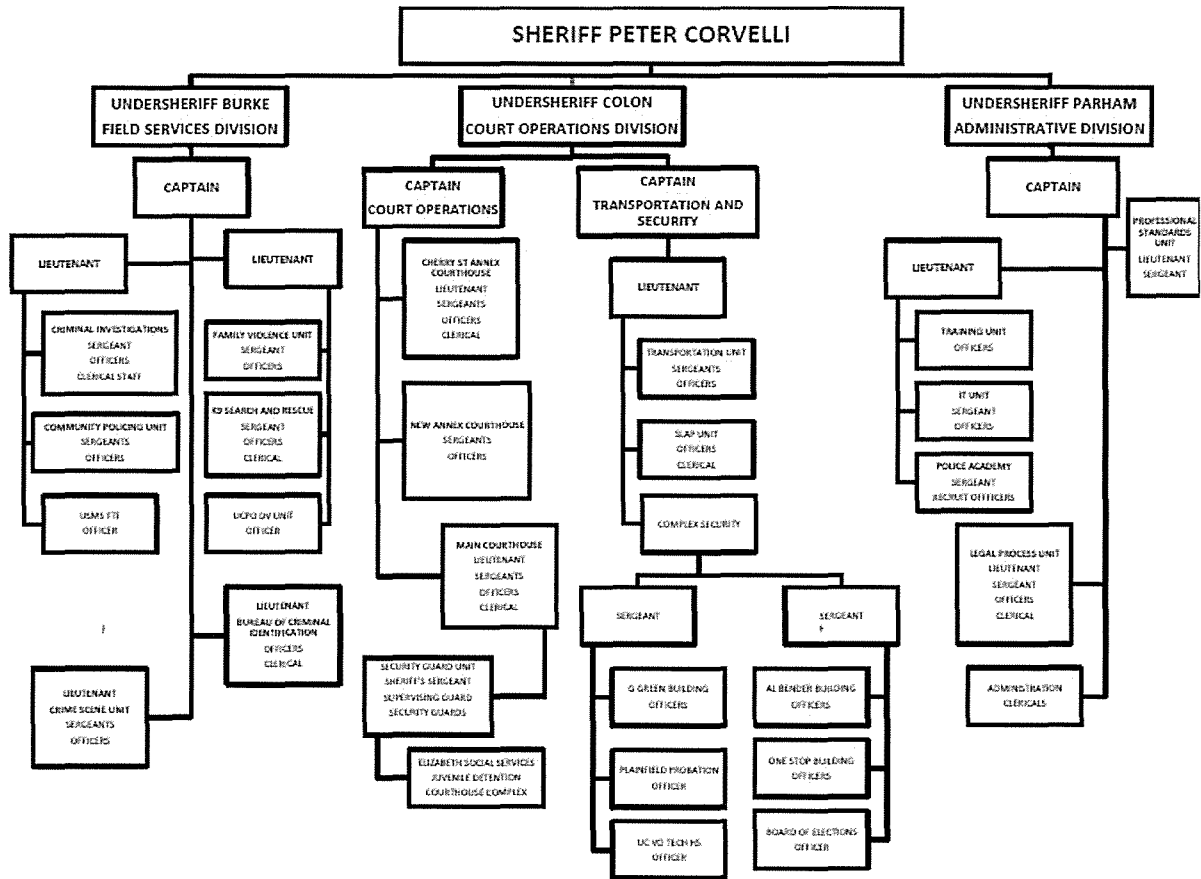
athletes with representatives of local law enforcement in fun, engaging ways, the first tournament was held on Friday, August 3, 2018 at Elizabeth's Dunn Center, with teams of fifth- and sixth-graders from Elizabeth, Hillside, Linden, and Plainfield facing off in a pair of first-round games, followed by a championship contest and a third-place contest, also played simultaneously. Coaching the four teams were detectives and other sworn members of the police departments in those municipalities; in 2019, the tournament is expected to be expanded to add teams from as many participating municipalities as possible, with play extending for multiple days.

- As of November 2018, Union County found itself on pace to eclipse 100 fatal overdoses for the second consecutive year, marking the only two times that milestone has ever been reached. One of the Office's primary focuses in 2019 will be continuing to address this issue from every possible angle: by continuing to host educational forums across the County; partnering with other organizations to raise awareness about the scope of the epidemic; and meeting regularly with our partners with the Union County Opioid Response Initiative (UCORI) and taking a lead role in its newly formed Data Work Group, through which data on police-administered naloxone and fatal overdoses is being analyzed and sorted in order to identify prevalent trends. And continuing to work in tandem with municipal, county, state, and federal authorities, the Prosecutor's Office's Narcotics Strike Force will 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 previous years, as the Task Force from 2015-2017 seized approximately 50 kilograms of heroin, considerably more than in the previous seven years combined.

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.

2018 Accomplishments

- Implementation of enhanced electronic records management system for administrative and operational efficiencies
- Administrative policy review to ensure compliance with State law, County Ordinance, current policy and best practice

- Completed functional training exercise to test capabilities of Sheriff's personnel in response to an active shooter incident at the Cherry St. Courthouse Annex
- Implemented an enhanced Early Warning System program to comport with Attorney General Guideline
- Completed comprehensive upgrade to Crime Scene Unit Processing Lab decreasing evidence processing time by 40% from 2016-2018
- Instituted mandatory drug testing policy for sworn officers
- Introduced law enforcement patrol rifle program to further enhance safety at Courthouse complex

2019 Initiatives

- Increase body worn camera program to include all Community Policing Unit personnel
- Increase physical and operational security enhancements at Courthouse complex and satellite posts
- Institute a layered physical security program at the Union County Vocational-Technical School District in Scotch Plains to include the use of Special Law Enforcement Officers
- Continue agency patrol rifle program rollout to include Field Services Unit personnel
- In coordination with Board of Chosen Freeholders and Elizabeth Board of Education, implement a pilot program to increase availability of Project Lifesaver for affected families

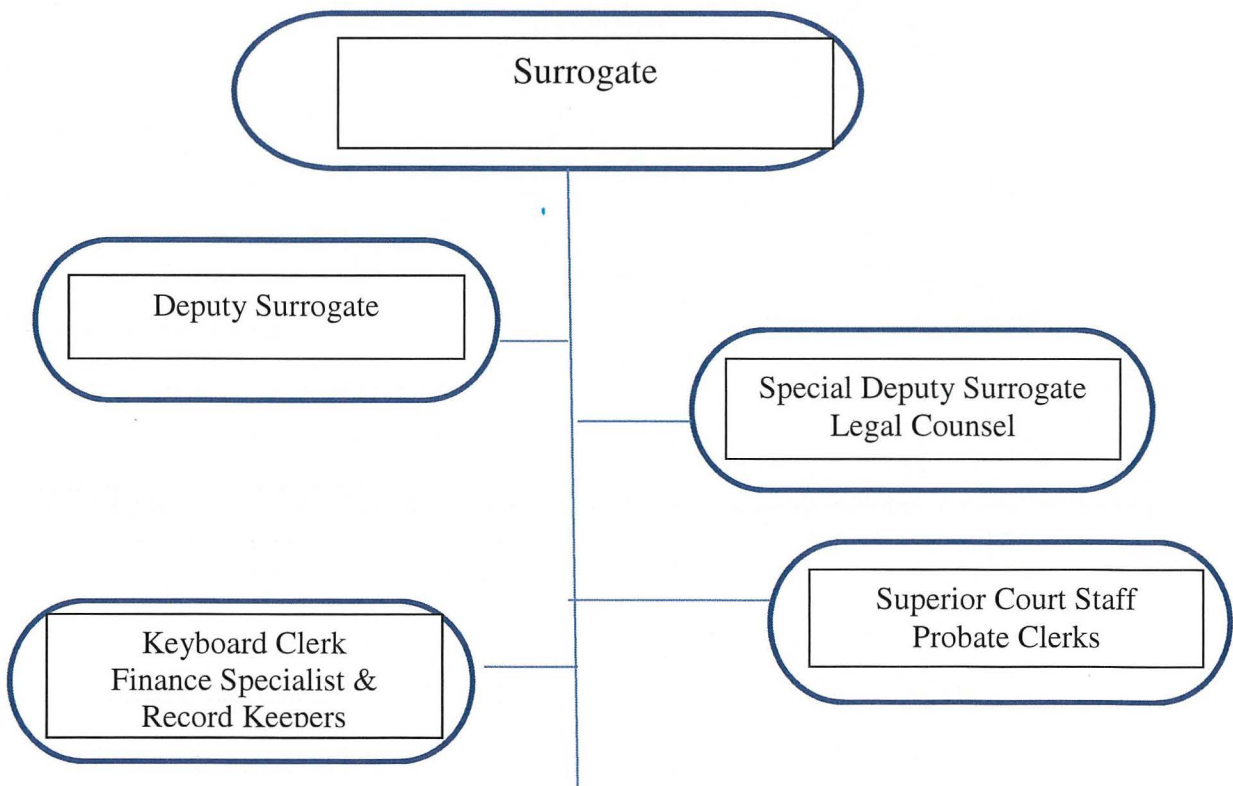
Office of the Surrogate

Organizational Chart

Office of the Union County Surrogate



James S. LaCorte, 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 seq. 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.

❖ **New Mandate from NJ Administrative Office of the Courts**

Guardians Annual Reports

Explanation

Court appointed legal guardians make decisions for incapacitated people about personal and medical care, meals, transportation, and even where a person lives. Guardians control assets, manage budgets, pay debts, and make all financial and investment decisions for the people they assist.

The New Jersey Judiciary Guardianship Monitoring Program (GMP) is a comprehensive statewide volunteer-based court program established to monitor guardians in their handling of the affairs of incapacitated individuals, including elderly and developmentally disabled adults. The GMP monitors guardianship cases to ensure that guardians of incapacitated persons are performing their duties appropriately. Monitoring and oversight of guardianships helps identify, address, prevent, and deter activities that are harmful to incapacitated individuals.

While in the past year the Court have placed volunteers in our offices to “monitor” the guardians they have now placed the responsibility of obtaining these reports solely on the Surrogate. My office must make contact with every guardian every year (or other year, depending on the judgment) to make sure they file their annual report. It has become a burdensome responsibility on the current staff. The amount of time to make sure all the letters go out in a timely manner that they are returned and documented, any changes are made to the system, and the documents are noted.

Court Rule 4:86

4:86-1. Action; Records; Guardianship Monitoring Program

(b) Judiciary records of all actions set forth in R. 4:86-1(a) shall be maintained by the Surrogate and shall be accessible pursuant to R. 1:38-3(e).

(c) Each vicinage shall operate a Guardianship Monitoring Program through the collaboration of the Superior Court, Chancery Division, Probate Part; the County Surrogates; and the Administrative Office of the Courts, Civil Practice Division.

4:86-6. Hearing; Judgment

(f) Duties of Surrogate.

(1) The Surrogate shall provide the entire complete guardianship file to the court for review no later than seven days before the hearing.

(2) At the time of qualification and issuance of letters of guardianship, the Surrogate shall review the acceptance of appointment and letters of guardianship with the guardian in such form as promulgated by the Administrative Director of the Courts.

(3) The Surrogate shall issue letters of guardianship following the guardian's qualification. The Surrogate shall record issuance of all letters of guardianship. Letters of guardianship shall accurately reflect the provisions of the judgment.

(4) The Surrogate shall record receipt of all inventories, reports of financial accounting, and reports of well-being filed pursuant to paragraphs (e)(3) thru (e)(5) above.

(5) The Surrogate shall notify the court, and shall issue notices to the guardian in such form as promulgated by the Administrative Director of the Courts, in the event that:

(A) the guardian fails to qualify and accept the appointment within 30 days after entry of the judgment of legal incapacity and appointment of guardian in accordance with paragraph (e)(1) above; or

(B) The guardian fails to timely file inventories, reports of financial Accounting, and/or reports of well-being filed in accordance with paragraphs (e)(3) thru (e)(5) above.

(6) The Surrogate shall immediately notify the court if they are informed through oral or written communication, or become aware by other means, of emergent allegations of substantial harm to the physical or mental health, safety and well-being, and/or the property or business affairs, of an alleged or adjudicated incapacitated person. However, the Surrogate shall have no obligation to review inventories, periodic reports of well-being, informal accountings, or other documents filed by guardians, except for formal accountings subject to audit by the Surrogate.

(A) (7) The Surrogate shall record the death of the incapacitated person.

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.
- The Surrogate shall record receipt of all inventories, reports of financial accounting, and reports of well-being filed pursuant to paragraphs (e)(3) thru (e)(5) above.
- The Surrogate shall notify the court, and shall issue notices to the guardian in such form as promulgated by the Administrative Director of the Courts.

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 1986 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, Scotch Plains, Union and Summit. Their Administrations have provided us with an office to conduct business on the respective days 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. The Surrogate's office has set up a monitoring procedure to make the necessary notification to guardians for their annual reports. 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 times a month in different locations throughout the County. The first Monday of every month is in Cranford, the second Tuesday is in Scotch Plains the third Wednesday is in Union and the fourth Tuesday of every month is in Summit. 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.

2018 ACCOMPLISHMENTS

To provide a better understanding of how many clients we see on a daily basis, these are some of our figures year to date, 1-1-2018 to 11-1-2018.

Probates	1328		Administrations	523
Adoptions	142		Minor's Guard	112
Incapacities	131		Release of Funds	87
Certificates	10725		Searches	559
Affidavit s/s n/k	466		Other complaints	581

That's over 4,000 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. During 2017 my office handled over 10,000 calls with regard to probate matters.

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, Municipal Clerks, and law clerks.

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. In addition this year along with the County Clerk we conducted training for Local Notaries (see attached).

In addition the AOC had asked me to co-host a seminar for the “Early Settlement Panel with Judges from around the State. The early settlement panel handles cases that are having some difficulty coming to a decision, usually about distribution. The panel of attorney’s takes these cases and tries to mediate a settlement before they would have to go to trial.

Continuing education for our residents is important. I continue to promote education of the public about important legal matters. Our brochures can be found in Senior Centers, Libraries & Local Government Offices. I have released several press releases this year and will continue to keep the public informed.

Banks continue to be a concern for the spouses the rules vary from branch to branch; internal policies are making it difficult for them to claim assets. I continue to interact with The New Jersey State Banking Commission and Presidents of various financial institutions to educate them on the process in New Jersey.

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.

Service to the community is a vital part of our office. I have promoted the services of Union County (i.e. Human Services, Parks & Recreation, Social Services) when instructing the guardians to file their annual reports. This informative information has been included in their mailings. I would believe that the County would benefit from departments sharing documents with other

agencies, I have expressed that the “ASK” Program from Human Services be placed in the Courthouse during the fall and Winter Seasons.

Evening Hours

During the year we conducted over 160 evening appointments in host communities. We share services with Cranford, Union and Summit and now we have added Scotch Plains to the list. We 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 25 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. 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. This year so far we have handled over 1300 probates, 112 Guardianships for minors, 523 Administrations, and 136 Adoptions and 131 Incapacitated cases. These cases are handled by our Probate Clerks, Lawyer and Superior Court Section.

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 2018, **58** 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.

All numbers are as of November 15, 2018

Guardianship Reporting & Monitors

In 2014 the State brought in their volunteers to data input the information from our Incapacitated person 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 for them to work in.
- In the coming year the State is going to conduct a pilot program for Superior Court Cases, I have found out that Union County will be part of that pilot program.
- As of September 1, 2016 the Administrative Office of the Courts has **mandated** that the Surrogate take the lead in retaining and transferring important court documents to the State Web Site. This has taken considerable resources and staffing to accomplish.

AOC: Administrative Office of the Courts (2-23-17)

In February of 2017 we were presented with a new set of rules for Incapacitated cases from the Administrative Office of the Courts. We were charged with taking the court documents and data entering the particulars of the case into the State web system for Court E-files. The new rules state that we have 5 days from the date of judgment to make sure the information is entered into their system. This has become a duplication of services for the Superior Court Section. It was soon followed up by an e-file training in March of 2017.

E-File Training 3-23-17

The courts indicated to us that they needed the original documents scanned, indexed and transferred to the State electronically. This causes us some software changes and additions to our current program in addition to converting scanned documents into PDF files for the State. In addition to our in house Information Technology Department, Steve Santillo recommended that we engage On Base (Continuum) to write a software program that would take our TIFF documents from On Base and convert them into PDF files for the state program, this would be accomplished each evening, giving the Incapacitated Cases a specific code that would identify them and place them in a separate folder for the morning at which time we could copy and drop them into the state's web site.

Main duties include but are not limited to, scanning re-indexing and supporting the incapacitated docket list. Clerks are in charge of inputting data into the state web site and sending documents to the State and archiving in our office.

Document Retention

Everyone in the office contributes to the upgrading of old records into digital files. The two new staff members who are in the reception area are helping in that process and will continue to become familiar with these documents and support the current staff.

We moved the other staff member who was originally up front she is now in our record room. Since we entered into a contract with DRS Imaging (2016) work began in our department in 2016 to convert micro fiche images to digital. From the digital process, Steve Santillo downloads the documents into the On Base system and creates "Estates" once this is done, we now go into these Estates and index and extract unnecessary information and redact personal information, than the docket is passed along to the "Custom Query"

We now have a docket from 1963 available on the screen for clients and staff to view. Taking these old documents and converting them to digital gives us another level of security for our documents.

This is a very tedious and time consuming process. Several staff members are working on different parts of the program. The fees for the digital conversion were taken out of our "Surrogate's Trust Fund" and not general revenue. At some point we may have to go out or extend our contract for the conversion.

A good portion of our *Surrogate's Trust Fund money (funds acquired from dedicated revenue's under the Fee schedule effective 2-1-02) was used to update these files, develop new software and integrate new actions into our current Bluestone system. In addition we are currently under contract to transfer documents from micro fiche to a digital process as indicated above.

*Senate Bill No. 553 Adopted November 9, 2000

8. Section 4 of P.L.1988, c.109 (C.22A:4-17.2) is amended to read as follows:

4. a. The county treasurer shall return to the county surrogate \$2.00 of each fee received for the probate of a will; for the grant of general administration; for the grant of letters of guardianship [for a minor and]; for the grant of letters of trusteeship for the filing of inventories; for the filing of accountings; and for any other proceeding filed, recorded or issued in the surrogate's court. Such sums shall be returned within 10 days of receipt by the county treasurer.

b. Monies received by the county surrogates pursuant to the provisions of subsection a. of this section shall be used to upgrade and modernize the services provided by their offices. These monies shall not be used for budgetary reduction by the counties.

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 in a separate trust account.

In January of 2017 we were ordered by the Assignment Judge to change our SITF funds in the primary and secondary accounts. Investors Savings Bank was kept as our primary with a 3 year contract; however, our secondary bank was Lakeland Bank. They handled funds from \$250,000.00 to \$500,000.00 for minors under a court order. Their contract was for one year January 2, 2018 to January 2, 2019. We currently (Nov.) have proposal packets from the Administrative Office of the Courts out to approximately 32 banks. They must be returned by December 3, 2018. Once the proposals are returned I will present them to the Assignment Judge, Karen M. Cassidy for a final decision. At that time we will prepare the accounts to be transferred if necessary. Currently we handle over \$22,000,000.00 in assets

The Surrogate's Court currently holds over \$22 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.

Adoption Day

Adoption Day – November 16, 2018

This year we have 16 children being adopted in Union County. There are two Superior Court Judges conducting the adoptions. The Union County Surrogate will be hosting the breakfast for the children and their families. In addition an Adoption Information Fair is being presented again this year. Anyone interested in Adoptions or the process may visit the court house during the hours of 9 – 1 on the 16th.

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.

Superior Court

Judge Dupuis is still 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 year (11-15-17) we handled 184 Incapacity Complaints, and 100 other complaints for contested probate matters, accountings and declaration of death. The numbers for Incapacity are climbing. With the new probate software system we have started to identify the number of cases that are considered DDD (Developmentally Disabled; these are usually young adults with autism, cerebral palsy and downs syndrome) and those that are the result of accident, old age, Dementia and Alzheimer's.

In addition to the Chancery Division, our Adoption clerk, Suzanne DiOrio, reports to the family division; this year we conducted 142 adoptions. Here the adoptions are conducted in private in a closed court room. Once the adoptions are complete she files all paperwork with the state and seals the file. Mrs. DiOrio is also responsible for the Adoption Day Program.

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 16,092 hard files to digital images. We have digitized over 100,000 images in the year 2018.

2019 Initiatives

Constituent Services

How can I better serve the public? I am always open to suggestions happy to bring our program to the public. 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 bi-annual 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. In addition we have updated our web site to try and assist the citizens with probate matters.

In addition we receive a lot of phone calls from the general public about probate matters. Also, the guardians who have to fill out the annual reports sometimes get nervous or have a language barrier. Our office handles all of these calls and if necessary we have several translators in our office who lend a hand.

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.

Upgrades to Internet Services

With new directives and mandates from Superior Court. It may be necessary to expand our software program with Bluestone (our operating system) or On Base (our digital retention system).

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.

Daily e-mails to the office are handled by the Deputy Surrogate, Special Deputy Surrogate and my staff Attorney. Susan Dinardo the Senior Probate Clerk handles all new cases coming into the office, she disseminates the work to the probate clerks for preparation for the attorneys and clients. They respond to all clients questions about the probate process. The process by which we do business has changed over the years. When you used to get a lot of faxes we now get twice as many e-mails; cases come in by e-mail every day from attorneys, this work gets processed by our staff and communications with attorneys has become easier. Keeping our staff and equipment up to today's standards is very important.

Having individuals answer the phones and direct the clients to the right person to help them is an invaluable service. Most individuals are amazed that we have a real person answer the phones. The services that the receptionists provide help alleviate stress on an already stressful situation. In addition the receptionists handle multiple tasks such as mail, purchasing, digital scanning and record keeping.

Our office keeps current with the new laws and provides brochures for the public. Another support of the office is our web site; it is coordinated between my Deputy Surrogate and Robert Charkowsky from Public Information.

The office provides a web site to assist the pro se client in conducting the business of the estate. Important information is contained on our web 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.

Personal contact and communication with the client or resident makes the client feel that they are getting the attention they deserve. The fact that they also get an individual when they call our office is a big factor in the compliments that our office receives.

Continued Support

The County is very lucky to have departments that work well together. Often times we forget to mention them when we have a chance, however it would be remiss of me not to acknowledge the support of others in the county who get little appreciation for their service. Our Information technology department is constantly coming to our aid, same with the Senior Personnel Assistant (civil service); Facilities, Personnel, Finance, Public Information and Purchasing Departments. These are just some of the divisions who support us in our service to the community. We are very fortunate to have their support and direction.

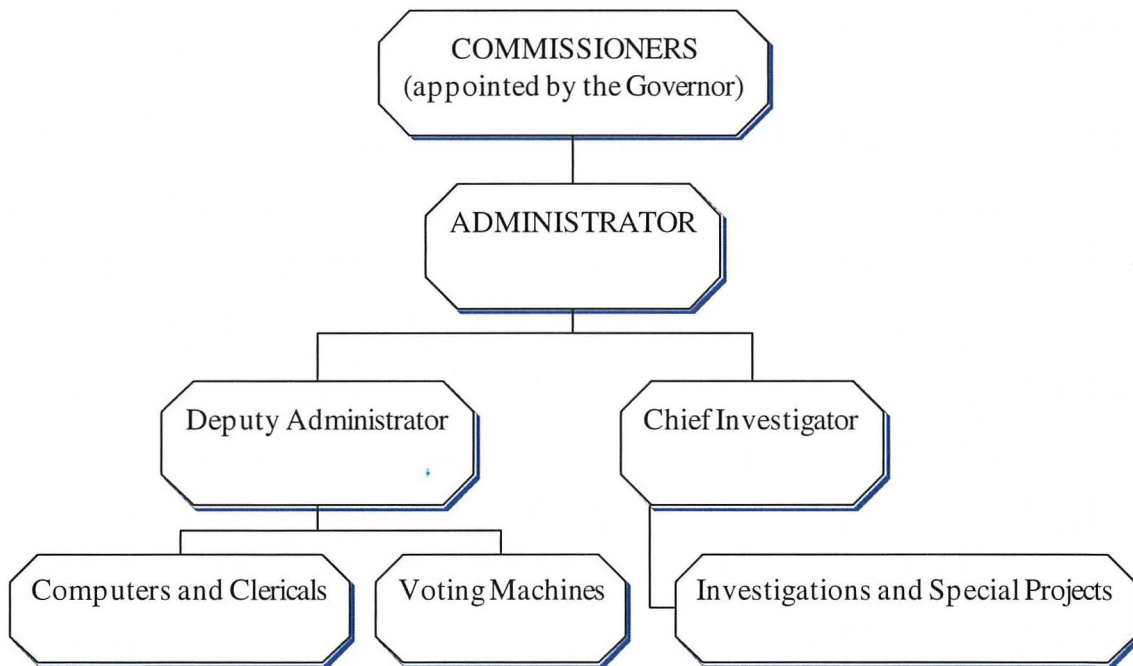
New Directives from the (AOC) Administrative Office of the Courts

We are expecting to be part of a pilot program for a new program from the courts. Since the Courts are trying to become more consumer friendly, it has become more of a burden for my staff. Cases that would normally have an attorney represent them are now being done by lay people. This means that the individuals trying to fill out on line forms are relying on our staff to explain legal terms and instructions to them.

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, transparency 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 and ensuring the voters' rights are enforced prior to and on Election Day.

Programs & Services

The Board provides election-related services to over 330,000 active and inactive voters registered in Union County, including:

- Processes new registrations;
- Processes registration transfers both in and out of Union County;
- 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;
- Provides, upon request, mock elections and demonstrations of the the ExpressVote XL 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; and
- 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, programs and coordinates the transportation of over 470 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 167 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).

The Board maintains a file of all current and former residents of Union County convicted of indictable offenses (forfeiture of suffrage).

The Board 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 New Jersey Office of the Secretary of State.

The Board maintains and upgrades all maps for each municipality in Union County resulting from any district adjustments.

2018 Accomplishments

ADA Compliance

The Union County Election Board continues to work with the United States Department of Justice (US DOJ) to ensure Americans with Disabilities Act (ADA) compliance at our polling places on Election Day.

While poll workers have received training on ADA compliance on Election Day, it is incumbent upon the municipality to ensure any remedies required for compliance are in place on Election Day. To that end, the Board met

with each municipality over the summer in preparation for the 2018 General Election. Stakeholders, including members from the municipal clerks' offices, local police, local public works departments and local school officials, were invited to and participated in the meetings. Each municipality was provided with detailed copies of their deficiencies and the necessary instructions on how to cure the deficiency. Tools to correct the deficiencies have been provided previously, but were not necessarily always in place.

Poll workers and master poll workers received revised, more in-depth training on the importance of ADA compliance on Election Day which included monitoring by the US DOJ, checking to ensure remedies are in place and their requirement to complete the necessary forms.

The Board moves polling places which were not ADA compliant to accessible polling locations when necessary.

Finally, the Board was more proactive in advising voters of alternate, ADA compliant entrances when the main entrance is not compliant, by adding the information to the polling place listing on the website and providing the information on sample ballots.

Community Outreach

Starting in August, the Election Board undertook a progressive community outreach campaign to register voters, sign up poll workers, and starting in mid-October, introduce the new ExpressVote XL voting machines to county voters. Staff attended over 40 community events in less than 3 months aimed at publicizing the Board of Elections as a resource for voting information.

Elections & Registration

In 2018, over 18,700 new voters were registered in the County of Union. During this time, the Election Board processed over 53,000 updates to current voter registrations including changes and deletions.

In the 2018 Primary election, 1,516 vote-by-mail ballots were received by the Election Board and 1,134 were counted. An additional 257 provisional ballots were counted. A total of 46,407 voters out of 328,946 registered voters turned out for the 2018 Primary Election.

As of the 2018 General Election, there were 338,107 registered voters in the County of Union. On Tuesday, November 6, 182,831 exercised their right to vote in 431 election districts, spread among 167 polling places. As of election night, another 18,954 voters cast their ballots by mail in ballot, compared to 16,773 in the 2016 Presidential Election. Four Thousand, eight hundred and fifty one provisional ballots were cast on Election Day and an additional 1,377 vote by mail ballots were received within the new 48 hour acceptance period to be counted.

Union County exceeded 54% turnout for the 2018 general election, compared to 36% at the 2014 mid-term election and 38% at the 2017 gubernatorial general election. The turnout for the 2016 presidential election was 68%.

Introduction of the ExpressVote XL Voting Machines

On October 11, 2018, the County approved a contract award to Election Systems & Software for a new vote tabulation system for the County of Union. The total contract will be an amount not to exceed \$4.8 million. The first award is for \$1.9 million to include 190 voting machines, two vote by mail and audit trail tabulating systems as well as licensing fees, maintenance and training.

In less than three weeks, the Board trained staff, over 125 poll workers and the voting electorate in Westfield in preparation for the 2018 General Election. While there were many lessons learned on that day, and procedures will be amended in light of those lessons, the roll out went very well. Every vote was counted and there is a paper audit trail to prove it.

The Board will start right away with continued training and public outreach.

New Jersey Voter Audit

As the New Jersey Division of Elections is preparing to migrate the State Voter Registration System (SVRS) to a new platform, a geo-locating service was commissioned to pin point every voter statewide on the counties' respective election district maps. Where the service results were in contradiction to the voter's assignment in SVRS, the counties were provided with their respective results and were required to conduct an audit.

The Board was responsible for mapping each voter in the audit on our own election district maps, and in many cases had to conduct physical investigations to ascertain with certainty in which district the voter should be voting. As a result, approximately 4,300 voters were affected and their election district was moved. The Board notified each of these voters affected by the project with their new election district and polling place.

New Legislation & Its Impact

In August 2018, Governor Murphy signed into law legislation which has many moving parts, affects many facets of the election process, and was effective for the 2018 General Election.

- A Registration Forms is now a dual purpose form, affording a new voter the option to request a vote by mail ballot for all future elections. A copy of Registration Forms which include the vote by mail option on the form must be forwarded to the County Clerk.
- Any voter who voted by mail in the 2016 General Election, will automatically receive a vote by mail ballot for “all future elections” unless they opt out in writing to the County Clerk.
- Any mail in ballots which are sent to a qualified voter and returned to the county clerk shall be forwarded to the BOE to note the return of the voter in their record.
- Every mail in ballot which bears a postmark date of the day of the election and is received by the county board within 48 hours after the time of the closing of the polls for the election that the ballot was prepared, shall be considered valid and shall be canvassed.
- Poll workers must post the vote count on the machines and provisional ballots cast every two hours after the polls open.

The requirement to automatically mail the vote by mail ballots to anyone who voted in the 2016 General Election as well as the voter audit, presented the possibility for much confusion at the polling places. A high number of provisional ballots were cast as a result.

The additional 48 hours to continue to accept and county vote by mail ballots ensured that the votes of an additional 1,344 voters counted.

State Risk Limiting Audit

As a result of transitioning to the new voting machines, which have a voter verified paper audit trail, a 2005 law is now in effect which requires the Board to participate in a Risk Limiting Audit (RLA), which is conducted by the New Jersey Secretary of State.

The Union County Board of Elections hosted the New Jersey Secretary of State, New Jersey Division of Elections and New Jersey Department of Homeland Security in order to conduct the RLA. The RLA took place on Friday, November 30 and proved, as per statute for a Federal Election, that the **ExpressVote XL recorded the winner of the election with 99% accuracy**. A Risk Limiting Audit does not confirm the tally, but instead confirms the outcome of the election.

Poll Workers

The Board had many accomplishments relative to Poll Workers this year. First, the Board redesigned the poll worker training presentation which provided more in depth instruction. The poll workers provided very positive feedback noting that many of them, who have worked for years as a poll worker, learned many new things.

Statute requires that poll workers attend training once every two years. Since there were so many new laws affecting this year's General Election, the Board issued correspondence to each poll worker outlining the changes and what should be expected at the polls.

The poll workers assigned to Westfield received mandatory training on the new voting machines and procedures. While only one class was required, many poll workers attended two and three sessions, demonstrating their commitment to the process. The Board also hosted a post-election wrap up meeting with the Westfield poll workers to discuss lessons learned on Election Day and suggestions for future roll outs.

The Board hosted a mandatory training session for all Master Poll Workers to discuss changes in the law and procedures, demonstrate the new machines and provide in-depth discussions relative to Election Day expectations.

In an effort to provide a more voter-friendly environment, the Board worked with the US Department of Justice to increase the County's bi-lingual poll worker workforce. Through outreach efforts over the summer, we were able to double our bi-lingual workforce, placing a bi-lingual poll worker in each polling place. Our goal is to place a bi-lingual poll worker in each election district.

Finally, the Board redesigned the poll worker supply bag to include a Poll Worker Resource Binder, putting all important instructions and documents right at the poll workers fingertips.

2019 Initiatives

ADA Compliance

The Board will continue to work with our local partners as well as Federal officials to ensure ADA compliance at all polling locations.

Elections

The Board is prepared to execute the 2019 Primary and General Election and any anticipated special elections.

Introduction of the ExpressVote XL Voting Machines

The Board will complete the implementation of the ExpressVote XL voting machines to all election districts throughout the County in 2019.

Community Outreach

The Board will continue aggressive community outreach campaigns to educate the public on the new ExpressVote XL voting machines, increase bi-lingual poll worker participation and promote voter registration.

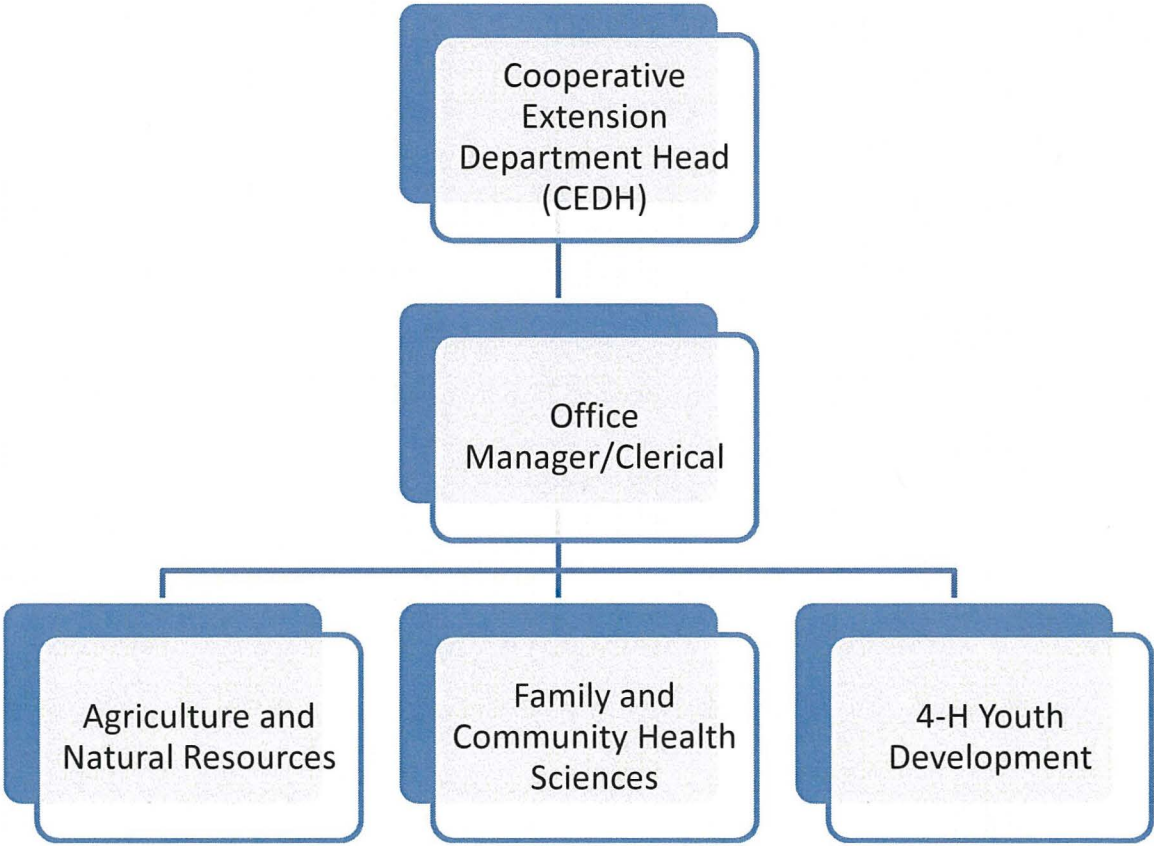
Poll Workers

The Board will continue to work with county residents to augment the poll worker workforce, increase bi-lingual poll workers, and employ precinct captains for multi-district polling places where the ExpressVote XL voting machines are being deployed for the first time.

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 & Natural Resources

The Agriculture and Natural Resources 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 re-certification 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 storm water management. Volunteer Master Gardeners and Environmental Stewards 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.

A collaborative nutrition project with the Division on Aging provides funding to improve the nutritional support of seniors through the Congregate Meals program at 24 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 through 4-H clubs that are critical for employment and effective citizenship. 4-H programs include: Leadership Development, 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.

2018 Accomplishments

Agriculture and Natural Resources

Stemming the Tide of the Emerald Ash Borer Invasion in Union County

Emerald Ash Borer (EAB) is an invasive insect that has destroyed millions of Ash trees in the mid-western states and Canada. The first discovery in New Jersey was in 2014 in Bridgewater. As of November 2018, it has been confirmed by the NJ Department of Agriculture in 13 counties and 79 municipalities; including Essex, Middlesex, Somerset and Morris. The EAB will kill Ash trees within a three year period from initial infestation. Dead trees need to be removed promptly as they become a safety hazard to the public and arborists responsible for removal.

RCE faculty (James Nichnadowicz, 4-H Agent and County Agents Bakacs and Flahive DiNardo), county public works and parks supervisors and the county GIS Bureau are working together to develop an EAB management plan for county parks.

RCE faculty, in cooperation with county parks and the GIS Bureau, developed a program that was offered in the Spring, 2018 to train 23 volunteer 4-H Tree Stewards, Environmental Stewards and Master Gardeners. These volunteers are surveying county parks to identify the location of Ash Trees. The training included Ash Tree identification, EAB identification and how to evaluate trees, canopies and size. RCE received a grant from the Rutgers NJAES Cooperative Extension Phillip Alampi Fund to purchase surveying supplies such as tree diameter tape, Biltmore sticks, and binoculars. County funds were used to purchase I-Pads for the volunteers to input survey data when in the field.

The volunteers and RCE faculty met on Thursday mornings late June – mid-October surveying Ash trees in seven county parks, using a Cartegraph program developed by the County GIS Bureau. The volunteers surveyed 741 trees. This information will be used to develop a management plan for treatment of selected trees and an action plan for immediate / long term removal of Ash trees.

RCE of Union County Community Gardening

Union County Agents Flahive DiNardo and Bakacs lectured on “Good Bugs vs Bad Bugs” and “Composting” at the county’s Come Grow with Us Community Garden Conference for county grant recipients in May. Participants learned proper

composting techniques for community garden settings and integrated pest management strategies for preventing/managing insect and disease problems in a vegetable garden, including the use of beneficial insects.

Flahive DiNardo and Bakacs lead a team of Rutgers Cooperative Extension faculty and county Master Gardener Coordinators to develop a “Train-the Trainer” Community Gardening curriculum for volunteer Rutgers Master Gardeners in 2016. Curriculum topics include “Starting a Community Garden,” “Composting” “Harvesting and Food Safety,” and “Pest Management in the Community Garden.”

A state-wide “Train-the Trainer” program for Master Gardeners was attended by seven Union County volunteers joining 12 of our Master Gardeners who were previously trained to deliver the community garden program to local organizations in 2018. A total of 62 NJ Master Gardeners attended these regional community gardening volunteer training programs.

Community Vegetable Gardens

Volunteer Master Gardeners assist with: the Union Community Garden, the Mitzvah Garden at Temple Emanuel in Westfield, Brunner Elementary School in Scotch Plains, Rahway Community Garden, and Chisholm Community Center Senior Garden (Springfield).

Rutgers Master Gardener Program

The Rutgers Master Gardeners of Union County celebrated their 30th Anniversary in 2018. They have been serving county residents since the fall of 1987. Twenty-one (21) new volunteers completed the training program in 2018, joining 325 active volunteers.

As of December 6, 2018, Master Gardeners reported 4,113 hours of service in 2018, valued at \$101,549 by the Independent Sector (independentsector.org/value-of-volunteer-time-2018/).

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 12 tons (24,697 pounds) of donated produce. In the 2018 growing season, the garden yielded 1,400 pounds of fresh produce for families in need of assistance, despite the very rainy growing season. Fourteen county food pantries received the produce:

- Connecticut Farms, Union
- Covenant Manor, Plainfield

- Cranford Family Services, Cranford
- First Baptist Church of Cranford/Elizabeth, Elizabeth;
- Home First Food Pantry, Plainfield
- Little Flower Pantry, Berkeley Heights
- NJ Mobile Meals Westfield, Westfield
- Plainfield Action Services, Plainfield
- Plainfield Family Services, Plainfield
- Scotch Plains Senior Center, Scotch Plains
- St. Bartholomew Food Pantry, Scotch Plains
- St. Joseph's Social Service Center, Elizabeth
- The Lord's Kitchen, Plainfield
- Westfield Food Pantry, Westfield.

Introduction to Horticultural Therapy

Master Gardeners offer a six session “Introduction to Horticultural Therapy” program to Union County agencies that serve special needs populations. Agencies can contact Rutgers Cooperative Extension of Union County to schedule the program at their facility.

In 2018, a special “Building a Terrarium” workshop was offered to seniors at Jewish Family Services, Lavy House in Westfield, Garwood Senior Housing, and the TBEMC Temple, Cranford.

Trailside Greenhouse and Demonstration Garden Visitors

The Greenhouse and Demonstration Garden had 2,240 visitors in 2018. The Annual Master Gardeners Spring Garden Fair and Plant Sale in the demonstration garden attracted 914 visitors. The garden and greenhouse was open during the Trailside Wild Earth Festival and “Rockin the Reservation” event.

A new program, incorporated with Union County Parks, was an invasive species plant swap. The evening program featured a tour of the garden focusing on how to identify and remove invasive plant species and suggested replacement native plants, led by Betty Ann Kelly, Environmental Specialist UC Parks, and Madeline Flahive DiNardo.

This summer the MG “Gardening with Children” committee teamed with the County Parks Summer Day Camp programs; “Bugs and Beyond”, “Nature Crafts” and “Branching Out”. Master Gardeners provided six educational programs

covering topics such as: insect identification, bird biology, where to find insects in the garden; herbs, tree identification, analyzing soil texture and crafts using material growing in the demonstration garden. Campers and parents/counselors enjoyed the efforts of 18 volunteer Master Gardeners.

On October 4, 2018, thirty 4th and 5th graders from the Winfield Park school system visited the garden. The school received a county grant for a school garden and the purpose of the trip was to meet Master Gardeners and visit their “Sharing Garden” to learn about growing techniques and planting a seed to grow at home. Students also enjoyed a program on insects and a tour of the garden in search of insects.

Seeds for Hope Flower Bouquets

The “Seeds for Hope” flower project has donated over 44,000 flowers and greens to those affected by cancer over the past 11 years. 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. Many of the flowers are grown in the Demonstration Garden at Trailside. During the winter months, flowers, are donated by the non-profit organization “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 1,324 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 584 phone calls, speak with 397 office visitors, diagnose or identify 245 plant and insect samples and respond to 96 emails annually.

Garden Helpline volunteers attended a training program on invasive species including Emerald Ash Borer, Spotted Lantern Fly and the East Asian Longhorn Tick, as preparation of helping county residents identify these insects and to recommend management techniques.

Programs for the County, Municipal and Turf & Landscape Professional Industries

East Asian Longhorn Tick

Rutgers Cooperative Extension of Union County served as a tick submission site for the NJ Department of Agriculture. The East Asian Longhorn Tick is a serious pest of livestock. It was first found in Hunterdon County in the fall of 2017 and was later identified in samples taken from insect traps in the Watchung Reservation.

North Jersey Ornamental Horticulture Conference

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. It also enhances their careers by offering licensing recertification opportunities.

Participants (213) noted on program evaluations that:

- I have been able to maintain my NJ Department of Environmental Protection Pesticide Applicator License 83%

- I have been able to maintain my professional turf fertilizer applicator certification. 95% (74 licensed turf applicators)

- I have been able to maintain my certification as a professional arborist. 52% (69 arborists)

- I practice Integrated Pest Management (IPM) 99%

- I see improved communication with my customers. 78%

- I use the information to train my employees. 77%

School IPM Coordinator Training

County Agent Flahive DiNardo works with the NJ DEP Pesticide Control Program and the NJ Association of Designated Persons to deliver state-mandated School IPM Coordinator trainings for school administrators and grounds and maintenance professionals at regional locations throughout the state. Professionals from the Plainfield, Cranford and Scotch Plains/Fanwood school districts participated in the training program.

Rutgers Environmental Stewards Program

The Rutgers Environmental Stewards program was offered for the first time in Union County and graduated 15 local residents. Starting in January and ending in June, Stewards attended weekly classes totaling 60 hours where they learned about important environmental issues affecting New Jersey so they could tackle local problems in their communities. The many issues covered included habitat conservation in Union County's parks, protecting pollinators, climate change and its impact on our region, soil conservation and health, alternative energy sources, stormwater management and water quality protection in the Rahway River watershed. Solid waste and recycling and best practices for protecting the environment on home landscapes was also included. State-wide organizations like the Association of Environmental Commissions and Sustainable Jersey taught the Stewards how environmental policy works at the local level, including important ordinances, understanding a town's Master Plan and how to read a site plan for new developments. County staff from Solid Waste and Recycling, along with Parks and Recreation also helped teach classes and led field trips.

Stewards attended multiple fieldtrips including Warinanco Park, and Hawk Rise sanctuary in Linden to learn about invasive plant species and pond and wetland restoration. They also visited the Pinelands in southern New Jersey to learn about threatened and endangered species. Throughout the program Stewards discussed what they could be doing in their own communities to apply the information they were learning.

Currently Stewards are moving forward with the next phase of the program- their own internship projects. Examples of these projects include:

- Teresa Keeler of Fanwood is developing a Jr. Environmental Steward program for middle school youth;
- Marlene Hamm of Rahway is partnering with artists to educate citizens about cleaning up the Rahway River;
- William Ryan of Cranford is teaching scouts how to build native bee boxes
- James Lewis of Westfield started a "Friends of Brightwood Park" to help maintain a 44 acre passive park;
- Linda Ryan of Cranford, Carol Hodapp-Puchalski of Metuchen, Janine Salvador of Montclair, and Deborah Bort of Green Brook are inventorying Ash trees in Union county parks to help plan for the onslaught of Emerald Ash Borer which has infected and killed Ash trees in other parts of the state.

Promoting Green Infrastructure Practices

Environmental Agent Bakacs is working with the Rutgers Cooperative Extension Water Resources Program (WRP), which received funding from the New Jersey Department of Environmental Protection to implement storm water management strategies known as green infrastructure in municipalities within the Raritan River basin. This could include rain gardens, bioswales (landscape elements designed to concentrate or remove debris and pollution out of surface runoff water), rainwater harvesting systems, planter boxes, and green streets. The five Union County municipalities that are covered by this project are Fanwood, Plainfield, Westfield, Clark, and Rahway. Impervious Cover Assessments have been completed for all of these towns and can be accessed at water.rutgers.edu/Projects/NFWF/NFWF.html.

Invasive Species and Habitat Restoration

Agent Bakacs partnered with the County Parks & Recreation Department to implement a new invasive species eradication program called WRIP (Watchung Reservation Invasive Plant) Strike Force. On October 7, over 30 volunteers attended a 3-hour training at Trailside Nature Center on identifying and eradicating invasive plants in the forest. The goal is to manage invasive plants in the Watchung Reservation so that the native plants which, are vital for local wildlife and ecology, can thrive. An additional 4 eradication days were set up throughout the fall and volunteers helped eliminate many hundreds of invasive shrubs, trees, and vines such as Japanese Barberry, Winged Burning Bush, Chinese Angelica tree, and Oriental Bittersweet which are overtaking local forests. These efforts are tracked using an online app from the New Jersey Invasive Species Strike Team so we can document the effectiveness of the program for restoring forest health.

Family & Community Health Sciences Department

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 \$94,500 per year provides funding for the position and allows for continued support of the program at 24 senior cafes in thirteen municipalities throughout Union County. The dietitian provided nutrition training for home health aides, provided nutrition screenings for seniors, 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 24 congregate sites feeding 750 seniors their noon meal each week. Over 2,000 limited resource Union County seniors

received vouchers for Farmer's Market produce worth \$50,000 distributed at 7 Senior Centers in Union County. Summer nutrition staff and volunteers 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 Wealth™

Dr. Karen Ensle, FCHS Educator/Department Head and Dr. Barbara O'Neill, Financial Specialist, co-authors of the book *Small Steps to Health & Wealth™* continue to provide monthly health and finance messages, published two journal articles on nutrition and finance impacts of the program during 2018 and presented posters at several state and national, professional meetings. 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 has been analyzed and is the basis of several journal articles in 2018. As a result of the program, consumers continue to reduce their debt, improve savings, increase their healthy food consumption and decrease their body weight (njaes.rutgers.edu/sshw/message/default.asp?p=Health).

"GROW HEALTHY": A School and FCHS 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, decreasing sugar-sweetened beverages, establishing in ground or windowsill gardens and making smart food choices. In 2018, a training was held for New Jersey School Food Service Directors at the NJEA Teachers Convention in Atlantic City, NJ with 55 attending the training. *Grow Healthy* is a school-wide wellness program that includes: teachers, food service staff, 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 latest *Dietary Guidelines/Physical Activity Guidelines for Americans*. Eight workshops in New Jersey and nationally were held 2014-18. In 2018, a nutritionist RDN along with a bilingual DTR, delivered nutrition education

using this curriculum as part of the "Shaping Elizabeth" project, reaching over 500 adults. A total of one hundred eighty professionals were trained to use the hands-on curriculum with older youth and adults. It continues to be used as one of the main nutrition training curriculums for the "Shaping Elizabeth" obesity prevention project in 2019.

Get Moving, Get Healthy NJ with FCHS

Rutgers Cooperative Extension's "Get Moving, Get Healthy NJ" programs encourage healthier eating and improved physical activity in NJ families through multidisciplinary health promotion programs. Union County programs under this umbrella include: "Keeping a Healthy Diet", taught to over 250 seniors and professionals, "Healthy Snacks for Families" taught for two PTA groups in Cranford and Elizabeth, "Lead Poisoning Prevention & Nutrition", taught to 130 public health professionals and teachers along with 65 residents and health professionals at the Elizabeth library, Functional Foods programs on "Chocolate," "Fruits & Vegetables," "and Coffee" taught to eighty Berkeley Heights seniors, eighty-five Union seniors and fifty Mountainside seniors. "Reducing Salt in the Diet" program was taught to fifteen Plainfield school nurses, twenty-seven seniors in Mountainside and to twenty-five seniors at Westfield Senior Housing along with eighty seniors in Berkeley Heights. "Drinking Healthy Beverages" was taught to twenty-five parents at Rahway Pre-K and to thirty-five teens at Community Access, Unlimited. "Choose My Plate" and general nutrition classes were taught at BUF I & II to 55 parents and teachers along with eighty parents at HOPES Headstart in Plainfield. Food safety education was provided at Ehrhart and Schaefer Gardens to thirty seniors.

The FCHS Educator provided an on-line Worksite Wellness Education Program for Community Access Unlimited employees with weekly e-mail newsletters with reliable websites on health-related topics for 52 weeks. Employees of the Gateway YMCA and the City of Elizabeth will be part of this program in 2019.

Health & Wellness Fairs

As a member of the *Shaping Elizabeth* Executive Committee, the FCHS Educator participates in a variety of wellness fairs organized by various local non-profits and city governments reaching several thousand adults, youth and families in Union County. Nutrition information was distributed at county health fairs sponsored by: Strengthening Families Fun Night Health Fair, Plainfield, attended by 650 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 E-College On-line Classes

RCE Department Head taught 50 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 from 3.6 out of a 4.0 scale. This course continues to be taught twice a year and is part of an FCHS Department 18 credit certificate program in *Community Health* for undergraduate students at Rutgers.

Membership on Local Boards

The FCHS Educator is a member of the Union County Directors of Aging Committee; Board of Directors for Community Access Unlimited, Elizabeth; the Gateway Family YMCA Board of Directors, Elizabeth; *Shaping Elizabeth* Project Executive Committee and co-chair of the Healthy Food Access Committee; and the Union County 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*

In 2018, due to a reduction in grant funds we could no longer send science teachers to program sites. Instead, we used teenage volunteers and ran a summer science week at the Rahway Public Library. The teen volunteers, known as 4H Science Ambassadors, spent the week of July 23rd to July 27th teaching other youth about the scientific method. They used activities such as ski jumps, paper bridges, and rubber band powered cars to illustrate how scientists and engineers work. Ten teens and seventy adolescents participated.

Horticulture Program for Union County Juvenile Detention Center - *Using horticulture to generate pride and self-esteem*

Since the spring of 2009, the 4-H agent has been running a horticultural program for the youth residents of the Union County Juvenile Detention Center in Rahway. A large variety of produce is grown in the garden including: strawberries, melons, sweet corn, sweet potatoes, carrots, tomatoes, peppers, and collards. All garden-grown produce is happily consumed by the residents. “This is the freshest carrot I have ever eaten”, said a resident.

The youth look forward to their time nurturing the 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. Youth also learn persistence and patience. Additionally, the garden is a calming place; “it reminds me of my grandfather’s garden”, said one resident with a grin on his face. The pride, generated by the harvest of fresh vegetables, is desperately needed by the youth. Approximately thirty-five youth participated in the program in 2018.

4-H Clubs – *Developing life skills in youth*

One hundred sixty-seven Union County youth from grades 1 through 12 participated in sixteen 4-H clubs in 2018. Each club focused on a specific interest area such as small animal care, dog obedience, and horticulture. 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 plantings, volunteering at a food bank, and at county events. Adult Volunteer Leaders are screened and trained by the 4-H Agent to facilitate the clubs. Volunteers are taught how to use a hobby to teach children team-building, communication, and decision-making skills. There are currently 30 active 4-H Club leaders in Union County.

4-H Public Presentation Night 2018 – *Improving communication skills in youth*

Presentation Night 2018 was held at the Union County Magnet High School in Scotch Plains. Forty-five 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 Trailside Nature and Science Center in Mountainside. 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 pin representing the number of years they have been involved in the program. Awards are 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 2018, forty-five Union County residents in 4th through 8th grade attended summer camp. This sleep away camp provides many new experiences for urban youth. Activities include: water sports, outdoor cooking, crafts, nature study, archery, air rifle, and more. Fifteen youth scholarships were paid for by the Eddie Gray Fund of Elizabeth.

Environmental Awareness and Protection – *Educating youth about the community forests in 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 have learned about trees, one of Union County's most precious natural resources. The Stewards visited classrooms in 19 municipalities and taught children about tree identification, biology, and ecology. Educating 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 planted hundreds of trees over the past years. This program provides training for school children to plant a tree on their school grounds. 4-H played a major role creating and implementing this program. In 2018, forty-five fourth through tenth graders and fifteen 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 Winfield Park Grammar School. Children who participated in the program reported eating vegetables they had never tasted before, and developed a greater appreciation of the steps involved in growing food.

2019 Initiatives

Agriculture and Natural Resource Management

Emerald Ash Borer Training Programs

A management plan for Warinanco, Lenape, Echo Lake, Cedar Brook, Rahway River Park, Nomahegan and Meisel Avenue parks is being developed for implementation beginning the 2019 growing season.

Volunteers will be trained or attend a refresher class in the spring and continue to survey county parks during the 2019 growing season.

Community Gardening

RCE will continue working with schools and community organizations providing information on establishing and maintaining community gardens. A teacher in-service training is being planned for School 27 in Elizabeth. The "Community Gardening Series" will be offered in the summer of 2019 at the Trailside Demonstration Garden. Master Gardeners who complete the Community Garden Educator training series will be delivering lectures to community garden, school and civic groups in 2019. The Community Gardening curriculum will also be offered as on-line classes via the Rutgers NJAES website, njaes.rutgers.edu.

Greenhouse Facility at Trailside Nature and Science Center

The 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.

Integrated Pest Management Education Programs

Integrated Pest Management (IPM) education programs for School IPM Coordinators, County public works, parks and golf course employees, and

arborists, turf, landscape professionals 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 2019.

Rutgers Master Gardener Program

The volunteer Master Gardener program under the direction of the Agricultural Agent DiNardo 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

Environmental Agent Bakacs will be working with the Rahway River Watershed Association and the Rutgers Water Resources Program to promote storm water management strategies in the 5 towns that qualify for funding. Discussions are underway with L’Oréal to install rain gardens on their corporate site in Clark.

Organic Land Care

Environmental Agent Bakacs will help organize the 6th annual Organic Land Care Certificate course planned for February 7, 14, 21, and 28th. Promotion and outreach to Union County landscapers is currently being conducted to attend this program.

Rutgers Environmental Stewards

Environmental Agent Bakacs continues to work with local Stewards to help implement their internship projects. She will plan another Union County Stewards class in 2020.

Invasive Species and Habitat Restoration

Environmental Agent Bakacs will continue to work with County Parks & Recreation to train volunteers to eradicate invasive plants as part of the WRIP Strike Force. Additional volunteer eradication days will be scheduled for the spring, summer, and fall of 2019.

Family & Community Health Sciences Department

Nutrition Education & Services for Seniors

The FCHS Educator Ensle will continue the grant collaboration 2019 – 2021 with the Union County 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 Healthy Eating on-the-Run,” “Functional Foods for Life,” “Balanced Living” and “Diabetes Prevention” class series along with an on-line “Worksite Wellness” program.
- Continue to develop on-line 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 including a new “Family Meals” program as part of the RCE Get Moving, Get Healthy NJ statewide initiative in 2019 that is supported through private and state grants.

“GROW HEALTHY:” A School FCHS Extension Project

Facilitate nutrition education training of school personnel and parents at local 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 Gateway YMCA as a board member, *Shaping Elizabeth* partner and "Food Access" workgroup co-chair along with RWJ Grant External Coach. Provide assistance with grant preparation, nutrition education, “family night” and “Healthy Kids Day” participation with school-aged youth, parents and community partners at 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 and participate on the “Food Security” and “Mobile Market” committees.

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 to Health and Wealth” to assist consumers in making healthy financial and food choices for improved health, savings and debt reduction.

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 trainings 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, Diabetes Prevention Programs and environmental policy changes in the community as part of the Family & Community Health Sciences Program.

Culture of Health and Policy Changes

Provide continued support for agencies, schools, county and city governments for training and supporting local wellness policies to limit foods high in fat, salt and sugar. Provide training for developing wellness policies that promote healthier food intake, encouraging physical activity and promoting healthy lifestyles. The goal continues to be: decrease obesity statistics and high healthcare costs, through emphasis on equity and healthy lifestyles along with collaboration and emphasis on building new partnerships to maximize limited resources. Perseverance and partnerships will help to encourage culture of health and policy changes in Union County.

4-H Youth Development

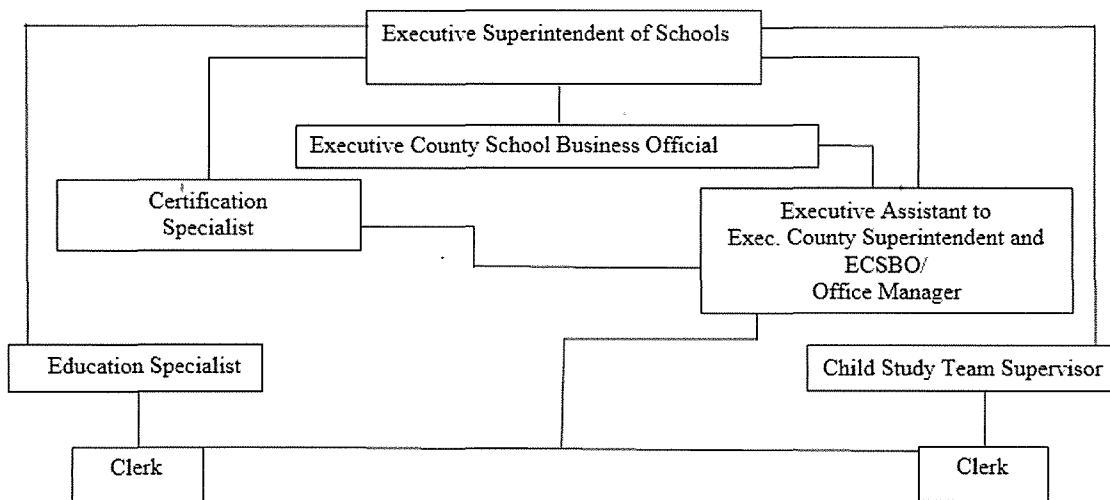
- The 4-H Master Tree Steward Program will reach 3,000 youth.
- The 4-H Summer Science Program will recruit 10 new teen volunteers and reach over 100 youth.
- The 4-H Club Program will add an additional First Grade Variety Club and continue to recruit new leaders as needed. 4-H will coordinate at least 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 Arbor Day Tree Program sponsored by the Freeholders.
- Continue the Horticultural Program at Juvenile Detention Center as long as facility is open.
- 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

Overview: Union County Office of Education

Each county office is led by an Executive County Superintendent and has a core staff, which includes an Executive County Business Official, a County Education Specialist and a County Child Study Supervisor, and county office support staff. The county offices are the focal point of general support, oversight and routine communications between local districts and the Department's central offices, outline as follows:

- perform onsite evaluations of school districts every three years in accordance with the NJ Quality Single Accountability Continuum (NJQSAC);
- review and approve district budgets;
- review and approve district administrative contracts;
- review and approve district transportation contracts;
- inspect school buildings to ensure compliance with health and safety codes
- 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 support districts in responding to questions;
- respond to community, legislative and parental concerns;
- assist Department divisions in securing required data.

The Office of the Executive County Superintendent:

- a. Visit and examine from time to time all of the schools under his general supervision and exercise general supervision over them in accordance with the rules prescribed from time to time by the State board;
- b. 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 condition of the real and personal property, particularly in respect to the construction, heating, ventilation and lighting of school buildings, in the local

districts under his general supervision, and make recommendations in connection therewith;

c. Advise with and counsel the boards of education of the local districts under his general supervision and of any other district of the county when so requested, in relation to the performance of their duties;

d. 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;

e. 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;

f. Recommend to the commissioner the elimination of laws 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.52:13H-3);

g. Eliminate districts located in the county that are not operating schools on the effective date of P.L.2009, c. 78 (C.18A:8-43 et al.), in accordance with a plan and schedule included in the plan submitted to and approved by the commissioner;

h. 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 there at 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;

- i. 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;
- j. 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;
- k. Request the commissioner to order a forensic audit and to select an auditor for any school district in the county upon the determination by the executive county superintendent, according to standards adopted by the commissioner, that the accounting practices in the district necessitate such an audit;
- l. 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 he determines that the district has not implemented all potential efficiencies in the administrative operations of the district or if he determines 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, and during the budget year the school district shall not transfer funds back into those accounts;
- m. Permit a district to 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;
- n. Promote cooperative purchasing within the county of textbooks and other instructional materials;

- o. 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;
- p. 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;
- q. 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;
- r. Conduct regional planning and identification of program needs for the development of in-district special education programs;
- s. 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;
- t. 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;
- u. Provide assistance to districts in budgetary planning for resource realignment and reallocation to direct special education resources into the classroom;
- v. 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;
- w. 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;
- x. Perform such other duties as shall be prescribed by law.

Any budgetary action of the executive county superintendent under this section may be appealed directly to the commissioner, who shall render a decision within

15 days of the receipt of the appeal. If the commissioner fails to issue a decision within 15 days of the filing of an appeal, the budgetary action of the executive county superintendent shall be deemed approved. The commissioner shall by regulation establish a procedure for such appeals.

Nothing in this section shall be construed or interpreted to contravene or modify the provisions of the "New Jersey Employer-Employee Relations Act," P.L.1941, c. 100 (C.34:13A-1 et seq.), or to limit or restrict the scope of negotiations as provided pursuant to law, or to require an employer to enter into a subcontracting agreement which affects the employment of any employee in a collective bargaining unit represented by a majority representative during the time that an existing collective bargaining agreement with the majority representative is in effect.

Each executive county superintendent shall, on or before December 1 of each year, furnish to the board of chosen freeholders of the county a statement of the amounts estimated to be necessary to be appropriated for the ensuing year for:

- a. the compensation of his clerical assistants;
- b. the supplying of furniture, supplies and equipment for his office;
- c. printing;
- d. traveling and other expenses incident to the conduct and the performance of his official duties of his office incurred by him.

The board of chosen freeholders shall fix and determine the amounts necessary to be appropriated for such purposes and shall appropriate the same accordingly.

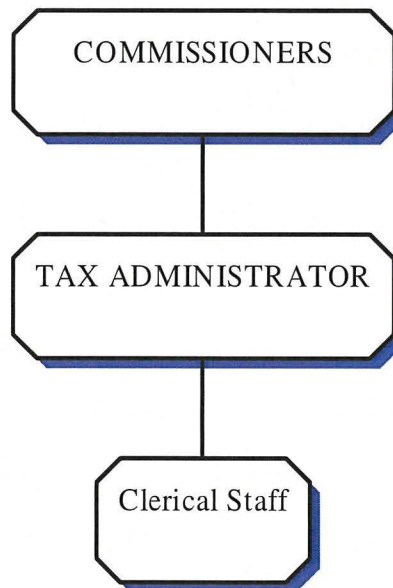
The commissioner shall appoint an executive county business official to serve in the office of the executive county superintendent of schools for a term of three years. The executive county business official shall assist the executive county superintendent in the performance of the superintendent's duties pursuant to N.J.S.18A:7-8 , and perform such other duties as determined by the commissioner. Based on criteria developed by the commissioner, the executive county business official shall be subject to a performance assessment at least once during the three-year term. The business official may be re-appointed on the basis of a satisfactory performance assessment.

A local school district may apply to the executive county superintendent of schools to have school district services including, but not limited to, transportation, personnel, purchasing, payroll, and accounting, assumed by the office of the superintendent. If the executive county superintendent determines to assume a service, a fee may be assessed the school district for the service. The executive county superintendent of schools may utilize county special services school districts, jointure commissions, and educational services commissions to provide services to local school boards.

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 the printing of all 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.

2018 Accomplishments

In 2018 the Union County Board of Taxation received 2,824 tax appeals. This was a decrease of 384 appeals or 12% from 2017. While the number of appeals decreased in 2018 as a result of a stronger real estate market. The number of appeals filed electronically rose slightly by 21 or 1% from 2017. In fact, the Tax Board had its highest percentage of appeals filed online 75% or 2,110 in 2018. A record since the program's inception in 2012 and a clear indication of the program's success.

In 2018 the Township of Winfield completed its first revaluation in decades.

The Board continued to work with the Town of Westfield on its revaluation which is schedule to be placed on the books effective for 2019.

The Board also continued to monitor the progress of the following three Boroughs': Fanwood, Garwood and Mountainside. All three municipalities are set to conduct inspections in 2019 with new assessments to placed on the books effective for 2020.

Additionally, the Tax Board continues to check the City of Elizabeth's progress with Tax Court as they work towards their anticipated revaluation date of 2021.

The Tax Board also decided in 2018 as a cost savings measure to no longer print its tax lists on 11 X 15 inch blue bar paper but rather on cheaper regular 8.5 X 11. This resulted in a cost savings to the County print shop as well as all of Union County's 21 municipalities since they no longer have to purchase special order hard cover binders for the tax lists.

The Tax Board also continues to purchase and supply several new computers, printers and scanners for the various tax assessor's offices throughout Union County.

Lastly, the Tax Board processed 12,421 deeds in 2018.

2019 Initiatives

In 2018, the Union County Board of Taxation will continue to supervise revaluation programs in the three Boroughs of Fanwood, Garwood and Mountainside.

Additionally, the Tax Board will continue to track the City of Elizabeth's progress with the Tax Court of New Jersey and its estimated 2021 revaluation implementation schedule.

The Board will also prepare to see an increase in its tax appeal volume as a result of Westfield's 2019 revaluation as is common after implementation. As a result, the Board is anticipating a possible 5 to 15 percent increase to its appeal workload in spite of a steady market.

In conclusion, the Tax Board is always striving to improve upon its technology infrastructure and work processes in order to meet its statutory obligations to provide fair assessments and service to the residents of Union County.