

## County Saves Money, Paper, Time by “Going Digital”

*By Maureen Reynolds, Deputy County Clerk*

In January 2009, the County Clerk’s Office undertook the administration of the County Records program and the Inactive Records Center. The Records Center is in the former library building on the corner of Cayuga and Court Street, which was being used for the storage of county departmental records – 9,000 boxes! The boiler & HVAC were barely hanging on and the roof leaks – the perfect place to store paper records. We had just finished a large EDMS for the County Clerk’s office (193 years of land and court records were incorporated in 9 years) and felt we had the on-staff knowledge, IT infrastructure and vendor partnerships to turn this program around – but we needed a digital archiving enterprise system, so we started looking for one – and Laserfiche was the software we decided to utilize.



**Records Center entrance at the Old Library**



**Inside the Records Center**

When we first decided on Laserfiche, we were merely going to use it for tracking the boxes in the Records Center – then we started using it and saw what we really could do with this robust software. It was then decided to scan all 9,000 boxes in the records center, destroy the paper, and vacate the building. The County was in the planning stages of constructing a new building to house the records at a cost of 2.8 million (or 6 million for renovation of the current space). An analysis showed that at a cost of about \$400,000 - \$500,000 for scanning, software upgrades and IT infrastructure updates, and the use of an existing storage space in another county-owned building for archival records that could not be shredded - we would be saving between 2.3 million and 5.5 million dollars by not building or renovating. We then decided to start some additional pilot projects to see how long it would take and to put the software and the modules thru its

paces. The initial digital archiving projects implemented (in various stages of completion) were

1. Legislature - annual book of proceedings (1882 to 2007);
2. County Administration - contracts, insurance certificates, insurance policies and budgets;
3. DA - case files at the Records Center;
4. Highway and Facilities - maps and plans;
5. GIS - historic tax maps (1966 to present);
6. Assessment - tax rolls;
7. Finance - payroll records;
8. Health Dept – birth & death certificates and environmental health maps;
9. Purchasing - bids, capital projects and maps;
10. Personnel - civil service history and payroll cards;
11. County Clerk – criminal files;
12. Records Dept - boxes at the records Center;
13. Mental Health – closed client inactive case histories;
14. Airport – maps, plans and office files;
15. Sheriff – closed civil records and old jail records;
16. Office for the Aging – departmental records.

HR Payroll has seen the biggest impact so far – we scanned all of the old payroll records. The County is required to maintain most of these records for 55 years. For all day forward payroll documents, the digital documents are dropped into Laserfiche and emailed to the departments. These documents formerly were printed and every two weeks, sometimes in duplicate/triplicate. This saves time, money and trees! The payroll department used to purchase 30 boxes of paper a year and now only purchases 8 because of emailed reports.

The County Clerk is the record holder for the criminal records for the court system. Those files are completely scanned and our court personnel are able to access them via a web portal anytime they need them. The judge can sit at the bench and see the papers on his laptop. Before this web portal, we had to pull the file (which was stored in the old library building about a block away) and deliver it to them.

Office for the Aging is relocating in the next year and we have scanned a large part of their old files, which will save time, money and labor – and now they won't need to move paper, as we destroyed it after scanning into Laserfiche.

Our Sheriff's Office had a room full of arrest reports which we scanned and they now have full access to view them. Before Laserfiche, they had to find the individual in an index/card system, get the arrest report number and then go pull the file. Using Laserfiche, the files and images are all stored by individual name, making the process and retrieval much faster. In addition, they are better able to utilize their space by placing desks and other necessary equipment in the room where the reports were formerly being stored. We are also going to begin scanning records they have stored in a two bay garage – outside, no climate control and very challenging access.

We are utilizing our partnership with Challenge Industries for the scanning of these documents and expect to have scanned all 9,000 boxes by the end of 2012. Upon completion of this large scale project, we plan on working closer with all departments for their digital and paper records needs. Why take a digitally created document, print it on paper, place it in a box and then store it in a leaky, inaccessible building? Instead, drop the digital document directly into a digital archiving solution.

Laserfiche has various levels of security that we can tailor to each department's needs, is Dept of Defense certified, has workflows that can automate the movement of a digital document just like the paper, utilizes OCR (optical character recognition) which can search any text on a page, can incorporate e-forms, can auto-index documents, meets the legal storage requirements using a records management module and is continually adapting to technological advancements.

The Tompkins County Clerk's Office industry solution is featured on the Laserfiche website (<http://laserfiche.com/SolutionExchange/Article/6144>), was highlighted in the keynote address at the Laserfiche international conference in California this January, and our return on investment solution was recently spotlighted in a Laserfiche ad in the January issue of *The Economist*.



**One of the thousands of boxes of inactive records**



**Entrance to Challenge Industries. Challenge is expected to have all 9,000 boxes of records scanned by the end of this year.**

***Safety Tip:***

## **Prepare and Protect Yourself From Potential Flooding**

By Geri Lockwood, Highway, Member, Tompkins County Emergency Public Information Officer Team



# ***Floods...***

can be devastating to anyone, anywhere – anywhere it rains, there's a potential for flooding.

***To prepare for a flood, you should:***

- Build an emergency kit and make a family communications plan.
- Unless you're able to elevate and reinforce your home, avoid building in a floodplain.
- If you live in an area with a high-flood risk, elevate the furnace, water heater, and electric panel in your home.
- Consider installing "check valves" to prevent flood water from backing up into the drains of your home.
- If feasible, construct barriers to stop floodwater from entering the building, and seal walls in basements with waterproofing compounds.

source: [http://www.ready.gov/floods?utm\\_source=Publicaster&utm\\_medium=email&utm\\_campaign=2012\\_Tip\\_06&utm\\_content=Click+here](http://www.ready.gov/floods?utm_source=Publicaster&utm_medium=email&utm_campaign=2012_Tip_06&utm_content=Click+here)

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## ***The National Flood Insurance Program:***

Standard homeowners insurance doesn't cover flooding, so it's important to have protection from the floods associated with heavy rains, hurricanes, tropical storms, and other weather conditions that impact the U.S.

The National Flood Insurance Program (NFIP), created by Congress in 1968, offers flood insurance to homeowners, renters, and business owners if their community participates in the program. The participating communities must adopt and enforce ordinances that meet or exceed the FEMA requirements to reduce the risk of flooding.

source: [http://www.floodsmart.gov/floodsmart/pages/flooding\\_flood\\_risks/what\\_causes\\_flooding.jsp?utm\\_source=Publicaster&utm\\_medium=email&utm\\_campaign=2012\\_Tip\\_06&utm\\_content=variable+weather+conditions](http://www.floodsmart.gov/floodsmart/pages/flooding_flood_risks/what_causes_flooding.jsp?utm_source=Publicaster&utm_medium=email&utm_campaign=2012_Tip_06&utm_content=variable+weather+conditions)



**TWENTY-SECOND ANNUAL TOMPKINS COUNTY 25 YEAR CLUB DINNER**

*The Tompkins County Legislature cordially invites you to join them in honoring this year's inductees into the Tompkins County 25 Year Club. This year's dinner will be held at the Lake Watch Inn 1636 East Shore Drive, Ithaca on May 17, 2012. There will be a social hour from 5:00 until 6:00 pm and a dinner at 6:00 pm. Please return the **RSVP** with your entrée selection including payment of \$15.00 per person by May 7, 2012. There is no charge for 25 Year Club members and their guest.*

**2012 Inductees**

*Robert Babcock, Sheriff's Office  
Sharon Cooper, Sheriff's Office  
Elizabeth Cree, Board of Elections  
Alfonso Fiorille, Assessment Department  
Sandra Greene, Department of Social Services  
Harry Hawk, Sheriff's Office  
Lisa Jehu, Finance  
Robert W. Lauper, Highway  
Lucinda Mallery, Health Department  
Cindy Mott, Department of Social Services*

*Rhonda Salay, Department of Social Services  
Dianna Schooley, County Office for the Aging  
Elizabeth Smith, County Clerk's Office  
Charles Smithers, Department of Emergency Response  
Eileen Sommers, Probation and Community Justice  
Joseph Sornberger, Sheriff's Office  
Michelle Sturm, Department of Social Services  
Victoria Wagner, Assessment Department  
David Wolf, Probation and Community Justice*

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*I will attend the 25 Year Club Dinner on Thursday, May 17, 2012*

**Entrée Selections**

*Apple Brie Stuffed Chicken \_\_\_\_\_*

*Top Sirloin Filet \_\_\_\_\_*

*Pecan Encrusted Salmon \_\_\_\_\_*

*Vegetarian entrée available upon request*

*Name: \_\_\_\_\_*

*Name of Guest: \_\_\_\_\_*

*Please make checks payable to **TOMPKINS COUNTY** and send to:  
Tompkins County Personnel Department 125 East Court Street Ithaca, NY 14850*

## Donations Needed for Foster Care Month

May is Foster Care Month. There are over 140 foster parents who care for 165 Tompkins County children in foster care. Each May our community recognizes the compassionate people who make a difference by serving as foster parents. Thanks to them, many children and teens have nurturing adults on their side when their own families are in crisis or unable to care for them.

As part of Foster Care Month organizations across the nation hold special events to honor foster parents. In order to have an event here in Tompkins County, we need your support. We will plan an event to recognize foster parents commensurate with donations received.

Please consider a monetary or in-kind donation to allow us to honor foster parents. Some of the ways you can help are:

- ❖ A cash gift of \$10, \$20, \$100 or any amount would help!
- ❖ Entertainment (face painting, music, etc.)
- ❖ Store items (for example, cakes, food trays, gifts, flowers, gift certificates)
- ❖ (New) Raffle items

Please call Judy Voorheis at 274-5266 or send your donation or check made out to "Tompkins County DSS foster care" via interoffice mail to Judy Voorheis at Tompkins County Department of Social Services. If you have questions, feel free to call Judy at 274-5266, Debbie McKane at 274-5259, or Joylene Black at 274-5610.

We will send you a receipt for your tax-deductible contribution.

Thank you for your support!

*Judy Voorheis, Homefinder, Debbie McKane, Senior Caseworker  
Department of Social Services*

## Adult Family Type Homes

Tompkins County DSS is currently developing residential alternatives for adults by means of increasing Adult Family Type Homes as an option throughout the county. A Family Type Home offers individual's residential living in a family atmosphere. These homes provide for individuals that are in need of some supervision however are not in need of chronic medical care or nursing home care and are for the most part independent.

These homes have four or fewer residents in them, and provide for 24-hour supervision. Residents are provided with room, meals and assistance with personal care as needed, as well as transportation to and from appointments or activities. This option offers more freedom and independence to the residents by means of the small number of residents in the home and interaction with other family members and residents in the home. Residents pay a rate determined by the owner/operator from income through various sources such as retirement funds, Social Security or Private Insurance.

This option offers the owner the opportunity to open their home and life to others in need, helping them give back to the community and others. It enables the owner and their families become more involved with the community and make use of extra space within their home. This can enhance both individuals by expanding their social circles. This will allow of a minimal income to the owners while a providing a less expensive option for the resident.

Tompkins DSS will assist in the filling process of the application and in monitoring the wellbeing of the residents once they are placed in the home. This becomes a win, win situation for everyone involved; the owner, the residents and their families as well as the surrounding community.

For more information on Adult Family Homes and becoming an owner/operator, please contact the Long Term Care Unit of the Tompkins County DSS at 607-274-5653.



*Submitted by Deana Bodner, DSS*

# Department News

## Personnel Department

As a part of the County's interest in letting young people in the community know of careers in local government, the Personnel Department partnered with Newfield School to introduce the senior class students to the Civil Service process.

Students got to take a full-day field trip to visit the Sheriff, EMS, Airport, and Health Department, as well as the downtown County offices. Students got a chance to learn where these departments are located, to meet the various department heads, and get a tour and a brief description of what the people in these departments do.

As a follow-up to the field trip, we will lead students through the process of registering online and completing the online employment application. This will allow the students to be notified of all civil service job openings within Tompkins County, and to register for taking the appropriate civil service exams necessary for any jobs they may be interested in.

Thank you to Kelly Strobeck, who helped with the tour, and to all of you who took time out of your busy day to meet with the students and give them information about your department and the civil service process! We hope to extend this program to other schools under the Tompkins County jurisdiction in the near future!

*Heather Buck, Personnel Assistant*

## Facilities Division

Best wishes to **Bob O'Loughlin**, Assistant Director of Facilities, who has returned to his previous employer, with a new job title, and much closer to his home.

## Airport

The Airport is delighted to welcome **Rodney Maine** to the airport staff as a part-time Account Clerk Typist. Rodney will add the part-time airport position to his part-time position at the County's Office for the Aging department and thus, somewhat uniquely, become a full-time employee.

Rodney is married with a one-year old son and lives in Ithaca. In addition to being a full-time County employee, he is also attending Tompkins Cortland Community College on a full-time basis (14 credit hours). Rodney will start his position of Account Clerk Typist at the airport just as soon as we can find a typewriter.

*Bob Nicholas, Airport Manager*



**Newfield students who visited County departments to learn about Tompkins County government careers**



## Highway Highlights...

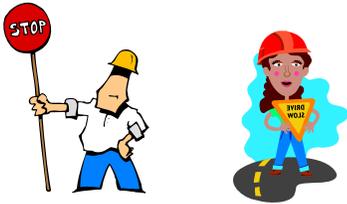
Submitted by Geri Lockwood, Administrative Assistant

### Road Projects:

The summer road repair/reconstruction schedule is tentatively complete. However, oil prices will have an effect on the completion of the entire schedule. The roads currently planned for major repair/reconstruction are:

- Besemer Road
- Trumbulls Corners Road
- Locke Road
- Harford Road
- Iradell Road
- Old 76 Road

**Please use extreme caution when traveling through work zones, and adhere to work zone speed limits. Thank you for helping to keep our workers safe!**



### Bridge Projects:

The bridges or large culverts tentatively planned for repair or replacement requiring road closures are:

- Forest Home Drive
- Seneca Road
- Newfield Covered Bridge
- Freese Road
- Salmon Creek Road
- Peruville Road (two)
- Genung Road
- Central Chapel Road

Note: Some bridge work will be performed by County forces, while others will be outsourced.

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For further information on the 2012 Road & Bridge Project schedule, please visit our website, at, [www.tompkins-co.org/highway](http://www.tompkins-co.org/highway), which is normally updated on a monthly basis. **Please note that these schedules are subject to change.**

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## Gas prices on the rise; are you reconsidering your transportation?

*With gas prices on the rise and predictions for continued gas price hikes this summer, you may be looking to lessen the impact of rising gas prices on your budget.*

For work-related travel, all county employees can ride TCAT at no cost or be reimbursed \$45.00 per month for your purchase of another area bus pass as your work transportation. For a TCAT bus pass, simply fill out a Bus Pass Application and send to Anna Smith, County Personnel. The application is available at Tompkins County Intranet /Personnel Forms.

To request reimbursement for another area bus service, simply send a photocopy of your pass, with your name and department to the Personnel Department – Call Anna if you have questions – 274-5525.

If the ability to get to personal appointments or run errands is keeping you from using the bus, remember that Ithaca Carshare membership provides 24/7 access to a car within the Ithaca area. Check out the “Just in Case” membership details at [www.ithacacarshare.org](http://www.ithacacarshare.org); plus, the deal is sweetened with an Ithaca Carshare Rewards program! Or if riding the bus is not an option to “greening” your transportation, consider finding a ride match with Zimride. And Zimride, [www.zimride.com/tompkins](http://www.zimride.com/tompkins), has just made booking a ride easier with “Bookings.”

Join in area celebrations featuring sustainable transportation choices on Earth Day, April 22 plus a May Bus and BBQ festival. Announcements and more information on local transportation events will be published at [www.way2goinfo.org](http://www.way2goinfo.org).

For information on local and regional transportation, you have three area options. You can always call 211 for transportation help, 24 hours a day, 7 days a week. Way2Go, your local transportation education center is available to help with more detailed transportation questions by phone at 272-2292 or on their website at [www.way2goinfo.org](http://www.way2goinfo.org). Tompkins DSS Mobility Program serves you with information and consultations on your local and regional transportation concerns, and can be reached M-F, 8:30-4:30 at 607-274-5022.

Submitted by Cynthia Kloppel, Mobility Program Specialist, Tompkins DSS

## Employee Spotlight

### Fernando de Aragón

For the past 14 years, Fernando de Aragón has served as Staff Director for the Ithaca-Tompkins County Transportation Council (ITCTC).

Fernando responded to the following questions from *County Corridors*:

#### What do you do here (your job duties)?

I manage and plan for the expenditure of federal transportation funding in Tompkins County.

#### What do you like best about your job?

It's varied and offers the opportunity to contribute to the community

#### What is your favorite thing to do outside of work?

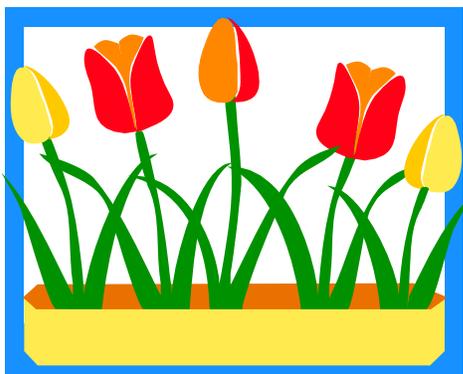
I enjoy any activity that takes me outdoors.

#### Other comments?

I recently completed my first novel, *Dos Santos*.

The book is historical fiction with a story line that takes place in what is now Puerto Rico, in the very first years of Spanish settlement of the island in 1508. The story follows one man who sets out to find a place for himself in the new colony and finds all he was looking for in an unexpected place, among the indigenous Taíno people.

*Dos Santos* is set within a carefully researched historical backdrop. The book gives the reader a rare glimpse into the life of the Taíno culture, while retracing a fascinating chapter in the early Spanish conquest of the new world. More information can be found at [www.dossantosnovel.weebly.com](http://www.dossantosnovel.weebly.com).



**GREATER**  
**TOMPKINS COUNTY MUNICIPAL**  
**HEALTH INSURANCE CONSORTIUM**

**Did you know** there is a customized Excellus web portal available to all employees and retirees covered under the Consortium's health insurance plan?

Members are encouraged to use this site to explore all the resources available to understand your plan, achieve your personal wellness goals and take a strong step toward tending your own health.

Access the portal through the employee link on the Consortium's website:

[www.tompkins-co.org/healthconsortium](http://www.tompkins-co.org/healthconsortium)

# VENDING COMMITTEE

## "VENDS"

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REMEMBER - Trips and/or events are available to all Tompkins County Employees & Retirees and their families!

### **WE NEED YOU AND YOUR IDEAS/SUGGESTIONS FOR 2012 TRIPS/EVENTS!**

- Are you interested in assisting with the planning and/or organizing of the trips and events?
- Do you have approximately one (1) hour to devote every couple of months (on average) to meeting with a great group of people?
- The Vending Committee is in need of additional team members. If you are interested, please contact Pete Coats, at [pcoats@tompkins-co.org](mailto:pcoats@tompkins-co.org).

#### **Website:**

Remember to visit our website, on the employee Intranet (click on the link under "Events/News"), or [www.tompkins-co.org/employee\\_only/VendingCommitteeNews.pdf](http://www.tompkins-co.org/employee_only/VendingCommitteeNews.pdf) regularly for updated information on all trips, news, etc.

Please see your Department Representative (names listed on the website) to share other ideas.

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**You Can Make a Difference!**

***Come to an Information Meeting May 10***

Every young person in foster care needs a caring adult by his or her side. Help create a new [success story](#) by getting involved today!

Caring foster homes are needed in all areas of Tompkins County but especially in the Ithaca School District. If you have room in your heart and home for a sibling group or teenagers, there is also a special need.

Please come to an informational meeting held at the Department of Social Services on Thursday, May 10, 2012, 12:00 Noon to get you started or to answer any questions you may have regarding Foster Care in Tompkins County.

If this is not a convenient time, we can schedule an appointment or even come to a meeting and make a presentation for your group.

Call Judy Voorheis, at 274-5266 with questions or for further information.

*Submitted by David Weiner, DSS*

## Classified Ads

### Dog Dayz Inn

A place where your dog feels  
"at home".

Located in North Lansing  
Sandy Strehle, 315-497-3467  
[dogdayzinn@yahoo.com](mailto:dogdayzinn@yahoo.com)  
<http://www.dogdayzinn.com>



**FOR SALE** – 2008 Dodge Avenger, power windows, power locks, cruise control, A/C, 70,000+ miles. Asking \$12,000. Please call (607) 898-5976 evenings only.

**FOR SALE** – 1985 24' Tioga motor home on Chevrolet chassis. Sleeps 6, A/C, tilt steering wheel, cruise control, generator, 70,000 miles, all new tires. Very good condition. Asking \$7,500.00. Must sell due to health reasons. Please call (607) 898-5196.



**FOR SALE** – RV cover: woven, light gray cloth material, water repellent, like new – good for keeping the dust and leaves off in outdoor summer storage. Designed for Class A >20 – 22 feet long and 8 – 10 feet tall, approximately 8 feet wide. Includes storage bag and patching. Asking \$150.00. Call Bernice, at (607) 539-6756.



**COTTAGE FOR RENT** – Wonderful family cottage, just ½ mile north of Taughannock Park – fabulous views and location. Sleeps 6 comfortably. Sorry, no pets or smoking. See our website: Rice Heritage Cottage. Please call Alison, at (607) 387-5446 evenings.



Custom Embroidery for everyone's needs. We work with other businesses, organization/groups, and the general public. We can use your design or work together to come up with a design. It's a great way to advertise your business or organization, or if you just need a gift for someone. We embroider on clothing, hats, bags, and much more.

### THE CORRIDORS TEAM

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**Interested in joining the Corridors team?**

Contact Geri at

274-0314 or [glockwood@tompkins-co.org](mailto:glockwood@tompkins-co.org)