



Visions Update



A Letter from the Director of Public Health

As you know, we are currently in the midst of a pandemic flu outbreak. The H1N1 virus has already affected many Ontario County employees and residents. Even though a safe and effective vaccine against the H1N1 strain of influenza has been developed, it is in very scarce supply. Plans to distribute H1N1 vaccine change often, based on this limited availability and the evolving needs of the community. As of November 12, 2009, we have given approximately 2400 H1N1 vaccines.

The Centers for Disease Control and Prevention (CDC) is supplying the nation with the H1N1 vaccine. The CDC has given stringent guidelines regarding the populations who are to be offered this vaccine first. Ontario County Public Health will follow these guidelines. They are based on a determination of who is at the greatest risk for serious complications and death. The amount of vaccine we receive is also based on the size of Ontario County. That is the reason why initial clinics will be limited to Ontario County residents.

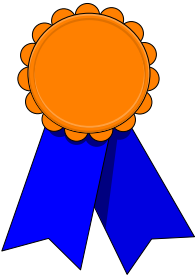
I recently sent a letter to department heads informing them of our needs to enlist volunteers. I assured them that those who wished to volunteer during work time must first get their approval. Their response was often immediate and generous: some not only indicated their willingness to allow employees to volunteer – they volunteered, themselves!

I want to thank all of you who have volunteered so far – your efforts are truly appreciated. I also want to let you know that Public Health will continue to need help for as long as there are H1N1 clinics to run. We will contact staff via e-mail when more vaccine becomes available and clinic dates are set.

Once again, I want to thank you for your generous response to this public health emergency.

Mary Beer, RN, BSN, Director of Public Health

EMPLOYEE UPDATES



RETIREMENTS

Cheryl LaVoie, Jail Cook, Office of the Sheriff, 10/9/09

Jo Ann Langer, Substance Abuse Counselor, Substance Abuse, 10/31/09

RESIGNATIONS

Joy Wadhams, Registered Professional Nurse, Public Health, 10/2/09

Jessica Waldow, Social Welfare Examiner, Social Services, 10/3/09

Misty Emerson, Nursing Assistant, PT, Health Facility, 10/5/09

Michelle Simonds, Nursing Assistant, PT, Health Facility, 10/9/09

Nathalie Sigler, Employment & Training Counselor, Workforce Development, 11/21/09

PROMOTIONS

Kristine Reed, to Support Investigator, from Finance Clerk I, Social Services, 9/21/09

Tara Peacock, to Caseworker Trainee, from Support Investigator, Social Services, 9/25/09

James Sibeto, to MEO I, from Laborer, Public Works, 11/9/09

NAME CHANGES

Theresa Carlson-Trickey, Sr. Employment and Training Counselor, Workforce Development, is now **Theresa Carlson**, 9/22/09

Mariah Ernhout, Social Welfare Examiner, Social Services, is now **Mariah Ernhout-Fegley**, 9/29/09

Ana Uetz, Staff Social Worker, Mental Health, is now **Ana Baker**, 10/9/09

NEW EMPLOYEES/APPOINTMENTS

James “Jake” Boggs, Correction Officer, Office of the Sheriff, 10/5/09
Mary Grace, Nursing Assistant, PT, Health Facility, 10/7/09
Deanna Webster, Nursing Assistant, PT, Health Facility, 10/7/09
Christopher A. Greco, Correction Officer, Office of the Sheriff, 10/26/09
Dawn Pierce, Finance Clerk I, Social Services, 10/26/09
Steven Mitchell, Caseworker Trainee, Social Services, 11/2/09
Thomas Kidera, Public Defender, Public Defender’s Office, 11/9/09
Marcie Baker, Typist, PT, Substance Abuse, 11/16/09
Stefanie Lang, Confidential Secretary, Public Defender, 11/23/09

Karen Valesko, Human Resources

Advice from Alice



Remember the song, “Don’t Worry, Be Happy!”? The tune wasn’t very memorable, at least for me, but the words sure were. Over the course of my professional life, I have spent many years working with people who had just received a terminal diagnosis. What I discovered was that most of my clients, after the initial shock of diagnosis was over, reacted in one of two ways. They either opted to live each day as fully as they possibly could, or they adopted a mindset of worry, anger, and pessimism. I have no idea if their attitudes affected how long they lived, but the first group certainly enjoyed their lives more, as did their grieving families.

There are a lot of conditions and situations that may trigger anger, worry, and anxiety in everyday life. We can’t change that. But we can take a deep breath, calm ourselves down, and look for ways to make the best of any situation in which we find ourselves. In that sense, “happiness” becomes a choice.

Think about road rage. We can either get furious with the driver in front of us that is going 20 miles below the speed limit – or we can take the few extra minutes in the car as a time to admire the scenery.

Right now, public health officials are having to take a lot of deep breaths. Manufacture and distribution of both the H1N1 and the seasonal flu vaccines has not progressed as quickly as planned. H1N1 doses that were expected in mid-October may not arrive until late November or early December. Scheduled flu clinics have been canceled in many parts of the nation. Many residents are anxious about if or when they will be able to have the H1N1 flu shot.

We in Public Health have no control over the schedule of vaccine distribution. We know that area providers have ordered enough vaccine to guarantee that Ontario County residents will eventually have access to flu shots – but we still don’t know when it will arrive. Public clinics will be planned as soon as the supply of vaccine permits it.

What if you are eligible for an H1N1 flu shot, please be patient. You can check with your Doctor who may have a limited supply for those at highest risk. You can also check the Ontario County Public Health website. The supply of vaccine will be better in a matter of weeks. In the meantime, protect yourselves by practicing good hand hygiene and cough etiquette. Wash your hands often, cover your cough, avoid visiting with friends who are ill, and if you are ill yourself, stay home until you are fever free for 24 hours without the use of fever reducing medicines. It sounds so simple, but these behaviors make a huge difference in slowing down the spread of respiratory infections. Don’t worry about the flu: take active steps to reduce your risk. Be happy that the simple act of hand washing can really reduce your risk of becoming ill.

Choosing not to worry helps with other areas in you life as well. The Holidays are upon us. There is no thing such as the “perfect” gift – so don’t worry about trying to find it. Is money tight? Realize that the simple things in life are often free, and make time for them. Let’s emulate those that choose to be peaceful and even joyful when faced with great adversity. Even a bad song can have a happy ending!

Alice Robeson, Public Health

Trick of Treat at the Health Facility



The residents at the Ontario County Health Facility hosted an afternoon of trick-or-treating on Tuesday October 27th where the staff brought their children, grandchildren and other little relatives. In the picture are Employee, Pam Bugbee w/ her nephew, Phoenix receiving candy from resident Laura Markovski. This is a big hit every year w/ everyone. The candy was donated by the staff and families at OCHF. They are always very generous. Four year old Phoenix left saying "I hit the jack pot"!

Office for the Aging

CHRISTMAS GIFT GIVING TREE



The Office for the Aging Advisory Council members are once again involved in the Office for the Aging Gift Giving Tree project. Members of the council will be putting the tree up and attaching gift tags on November 20th. All gifts are due back to OFA no later than December 11th, 2009. The tree is located in the second floor lobby of the Human Services Building, 3010 County Complex Drive.

Help to make a difference in the life of a senior this Christmas. It might be one of the few gifts that person will receive.

Helen Sherman, Director

What's New in DocuShare?

We are trying to make life easier for you by giving you access to numerous documents that you may need in your work. Here are some of the items available in searchable format:

Board of Supervisors Minutes – present back to 1987

Various BOS Committee Minutes

County Attorney's Forms and Regulations, including Contract forms

Electronic forms from Finance Department

Information from RAIMS concerning records management, including record transfer forms, the CO-2 Schedule of Retention, scanning information and more.

County Administrator's site for Laws, resolutions and other regulations concerning County matters

Just go to <http://docushare.ontario.cnty> . As a guest you do not have to sign in with name and password. You have access to all public documents that are posted.

Hans-J. Finke, RAIMS

Winter Safety Tips



Winter driving. The National Weather Service reports that during winter storms vehicle accidents account for 70% of all injuries while the storm itself is only responsible for 25% of all injuries. The most common winter accident is the rear-end collision. If roads are snow covered or icy, slow down. The “rule of the thumb” for following distant is to allow 3 seconds behind the car in front on dry roads and double that in winter driving.

Prepare for winter. Listen to weather reports and follow safety recommendations. Visibility is reduced in snowy weather and darkness falls earlier so wear bright colored clothing or reflective material to be seen. Winterize your car before winter begins, including checking anti-freeze levels. If you have snow tires, put them on. Replace worn windshield wipers. Consider a car winter emergency kit that has: jumper cables, flashlight, sand, ice scraper, blankets and warning devices.

Dress for the cold. Dress in layers so you can take layers if you become too warm. Hats help reduce heat loss, so cover head and ears with a warm hat. Be alert to wind chill, wind greatly speeds up body heat loss. Stay dry as wet clothing chills the body rapidly. Remove wet clothes and shoes as soon as you can when you come out of the cold. A child should have one more layer of clothing than an adult. Don’t dress infants in heavy or thick clothes. Dress them in thin layers of clothes to help keep them dry and warm. You can use blankets as necessary but be careful not to overheat an infant.

Cold injuries. Frostbite happens when body tissue is frozen. It usually affects fingers, toes, ears and your nose. Signs of frostbite include tingling, numbness or pain in the area. Skin may be white, pale or gray. Re-warm skin with dry clothes or blanket. NEVER rub any frozen body part. Seek medical advice. Hypothermia is abnormally low body temperature. The body will lose heat faster than it can produce it when exposed to the cold. Symptoms of hypothermia include shivering, exhaustion, and confusion. Late symptoms include slurred speech, drowsiness and unconsciousness. For hypothermia you need medical care. Call 911 if hypothermia is suspected. Treat by getting into a warm, dry place, removing wet clothing and re-warming the victim until the ambulance arrives.

Winter health. Cold weather can put a strain on your heart so take breaks when working outside. Shovel snow properly. Keep your back straight and lift gently from the knees and hips. Lift small amounts when shoveling heavy snow, slush or ice. Stop shoveling if you feel pain or become short of breath. Walking on ice is dangerous. Many injuries result from falls on ice-covered surfaces. If you must walk on an icy surface, take short steps and keep your knees bent.

Sherman Manchester, Safety Coordinator

NEWS FROM HUMAN RESOURCES

*The County of Ontario’s 457
Consolidated Plan
Summary Statement*

PERIOD SUMMARY	CONSOLIDATED SUMMARY	
July 1, 2009 to September 30, 2009		
BEGINNING BALANCE	\$24,149,305.83	
NET ACTIVITY	\$670,367.35	
CHANGE IN VALUE	\$1,980,238.46	
ENDING BALANCE	\$26,799,931.64	
LOAN BALANCE	\$132,391.08	
VESTED BALANCE	\$2,455,555.57	
	Grp # 0030072 457 Program	Grp # 0150211 401(a) Program
BEGINNING BALANCE	\$21,990,877.73	\$2,158,428.10
NET ACTIVITY	\$515,966.29	\$155,021.06
CHANGE IN VALUE	\$1,838,132.05	\$142,106.41
ENDING BALANCE	\$24,344,376.07	\$2,455,555.57
LOAN BALANCE	\$132,391.08	---
VESTED BALANCE	---	\$2,455,555.57



TOTAL INVESTMENT MIX AS OF SEPTEMBER 30, 2009

- 5% INTERNATIONAL/GLOBAL
- 5% SMALL CAP
- 5% MID CAP
- 20% LARGE CAP
- 12% ASSET ALLOCATION/BALANCED
- 9% BOND
- 38% STABLE VALUE/MONEY MARKET

This statement reflects transactions received by the company prior to the period ending date. Additional transactions may be in transit and will be reflected in your next statement.

FOIL Facts and FAQs

(and we don't mean Frustration Over Insignificant Legalese)

Ontario County Leader's Group Oct. 28, 2009

FOIL = Freedom of Information Law (Public Officers Law Article 6)

Based on the notion that government should operate in an open and transparent manner -- no matter who asks
Presumes that **all** documents/information held by government entities are subject to public review unless they fall "squarely" under one of the statutory exceptions
Includes not only paper documents, but also information in e-mails, on tapes or disks and other electronic media
E-mail inquiries also trigger FOIL -- no special form required
All public entities are required to have a FOIL Records Access Officer to handle information requests (Hans Finke -- RAIMS)
Does not require creation of documents that don't exist

What should I do if someone asks my department for information or records?

If the request isn't in writing, ask the requestor to put it in writing
Send the request to Hans ASAP (5 day letter)
Hans will send the required acknowledgment to the requestor and documents the process
Hans will work with you to determine what documents you have that are responsive to the request
Hans and Kris Thorsness (County Atty's Office) will determine whether any documents need to be withheld or redacted
Hans and Kris can arrange for production to be made off-site

Who you gonna call?

Hans Finke -- RAIMS ext. 4377
Kris Thorsness -- County Attorney's Office ext. 4166

Can't I just handle FOIL information requests myself?

NO! Law requires specific acknowledgement and has stringent time deadlines
Denial of access must be supported by law and documented
Documentation of FOIL compliance is important and protects YOU
Failure to comply with FOIL exposes the County to civil liability and attorney's fees
Production of information that is protected by other laws (e.g., HIPAA, bidding documents & privacy) can expose the County to substantial fines and civil liability

Who makes the decision of what can be released? Hans and Kris will work with the department to determine what documents are responsive and whether any exceptions apply

What can we charge for copies of our records?

Cannot recover for time spent identifying and collecting responsive documents
Review of documents is FREE
Can charge no more than \$.25 per page for copies, or
Existing electronic files that already exist are transmitted free of charge.
"Actual cost" of reproduction.

- o hourly salary of lowest paid worker with skill to make copies
- o cost of disk, tape or other media in which the information is delivered to the requestor
- o amount paid to an outside service that makes the copies, but only if agency lacks equipment to make the copies itself

BOS resolution does not justify deviation -- statutory exceptions only

Who gets the money if I make copies? Goes to special FOIL account at RAIMS

What about HIPAA and FOIL?

One of the statutory FOIL exceptions allows non-disclosure of records that are protected under other laws
Records protected from disclosure under laws like HIPAA, FERPA, attorney-client privilege, etc. need not be produced.
Hans and Kris will guide you to identify FOIL exceptions that apply to your records

What about County Clerk's records?

County Clerk's records are covered by FOIL

County Clerk is the official representative of the courts for records.

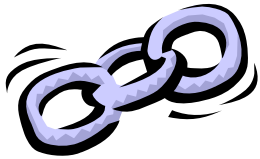
CPLR 8019(f) allows the Clerk to charge fees up to \$40 per record for non-UCC filings

What is the difference between FOIL and FOIA?

FOIL is NY State law for state/county/local governments

FOIA is Federal law applicable to federal entities

Differences are not dramatic (e.g., poor person relief from fees under FOIA)



Links for Life



Hey there everybody. Are you all set for the holidays?

Seems just a bit weird writing about Thanksgiving and Christmas and such. As I'm sitting here typing it is 73 degrees outside. But I guess that's better than 37 degrees isn't it.

Since the Holiday Season contest went over so well last year I thought I'd do another one. This year I'm going to take a different approach. This time I'm going to be giving everyone that signs up a group of questions about Ontario County. History, cities, towns and villages, geographical stuff, things like that. The people that get all the questions correct will have their names put in the same box as last year and we'll draw a winner from that. Or, if one person has more correct than everyone else that person will win.

Again, this has nothing to do with the County or Visions. I just thought I would do it myself for fun. The winner will receive a nice gift but I'm not telling what it is at this point. If you are interested in participating, e-mail me no later than December 4th and I'll include you on the list for questions. So put on your thinking caps as my teacher use to say and let the games begin!

If you aren't ready for winter, neither is your house.

<http://www.consumerenergycenter.org/tips/winterize.html>

Safe decorating for the holidays.

http://firstaid.about.com/od/injuriesathome/qt/06_decorations.htm

<http://www.move.com/home-garden/home-maintenance/winter-maintenance/safe-holiday-decorating.aspx>

But enough about your house. Let's get to the turkey or ham or whatever.

I'm talking FOOD here folks.

How about some fish for a change.

<http://www.fish4fun.com/cooking-seafood.htm>

I promise to eat the turkey, the whole turkey and nothing but the turkey, so help me gobble! Well, maybe just a little ham too.

http://www.cooks.com/rec/search/0,1-0,how_to_cook_ham,FF.html

http://www.cooks.com/rec/search/0,1-0,how_to_cook_ham,FF.html

<http://www.butterball.com/contact-us>

Dessert folks it's all about the desserts!

<http://www.recipelink.com/holiday/merrydesserts.html>

Okay everybody, time is wasting, Let's get out those Easy-Bake Ovens and "Let's get baking"!!!!!! I'm talking cookies, cakes and pies here. After all, Santa didn't get that size from eating celery and carrots ya know.

<http://lowfatcooking.about.com/library/blchristmas.htm>

<http://www.joi.org/celebrate/hanuk/food.shtml>

http://www.theholidayspot.com/kwanzaa/kwanzaa_recipes.htm



Let's see dear, did we have dinner here last year or did we go to Aunt Bea's? This is important stuff. Heaven forbid we mess up the natural schedule of holiday dinners. Let's be real folks, who cares where we eat as long as you can watch the ball game and the parade.

http://www.health24.com/Woman/Special_events/711-729,20161.asp

STRESS AT THE HOLIDAYS!!!!!!! WHAT DO YOU MEAN STRESS????????????????????

http://stress.about.com/od/understandingstress/a/holiday_stress.htm

The mother of all holiday web sites. Take a minute to learn how others celebrate the holidays and you might get more out of yours.

<http://www.merry-christmas.com/>

<http://www.hanukkah-traditions.com/>

<http://www.officialkwanzaawebsite.org/index.shtml>

Safe driving skills for winter – Like the ad says, “Safe driving is no accident”

<http://www.mto.gov.on.ca/english/safety/winterdrive/winterdrive.htm>

Having a holiday party? Let's keep the life of the party alive.

http://www.centrinet.com/christmas/safe_party_guide.htm

<http://alcoholism.about.com/cs/holiday/>

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

Ray DeRuyter, Purchasing

A Tail of Two Kitties!



The two young cats at the Archives are settling in. Seven months old as of mid-November, they are healthy and frisky and fun. Each has a unique personality.

Basil is the greeter, the good-time-Charlie at the party, the fellow with his hand out and the big smile. He loves people and is getting to know the regular visitors. Basil is also a growing boy, weighing in at eleven and a half pounds right now. He's outgrown several favorite napping

spots but desk tops still fit.



Bailey is shy but very fond of the people she knows. She is a busy little person, meticulously clean, and determined to eradicate the building of every last insect. She is also a skilled acrobat with graceful somersaults and breathtaking leaps. Bailey liked posing for a photo in her Halloween costume.

Happy Tails has several adorable, adoptable cats right now. Check out this link, <http://raims.com/animals/>, for more information.

Mary Jo Lanphear, Records & Archives

Reminder From Basil & Bailey:

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

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

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

The editorial board is composed of the following:

Ray DeRuyter ~ Purchasing: 396-4444

Louise Heusler ~ Printing: 396-4051

Mary Jo Lanphear ~ Records, Archives and Information Services: 393-2910

Robert Friefeld ~ Workforce Development: 396-4592

Karen Valesko ~ Human Resources: 396-4405

Important dates for 2009 publications are as follows:

January/February Issue

Editorial Board Meets and Articles Due to Printing by 1/8/09 • Publication Date 1/15/09

March/April Issue

Editorial Board Meets and Articles Due to Printing by 3/12/09 • Publication Date 3/19/09

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

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