

Memorandum

To: Tim Boyde, County Administrator

From: Steve Hanmer
shanmer@cgr.org

Date: February 20, 2018

Re: Next Steps for Allegany County Study

I wanted to send you a quick update and proposed next steps. At your earliest convenience, we would like to finalize a primary point of contact on your Steering Committee to send requests and updates to.

Next steps

1. Schedule a progress update call. Our availability this week is:
 - Thursday (2/22) from 9am to Noon and 2pm to 4pm
 - Friday (2/23) from 10am to noon

2. Finalize interview schedule and send to Town and Village contacts
 - Send out no later than Friday 2/23 (Email from Steve)
 - Monday March 5
 - 10-12 in Bolivar (6 slots)
 - 1-3 in Wellsville (6 slots)
 - 4-7 at Crossroads (9 slots)
 - Tuesday March 6
 - 10-12 in Caneadea (6 slots)
 - 1-3 in West Almond (6 slots)
 - 4-7 at Crossroads (9 slots)
 - Monday March 12
 - Full day at Crossroads for those not able to make the 5th and 6th
 - Meet with Legislators just before or after their scheduled 2pm meeting
 - Meet with County employees, as needed
 - Visit individual Towns and Village, as needed
 - Can we get commitments to use satellite town offices by Monday the 26th and do we think there are 3 separate rooms we can use?
 - We will have three staff members on sight conducting interviews. Each slot would be for a municipality, however many members attend.

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3. Send out survey/questionnaire with meeting invite (2/23)
 - Ask for responses by 3/1
 - Send as an attachment to be emailed back and as a survey link (can forward to staff)

 4. Confirm Highway and Fire meeting dates, times and locations
 - Highway
 - Date: Tuesday March 13th
 - Time: Lunch
 - Location: TBD
 - Fire
 - Date: TBD
 - Time: TBD
 - Location: TBD

 5. Status of Civil service titles and jurisdictional classifications for each town and village (Pending - Robert Budinger)

 6. Status of Inventory of facilities and assets/equipment (In process with Emergency Management)

Progress on our end

- We have all of the FY18 and FY17 budget information we need and are compiling that.
- We are compiling the integrated inventory of shared services (past, present and future) from different documents/sources.
- We are developing a survey instrument for individual data collection
- We are developing an interview protocol for our in person interviews to standardize data collection and capture responses to shared service ideas (building upon survey results and the integrated inventory)