



PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE

MEMORANDUM

TO: Paul E. Jonke  
Chairman, Putnam County Legislature

CC: The Putnam County Legislature

FROM: Kevin M. Byrne  
County Executive

DATE: October 9, 2024

RE: Mission Statement

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In my March 6, 2024 memo, I informed the Legislature of the creation of an advisory committee, the Executive Review Committee. As you may recall, the Committee's first endeavor was to review and update the County's Mission Statement.

The Committee rose to the task. After a number of meetings, varied research, and much thoughtful consideration the Committee drafted an updated Mission Statement, which also includes a vision statement.

Please see attached the Mission Statement submitted by the Committee, which has been adopted by this Administration.

I hope that you join me in recognizing the efforts of the Executive Review Committee in crafting what I believe to be a timeless and inclusive Mission Statement.

**Enclosures:**

Cover Memo From Executive Review Committee  
Updated Putnam County Mission Statement



To: Kevin M. Byrne, County Executive

From: The Executive Review Committee

Date: August 26, 2024

Re: Final Mission Statement Draft

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Attached for your consideration is the Executive Review Committee's final draft of an updated Putnam County Mission Statement. The current Mission Statement, adopted by the Legislature and signed into law by County Executive Bondi in 2003, is also attached.

The Committee met seven times between April and August. During this time, the Committee utilized surveys submitted by County employees, sought and received input from County Department Heads, and performed pertinent research, including reviewing the mission statements of counties throughout New York State. Additionally, the Committee relied on the current Mission Statement of the County as a valuable resource and took great effort to incorporate its principles and spirit into the new version.

As you will see, our final draft includes a Mission and Vision Statement. After careful discussion and deliberation, the Committee felt that the inclusion of both would best describe the core purpose of county government, how we intend to meet those responsibilities, all while also looking towards the future and what we aspire to be.

We would also like to highlight how well the Committee worked together and collaborated since its formation. This is a diverse group of experienced, thoughtful, and diligent individuals who brought forth valuable insights and contributions throughout this process.

The Committee is available for any questions you may have. Additionally, we are happy to attend any Legislative Committee meetings that may be called to consider our draft.

We would like to thank the County Department Heads and employees for their time in providing much-appreciated perspectives and suggestions to the Committee.

Finally, we would like to thank Marjorie Keith for her work as Special Advisor during our review of the Mission Statement. As a member of the last Mission Statement Committee in 2003, Marjorie's knowledge and expertise has been second to none.

We look forward to continuing our work and turning our attention towards the County Charter and Code, as requested by you in at the Committee's formation.

**Mission Statement:**

Putnam County Government provides for the health, safety and well-being of the public while upholding the laws of the United States, New York State, and the County. Our dedicated workforce is critical to meeting community needs and we strive to deliver a fiscally responsible, accountable, and accessible government that serves everyone with transparency. By working in partnership with all levels of government and others, we are committed to providing services that will achieve the best possible outcomes for our residents.

**Our Vision:**

The County seeks to encourage community engagement, responsible economic growth, and a high-quality of life for all residents through innovative and collaborative efforts. We aspire to be a vibrant and healthy community that values and nurtures Putnam County's natural beauty, rich history, cultural heritage, and most importantly, our people. Together, we seek to build a future that honors our past, embraces our present, and inspires generations to come.