



Tioga County Worksession Minutes **February 6, 2025 – 1:00 p.m.**

Legislators Present:

Legislator Brown
Legislator Bunce
Legislator Ciotoli
Legislator Flesher
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standing

Legislators Absent:

None

Guests:

None

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Linda Parke, Personnel Officer
Liz Myers, Deputy Commissioner of Social Services
Mickelle Andrews, Director of Administrative Services (DSS)

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:00 p.m.

County Administrator Report: County Administrator Bailey provided the following report for January 2025:

- **County YTD Budget Report (All Funds)** – Mr. Bailey reported each month the Departments present their YTD Budget Report for their respective Legislative Standing Committee. Mr. Bailey provided a county-wide YTD Budget Report for all funds with breakdowns by Objects of Revenue and Objects of Expense by Original Budget, Modifications, Revised Budget, Actuals, and Remaining Funds and plans to do this as part of his monthly report noting he will further break out the General Fund, as this is the most imperative one to track Fund Balance.

- **Public Information Officer** – Mr. Bailey reported he started the EO.105 Public Information Basics Online training and will be attending the Emergency Management Tier 1 Training at the NYSAC Conference February 24-26, 2025.
- **County Administrator Budget** – Mr. Bailey reported an 8.3% utilization to date.
- **County Policies** – Mr. Bailey reported an update on the following policies:

Tioga Video Security Surveillance Policy is pending. Mr. Bailey will revise the policy for the Executive Team's review this month with the intention of bringing forth a resolution in March. The biggest change in the policy is language regarding the camera system and how users will be identified. It also references the Fresh Service system that ITCS implemented. Following policy adoption, Mr. Bailey will send a memo to the Department Heads explaining that everyone who has access to cameras will need to re-apply for access through Fresh Service. This will allow a tracking mechanism to know who has access. Lastly, the policy identifies the County Administrator as a secondary approver. An annual review of all users and Departments will be provided to the Legislature.

The Gifts & Donations Policy will be the first policy to be reviewed by the newly implemented Policy Review Committee. Mr. Bailey reported he sent an email today to Department Heads requesting interest from their Deputies or mid-level management to participate on this committee. Mr. Bailey and Ms. Haskell will review the candidates and establish the committee.

- **Employee Support** – Mr. Bailey will be conducting a Financial Fundamentals presentation at the April 2025 I4A session.

Mr. Bailey reported the Leaders' Meeting was held on January 28, 2025. Agenda is attached as a point of information.

Mr. Bailey held a Radio Tower Meeting Update with several key Departments in attendance. Agenda is attached as a point of information. This will continue as a monthly meeting.

- **Community Outreach/Communication** – Mr. Bailey did a presentation for the Kiwanis Club of Owego on January 16, 2025. Currently, there are no other pending engagements scheduled.
- **Department Visits** – Mr. Bailey did a departmental visit with Public Health noting that it was a great visit, very informational, and thorough. Future departmental visits with Public Works and Motor Vehicles/County Clerk will be scheduled.
- **Miscellaneous** - Mr. Bailey will be attending the NYSAC Conference in Albany, NY from February 24-26, 2025.

Approval of Worksession Minutes: On motion of Legislator Flesher, seconded by Legislator Brown, the January 23, 2025 minutes were unanimously approved.

Action Items: Currently, there are no action items.

Legislative Support: Ms. Haskell presented the Legislative Support report and minutes are documented in a separate document that will be sent to the Legislators.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the February 11, 2025 Legislature meeting.

Based on the timing of the Health & Human Services Committee and award notification, Ms. Haskell reported the following resolution did not go through the committee process. However, Deputy Commissioner of Social Services and Director of Administrative Services Andrews are in attendance today to answer any questions.

Appropriation of Funds and Amend 2025 Budget – Social Services -

Legislator Monell inquired as to what the funds would be used for. Deputy Commissioner of Social Services Myers reported this additional State funding is for the Child Advocacy Center and will be used for additional modifications to the space, buying additional recording equipment, conducting a county-wide training, and covering the increase in rent. Ms. Myers reported there is no local share.

All Legislators were in favor of moving this resolution forward for Legislature consideration at the February 11, 2025 Legislature meeting.

Other:

- ***Personnel Departmental Overview:*** As the new Chair of the Personnel Legislative Standing Committee, Legislator Mullen provided a departmental overview of the Personnel Office to the Legislature.

Legislator Mullen reported that the Tioga County Personnel Office is also the Civil Service Administrator for all County departments, as well as every municipality in Tioga County, school districts, and special districts. This includes, but is not limited to job postings, civil service exams, and all other aspects of civil service. For the period of 2015-2025, the number of positions has increased in every department, and the amount work has increased, including the psychological testing for police officers has become quite involved. Personnel is one of the keystone departments in the County and it touches every department daily, as well as answering inquiries from other municipalities. They are a clearinghouse for civil service issues that many of us are not aware of, as this is more than just handling our current employees and retirees. The Personnel Office assists a total of 1909 employees throughout the County. Legislator Mullen reported it is incumbent upon the Legislature to be open to providing Personnel with the tools necessary for them to complete their jobs and believes we have done that, but the world has changed significantly. Legislator Mullen reported he asked Personnel to also be open and bring forth any issues they may have so we can deal with them in a timely manner.

Executive Session: Nine Legislators were in attendance. Motion by Legislator Monell, seconded by Legislator Brown, to move into Executive Session for matters leading to the appointment of particular individuals at 1:37 p.m. Motion carried. Motion by Legislator Monell to adjourn, seconded by Legislator Brown. Executive Session adjourned at 2:00 p.m.

Legislators were in favor of bringing forth a late-file resolution to the Finance, Legal, & Safety Committee and 2nd Regular Legislature Meeting on February 11, 2025 for the appointment of a particular individual contingent upon offer acceptance.

Meeting adjourned at 2:00 p.m.

Next Worksession scheduled for Thursday, February 20, 2025, at 10:00 a.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk