

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

February 4, 2025

2:30 PM

- **Approval of minutes** from January 7, 2025 Public Safety Committee meeting
- **Financial**
 1. Expended 13.8% of 2025 budget.
- **Old business**
 1. Staffing
 2. Training
 3. Probation fleet upgrade
 4. Atlas digital platform
 5. Community outreach
 6. Highlights of 2024
 7. Goals for 2025
 8. Review of Probation Strategic Plan goals
- **New business**
 1. Staffing
 2. Training
 3. Probation Staff Survey
 4. Atlas digital platform (update)
 5. Probation training agencies
 6. Cross training
 7. Southern Tier Training Academy
 8. Intensive Supervision Program
 9. IT approval for Change Companies Resolution
- **Personnel**
 1. One vacant Probation Officer I position
 2. One unfunded Probation Officer 1 position
- **Resolutions (0)**
- **Proclamations**
 1. None
- **Adjournment**

PUBLIC SAFETY MEETING

January 7, 2025

The regular meeting of Public Safety, Probation, Office of Emergency Services, Coroner, and Stop DWI was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, January 7, 2025 at 2:30 PM.

Present:

Keith Flesher	Chair, Public Safety
Marte Sauerbrey	Chair, Legislator
Barb Roberts	Legislator
William Standinger	Legislator
Ray Bunce	Legislator
Brian Cain	Director, Probation
Sheriff Gary Howard	Sheriff's Office
William Ellis	Deputy Director, Emergency Services
Bob Williams	Coroner and Assistant Fire Coordinator

Guest:

Cathy Haskell	Legislative Clerk
Jackson Bailey	County Administrator

APPROVAL OF MINUTES:

Approval of December 3, 2024 minutes:

Legislator Bunce made the motion, seconded by Legislator Standinger to approve the December 3, 2024 Public Safety minutes, as written. Motion carried.

SHERIFF – Gary Howard:

FINANCIAL:

- Revenues are \$505,829.64 which is 92% of the budget. Expenditures are at \$12,398,391.01 which is 96% of the budget. Inmate Boarders are \$174,823.30 which is 117% of the budget.

OLD BUSINESS:

- TCLEA Contract is being finalized.
- Average daily inmate population was 46.

NEW BUSINESS:

- New LPR has been ordered; not yet delivered.
- Jail Camera replacement project is still ongoing.
- In the planning phase for the VESTA Next Gen 911 system.
- New cameras and door monitors for the E911 dispatch center.

PERSONNEL:

- Update of Vacancies:
 - Civil – One Vacant part-time Civil Deputy position.
 - Corrections – Three Vacant Corrections Officer positions; One Vacant Part-Time Cook position.
 - No Corrections Officers on Light Duty.
 - One on Military Deployment.
 - Road Patrol – Three Vacant Deputy positions.
 - No Deputies on Light Duty.
 - E911 – One Vacant E911 Dispatcher Trainee Positions.
 - Records – all positions are filled.
 - Administration – all positions are filled.

RESOLUTIONS:

- Amend Employee Handbook: Add New Policy to New Section XIV Entitled Access to Public Records.
- Approve Sole Source Contract and Maintenance Agreement with Black Creek Integrated Sytems for the Sallyport Inmate Management System Sheriff's Office
- Approve Sole Source Contract and and Maintenance Agreement with Black Creek Integrated Systems for The Level 1 Service Plan for the Sheriff's Office.
- Approve Agreement with Trinity Services Group for Jail Food Supply Services Sheriff's Office.

***Committee agreed to move these resolutions forward*

PROBATION – Brian Cain:

FINANCIAL:

- Expended 90% of 2024 budget.

OLD BUSINESS:

- One open Probation Officer position
- All Probation Officers completed their 21 hours of mandated training in 2024.
- Electronic Monitoring: Currently there are four individuals being monitored.
- Took delivery of new 2023 Dodge Durango.
- Probation members worked with Veteran's Services and the Rotary at a Veteran's Grocery Giveaway at Catholic Charities, more than 50 Veterans and their families benefitted from the giveaway.
- WWP: Currently suspended pending further court orders.
- Pre-Trial Release: there are 37 people being supervised.
- Court Ordered Investigations: 51 active cases opened.
- Supervising: 176 people currently.

NEW BUSINESS:

- Evidence based Atlas Digital Platform. For use with both the Adult and Juvenile populations in Tioga County.

PERSONNEL:

- One Vacant Probation Officer 1 position exists.
- One unfunded Probation Officer 1 position remains unfunded.

RESOLUTIONS:

- Enter into three-year contract with The Change Company to provide Atlas Evidence Based interactive journaling services for adults and juveniles.

***Committee agreed to move resolution forward*

OFFICE of EMERGENCY MANAGEMENT – William Ellis

FINANCIAL:

- Budget still within parameters.

OLD BUSINESS:

- Radio Project: We believe the confusion in Richford has been resolved and can move forward.
- Carmichael and Pople towers failed the structural assessments. Motorola is accessing what will need to be done to bring them into compliance.
- Meetings with Motorola and County Attorney to discuss utility coordination at the new sites.
- Highway Dept. is assisting in creating an RFP for work at Prospect site to include, driveway, new roof on shelter and tree work.
- CAD Project: Working well. Other agencies are joining.
- EMS: No Changes. Spring EMT class schedule running January 27 – May 19, 2025.
- The two new Tahoe's have been lettered, thanks to Robinson Design and are closer to being response ready. Still need lights and radios installed
- TAM – Regular meetings for the team will be scheduled and held.

NEW BUSINESS:

- Plans are continuing for Open House, with a tentative date of May 17th, 2025.
- Remote access for staff to access system should incident arise.

PERSONNEL:

- None.

RESOLUTIONS:

- Amend Reso 433-34 Authorize Acceptance of 2024 Homeland Security Grant (SHSP24) and Appropriate Funds.

***Committee agreed to move these resolutions forward*

EXECUTIVE SESSION

Legislator Flesher made a motion, seconded by Legislator Standinger to go into executive session at 3:13 PM to discuss Personnel Issues. In attendance was Legislators Flesher, Roberts, Standinger and Bunce, Coronor Robert Williams, Legislator Chair Sauerbrey; and County Administrator Jackson Bailey.

Legislator Roberts motioned to adjourn Executive Session at 3:35 PM, seconded by Legislator Standinger.

ADJOURNED:

Meeting was adjourned at 3:35 PM.

Respectfully Submitted,

Debora Stubecki
Office Specialist III
Tioga County Emergency Services



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025_01

ACCOUNTS FOR:	General Fund	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3140 Probation								
A3140 415600	Adoption Investiga	-600	0	-600	.00	.00	-600.00	.0%
A3140 415800	Restitution Surcha	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
A3140 415810	Probation - DWI Su	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
A3140 415811	DWI-Probation Sala	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
A3140 433100	State Aid-Probatio	-105,205	0	-105,205	.00	.00	-105,205.00	.0%
A3140 433160	State Aid-Enhanced	-18,566	0	-18,566	.00	.00	-18,566.00	.0%
A3140 433170	Ignition Interlock	-3,678	0	-3,678	.00	.00	-3,678.00	.0%
A3140 433180	State Aid- ST5JP	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
A3140 433182	RTA State Aid -Rais	-16,920	0	-16,920	.00	.00	-16,920.00	.0%
A3140 510010	Full Time	870,354	0	870,354	25,136.50	.00	845,217.46	2.9%
A3140 510020	Part Time/Temporar	25,000	0	25,000	399.62	.00	24,600.38	1.6%
A3140 510030	Overtime Pay Only	5,000	0	5,000	.00	.00	5,000.00	.0%
A3140 520070	Chairs	400	0	400	.00	.00	400.00	.0%
A3140 520200	Office Equipment	1,500	0	1,500	73.47	.00	1,426.53	4.9%
A3140 520215	Personal Protectiv	4,000	0	4,000	.00	.00	4,000.00	.0%
A3140 540070	Car Maintenance	1,500	0	1,500	.00	.00	1,500.00	.0%
A3140 540080	Clinic Supplies	4,000	0	4,000	.00	.00	2,183.40	45.4%
A3140 540180	Dues	1,300	0	1,300	1,816.60	.00	550.00	57.7%
A3140 540220	Automobile Fuel	2,200	0	2,200	369.92	.00	1,830.08	16.8%
A3140 540220	RTA Automobile Fuel	1,000	0	1,000	.00	.00	1,000.00	.0%
A3140 540320	Leased/Service Equ	2,800	0	2,800	184.17	.00	1,458.30	47.9%
A3140 540340	Literature	1,000	0	1,000	100.00	.00	1,900.00	10.0%
A3140 540360	Meals/Food	1,500	0	1,500	400.00	.00	100.00	80.0%
A3140 540390	Mileage Expense	100	0	100	.00	.00	100.00	.0%
A3140 540480	Postage	1,000	0	1,000	.00	.00	1,000.00	.0%
A3140 540487	CPS01 Program Expn	19,506	0	19,506	.00	.00	19,505.77	.0%
A3140 540487	FH01 Program Expns	6,621	0	6,621	.00	.00	6,620.51	.0%
A3140 540590	Services Rendered	265	0	265	.00	.00	265.00	.0%
A3140 540620	Software Expense	10,560	0	10,560	.00	.00	10,560.00	.0%
A3140 540630	Stationery Supplie	6,000	0	6,000	.00	.00	6,000.00	.0%
A3140 540660	Telephone	2,052	0	2,052	.00	.00	2,052.00	.0%
A3140 540660	RTA Telephone-RTA	1,440	0	1,440	.00	.00	1,440.36	.0%
A3140 540731	Training/State Req	24,095	0	24,095	195.00	.00	23,900.00	.8%
A3140 581088	State Retirement F	94,331	0	94,331	6,637.07	.00	87,693.77	7.0%
A3140 583088	Social Security Fr	69,090	0	69,090	4,460.38	.00	64,629.62	6.5%
A3140 584088	Workers Compensati	17,543	0	17,543	1,405.99	.00	16,136.61	8.0%
A3140 585588	Disability Insuran	930	0	930	65.28	.00	864.96	7.0%
A3140 586088	Health Insurance F	215,415	0	215,415	18,419.25	.00	196,996.07	8.6%
A3140 588988	Eap Fringe	235	0	235	18.53	.00	216.35	7.9%
TOTAL Probation		1,220,767	0	1,220,767	60,431.78	1,157.53	1,159,178.17	5.0%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3142 Alternatives To Incarceration							
A3142 415150 Alternatives To In	-100	0	-100	.00	.00	-100.00	.0%
A3142 433120 State Aid-Alternat	-12,145	0	-12,145	.00	.00	-12,144.51	.0%
A3142 510010 Full Time	15,807	0	15,807	461.41	.00	15,345.63	2.9%
A3142 540140 Contracting Servic	3,500	0	3,500	562.60	.00	2,937.40	16.1%
A3142 540140 HPCC Contracting Se	0	2,000	2,000	342.75	.00	1,657.25	17.1%
A3142 581088 State Retirement F	2,276	0	2,276	216.03	.00	2,060.13	9.5%
A3142 583088 Social Security Fr	1,092	0	1,092	78.78	.00	1,013.22	7.2%
A3142 584088 Workers Compensati	382	0	382	26.65	.00	355.75	7.0%
A3142 585588 Disability Insuran	22	0	22	1.32	.00	20.44	6.1%
A3142 586088 Health Insurance F	3,864	0	3,864	290.41	.00	3,573.27	7.5%
A3142 588988 Eap Fringe	5	0	5	.35	.00	4.77	6.8%
TOTAL Alternatives To Incarceration	14,704	2,000	16,704	1,980.30	.00	14,723.35	11.9%
A3146 Sex Offender Program							
A3146 540140 Contracting Servic	123,840	0	123,840	10,320.00	113,520.00	.00	100.0%
TOTAL Sex Offender Program	123,840	0	123,840	10,320.00	113,520.00	.00	100.0%
TOTAL General Fund	1,359,311	2,000	1,361,311	72,732.08	114,677.53	1,173,901.52	13.8%
TOTAL REVENUES	-181,214	0	-181,214	.00	.00	-181,213.51	
TOTAL EXPENSES	1,540,525	2,000	1,542,525	72,732.08	114,677.53	1,355,115.03	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,359,311	2,000	1,361,311	72,732.08	114,677.53	1,173,901.52	13.8%

** END OF REPORT - Generated by Cain, Brian **

Public Safety Committee Meeting
Probation Department Report
February 4, 2025

Budget Status:

2025 Revenue Budget:

- \$900 of DWI Supervision fee collected in January. \$900 collected in 2025
- \$2,525.14 in restitution and surcharge collected in January. \$2,525.14 collected in 2025

Current Business:

1. Staffing – One open Probation Officer position remains unfilled. At this time there have been no applications submitted to Personnel for review.
2. Training – All Probation staff now meet the state required training curriculum. Probation supervisory staff will be attending a Threat Assessment Management training in February to learn the procedures to report threats via the app being used by Tioga County. Officers are also scheduling their attendance at training regarding Drug Treatment Court in March in Saratoga Springs.
3. Probation staff survey. The Probation staff survey was completed and the results reviewed at the January Probation staff meeting. The survey will be used to create dialogue and move the Probation Department forward
4. Atlas Digital Platform – Probation brought forth a resolution which was adopted by the Legislature which allows Probation to enter into a three-year contract with The Change Company to access their Evidence Based digital programs for use with both the Adult and Juvenile populations in Tioga County. The aggregate cost of the contract is slightly more than \$12,000 and will be funded with Pretrial Release Award money as well as Floyd Hooker Foundation money. Probation intends to include a percentage of the cost of the contract in the 2025-2026 Raise the Age Plan which would reimburse Tioga County 100% for the RTA juveniles who utilize the modules.

Update: Probation now needs to receive approval by IT prior to the signing of the contract and submit another Resolution to the Legislature.

5. Probation is beginning to schedule trainings to our local Law Enforcement Agencies, the Tioga County Department of Social Services, the Courts and other organizations throughout Tioga County regarding the duties of the Probation Department and what resources we have to offer.
6. Probation has initiated a program which identifies a Primary and Secondary Officer for each specialty caseload (DWI, Sex Offender, Domestic Violence, Mental Health, Interstate Transfer, Pre-Trial Release, and Electronic Monitoring).
7. Southern Tier Training Academy
8. Intensive Supervision Program
9. IT approval for Change Companies Resolution

10. Juvenile Delinquency Services:

January of 2025- There were two Juvenile Delinquency Appearance Tickets (JDAT) received for the month of January. The JDATs alleged the respondents committed acts which if committed by an adult would constitute the crimes of Criminal Mischief and Reckless Endangerment, all Misdemeanor level offenses.

YTD: 2 JDATs received to date.

- E- Connect: To date, Two (2) youth have been screened in 2025. As a result of the E-Connect screenings, one (1) youth was found to be below threshold and not in need of an immediate mental health referral. One (1) youth was found to be a level II and was referred for a mental health evaluation. Zero (0) youth were found to be a level III and agreed to schedule an appointment at TCDMH. Zero (0) youth were also determined to be a level I which required immediate mental health intervention.
- There are currently three youth participating in juvenile sex offender treatment.

ATI Programs:

- Electronic Monitoring – There are currently four individuals being monitored via the VCheck24 phone app, GPS electronic monitoring system, and AlcoTag systems.
- Community Service – WWP is currently suspended. When more orders for community service on the WWP are received, operation of the WWP will resume.
- Pre-Trial Release – There are 31 people being supervised via the Pre-Trial Release program

Court Ordered Investigations: 49 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 176 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 17 defendants/respondents have violation petitions pending against them in criminal & family court.

Personnel:

One Vacant Probation Officer I position
One unfunded Probation Officer position

Resolutions: None