

TIOGA COUNTY, NEW YORK

# Information Technology and Communication Services

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

**Brandon Clark** Chief Information Officer **607 687 8294** **607 223 7004** **www.TiogaCountyNY.gov**



## Information Technology – Legislative Committee Meeting

**1.06.26**

- APPROVAL OF MINUTES
  - 12.02.25 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - O365 Shared Services Licenses Update
  - Windows 11 Update
  - 2025 Annual Cybersecurity training Update
  - Town of Spencer Shared Services
  - Cohero Case Management System Update
  - Verizon Sheriff
- NEW BUSINESS
  - Coroners Tech
  - DA Sound System
  - HHS Server Room Cleanup
  - Network Administrator
- PERSONNEL
  - Deputy Director
  - Office Specialist II
  - Network Administrator
- RESOLUTIONS
  - A-62 Auth Agreement for Dental Software PH
- PROCLAMATIONS

# • Review of 2025/26 Budget and Financial News

## A1680 2025 – Year-to-Date Budget Report



### Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12								
ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1680 Information Technology</b>								
A1680 412702	Shared Services- I	-210,072	0	-210,072	-204,164.05	.00	-5,907.95	97.2%
A1680 412707	Shared Services- E	-90,000	0	-90,000	-165,553.08	.00	75,553.08	183.9%
A1680 422280	Data Processing/Pr	0	0	0	-1,430.97	.00	1,430.97	100.0%
A1680 423000	Rental of County O	-5,000	0	-5,000	-5,480.00	.00	400.00	100.0%
A1680 510010	F/T & Tm	658,387	-100,825	557,562	546,994.43	.00	10,567.79	98.1%
A1680 520050	All Other(On Call,	0	1,183	1,183	1,182.95	.00	0.00	100.0%
A1680 540070	Chairs	0	1,000	1,000	0.00	.00	1,000.00	100.0%
A1680 540070	Car Maintenance	500	130	630	628.97	.00	1.03	99.8%
A1680 540140	Contracting Servic	28,880	20,204	49,084	38,668.77	.00	10,415.23	78.8%
A1680 540140	M7674 Contracting S	0	53,856	53,856	26,928.00	.00	26,928.00	50.0%
A1680 540180	Dues	50	0	50	50.00	.00	.00	100.0%
A1680 540220	Automobile Fuel	800	-130	670	554.81	.00	115.19	82.8%
A1680 540320	Leased/Service Equ	5,500	0	5,500	1,904.47	.00	3,595.53	34.6%
A1680 540350	Office Equip Maint	25,000	0	25,000	19,733.08	.00	5,266.92	78.9%
A1680 540360	Office Equip Supplies	1,500	0	1,500	411.30	.00	1,088.75	49.5%
A1680 540480	Postage	0	0	0	0.74	.00	.74	100.0%
A1680 540485	Printing/Paper	1,000	0	1,000	116.83	227.43	655.74	34.4%
A1680 540620	Software Expense	207,340	110,642	317,982	314,966.23	.00	3,016.09	99.1%
A1680 540640	Supplies (Not Offi	4,500	0	4,500	2,190.65	.00	2,309.35	48.7%
A1680 540640	SSG21 Supplies (Not	2,500	0	2,500	0.00	.00	2,500.00	0.0%
A1680 540660	Telephone	72,500	-11,000	61,500	44,532.62	1,601.96	15,365.42	75.0%
A1680 540660	Telephone Maintena	24,500	-21,204	3,296	1,013.64	.00	2,282.36	30.8%
A1680 540733	Training/All other	5,000	0	5,000	2,408.00	.00	2,592.00	48.2%
A1680 581088	State Retirement F	56,110	0	56,110	51,202.22	.00	4,907.78	91.3%
A1680 583088	Social Security Fr	43,252	0	43,252	41,872.56	.00	1,379.44	96.8%
A1680 583588	Workers' Compensati	9,500	110	9,610	9,625.55	.00	44.7	99.5%
A1680 583588	Dissability Insuran	544	0	544	474.30	.00	66.70	87.7%
A1680 586088	Health Insurance F	125,301	58,958	184,259	177,434.11	.00	6,624.39	96.3%
A1680 588988	Eap Fringe	128	-1	127	126.85	.00	.59	99.5%
<b>TOTAL Information Technology</b>		<b>967,780</b>	<b>112,923</b>	<b>1,080,704</b>	<b>906,475.98</b>	<b>1,829.39</b>	<b>172,398.38</b>	<b>84.0%</b>
<b>TOTAL General Fund</b>		<b>967,780</b>	<b>112,923</b>	<b>1,080,704</b>	<b>906,475.98</b>	<b>1,829.39</b>	<b>172,398.38</b>	<b>84.0%</b>
<b>TOTAL REVENUES</b>		<b>-305,072</b>	<b>0</b>	<b>-305,072</b>	<b>-376,548.10</b>	<b>.00</b>	<b>71,476.10</b>	
<b>TOTAL EXPENSES</b>		<b>1,272,852</b>	<b>112,923</b>	<b>1,385,776</b>	<b>1,283,024.08</b>	<b>1,829.39</b>	<b>100,922.28</b>	

- **Review of 2026 Budget and Financial News**

**A1680 2026 – Year-to-Date Budget Report**



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2026 01								
ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1680 Information Technology</b>								
A1680 412702	Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.0%
A1680 412707	Shared Services- E	-90,000	0	-90,000	.00	.00	-90,000.00	.0%
A1680 424100	Rental Of County O	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
A1680 510010	Full Time	680,676	0	680,676	.00	.00	680,676.00	.0%
A1680 540070	Car Maintenance	500	0	500	.00	.00	500.00	.0%
A1680 540140	Contracting Servic	52,000	0	52,000	.00	.00	52,000.00	.0%
A1680 540180	Dues	50	0	50	.00	.00	50.00	.0%
A1680 540220	Automobile Fuel	800	0	800	.00	.00	800.00	.0%
A1680 540320	Leased/Service Equ	5,500	0	5,500	.00	.00	5,500.00	.0%
A1680 540350	Office Equip Maint	19,553	0	19,553	.00	.00	19,553.08	.0%
A1680 540420	Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680 540485	Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680 540620	Software Expense	322,522	0	322,522	.00	.00	322,521.63	.0%
A1680 540640	Supplies (Not Offi	4,500	0	4,500	.00	.00	4,500.00	.0%
A1680 540640	SSG21 Supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%
A1680 540660	Telephone	72,500	0	72,500	.00	.00	72,500.00	.0%
A1680 540661	Telephone Maintena	3,296	0	3,296	.00	.00	3,296.00	.0%
A1680 540733	Training/All Other	5,000	0	5,000	.00	.00	5,000.00	.0%
A1680 581088	State Retirement F	97,384	0	97,384	.00	.00	97,384.00	.0%
A1680 583088	Social Security Fr	52,292	0	52,292	.00	.00	52,292.00	.0%
A1680 584088	Workers Compensati	12,332	0	12,332	.00	.00	12,332.00	.0%
A1680 585588	Disability Insuran	590	0	590	.00	.00	590.00	.0%
A1680 586088	Health Insurance F	194,993	0	194,993	.00	.00	194,993.00	.0%
A1680 588988	Eap Fringe	158	0	158	.00	.00	158.00	.0%
<b>TOTAL Information Technology</b>		<b>1,224,574</b>	0	<b>1,224,574</b>	.00	.00	<b>1,224,573.71</b>	.0%
<b>TOTAL General Fund</b>		<b>1,224,574</b>	0	<b>1,224,574</b>	.00	.00	<b>1,224,573.71</b>	.0%
<b>TOTAL REVENUES</b>		<b>-305,072</b>	0	<b>-305,072</b>	.00	.00	<b>-305,072.00</b>	
<b>TOTAL EXPENSES</b>		<b>1,529,646</b>	0	<b>1,529,646</b>	.00	.00	<b>1,529,645.71</b>	

- **H1680 2025 – Year-to-Date Capital Budget Report**



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2025 12								
ACCOUNTS FOR: H	Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>H1680 Information Technology</b>								
H1680 427010	Refunds Of Prior Y	0	0	0	-6,099.37	.00	6,099.37	100.0%
H1680 520270	Telephone Equipment	6,666	0	6,666	.00	.00	6,666.00	.0%
H1680 520620	Software Expense	121,250	23,288	144,538	47,770.00	17,130.00	79,637.50	44.9%
H1680 520620	M7674 Software Expe	0	15,656	15,656	.00	.00	15,656.00	.0%
H1680 521090	Computer	125,500	21,000	146,500	109,367.26	.00	37,132.74	74.7%
H1680 521090	M7674 Computer-ARPA	0	24,344	24,344	24,344.00	.00	.00	100.0%
<b>TOTAL Information Technology</b>		<b>253,416</b>	<b>84,288</b>	<b>337,704</b>	<b>175,381.89</b>	<b>17,130.00</b>	<b>145,191.61</b>	<b>57.0%</b>
<b>TOTAL Capital Fund</b>		<b>253,416</b>	<b>84,288</b>	<b>337,704</b>	<b>175,381.89</b>	<b>17,130.00</b>	<b>145,191.61</b>	<b>57.0%</b>
<b>TOTAL REVENUES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>-6,099.37</b>	<b>.00</b>	<b>6,099.37</b>	
<b>TOTAL EXPENSES</b>		<b>253,416</b>	<b>84,288</b>	<b>337,704</b>	<b>181,481.26</b>	<b>17,130.00</b>	<b>139,092.24</b>	

- H1680 2026 – Year-to-Date Capital Budget Report



**Tioga County  
YEAR-TO-DATE BUDGET REPORT**

FOR 2026 01							
ACCOUNTS FOR: H Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>H1680 Information Technology</b>							
H1680 520270 Telephone Equipment	6,750	0	6,750	.00	.00	6,750.00	.0%
H1680 520620 Software Expense	1,500	0	1,500	.00	.00	1,500.00	.0%
H1680 521090 Computer	120,400	0	120,400	.00	.00	120,400.00	.0%
<b>TOTAL Information Technology</b>	<b>128,650</b>	<b>0</b>	<b>128,650</b>	<b>.00</b>	<b>.00</b>	<b>128,650.00</b>	<b>.0%</b>
<b>TOTAL Capital Fund</b>	<b>128,650</b>	<b>0</b>	<b>128,650</b>	<b>.00</b>	<b>.00</b>	<b>128,650.00</b>	<b>.0%</b>
<b>TOTAL EXPENSES</b>	<b>128,650</b>	<b>0</b>	<b>128,650</b>	<b>.00</b>	<b>.00</b>	<b>128,650.00</b>	<b>.0%</b>

# Information Technology and Communication Services

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

Brandon Clark Chief Information Officer 607 687 8294 607 223 7004 www.TiogaCountyNY.gov



## Information Technology – Legislative Committee Meeting

12.02.25

Attendance Legislators: Martha Sauerbrey, Ray Bunce, Ron Ciotoli, Tracy Monell, William Standinger, Andrew Aronstam

Staff: Jackson Bailey (County Administrator), Brandon Clark (Deputy Director of ITCS), Bryan Goodrich

- APPROVAL OF MINUTES
  - 11.04.25 IT Legislative Committee Meeting
    - Approval of 10.07.25, Information Technology Committee Minutes: Legislator Ray Bunce made the motion, seconded by Legislator Ron Ciotoli to approve the 12.02.25, Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - O365 Shared Services Licenses
    - ITCS provided an update on the ongoing project related to shared services. The team is currently collaborating with Dell to secure the necessary licensing required for the shared services infrastructure. This step is critical to ensure compliance and functionality across all participating entities.
  - Windows 11 Upgrade
    - 55 PCs have arrived and are being scheduled to implement with Public Safety and Village of Owego in the Month of December.
  - 2025 Annual Cybersecurity training.
    - Chief Information Officer Brandon Clark reported that 68% of staff have successfully completed the Annual Cybersecurity Training. Efforts are ongoing to ensure full compliance across the organization.
  - Town of Spencer Shared Services
    - ITCS provided an update regarding the potential for the Town of Spencer to join the County's Shared Services Agreement. The department is currently drafting a new Catalog of Services, which remains under development at the departmental level.

The finalized Catalog will be distributed to all shared services entities in 2026 to support new contract signings

- New York State Switch Upgrades
  - ITCS announced that the project has been rescheduled to the new year to allow adequate time for re-wiring at certain locations. This work is required to support phones that will be decommissioned at the state level due to upcoming equipment changes.
- Cohero Case Management System
  - ITCS participated in Coroner's Committee meetings and discussions regarding the procurement of the Cohero case management system. The department supports the purchase and has submitted Resolution L49 to authorize moving forward with contract signing.
- ITCS Strategic Plan Update
  - Brandon Clark presented the 2026 Tioga County ITCS Strategic Plan to the committee for review and discussion.

- NEW BUSINESS
  - Business Cards
    - ITCS announced plans to discontinue handling business card orders, as cost savings have been offset by the availability of user-friendly platforms such as Canva and Staples.
    - The department will continue to assist with design and provide templates for any department wishing to order business cards.
    - Additionally, ITCS, in collaboration with the County Administrator, will work toward implementing standardized requirements for all business cards and official communications in the new year.
  - Town of Newark Valley
    - The Town of Newark Valley has requested ITCS to meet with the Town Board to discuss the services Tioga County ITCS can provide under the Shared Services Agreement.
    - Chief Information Officer Brandon Clark will attend this meeting to present the draft version of the Catalog of Services on December 2, 2025, at 7:00 PM at the Newark Valley Town Hall.
  - Verizon Sheriff
    - The Tioga County Sheriff's Office has requested ITCS assistance in reviewing potential increases in Verizon Emergency Services lines. ITCS has initiated discussions with Verizon executives to identify and verify each line, with the goal of conducting a

thorough audit to ensure all listed lines are accurate and currently in use.

- PERSONNEL
  - Deputy Director
  - Office Specialist II
  - Network Administrator
- RESOLUTIONS
  - L30 – AUTHORIZE AGREEMENT WITH METPIO, INC. FOR SOFTWARE APPLICATION PUBLIC HEALTH
  - L48 – Budget Transfer for Replacement Chairs
  - L49 – Cohero Case management System
  - L59– Amend Employee Handbook/ adopt AI policy to the CSP

Draft

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE  
ITCS COMMITTEE

RESOLUTION NO. -26

AUTHORIZE AGREEMENT WITH  
DENTRIX ASCEND DENTAL SOFTWARE  
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) requires a new software application for program operations, management and billing for the Tioga Smiles Mobile Dental Services Unit (Dental Van) due to limitations of the existing software; and

WHEREAS: TCPH worked with the Tioga County Chief Information Officer to assess the different software vendors and application options; and

WHEREAS: TCPH and the Chief Information Officer have identified Dentrix Ascend software as the best fit for the Dental Van; and

WHEREAS: The software application does not reside on Tioga County networks; and

WHEREAS: An agreement is required to lease the application; and

WHEREAS: Funding for Dental Van software is included in the TCPH 2026 budget; therefore be it

RESOLVED: That the Public Health Director is authorized to execute an agreement between Tioga County Public Health and Dentrix Ascend to replace the existing software application used in the TCPH Dental program.