



Tioga County Worksession Minutes March 24, 2022 – 10:00 a.m.

Legislators Present:

Legislator Brown
Legislator Ciotoli
Legislator Hollenbeck
Legislator Monell
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Weston

Legislators Absent:

Legislator Mullen
Legislator Standinger

Guests:

Bob Brazill, Racker Center (*Departed at 10:02 a.m.*)
Sara Zubalsky-Peer, Tioga Opportunities (*Departed at 10:07 a.m.*)

Staff Present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk
Bethany O'Rourke, Personnel Officer
LeeAnn Tinney, Director of ED&P (*Departed at 10:33 a.m.*)

Call Meeting to Order: Chair Sauerbrey opened the meeting at 10:00 a.m. with a **Public Hearing** for Legislature consideration of the following:

- ***New York State Community Development Block Grant for Racker Non-Profit HUB Project***

Legislative Clerk Haskell took roll call and read the legal notice as published in the Tioga County designated newspapers. Public Hearing adjourned at 10:02 a.m.

A second **Public Hearing** began at 10:05 a.m. for Legislature consideration of the following:

- ***New York State Community Development Block Grant for Tioga Opportunities, Inc. Building Upgrade and Generator Purchase Project***

Legislative Clerk Haskell took roll call and read the legal notice as published in the Tioga County designated newspapers. Public Hearing adjourned at 10:07 a.m.

Chair Sauerbrey called the **Fourth Special Legislative Meeting** to order at 10:10 a.m. for Legislature consideration of the following:

- **Authorize Appointment of Personnel Officer (Personnel Department)**

Legislative Clerk Haskell took roll call. Legislator Ciotoli led in the prayer, pledge, and voting process. Special Meeting adjourned at 10:13 a.m. with regular worksession immediately following.

Strategic Plan: Chair Sauerbrey reported the last time Tioga County updated the Strategic Plan was in 2016, which took the County into 2020. The Strategic Plan is outdated and is in need of updating. Chair Sauerbrey reported the purpose of a Strategic Plan is to prepare Tioga County for the future.

Director of ED&P, LeeAnn Tinney, stated the Strategic Plan impacts every department within Tioga County. Originally, Ms. Tinney suggested updating the Strategic Plan internally, but it became evident it was more time consuming and involved than anticipated. Ms. Tinney reached out to a consulting firm, MRB Group, for a quote on assisting Tioga County with developing and updating the existing Strategic Plan. MRB Group provided a quote of \$50,000 to assist in development. Ms. Tinney stated the previous Strategic Plan was constructed with the help of another consulting group, CGR, at a cost of around \$20,000.

Ms. Tinney reported MRB would review documents, survey Elected Officials, conduct roundtable discussions with management, identify organizational goals, and develop action plans. She explained MRB Group would identify countywide and departmental goals, missions, and objectives to incorporate into the Strategic Plan. Chair Sauerbrey suggested finding someone internally to take on the task, though it would be a great undertaking. Ms. Tinney cautioned against developing and constructing the document solely in-house and believes assistance from a consultant is necessary. She explained the Strategic Plan is much larger than one would think and it is quite involved and intense. Legislator Roberts stated that the framework for the Strategic Plan is already in place so updating it would seem much simpler and it would not be necessary to re-write the entire document from scratch.

Legislator Monell asked if the Strategic Plan is required by New York State or just something Tioga County chooses to do. Legislator Monell stated \$50,000 is too high and he would be more comfortable in the \$10,000 range. Ms. Tinney agreed with Legislator Monell on the cost being too much. Chair Sauerbrey replied that it is not a requirement, but in her opinion, necessary, in order to have a plan for the future. Chair Sauerbrey would like input from all departments on their goals and objectives. Personnel Officer, Bethany O'Rourke, suggested developing the Strategic Plan through the Legislative committee structure. Committees meet monthly and Ms. O'Rourke stated that would be a good opportunity to take down objectives and goals. Legislator Hollenbeck was in favor of that idea.

Legislator Monell questioned if departments even refer or use the Strategic Plan. Ms. Tinney replied Economic Development and Planning has used the document many times, mostly for grant purposes. Ms. Tinney stated Information Technology and Public Works have utilized the

Strategic Plan in the past. She believes Department Heads should be given some direction by the Legislature on how departments should be moving forward into the future. Ms. Tinney would like to see the overall vision of Tioga County written out in the Strategic Plan. Doing so, would allow for a benchmark on progress within each department. Ms. O'Rourke suggested incorporating goals and objectives of each department within the yearly Department Head Evaluation.

Legislator Brown asked if there was a more cost effective option, such as hiring one consultant, as opposed to an entire consulting firm. He suggested gathering public input on what to incorporate in the updated Strategic Plan. Ms. Tinney replied that MRB Group did propose a smaller package that would include the initial discovery and staff roundtable phase only. That proposal came in at around \$10,000, but includes only an overall framework.

Ms. Tinney believes the information gathering phase can be done in-house. She suggested the first step is to meet with Department Heads to see if they have reached their goals from the previous Strategic Plan. The next step would be to clearly define short and long term goals for the updated version. Ms. Tinney reiterated the point that some consulting work would be necessary. Chair Sauerbrey asked Ms. Tinney to look at other options and report back to the Legislature at a later date.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Weston, the March 10, 2022 minutes were unanimously approved by the Legislators in attendance.

Action Items: Currently, we have none.

Other:

- ***NYSAC Conference:*** Chair Sauerbrey reported she attended the New York State Association of Counties (NYSAC) Conference in Albany, NY last week. There was over 600 individuals in attendance. Chair Sauerbrey stated there were numerous workshops and speakers on a variety of government issues. She reported Comptroller Thomas DiNapoli, Attorney General Letitia James, and Governor Kathy Hochul were also in attendance. Governor Hochul's presence at the conference was a nod to counties as her predecessor largely ignored the organization. Chair Sauerbrey was appreciative of the Governor's attendance as it was a sign of respect and gave her hope for the future. Legislator Weston inquired if Chair Sauerbrey was able to ask questions and give input on certain topics. Chair Sauerbrey replied, yes, she was able to speak and gave her opinion on matters.

While at the conference, Chair Sauerbrey completed the mandatory Emergency Management Certification Training for County Executives and Chairs. County leaders must take the course if they wish to receive a grant from New York State Emergency Management. Chair Sauerbrey thought it was the best class she took at the conference as it was informational and it will allow Tioga County to pursue grant opportunities.

Executive Session: Seven Legislators were present. County Attorney DeWind, Personnel Officer O'Rourke, and Legislative Clerk Haskell remained in attendance. Motion by Legislator Monell, seconded by Legislator Roberts to move into Executive Session to discuss a Department Head transition at 10:36 a.m. Motion carried. Legislator Monell motioned to adjourn Executive Session at 10:42 a.m.

Meeting adjourned at 10:42 a.m.

Next Worksession scheduled for Thursday, April 7, 2022, at 1:00 p.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk