



Tioga County Worksession Minutes **January 9, 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 Standinger (*arrived 1:05 p.m.*)

Legislators Absent:

None

Guests:

None

Staff present:

Peter DeWind, County Attorney
Jackson D. Bailey II, County Administrator
Cathy Haskell, Legislative Clerk
Linda Parke, Personnel Officer

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

2025 Legislative Standing Committees: Chair Sauerbrey distributed copies of the 2025 Legislative Standing Committees that will go into effect in February. Chair Sauerbrey reported there were certain requests for changes, as well as taking into consideration Legislator's availability, therefore, new Chair and committee member assignments have been made.

Director of Veterans' Services Agency Search Committee: Chair Sauerbrey reported a job description has been posted by Personnel and we are beginning to receive applications. The next step in the process is to appoint a search committee at the January 14, 2025 Legislature meeting. The committee will be comprised of the following members: Chair Sauerbrey, County Administrator Bailey, Legislator Brown, Legislator Standinger, Personnel Officer Parke, and Mental Hygiene Director of Administrative Services Korba. Chair Sauerbrey reported Mental Hygiene and Veterans' Service Agency have grant funding through the Dwyer Program and Mental Health Outreach, therefore, Mr. Korba's insight will be

helpful. The Committee will be tasked with making a recommendation to the full Legislature for their support.

Legislative Office Strategic Plan Quarterly Update: Chair Sauerbrey provided the following Strategic Plan Update:

Objective	Status	Comments
Hire & Train County Administrator	Completed	County Administrator was hired 7/2024.
Waverly Mental Hygiene Site	Completed	Ribbon cutting/grand opening was held in December 2024 and the facility is operational.
County Job Services Expo	In Progress	Event was held last year at the DPW Truck Wash. It is the intent to hold another event this year depending on the status of the location. The date will be coordinated with the end of the school year. Event funding is in the County Administrator's budget.
Improve Communications	In Progress	This year, Chair Sauerbrey and County Administrator Bailey are going to do something new by way of communicating with the community on a monthly basis about County government. The Board of Elections will be the first Department to be highlighted.
Increase Employee Appreciation	In Progress	Identifying staff recognition efforts
Conduct Newly Elected Legislator and Appointed Official Training	In Progress	The Executive Team will be conducting the orientation on January 23, 2025 for newly elected Legislator Bunce.
Enhanced Leaders Meetings	In Progress	Monthly Leaders Meetings have been ongoing. Moving forward, this will be turned over to the County Administrator who will conduct a meeting in January and then change to quarterly meetings. The meetings will rotate locations and consist of presentations. The meetings will be longer, but more substantial, to help with the leadership in our departments.
Remote Work Policy	In Progress	This is an ongoing pilot program. Every employee who is working remote must renew their application. The application is changing to digital format through an IT platform. Once the renewals are processed, they will come to the Legislative Office for recording.

Strategic Plan Update – County Administrator: County Administrator Bailey reported all the Departments, with the exception of the Treasurer's Office who will report at next week's Finance, Legal & Safety Committee, have submitted their Strategic Plan quarterly update and presented to their committees.

Probation was the only department that submitted an addition to the Strategic Plan for 2025. Mr. Bailey will present the 2025 revision of the Strategic Plan at the January 23, 2025 Legislative Worksession. Once finalized, Mr. Bailey will distribute to the Department Heads at the January 28, 2025 Leaders Meeting.

County Administrator Report: County Administrator Bailey provided the following report:

- **2025 Budget** – The Treasurer's Office has soft posted the 2025 adopted budget and funds are accessible to the Departments. Departments who encumbered 2024 funds still have access to these funds. The Treasurer's Office is working on the capital and grant carryforward that were approved by way of resolution.
- **2024 YTD Budget** – The County Administrator's 2024 budget reflects a return of \$67,458 to the fund balance primarily in the salary line, as the position was not filled until July 2024.
- **Fixed Asset Policy** – This policy revision involved the County Administrator, Treasurer's staff, County Clerk, and Director of Records Management & Fixed Assets. The revision reflects updated GASB 96 language and determinations for the inventory process. The Treasurer's Office is planning to add the fixed asset inventory to their year-end process. The County Clerk's Office will run inventory reports and distribute them to the departments. Non-capital asset information will go back to the County Clerk and capitalized assets will go back to the Treasurer's Office for recording.
- **Tioga County Video Surveillance Policy** – Mr. Bailey will review the final draft with the Executive Team and bring forth a resolution in February 2025.
- **Gifts & Donations Policy** – Mr. Bailey will be reaching out to the Departments to determine interest for those who want to participate on the Policy Committee. The County Administrator and Legislative Clerk will co-chair this committee. This will be the first policy to be reviewed by the newly formed committee.
- **2023 High Profile Criminal Case (HPCC) Funding** – Mr. Bailey reported the Legislature previously budgeted \$500,000 for HPCC funding and reported \$220,037 has been expended as of year-end 2024 with the remaining balance of \$279,962 returning to Fund Balance. In 2025, an additional \$500,000 has been budgeted. The Legislature asked for an update on the case timeline.
- **ARPA Local Recovery Fund Project YTD 2024 Worksheet** – In 2021, the County was awarded \$9,362,868 in ARPA funds by the US Treasury with the intent that funds were to be appropriated and obligated by December 31, 2024 and fully expended by December 31, 2026. Mr. Bailey reported there is a resolution for Legislature consideration at the January 14, 2025 Legislature meeting to appropriate the remaining funds. Mr. Bailey reported to date that the County has expended \$7,633,546 with \$1,729,321 to be spent over the next two years. Mr. Bailey is responsible for reporting the annual financial status to the Federal government and the report is expected to be sent by April 2025. The Legislature abolished the ARPA Facilitator stipend for Mr. Bailey as of December 31, 2024.
- **Finance/Budget 101 Training** -Mr. Bailey will be conducting finance/budget training for staff on January 10, 2025.

- **January Leaders Meeting** – Mr. Bailey will be discussing “stay” interviews and discussing the option of departmental surveys.
- **Kiwanis Club Presentation** – Mr. Bailey will be presenting to the Owego Kiwanis Club on January 16, 2025.
- **Department Visits** – Mr. Bailey’s visit with the Department of Public Works is pending and his visit to the Department of Public Health will be on Tuesday, January 28, 2025 and Friday, January 31, 2025.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Roberts, the December 5, 2024 minutes were unanimously approved.

Action Items: Currently, there are no action items.

Legislative Support: Ms. Haskell presented her Legislative Support committee 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 January 14, 2025 Legislature meeting with discussion occurring on the following:

- **A09- Schedule Public Hearing Local Law Introductory No. A of 2025** – the location will be changed from the Hubbard Auditorium to the Legislative Conference Room for the January 23, 2025 10:00 a.m. public hearing.
- **A23 – Re-Establish Prior Year 2024 ARPA Operating & Capital Appropriations in the 2025 Budget** – the resolution will be revised to add \$5,000 of the 2025 allocation to help offset the events scheduled for January and February 2025 with the remaining funds to be allocated pending the hire of a new Director.
- **A41 – Appoint Paralegal – Law Department** – this resolution was submitted just prior to today’s meeting. The resolution was reviewed, and all Legislators were in favor of including this resolution in the agenda packet for Legislature consideration at the January 14, 2025 Legislature meeting.

Other: None.

Executive Session: Nine Legislators were in attendance. Motion by Legislator Monell, seconded by Legislator Mullen, to move into Executive Session for matters leading to the appointment of a particular person at 2:25 p.m. Motion carried. Motion by Legislator Monell to adjourn, seconded by Legislator Mullen. Executive Session adjourned at 2:37 p.m.

All Legislators voted in favor of authorizing an annual stipend to Cathy Haskell in the amount of \$7,500 effective January 1, 2025 to assume the additional administrative duties of the Coroner’s Office.

Meeting adjourned at 2:37 p.m.

Next Worksession scheduled for Thursday, January 23, 2025, at 10:00 a.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk