



FINANCE, LEGAL & SAFETY COMMITTEE

April 9, 2024

10:30 a.m.

ATTENDANCE:

Legislators: Chair Sauerbrey, Ciotoli, Standinger, Monell, Mullen, Roberts, and Brown

Staff: Legislative Clerk Haskell, County Attorney DeWind, Treasurer McFadden, Deputy Treasurer Chandler, Safety Officer Holbrook, Personnel Officer Parke, Chief Accountant Douglas, Accountant Schurter

• APPROVAL OF MINUTES:

- Legislator Ciotoli asked for a motion to approve the March 12, 2024, minutes. Legislator Mullen made the motion seconded by Legislator Brown and was unanimously carried.

• FINANCIAL:

- Legal and Safety's budgets are tracking well. Ms. Holbrook has the opportunity to complete train-the-trainer flagger training and will be doing so before summer to ensure employee safety on work sites. By completing these types of trainings Ms. Holbrook can train employees no added expense to the County.

• OLD BUSINESS:

- Litigation: A firm has been retained in regards for the In Rem lawsuits for previous year's tax sales. There are multiple cases throughout multiple counties while counties continue to wait for direction from the court and/or legislature. New York State Association of Counties (NYSAC) is now involved, and it is believed counties will be held to a three-year retro period with further direction possible in this year's budget.
- Annual trainings and Financial Disclosures for Schedule A employees: Policy reviews and attestations were due March 31 and financial disclosures are due May 15. Currently there is only a handful of employees who have not completed their annual policy review and attestation.

- NEW BUSINESS:
 - Accessible Parking Education: A resolution is being presented for a transfer of funds for the purchase of acrylic holders for educational pamphlets. This fund is not replenishing requiring judicious use of monies. However, Ms. Holbrook has collaborated with Public Health to post education information on Public Health's Facebook page alleviating the use of county funds for advertising.
 - Fair Housing: April is Fair Housing month, and a proclamation has been submitted noting this. Mr. DeWind is exploring operating a booth at the Tioga County Fair for outreach and education.
 - Monday, April 8, 2024, Ms. Holbrook arranged for National Aeronautics and Space Administration's (NASA) live stream solar eclipse footage to be broadcasted in the Hubbard auditorium allowing employees to safety watch the event.

- PERSONNEL:
 - 1st Assistant County Attorney is retiring at the end of the month. This position has been listed on the County's website and Mr. DeWind does have a succession plan in place, but it could require Mr. DeWind to assist with cases until the office is fully staffed. An audit was recently completed with recommendations made for the Social Services Legal Department.
 - Safety Officer vacation: Ms. Holbrook will be on vacation from April 26 to May 6, 2024.

- RESOLUTIONS:
 - REQUEST AND TRANSFER RESERVE FUNDS AND AMEND 2024 BUDGET; AMEND RESOLUTION NO. 193-18 AS AMENDED BY RESOLUTION NO. 45-23; AS AMENDED BY RESOLUTION NO. 255-23 AS AMENDED BY RESOLUTION NO. 296-23; AS AMENDED BY RESOLUTION NO. 366-23 ADOPTION OF TIOGA COUNTY TITLE VI PLAN, ENVIRONMENTAL JUSTICE PLAN, LIMITED ENGLISH PROFICIENCY PLAN, DATA COLLECTION PLAN, ADA TRANSITION PLAN AND EMPLOYEE TRAINING PLAN; AMEND EMPLOYEE HANDBOOK: SECTION IV. PERSONNEL RULES, SUBSECTION K. ENTITLED EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE

ACTION/ADA/PWFA POLICY were moved into full Legislative Session without further questions.

- PROCLAMATIONS
 - Fair Housing

- EXECUTIVE SESSION
 - N/A

- ADJOURNMENT:
 - Legislator Ciotoli adjourned the Legal & Safety Committee at 11:04 A.M.

Respectfully submitted,

Christine Freyvogel

Secretary to the County Attorney