

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

March 4, 2025

2:30 PM

- **Approval of minutes** from February 4, 2025 Public Safety Committee meeting
- **Financial**
 1. Expended 18% of 2025 budget.
- **Old 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 Chance Companies Resolution
- **New business**
 1. Staffing
 2. Training
 3. Atlas digital platform (update)
 4. Probation training agencies
 5. Community and Inter-agency involvement
 6. Southern Tier Training Academy
 7. Intensive Supervision Program
- **Personnel**
 1. One vacant Probation Officer I position
 2. One unfunded Probation Officer 1 position
- **Resolutions (2)**
 - Resolution to appoint members to the Alternatives to Incarceration Advisory Board
 - Resolution to approve a sole source contract between Probation and Catalis

- **Proclamations**

1. None

- **Adjournment**

PUBLIC SAFETY MEETING

February 4, 2025

The regular meeting of Public Safety, Probation, EMO, Stop DWI, Fire, & Safety was held in the Legislative Conference Room, at the Ronald E. Dougherty County Office Building, 56 Main Street, Tuesday, February 4, 2025, which started at 2:30 PM and ended at 3:05 PM.

Present:

Keith Flesher	Chair, Public Safety
William Standinger III	Legislator {Committee Member}
Barb Roberts	Legislator {Committee Member}
Jake Brown	Legislator {Committee Member}
Gary Howard	Sheriff, Sheriff's Office
Brian Cain	Director, Probation
Corinne Cornelius	Director, Office of Emergency Services
Bob Williams	Asst. Coordinator, Office of Emergency Services and Coroner

GUESTS: Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Jackson Bailey - County Administrator
Joellen Rose - Citizen

ABSENT: Marte Sauerbrey, Chair of the Legislator
William Ellis, Deputy Director Office of Emergency Services
{left before the meeting started due to a fire emergency}

APPROVAL OF MINUTES:

The *January 7, 2025* minutes was accepted with no corrections or changes

Motion by: William Standinger III to accept the January 7, 2025 Minutes.

Second: Jake Brown

All in Favor - Carried

OFFICE OF EMERGENCY SERVICES - Corinne Cornelius:

FINANCIAL:

- January YTD Report - Budget within

OLD BUSINESS:

- Radio Project – Received permits from Spencer and Town of Owego; waiting for permits from Town of Richford; and confusion for approval with Town of Nichols. Await the update for what it will take to make Carmichael and Popple Towers compliant after the failed structural assessments. Continue discussions of the status of the project and action items moving forward, including utilities discussions. Motorola awarded Patriot Towers the construction of the new towers and will be coordinating with them. They would like to begin construction by early March – weather permitting.
- CAD Project – working well – other agencies are joining.
- EMS – Spring EMT classes started on January 27th and runs through to May 19, 2025. About 9 or 10 students have enrolled.
- Emergency Management – DHSES has offered equipment to assist with Flood Mitigation and Response. This equipment would be staged at the county with access and use to the county (this is regarding Resolution MOU NYS Homeland Security & Emergency Services).
- Threat Assessment team: Director of Emergency Services assisted with a Threat Assessment course held in Liverpool, NY on January 14th-16th. Tioga Team has been working with consultant Squad9 to ensure that all team members are comfortable with the threat assessment model. The team has been hearing cases referred to the team and determining if they pose a threat for domestic violent extremism or require other local resources. The team is continuing to build better reporting options.
- FIRE – Fire departments have continued to be very busy. Already requiring Fire Investigation hours.

NEW BUSINESS:

- The following will be attending the NYSEMA conference in Syracuse February 11th – 13th: Corrine Cornelius, William Ellis, and Bob Williams.
- The following will be participating in Leadership Tioga: Corrine Cornelius and William Ellis.

RESOLUTIONS:

- Re-Establish Prior Year 2024 Capital For 2025 Budget for Fire/EMO
- Memorandum Of Understanding (MOU) NYS Homeland Security & Emergency Services Office of Emergency Services

PROBATION – Brian Cain:**FINANCIAL:**

- Budget on track for 2025

- \$900 of DWI Supervision fee collected in January. \$900 collected in 2025

NEW BUSINESS:

- Staffing – One open Probation Officer I position remains unfilled. Probation received one application from Personnel this week.
- Training – All Probation staff now meet the state required training curriculum. There will be training regarding the Drug Treatment Court in March in Saratoga Springs that officers will be attending.
- Probation Staff Survey – has been completed and the results reviewed at the January's probation staff meeting. The survey will be used to create dialogue and move the Probation Department forward.
- ATLAS Digital Platform – waiting on Info Tech to approve this before signing the contract.
- Probation begins to schedule training with law enforcement, 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.
- 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).
- Southern Tier Training Academy – will kick off in March 2026
- Intensive Supervision Program – possible start up again. Director Cain needs to meet the Judge to discuss this.
- Juvenile Delinquency Services – Two (2) JD Appearance Tickets for the month of January. There are three (3) youths participating in juvenile sex offender treatment. Family and Children's rate hasn't changed in 3-4 years. They will be rising this for next year.
- ATI Programs – Electronic Monitoring – Four (4) individuals being monitored via Alco Tag and GPS electronic monitoring system. Community Service (CS) – Weekend Work Program (WWP) is currently suspended. When Probation receives more orders for CS on the WWP, it will resume. Pre-Trial Release (PTR) – 31 people being supervised via the PTR.
- Court Ordered Investigations – 49 active; Supervision – 176 cases; and Violation of Probation petitions – 17 defendants/respondents.

PERSONNEL:

- One vacant Probation Officer 1 position
- One unfunded Probation Officer 1 position

RESOLUTIONS:

None

SHERIFF – Gary Howard:**FINANCIAL:**

- Revenues are at \$7,131.43 which is 2% of the budget. Expenditures are at \$1,027,841.88 which is 8% of the budget. Inmate boarders are at \$0.00 which is 0% of the budget. Boarder fees for January not received yet.

OLD BUSINESS:

- TCLEA (Law Enforcement Union) Contract language being finalized.
- Update on litigation issues – still on going.

NEW BUSINESS:

- Average daily inmate population for the month of January 2025 was 47. Average of 3 Federal inmates (93 days) and 3 board-ins (84 days) for the month.
- Jail camera replacement project – still ongoing
- New License Plate Reader (LPR) has been installed, waiting on finalized programing.
- New cameras and door monitors for the E911 dispatch center

PERSONNEL:

- Update on vacancies – Civil Office – 1 open part-time position; Corrections Division – currently 3 open Correction Officers position; 1 Correction Officer out on military deployment; 1 open part-time Cook position; no Correction Officer on light duty; Road Patrol – 3 open Deputies positions; no Deputies on light duty; 1 Deputy on comp; E911 Emergency Communications Center – 1 open full-time; and all positions filled for Records and Administration.

RESOLUTION:

- Recognizing Timothy Agan's 25 Years of Dedicated Service to Tioga County

***Committee agreed to move this resolution forward*

CORONER – Bob Williams:

Bob Williams presented the Resolution for the Coroner's office to the Committee.

RESOLUTION:

- Transfer of Funds 2025 Budget Modification Coroner's Office

***Committee agreed to move this resolution forward*

EXECUTIVE SESSION:

Keith Flesher requested an Executive Session. Legislator William Standinger made a motion; Legislator Barbara Roberts Seconded to discuss an employment matter. Time commenced 3:05 PM; Time adjourned 3:22 PM with no action taken. Motion made to adjourn the Executive Session by Legislator Brown, seconded by Legislator Roberts

In attendance were Legislator Flesher; Legislator Roberts; Legislator Standinger; Legislator Brown; County Attorney Pete DeWind; Legislative Clerk Cathy Haskell; County Administrator Jackson Bailey; and Director of Emergency Service Corrine Cornelous.

Respectfully submitted,

Kristen Kallin
Secretary to the Director of Probation—February 6, 2025

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3140 Probation							
A3140 415600 Adoption Investiga	-600	0	-600	.00	.00	-600.00	0.0%
A3140 415800 Restitution Surcha	-2,000	0	-2,000	-120.27	.00	-1,879.73	6.0%
A3140 415810 Probation - DWI Su	-10,000	0	-10,000	-900.00	.00	-9,100.00	9.0%
A3140 415811 DWI-Probation Sala	-5,000	0	-5,000	.00	.00	-5,000.00	0.0%
A3140 433100 State Aid-Probatio	-105,205	0	-105,205	-30,942.75	.00	-74,262.25	29.4%
A3140 433160 State Aid-Enhanced	-18,566	0	-18,566	.00	.00	-18,566.00	0.0%
A3140 433170 Ignition Interlock	-3,678	0	-3,678	.00	.00	-3,678.00	0.0%
A3140 433180 State Aid- STSJP	-7,000	0	-7,000	.00	.00	-7,000.00	0.0%
A3140 433182 RTA State Aid -rais	-16,920	0	-16,920	.00	.00	-16,920.00	0.0%
A3140 510010 Full Time	870,354	0	870,354	87,950.81	.00	782,403.15	10.1%
A3140 510020 Part Time/Temporar	25,000	0	25,000	2,074.95	.00	22,925.05	8.3%
A3140 510030 overtime pay only	5,000	0	5,000	538.44	.00	4,461.56	10.8%
A3140 520060 CPS01 Car/Truck-	0	5,072	5,072	.00	.00	5,072.20	0.0%
A3140 520070 Chairs	400	400	800	329.97	.00	470.03	41.2%
A3140 520090 CPS01 Computer-CPS	0	923	923	.00	.00	922.87	0.0%
A3140 520200 Office Equipment	1,500	0	1,500	73.47	.00	1,426.53	4.9%
A3140 520215 Personal Protectiv	4,000	-400	3,600	.00	.00	3,600.00	0.0%
A3140 540070 Car Maintenance	1,500	0	1,500	.00	.00	1,500.00	0.0%
A3140 540080 Clinic Supplies	4,000	0	4,000	1,633.60	.00	2,366.40	40.8%
A3140 540140 CPS01 Contracting S	0	4,260	4,260	.00	.00	4,259.75	0.0%
A3140 540180 Dues	1,300	0	1,300	750.00	.00	550.00	57.7%
A3140 540220 Automobile Fuel	2,200	0	2,200	413.06	.00	1,786.94	18.8%
A3140 540220 CPS01 Automobile Fu	0	2,073	2,073	.00	.00	2,073.24	0.0%
A3140 540220 RTA Automobile Fuel	1,000	0	1,000	.00	.00	1,000.00	0.0%
A3140 540320 Leased/Service Equ	2,800	0	2,800	267.59	.00	1,480.11	47.1%
A3140 540340 Literature	1,000	0	1,000	100.00	.00	900.00	10.0%
A3140 540360 Meals/Food	500	0	500	400.00	.00	100.00	80.0%
A3140 540390 Mileage Expense	100	0	100	.00	.00	100.00	0.0%
A3140 540480 Postage	1,000	0	1,000	206.60	.00	793.40	20.7%
A3140 540487 CPS01 Program Expen	19,506	15,000	34,506	.00	.00	34,505.77	0.0%
A3140 540487 FH01 Program Expens	6,621	-2,762	3,859	100.00	.00	3,758.89	2.6%
A3140 540590 Services Rendered	10,265	0	265	.00	.00	265.00	0.0%
A3140 540620 Software Expense	10,560	0	10,560	.00	.00	10,560.00	0.0%
A3140 540630 Stationery Supplie	6,000	0	6,000	.00	.00	6,000.00	0.0%
A3140 540660 Telephone	2,052	0	2,052	.00	.00	2,052.00	0.0%
A3140 540660 CPS01 Telephone (Se	0	25,082	25,082	.00	.00	25,081.89	0.0%
A3140 540660 RTA Telephone-RTA	1,440	0	1,440	.00	.00	1,440.36	0.0%
A3140 540731 Training/State Req	24,095	0	24,095	695.00	.00	23,400.00	2.9%
A3140 581088 State Retirement F	94,331	0	94,331	13,263.89	.00	81,066.95	14.1%
A3140 583088 Social Security Fr	69,090	0	69,090	9,183.41	.00	59,906.59	13.3%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A3140 584088 Workers Compensati	17,543	0	17,543	2,810.70	.00	14,731.90	16.0%
A3140 585588 Disability Insuran	930	0	930	130.50	.00	799.74	14.0%
A3140 586088 Health Insurance F	215,415	0	215,415	36,824.71	.00	178,590.61	17.1%
A3140 588988 Eap Fringe	235	0	235	37.04	.00	197.84	15.8%
TOTAL Probation	1,220,767	49,648	1,270,416	125,820.72	1,052.30	1,143,542.79	10.0%
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	1,641.88	.00	14,165.16	10.4%
A3142 540140 Contracting Servic	3,500	0	3,500	674.95	.00	2,825.05	19.3%
A3142 540140 HPCC Contracting Se	0	2,000	2,000	436.35	.00	1,563.65	21.8%
A3142 581088 State Retirement F	2,276	0	2,276	442.31	.00	1,833.85	19.4%
A3142 583088 Social Security Fr	1,092	0	1,092	165.62	.00	926.38	15.2%
A3142 584088 Workers Compensati	382	0	382	54.58	.00	327.82	14.3%
A3142 585588 Disability Insuran	22	0	22	2.70	.00	19.06	12.4%
A3142 586088 Health Insurance F	3,864	0	3,864	594.61	.00	3,269.07	15.4%
A3142 588988 Eap Fringe	5	0	5	.72	.00	4.40	14.1%
TOTAL Alternatives To Incarceration	14,704	2,000	16,704	4,013.72	.00	12,689.93	24.0%
A3146 Sex Offender Program							
A3146 540140 Contracting Servic	123,840	0	123,840	20,640.00	103,200.00	.00	100.0%
TOTAL Sex Offender Program	123,840	0	123,840	20,640.00	103,200.00	.00	100.0%
TOTAL General Fund	1,359,311	51,648	1,410,959	150,474.44	104,252.30	1,156,232.72	18.1%
TOTAL REVENUES	-181,214	0	-181,214	-31,963.02	.00	-149,250.49	
TOTAL EXPENSES	1,540,525	51,648	1,592,173	182,437.46	104,252.30	1,305,483.21	



Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,359,311	51,648	1,410,959	150,474.44	104,252.30	1,156,232.72	18.1%

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

Public Safety Committee Meeting
Probation Department Report
March 4, 2025

Budget Status:

2025 Revenue Budget:

- \$740 of DWI Supervision fee collected in February. \$1,640 collected in 2025
- \$440 in restitution and surcharge collected in February. \$2,965.14 collected in 2025

Current Business:

1. Staffing – One open Probation Officer position remains unfilled. There was one applicant scheduled for an interview in February, however the applicant cancelled as he accepted another position.
2. Training – All Probation Officers will begin training in March as to the proper way to use Atlas, the digital interactive journaling curriculum provided by The Change Companies. Officers will also begin applying for scholarships to attend the annual NYS Probation Officers Association conference in July in Syracuse. Last year several Officers received scholarships for the conference saving a significant amount of money in the Probation Training budget.
3. 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 received IT approval to move forward in signing the contract.

4. Probation staff worked on updating training materials in order to begin providing training to 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.
5. Probation attended and helped judge the Veterans Chili Cook off and Flannel Contest at the Waverly V.F.W. in February.
6. Southern Tier Training Academy
7. Intensive Supervision Program

8. Juvenile Delinquency Services:

February of 2025- There was one Juvenile Delinquency Appearance Ticket (JDAT) received for the month of February. The JDAT alleged the respondent committed acts which if committed by an adult would constitute the crime of Assault in the Third Degree, a Class A Misdemeanor.

YTD: 3 JDATs received to date.

- E- Connect: To date, Three (3) youth have been screened in 2025. As a result of the E-Connect screenings, two (2) youth were 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 five individuals being monitored via the VCheck24 phone app, GPS electronic monitoring system, and AlcoTag systems.
- Community Service – WWP is scheduled to resume in March. Participants will complete projects as scheduled by the TCSO.
- Pre-Trial Release – There are 27 people being supervised via the Pre-Trial Release program

Court Ordered Investigations: 43 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 174 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 14 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: Two (2)

- Resolution to appoint members to the Alternatives to Incarceration Advisory Board
- Resolution to approve a sole source contract between Probation and Catalis

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25

APPOINT MEMBERS ALTERNATIVES TO
INCARCERATION ADVISORY BOARD

RESOLVED: That the following members be appointed to the Alternatives to Incarceration Advisory Board for the following terms:

	TERM
Ex-Offender	4/1/25-3/31/26
Crime Victim	4/1/25-3/31/26
State Certified Provider of Alcohol and/or Substance Abuse Treatment	4/1/25-3/31/26

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25

RESOLUTION TO APPROVE A
SOLE SOURCE CONTRACT AND
MAINTENANCE AGREEMENT BETWEEN THE
TIOGA COUNTY PROBATION DEPARTMENT
AND CATALIS COURTS & LAND RECORDS, LLC
f/k/a AUTOMON, LLC TO PROVIDE
SOFTWARE AND MAINTENANCE OF THE
CASELOAD EXPLORER PRODUCT

WHEREAS: The Tioga County Legislature has approved contracts between Tioga County Probation Department and Catalis Court & Land Records, LLC f/k/a AutoMon, LLC since 2008; and

WHEREAS: Catalis Court & Land Records, LLC f/k/a AutoMon, LLC has changed their contract status with New York State, therefore the Tioga County Legislature is approving that the Probation Department can contract with Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC as a sole source provider of Caseload Explorer, a software program that meets the qualifications of 9 NYCRR 345, which mandates Probation Departments to use a software program that automatically sends Presentence Investigation completed in the software program to the DCJS PSI Repository in Albany, NY. Caseload Explorer software is the only software in New York State that meets this criteria; and

WHEREAS: Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC has submitted their yearly Maintenance Agreement to Tioga County Probation which consists of the base charge of \$5,298.29, plus a fee of \$288.03 per user. Probation has 17 registered users of the software, so the total cost for basic software maintenance for contract period of 3/25/2025 to 3/24/2026 is \$10,194.80; therefore be it

RESOLVED: That the Probation Director is approved to contract with Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC as a sole source provider for software and maintenance costs in 2025 and 2026 and anticipated 5% increase for 2026 for Caseload Explorer and Ce Assessments in the amount of \$10,194.80; and be it further

RESOLVED: That the contract shall remain in force for a term of 12 consecutive months (year 2025) with one annual extension. This will increase the cost by 5% as per the contract stated 4. Payment 4.1.2. and schedule A : Statement of Work 1. Term of Agreement.