

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

July 5, 2023

2:30 pm

- **Approval of minutes** from June 6, 2023, Public Safety Committee meeting
- **Financial**
  1. Budget on track for 2023
- **Old business**
  1. Staffing
  2. SCRAM
  3. Pathways to Placement
  4. 2023-2024 Raise the Age Plan
  5. 2023-2024 Annual State Aid Plan update
  6. COPA conference
- **New business**
  1. Staffing
  2. SCRAM (update)
  3. Pathways to Placement (update)
  4. 2023-2024 Raise the Age Plan (update)
  5. Probation In-service
  6. COPA (update)
- **Personnel**
  1. One vacant Probation Officer 1 position
  2. One vacant part-time supervisor position
  3. One unfunded Probation Officer 1 position
- **Resolutions**
  1. Approve Alternatives to Incarceration Service Plan 2023-2024
- **Proclamations**
  1. None
- **Adjournment**

**PUBLIC SAFETY MEETING**

**June 6, 2023**

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, June 6, 2023, which started at 2:30 PM and ended at 3:15 PM.

**Present:**

Keith Flesher	Chair, Public Safety
William Standinger III	Legislator {Committee Member} (Arrived at 2:39PM)
Barb Roberts	Legislator {Committee Member}
Dale Weston	Legislator {Committee Member}
Marte Sauerbrey	Chair of the Legislature (Arrived at 2:34 PM)
Gary Howard	Sheriff, Sheriff's Office
Brian Cain	Director, Probation
Mike Simmons	Director, Office of Emergency Services
Corinne Cornelius	Deputy Director, Office of Emergency Services
Bob Williams	Act. Coordinator, Office of Emergency Services (Arrived at 2:34 PM)

**ABSENT:** Brian DeWind, County Attorney  
Cathy Haskell, Legislative Clerk

**APPROVAL OF MINUTES:**

The April 4, 2023 and the May 2, 2023, minutes were both accepted with no corrections or changes.

**Motion by:** William Standinger III to accept both the April 4, 2023 and May 2, 2023, Minutes.

**Second:** Barb Roberts

All in Favor - Carried

**OFFICE OF EMERGENCY SERVICES – Mike Simmons:**

**FINANCIAL:**

- May YTD Report – Budget within

**OLD BUSINESS:**

- Radio Project – Moving Slow. Motorola is currently working on a change order to update the project. Recently, some counties who are members of the Southern Tier Communications Consortium, along with the Chenango's consultant, NYSTEC, are discussing various options other than becoming users of the Onondaga Core. The following counties are in the NYSTEC: Broome, Chenango, Cortland, Delaware, Otsego, Tioga, and Tompkins. Motorola has a contract with Sourcewell for towers and buildings. The Law Department is continuing to work on leases with landowners. Elaine Jardin is working with the towns. Town of Spencer Town Board would rather have us install our equipment at a nearby Cell Tower instead of constructing and additional site. Once we receive the data provided to American Tower from Motorola, we will be able to determine the cost of renting space on their tower.
- CAD Project – Up and running. Waiting for the State Info Tech Division to work with our Info Tech staff to get the State Police vehicles added to the system.
- EMS – EMS Coordinator Curtis Hammond is waiting to update the County's EMS Mutual Aid Plan. EMS Staffing levels continue to experience shortage. No EMS providers available from 6 AM to 6 PM. Automatic assistance from neighboring agencies is being dispatched automatically to assist.
- Emergency Management – The County Hazard Mitigation Plan updated has started. Wendy Walsh and Elaine Jardine are working with the contractor to provide the necessary data and info from the county and local governments. In the most recent County Emergency Preparedness Assessment a need to improve the On Scene Incident Command during emergencies was identified. By using this need, along with SHSP Grant funding, we will be able to purchase a new Tahoe to replace the 2007 Chevrolet Tahoe at no cost to the county. Deputy Director attended the Exercise Design Class and the Bradford Public Information class.
- FIRE – Attached a list of number of calls by department for May.

**RESOLUTIONS:**

- SEQR Determination of 922 Telecommunications Tower – 110 C Babcock Road
- SEQR Determination of 922 Telecommunications Tower – 246 David Road
- SEQR Determination of 922 Telecommunications Tower – S. Apalachin Road
- SEQR Determination of 922 Telecommunications Tower – 54 Dodge Road
- Modify 2023 Budget and Appropriate of Funds
- Authorize Submission of Statewide Interoperable Formula Grant

*\*\*Committee agreed to move these resolutions forward*

**PROBATION – Brian Cain:****FINANCIAL:**

- Budget on track for 2023

### **NEW BUSINESS:**

- Staffing – Probation Officer Michael Franz unexpectedly resigned effective June 2, 2023. Briana Ward was hired provisionally effective June 5, 2023 to fill the vacancy. Another candidate, Rachel Zimmer, who is currently employed as a Probation Officer at Steuben County Probation, was interviewed to potentially fill the last vacant Probation Officer position.
- Training – Probation will be sending four(4) Probation Officers next year 2024 for Fundamentals training at \$10,000/each due to nine (9) weeks of training. Asking for an increase on the training budget line from \$10,000 to \$40,000 for the 2024 Budget.
- SCRAM Systems - Attached is a list of options and costs from SCRAM. Probation has contacted SCRAM Systems to discuss possible contract for their SCRAM CAM (Continuous Alcohol Monitor) a unit that attaches to your ankle and their SCRAM Remote Pro (handheld alcohol monitoring device).
- Pathway to Placement - Probation has initiated discussions with Tioga County Department of Social Services and the County Attorney's office to develop Pathways to Placement. By developing agreed upon Pathways, it will eliminate confusion about each agency's responsibilities in the placement process.
- Raise The Age - New York State Office of Children and Family Services and Division of Criminal Justice Services released the Raise The Age Comprehensive Fiscal Plan for 2023-2024. This plan is due by June 30, 2023.
- COPA Conference – The Director will be attending the annual Council of Probation Administrators (COPA) conference in Oswego County from June 26, 2023 to June 28, 2023. Bob Maccarone will be present and announce PTR Services grant money of \$60,000.
- Juvenile Delinquency Services – two (2) JD Appearance Tickets. Both tickets, the individuals were not cooperative with the Intake Process and, therefore, their matters were referred to the County Attorney's Office for possible petition to Family Court. YTD – 5 JDAs received to date.
- Probation Programs – Electronic Monitoring – one (1) individual being monitored via weekend 24 phone dial. Community Service – Weekend Work Program (WWP) is currently suspended. Corrections Officer is not available until June when the WWP will resume operation. Pre-Trial Release – ten (10) people being supervised via the PTR Program. Court-ordered Investigations – 36 active investigations. Supervision – 181 cases – Violation of Probation – 15 defendants/respondents have violation petitions pending against them.

### **PERSONNEL:**

- One vacant Probation Officer 1 positions
- One vacant Part-Time Probation Supervisor
- One unfunded Probation Officer 1 position

**RESOLUTIONS:**

- Authorize Salary Above Case Base for Probation Office 1 (Briana Ward)

*\*\*Committee agreed to move these resolutions forward*

**SHERIFF – Gary Howard:**

**FINANCIAL:**

- Revenues are \$269,682 which is 49% of the budget. Expenditures are at \$4,569,019 which is 46% of the budget. Inmate boarders are at \$130,861 which 87% of the Budget.

**OLD BUSINESS:**

- Update on Labor Issues – NCEU (Jail Union) and ICLFA (Law Enforcement Union) Negotiations are still ongoing.
- Update on litigation issues – still on going.

**NEW BUSINESS:**

- Pistol Permit database changeover in progress, working on data conversion
- Jail camera replacement project progressing
- Next Gen 911 system - working on
- Firearm change over to be completed this month.
- Body worn camera project
- Average daily inmate population for the month of May 2023 was 44. There was an average of 7 Federal inmates (20 days) and 1 board-in (31 days).

**PERSONNEL:**

- Update on vacancies – Civil Office – 1 open part-time position; Corrections Division - currently 7 open Correction Officers position; 2 open part-time cooks; 1 Corrections Officer on light duty; one Corrections Officer out on comp; 2 Corrections Officers on military deployment; and 1 New Corrections Officer starting June 4<sup>th</sup>; Road Patrol – all positions filled; 1 deputy currently on light duty; 1 Deputy attending Broome County Law Enforcement Academy; E911 Emergency Communications Center – 2 open full-time; Records – all positions filled; and Administration – 1 Open Captain position as of 6/9/2023.

**RESOLUTIONS:**

- Recognizing Shawn Nalepa's 26 Years of Service

*\*\*Committee agreed to move these resolutions forward*

**EXECUTIVE SESSION:**

Sheriff Gary Howard requested an Executive Session. Legislator William Standinger made a motion; Legislator Barbara Roberts Seconded to discuss an employee salaries. Time commenced 3:15 PM; Time adjourned 3:40 PM with no action taken. Attendance four (4) Legislators along with Sheriff Howard.

Respectfully submitted,

Kristen Kallin  
Secretary to the Director of Probation—June 7, 2023

**DRAFT**



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: General Fund

ORIGINAL APPROP

TRANSFERS/ADJUSTS

REVISED BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE BUDGET

PCT USE/COL

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A3140 Probation</b>							
A3140 415600	Adoption Investiga	0	-600	-600.00	.00	.00	100.0%
A3140 415800	Restitution Surcha	0	-2,000	-299.81	.00	-1,704.19	14.9%
A3140 415810	Probation - DWI Su	0	-16,000	-3,690.00	.00	-12,310.00	23.1%
A3140 415811	DWI-Probation Sala	0	-10,000	-10,000.00	.00	-10,000.00	.0%
A3140 433100	State Aid-Probatio	0	-105,205	-26,301.34	.00	-78,903.66	25.0%
A3140 433160	State Aid-Enhanced	0	-18,566	-4,641.41	.00	-13,924.59	25.0%
A3140 433170	Ignition Interlock	0	-3,678	-1,443.50	.00	-2,234.50	39.2%
A3140 433180	State Aid- STSJP	0	-7,000	.00	.00	-7,000.00	.0%
A3140 433182	RTA State Aid -Rats	0	-16,920	.00	.00	-16,920.00	.0%
A3140 510010	Full Time	0	786,371	339,762.14	.00	446,608.86	43.2%
A3140 510020	Part Time/Temporar	0	29,817	5,313.98	.00	24,503.02	17.8%
A3140 510030	Overtime Pay Only	0	29,817	2,248.53	.00	27,568.47	5.0%
A3140 510050	All Other(On Call),	0	5,000	2,292.73	.00	2,707.27	54.5%
A3140 520060	CPS01 Car/Truck-	0	0	.00	.00	-2,292.73	100.0%*
A3140 520070	Chairs	400	400	40,000.00	39,960.50	99.9%	99.9%
A3140 520200	Office Equipment	2,500	2,500	116.22	.00	2,383.78	29.1%
A3140 520215	Personal Protectiv	4,500	4,500	48.00	.00	4,452.00	1.9%
A3140 540070	Car Maintenance	2,000	2,000	113.29	10.00	1,886.71	5.7%
A3140 540080	Clinic Supplies	4,250	4,250	502.60	.00	3,747.40	11.8%
A3140 540180	Dues	900	900	800.00	.00	100.00	88.9%
A3140 540220	Automobile Fuel)	2,200	2,200	600.98	.00	1,599.02	27.3%
A3140 540220	RTA Automobile Fuel	1,000	1,000	871.27	.00	1,000.00	.0%
A3140 540320	Leased/Service Equ	3,300	3,300	150.00	.00	2,428.73	26.4%
A3140 540340	Literature	1,500	1,500	150.00	.00	1,350.00	10.0%
A3140 540360	Meals/Food	1,000	1,000	218.15	.00	781.85	21.8%
A3140 540390	Mileage Expense	1,500	1,500	.00	.00	100.00	.0%
A3140 540480	Postage	0	1,500	299.73	.00	1,200.27	20.0%
A3140 540487	CPS01 Program Expen	0	20,000	20,000.00	.00	19,985.00	.1%
A3140 540487	FH01 Program Expen	0	6,621	6,621.00	.00	6,620.51	.0%
A3140 540590	Services Rendered	1,265	1,265	.00	.00	1,265.00	100.0%
A3140 540620	Software Expense	9,710	9,710	9,709.32	.00	68	40.2%
A3140 540630	Stationery Supplie	6,000	6,000	2,065.60	348.30	3,586.10	27.0%
A3140 540660	Telephone	2,052	2,052	553.60	.00	1,498.40	31.7%
A3140 540731	RTA Telephone-RTA	1,440	1,440	455.88	.00	984.48	4.7%
A3140 540731	Training/State Req	12,067	12,067	563.34	.00	11,503.66	41.4%
A3140 581088	State Retirement F	102,678	102,678	42,522.92	.00	60,154.66	45.9%
A3140 583088	Social Security Fr	58,164	58,164	26,722.76	.00	31,440.79	49.8%
A3140 584088	Workers' Compensati	19,198	19,198	9,554.31	.00	9,643.34	46.6%
A3140 585588	Disability Insuran	1,064	1,064	493.55	.00	570.49	41.3%
A3140 586088	Health Insurance F	301,471	301,471	124,502.42	.00	176,968.24	41.3%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PGT USE/COL
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A3140 568988 Eap Fringe	228	0	228	119.00	.00	109.30	52.1%
TOTAL Probation	1,181,705	66,621	1,248,326	531,653.26	40,318.80	676,353.59	45.8%

### 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	13,705	0	13,705	5,888.47	.00	7,816.53	43.0%
A3142 540140 Contracting Servic	3,500	0	3,500	1,535.85	-23.25	2,987.40	14.6%
A3142 581088 State Retirement F	2,428	0	2,428	1,033.02	.00	1,394.92	42.5%
A3142 583088 Social Security Fr	950	0	950	462.83	.00	487.14	48.7%
A3142 584088 Workers Compensati	392	0	392	190.72	.00	201.07	48.7%
A3142 585588 Disability Insuran	22	0	22	10.18	.00	11.54	46.9%
A3142 586088 Health Insurance F	3,541	0	3,541	1,696.66	.00	1,844.66	47.9%
A3142 588988 Eap Fringe	5	0	5	2.39	.00	2.27	51.3%
TOTAL Alternatives To Incarceration	12,298	0	12,298	9,820.12	-23.25	2,501.02	79.7%

### A3146 Sex Offender Program

A3146 540140 Contracting Servic	123,840	0	123,840	61,920.00	61,920.00	.00	100.0%
TOTAL Sex Offender Program	123,840	0	123,840	61,920.00	61,920.00	.00	100.0%
TOTAL General Fund	1,317,843	66,621	1,384,464	603,393.38	102,215.55	678,854.61	51.0%
TOTAL REVENUES	-192,214	0	-192,214	-36,972.06	.00	-155,241.45	
TOTAL EXPENSES	1,510,057	66,621	1,576,677	640,365.44	102,215.55	834,096.06	





# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: ORIGINAL BUDGET REVISIONS/ADJUSTMENTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USE/CO.

**H3140 Probation Capital**

H3140 520060 Car/Truck 0 25,620 25,620 25,620.02 25,620.02 .00 .00 100.0%

TOTAL Probation Capital 0 25,620 25,620 25,620.02 25,620.02 .00 .00 100.0%

TOTAL Capital Fund 0 25,620 25,620 25,620.02 25,620.02 .00 .00 100.0%

TOTAL EXPENSES 0 25,620 25,620 25,620.02 25,620.02 .00 .00



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,317,843	92,241	1,410,084	629,013.40	102,215.55	678,854.61	51.9%

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

Public Safety Committee Meeting  
Probation Department Report  
July 5, 2023

**Budget Status:**

2023 Revenue Budget:

- \$780 of DWI Supervision fee collected in June. \$4,470 collected to date in 2023
- \$1,739.17 in restitution and surcharge collected in June. \$7,475.00 collected to date in 2023

**Current Business:**

1. Staffing – Probation Officer Briana Ward began her probation career on June 5, 2023. The Probation Officer civil service exam was given on June 24, 2023. Three candidates took the exam, two of which are currently working at Probation under provisional status. There is currently one open Probation Officer position and one open Part time Supervisor position.
2. SCRAM Systems – Probation has met with a SCRAM Systems representative and based on the quote provided, it appears feasible for Probation to enter into a contract for their services. This Director is waiting to hear from the State if Tioga County will be receiving Pre-Trial Release funding for 2023-2024 prior to making a final decision. As explained in Committee last month, SCRAM CAM (Continuous Alcohol Monitor) is a unit that attaches to your ankle and monitors alcohol use. The SCRAM Remote Pro is a hand-held alcohol monitoring device. The intent is to enhance the resources available to the Courts and Probation to monitor alcohol offenders.
3. Probation has scheduled a meeting with representatives from the Tioga County Department of Social Services and the County Attorney’s Office to develop “Pathways to Placement.” The meeting is scheduled for July 18, 2023. Developing agreed upon Pathways, will eliminate confusion about each agency’s responsibilities in the placement process.
4. New York State Office of Children and Family Services and Division of Criminal Justice Services released the Raise the Age (RTA) Comprehensive Fiscal Plan for 2023-2024. The plan gives counties the opportunity to receive 100% funding for programing related to Raise the Age youth (16- & 17-year-olds). Tioga County Probation and The Department of Social Services work collectively on the plan each year to recoup as much as possible for services provided to RTA youth. The plan is due by June 30, 2023.

**Update:** The Tioga County RTA Plan was submitted on June 22, 2023.

5. This Director attended the Council of Probation Administrators (COPA) conference in Oswego County from June 26, 2023, to June 28, 2023.

6. Probation held an in-service training on June 22, 2023, which incorporated staff from Probation, the Tioga County Department of Social Services, the County Attorney's Office as well as Peer Support Advocates from the Alcohol Center of Broome County and Tioga County Alcohol and Drug Services. There were more than 40 people in attendance with productive discussions regarding interagency cooperation.

## 7. Juvenile Delinquency Services:

June of 2023- There were three Juvenile Delinquency Appearance Tickets (JDAT) received for the month of June. The tickets were issued for charges which include Attempted Assault, Criminal Possession of Stolen Property, and Criminal Mischief. Due to the nature of the offenses and/or apparent treatment needs, all matters were referred to the County Attorney's Office for possible petition to Family Court.

YTD: 8 JDATs received to date.

- E- Connect: There were three youth screened in June of 2023. Two of the youth were found to be a level II and one youth a level III. To date, five youth have been screened in 2023. As a result of the E-Connect screening, one youth was found to be below threshold and not in need of an immediate mental health referral. Three youth were found to be a level II and were referred for a mental health evaluation. One youth was found to be a level III and agreed to schedule an appointment at TCDMH.
- There are no youth currently in juvenile sex offender treatment.

## ATI Programs:

- Electronic Monitoring - There are currently two individuals being monitored via the VCheck24 phone app GPS electronic monitoring system and one defendant with the traditional ankle monitor.
- Community Service - WWP has resumed operation.
- Pre-Trial Release - There are 9 people being supervised via the Pre-Trial Release Program

**Court Ordered Investigations:** 36 active investigations for Tioga County courts (Criminal, Family and Surrogate)

**Supervision:** 185 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

**Violation of Probation petitions:** 20 defendants/respondents have violation petitions pending against them in criminal & family court.

**Personnel:**

One Vacant Probation Officer position  
One Vacant Part Time Probation Supervisor position  
One unfunded Probation Officer position

**Resolutions:**

Approve Alternatives to Incarceration Service Plan 2023-2024

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -23

APPROVE ALTERNATIVES TO  
INCARCERATION 2023-2024  
SERVICE PLAN

WHEREAS: The Alternatives to Incarceration Service Plan for 2023-2024 was presented to the Alternatives to Incarceration Board meeting on April 20, 2023; and

WHEREAS: The Alternatives to Incarceration Programs in Tioga County for Pre-Trial Release and Community Service have a long standing tradition of being an effective tool to reduce the amount of inmates in the Tioga County Jail; the ATI Board approves the plan, the Tioga County Legislature will also support it; therefore be it

RESOLVED: That the Tioga County Legislature approves the Alternatives to Incarceration Service Plan for the time period of 7/1/2023 to 6/30/2024 and submit same to the NYS Division of Criminal Justice Services and Office of Probation and Correctional Alternatives to continue state-grant funding for Pre-Trial Release, Community Service, and Specialized Treatment.