



## **Tioga County Worksession Minutes** **February 23, 2023 – 10:00 a.m.**

### **Legislators Present:**

Legislator Brown  
Legislator Ciotoli  
Legislator Flesher  
Legislator Monell  
Legislator Mullen (*Arrived at 10:05 a.m.*)  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Standinger  
Legislator Weston

### **Legislators Absent:**

None

### **Guests:**

None

### **Staff present:**

Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk  
Amy Eiklor, Deputy Legislative Clerk  
Linda Parke, Personnel Officer  
Megan Schnabl, Agricultural Development Specialist (*Departed at 10:04 a.m.*)

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 10:02 a.m. with a **Public Hearing on Annual Agricultural District Inclusion Requests.**

Legislative Clerk Haskell took roll call and read the legal notice as published in the Tioga County designated newspapers. Public Hearing adjourned at 10:04 a.m.

**Approval of Worksession Minutes:** On motion of Legislator Roberts, seconded by Legislator Brown, the February 9, 2023 minutes were unanimously approved.

**Exit Interviews:** Legislative Clerk Haskell reported when an individual ends employment with Tioga County, they are given the option to participate in an exit interview. The interview can be completed with the Department Head, Chair of the Standing Committee, Personnel Officer, or Chair of the Legislature. Once an exit interview has been completed, the

Personnel Officer compiles a document with the employee's comments and feedback. The comments are then forwarded to the Chair of the Standing Committee for review. Should there be an employment issue from the information within the exit interview, that can be addressed with the Department Head and supervisors. Ms. Haskell explained when employees fill out the exit interview form, they are looking for resolution or action to be taken. Employees want to tell their story as to why they are leaving and what the reasons for leaving may be. Legislator Mullen suggested that the Retention Committee review all exit interviews as they offer the opportunity to identify, acknowledge, and resolve any issues within the department.

Ms. Haskell reported Tioga County has a policy pertaining to programmatic and financial audits. If a department is undergoing any type of audit, they are to notify the Chair of the Legislature, Legislative Standing Committee, County Treasurer, Personnel Officer, and Legislative Clerk. Chair Sauerbrey and Ms. Haskell reminded Department Heads of the policy at this week's Leaders Meeting.

**Planning for the Future:** Chair Sauerbrey distributed a job description for a County Administrator/Manager position. She explained that the dynamics of county government have changed significantly over the course of the past few years. There are so many more mandates and projects coming from New York State that require significant time, effort, and attention. A County Administrator/Manager would act as an administrator, overseeing the day-to-day business of the county. Ideally, the County Administrator/Manager would have a strong financial and managerial background. Chair Sauerbrey emphasized the Legislature would still be the policy-making body of Tioga County and there would still be a Chair of Legislature. The process requires adopting a local law, funding the position, and seeking candidates.

Chair Sauerbrey is typically in the office every day and the title of Chair has become an on-call, 24/7 job as new situations and issues arise. Chair Sauerbrey answers calls and emails on weekends, holidays, vacations, and at night. A County Administrator/Manager would take on many of the administrative duties the current Chair of the Legislature handles. The County Administrator/Manager would also take on duties of the budget officer.

Legislator Flesher inquired about the candidate pool for the County Administrator/Manager position. Chair Sauerbrey replied that it will most likely be difficult to find a highly qualified, seasoned individual to take the job. She wants to get the process started as soon as possible because she anticipates the process taking a long time. Legislator Roberts asked about the salary of the position. Chair Sauerbrey reported she expects the salary to be at least \$100,000 per year. Legislator Roberts stated the salary should not be set too low as Tioga County would like to attract the best, most qualified candidates. Legislator Brown mentioned a nearby county recently hired a county manager at a salary of \$128,000 per year. Ms. Haskell will reach out to other counties and inquire what the salary and job descriptions of County Administrators/Managers is throughout the state.

Legislator Roberts asked Chair Sauerbrey if she knew how voters felt about hiring a County Administrator/Manager. Chair Sauerbrey replied, in her opinion, she does not believe voters would have an issue with a County Administrator/Manager. Tioga County government would remain unchanged, as a County Administrator/Manager does not have policy

making authority. Chair Sauerbrey asked her fellow Legislators to read over the job description and to think about a County Administrator/Manager down the road. The matter is expected to be discussed again in the future.

**Action Items:** Currently we have none.

**Other:**

- ***Grant Policy Updates:*** Chair Sauerbrey reported an Exec Team was formed, comprising of the Chair of the Legislature, County Attorney, Legislative Clerk, and Personnel Officer. The Exec Team has been analyzing policies and updating accordingly. The team has identified that the grant policy may need to be updated as many departments are writing grants, including grants for outside entities. Updating the policy will allow for more transparency with the Legislature. Ms. Haskell expects a resolution updating the policy to be presented to the Legislature at the March 14<sup>th</sup> meeting.
- ***Tioga County Awarded Grant:*** Chair Sauerbrey stated Tioga County was awarded a \$6 million grant for interoperable radio communications upgrades. Tioga County has waited four years for New York State to release the grant.
- ***Village of Waverly Awarded Grant:*** Chair Sauerbrey reported the Village of Waverly was awarded \$4.5 million in New York Forward grant funds. The grant is like DRI grants, which are used to revitalize downtown areas.

**Executive Session:** With no confidential matters to discuss, an Executive Session was not necessary.

Meeting adjourned at 10:52 a.m.

Next Worksession scheduled for Thursday, March 9, 2023, at 1:00 p.m.

Respectfully submitted,

*Amy Eiklor*

Deputy Legislative Clerk