

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

April 5, 2022

2:30 pm

- **Approval of minutes** from March 8, 2022 Public Safety Committee meeting
- **Financial**
 1. Budget on track for 2022
- **Old business**
 1. Staffing
 2. Training
 3. Peer Support Specialists
 4. Financial workgroup
- **New business**
 1. Regional Youth Justice Team grant
 2. Probation vehicles
 3. Accounting Associate III plan
- **Personnel**
 1. One unfunded Probation Officer 1 position
- **Resolutions (1)**
 1. Temporary pay increase for Lisa Baker and Kristen Kallin
- **Proclamations**
 1. None
- **Adjournment**

DRAFT

PUBLIC SAFETY MEETING

March 8, 2022

The regular meeting of Public Safety, Probation, Office of Emergency Services, Coroner, and Stop DWI was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, March 8, 2022 at 2:30 PM.

Present:

Dennis Mullen	Chair, Public Safety
Marte Sauerbrey	Chair, Legislator
Edward Hollenbeck	Legislator
Barb Roberts	Legislator
William Standinger	Legislator
Brian Cain	Director, Probation
Sheriff Gary Howard	Sheriff's Office
Mike Simmons	Director, Emergency Services

Guest:

Pete DeWind	County Attorney
Cathy Haskell	Clerk of the Legislature

Absent:

Bob Williams	Deputy Director, Emergency Services
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APPROVAL OF MINUTES:

Approval of February 8, 2022 minutes:

Legislator Hollenbeck made the motion, seconded by Legislator Standinger to approve the February 8, 2022 Public Safety minutes, as written. Motion carried.

PROBATION – Brian Cain:

FINANCIAL:

- Budget is on track.

OLD BUSINESS:

1. Staffing: 2 Probation Officers and 1 Secretary will be starting 3/14.
2. Training: Municipal Police Council has new training requirements, which will increase the cost of training new Probation Officers.
3. Cayuga Counseling Contract: 90-day termination notice given.
4. JD tickets are increasing: The problems are with older kids. Looking to see how other counties are dealing with it.
 - Currently 4 youth
 - Electronic Monitoring: currently two offenders are being monitored.
 - Community Service: Weekend work program is up and running again. 9 pre-trial releases
 - Probation supervises approximately 200 people.

○ NEW BUSINESS:

1. Office Improvements: New floor has been installed and new office chairs are replacing the old ones.
2. Peers at Probation: two peers from ACBC are facilitating wellness groups and women's groups.
3. Decision Point Collaboration – this is a preventive module, which we tried to start at Tioga Central School. No kids have been showing up so we are moving on to a different school.

DRAFT

PERSONNEL:

1. Two vacant Probation Officer 1 positions
2. One unfunded Probation Officer 1 position

RESOLUTIONS:

- Authorize Salary Above CSEA Base for Probation Officer 1 (Michael Franz)
A resolution was presented requesting authorization to appoint Michael Franz to the title of Probation Officer 1 at \$47,132.
- Authorize Salary Above CSEA Base for Probation Officer 1 (Michelle Dunham)
A resolution was presented requesting authorization to appoint Michelle Dunham to the title of Probation Officer 1 at \$47,132.
- Resolution Recognizing Sherri Harris' 25 Years of Dedicated Service to Tioga County
A resolution was presented recognizing Sherri Harris' 25 years of dedicated service to Tioga County.

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

OFFICE of EMERGENCY SERVICES – Mike Simmons:

FINANCIAL:

- Budget is on track.
- Telephone Surcharge Revenue: Need to meet with the Budget Officer to resolve how this money can be utilized for radio maintenance. Chair Sauerbrey stated she would like to meet on this and suggested that Stephanie Jerzak should be involved as well. Legislator Roberts asked if an email could be sent to the committee once a resolution has been decided. Legislator Mullen feels there needs to be a definitive line in the budget for this money.

OLD BUSINESS:

- Communications Project Report: NYSTEC team – was not very satisfied with the job they were doing. They said they supplied everything to us, therefore, any future meetings have been cancelled. Chair Sauerbrey asked why NYSTEC felt that way and thought it might be a miscommunication. Director Simmons thought they felt that change order 2 completed their obligation. Chair Sauerbrey will try to talk with them in person next week. Legislator Mullen suggested clarifying their position to get this project back on track.
- CAD Project: is progressing very well. Lt. Bessey has been working hard, training on the new system. The database needs to be built before it this program is up, and running.
- EMS Study: CGR collected data and will compile a draft report and send it to us.
- COVID: Continue to participate in calls from the State.
- EMT Classes: Currently eight students are in spring classes. The fall class had 100% pass rate.
- Interoperable Radio Grant: The targeted grant should come out in March. Legislator Sauerbrey will see the Governor next week and inquire about it.

NEW BUSINESS:

- Local Emergency Planning Committee:
Bob Williams has been facilitating this committee and they are getting back to monthly meetings.

PERSONNEL:

- Specialty Team Leaders: Mike Roden has been running the HazMat Team; Steve Solomon has expressed interest in running HazMat and Mike Roden would like to help with the CAD project as he has the technical knowledge. They are volunteers who are insured as volunteer firemen and Director Simmons would like to appoint them to the two vacant \$5,200/year Deputy Coordinator positions. The Committee agreed to present a resolution to fill these vacant positions.

Resolutions:

- Authorize Submission of Hazardous Mitigation Planning Grant Application Emergency Management, Soil & Water, Economic Development & Planning

A resolution was presented requesting authorization to apply for a FEMA grant to update the Hazardous Mitigation Plan. This grant is through the Economic Development Department so it will go through their committee as well.

***Committee agreed to move this resolution forward ***

SHERIFF – Gary Howard:**FINANCIAL:**

- Revenues are at \$120,808 which is 24% of the budget. Inmate boarders account for \$97,855 which is at 65% of the budget.
- Expenditures are at \$1,383,402 which is 21% of the budget.
- Gas is becoming an issue. We are starting two-man patrol if we have 4 deputies on a shift. All patrol cars need to be shut down for 2 hours on a shift.

OLD BUSINESS:

- Live Scan Upgrade: Waiting on printers and software configurations
- Jail Electronic Medical Records (EMR): waiting on CBH for implementation.
- Cycle Evaluation – Commission of Corrections: Overall, went very well. We were cited for a minor technicality. The Commission had previously required us to verify computer transactions with cells on a monthly basis, now they are stating it should be weekly. Plumbing situation was corrected prior to their visit. The Jail is 25 years old and the Sheriff said there were other problems that needed to be taken care of, with plumbing being a major concern.

NEW BUSINESS:

- Spillman Training – New CAD System is progressing very well. Lt. Bessey has been doing a great job with this project. Database needs to be built before it is up and running.
- Trimble Training – 3D Scanner: Staff is being trained on the new technology for crime scene/accident reconstruction.
- Candor will not have a Village Judge as of 4/1; all tickets will be going to the Town Judge.

PERSONNEL:

- Update on Vacancies:
 - Civil – 2 vacant part-time Deputy positions. Road Patrol Deputies have been serving civil papers.
 - Corrections – 2 vacant Corrections Officer positions; 1 vacant part-time Cook positions
 - Road Patrol – 1 Deputy currently on light duty
 - 1 Deputy in field training
 - 2 Deputies attending the police academy
 - 1 Lieutenant position is vacant due to retirement. 2/28 last day. Trevor Yaeger will be promoted to Road Patrol Lieutenant. Sergeant interviews will be conducted Thursday. Deputy interviews were conducted and the candidate we selected would need to start soon so the medical, psych evaluation, and drug testing could be done before 3/28, which is when the academy starts.



Resolutions:

- Re-Appoint Members to Traffic Safety Board
A resolution was presented requesting authorization to appoint members to the Traffic Safety Board.
- Resolution Recognizing William White's 21 Years of Dedicated Service to Tioga County
A resolution was presented recognizing William White's 21 years of service to Tioga County.
- Authorize Execution of Cooperative Agreements between the Law Department, ITCS, Sheriff, Public Health, DSS, and Mental Hygiene
A resolution was presented requesting authorization to execute cooperative agreements with Law, ITCS, Sheriff, Public Health, DSS and Mental Hygiene.

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

ADJOURNMENT:

Meeting was adjourned at 3:25 PM.

Respectfully Submitted,

Diane Rockwell

Diane Rockwell
Secretary to the Sheriff
3/8/22



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2021

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3140 Probation							
A3140 415600	Adoption Investiga	-600	-600	.00	.00	-600.00	.0%*
A3140 415800	Restitution Surchar	-2,000	-2,000	.00	.00	-2,000.00	.0%*
A3140 415810	Probation - DWI Su	-16,000	-16,000	.00	.00	-16,000.00	.0%*
A3140 415811	DWI-Probation Sala	-10,000	-10,000	.00	.00	-10,000.00	.0%*
A3140 433100	State Aid-Probatio	-105,205	-105,205	.00	.00	-105,205.00	.0%*
A3140 433160	State Aid-Enhanced	-18,566	-18,566	.00	.00	-18,566.00	.0%*
A3140 433170	Ignition Interlock	-3,678	-3,678	.00	.00	-3,678.00	.0%*
A3140 433180	State Aid-STRJP	-7,000	-7,000	.00	.00	-7,000.00	.0%*
A3140 433182	RTA State Aid -Rats	-78,150	-78,150	.00	.00	-78,150.00	.0%*
A3140 510010	Full Time	839,125	839,125	28,957.37	.00	810,167.63	3.5%
A3140 510020	Part Time/Temporar	28,645	28,645	927.58	.00	27,717.42	3.2%
A3140 510030	Overtime Pay Only	5,000	5,000	.00	.00	5,000.00	.0%
A3140 510050	All Other(On Call,	0	0	6,340.00	.00	-6,340.00	100.0%*
A3140 520070	Chairs	400	400	.00	.00	400.00	.0%
A3140 520200	Office Equipment	2,500	2,500	.00	.00	2,500.00	.0%
A3140 520215	Personal Protectiv	4,500	4,500	.00	.00	4,500.00	.0%
A3140 540070	Car Maintenance	2,550	2,550	.00	.00	2,550.00	.0%
A3140 540080	Clinic Supplies	4,250	4,250	.00	.00	4,250.00	.0%
A3140 540140	RTA Contracting Ser	72,510	72,510	.00	.00	72,510.00	.0%
A3140 540180	Dues	850	850	.00	.00	850.00	.0%
A3140 540220	Automobile Fuel	2,200	2,200	.00	.00	2,200.00	.0%
A3140 540220	RTA Automobile Fuel	1,230	1,230	.00	.00	1,230.00	.0%
A3140 540320	Leased/Service Equ	3,300	3,300	105.23	.00	3,194.77	3.2%
A3140 540340	Literature	1,800	1,800	142.00	.00	1,658.00	7.9%
A3140 540360	Meals/Food	1,000	1,000	.00	.00	1,000.00	.0%
A3140 540390	Meals/Food	100	100	.00	.00	100.00	.0%
A3140 540420	COV19 Office Suppl	0	500	267.13	.00	232.87	53.4%
A3140 540480	Postage	2,000	2,000	.00	.00	2,000.00	.0%
A3140 540487	FH01 Program Expens	0	7,500	.00	.00	7,500.00	.0%
A3140 540550	Services Rendered	1,265	1,265	.00	.00	1,265.00	.0%
A3140 540620	Software Expense	9,247	9,247	.00	.00	9,246.91	.0%
A3140 540630	Stationery Supplie	6,500	6,000	.00	.00	6,000.00	.0%
A3140 540660	Telephone	2,052	2,052	.00	.00	2,052.00	.0%
A3140 540660	RTA Telephone-RTA	1,440	1,440	.00	.00	1,440.36	.0%
A3140 540731	Training/State Reg	10,000	10,000	1,388.50	.00	8,611.50	13.9%
A3140 581088	State Retirement F	102,678	102,678	8,591.34	.00	94,086.24	8.4%
A3140 583088	Social Security Fr	58,164	58,164	4,665.83	.00	53,497.72	8.0%
A3140 584088	Workers Compensati	19,198	19,198	1,535.70	.00	17,661.95	8.0%
A3140 585588	Disability Insuran	1,064	1,064	76.62	.00	987.42	7.2%
A3140 586088	Health Insurance F	301,471	301,471	21,361.32	.00	280,109.34	7.1%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2021

FOR 2022_01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3142 Alternatives To Incarceration							
A3142 415150 Alternatives To In	-100	0	-100	.00	.00	-100.00	.00%
A3142 433120 State Aid-Alternat	-12,145	0	-12,145	.00	.00	-12,144.51	.00%
A3142 510010 Full Time	13,466	0	13,466	511.75	.00	12,954.25	3.8%
A3142 510050 All Other(On Call,	0	0	0	160.00	.00	-160.00	100.00%
A3142 540140 Contracting Servic	4,000	0	4,000	.00	.00	4,000.00	.0%
A3142 581088 State Retirement F	2,428	0	2,428	222.86	.00	2,205.08	9.2%
A3142 583088 Social Security Fr	950	0	950	84.67	.00	865.30	8.9%
A3142 584088 Workers Compensati	392	0	392	31.34	.00	360.45	8.0%
A3142 585588 Disability Insuran	22	0	22	1.68	.00	20.04	7.7%
A3142 586088 Health Insurance F	3,541	0	3,541	267.62	.00	3,273.70	7.6%
A3142 588988 Eap Fringe	5	0	5	.36	.00	4.30	7.7%
TOTAL Alternatives To Incarceration	12,559	0	12,559	1,280.28	.00	11,278.61	10.2%
A3146 Sex Offender Program							
A3146 540140 Contracting Servic	123,840	0	123,840	10,320.00	113,520.00	.00	100.0%
TOTAL Sex Offender Program	123,840	0	123,840	10,320.00	113,520.00	.00	100.0%
TOTAL General Fund	1,380,466	7,500	1,387,966	55,033.71	113,520.00	1,219,412.23	12.1%
TOTAL REVENUES	-253,444	0	-253,444	-30,942.75	.00	-222,500.76	
TOTAL EXPENSES	1,633,909	7,500	1,641,409	85,976.46	113,520.00	1,441,912.99	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2021

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE//COL
H Capital Fund							
H3140 Probation Capital							
H3140 520060 Car/Truck	30,000	0	30,000	.00	.00	30,000.00	.0%
TOTAL Probation Capital	30,000	0	30,000	.00	.00	30,000.00	.0%
TOTAL Capital Fund	30,000	0	30,000	.00	.00	30,000.00	.0%
TOTAL EXPENSES	30,000	0	30,000	.00	.00	30,000.00	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2021

FOR 2022 01

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,410,466	7,500	1,417,966	55,033.71	113,520.00	1,249,412.23	11.9%
** END OF REPORT - Generated by Cain, Brian **							

Public Safety Committee Meeting
Probation Department Report
April 5, 2022

Budget Status:

2022 Revenue Budget:

- \$1,420 of DWI Supervision fee collected in March. \$2,860 collected to date in 2022
- \$3,012 in restitution and surcharge collected in March. \$192,031 collected to date in 2022

2022 Budget: On target

Current Business:

1. Staffing – Probation welcomed three new staff members in March (two probation officers and one office specialist). Accounting Associate III, Sherri Harris, retired on March 30, 2022. We were able to interview four candidates for that position and have offered the position to Porshea Moore. She has accepted the position understanding it is a provisional appointment and she will have to take the Civil Service exam for the position and place in the top three to become permanent. Ms. Moore will report for her first day at Probation on April 11, 2022. Probation Assistant Lisa Baker and Secretary to the Director Kristen Kallin will be completing the Accounting Associate III duties while the position is vacant and until Porshea completes the necessary training to complete her duties on her own. It is for this reason that Probation is putting forth a resolution for a raise in Ms. Baker and Ms. Kallin’s pay until Porshea can take over.
2. New Probation Officer training requirements – The Municipal Police Council announced that effective January 1, 2022, they were enlarging the training requirements for Peace Officers. Prior to the enhancement, Peace Officer training for Probation Officers was encompassed in the four weeks of Fundamentals of Probation Practice training. Since the enhancement, new Probation Officers will be required to complete three weeks of Fundamentals of Probation Practice training in addition to six weeks of Basic Peace Officer Training. This will total nine weeks of training including being sprayed with OC spray. It cost approximately \$4,000 to train a new Probation Officer prior to the change. This unforeseen and costly change will drastically increase the cost of training and will require more money for the Probation training budget.

Update: Representatives of Probation from throughout New York State met the Municipal Police Council in March to discuss any relief that may be offered regarding the new training requirements. The Council agreed to give Probation Departments until January 1, 2023 to come into compliance with the new training requirements. Tioga Probation is working diligently to assure the three probation officers recently hired will be complete their fundamentals training prior to the January 1, 2023 deadline. This will save Tioga County 15 weeks worth of hotel rooms and meals.

3. Peer Support Specialists - Probation currently has four Peer Support Specialists (Peers) from three different alcohol/drug treatment agencies available to work with

probationers at the Tioga County Probation Department. Two of the Peers continue to provide a Wellness Group and have plans to begin a Women's group in the near future.

4. Decision points and collaboration – The goal to provide Decision Points to Tioga County Schools is in motion. Probation is working with the Tioga County Department of Social Services to have each agency provide one facilitator to jointly present the program. In addition, the collaboration with TCASA and possibly Safe Harbor to present a "Preventive Module" to schools continues.

Update: Tioga County was recently awarded a \$10,000 grant through the Regional Youth Justice Team. Director of Services Liz Myers (TCDSS) applied for the grant in order to work in conjunction with Tioga County Probation to continue our Results Based Leadership approach to Juvenile Justice issues in Tioga County. The money will also be used for joint trainings of TCDSS and Probation staff in the area of criminogenic risk factors present in the youth involved in either system.

5. Statewide financial work group – Three members of the Tioga County Probation Department (Director Brian Cain, Part time Supervisor Joy Bennett, and Probation Assistant Lisa Baker) are currently working with a statewide collaborative effort to clarify and/or improve the collection and distribution of restitution ordered by the Courts throughout New York State.

Update: Meetings of the Statewide financial work group have continued. The work group has been split into two teams, each of which concentrating on problem areas identified by the group. It is becoming increasingly clear that the probation departments throughout the state operate in different ways but are experiencing the same issues.

6. Probation ordered a new SUV. Probation currently has three vehicles, a 2018 SUV and two front wheel drive cars previously used by TCDSS (2012 and 2014). The SUV will replace the 2012 car giving Probation two newer SUVs enabling the Department to access probationer's residences throughout the year. It is anticipated a larger SUV will be included in Probation's "Arming the Department" proposal which will be completed later in 2022.

7. Juvenile Delinquency Services:

March of 2022- Probation received eight (8) JD tickets. The offenses alleged included Criminal Mischief, Criminal Sex Act, Terroristic Threats, Sexual Misconduct, and Assault. Six of the eight matters received the required assessments at intake. Two of the respondents failed to appear for their intake appointment. Due to the nature of the offenses, only one matter is appropriate for diversion services. The remaining seven cases were referred to the County Attorney for possible petition.

YTD: 13 JDATs received to date.

- E- Connect: 11 of 13 eligible youth screened (two respondents did not appear). Eight of the youth screened were determined to be below threshold for mental health services. Three youth were determined to be a level III and were referred for a mental health assessment.
- Probation continues to support and make referrals to ACBC as their Making Our Success Sustainable (M.O.S.S.) Program continues to grow. The program has moved to a new location on North Avenue in Owego. It appears the move to the North Avenue location has been beneficial for the program.
- We have four youth currently in juvenile sex offender treatment.

ATI Programs:

- Electronic Monitoring - two adult offenders and one juvenile are currently being monitored using the traditional electronic monitoring unit.
- Community Service - WWP is up and running. The Crew has been working on projects throughout Tioga County on Saturday and Sunday.
- Pre-Trial Release - There are seven people being supervised via the Pre-Trial Release program

Court Ordered Investigations: 38 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 194 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 16 defendants/respondents have violation petitions pending against them in criminal & family court.

Personnel:

One unfunded Probation Officer position

Resolutions:

- Temporary pay increase for Lisa Baker and Kristen Kallin

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE OUT OF TITLE PAY
PROBATION DEPARTMENT

WHEREAS: In accordance with the CSEA collective bargaining agreement Article 4, Section E, Legislative approval is required to authorize out of title pay; and

WHEREAS: Due to a retirement, an Accounting Associate III position will become vacant within the Probation Department on April 1, 2022; and

WHEREAS: Due to the needs of the department, the Probation Director assigned a portion of the Accounting Associate III duties to Lisa Baker, Probation Assistant (CSEA), and Kristen Kallin, Secretary to the Director (Management/Confidential), as of March 1, 2022 for training purposes; and

WHEREAS: The Probation Director has an ongoing need to continue having Baker and Kallin perform out-of-title work beyond 20 calendar days while awaiting the civil service eligible list and until an Accounting Associate III has been hired and trained; therefore be it

RESOLVED: That the Legislature authorizes out-of-title pay for both Lisa Baker and Kristen Kallin, which is reflective of a retroactive annual increase of \$4,040 effective March 1, 2022; and be it further

RESOLVED: That said out-of-title pay shall continue until such time as determined by the Probation Director.