



COUNTY ADMINISTRATOR REPORT

THURSDAY FEBRUARY 5th, 2026, 1:00 PM

DEPARTMENTAL MANAGEMENT & LABOR RELATIONS

COLLECTIVE BARGAINING

- Tioga County Corrections Association, Inc. On-Going, expired 12/31/2025
- Tioga County Law Enforcement Association, Inc. On-Going, expired 12/31/2025

DEPARTMENT HEAD EVALUATIONS

- March 2026: 6-Month Evaluation Chief Information Officer

POLICY REVIEW & IMPLEMENTATION

- IV. Personnel Rules/e. Disciplinary Procedures (Draft under review)
- VII. Purchasing and Payment Policy (Drafted)
- X. Building & Vehicle Procedures/c. Assignment and Use of County Vehicles (Drafted)

FINANCIAL MANAGEMENT & BUDGETING

BUDGET OFFICER

- YTD 2025 County Budget Report ([Attachment 001](#))
- YTD 2026 County Budget Report ([Attachment 002](#))
- 01/31/2026 YTD Budget Report A1230 – County Administrator ([Attachment 003](#))
- High Profile Criminal Case (HPCC) Status Report ([Attachment 004](#))
- Southern Tier Food Bank Interim Report Update

CAPITAL PROJECTS

- 56 Main North Wing HVAC Upgrade
- Radio Communications Tower Upgrade

GRANTS & SHARED SERVICES

- USDA - FY26 Congressional Directed Spending (CDS) Grant (\$1,500,000; Reso A27)
- NYSED - NYS 250th Commemoration Commission Award (\$15,000; Reso 447-25)
 - NYSAC Letter & Flag 250th Commemoration ([Attachment 005](#))

OPIOID SETTLEMENT FUNDS

- Quarterly Opioid Settlement Grant Compliance Rubric ([Attachment 006](#))

ADMINISTRATION & COMMUNICATION

LEADERS' MEETING

- 2026.01.27 Leaders Meeting Agenda ([Attachment 007](#))
- Next Meeting: April 28th, 2026, Health & Human Services Building

STRATEGIC PLAN

- 2026 Questions/Concerns

MISC

- Tioga County Chamber of Commerce - 2026 Leadership Tioga

COUNTY OF TIOGA
YTD BUDGET REPORT (ALL FUNDS)
DECEMBER 2025 EOY

OBJECTS OF REVENUE	ORIGINAL BUDGET	MODIFICATIONS	REVISED BUDGET	ACTUALS	\$ REMAINING
<i>Personal Services</i>	\$ (64,384,687)	\$ (260,041)	\$ (64,644,729)	\$ (69,271,491)	\$ 4,626,762
<i>Interest, Income, Charges</i>	\$ (3,961,068)	\$ (650,927)	\$ (4,611,995)	\$ (6,207,460)	\$ 1,595,465
<i>State Aid</i>	\$ (17,650,811)	\$ (14,221,251)	\$ (31,872,062)	\$ (19,235,720)	\$ (12,636,342)
<i>Federal Aid</i>	\$ (6,745,700)	\$ (6,385,929)	\$ (13,131,628)	\$ (10,408,243)	\$ (2,723,385)
<i>Interfund Transfers</i>	\$ (4,254,556)	\$ (2,394,529)	\$ (6,649,085)	\$ (7,429,252)	\$ 780,167
TOTAL YTD REVENUE	\$ (96,996,822)	\$ (23,912,677)	\$ (120,909,499)	\$ (112,552,166)	\$ (8,357,333)

OBJECTS OF EXPENSE	ORIGINAL BUDGET	MODIFICATIONS	REVISED BUDGET	ACTUALS	\$ REMAINING
<i>Personnel</i>	\$ 27,212,620	\$ 537,847	\$ 27,750,467	\$ 25,594,201	\$ 2,156,267
<i>Capital Equipment</i>	\$ 3,322,730	\$ 11,678,325	\$ 15,001,055	\$ 7,588,900	\$ 7,412,155
<i>Interdepartmental</i>	\$ 673,546	\$ -	\$ 673,546	\$ 387,545	\$ 286,001
<i>Contractual</i>	\$ 50,178,427	\$ 20,775,278	\$ 70,953,705	\$ 50,898,190	\$ 20,055,515
<i>Debt Principal</i>	\$ 545,000	\$ -	\$ 545,000	\$ 545,000	\$ -
<i>Debt Interest</i>	\$ 250,110	\$ -	\$ 250,110	\$ 250,110	\$ -
<i>Employee Benefits</i>	\$ 16,869,187	\$ 284,491	\$ 17,153,677	\$ 16,179,294	\$ 974,384
<i>Interfund Transfers</i>	\$ 4,254,556	\$ 2,394,529	\$ 6,649,085	\$ 7,429,252	\$ (780,167)
TOTAL YTD EXPENSE	\$ 103,306,177	\$ 35,670,469	\$ 138,976,646	\$ 108,872,491	\$ 30,104,155

TOTAL REVENUE \$ (96,996,822) \$ (23,912,677) \$ (120,909,499)

TOTAL EXPENSE \$ 103,306,177 \$ 35,670,469 \$ 138,976,646

APPLIED FUND BALANCE	\$ 6,309,355	\$ 11,757,792	\$ 18,067,147
-----------------------------	---------------------	----------------------	----------------------

COUNTY OF TIOGA
YTD BUDGET REPORT (ALL FUNDS)
JANUARY 2026

OBJECTS OF REVENUE	ORIGINAL BUDGET	MODIFICATIONS	REVISED BUDGET	ACTUALS	\$ REMAINING
<i>Personal Services</i>	\$ (68,201,807)	\$ -	\$ (68,201,807)	\$ (2,832,355)	\$ (65,369,452)
<i>Interest, Income, Charges</i>	\$ (4,153,412)	\$ -	\$ (4,153,412)	\$ (999,122)	\$ (3,154,289)
<i>State Aid</i>	\$ (17,576,589)	\$ (1,242,138)	\$ (18,818,726)	\$ (163,567)	\$ (18,655,159)
<i>Federal Aid</i>	\$ (6,811,237)	\$ (2,441,223)	\$ (9,252,459)	\$ (55,110)	\$ (9,197,350)
<i>Interfund Transfers</i>	\$ (4,053,593)	\$ -	\$ (4,053,593)	\$ -	\$ (4,053,593)
TOTAL YTD REVENUE	\$ (100,796,636)	\$ (3,683,361)	\$ (104,479,997)	\$ (4,050,155)	\$ (100,429,842)

OBJECTS OF EXPENSE	ORIGINAL BUDGET	MODIFICATIONS	REVISED BUDGET	ACTUALS	\$ REMAINING
<i>Personnel</i>	\$ 28,887,709	\$ 399,539	\$ 29,287,248	\$ 1,684,798	\$ 27,602,450
<i>Capital Equipment</i>	\$ 5,428,632	\$ 4,165,063	\$ 9,593,695	\$ 12,566	\$ 9,581,129
<i>Interdepartmental</i>	\$ 659,624	\$ -	\$ 659,624	\$ -	\$ 659,624
<i>Contractual</i>	\$ 51,262,685	\$ 2,150,186	\$ 53,412,870	\$ 3,471,792	\$ 49,941,078
<i>Debt Principal</i>	\$ 570,000	\$ -	\$ 570,000	\$ -	\$ 570,000
<i>Debt Interest</i>	\$ 210,900	\$ -	\$ 210,900	\$ -	\$ 210,900
<i>Employee Benefits</i>	\$ 18,523,428	\$ 142,275	\$ 18,665,703	\$ 1,339,704	\$ 17,325,999
<i>Interfund Transfers</i>	\$ 4,053,593	\$ -	\$ 4,053,593	\$ -	\$ 4,053,593
TOTAL YTD EXPENSE	\$ 109,596,570	\$ 6,857,063	\$ 116,453,633	\$ 6,508,860	\$ 109,944,773

TOTAL REVENUE	\$ (100,796,636)	\$ (3,683,361)	\$ (104,479,997)	Opioid Settlement Award Appropriations
TOTAL EXPENSE	\$ 109,596,570	\$ 6,857,063	\$ 116,453,633	ARPA Carry Forward
APPLIED FUND BALANCE	\$ 8,799,933	\$ 3,173,702	\$ 11,973,636	E911 Carry Forward \$2,000,000



TIOGA COUNTY, NEW YORK

Tioga County YTD BUDGET REPORT

FOR 2026 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
A1230 County Administrator							
A1230 510010 SALARY FT	133,903	0	133,903	8,721.79	.00	125,181.21	6.5%
A1230 540140 Cont Svs	1,400	0	1,400	.00	.00	1,400.00	.0%
A1230 540180 Dues	500	0	500	400.00	.00	100.00	80.0%
A1230 540340 Literature	150	0	150	.00	.00	150.00	.0%
A1230 540420 Office Sup	150	0	150	.00	.00	150.00	.0%
A1230 540480 Postage	50	0	50	.00	.00	50.00	.0%
A1230 540640 Supplies	300	0	300	.00	.00	300.00	.0%
A1230 540660 Telephone	500	0	500	.00	.00	500.00	.0%
A1230 540732 Training C	3,200	0	3,200	.00	.00	3,200.00	.0%
A1230 540733 Train Oth	1,500	0	1,500	.00	.00	1,500.00	.0%
A1230 581088 St Ret	19,157	0	19,157	391.66	.00	18,765.34	2.0%
A1230 583088 Social Sec	10,287	0	10,287	738.90	.00	9,548.10	7.2%
A1230 584088 Work Comp	2,426	0	2,426	94.78	.00	2,331.22	3.9%
A1230 585588 Disab Ins	116	0	116	4.44	.00	111.56	3.8%
A1230 586088 Health Ins	38,359	0	38,359	2,364.52	.00	35,994.48	6.2%
A1230 588988 Eap	31	0	31	1.18	.00	29.82	3.8%
TOTAL County Administrator	212,029	0	212,029	12,717.27	.00	199,311.73	6.0%
TOTAL EXPENSES	212,029	0	212,029	12,717.27	.00	199,311.73	
GRAND TOTAL	212,029	0	212,029	12,717.27	.00	199,311.73	6.0%

** END OF REPORT - Generated by Bailey, Jackson **

County of Tioga
High Profile Criminal Case (HPCC) Expenditure Report
February 5th, 2026

Org	Department	2023	2024	2025	2026	Total	Related Expense
A1165	District Attorney	-	23,303.63	15,189.59	4,981.68	43,474.90	Trial Costs
A1172	Assigned Counsel	32,464.85	78,629.36	110,479.24	4,566.20	226,139.65	Legal Fees
A1173	Indigent Legal Services (ILS)	-	954.75	-	-	954.75	Legal Fees
A1174	ILS Hurrell-Haring Grant	760.00	110,281.57	38,779.04	-	149,820.61	Legal Fees
A3142	Probation - Alternatives to Incarceration (ATI)	-	851.00	1,277.40	-	2,128.40	Electronic Monitoring
A3150	Jail (Sheriff)	11,676.66	9,205.24	12,342.75	-	33,224.65	Jail Medical
		44,901.51	223,225.55	178,068.02	9,547.88	455,742.96	
A1340	Budget	-	500,000.00	500,000.00	250,000.00	1,250,000.00	
	Over/(Short)	(44,901.51)	276,774.45	321,931.98	240,452.12	794,257.04	



NYSAC

— NEW YORK STATE —
ASSOCIATION OF COUNTIES

515 Broadway, Suite 402, Albany, New York 12207

Phone: (518) 465-1473 Fax: (518) 465-0506

www.nysac.org

President: Philip R. Church, Oswego County

Executive Director: Stephen J. Acquario, Esq.

January 9, 2026

Mr. Jackson D. Bailey
Ronald E. Dougherty County Office Bldg.
56 Main Street
Owego, NY 13827

Dear County Administrator Bailey:

In recognition of our nation's upcoming **250th Anniversary of Independence**, I am honored to present you with a commemorative American flag as a symbol of unity, resilience, and the enduring spirit of our community.

This milestone offers us an opportunity to reflect on the principles that shaped our nation—liberty, civic responsibility, and the shared commitment to a better future. As we approach the semiquincentennial, it is my hope that this flag will serve as a meaningful reminder of both our history and the important role local communities like ours play in continuing the American story.

I respectfully offer this flag to you as a gesture of appreciation for the leadership, dedication, and service you provide to NYSAC and the residents of Tioga County. May it be displayed in a place of honor during this anniversary year and beyond.

Thank you for your continued stewardship and for upholding the values that strengthen our county and our nation. I look forward to celebrating this historic occasion together.

With respect and gratitude,

Philip R. Church
NYSAC President

Enclosure

Committed to counties since 1925

Albany, Allegany, Bronx, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess, Erie, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Kings, Lewis, Livingston, Madison, Monroe, Montgomery, Nassau, New York, Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Rensselaer, Queens, Richmond, Rockland, St. Lawrence, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Wayne, Westchester, Wyoming, Yates





Quarterly Opioid Settlement Grant Compliance Rubric

Tioga County – Department of Mental Hygiene

This document provides a quarterly compliance rubric / grading sheet that awardees are to submit to Tioga County on a quarterly basis to demonstrate compliance with the Opioid Settlement Funds RFP requirements and Attorney General guidelines.

Grantee Name: _____

Project Title: _____

Contract Period: _____

Quarter Covered:

☐ Q1 (*Period End Date March 31st, Due Date April 30th*)

☐ Q2 (*Period End Date June 30th, Due Date July 31st*)

☐ Q3 (*Period End Date September 30th, Due Date October 31st*)

☐ Q4 (*Period End Date December 31st, Due Date January 31st*)

Funding Type:

☐ Restricted

☐ Unrestricted

☐ Both

Award Amount: \$_____

Total Spent This Quarter: \$_____

Primary Contact / Title: _____

Email/Phone: _____

DELIVER TO:

Tioga County Department of Mental Hygiene
Attn: Director of Community Services
1062 State Route 38
PO Box 177
Owego, NY 13827



Quarterly Opioid Settlement Grant Compliance Rubric

Tioga County – Department of Mental Hygiene

Scoring Key (County Use):

3 = Fully compliant / on track.

2 = Minor issues / corrective action needed.

1 = Material concerns / off track.

0 = Noncompliant / not provided.

N/A = Not applicable.

A. Program Delivery & RFP Alignment (30 points)

A1. Alignment to Opioid Abatement Purpose (0–3)

Awardee narrative: What did you deliver this quarter and how did it directly address opioid/SUD needs in Tioga County?

Evidence to attach: flyers/materials, outreach logs, curriculum, service records (de-identified).

A2. Alignment to RFP Goals & Target Population (0–3)

Quarterly targets vs actuals: Target population served; outreach strategy used; geographic reach (towns/areas served).

A3. Implementation Timeline Progress (0–3)

Status: ☐ On schedule ☐ Slight delay ☐ Material delay

If delayed, list cause + recovery plan.

B. Deliverables, Outputs, and Outcomes (25 points)

B1. Outputs (Counts) Reported (0–3)

Report quarterly targets vs actuals for individuals served, trainings/events held, naloxone distributed (if applicable), referrals to treatment/recovery, materials distributed.

B2. Outcomes (Impact) Reported (0–3)

Provide 1–3 outcome measures and a short narrative with numbers.

B3. Evidence-Based Approach (0–3)

Identify evidence-based model used, staff training/certifications, and protocols/guidelines followed (attach support).

C. Financial Compliance & Allowable Use of Funds (25 points)

C1. Restricted vs. Unrestricted Spending Compliance (0–3)

Provide spending table by category (restricted/unrestricted split) with explanations.

*Certification: All restricted expenditures were for opioid abatement eligible activities.

C2. Administrative Cost Cap (0–3)

Restricted admin cap 10%; unrestricted admin cap 15%. Report dollars and percent. Note if under/over cap.

C3. Reimbursable / Milestone Documentation (0–3)

Attach invoices/receipts, payroll support, proof of delivery, subcontractor documentation (if applicable).

C4. No Supplantation Certification (0–3)

*Certify funds did not supplant existing funding; explain any risk.

D. Reporting, Data, and Records Readiness (10 points)

D1. Quarterly Reporting Complete and On Time (0–3)

Indicate submission status and any missing items.



Quarterly Opioid Settlement Grant Compliance Rubric

Tioga County – Department of Mental Hygiene

D2. Data Quality & Confidentiality (HIPAA / De-Identification) (0–3)

Confirm de-identification, consent practices (if applicable), secure storage.

D3. Public Reporting Readiness (0–3)

Provide 2–3 public-facing results statements the County may use.

E. Contract, Insurance, and Legal Compliance (10 points)

E1. Insurance Maintained (0–3)

Confirm insurance is current/on file; list changes if any.

E2. Non-Discrimination and Access (0–3)

Confirm policy enforced and accommodations provided; list issues/complaints.

E3. Subcontracting / Assignment (0–3)

Confirm no subcontracting or attach approval if applicable.

F. Risk Flags & Corrective Action (Required Section – not scored)

F1. Issues, Incidents, or Barriers This Quarter

Describe any issues impacting performance, compliance, staffing, safety, or public concern.

F2. Corrective Action Plan (if any)

Issue; corrective action; responsible party; target completion date.

Standard Quarterly Attachment Packet (Required)

- 1) ☐ Quarterly Narrative + Metrics table (1–3 pages)
- 2) ☐ Financial report (budget vs actual, restricted/unrestricted split)
- 3) ☐ Admin cap calculation worksheet (if applicable)
- 4) ☐ Source documentation (receipts, invoices, payroll support)
- 5) ☐ Proof of delivery (sign-ins, distribution logs, outreach artifacts)
- 6) ☐ Subcontractor invoices + scope (if applicable)
- 7) ☐ Public-facing summary (2–3 bullets for Legislature/public reporting)

Certification

Certification 1: All restricted expenditures were for opioid abatement eligible activities.

Certification 2: No funds provided were used to supplant existing funding, and any potential risk has been identified.

Certification 3: All Non-Discrimination policies are enforced, and accommodation is provided and any issues or complaints to the agency have been listed.

Certifier Printed Name

Signature

Date



Quarterly Opioid Settlement Grant Compliance Rubric

Tioga County – Department of Mental Hygiene

County Summary Score Sheet (Internal Use)

Compliance Rubric	Director of Community Services	County Administrator	
A. Program Delivery & RFP Alignment (30 points)			
B. Deliverables, Outputs, and Outcomes (25 points)			
C. Financial Compliance & Allowable Use of Funds (25 points)			
D. Reporting, Data, and Records Readiness (10 points)			
E. Contract, Insurance, and Legal Compliance (10 points)			
F. Risk Flags & Corrective Action (Required Section – not scored)			
Quarterly Compliance Scoring: /100	/ 100	/ 100	

Overall Project Compliance Status: ☐ Green | ☐ Yellow | ☐ Red

Green = Compliant / on track.

Yellow = Minor deficiencies (30-day remediation).

Red = Material noncompliance (formal notice & return of funds).

Comments & Certification - Director of Community Services (Initial Scoring)

Director of Community Services

Signature

Date

Comments & Certification - County Administrator (Secondary Scoring)

County Administrator

Signature

Date

Date Submitted to Opioid Advisory Committee: _____

If the County Opioid Advisory Committee does not pose any concerns or recommended changes within four (4) business days, the compliance rubric will be considered accepted, and no further action will be required.



AGENDA

TIOGA COUNTY LEADERS MEETING

TUESDAY JANUARY 27th, 2026

9:00 AM – 12:00 PM

COUNTY OFFICE BUILDING – HUBBARD AUDITORIUM

56 MAIN ST, OWEGO, NY 13827

- **09:00 AM – 09:05 AM Introductions** (*Name, Title, Department*)
- **09:05 AM – 10:15 AM Employee Discipline & Best Practices w/ Roemers Office**
- **10:15 AM – 10:30 AM Break**
- **10:30 AM – 11:00 AM “Correcting the Course”**
 - **LEGISLATIVE CHAIR** (*CHAIRMAN MONELL*)
 - Welcome Remarks
 - **LEGISLATIVE OFFICE** (*LEGISLATIVE CLERK HASKELL*)
 - Audit Compliance/New Reject Tracking Report (A/P)
 - Rules of the Legislature/Resolution Policies
 - **INFORMATION TECHNOLOGY** (*CHIEF INFORMATION OFFICER CLARK*)
 - Project Requests/ITCS Communication
 - **LAW** (*COUNTY ATTORNEY DEWIND*)
 - Open Meetings Law/Executive Session Requirements 001
 - Resolution 104-16/Contract Execution
 - **SAFETY** (*SAFETY OFFICER HOLBROOK*)
 - Department Level Employee Orientation – Site Specific Information
 - **TREASURER** (*TREASURER ROBERTS*)
 - Fixed Asset Procedures
 - **PERSONNEL** (*PERSONNEL OFFICER PARKE*)
 - Pink Sheet (MSD 426-A Guidelines)
 - N.Y. Ch. 657 Act to Amend Civil Service Law 61
 - Disciplinary Procedures Policy
 - **COUNTY ADMINISTRATOR** (*COUNTY ADMINISTRATOR BAILEY*)
 - Annual Reports
 - Purchasing and timing of Purchase Orders
 - Social Media Policy
 - Incident Reporting Memo
- **11:00 AM – 12:00 PM Department Roundtable**
 - **(1) Success** (*Deliverables, Service, Milestone, & Personnel Accomplishments*)
 - **(1) Challenge** (*Department challenges, potential risks on the horizon*)
 - **(1) HELP!** (*Needs assistance, help on a decision, department communications*)
- **NEXT MEETING: TUESDAY APRIL 28th, 2026, 9:00 AM HEALTH & HUMAN SERVICES BLDG**