



## 2016 STATE OF THE COUNTY ADDRESS

### ADMINISTRATIVE SERVICES

#### County Clerk

##### RECORDINGS

Deeds	County Fee	\$ 48,264.00
Mortgages	County Fee	\$ 98,292.50
Misc. Recordings	County Fee	\$ 47,864.00
Cover Sheet	County Fee	\$ 21,581.50
Total Fees Collected for Recorded Documents		\$216,002.00

#### Real Property

The Real Property Tax Services Office seeks to improve the administration and understanding of the Real Property Tax to achieve equity for the taxpayers of Tioga County.

In 2016 Tioga County Office of Real Property Tax Service operated with two full-time employees; Director, Administrative Assistant. We strive to function at the highest level of performance to service the public, Assessors, taxpayers, school districts, while meeting State & County requirements. We are now located in our permanent office on 1<sup>st</sup> floor in the, Ronald E. Dougherty Bldg. at 56 Main St in the Village of Owego.

- Board of Assessment Review training was in April of 2016
- Towns of Berkshire and Candor are at 100% full market value
- Towns of Spencer and Richford have equalization rates above 90% of full market value. Towns of Newark Valley, Nichols and Tioga had an increase in equalization rates. Towns of Barton and Owego had a decrease in equalization rates.
- The Village of Waverly in the Town of Barton remains an assessing village
- Committed to maintaining our State certified tax maps as accurate as possible by correcting errors that are brought to our attention. Real Property contracts with the MRB Group for tax map maintenance. MRB contract is at \$32,000 for the 2017 fiscal year. This reflects an increase of \$1,000 in cost for the 2017 budget.
- Our office processed 1,279 deed transfers this past year.
- Public has become familiar with and regularly uses our website, which has been revised to be more user friendly. This has reduced traffic in our office for basic information.
- We continue to produce tentative and final assessment rolls, tax bills for villages, and town and county bills. Six school districts are contracting with BOCES for their tax bill production. Our office currently prints tax bills and tax rolls for eight school districts which includes the biggest school district Owego Apalachin.
- We process assessor reports for the state, work with and assist the assessing offices, town clerks and village offices wherever needed.
- We work to reduce spending by keeping a tight budget; cutting corners where we are able without sacrificing services.

# Legislature



- We had a complete staff turnover due to current staff accepting new positions changes in 2016. Due to having all office functions written in procedures we were able to reduce staff by 1 part-time position and hire and train new staff.
- We continue to look for new revenue opportunities to lessen the County's reliance on property taxes.

We provide services to all participants in and users of Real Property while also performing the duties of this office according to Real property Tax Law Section 1532

The Real Property Department is a resource center for municipalities, other county departments and the general public. We are an extension of the assessor's office for each municipality and we handle all questions regarding real property and tax mapping issues. We are a resource for assessors in regards to problem solving unique assessment issues. Maintenance of tax maps, processing and reviewing deed transfers is part of our office functions. We also maintain and update county website real property portal with the most recent property information, tax maps, tax rolls, final rolls and tentative rolls for county, town, village and schools.

In 2016

- Due to technology and staffing changes, Real Property was able to eliminate 1 part-time position and was able to hire a veteran to our staff for 2017.
- Technology enabled us to save all tax bills generated by our office in a PDF format. This enabled us to look up tax bills for property owners. We can now print them to an electronic PDF format and send a second copy to the homeowner via email. This service helps the Town Clerks and School Districts.

## Historian

Hours in Office: 358

Visitors: 9

## Talks

- 1/14 Middle School Architectural Class
- 3/18 UGRR Talk to Homeschool Class in Owego
- 4/19 Singles Club, Endicott History of Hiawatha Island
- 5/18 Broome Co. Historical Society, Binghamton History WWII Army WAC
- 6/19 Father's Day Breakfast on Hiawatha Island about its history
- 8/11 Kiwanis Club for WWII Army WAC
- 9/8 Golden Agers Sr. Citizen Club, Owego: History of the Ahwaga Hotel
- 10/6 Apalachin Men's Group History of Tioga County
- 10/10 Endicott Historical Society History of Tioga County
- 12/8 Middle School Architectural Class
- 12/15 Women's Suffrage Press Conference, Binghamton

## Interviews

- 2/4 WICZ-TV Evergreen Cemetery

# Legislature



- 5/5 Time Warner TV Tioga County History
- 5/24 WSKG-TV WWII WAC History at their studio
- 12/16 WEBO Radio Women's Suffrage with 3 members of committee

## Historic Marker Ceremonies

- 6/21 Installed replacement marker at Lounsberry
- 8/12 Installed marker at 106 McMaster St., Owego

## Meetings

- 4/9 APHNY'S REGION 10 at Broome County Library
- 5/23 Met with Building & Grounds Official at Lounsberry for historic marker
- 10/21 50<sup>th</sup> Anniversary Tioga Co. Public Health Nursing
- 11/16 Suffrage meeting in Binghamton
- 11/28 Suffrage meeting in Owego

## Research Requests

- Assisted the editor of Owego Pennysaver by compiling history, loan of photos, writing captions, etc. for 2016 directory
- Assisted T.C. Public Health Nursing with history for their 50 anniversary
- Many ongoing requests from just about anyone who asks

## Memberships

- APHNYS, TC Historical Society, OA Reading Partnerships, Preservation Assn. of the Southern Tier, Susquehanna River Archeological Center, Lifetime member of the Waterman Conservation Education Center, plus others.

## Other

- I received a \$1,000 grant from the W.G. Pomeroy Foundation for an historic marker
- 2017 will be a busy, but exciting year as we celebrate the 100<sup>th</sup> anniversary for when women in New York State first won the right to vote.
- Although I am scheduled to be at my office on Tuesdays and Thursdays, I am constantly working from home and meeting people by appointment.

## Veterans

"Serving those who have served us..."

The above statement succinctly represents the spirit of this office. Be they a widow of a World War II veteran or an Iraqi War veteran, each and every individual walking through our door is treated with respect and dignity. Many times this office is the last opportunity for an individual to engage an otherwise complicated system which is the Veterans' Administration. We represent each person with all the energy and resources available to us under law.

The year 2016 found this office understaffed and, for a period of time unstaffed. Since October of 2016 every effort has been made to recover from the staffing problems. At this point the Department is at full complement.

# Legislature



With approximately 4600 Tioga County veteran residents, this office has historically served approximately 15% of that population. Our mission forward is to reach all corners of the County with information regarding services available. We have mounted an aggressive advertising campaign using print media, personal presentations and other outlets. The result of this multi-faceted approach is a significant increase in contacts by individuals who would not have otherwise sought out our services.

This department will improve the quality of service to our community through the continuing education of our officers. In addition to basic certification courses, we continue the quality of service delivered to our veterans through attending annual advanced training.

We look forward to 2017 with great optimism. Our veterans are a tremendously valuable asset to our community and deserve the best service and our sincere respect.

- Staffing deficiencies of the Agency have been resolved. The department now operates at full complement.
- It is the goal of the department to reach an increasing number of the approximately 4,600 veteran residents of Tioga County.
- Continuing education of Service Officers will improve the quality of service afforded our veterans.
- Walk-ins and appointments are welcome. We are here to serve those who have served.

## Board of Elections

**Pursuant** to the provisions of Section 3-212(4) (a) of the New York State Election Law, we hereby submit our Annual Report for the period beginning January 1, 2016 through December 31, 2016.

The Tioga County Board of Elections is made up of two (2) full-time Commissioners, two (2) Deputy Commissioners, two (2) part-time Machine Technicians and (2) part-time Election Re-Canvassers. Perceived by some as a simple clerical operation, the information of every registered voter from its initial entry, through revisions regarding a name, address or affiliation change is retained for the creation of accurate Poll Books for every election. We provide our county with many important services related to the democratic election process which is the foundation of our government. In order to insure non-partisan elections, our procedures are continuously scrutinized, questioned and challenged.

Some of the services we offer the community include voter registration, information to candidates running for office, petition packets, printing of poll books, printing district lists/labels, and delivery of Absentee Ballots to county nursing homes. The Board of Elections strives to offer the assurance that every legal vote is counted before the election is certified. We are challenged to manage our department, which is mandated



by state law, within our budget restraints. As managers of the election process we strive to maintain high standards.

2016 provided the opportunity of continued fine tuning to the street file database which is the fundamental element in providing Election District integrity for elections held in Tioga County. The cooperation and information from the GIS and Real Property departments resulted in more accurate alignments of the multiple layers of political divisions: Federal, State, Judicial, County, Town, Village, School and Fire Districts within the county.

Cyberattacks! Fraud! Rigging! Those were some of the headlines that screamed at voters and election officials in the days leading up to the 2016 General Election. This was a year about election security, especially the security of all technology used in elections right from voting registration to voting systems. The Tioga County Board of Elections deployed twenty six machines that reported our county voters' choices flawlessly.

## The Board of Election office is also charged with the following responsibilities:

- Administer all federal, state, county and town elections
- Provide materials to candidates to ensure the petition process goes smoothly – receive and file petitions
- Prepare Press Releases, legal notices and maintain working relationships with the media
- Recruit, train, certify, schedule and supervise election Inspectors
- Report to the State Board of Elections enrollment reports, surveys, yearly statistical data and annual reports
- Provide statistical data and voter lists to potential candidates and their consultants, staff, political committees and interested parties
- Track pending legislation on federal, state and local basis concerning Election Law recommending changes as needed
- Prepare and oversee department budget
- Supervise Deputy Commissioners, Technicians, Re-canvassers and Inspectors
- Maintain voter registration database, monitor NYSVOTER (Statewide voter registration Website) and correspond with voters when additional data is required
- Monitor and track candidate campaign finance filings
- ADA Poll Site Compliance Visits
- Poll Books and Voter lists printed for various Village, School and Fire Elections
- Oversee the loaning of Privacy Booths for School, Fire and Village Elections
- Preparation and submission of payroll for staff and inspector

## 2016 Statistics

- 30,743 Registered Tioga County Voters
- 16,058 Registered Voters are Female
- 14,685 Registered Voters are Male
- 2805 Newly Registered in 2016

# Legislature



- 1283 Transfers (movers) within our county
- 2078 Movers outside our county
- 345 Undeliverable, unable to forward, miscellaneous
- 52 Designating Petitions filed
- 1 Independent Petitions filed
- 201 Election Inspectors trained
- 375 NCOA (National Change of Address) voter updates
- 832 Enrollment changes
- 1564 Absentee Ballots requested for General Election
- 38 Military Ballots for General Election
- 225 Processed Affidavit Ballots for General Election

## BOE Highlights

- 1) Presidential Primary on April 11<sup>th</sup>, Federal Primary on September 13<sup>th</sup>, and General Election on November 8<sup>th</sup> in addition to the use of county voting machines for the Village of Owego as well as, Waverly, Owego-Apalachin, Newark Valley, and Candor School Districts.
- 2) DMV digital bridge of voter registrations to BOE registration database

## Board of Elections 2017 Goals

1. Engage more with the youth in our area, including voter registration drives.
2. Improved recruitment of Poll Inspectors
3. Develop and provide a supplemental training video for Election Inspectors.
4. Utilization of Asset Management Platform program and software for tracking and reporting Voting machines/equipment deployment, assets, repairs, & maintenance to the NYSBOE.

## Anecdote from GE16 by Commissioner Toombs

The office had taken calls from voters all day regarding voting within the county for the General Election. I took a call later in the evening from a woman on her cell phone stating her employer in Tompkins County reminded everyone to vote on their way home. The woman went to the Candor Fire Station and was not listed in any of the three districts poll books. I researched her information and discovered that she was purged in 2014 due to moving outside of Tioga County. The State Board of Elections NYSVOTER database confirmed she was removed from our database and is registered in Tompkins County at the West Danby Fire Station. The young woman was so upset; she made child care arrangements so she could drive all the way back to Tioga County to vote only to be told now that she needed to go back to the county she was registered in now, Tompkins. The address of the Fire Station was relayed to her from the NYSVOTER database. It was now 8:28 PM and she was strongly encouraged to stop talking and start driving so she would arrive before 9 PM. At 8:50 PM she called back and thanked our office so much, she was so happy that she cast her ballot in the voting machine at the West Danby Fire Department where she is now registered. "It's the first time I got to vote



for our President", she stated, "I VOTED!" \*Note: It is the voters' responsibility to notify the Board of Elections whenever they move.

## ECONOMIC DEVELOPMENT/PLANNING/TOURISM/AGRICULTURE

### Economic Development & Planning

#### Job Creation (direct)

Crown Cork & Seal	150
FedEx	75
Tioga Downs	500
Midwestern Pet Foods	<u>50</u>
	775

#### Job creation (direct- construction)

Crown Cork & Seal	550
Fed Ex	50
Tioga Downs	550
Owego Gardens	<u>50</u>
	1,200

#### Unemployment Rate

State		
2014	2015	2016
5.6%	4.7%	4.7%

#### Tioga County

2014	2015	2016
5.7%	5.3%	4.7%

#### Sales Tax Revenue

2014	2015	2016
\$20.2 M	\$19.5 M	\$19.4 M

#### Hotel/Motel Tax Revenue

2014	2015	2016
\$132,840	\$148,346	\$156,574

#### Gaming Revenue (new- casino)

2014	2015	2016
		\$1 M (one-time fee)
		\$84,549

#### Residential Homes Sales (Tioga County only)

2014	2015	2016
215	350	435



## Grant Assistance

Nelson Development Group- pending \$1.9 M

Parkview- awarded \$500,000

Village of Waverly- awarded \$300,000

CPSI- awarded \$250,000

Granite Works- awarded \$250,000

Town of Nichols- awarded \$1.8 M

## Small Business Assistance

Towne Diner (Waverly) - \$19,690

Filbin (Waverly) - \$11,006

5 Star Realty (Waverly) - \$50,000

Granite Works (Waverly) - \$40,000

## Trainings

Lenders Roundtable-

SUNY Broome Entrepreneurial Assistance Program Training in Owego

SUNY Broome Spring 2017 and Fall 2017 semesters - Credit Classes

Crown, Cork and Seal - Orientation and Training for new hires

## Planning

8 year Ag District Review

Strategic Plan updated

(37) 239 Reviews

## Trainings

Regulation of Signs

Regulation of Controversial Land Uses

Municipal Solar Policy

Town of Candor - Comprehensive Plan, Board of Appeals and Site Plan Review guidance

Village of Nichols -Planning Board guidance, Site Plan Review training

Town of Owego - zoning amendment guidance

## Media Outreach

Social Media

Increased "Likes" by 80

## FINANCE/LEGAL/SAFETY

### Law Office

2016 was a busy year for the Tioga County Law Department. In addition to the normal work of the department, we were involved in several large projects and unusual cases:



1. The Law Department worked with NYS Department of Homeland Security (DHSES) and FEMA representatives to close out the last Project Worksheets (PWs) from the 2011 flood. With the mitigation and document restoration work completed, final submission was made for all PWs. Only two PWs remain to be approved and paid.
2. The Law Department continued to work with other County Departments to implement the MUNIS Financial and Accounting System, in particular the contract entry and document storage capabilities of the system.
3. The Law Department assisted the Mental Hygiene Office in renegotiating its lease for the Waverly satellite office.
4. The Law Department worked with the new Information Security Officer to implement the new Security Policy and to contract for the services of a vendor to perform the County's Cyber Security Audit.
5. The Law Department assisted the Fire Bureau with various aspects of its Interoperable Grant for Emergency Communications, including coordination of the necessary land acquisitions, bid preparation and award, contract development and regulatory compliance.
6. The Law Department assisted the Treasurer's Office in various aspects of the tax foreclosure process, including eviction of hold overs.
7. The Law Department assisted the Board of Elections in defending a lawsuit brought against the County by candidate Martin Babinec, and coordinated the County's defense with that of other Counties that were involved in the suit, thereby saving the County in defense costs. The County prevailed in the action.

## THE LAW DEPARTMENT AND THE LEGISLATURE AN OVERVIEW

New York State's County Law Section 500 provides that the County Attorney and its assistants are the legal advisors to the Legislature and to every county officer whose compensation is paid from county funds in all matters involving an official act of a civil nature. The Law Department also provides all of the legal work for the Department of Social Services, including support cases, abuse and neglect cases, adult protective cases and Medicaid Recovery. The Department prosecutes all Juvenile Delinquency Petitions.

The Law Department operates out of two offices staffed by three full-time attorneys, a confidential secretary, a paralegal and one full-time secretary.

Its mission is as follows:

The mission of the Tioga County Law Department is to provide professional, timely and quality legal work, advice and counsel to the legislature, department heads, employees and agencies within the Tioga County government, and to at all times act with the highest degree of professionalism and respect for the persons and public we serve.

## LITIGATION and CLAIMS

# Legislature



The majority of litigation is third party claims against the County. These claims are referred for handling to our liability insurance carrier, NYMIR who retains outside counsel to handle the defense. However, the Law Department remains involved throughout to supervise and to be a local contact. Any settlement or payment to the claimant is first discussed and agreed to by the Law Department with input from any affected departments and the Chair. The Law Department either defends or supervises retained outside counsel in the defense of actions not covered by NYMIR.

In 2016, the Law Department assisted outside counsel in the defense of six pending claims.

Diane Stephens, confidential secretary to the County Attorney, monitors claims presented to our carrier NYMIR. In 2016, we referred 12 incident claims to NYMIR (14 claims in 2015). Also referred to NYMIR in 2016 was 1 Notice of Claim.

The County Attorney heads the Loss Control Committee, whose membership includes the Personnel Director, Benefits Officer, Safety Officer, Commissioner of Public Works and Captain from the Sheriff's Department. The purpose of the committee is to review claims and the handling thereof, as well as to look for patterns and for ways to minimize or control claims.

The Law Department also oversees the part-time Safety Officer position, who will be filing a separate annual report.

## CONTRACT/BIDDING ADMINISTRATION

The Law Department reviews and approves as to form County and department contracts. In 2016, the Department reviewed 190 contracts compared to 141 contracts in 2015. The majority of the contracts are for independent contractors with the Health and Human Services Departments.

In addition, the County Attorney worked with several departments and the County consultant to develop bid and RFP specifications for a number of major projects including the Fire Bureau's Interoperable grant bids and the Cyber Security Audit.

## PERSONNEL

The Law Department works with our labor counsel Roemer, Wallens Gold & Mineaux and the Personnel Department in matters relating to the administration of the civil service, personnel related challenges, benefits administration issues and the administration of labor contracts and grievances.

## DSS, PUBLIC HEALTH AND MENTAL HYGIENE

# Legislature



The Tioga County Law Department provides daily professional, experienced legal counsel and services to all of the health and human service agencies, i.e. the departments of Social Services (DSS), Public Health and Mental Hygiene. The Law Department has improved communications and accountability between it and these agencies compared to years passed.

The County Attorney attends all monthly Board of Health meetings and quarterly administrative meetings with the Department of Social Services. Our Assistant Attorneys continue to attend regular meetings with the Commissioner of Social Services, the Deputy Commissioner, managers and case workers to discuss individual cases, case management, general protocols, etc. to ensure good communication and avoid potential issues before problems arise.

The Assistants also serve on the following committees: Sex Abuse Case Review, Permanency, and Domestic Violence Task Force. Christian Root serves as the County HIPAA privacy officer and on the IT Steering Committee and the Work Place Violence Committee.

The following is a brief synopsis of statistics for filing of new petitions, court appearances, contested proceedings etc. in 2016:

Juvenile Delinquency, PINS, Neglect, Abuse, Fair Hearings:		
New petitions filed:	54	(52 in 2015)
Court Appearances:	313	(258 in 2015)
Child Support Services:		
Appearances:	567*	(798 in 2015)
Miscellaneous:		
Pistol Permit revocation hrgs.:	0	(2 in 2015)
Expungement hearings:	37	(22 in 2015)
Guardianship	12	(7 in 2015)

\*Through August 2016, when the support magistrate retired and cases were put on hold for months by the Family Court

## ARTICLE 11 TAX FORECLOSURES

The majority of work for the Article 11 Tax foreclosures is performed by the Treasurer and his paralegal Kevin Humes. The Law Department reviews all documents prior to filing. In 2016 there were no challenges to the 2016 foreclosures.

## FREEDOM OF INFORMATION



The Law Department continues to assist the Freedom of Information Officers with review and handling of these requests. There were 64 FOIL requests filed in 2016 (this number does not include the FOIL requests filed with the Sheriff's Dept.). There were no appeal hearings for denial of records in 2016.

### CONTINUING EDUCATION/ASSOCIATIONS

The Law Department considers continuing education to be a priority in providing expert legal service to the County. The County Attorney belongs to the County Attorneys Association [CAASNY] and reviews regular updates from that association. In addition, the County Attorney frequently attends Continuing Legal Education Programs sponsored by the Broome County Bar Association and regularly attends the Western County Attorney meetings.

The Assistants regularly attend conferences related to their specific issues, including attendance at CAASNY and New York State Public Welfare Association conferences, seminars on pre-trial and trial skills, sex abuse, support collection, Medicaid eligibility, Medicaid recovery, family court matters and Article 81 Guardianships.

### POOR PERSON APPLICATIONS AND ASSIGNED COUNSEL

The County Attorney's Office also reviews and provides the Supreme Court with recommendations for the Applications for Poor Persons for a waiver of filing fees in civil proceedings. The office is required to calculate the income of the applicant in relation to the poverty levels. If the income exceeds 125% of the federal poverty level, we object to the granting of the application. In 2016, we processed 46 applications (50 in 2015).

### THE 2011 FLOOD

The Law Department worked with NYS Department of Homeland Security (DHSES) and FEMA representatives to close out the last Project Worksheets (PWs) from the 2011 flood. With the mitigation and document restoration work completed, final submission was made for all PWs. Only two PWs remain to be approved and paid.

### GOALS AND OBJECTIVES FOR 2017

The goals and objectives for the Department in 2017 are as follows:

1. To continue to provide professional, quality legal work and advice to the legislature, department heads, employees and agencies within the county government.
2. To finalize the remaining recovery efforts from the Flood of 2011.



3. To achieve continued open communication between the Law Department and the other departments and agencies within the county government.
4. To remain current in our areas of law by attending continuing education seminars and by playing an active role with the NYS County Attorneys Association.

## Safety Office

All safety programs operated normally and all safety trainings were conducted on schedule. The Safety Office has continued to improve the County's compliance with Federal and State workplace safety regulations. These efforts include a continued partnership with PESH utilizing their Voluntary Compliance Program to maintain a pro-active approach toward safety and training. PESH conducted an Initial Visit safety survey of the Public Safety Building, as well as a review of the Tioga County Sheriff's Office policies and programs related to safety. In turn, PESH provided 4 hours of Focus Four training for 28 Public Works personnel. This training was a comprehensive review of the top 4 construction hazards that result in injury and death.

Improvements continue to be made with regard to Workplace Violence (WPV). IT has purchased a large number of high quality recordable security cameras that will be installed throughout the Ronald E. Dougherty Office Building, as well as other County locations. The Legislature has agreed that an Active Shooter policy needs to be written and there were several meetings in 2016 with the Safety Office, Sheriff's Dept., and HHS leadership participating. A policy has been drafted, training has been agreed upon, and a notification system has been purchased for the HHS building. Implementation of the policy is imminent, pending installation of the notification system. This process will need to be replicated in every County building with the largest obstacle being the investment in a notification system for each.

## Tioga County Safety Office Annual Report 2016

- ❖ General safety consulting: Provided safety consulting to County management and employees regarding varied safety/risk management topics.
- ❖ Responded to safety complaints from both internal and external customers.
- ❖ Annual OSHA required PPE Hazard Assessment: Completed the annual review of all buildings and operations to determine what hazards exist and the appropriate level of PPE that personnel must utilize.
- ❖ Annual Safety Training: Conducted the 2016 annual on-line Safety Training for 400 plus County personnel. Conducted the WPV annual refresher training for 400 plus County personnel.
- ❖ Coordinated the annual Hearing Conservation testing for 40 plus Public Works personnel.
- ❖ Blood-borne Pathogen Training: Partnered with the Tioga County Health Dept. to conduct a hands-on Bloodborne Pathogen training for the Sheriff's Department.

# Legislature



- ❖ NYSP Driver Safety Training: Coordinated and administered the completion of Driver Safety Training classes for 84 personnel. Initiated an in-house “train the trainer” program where we can now certify new instructors. 5 new instructors were certified.
- ❖ LENS (License Event Notification System): Managed the LENS program that monitors the license status of all approved County drivers.
- ❖ CDL Drug and Alcohol testing program: Coordinated and administered the Tioga County program to ensure compliance with the Department of Transportation and FMCSA directives for drug and alcohol screening for commercial truck drivers (CDL license). Conducted and supervised 2 random tests. Negotiated a per test price reduction with Partner’s in Safety as allowed by FMCSA guidelines.
- ❖ Building Coordinator Program: Continued the quarterly building coordinator meetings with emphasis on the monthly safety checklist, building evacuation plan, and floor plan location and visibility.
- ❖ Observed the conduct of required fire drills at the Court Annex and the County Courthouse for the purpose of evaluating the Building Evacuation Plan.
- ❖ Performed quarterly tests of existing Panic Alarms in the Dougherty Office Building, HHS, Clerk’s, Annex, and Probation and Support buildings. Extended Panic Alarm coverage to the Mental Hygiene Clinic in Waverly, the Public Works Building in Catatonk, and the Buildings & Grounds facility.
- ❖ First Aid Kits: Evaluated and re-stocked the building first-aid kits and ordered the necessary supplies.
- ❖ NYMIR: Coordinated and participated in NYMIR’s annual risk assessment review of County operations and walk-through inspection of County facilities. Facilitated and coordinated abatement of any hazards that were identified.
- ❖ PESH Consult: Continued a dialog with PESH to maintain a pro-active approach toward safety and training. PESH consultant Mark Smarr conducted Focus Four training for 28 Public Works personnel.
- ❖ Workplace Violence Prevention: The annual WPV hazard assessment was conducted at each of the County buildings. An employee representative was present as required by OSHA and Policy #53. Participated in 5 WPV investigations in response to 5 reported incidents. The WPV advisory committee met 2 times.
- ❖ Assisted in representing Tioga County during a PESH inquiry into a work related fatality. Attended Opening/Closing Conferences and provided training documentation as requested by PESH.

## Public Defender

<u>Breakdown of cases for 2016:</u>	<u>Dispositions</u>	<u>Non-Jury/Jury Trials</u>
Family Court	150	N/A
Felony	92	0
Misdemeanors	384	8
Violations	52	17
Parole Hearings	15	N/A
Fugitives from Justice	38	N/A



SORA Hearings

5

TOTAL FOR 2016

736

25

There are approximately 313 criminal cases pending at the end of 2016, which includes Drug Treatment Court cases. There were about 75 Family Court cases pending at the end of 2016.

## Narrative

1. The Tioga County Public Defender Office represents the vast majority of indigent defendants accused of crime in Tioga County and assists the Family Court Public Defender on all Family Court cases on an as needed basis.
2. The Family Court Public Defender represents assigned parties in Family Court matters and assists the criminal Public Defenders representing indigent criminal defendants on an as needed basis.
3. The goal is to reduce the County's Assigned Counsel budget.

## District Attorney

### County Court Indictments and Superior Court Informations filed 107

Aggravated DWI .	. 5
Assault 2 <sup>nd</sup> .	. 4
Attempted Murder .	. 1
Burglary 1 <sup>st</sup> .	. 1
Burglary 2 <sup>nd</sup> .	. 13
Burglary 3 <sup>rd</sup> .	. 7
Attempted Robbery. .	. 1
Aggravated Unlicensed Operation 1 <sup>st</sup> .	. 7
Criminal Sex Abuse .	. 2
Criminal Contempt 1 <sup>st</sup> .	. 5
Criminal Injection of a Narcotic Drug .	. 1
Criminal Mischief 2 <sup>nd</sup> .	. 4
Criminal Mischief 3 <sup>rd</sup> .	. 2
Criminal Possession of a Controlled Substance 2 <sup>nd</sup> .	.
Criminal Possession of a Controlled Substance 3 <sup>rd</sup> .	1
Criminal Possession of a Controlled Substance 4 <sup>th</sup> .	1
Criminal Possession of a Forged Instrument .	1
Criminal Possession of Stolen Property 4 <sup>th</sup> .	3
Criminal Sale of a Controlled Substance 3 <sup>rd</sup> .	. 5
Criminal Sale of a Controlled Substance Stn ..	. 2
Criminal Possession of a Weapon 3 <sup>rd</sup> .	.

# Legislature



Disseminate Indecent Material to Minors	1
DWI	6
Failure to Register as a Sex Offender	1
Forgery 2nd	2
Grand Larceny 3rd	4
Grand Larceny 4th	10
Incest 1st	.
Operating a Motor Vehicle w/.08% of Alcohol in	2
Promotion of a Sexual Performance by a Child	1
Rape 1st	.
Rape 2nd	2
Robbery 2nd	2
Sex Abuse 1st	2
Tampering with Physical Evidence	.
Unlawful Manufacture of Methamphetamine.	4
Welfare Fraud	.

## County Court Trials

Calvin Harris	Murder in the Second Degree (in Schoharie County) Not Guilty after bench trial verdict
Brian Smith	3 counts Rape in the First Degree Endangering the Welfare of a Child

## Appeals

Douglas Every  
Edmund Haardt

## Treasurer

### 2016 HIGHLIGHTS

### TREASURER'S OFFICE

The county treasurer reports that 2016 county sales tax collections decrease by .72% to \$19,409,433. The county distributed \$ 4.8 million sales tax dollars to our town and villages. The treasurer's' annual property tax auction of 33 foreclosed properties last summer generated a surplus of \$ 274,797, above the 267k in total delinquent back taxes.

Tioga County paid 2.3 million in community colleges' tuition bills in 2016. This state mandate represents 10% of our county tax levy, which benefited 2837 county residents pursuing higher education.



The treasurer submitted a county efficiency plan to the state budget office in 2015. The plan was accepted and combined with the county legislatures' 2016 budget coming in under the state tax cap, which authorized state property tax refund checks to be sent to county residents this pass fall.

These accomplishments occurred while replacing and training four new workers to our office team in 2016.

## INFORMATION TECHNOLOGY

### Information Technology

In 2016, the County's Information Technology department completed the following projects:

- Digital Signage – An initial rollout of digital signage was completed at the 56 Main Street building. There is now an electronic directory board and electronic meeting notice board. Additional signage will be installed at other buildings through 2017.
- Wireless Clocks – ITCS has deployed a synchronized wireless clock system, so that nearly all clocks across all county facilities now show the same time.
- Disaster Recovery – Extensive effort was put into enhancing the disaster recovery capabilities of the County. As a part of this, the County's network was reconfigured and a full disaster recovery site was installed at the public safety building to ensure continued computer network operations if a disaster occurs.
- OneNet – A link has been established to New York State's network, enabling more efficient use of County resources.
- County Fiber Ring – an RFP was released and awarded at the end of the year to construct additional fiber-optic cable to complete a "ring" configuration for the County's network. This configure will significantly enhance the resiliency of the County's data network in the event of a disaster.
- Website enhancements – The county's website has been enhanced. Projects completed this year include the Local Law Lookup tool, enabling quick searching of all enacted local laws and multiple enhancements to the Recycling page, including a new "How Do I" section on recycling specific items, and a recycling day lookup tool.

As previously reported, the ITCS department has been taking the lead in facilitating the construction of middle mile fiber optic, which will provide the foundation for enhanced Internet services for businesses and residents. In 2016, this project was started, with approximately 20 miles of fiber-optic cable run, and expected completion is December 2017.

Looking ahead, ITCS will be continuing work on disaster recovery and security plans. The County engaged in a comprehensive review of security procedures, and is using the results to create a roadmap of enhancements to implement in 2017.



The GIS department has been working with internal and external entities to enhance the use of GIS services throughout the County. Of particular note, GIS has been working with the vendors facilitating the Town of Owego LED light replacement project to provide functional and useful maps to smooth the project. Continuing work has been done to facilitate the use of GIS in additional departments in the County.

The Records Management office has been assisting with the migration of moving records into new digital formats. The Records Management office acquires new boxes and disposes of old boxes as they age out per requirements each year. In 2016, 245 new boxes were stored for records-keeping, 142 boxes of records were destroyed, and 340 pounds of old tapes and hard drives were shredded.

### Records Management

We are back to normal and preparing for the merging of fixed assets into the new Munis program.

#### Records Storage

Document storage amounts are comprised of normal transferring of files into inactive storage based on their age and more unusual events, such as a department moving.

#### Volume of Records Stored

We took in 245 boxes this year. We are hoping to bring the boxes that are stored at 56 Main Street over to the new location by the end of 2017.

#### Records Destruction:

Destruction of documents that exceed their required or useful life span by the Records Center is now up to date and will continue with its yearly shred. We had over 142 boxes shred and also had 340 pounds of old tapes and hard drives destroyed.

Grant application: No grant was submitted this past year.

### LEGISLATIVE SUPPORT

#### Tioga County Legislature

2016 Annual Report - County Auditor and Legislative Office. Staff consisted of myself as Clerk and County Auditor, and a Deputy Clerk/Deputy County Auditor, as well as being Project Manager and Deputy Project Manager for the Financial Management Accounting System (FMAS).

There were 12 regular meetings; 3 special meetings, and 4 public hearings held during 2016. Four of the regular meetings (March, June, September and December)



were held in the evening in 2016. These meetings resulted in 289 resolutions and 3 Local Laws being adopted.

The following are highlights for 2016:

- Payroll went live January 2016.
- Treasurer's Office took over 1099 detail and cleanup.
- Processed \$402,808.95 in credit card purchases in 2016, down by \$37,991.94 compared to 2015.
- 2016 Journal of Proceedings completed on December 15, 2016.
- Legislative Budget Expenses for 2016 (not accurate due to closeout) \$496,921.94

Tioga County's Financial Management Accounting System (FMAS) payroll phase went live in January 2016 with the HR component following in April 2016. Transition out as Project Manager and Deputy Project Manager happened during the last quarter of 2016 with the Project Manager/Deputy Project Manager functions being completed on December 31, 2016.

## HEALTH & HUMAN SERVICES

### Social Services

#### HIGHLIGHT BULLETS

- **The Department continues to successfully place Foster Children in local County certified Foster Homes.**

Nine new foster homes were opened in 2016. Six of these homes are able to take children with behavioral issues, reducing the need for children to be placed in an institutional setting. Three of the homes were emergency certified relative homes, eliminating the need for children to be placed with strangers and continuing stability through their home school district, community, and family connections.

- **Tioga County continues to see an increase in Adult Protective investigations, a result of a growing demographic of elderly and vulnerable adults in our communities.**

There was an alarming increase from 40 investigations in 2015 to 75 investigations in 2016, an 87.5% increase. The Legislature acknowledged this trend and supported the Department by approving an additional Adult Protective Caseworker in the 2017 budget.

- **The Department continues to value the importance of staff training and succession planning.**

During 2016, staff attended over 5,400 hours of State and Local trainings on topics including Assessing Dangerousness in Child Welfare, Elder Abuse Forum, Crisis Resiliency Response Training, Social Media in the Public Sector Workplace, and



Transforming the Children's Medicaid System Series. Additionally, many key staff retired during 2016 and were successfully filled internally which allowed the Department to continue to deliver our vast array of services in a quality manner, without interruption.

- **Under the leadership of The Employment Center, the Second Annual Tioga County Job Fair was held in March, with great success and outcomes.**

82 employers participated and 946 jobseekers attended. This surpassed the 2105 Job Fair which had 64 employers and 741 job seekers attend. The Third Annual Tioga County Job Fair is scheduled for March 8, 2017.

- **Due to the strengthening economy and job opportunities as well as ongoing case management programs, caseloads were reduced in all benefit program areas.**

Specifically, there was a 3 % reduction in Cash Assistance cases, a 7% reduction in SNAP (Food Stamps) cases and an 8% reduction in Medicaid Cases.

## DEPARTMENTAL GOALS, 2017

- Increase the identification of family supports to support family self-sufficiency through the use of Family Team Meetings.
- Reduce recurrence in Child Protective Services by analyzing cases to determine best practices and areas for improvement.
- Reduce the length of placement for children in foster care by using Family Team Meetings and Coached Family Visitation to support parents in caring for their children safely.
- Increase support and supervision of Grade B Supervisors and Casework staff through the KEYS Model of Supervision including the Director of Social Services observing Grade B Supervisors during individual supervision with their respective casework staff.
- Enhance cross-training of eligibility staff to better to allow for more adequate coverage when staffing changes occur and caseloads shift, primarily focusing on the areas of Chronic Care Medicaid and Daycare.
- Provide a more intensive case management approach and broaden skill training opportunities to Temporary Assistance clients participating in employment search and/or enhancement programs.
- Improve safety and efficiency of field staff by providing them with the latest mobile technology.
- Implement and train staff on Active Shooter Preparedness, including policy, protocols and exercises/drills.
- Remain at or below the budgeted local share for 2017.

## DETAILED BULLETS, 2016

### Foster Care



- The Unit continued to perform well on **several federal child welfare indicators**:
  - Placement stability (There were not any children that had to move more than two times during their first year of placement)
  - Child re-entry (there was 1 child that re-entered care in 2016)
  - Timely Discharge (There were 5 children that were discharged for the calendar year 2016, three (3) were reunited with a parent and one (1) was adopted within two years of their placement. Of the five discharges, four children were discharged within one year of their placement date.
  - Institutional bed days (The percentage of bed days that were institutional was 9.9%, which is below the baseline average of 11.64% (2006-2010). This is a slight decrease due to children being discharged to lower levels of care, reintegration services work with the children into community settings, and the increase of foster homes able to meet the needs of children in the home and community.
- **Foster Home certifications**: Nine foster homes were opened in 2016. Six homes are able to take children with behavioral issues, reducing the need for children to be placed in an institutional setting. Three of the homes were emergency certified relative homes, eliminating the need for children to be placed with strangers and continuing stability through their home school district, community, and family connections.

## Adult Protective/Adolescent Services

- Adult Services referrals decreased 3.9%, (641 in 2015 to 616 in 2016).
- Adult Protective referrals increased 18.11% (127 in 2015 to 150 in 2016)
- Adult Protective investigations increased 87.5% (40 in 2015 to 75 in 2016).
- PINS Diversion Services opened 59 cases, an increase of 5.36% (56 cases in 2015). All of the children served remained at home.

## Child Protective/Child Preventive Services

- CPS received 1095 reports and was responsible for determining 746 reports. 71% were unfounded and 29.9% were indicated. Family Assessment Response (FAR) conducted 277 assessments, which comprised 37.1% of all reports received in 2016.
- Reports alleging illegal drugs continue to be steady; 13.8%, a slight decrease from 15.5% in 2015.
- DSS In-House Preventive services were provided to 61 families with 129 children. Of the 30 families discharged from preventive services, 26 (87%) had no new indicated reports for the year.
- Thirty-three neglect petitions were filed on behalf of 41 children; 2 abuse petitions were filed on behalf of 3 children.

## Staff Development and Training

- New Worker Orientation was conducted for 10 new hires, (6 full-time, 2 seasonal, 1 intern) equaling 67 hours of training.
- New Caseworker and formal on-call training was completed with 1 new Caseworker in the Services Division.
- 4 Caseworkers completed their on-call mentoring in 2016 allowing them to be put in the on-call rotation.

# Legislature

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)



- DSS staff attended a total of 227 State-sponsored trainings equaling 3,082 training hours. These trainings took place both in classroom and web-based setting. Some notable State-sponsored trainings in 2016 were Assessing Dangerousness in Child Welfare, Family Meetings Toolkit, Forensic Interviewing Best Practices, KEYS Core Modules and Implementation Coaching, Elder Abuse Forum, Preventing Toxic Workplaces: Effectively Addressing Challenging Behaviors, TA Overpayments, Recoupments and Claims, Crisis Resiliency Response Training, Communicating with Empathy, Principles of Partnership and Resource Analysis.
- DSS staff attended a total of 144 local trainings equaling 2354 training hours. These training were offered in-house and in the community. Some notable local trainings in 2016 were New York State Crimes against Children Seminar, Crisis Resiliency Training, Health Homes for Children Series, "Get There" by Rural Health Network, Social Media in the Public Sector Workplace, DOL/UIB trainings and Transforming the Children's Medicaid System Series.

## Youth Bureau

- The Youth Bureau operates under an Advisory Board which remains active with youth and adult participation.
- The Board sponsored a youth focus group in 2016 that assists with planning efforts
- The Youth Bureau Director continues to serve on the Floyd Hooker Foundation which allocated over \$480,000 in 2016 to youth programs including five of the currently funded Youth Bureau programs.
- The Youth Bureau will continue to focus on runaway and homeless children and youth which is a continuing focus of the State.
- The Youth Bureau Director worked with funded program on establishing Performance Measures. This focus will continue in 2017 as programs are expected to show an improvement in outcome measures.

## Temporary Assistance and Employment

- DSS started as a VITA site in 2004. Assistance is provided to working individuals to have their tax returns e-filed at no cost. In 2016, for tax year 2015, 136 returns were processed resulting in Federal refunds of \$232,040.00 and State refunds of \$50,910.00 totaling \$282,950.00, of which \$75,131.00 was EITC monies, all returning to, and being reinvested in, the local economy. Since 2006, 1,195 returns have been completed with a combined total in tax refunds of \$2,847,087.00.
- Tioga Works consists of a Work Crew Supervisor who closely manages a crew of work experience participants. Work projects are scheduled from many different not-for-profit agencies throughout the community. In 2016, 771 projects were completed that totaled 6,020 man hours. 86 participants have had positive job placements.
- In 2016, the Tioga Employment Center's staff assisted 9,406 customers.
- Staff meets weekly with employable persons applying for and/or in receipt of Safety Net and TANF, and reviews their job search logs. 413 Temporary Assistance Customers were assigned to JOBS; of those 413, 86 had actual job placements.
- Individual Cash Assistance cases decreased in 2016 from 333 to 324.



- The number of families in the Family Assistance (TANF) caseload average decreased from 225 to 210 in 2016.
- The Safety Net caseload (single individuals and couples as well as families that have reached the 60-month time limit) average was 114 in 2016 up slightly from 108 average in 2015.
- The Daycare unit is co-located in the Employment Center. In 2016, the Daycare caseload was comprised of an average 210 cases serving an average of 400 children and 269 adults.

## SNAP/Medicaid Unit

- Using the "Task Based" Process Management Model, this Unit processed applications, re-certifications and under-care maintenance for a total of 26,711 completed tasks in 2016.
- The average monthly number of individuals receiving SNAP (Food Stamp) benefits in 2016 was 5,700 (approximately 2,060 of these were children).
- The monthly average of Tioga County individuals on Medicaid was 6,300 (approximately 1,169 of these are children and 216 were Chronic Care Medicaid).

## HEAP

- The Home Energy Assistance Program (HEAP) is a vital program that helps low-income people pay the cost of heating their homes. The 2015-2016 HEAP Season ran from October 1, 2015 through September 30, 2016. The HEAP Unit processed 5,345 applications. 4,755 benefits were issued to 3,696 households. \$2,251,634 in benefits were distributed, down \$601,000 (21%) from the previous season due to a warmer winter season and lower fuel costs.

## Child Support Enforcement Unit (CSEU)

- The Child Support Enforcement Unit collected \$5,374,428 for children in Tioga County in 2016.
- The Child Support Enforcement Unit filed a total of 908 petitions in 2016, down about 5% from 2015.
- In 2016, 153 support obligations were established and 147 paternities were established/acknowledged.

## Fraud and Front End Detection Systems (FEDS)

- 260 Front End Detection Referrals were received and investigated during 2016. 147 of these were founded, resulting in denials/withdrawals with State Projected 6-month savings of \$1,183,404.
- 332 Fraud Referrals were received into the agency during 2016. The sources of the referrals were:
  - In-Agency: 92
  - Electronic Tracking Systems: 222
  - Public: 18
- 107 Overpayment referrals were acted on, resulting in repayments of \$32,723.

## Accounting



- The Accounting Department participated in the Annual State Single Audit. The programs tested were Day Care, SNAP, Medicaid and HEAP. There were no significant findings.
- In 2016, we successfully completed a full year using the new financial management system Munis. This required the Accounting staff to learn and implement a number of new and revised changes to daily processes.
- Along with learning new processes, Accounting had even more staff changes due to retirement and promotions.
- Continuing the goal of going paperless, Accounting is scanning all invoices, receipts, claims and rolls. We use electronic signatures, and electronic attachments through Munis. We continue to access BICS reports and rolls in TREAT. We expanded the reports we access in TREAT, and we continue to use Online Banking Services and electronic transfer of information to auditors.
- Medicaid recoveries totaled \$251,118 in 2016. Medicaid recoveries from accident settlements, estates, burials, and liens totaled \$144,511.

## Systems

- In January 2016, a new W-9 Repository went into use. This repository allows us to store electronic versions of scanned W-9 forms that are filled out by our vendors. The repository allows for quick retrieval of vendor information.
- State network users received the ability to connect to county resources. This allows DSS Administrative staff to better utilize their resources on their own state issued workstations versus sharing one workstation for county transactions.
- Working with other departments within DSS, many blue bar reports were converted into our server so that staff could electronically save and view them using Adobe Reader PDF software.
- Systems deployed 11 new HP computers updating both the Support Collection and Services Unit. A new color Brother printer was deployed to replace the aging color printer and 14 new 20-inch flat screen monitors were deployed across the agency replacing first-generation flat screen monitors.
- With the deployment of the new financial management software, MUNIS, there was a need for custom report extracting. Systems created several reports which include monthly payroll reports, fringe reports, and other reports custom to DSS.
- Social Services had two reviews conducted by state staff for the application usage of Connections, overseen by OCFS – Office of Children and Family Services and SOLQ (State On-Line Query) which is overseen by OTDA – Office of Temporary and Disability Assistance. Tioga County was commended for their adherence to all SOLQ requirements.

## Tioga Employment Center

- The Second Annual Tioga County Job Fair was held March 8, 2016 and was an outstanding success. 82 employers participated and 946 jobseekers attended. This surpassed the 2105 Job Fair which had 64 employers and 741 job seekers attend. The Third Annual Tioga County Job Fair is scheduled for March 8, 2017.

# Legislature



- Tioga County Business Services Team which was formed prior to the 1<sup>st</sup> annual job fair, continues to provide services to new and existing businesses. The team consists of Tioga Workforce, Tioga County Economic Development, Tioga County Government, Tioga County IT, Tioga County Chamber of Commerce, and a NYS DOL Broome-Tioga Business Services Representative. The team has provided services to a number of businesses including- Crown Cork and Seal, Tioga Downs, Bill's Restaurant, Farview Farms, RCL Microwave, Tioga Opportunities, CPSI Biotech.
- TEC assisted Tioga Downs in recruitments and new hire orientations as they prepared to open table games in 2016. TEC provided 15 new hire orientation sessions in Oct and Nov. Tioga Downs had by end of year hired additional 200 employees, bringing their number to 550, making them the 2<sup>nd</sup> largest employer in Tioga County.
- Manufacturing losses continued to be felt in Tioga Co with over 100 jobs cut from local employers. Crown Cork and Seal offset some of these layoffs with hiring of approximately 100 manufacturing positions.
- The 2016 annual average unemployment rate in Tioga County is 5.0%, which is down from 2015 average rate of 5.6%. 1,090 Unemployment claims were filed in 2016. As of December 2016, Tioga County was ranked 25<sup>th</sup> lowest out of 62 Counties in Unemployment rates.

## Public Health

### HIGHLIGHTS

- ✓ Celebrated our 50<sup>th</sup> Anniversary! Held an Open House which was a great day sharing the history of Public Health in Tioga County. Event was attended by many agency representatives in the community, past employees, and individuals in the county.
- ✓ Conducted 9 Rabies Clinics and vaccinated 1132 animals.
- ✓ Guidance to County School Districts regarding 2016 NYS Law requiring testing of water fixtures for lead.
- ✓ This year Zika virus was a hot topic! All potential Zika cases were handled by Communicable Disease staff for surveillance and follow up.
- ✓ Provided Tioga County Law Enforcement with trainings and opioid overdose prevention kits (NARCAN) which were used 16 times in 2016, with 15 saves.
- ✓ Lyme Disease surveillance and monitoring.

### SUCCESESSES

- ✓ Completed first year of county-wide financial system (MUNIS).
- ✓ Held first Rabies Clinic using electronic pre-registration. Participants appreciated the increased efficiency of the clinic.
- ✓ Improved supervisory level structure within the organization.
- ✓ Awarded 5 non-governmental funding opportunities.



- ✓ Initiated Quality Assurance team, structure and started development of Quality Improvement Plan.

## CHALLENGES

- ✓ Comprehensive Information Security review of all systems and hardware, including refreshing all staff on records retention requirements and purging files in accordance with same; examination of shared drives, folder contents and access.
- ✓ Development of Active Shooter Policy, drills and building enhancements.
- ✓ Department-wide staff loss and transitions.
- ✓ Positioning for federal and state funding and program changes.

## 2017 GOALS

- ✓ Ensure staff development and cross-training in line with core Public Health initiatives.
- ✓ Fully implement Quality Council activities based on final Performance Management/Quality Improvement Plan.
- ✓ Implement electronic pre-registration of all Rabies Clinics.
- ✓ Continue efforts to obtain non-governmental funding awards/grants.
- ✓ Fully implement Management Information System.

## 2016 YEAR IN REVIEW

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### PUBLIC HEALTH PROGRAMS IN ACTION

Healthy Neighborhoods Program conducted 214 home visits throughout the County. Program activities included assistance in bedbug infestations, home inspections for child lead exposure, fire/carbon monoxide detection, overall home safety and education on Public Health opportunities.

Environmental Health provided site-consultations with Tioga Downs Casino and Owego Gardens Housing Complex.

Assisted Town of Nichols regarding well upgrades to address increased water demand.

Traffic Safety Program inspected and installed 162 child passenger safety seats.

Conducted 239 animal bite investigations resulting in 26 human rabies exposure cases and 36 persons approved for post-exposure treatment.

Outreach to 312 newborn families providing information and guidance regarding their newborn.



Identified children with elevated blood lead levels with a number high enough to be considered lead poisoned. All were referred to the Healthy Neighborhoods Program for a home visit to educate on mitigating lead exposure.

Educational programming was provided at the Tioga County Jail on several topics, including marijuana, the effects of drugs on the brain, physical activity, healthy lifestyles and relationships. Over a dozen sessions were provided to both male and female inmates.

Held two Flu point of dispensing Emergency Preparedness drills and an Isolation & Quarantine tabletop.

Children Services experienced several challenges during the past year including changes in staff, provider shortages and the closure of our evaluation team.

Preschool Program serves roughly 130 children per month including 28 children who were enrolled in facility-based tuition programs.

Early Intervention serves approximately 90 children per month; conducted over 424 home visits with families enrolled in the program and assisted in facilitating 113 Multi-disciplinary Evaluations.

School-Based Dental Program completed another successful and busy school year and started its 14th! This included 11 Dental Van sites serving 18 schools and 9 Fluoride Varnish Program sites. Candor Elementary School added to Fluoride Varnish Program. Now all elementary schools are participating!

Redesigned Public Health reception area to benefit clients and work area for improved efficiency.

Developed new chart of accounts for Public Health toward improved management information systems.

Assisted Veteran's Office with Financial and county operations.

Ongoing efficiency efforts to streamline processes.

## COALITIONS

Immunization Coalition meetings are attended by NYSDOH immunization staff, school nurses, occupational health nurses, parish nurses, Primary Care Providers, pharmacists, vaccine representatives, insurance representatives and hospital infection control practitioners. Topics covered include vaccination myths and reliable resources, vaccinations promoted by OB/GYNs, reaching the uninsured and increasing adult immunizations.



Medical Reserve Corps, comprised of volunteers from the community, meets bi-monthly which features speakers from the Emergency Management Office, Red Cross and others. Volunteers are instructed in various topics, including individual emergency preparedness, psychological first aid, fire safety, sheltering and lead poisoning prevention.

Suicide Coalition and Substance Abuse Coalition have grown exponentially, both in membership and interventions. Educational events and social media have been contributing factors for both.

Participated in the following groups: Greater Binghamton MSA Transportation Committee, Tioga County Mental Hygiene Sub-Committee, Head Start Health Advisory Committee, Southern Tier HealthLink, Tioga Teens & Families, Care Compass Network (Transportation and Mental Health sub-committees).

## STAFF DEVELOPMENT

Environmental and Community Health staff attended a 2-day Epidemiology seminar for food-borne outbreak events, focusing on integrated response in the event of large exposures.

Staff and additional outside partners were trained in Naloxone 9 dispensation.

Community Health staff certified in Chronic Disease Self-Management which will allow facilitation of evidence-based classes to work toward reducing chronic disease in the community.

Dental staff received training on a new therapeutic treatment for stopping decay called Silver Diamine Fluoride. Staff are excited to start using the product and the potential that it has to reduce severe dental decay and toothaches.

Group convened to evaluate Animal Bites/Rabies Protocol, including survey of local Emergency Departments to gather information regarding hospital processes involving cases of animal bites.

Quality Council met and reviewed final revised reporting format. Continued work on other quality projects, such as satisfaction surveys, record audits and program quality. Received guidance from Quality Coordinator in Livingston County Public Health regarding their Quality Improvement Plan.

Staff changes include: Todd Kopalek was promoted to Supervising Public Health Sanitarian, Heather Morgan was promoted to Community Health Program Supervisor. New staff hired include Amy Fancher, Jenna Dyer, Mark Griep and Bob Morley. Hosted several interns.



## GRANTS/AWARDS

Two grants were awarded to the Child Passenger Safety Seat Program from the Floyd Hooker Foundation and the Community Foundation totaling \$10,000.

Received incentive check from Fidelis Care for preventive dental services provided. Amount was based on the number of preventive appointments provided to Fidelis members. Award of \$10,000.

Fluoride Varnish Initiative received grant of \$10,000 from the Central New York Community Foundation for program enhancement and expansion.

Chosen and awarded \$15,000 to participate in nation-wide feasibility study on development of public health chart of accounts, PHAST.

### Mental Hygiene

#### Overview:

Tioga County Mental Hygiene continues to offer a comprehensive continuum of care for citizens of Tioga County who have needs related to Mental Health, Substance Abuse, and/or Developmental Disabilities. Services continue to be challenged due to ongoing changes in the Behavioral Health Care System and funding at the Federal, State, and Local levels.

There is a lack of supportive services in the county, especially related to substance abuse. The department has and will continue the pursuit to increase the availability of such services.

We have revitalized the substance abuse coalition which brought new interest, awareness, ideas and support. I anticipate the coalition's actions will have a great impact in this county. We also continue to participate in the Suicide Prevention Coalition which we started in 2012. The Suicide prevention coalition has been involved in many community events that intend to increase awareness and provide valuable information for help if needed.

TCASSA, the Substance abuse Prevention Provider closed in September of 2016. The Department partnered with local leaders that participated in choosing a new prevention provider. A contract was awarded in October to Trinity CASA, to provide the Prevention services for Tioga County. I have no doubt that Trinity will provide valuable services in our County.

The Department has exceeded fee for service revenue over last year. This is attributed to system changes that included increased efficiencies and of course, a tireless, dedicated workforce.



The Department received funding last year to prepare for State Hospital bed closures, as a result a Drop in Center and Warm Line program were created. The programs were developed in the county by Rehabilitation Services (RSS) and are very successful.

Despite the many transitions, responsibilities for planning, budgeting, and oversight, the provision of services continue without interruption, and continue to increase substantially.

## Community Services Board

The Board is reviewing options for new membership. The Board continues to educate the Community of Mental Hygiene services to reduce stigma. The Board is active in reviewing new policy as well as participate in the development of NYS Plan that the Director of Community Service is required to submit every year.

## Community Mental Health Services

**The County Mental Health Clinic** provided **14,994 services in 2016**. The Clinic provides access to care in a responsive, coordinated, and timely manner. Throughout 2016 there was continued focus on engagement, retention, risk management, and consumer outcomes. The clinic continues to provide exemplary 24/7 availability of crisis services. Our new OPEN ACCESS service allowed 515 individuals to be seen the same day, removing the barrier of wait time, as immediate access is crucial.

**Finger Lakes Parent Network** continues to provide supportive services to families with special needs children. This year they have served many families and children within our county. Services include support groups, respite, in-home family supportive services, and recreational activities.

**Rehabilitation Support Services** serves the seriously and persistently mentally ill adults in the community. The Community Residence provides a supportive environment for adults with a focus of assisting residents to function independently in the community. In 2016, six consumers were discharged to independent settings (doubled from 2015) and there were two hospitalizations, (a decrease from 2015). The program maintained occupancy of 95%. The Supportive Apartment Program provides a transitional residential setting within the continuum of community living. The Apartment Program offers ten beds in Tioga County. An additional 31 consumers were served through Supported Housing Program, several through their Vocational Program, 113 individuals utilized the Social Club. The agency also provides Health Home Care Coordination, which served 194 enrolled individuals, admitted another 69, and provided outreach to 243 individuals last year. As a result of additional pass through State Aid, a Drop In Center and Warm Line programs were created and began operating in June, 2016.



**A New Hope Centers** vision: a world where all people are safe, valued, respected, and free. Provides services to any person subjected to abuse or crime. In 2016 1,127 people were served and 52 adults/35 children were sheltered. New Hope serves an average of 23 individuals per month that have mental health issues.

## Substance Abuse Services

**Tioga County Alcohol and Drug Services** continue to be the primary provider of outpatient drug and alcohol services within the County. **During 2016, a total of 5,818** services were provided. We have been on the frontlines in dealing with the negative impacts Opiate/Opioid Addiction. Other services provided include jail evaluations, Alternatives to Incarceration Program, Driver Impairment Program, Narcan Training, and Random Drug Screening requests by Department of Social Services.

**Trinity, CASA** provides prevention, education, advocacy, early intervention and referral services to individuals, families and community in Tioga County. The program provides Evidence Based Programs within Tioga County. Trinity was awarded contract in October 2016 and establishing themselves with school districts.

## Developmental Disabilities Services

**The State Office for People with Developmental Disabilities (OPWDD)** vision that all individuals within their care have the right to live in the least restrictive environment and integration within the community continues to be realized throughout 2016.

The primary providers of developmental disability services for the County continue to be:

**Franziska Racker Centers** – offers a range of services including special education, clinical services, mental health treatment programs, residential opportunities, and community support services for individuals of all ages. Specialized services include evaluation, early education/intervention, family support, autism services, service coordination, and family resource program.

**Achieve** – provides the sheltered workshop program within the County as well as supported employment and habilitation services. These services are designed to assist eligible individuals to fully participate in the community through work or volunteer opportunities.

## **PUBLIC SAFETY/PROBATION/DWI** **Sheriff's Department**

The Sheriff's Office appropriations finished the year under budget with total revenues of \$822,433. The Corrections Division, along with the E911 Center and Records/Pistol Permit Division showed increases in activity during the year. The Law

# Legislature

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Enforcement Division showed an increase in the number of Motor Vehicle Accidents handled, DWI arrests, and Traffic Tickets issued, while the remainder of their measurable activity remained static.

In the Corrections Division, 564 inmates were committed to the Jail in 2016, a decrease of 16.9% from 2015. The daily average of "local" inmates committed by Courts within Tioga County increased by 21%, increasing the average daily population of Tioga County inmates to 68, as opposed to 56 in 2015. The daily average number of inmate boarders from other jurisdictions in 2016 decreased to 10 from 15 in 2015. Despite the decrease in the total number of inmates committed as well as total number of inmates boarded, the daily average number of inmates increased from 71 to 78 in 2016. This increase was due to the increase in local inmates and an increase in the average length of stay. In the year 2016 there were 807 people who worked ATI (Alternatives to Incarceration) Weekend Work Program. The program performed approximately 4,269 hours of community service labor as opposed to 3,549 hours in 2015. The number of hours worked has increased for the last two years. The usual variety of projects included; landscaping; painting; re-finishing floors, and; general cleanup work, as well as the main stay picking up trash alongside the roadways in Tioga County. Each year, the program removes tons of refuse from a variety of roadways within the County and this year 1,064 bags totaling 18.3 tons of trash were removed.

The Emergency 911 Communications Center received 26,446 E911 calls, as compared to 25,242 calls in 2015, and generated 52,479 Calls-For-Service. The total number of Calls-for-Service comprised of 44,509 for Law Enforcement related incidents and 7,970 were calls for EMS or Fire services. Of the Law Enforcement related Calls-For-Service, Sheriff's Office personnel handled 73%.

The Road Patrol Division recorded 476,996 miles of patrol, and handled 16,342 calls for service requiring Law Enforcement response. Patrol Deputies made 465 Penal Law arrests, made 67 DWI arrests, responded to 783 Motor Vehicle Accidents and recorded 6,112 Traffic Tickets. The Criminal Investigations Division received 533 new cases in 2016. 253 of those cases were related to the Sexual Offender Registration program that supervises the Sexual Offenders residing in Tioga County. Of the remaining 280 new criminal cases: 227 were closed by investigators resulting in 67 defendants charged with 116 criminal charges. In 2016, the division also closed 45 (2015) cases resulting in the arrest of 23 defendants who were charged with 36 criminal charges.

The Civil Office, in 2016, received and disbursed \$155,050 in bail money and \$628,369.93 in civil transactions for a total of \$783,419.93. The Civil Division earned \$76,529.35 in revenue, a 14.6 % increase from 2015. The total number of Processes handled was 1,095, an increase from 968 in 2015. The Records Division processed 1,582 Freedom of Information requests and 77 Identification Cards. Pistol Permit transactions have steadily increased from 1,279 in 2014, to 1,461 in 2015 and totaled 2,255 in 2016.



Total Revenue earned from the Records Office was \$67,962 which increased 47% from 2015.

## Sheriffs' Office 2016 Annual Legislative Summary Bullets

### 2016 Sheriff's Office Budget

- 2016 Appropriations ended the year under budget
- Total Revenue was \$822,433

### Corrections Division

- 564 inmates booked into the Jail
- Average Daily inmate population (78)
- Average Daily local inmate population (68)
- Averaged 110 boarded inmates per day
- ATI Program had 807 individuals that worked 4,269 hours in 2016
- \* 1,064 bags of garbage 18.3 tons picked from roadways within Tioga County

### Emergency 911 Communications Center

- Dispatched 52,479 Calls for Service (L.E., Fire and EMS)
- 44,509 L.E. calls and 7,970 Fire/EMS calls
- 73% of L.E. Calls for Service handled by TCSO Personnel
- 26,446 E-911 calls received by Center in 2016
- Average nearly 73 E-911 calls per day

### Road Patrol Division

- 465 Penal Law Arrest
- 65 DWI Arrests
- 783 Motor Vehicle Accidents (46 more than 2015)
- 6,112 Traffic Tickets (2,584 more than 2015)
- Patrolled 476,996 miles

### Criminal Investigation Division

- 533 New cases in 2016, 45 cases from 2015
- 253 SORA cases (Sex Offender Registration)
- 90 Individuals charged with 152 Criminal Charges

### Civil Division

- Received and disbursed \$783,419.93
- Earned \$76,529.35 in revenue
- Processed 1,095 Civil Processes

### Records/Pistol Permit Division

- 1582 FOILS processed

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- 2,255 Pistol Permit Transactions
- \$67,962 in total Revenue – 47% increase from 2015

2016 Civil Monies - Monthly Breakdown			
Month	Amount Received	Remitted To Treasurer	Money on Hold
January	44,900.48	5,541.47	684.00
February	42,296.55	5,543.75	684.00
March	52,700.44	7,802.47	419.60
April	52,912.99	6,622.65	419.60
May	50,933.31	5,711.78	419.60
June	52,986.97	6,923.78	500.24
July	51,907.94	6,779.02	80.64
August	59,440.12	6,836.41	0.00
September	53,903.86	6,482.14	0.00
October	57,945.05	6,749.99	0.00
November	55,806.07	5,239.84	0.00
December	52,636.15	6,296.05	0.00
<b>TOTAL</b>	<b>628,369.93</b>	<b>76,529.35</b>	
Bail/Fines	155,050.00		
Total Money Received	783,419.93		

## Stop DWI

### Budget

STOP DWI operational costs came in 2% under budget with expenditures totaling \$92,850.05. Revenue from fines collected totaled \$60,022. This revenue amount is absent the fourth quarter payment due from New York State. It is estimated that with the four



quarter state payment, total revenue will come in around \$73,000, which is 23% less than budgeted.

## Operations

**Administration** – All mandated reporting was completed and the 2017 STOP DWI Plan was developed and approved. The 2017 budget was set at \$89,877, representing a 5% decrease than 2015.

**Personnel Services** – The program continued to subsidize personnel services for three county positions that deal with STOP DWI related issues.

(Partial funding of a Probation Officer; Assistant DA; Drug and Alcohol Counselor)

- Probation Department - \$14,200
- District Attorneys Office - \$14,000
- Mental Hygiene - \$13,000
- STOPDWI Coordinator - \$5,000

**Enforcement** – The program reimbursed the Sheriffs' Office, Waverly Police Department and Owego Police for Over Time DWI Patrols during the year. Additionally the Sheriff's Office received reimbursement for the costs of equipment relating to DWI operations.

- Partial funding for police vehicles
  - Sheriff - \$25,000.00
- DWI Patrol Overtime Reimbursement
  - Sheriff - \$ 3,000
  - WPD - \$ 3,624
  - OPD - \$ 2,000
- DWI Other Equipment and Supplies
  - Probation - \$1,470.00

Law enforcement agencies operating within Tioga County made a total of 187 DWI/DWAI Arrests, 72% increase from 2015. An additional 144 \*87 other alcohol related charges were filed, along with 163 violations of Section 511 of the Vehicle and Traffic Law which deals with operation of vehicles with a Suspended/Revoked license. Overall STOPDWI enforcement increased 67% from 2015.

2016 STOP DWI Statistics		
STOP DWI Related Charges	Law Enforcement Agency	Y-T-D

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	New York State Police	Tioga Co Sheriff	Owego Police	Waverly Police	Total
DWI	64	67	10	21	162
Driving w/More than .08 BAC	31	26	4	10	71
Aggravated DWI	16	14	4	6	40
DWAI (Alcohol)		1	1		2
DWAI (Drugs)	16	5	2		23
Under 21 Driving after Consumption			1		1
Failure to submit to Breath Test	11	18	1	2	32
Agg Unlic Operation (2nd)	63	53	36	11	163
Totals	201	184	59	50	494

2015 STOP DWI Statistics					
STOP DWI Related Charges	Law Enforcement Agency				Y-T-D Total
	New York State Police	Tioga Co Sheriff	Owego Police	Waverly Police	
DWI	45	32	15	11	103
Driving w/More than .08 BAC	21	18	6	4	49
Aggravated DWI	14	5	2	2	23
DWAI (Alcohol)					
DWAI (Drugs)	7	3	3		13
Under 21 Driving after Consumption					
Failure to submit to Breath Test	5	4	5	1	15
Agg Unlic Operation (2nd)	35	31	18	9	93
Totals	127	93	49	27	296



**Public Information and Education** – In an effort to keep the public reminded of the issue of DWI, Tioga County STOPDWI spent a total of \$7,746 for Print and Radio advertising, as well sponsorship of a post-prom event held for the Spencer Van Etten graduating class.

A total of \$4,700 dollars were spent on the SADD (Students Against Destructive Decisions) programs throughout the county. Five school districts continued to have active SADD programs operating in the high schools. The STOP DWI program contracted with five teachers during the year to serve as “School Associates”, responsible for guiding and maintaining the program within their respective district.

Some of the special events sponsored by these SADD programs included:

- “X the Text” Campaign
- Grimm Reaper Program Event
- Participation in the State-Wide Anti Texting Media Competition
- Sponsorship of Alcohol Free Post-Prom parties
- Sponsorship of Motivational Speakers
- Mock alcohol related motor vehicle crash demonstrations
- SADD bracelet distribution campaign
- SADD Scholarship Fund
- SADD Awareness Day and Dance
- SADD Art and Literature Contest
- Red Ribbon Campaign

Tioga County held a three (3) Victim Impact Panels during the year. The program is geared towards educating first time DWI offenders of the dangers and consequences of drinking and driving. 75 offenders participated in the panels. The VIP again was fortunate to have two victim speakers; Mrs. Jill McFadden and Mr. Sam Thomas. Mrs. McFadden’s mother was killed by a drunk driver, as was Mr. Thomas’s five year old daughter, Megan. Both speakers have done an outstanding job presenting to the offenders, and their participation is the main focus of the program. Offenders are required to pay a \$30 registration fee. The fees are collected and managed by a victims advocacy agency, “A New Hope Center”. The Center is responsible for recruiting and scheduling the panel speakers. Registration fees help offset travel costs of the speakers, as well as other program expenses. Total fees received during the year were \$2,250. Program expenses totaled \$1,230. Revenue generated and disbursed to the New Hope Center was \$953.70.

The Victim Impact Panel Committee manages the program and is comprised of the following:

Probation Department – Director Joy Bennett, Sean Burke, Terry Rosenberger  
 District Attorney’s Office – Assistant DA  
 Drug and Alcohol – Wayne Amendola



TCCASA (Council on Alcohol/Substance Abuse) Director Christie Speciale, Danielle Nuzzo

A New Hope Center – Michelle Dunham

STOPDWI Coordinator – Undersheriff Mike Jackson

## Fire

The Mission statement for the Bureau of Fire states we provide the 15 volunteer Fire Departments and 17 Emergency Squad and First Responder units in Tioga County with training, dispatch and special team services.

In keeping with that statement the Bureau of Fire held 30 fire training classes using 6 instructors. These classes were presented to 534 students.

4 EMS instructors held 7 classes for 32 students.

There were 1,004 CPR cards issued this past year

EMS and CPR instruction costs were reimbursed to Tioga County to the amount of \$43,521.21

The 15 fire departments and 2 independent EMS Squads responded to 7,975 calls for service in 2016.

The 7 Bureau of Fire Coordinator staff provided 549 active members of the county fire service with 304 ID badges for EMS and Fire personnel. These badges allow EMS personnel access to the area hospitals and proof of credentials. Fire Department personnel badges show proof of credentials for mutual aid incidents.

Coordinator staff also provided fit testing for Self Contained Breathing Apparatus to three fire departments and the county Hazardous Materials Team.

Special teams responded to calls within Tioga and to surrounding counties for Mutual aid.

Search and Rescue Team responder to 5 calls, 2 within our county and 3 mutual aid.

Hazardous Materials Team responded to 3 calls within our county: 2 tractor trailer roll overs with fuel leaking and one leaking Liquefied Petroleum Gas trailer.

Critical Incident Stress Management team responded to three requests for service within our county.



The Fire Investigation Team responded to 30 fires; 20 being structure, 9 vehicle and 1 outdoor fire. 22 were determined accidental, 3 incendiary, 3 undetermined and 2 under investigation.

3 fires were incendiary fires were attributed to juveniles.

The Bureau of Fire applied for grants with NYS for Technical Rescue and for the 2016 formula Interoperability Radio Grant.

The Bureau of Fire vouchered to NYS Department of Homeland Security and Emergency Services for \$1,148,512 in reimbursement for the 2012 Interoperability Grant. This entailed ordering 3 radio equipment shelters, 3 LPG generators and 1 195' radio tower.

The Bureau of Fire also participates in Southern Tier Hazardous Materials Consortium, the Eight County Interoperability Radio Consortium, Regional Traffic Incident Management Committee, and the South Central Fire Police Association.

The Bureau of Fire provides manpower, expertise, equipment to county and state Law Enforcement agencies in support of their efforts to investigate illegal activities within the county.

The County Fire Coordinator serves as the State Regional Fire Administrator during times of emergencies and disasters. He coordinates requests for assistance under the state mobilization plan to any region of the state.

During this year the Bureau of Fire became responsible for maintaining all county radio tower sites.

Our biggest assignment this year is processing the Line of Duty death for Past Fire Coordinator John V. Scott.

## Emergency Management Office

Held State Mandated Tier Three Training for all Local Government Officials

Held an EOC Emergency Operation exercise

Monitored all major severe storms as they approached the County

Held the State install 2 MESONET weather stations in the County (Berkshire and South Owego)

Obtained a grant for \$72000 to put toward the completion of dark fiber infrastructure

Started social media outreach with a home page, twitter and Facebook pages



Conducted several outreach programs at local events (fairs, field days etc.)

Worked with the Town and Village of Nichols on a stream gauge system to warn residents of flooding

Setup State Police training for Highway departments on State road inspection of the towns equipment

## Coroner

The Coroner's Office is located at 1062 State Route 38 in Owego, New York at the Health and Human Services Complex. The Office is manned twenty-four hours a day, seven days a week by an on call system through the Tioga County 911 System.

The Tioga County Coroner's Office consists of four elected Coroners. The Coroners in office during 2016 were Robert P. Williams, Ryan H. Kline, Neil Lewis and W. Stewart Bennett. In December of 2015, the Tioga County Legislators choose W. Stewart Bennett to be the Administrative Coroner for 2016.

In 2016, Tioga County saw a reduction in drug related deaths compared to 2015.

In 2016, Tioga County Coroner's Office handled 88 cases; almost all cases were assigned through the 911 call center. The cases were handled as follows:

Robert P. Williams	28
Ryan H. Kline	26
Neil Lewis	4
W. Stewart Bennett	30

29	Autopsies were conducted with Toxicology
70	Natural Cause Deaths
13	Accidental Deaths (6 cases involving Drug Overdoses)
4	Suicide
1	Undetermined
0	Pending Investigation

## 88 Total cases investigated by the Tioga County Coroner's Office\*

\*This yearly report is based on the information provided to the Administrative Coroner as of 12-31-2016

## Yearly Comparision:

2009 – 37 - death cases investigated

2010 – 62- death cases investigated

# Legislature



2011- 76- death cases investigated  
 2012- 82 – death cases investigated  
 2013 - 62 – death cases investigated  
 2014 – 85 – death cases investigated  
 2015 – 83- death cases investigated  
 2016 – 88 –death cases investigated

## Probation

The Tioga County Probation Department works with Tioga County Court, Drug Treatment Court, Family Court, Surrogates Court and 15 separate Town or Village Justice Courts in the County. The Department prepares time sensitive documents to assist those courts in making sentencing decision for the citizens before them.

Much of the Department's work is proscribed by New York State laws, such as what information must be included in an investigation submitted to the courts and how frequently Probation Officers meet with individuals sentenced to probation supervision. Over the years, New York State has moved from an equal partnership with counties in regards to Probation funding to the current state of only funding 10% of the Probation budget. This makes Probation, a mandated service in counties, one of the top ten departments that effect county budgets. Currently, 90% of the Probation budget is covered by Tioga County taxpayers. This fiscal inequity, however, does not stop NYS from continuing to mandate that Probation provide more services to the community and state. 2016 was no exception to this pattern; NYS cut aid to counties for the monitoring of Ignition Interlock devices by 46%. Already in 2017, the state has cut funding for ATI programing another 5%.

Tioga County Probation runs three Alternatives to Incarceration programs to reduce reliance on the Tioga County Jail. The presence of an approved ATI program also assists the county by allowing the Jail to follow a reduced classification system within the facility, reducing its costs. The Department operates Pre-Trial Release, (an opportunity to be released from jail and monitored, without paying bail) Community Service, (perform community service hours at government or not for profit agencies in lieu of incarceration) and Electronic Monitoring (wearing an ankle unit that tracks GPS location in lieu of incarceration).

The last few years have seen a dramatic increase in the number of community members addicted to opiates. This is manifested in addiction to both prescription opiate medications and to illicit opiates such as heroin and fentanyl. The number of people on probation with an opiate addiction has skyrocketed. Some defendants are in the Drug Treatment Court program, most however, are sentenced to regular probation supervision. There is a serious lack of treatment beds for this population in the Southern Tier and the Probation Department has struggled to help defendants get into treatment programs. Sometimes we are forced to request that Judges incarcerate defendants in



the County jail while they wait for a treatment program opening, hoping that we prevent a death from overdose.

In 2014, a 24 year old young woman was indicted by a Tioga County Grand Jury for selling Fentanyl. She was incarcerated in the County Jail from arrest through sentencing. The woman was not eligible for Drug Treatment Court due to her history of drug sales. She was convicted of a Class B Felony and sentenced to five years of probation supervision by Tioga County Court. Upon her release from the jail the defendant began attending outpatient alcohol and drug treatment for her heroin addiction; she had completed inpatient treatment on her own before her arrest. In outpatient treatment she persisted in working on herself, learning her triggers for use and continued to work through her feelings about her childhood abuse in the family home. She successfully worked through the levels of treatment and was successfully discharged. She found employment and worked herself up to a position of management with the company. She continued her relationship with her paramour, also a recovering addict. She utilized self- help programs and her Probation Officer as sounding boards for her issues. She became pregnant and delivered a full term healthy daughter. She is thankful for her recovery. As she put it, "I finally knew who I wanted to be. I was finally able to forgive myself. I forgave myself when I was at the worst part of my life. I forgave myself when I was at rock bottom. That is how I have been able to become and stay sober. I went to rehab. I got help. I have my tool box that I built at Drug and Alcohol; I have GOD the only father I ever really had growing up. I have my daughter and my amazing fiancé who traveled the journey with me. But most importantly I have me. I know who I am. Life IS good. God IS good."

On January 25, 2017 the Tioga County Court granted this young woman an early discharge from probation because they too believe in the positive changes she made in her life while under probation supervision.

## ANNUAL REPORT FOR 2016 TIOGA COUNTY PROBATION DEPARTMENT

### Highlights for the year 2016

Probation Department staff was reduced in 2013; the department continued operating with one unfilled position in 2016 due to County budget constraints. This was a 10% cut in staffing.

- A total of **\$64,258** in restitution, designated surcharges, and DWI Supervision Fees was collected by the Probation Department and disbursed to Tioga County government and crime victims.

The work of 9 Probation Officers on staff included the following:

- The courts' ordered **supervision of 304 cases** who received sentences of probation. This number includes cases from both criminal court and family court.



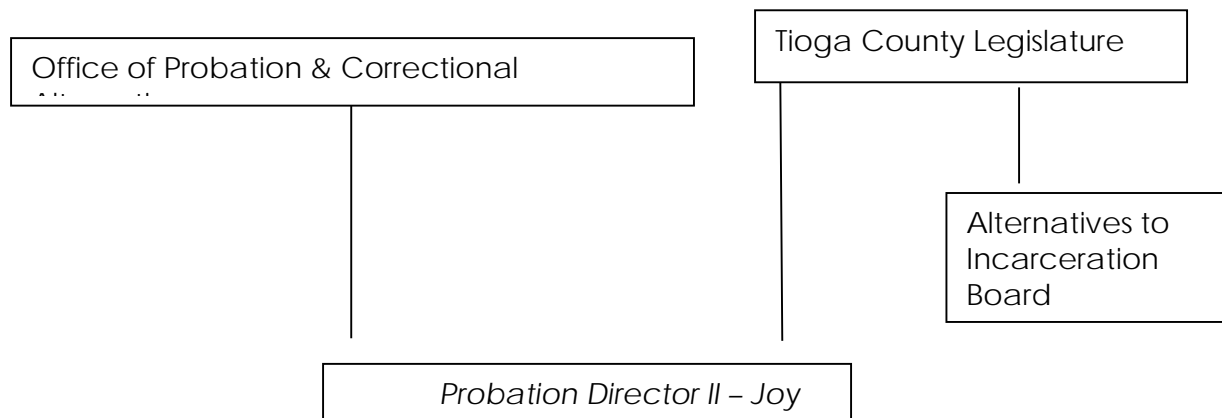
In addition, during the year there were 8 juveniles supervised through our diversion program.

- The completion of **307 Investigations**, which were ordered during 2016 by the 19 courts serviced by the Probation Department in Tioga County.
- **30 juveniles**, charged by law enforcement officers as Juvenile Delinquents, were processed. These cases were either diverted from Family Court through the provision of services or were referred to the County Attorney's Office for consideration for petition into Family Court.

**Oversight of the Alternatives to Incarceration Programs** by Tioga County Probation Department with the following results:

- 141 inmates interviewed for the Pre-Trial Release Program, with **70 released from jail into the Pre-Trial Release Program. This resulted in a county jail cost savings of \$99,144.**
- **7,201 hours of community service were completed** for the county's not-for-profit and government agencies by defendants sentenced to perform community service as an alternative to incarceration. These hours multiplied by the current minimum wage of \$9.00/hour equal a **saved salary of \$64,809.**
- 3 individuals were sentenced and monitored for Electronic Monitoring as an alternative to jail or detention.

All of these programs allowed for space to be available in the county jail for "boarders," which translates into increased revenue for the county.



## PROBATION SUPERVISORS

Brian Cain Teri Rosenberger

### SR. PROBATION OFFICERS

Sean Burke {Resigned 12/9/2016}  
 Jessica Hobler {Promoted 12/26/2016}  
 Bill Jones

### PROBATION OFFICERS

Toby Foster  
 Fred Kiechle  
 Ashley Lavore

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Chad Post  
Barb Riley

Darcy (Cornell) Lurcock  
VACANT PO  
**VACANT PO UNFUNDED**

PROBATION ASSISTANT  
Lisa Baker

CLERICAL/SUPPORT STAFF  
Kristen Kallin Sherri Harris Crystal Luce

Domenic Roberto (P/T) {Terminated 2/25/2016}  
ZoeAnn Zielinski (P/T) {Hired 4/18/2016}

## **OVERVIEW OF TIOGA COUNTY PROBATION**

The Tioga County Probation Department, located at 20 Court Street – Suite 1, Owego, is an agency providing services overseen by the New York State Division of Criminal Justice Services - Office of Probation and Correctional Alternatives in accordance with New York State Executive Law. The core mandated functions of Probation are: Intake, Investigation, and Supervision. In New York State, probation services are provided through local county Probation Departments performing prescribed court-related activities. In 2010, New York State changed the method of reimbursement for counties; previously departments were reimbursed by a set percentage of certain portions of the entire department's budget, to a block grant where the amount of funding is set and distributed quarterly. In addition to state aid, the block grant for Tioga County also includes monies previous allotted for enhanced sex offender supervision services. The main financial support of the Probation Department is Tioga County, for many years the state funding reimbursement level has been reduced by the state legislature/governor requiring the County to make up the difference. In 2016, state funding to County Probation Departments remained flat for the fifth year in a row.

The mission of the Tioga County Probation Department is to provide Intake, Assessment, Investigation, and Supervision services for the community, clients, crime victims and the Family and Criminal Court judicial system. We are committed to protecting the safety and property of persons by the prevention of juvenile delinquency, adult crime and related family dysfunction with a goal to increase every client's personal resilience with maximum effectiveness, at reasonable cost. We promote public safety by assisting in judicial decision making, providing effective supervision of probationers sentenced to community supervision by the courts, and giving crime victims both a voice and financial remuneration through the disbursement of restitution.

By December of 2016, the staff consisted of the Director, two Supervisors, four Senior Probation Officers, four Probation Officers, and one Probation Assistant. The clerical staff



consists of three full-time and one part-time employee. Due to budget cuts in 2013, one full-time Probation Officer position remains unfilled.

Almost all Tioga County Probation activities involving persons 16 and over are criminal arrest driven. Further, because of the highly mobile defendant population, it is statewide arrest and indictment statistics, not just Tioga's statistics, that determine our workload. Previous years' arrest statistics, not just those of 2016, mostly determine current workload.

## **FAMILY COURT INTAKE**

The Family Court Act provides for county probation staff to provide services and appropriate referrals for resolution of a problem through voluntary participation in programming to adjust the problem in an attempt to avoid court action. In 2016:

- 30 Juvenile Delinquency Appearance Tickets were processed representing 32 offenses of which 9 were Felonies and 21 were Misdemeanors. 9 cases were opened for voluntary adjustment services.
- \$988.00 in restitution was collected through voluntary adjustment services.
- Detention – in 2016, a total of 57 bed days were utilized at detention facilities in New York State. All Fifty-seven (57) of all those bed days were accessed at non-secure detention facilities, no time was clocked in a secure facility.
- 3 DRAI (Detention Risk Assessment Instrument) were completed in Tioga County as required by law.

## **FAMILY COURT INVESTIGATION**

The Family Court Act provides for Family Court to direct Probation to prepare written investigative reports that contain a person's legal history, victim impact, family/education/employment history, mental and physical health, treatment history and needs, with analysis of this information and disposition recommendations that consider the needs of those before the court and community protection. In 2016:

- 3 Juvenile Delinquency Pre-Dispositional investigations completed
- 8 PINS Pre-Dispositional Investigations completed
- 4 Adoption Investigations completed
- 1 Update Report completed
- 0 Custody Investigations completed

## **FAMILY COURT SUPERVISION**

New York State Executive Law provides for the County Probation Department to deliver Family Court ordered supervision services. In 2016:



- Tioga County Probation started the year with 3 Juvenile Delinquency supervision cases. During the year, 3 cases were added and 0 cases passed from supervision leaving a total of 6 supervision cases at year's end.
- Tioga County Probation started the year with 3 PINS supervision cases. During the year, 3 cases were added and 0 case passed from supervision leaving a total of 6 supervision cases at year's end.
- Tioga County Probation monitored 1 court ordered Adjournment in Contemplation of Dismissal/Suspended Judgment/Conditional Discharge cases at the start of 2016. During the year, 1 case was added and 1 case passed from monitoring, leaving a total of 0 case at year's end.

## JUVENILE SPECIAL PROGRAMS

### RISK/NEED ASSESSMENT TOOL

YASI (Youth Assessment and Screening Instrument) is a screening instrument to assess a juvenile's risk and treatment need factors. Tioga County Probation initiated use of this screening instrument for juveniles in 2004. For 2016, 41 Juvenile Risk Assessments were completed. These 36 youth (Juvenile Delinquents and Youthful Offenders) were assessed during the year as follows: 0 pre-screens, 22 full assessments, 11 reassessments, and 18 at case closings.

### SERVICE REFERRALS FOR JUVENILES

- 5 cases were presented to the Youth Assessment Team
- 0 case was referred for MST-Multisystemic therapy
- 1 case was referred to Alcohol and Drug Services
- 0 cases were referred to Teen Intervene Substance Abuse education sessions.
- 3 cases were referred to Family and Children's Society for juvenile sex offender evaluation.

## CRIMINAL COURT INVESTIGATIONS

One of the primary functions of the Tioga County Probation Department is to complete court ordered investigations of those individuals whose cases are before the County Court, Drug Treatment Court, or any of the 15 Justice Courts in the county. These investigations, and resulting written reports, provide the court with information concerning the person's legal history, victim impact, family/education/employment background, mental and physical health, treatment history and needs. Included is a comprehensive analysis of the above, along with recommendations which consider the needs of those before the court, community protection, and sentencing options prescribed by law. These reports then assist the judges in making decisions about the sentencing disposition of a case. In county court, and in some justice courts, investigations are ordered prior to conviction and are used in plea negotiations by the defense, the district attorney, and the court. In 2016 the department completed:



• Pre-Plea Investigations	57
• Pre-Sentence Investigations	217
• Certificate of Relief from Disabilities Investigations	3
• Interim or VOP Probation Update Investigations	<u>30</u>
<b>TOTAL</b>	<b>307</b>

## **ADULT CRIMINAL COURT SUPERVISION**

Tioga County Probation is responsible for supervision of adult offenders (age 16 and older) who have been sentenced to probation by a criminal court. By law, probation sentences are for two (2) or three (3) years for a Class A Misdemeanor conviction and three (3), four (4), or five (5) years for a Felony conviction, except for sex offenders who receive six (6) years for a Class A Misdemeanor and ten (10) years for a Felony. Probation Officers meet regularly with all probationers as determined by a risk assessment to review the probationer's compliance with the Conditions of Probation specified by the sentencing court. The goal of probation is to protect the public and facilitate provision of necessary services toward the goal of rehabilitation of the offender. A probationer who fails to abide by any of the Conditions of Probation may be returned to their sentencing court and may be resentenced to any sentence allowable for the original conviction. As of December 2016:

- 304 supervision cases were being supervised by a Probation Officer
- 31 of the above offenders were sexual offenders

In addition to the above cases, Tioga County Probation monitors Conditional Discharges (CD) for Tioga County Courts that have conditions to: pay restitution, complete community service hours or attend a DWI-Victim Impact Panel. In 2016, CD's were monitored as follows:

- 89 orders for Victim Impact Panel
- 35 CD orders for Community Service Hours
- 8 CD orders for restitution payment

## **RISK AND NEEDS ASSESSMENTS- COMPAS** **(Correctional Offender Management Profiling for Alternative Sanctions)**

The Office of Probation and Correctional Alternatives (OPCA) Rules and Regulations require that a risk assessment and classification instrument approved by OPCA be used to provide a system of differential supervisions and to ensure public safety through effective management of offenders in the community.



Tioga County Probation uses the software program COMPAS to meet this state requirement. COMPAS is an evidence based general risk/need assessment instrument that compiles offense characteristics, criminal history, and other indicators which point to the likelihood of an offender generally complying with conditions of probation. It also summarizes the offender's family support network, substance abuse evaluation needs, mental health evaluation needs, education and skills training, financial situation and social environment. This compilation of information provides a profile that delineates the offender's strength and weaknesses, thus targeting areas that need intervention. The profile used together with professional judgment and supplemental information, helps to guide the assigned Probation Officer in successfully supervising the offender in the community.

In 2013, Tioga County Probation began using the DRI-II assessment tool on DWI offenders. This assessment tool is specifically designed for drinking and driving offenses. This assessment tool is accessed via a website and costs \$10.00 for each screening.

In 2015, the New York State Council of Probation Administrators facilitated training for Probation Officers on a different assessment tool, the Impaired Driving Assessment; a Tioga County Probation Officer attended the training session and has used the assessment tool. It is hoped that this assessment will be available in an electronic version in 2017.

## **VIOLATION OF PROBATION - WARRANT CASES**

The Probation Department advises sentencing courts via petition whenever a defendant is not in compliance with the court's order. In some situations, the courts issue a Violation of Probation warrant for the defendant's arrest. The Probation Department monitors these warrant cases and works directly with the Tioga County Sheriff's Department to locate these probationers for apprehension.

The Tioga County Probation Department continued monitoring old warrant cases involving the Probation Department with Tioga County Courts this year, any warrant case that was over ten years old was reviewed and requests were made to the courts to consider dismissing the violation petitions and withdrawing the warrants in the interest of justice. As a result of these efforts, the number of warrants more than 1 year old has been reduced from 32 in 2011, to 5 in 2015. In 2016, the amount of long term warrants (over one year old) increased slightly, currently, the department is monitoring 9 warrants that are over a year old.

## **INTERIM PROBATION SUPERVISION**

Interim Probation sentences were authorized by NYS law in 1998, with some modifications added in 1999. In 2013, modifications were again made which allowed these cases to be transferred to other NYS counties and other states for supervision, with the sentencing



court keeping jurisdiction. In the past, these sentences were infrequently used in Tioga County. With the election of a new District Attorney, Interim Probation has been offered much more frequently in plea bargain agreements. As of December 2016, the department was monitoring 40 Interim Probation sentences, 16 of these cases are from Drug Treatment Court, the remaining 24 cases are a mixture from the County Court and Justice Courts. These sentences require special attention to the time line set forth in CPL 390.30; the one year time limit for these sentences must be counted from a date of conviction rather than the date of sentence, as all other probation sentences run. This difference has required that Probation be especially diligent with advising courts of this time requirement. If final sentencing is delayed until after the one year term outlined in the law, the sentencing court loses jurisdiction over the case.

Interim Probation sentences out of Drug Treatment Court are supervised under different criteria, as all these defendants can have their Interim Probation term extended to a second year.

## **RESTITUTION COLLECTION**

New York State Family Court, Town and Village Courts and County Court order restitution in juvenile delinquency and adult criminal cases. The Probation Department is the designated restitution collection agency in Tioga County. In 1985, legislation was enacted authorizing the courts in most cases to impose a 5% surcharge in addition to the court-determined restitution. This surcharge is sent to the Tioga County Treasurer's Office at least monthly with the remaining restitution being sent to crime victims. The term victim for our purposes means not just individual victims of crimes but also municipalities and agencies. An example would be this the Probation Department collecting restitution from defendants convicted of Welfare Fraud and disbursing that money to Tioga County Department of Social Services or collecting restitution on cases where a defendant damaged a law enforcement vehicle during the course of their arrest and then disbursing that money to the Tioga County Sheriff's Department. In 2016, the Probation Department collected 22 restitution payments and disbursed \$1,222.28 to the Tioga County Department of Social Services. In 2016, a total of \$52,134 was collected for all courts. Of this amount:

- \$49,652 was collected and disbursed to the various crime victims
- \$2,482 was collected as designated surcharge and remitted to the Tioga Co. Treasurer's office.

## **DWI SUPERVISION FEE**

Following a continuing reduction of State Aid to counties in 1992, New York State passed legislation allowing each county to charge a \$30 per month per person probation supervision fee for those convicted of Driving While Intoxicated and sentenced to probation. The Tioga County Legislature studied this revenue generating plan in the fall

# Legislature



of 1992 as part of its budget process for 1993, and on January 11 of 1993 passed legislation, effective January 18, adopting this for Tioga County. Basically, the Tioga County Legislature directed the Probation Department to collect a \$30 per month supervision or administration fee for each person convicted of Driving While Intoxicated and who is being supervised by the Tioga County Probation Department.

Any funds collected at Probation are taken directly to the Treasurer's Office and are counted as revenue under the probation budget. In 2016:

- \$12,124 was collected and disbursed as described above.

## ALTERNATIVES TO INCARCERATION

The classification/alternatives bill enacted in 1984 brought about the establishment of Alternatives to Incarceration programs at the county level to promote more efficient jail population management. Funding for the programs developed by Tioga County was provided by the state and further incentive allowed the local jail to move from a 12 level classification system to a four level classification system in segregating its prisoners.

The Tioga County Alternatives to Incarceration (ATI) Board was created in 1985. The scope of this Board was enlarged in 2002 and it was renamed the Criminal Justice Advisory Council. In 2007, the County eliminated the Criminal Justice Advisory Council and reinstituted the Alternatives to Incarceration Board. This Board regularly reviews the progress of the two probation programs that fall under its venue: the Pre-Trial Release Program and the Community Service Program. The committee also reviews the Treatment Alternatives to Incarceration Program through Tioga County Alcohol and Drug Services and the Electronic Monitoring Program. In 2016, the Board was asked to review criminal and juvenile justice data for Tioga compared to other NYS counties and to approve the annual goals of Probation's ATI programming. The program year for the ATI Programs runs July 1<sup>st</sup> to June 30<sup>th</sup>. Data reported for both programs below is taken from the 4<sup>th</sup> quarter report to OPCA submitted in July 2016.

## COMMUNITY SERVICE

The Community Service portion of the Alternatives to Incarceration Program has been operating in Tioga County since 1986. This program has a primary goal of providing Tioga County and specifically, the judicial system, with a sentencing alternative to local jail incarceration. Defendants who would be sentenced to jail are given the opportunity to remain in the community, maintain employment, and, as an alternative to incarceration, provide unpaid work services to non-profit and governmental offices. Participants in the community service program may be sentenced to complete hours via a condition of probation or a conditional discharge.



In 1991, a special ATI program was developed when the Tioga County Probation Department began coordinating services with the Tioga County Sheriff's Department to operate the Weekend Work Program (WWP). This program consists of a work crew supervised by a Corrections Officer from the Tioga County Sheriff's Department. That department plans and coordinates specific work projects for various Tioga County departments, municipalities, and non-profit organizations. The Tioga County Probation Department provides the defendants who operate the Weekend Work Program and advised Courts of noncompliance with any orders. During the program year:

- 64 defendants were sentenced to perform community service hours  
4,543 hours were completed on the Weekend Work Program  
2,657 hours of community service were completed at other sites in Tioga County  
7,201 total hours of community service were completed during the year

Those hours translated into money: multiplying 7,201 times the current minimum wage of \$9.00, would equal \$64,809.

## PRE-TRIAL RELEASE

The second component of Tioga County Probation Department's Alternative to Incarceration Program is the Pre-Trial Release Program. This program was also started in 1986 and has serviced Tioga County by identifying defendants in the Tioga County Jail who meet a risk criteria level that determines whether they are good candidates to appear for any future court hearings scheduled without having to post bail. Pre-Trial Release is a half-time position for the Probation Assistant that operates the program.

The function of Pre-Trial Release Program is to reduce the local jail population by orchestrating the release of local un-sentenced inmates who are thought to have a high probability of appearing in court.

After an initial screening and personal interview with the defendant, an investigation of his/her legal, social, employment history and a personal reference check, eligibility is determined. The court is then notified of the defendant's eligibility status and it is the court which makes the decision whether or not to release the defendant into the program. If Pre-Trial Release is ordered, the Probation Department keeps in regular contact with the defendant and monitors any court imposed conditions to help ensure the defendant's appearance at subsequent court hearings. The PTR Coordinator's responsibilities were increased in 2013 in regards to defendants charged with domestic violence offenses. Legislation was passed that directs courts to consider the history of Orders of Protection being issued as well as the presence of guns before considering a defendant's release into PTR or bail. This information is now gathered during the PTR interview and shared with the arraigning court. During the program year:



- 141 inmates were interviewed for the program, 96 were found to meet the eligibility criteria. From the number eligible, Tioga County Courts released 70 people from the jail into the Pre-Trial Release Program; this is a 73% release rate.
- 141 COMPAS Pre-Trial Release assessments were completed providing Failure to Return risk information to the releasing courts.
- Jail cost savings for the calendar year due to releases into this Alternative to Incarceration programming totaled 1,224 days - which equals a savings of \$99,144 to the County.

## DRUG TREATMENT COURT

In January of 2014, at the behest of the newly elected Tioga County District Attorney and County Court Judge all defendants in Drug Treatment Court are now sentenced to both Interim Probation as well as stipulations in a DTC Contract. This change in philosophy required Probation to become involved with this population of defendants, something the department had not done for the previous five years. In 2016, a Probation Supervisor sat on the Drug Treatment Court Team and participated in team meeting. Supervision of DTC offenders is assigned to several officers in the department. The Interim Probation terms are for one year with the potential for a one year extension if the defendant is still involved in drug treatment at the conclusion of the first year. If the defendant successfully completes interim probation, the time spent in that sentence is credited to any final sentence of probation supervision and typically the felony charge is reduced to a misdemeanor. As of December 2016, the department was supervising 14 people on Interim Probation-Drug Treatment Court sentences.

## STAFF DEVELOPMENT AND TRAINING

The New York State Office of Probation and Correctional Alternatives' rules and regulations mandate 105 hours of training for newly hired Probation Officers: 70 hours in the area of Fundamental probation practices and 35 hours in Peace Officer and Officer Safety training. Thereafter, each full-time Probation Officer, Supervisor, and Director is required to complete 21 hours of training per year.

The Office of Probation and Correctional Alternatives in Albany provides the on-site Fundamentals, Peace Officer and Officer Safety Training. Advanced training and education is obtained through attendance at workshops held throughout the state which are sponsored by a variety of agencies, councils, or universities. In 2011, OPCA eliminated requirement for firearms and range training for Probation Departments that are not authorized to carry handguns. In 2016, all but one of the Probation Department professional staff completed the mandated 21 hours of advanced training; the staff as a whole completed 711 hours of training. Every effort was made to attend local or free trainings to reduce county costs. The Officer who did not complete training hours resigned in December 2016.



## **SEX OFFENDER REGISTRATION**

The Probation Department conducts home checks to verify residences every 90 days on each sex offender sentenced to probation supervision and required to register under the Sex Offender Registration Act as a sex offender with the Division of Criminal Justice Services (DCJS). Reports on these home checks are submitted to the Office of Probation and Correctional Alternatives each quarter. In 2006, OPCA began offering funding for the enhanced supervision of Risk Level Two and Three sex offenders to counties. In 2010, funding for this program was rolled in a block grant that combined state aid and enhanced sex offender funding; it is up to the county how the monies are appropriated between the two programs.

In 2007, Tioga County began contracting for adult sex offender treatment services with The Family and Children's Society. The contract allows for up to 20 convicted adult sexual offenders to receive assessment and treatment services. Weekly group sessions are offered in two days: Tuesdays and Fridays at a daytime treatment group that meets at the Probation Department. All defendants participating in the treatment program are required to submit to regular polygraph testing, at their own expense.(\$300) The tests are conducted at the Probation Department.

In 2014, the contract was enlarged to include treatment slots for juvenile sexual offender assessment and treatment services. The contract change was necessary due to the Tioga County Mental Health Clinic closing their juvenile sexual offender treatment program in the fall of 2013.

In 2016, the contract was amended to allow for 16 treatment slots for adult offenders and 5 treatment slots for juvenile offenders for a total of 21 treatment slots and a total of 20 slots for adult safety monitor/parent safety monitor education slots.

## **DNA**

In 2013, the New York State Legislature enlarged the list of crimes requiring a buccal cell sample to be submitted to DCJS. Currently, any Felony conviction and all Misdemeanor Penal Law convictions require a sample to be collected and submitted to the New York State Police Forensic Laboratory. The Probation Department collects and submits samples to DCJS for all defendants convicted of any of the designated offenses and sentenced to Probation. The Department monitors the DNA due list that is housed in the Portal.

## **VICTIM IMPACT PANEL**

Tioga County began a DWI Victim Impact Panel program in 2009. A multidisciplinary coalition was formed consisting of the following agencies: District Attorney, A New Hope Center, Tioga County Alcohol and Drug Services, Tioga County Magistrates Association, Tioga County Council on Addiction and Substance Abuse, STOP-DWI and the Probation

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Department. This program is designed for first time DWI offenders. At the panel, two victims of DWI offenders tell the participants how their lives were impacted by a DWI offense. The sponsoring agencies provide participants with information about NYS Vehicle and Traffic Law and the availability of treatment and support services in the county. The Probation Department's role in the program is to coordinate the assignment of DWI offenders to attend a panel, attend each session to monitor who attends, and advise the sentencing courts of compliance.

2016 saw an increase in the amount of DWI arrests in Tioga County, however, the amount of drinking and driving offenders referred to VIP was reduced due to Justice David Boland being the presiding Justice in two courts in the county: Village of Owego and Village of Waverly. Justice Boland does not require any convicted DWI offenders to attend VIP in his courts. The committee chose to reduce the amount of panel sessions in 2015 to three from the typical four per year. The Probation Department received 85 orders from Tioga County Courts; of those, 76 individuals attended a panel session in Tioga County during the calendar year. Five (5) defendants attended a panel in another county. Offenders who do not attend a session as directed or who test positive for alcohol at the program are returned to their sentencing court for review, a total of eight offenders were returned to their sentencing court in 2016.

Offenders who attend the Victim Impact Panel are charged \$30.00 per person, currently the fees are given to A New Hope Center for their work in supporting the victims who volunteer to speak at the program. During 2016, \$2,250 in Victim Impact fees was collected at the three sessions and remitted to A New Hope Center. These fees are used to pay program expenses as well as mileage and stipends for speakers with the balance kept by A New Hope Center.

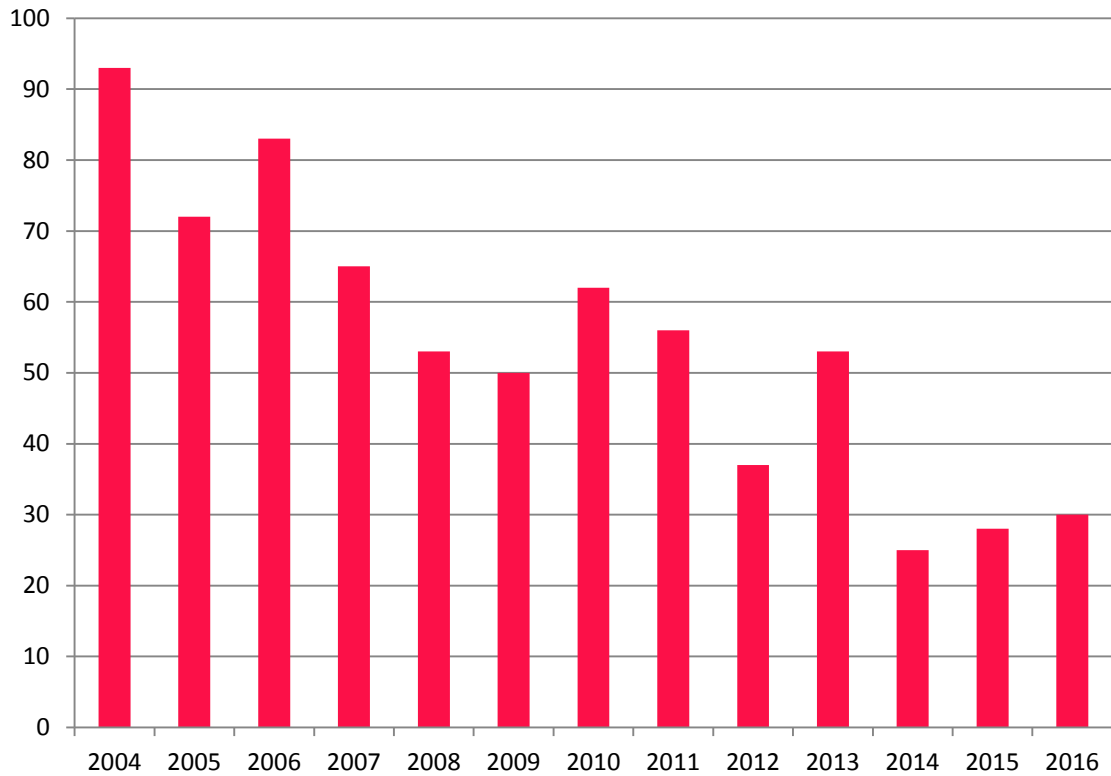
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## Juvenile Delinquent Intake for 2004 - 2016



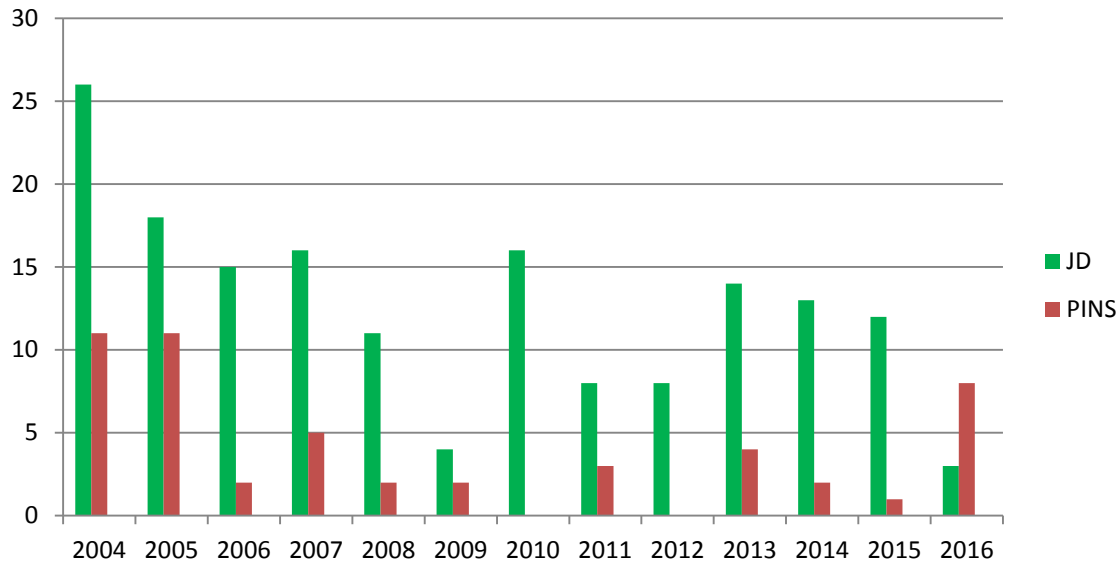
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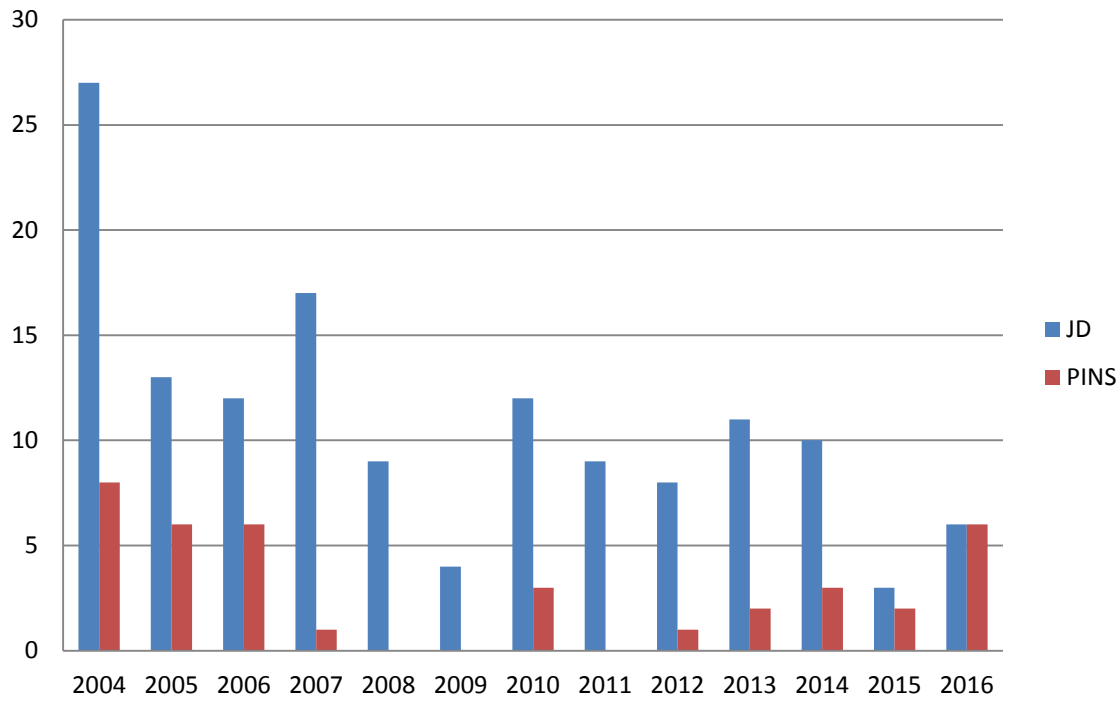
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## Family Court Investigations 2004-2016



## Family Court Supervision 2004 - 2016



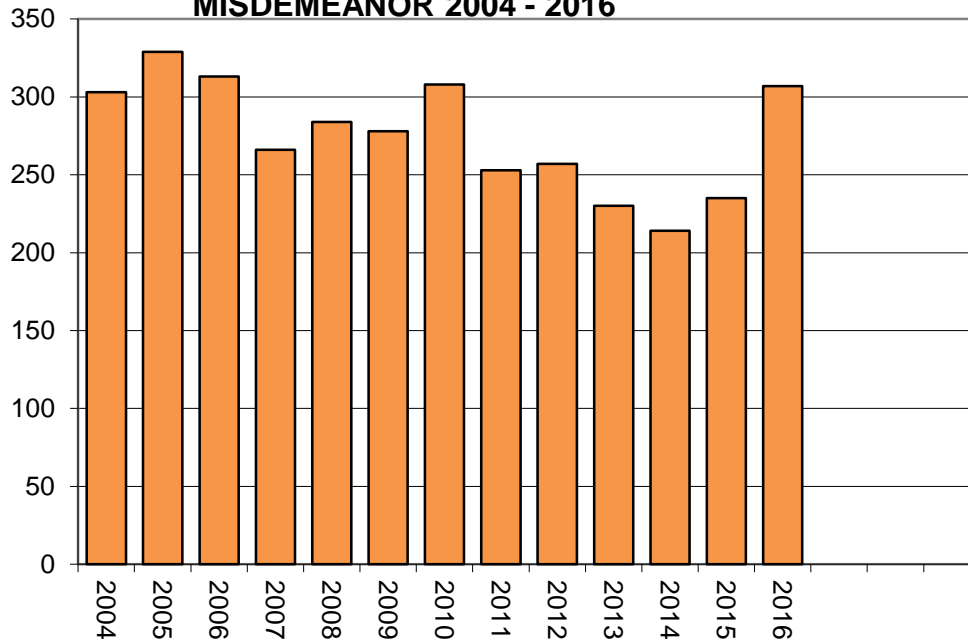
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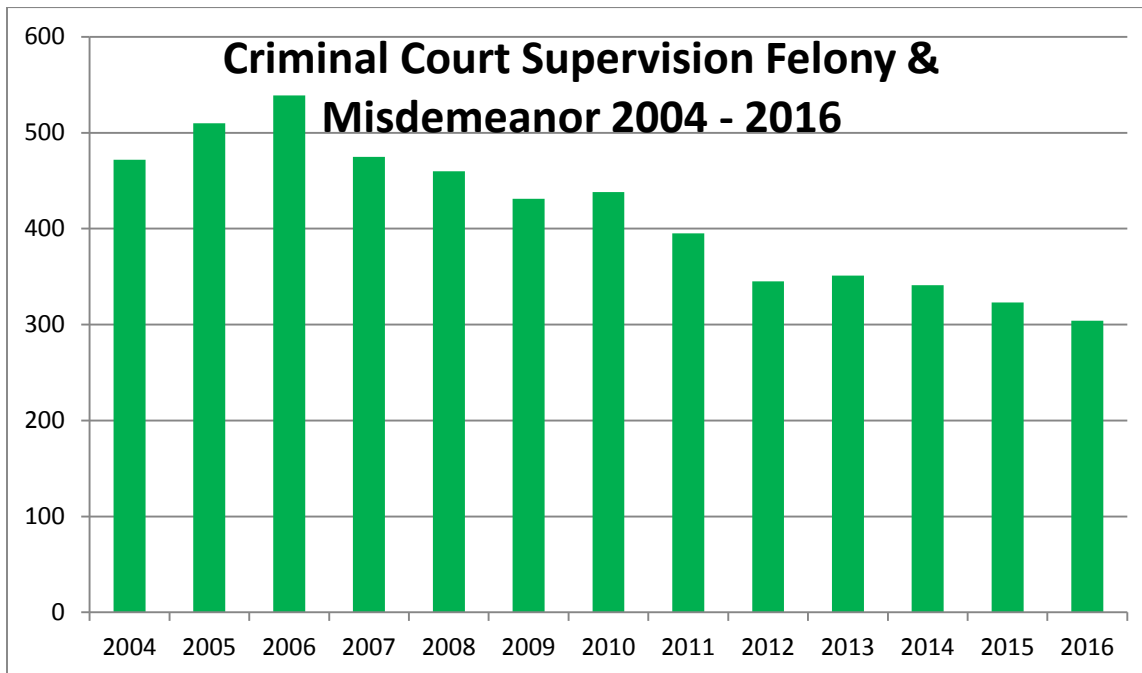
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## CRIMINAL COURT INVESTIGATION FELONY AND MISDEMEANOR 2004 - 2016

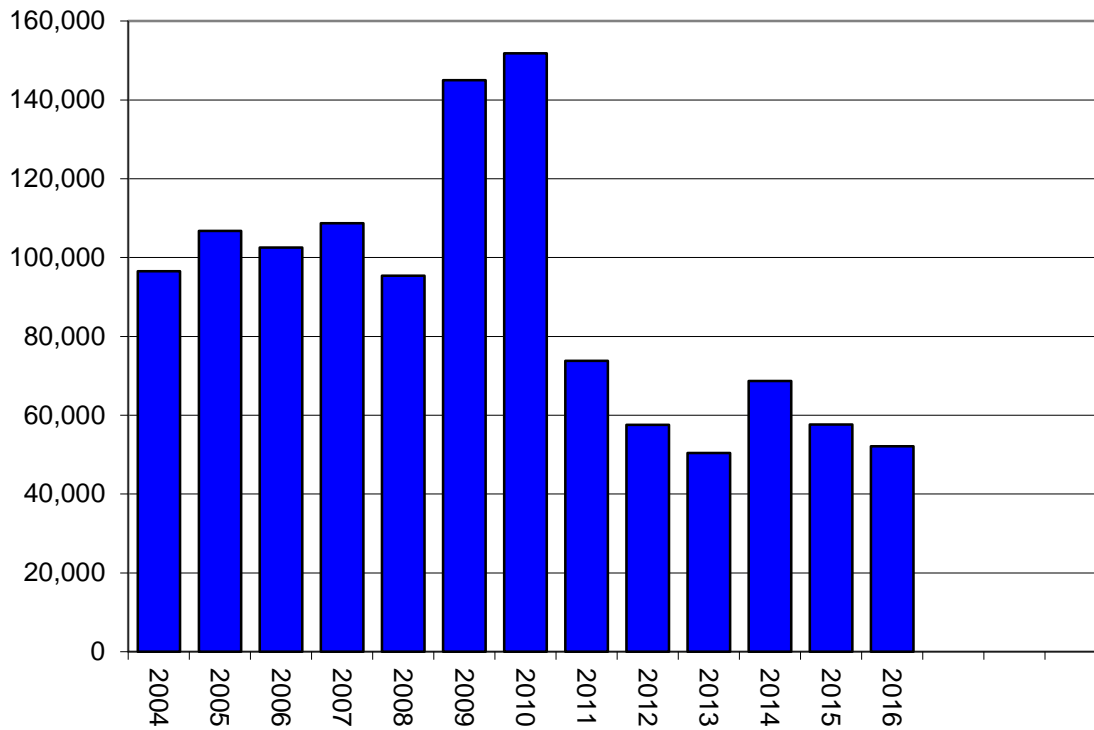


## Criminal Court Supervision Felony & Misdemeanor 2004 - 2016



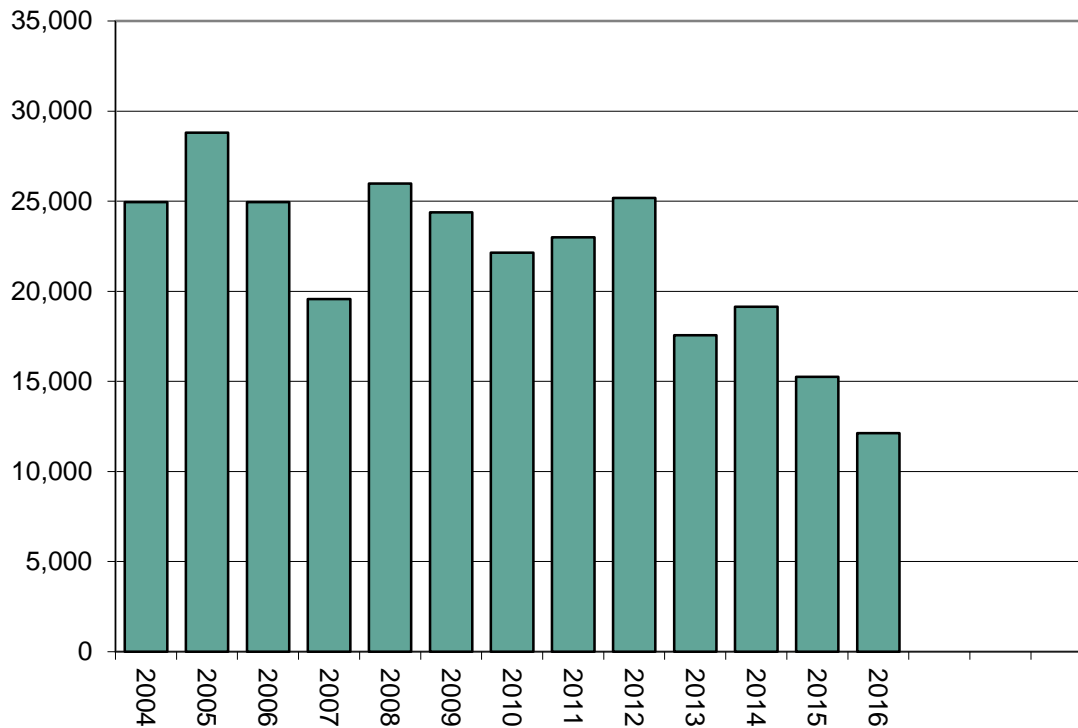


## RESTITUTION COLLECTIONS 2004 - 2016





## DWI Supervision Fees 2004 - 2016



## PUBLIC WORKS/CAPITAL PROJECTS

### Public Works

THE TIOGA COUNTY PUBLIC WORKS DEPARTMENT COMPLETED ANOTHER SUCCESSFUL YEAR IN 2016 WITH THE ACCOMPLISHMENT OF SOME MAJOR WORK.

### HIGHWAY DIVISION

- SECOND COURSE OF OIL & STONE SURFACE TREATMENT ON HALSEY VALLEY ROAD AND STRAITS CORNERS ROAD
- MICHIGAN HOLLOW ROAD ASPHALT OVERLAY
- GASKILL ROAD MILL & PAVE
- WASHING BRIDGE DECKS
- ASSISTED VARIOUS TOWNSHIPS IN TIOGA COUNTY WITH SURFACE TREATMENT PROJECTS AND SHOULDERING OPERATIONS
- PENNSYLVANIA AVENUE ALUMINUM BOX CULVERT INSTALLATION PROJECTS
- REHABILITATION OF CONCRETE CATCH BASIN AT RONALD E. DOUGHERTY COUNTY OFFICE BUILDING PARKING LOT



- PREPARATIONS FOR 2017 PROJECTS

## BUILDINGS & GROUNDS DIVISION

- RENOVATED LAW OFFICES AT THE COURT ANNEX
- INFORMATION TECHNOLOGY RENOVATIONS
- HEALTH DEPARTMENT OFFICE RECONFIGURATION
- BATHROOM REMODELS AT THE HHS COMPLEX, A-FRAME, COURT ANNEX, AND RONALD E. DOUGHERTY COUNTY OFFICE BUILDING (PERSONNEL)
- WAVERLY MENTAL HEALTH SATELLITE OFFICE RENOVATIONS
- PARK STREET PARKING LOT LIGHTING RETROFIT TO LED LIGHTS

## CAPITAL PROJECTS

- PHASE II OF THE BRIDGE PREVENTIVE MAINTENANCE PROGRAM COMPLETED
- GLEN ROAD BRIDGE REPLACEMENT
- CODDINGTON ROAD BRIDGE REPLACEMENT – ON SITE DETOUR INSTALLATION BY HIGHWAY DEPT
- BLEWER ROAD BRIDGE REHABILITATION
- ELLIS CREEK ROAD BRIDGE REPLACEMENT
- HALSEY VALLEY ROAD BRIDGES
- COURT ANNEX FIRST FLOOR STRUCTURE REHABILITATION
- PUBLIC SAFETY BUILDING BOILER INSTALLATION
- FASCIA PAINTING AT RONALD E. DOUGHERTY COUNTY OFFICE BUILDING
- COURT ROOM PAINTING AT THE TIOGA COUNTY COURT HOUSE

## OUTLOOK FOR 2017

- RAISING THE FLOOD PRONE AREA OF HALSEY VALLEY ROAD NEAR NYS ROUTE 17C IN CONJUNCTURE WITH TOWN OF TIOGA
- DAY HOLLOW ROAD BRIDGE REPLACEMENT – ON SITE DETOUR INSTALLATION BY HIGHWAY DEPT
- PHASE III OF BRIDGE MAINTENANCE PROGRAM
- ELLISTOWN ROAD MILL & PAVE
- SULPHUR SPRINGS ROAD CULVERT PIPE INSTALLATION
- DIAMOND VALLEY ROAD BRIDGE REHABILITATION PROJECTS
- WEST RIVER ROAD CULVERT REPLACEMENT AT MOUNT PLEASANT ROAD
- PERSONNEL OFFICE RENOVATIONS AT THE RONALD E. DOUGHERTY COUNTY OFFICE BUILDING
- RONALD E. DOUGHERTY COUNTY OFFICE BUILDING ROOM 101 RENOVATIONS



- NEW AIR CONDITIONING UNITS FOR THE HUBBARD AUDITORIUM AND DMV OFFICES AT THE RONALD E. DOUGHERTY COUNTY OFFICE BUILDING
- DAY HOLLOW ROAD BRIDGE DESIGN
- PENNSYLVANIA AVENUE PAVING PROJECT SOUTH END
- WEST RIVER ROAD MILL & PAVE WEST END
- BROAD STREET EXTENSION MILL & PAVE
- COURT ANNEX BUILDING ROOF
- 68 TEMPLE STREET ROOF
- HEALTH AND HUMAN SERVICES COMPANION GENERATOR PROJECT COMPLETION

## Solid Waste

### Tioga County Solid Waste Department Annual Report

#### A. Recycling

The recycling tonnages were 3,999.8 and 3,838.6 for 2016 and 2015, respectively. The recycling tonnage and type are reported in Table A.1. This is a 161.2 ton increase from 2015. The recycling revenue decreased significantly due to the recycling market plummeting.

#### B. Hazardous Waste

Tioga County Household Hazardous Waste Program went off without a hitch for the seventeenth year in a row. This program has provided a safe method for the County residents and agricultural generators to dispose of 459,492 lbs. or 229.7 tons of hazardous waste and electronics over the past sixteen years at an average cost of \$0.79 per pound. The electronic recycling portion of this program has recycled a total of 170,395 lbs. (85.2 tons) since its inception in 2003.

The number of participants in 2016 was a record breaker of 589 versus 357 in 2015. This is a 65% increase in participation rate from 2015. The true value of this program is that from April through November residents get three days per month to dispose of their hazardous waste. Table B.2 shows the history of hazardous waste amounts and price of disposal.

#### C. Tire Program

Tioga County Solid Waste receives a donation from Upstate Shredding-Weitsman of \$10,000 per year for a total of ten years which will total \$100,000. We completed our ninth year and more than 1,000 tons of tires have been cleaned up and properly disposed within Tioga County since the inception of this program.

#### D. Miscellaneous

Tioga County Solid Waste applied for New York State Department of Environmental Conservation (DEC) grants (Recycling Coordinator, Household Hazardous Waste and



Electronic Waste) which will bring in over \$60,000 in revenue. Solid Waste also brought grant and energy saving opportunities to municipalities such as DEC Electronic Waste grant and SMARTWATT Inc.'s Street Light Conversion Program.

## E. Future for Solid Waste

Strengthening the communication and relationship with the County's municipalities, local businesses and the Department of Solid Waste focusing on clean up and beautification of the County. This will be accomplished by facilitating the tenth annual tire and scrap metal clean up, assisting local municipalities and businesses with recycling and environmental grants, and educating the local businesses and residents on proper disposal of waste and recycling. To continue to work with Department of Public Works to reduce energy costs for Tioga County government, businesses and residents. These goals will be achieved through development and promotion of renewable energy sources, alternative fuels and cost-savings programs. Tioga County Solid Waste will continue to work with Taylor Garbage to create a local outlet for residents to recycle their electronic waste.

**Table A.1: 2016 Curbside Recycling Program Summary**

	2016	2015	2014	2013	2012
JAN	324.6	323.4	343.9	346.7	320.0
FEB	302.9	261.0	295.3	271.5	301.1
MAR	331.1	315.5	301.9	298.5	327.6
APR	312.8	334.4	323.6	317.4	312.3
MAY	336.7	313.4	337.8	316.7	339.0
JUN	340.5	336.5	344.2	345.7	332.4
JUL	308.9	339.7	346.7	351.7	318.6
AUG	366.3	308.3	332.9	328.2	308.5
SEP	318.2	318.8	337.7	337.7	282.5
OCT	335.1	321.9	334.1	335.5	332.1
NOV	351.9	323.2	305.5	330.4	345.5
DEC	370.9	342.6	370.4	338.1	349.7
<b>TOTAL</b>	<b>3,999.8</b>	<b>3,838.6</b>	<b>3,973.9</b>	<b>3,918.0</b>	<b>3,869.3</b>
<b>SUBTOTAL</b>	<b>3,999.8</b>	<b>3,838.6</b>	<b>3,973.9</b>	<b>3,918.0</b>	<b>3,869.3</b>

**Table B.1: 2016 Hazardous Waste Program.**

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HAZARDOUS WASTE PROGRAM						
HOUSEHOLD WASTE (lbs)			PARTICIPATION			
	ELECTRONICS	HAZARDOUS	RATE‡	PRICE/LB*	PAID TO BC	
APR	3389	2791	28 (E), 27 (H)	\$ 0.60	\$ 3,679.40	
MAY	3355	2397	24 (E), 28 (H)	\$ 0.62	\$ 3,564.00	
JUNE	2557	1830	25 (E), 19 (H)	\$ 0.61	\$ 2,667.45	
JULY	3087	2520	27 (E), 31 (H)	\$ 0.60	\$ 3,370.45	
AUG	3334	2805	28 (E), 28 (H)	\$ 0.60	\$ 3,670.65	
SEPT	9382	6288	68 (E), 59 (H)	\$ 0.54	\$ 8,419.70	
OCT	6748	7537	49 (E), 51 (H)	\$ 0.59	\$ 8,414.55	
NOV	8644	10092	57 (E), 40 (H)	\$ 0.40	\$ 7,569.15	
TOTAL	40496	36260	589	\$ 0.57	\$ 41,355.35	
‡ E = Electronics; H = Hazardous						

**Table B.2: Historical Amounts and Costs for Hazardous Waste and Electronic Waste Program**

2015: \$26,353 to dispose of 39,359 pounds of waste = \$0.68/lb.\*  
2014: \$20,071.55 to dispose of 26,472 pounds of waste = \$0.77/lb.\*  
2013: \$19,787.10 to dispose of 24,850 pounds of waste = \$0.82/lb.\*  
2012: \$16,840.85 to dispose of 22,919 pounds of waste = \$0.76/lb.\*  
2011: \$24,103.77 to dispose of 26,792 pounds of waste = \$0.94/lb.\*  
2010: \$32,500.25 to dispose of 39,067 pounds of waste = \$0.83/lb.\*  
2009: \$31,795.25 to dispose of 38,127 pounds of waste = \$0.83/lb.\*  
2008: \$22,780.25 to dispose of 26,107 pounds of waste = \$0.87/lb.\*  
2007: \$20,131.25 to dispose of 22,510 pounds of waste = \$0.89/lb.\*  
2006: \$23,825.00 to dispose of 26,930 pounds of waste = \$0.88/lb.\*  
2005: \$19,070.00 to dispose of 21,126 pounds of waste = \$0.90/lb.\*  
2004: \$17,437.75 to dispose of 19,407 pounds of waste = \$0.90/lb.\*  
2003: \$15,641.00 to dispose of 16,224 pounds of waste = \$0.96/lb.\*  
2002: \$12,515.10 to dispose of 12,869.4 pounds of waste = \$0.97/lb.\*  
2001: \$10,173.15 to dispose of 9,515.6 pounds of waste = \$1.05/lb.\*  
2000: \$10,658.80 to dispose of 10,461.2 pounds of waste = \$1.02/lb.\*  
\* Household hazardous waste and electronics collected

**Table C.1: 2016 Revenue Summary**

Tire Program: \$ 11,825  
Grants: \$ 60,348.16  
Recycling Revenue: \$ 10,050.15

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Total: \$ 82,223.31

## PERSONNEL/ADA

### Personnel

#### Narrative Paragraphs:

Daily activities in this office primarily involve civil service administration, fringe benefits administration and labor relations matters.

The Personnel Department is mandated to provide Civil Service administration to all County Departments as well as the Towns (9), Villages (6), Schools (5) and Special Districts (2) within Tioga County. This means the hiring of Custodians, Bus Drivers, Food Service Helpers, Secretaries, etc. at the schools and Typists, Equipment Operators, Wastewater Treatment Plant Operators, etc. in the Towns and Villages, as well as EMTs in the Fire Districts and Soil & Water Conservation District employees are all overseen by this office. In all, 1302 classified civil service positions exist amongst all public entities in Tioga County.

Throughout 2016, 31 different civil service examinations were conducted in which 222 candidates participated. As of January 1, 2016 Criminal Background Checks are now conducted as part of the hiring process; this program is managed by the Personnel Department.

The Personnel Department also administers the Tioga County Self-insured Workers' Compensation Plan, in which all Towns and Villages participate as well as the County; the annual budget for this program was \$1.47 million, appropriated between all the municipalities.

The bulk of Tioga County's 341 full-time employees are represented by three labor unions. Late in 2016, the Binding Arbitration award for the Tioga County Law Enforcement Unit was issued and retroactive salary increases for 2013 & 2014 were issued. Negotiations with the Tioga County Corrections Association began and will continue into 2017.

Lastly, the Personnel Department replaced outdated Civil Service software with new software, and also was heavily involved in the County's transition to new finance & payroll software systems.

The following list provides bullets on some of the department's 2016 accomplishments/projects:

1. The timely administration of examinations enabled this office to achieve a provisional rate of 3.6%, which is slightly lower than the State-wide average of 3.8%.



2. The Employee Recognition Program continued in 2016, recognizing the following employees as "Employee of the Quarter" (the third quarter winner and Employee of the Year are yet to be named):
  - 1<sup>st</sup> Quarter – Liz Struble, Sheriff's Office
  - 2<sup>nd</sup> Quarter – Stephanie Carrigg, Law Dept
  - 3<sup>rd</sup> Quarter – Amy Potter, Treasurer's OfficeIn addition, "Employee Recognition Week" was held in May 2016, during which employees reaching career milestones were recognized. The week included a luncheon for employees who achieved 25, 30 or 35 years of service with Tioga County.
3. The Personnel Department coordinated supervisor training on the topics of *Social Media in the Workplace* and *The Taylor Law* in November; 40 employees attended.
4. Personnel took steps to prepare all departments for the impact of the change in Fair Labor Standards Act regulations pertaining to expanded overtime eligibility; the regulations were due to go into effect December 1, 2016 but have been delayed.
5. As a result of a healthy 2016, Excellus Blue Cross/Blue Shield premiums dropped 6% Countywide for 2017.
6. 42 new Workers' Compensation claims were reported by all the municipalities in 2016, 10 of which were lost-time claims.
7. The Personnel Officer continues to serve as Secretary of the New York State Association of Personnel & Civil Service Officers.

## Goals for 2017:

- Roll-out the option for candidates to apply for employment and civil service examinations online.
- Participate in negotiations with both CSEA and TCLEU for successor collective bargaining agreements and ratify both before December 31.
- Work with the Treasurer's Office to streamline communications between Personnel and payroll, where possible.