



## Legislative Support Minutes

May 5, 2022

1:00 p.m.

### ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Hollenbeck, Mullen, Roberts, Sauerbrey, and Standinger, and Weston were present with Legislator Monell being absent.

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer O'Rourke, and Director of Administrative Services McCann.

Guests: None

### APPROVAL OF MINUTES

Legislator Mullen made the motion, seconded by Legislator Brown to approve the April 7, 2022 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

The 2022 YTD Budget Report was emailed to all Legislators prior to this meeting and is included in today's committee agenda packet. Ms. Haskell reported the Legislative Office has expended 31% of their budget to date, which is the same as last year at this time.

### OLD BUSINESS

#### ***April 2022 Meetings:***

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in April 2022:

- Fourth Regular Legislature Meeting – April 12, 2022
- Fifth Special Legislature Meeting – April 21, 2022

The Legislative Clerk attended the following meetings in April 2022:

- Legislative Standing Committees – April 5 and 7, 2022
- Veterans Service Agency Press Conference – April 7, 2022
- Legislative Worksessions – April 7 and 21, 2022
- Finance/Legal Committee Meeting – April 12, 2022
- Fourth Regular Legislature Meeting – April 12, 2022
- Leadership Tioga – April 13, 2022
- Legislative Office Security Walk-through – April 13, 2022
- Executive Team Meeting – April 14, 2022
- Records Management/Fixed Asset Meeting – April 20, 2022
- Munis Payroll Training – April 20, 2022
- Fifth Special Legislature Meeting – April 21, 2022
- Team Tioga Breakfast Event – April 28, 2022

# Office of the Legislative Clerk

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



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**Cathy Haskell** Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

## **Financial Disclosures:**

Currently, there are four (4) Legislators who still need to submit their financial disclosures to the Law Department by the May 15, 2022 deadline.

## **NEW BUSINESS**

**May 2022 Legislative Meeting** - The Fifth Regular Legislature meeting will be held on Tuesday, May 10, 2022, at 12:00 p.m. with Finance/Legal Committee meeting just prior at 10:30 a.m. Legislator Monell will lead the Legislature in the prayer, pledge, and voting process.

There are six (6) proclamations: **American Stroke Month in Tioga County** and **End Food Waste**, which Legislator Standinger will read and present to Health Educators Katie Wait and Laura Bennett; **Military Caregiver Month**, which Legislator Ciotoli will read and present to Veterans Service Agency Director Middaugh; and **Elder Abuse Month, Foster Care Recognition Month, and Mental Health Awareness Month & Children's Mental Health Awareness Week (May 1-5, 2022)** which will be noted in the minutes, as these proclamations have been read and presented in year's past.

There is one (1) recognition resolution this month; **Recognition of Betty Chilson's 24 Years of Dedicated Service to the Tioga County Department of Mental Hygiene**. Ms. Chilson will be attending the May 10, 2022 Legislature Meeting along with Director of Community Services Morgan. Legislator Standinger will read and present her recognition resolution.

All resolutions presented by the Department's at their respective Legislative Standing Committees were reviewed for Legislature consideration with the following discussion:

- **Reso E14 - Carry Forward 2021 Budget and Amend 2022 Budget – Public Health:** Based on an inquiry of using "carry forward" funds from a previous year's budget that has since been closed, Legislative Clerk Haskell reported she spoke with Budget Officer Bailey, who in turn, recommended changing the language from "carry forward" to "re-establish" as this was the language used in last year's resolution for the same purpose. Ms. Haskell further spoke with Director of Administrative Services McCann to make him aware of the recommendation and obtain approval to revise the resolution accordingly. Mr. McCann was in favor of making the necessary revisions.
- **Reso E16 - Amend 2022 Budget and Transfer Funds – Public Works:** Ms. Haskell reported she discussed the funding source with Budget Officer Bailey and determined this was the best option, as initially the Department was interested in using the Capital Fund Reserve. Ms. Haskell explained Fund Balance –Unrestricted is the funding source where the County currently has an excess of funds.

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Commissioner of Public Works, Public Works Committee, and all Legislators present were in favor of using this fund for the HVAC project in the former CCE space at the County Office Building.

**NeoGov Account Activation** – The Law Department sent an email on April 15, 2022 to all Legislators, Directors, and Administrative Assistants regarding the new learning management training system, NeoGov Learn, through NYMIR University. Ms. Haskell reminded the Legislators to activate their account by clicking the link in the email, as County required trainings will now be uploaded on each individual's account and can be accessed from any device off-site. Ms. Haskell reported Secretary to the County Attorney Christine Freyvogel can assist with activation and/or questions, if necessary.

## PERSONNEL

**NYS Association of Clerks of County Legislative Boards Conference** – Ms. Haskell will be attending the Legislative Clerks Conference in Cattaraugus County on May 18-19, 2022.

## RESOLUTIONS

N/A

## PROCLAMATIONS

N/A

## EXECUTIVE SESSION

N/A

## ADJOURNMENT

Legislator Mullen motioned to adjourn at 1:28 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk