



Tioga County Worksession Minutes **June 8, 2023 – 1:00 p.m.**

Legislators Present:

Legislator Brown
Legislator Flesher
Legislator Monell
Legislator Mullen
Legislator Roberts
Legislator Standinger (*Arrived at 1:02 p.m.*)

Legislators Absent:

Legislator Ciotoli
Chair/Legislator Sauerbrey
Legislator Weston

Guests:

None

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk
Linda Parke, Personnel Officer

Call Meeting to Order: Deputy Chair Monell opened the meeting at 1:01 p.m.

Approval of Worksession Minutes: On motion of Legislator Roberts, seconded by Legislator Brown, the May 18, 2023 minutes were unanimously approved.

Action Items: ACTION ITEM FROM MAY 18, 2023:

ACTION ITEM #1 – 5/18/23 – County Planning Board Discussion –

The Legislature will process the information presented by Planning Director Jardine and discuss the options for the County Planning Board.

This item will be carried forward from the June 8, 2023 Legislative Worksession.

Legislative Support: Legislative Clerk Haskell reported the following:

- **Approval of Minutes:** On motion of Legislator Flesher, seconded by Legislator Brown and unanimously carried, the May 4, 2023 Legislative Support minutes were approved.

➤ **Financial:**

- The Legislative Office has expended 37% of their 2023 budget, which is slightly less than this time last year.
- Accounts Payable for May 2023 - 709 invoices, totaling \$947,142.33.
- P-Card transactions for May 2023 – 145 invoices, totaling \$42,411.38.

➤ **Old Business:**

- **Sales Tax Extender Bill:** Ms. Haskell reported she received confirmation from Senator O'Mara's Office that the Home Rule Request Forms have been received and accepted by both the Senate and Assembly Home Rule Offices. Ms. Haskell reported the next step is for the Governor to sign the legislation. Ms. Haskell reported she has drafted a resolution for the County Attorney's review. The resolution will also need to be reviewed by Tioga County's assigned NYS Taxation & Finance Attorney. Once the Governor signs legislation, this resolution can be brought forth to the Tioga County Legislature.
- **NYS Association of Clerks of County Legislative Boards (NYSACCLB) Conference:** Ms. Haskell thanked the Legislature for the opportunity to attend the NYS Association of Clerks of County Legislative Boards Conference last month in Cortland. Ms. Haskell reported that the Legislative Clerks Association developed a Certified Legislative Board Clerk Program in 2021, which is endorsed by NYSAC. By attending and completing classes over the last two years, Ms. Haskell graduated from the program. Recertification is completed every two years through conference attendance.

➤ **New Business:**

- Ms. Haskell reminded the Legislators that due to the Fourth of July holiday taking place on a Tuesday, the July Health & Human Services, Information Technology, Administrative Services, Economic Development & Planning, and Public Safety Legislative Standing Committees will take place on Wednesday, July 5th.
- Ms. Haskell will be taking vacation from June 26th – June 30th. She will be periodically checking her email during that time.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the June 13th, 2023 Legislature meeting. She reported there was not a quorum at the Personnel committee meeting. In order for the resolutions from that committee to move forward, the Legislature needs to agree to include them in the June 13th agenda packet. Discussion occurred on the following resolutions:

- **Resolution to Amend and Restate the Deferred Compensation Model Plan:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.
- **Authorize Salary Above CSEA Base For Probation Officer 1 (Briana Ward) Probation Department:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.
- **Authorize Out-of-Title Pay – Public Health:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.
- **Authorization to Create and Fill One, Part-Time Principal Social Welfare Examiner Position – Social Services:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.
- **Create and Fill Permanent, Full-Time Senior Clinical Social Worker (School/Community Based) Position – Mental Hygiene:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.
- **Create and Fill Permanent, Full-Time Senior Clinical Social Worker (School/Community Based) Position – Mental Hygiene:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.
- **Appointment of Democratic Deputy Commissioner of Elections:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.
- **Authorize Appointment of Benefits Manager (Personnel Department):** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.

- **Amend Resolution No. 193-18 as Amended by Resolution No. 45-23; Adoption of Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan and Employee Training Plan:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.
- **Amend Employee Handbook: Section IV. Personnel Rules, Subsection J. Management/Confidential Vacation and Section IV. Personnel Rules, Subsection K. Management/Confidential Benefits:** Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the June 13th, 2023 meeting.

Other:

- **Benefits Manager Retirement:** Ms. Haskell reported that Benefits Manager, Amy Poff, is retiring and her last day is June 30th. Ms. Poff not only assists Tioga County employees and retirees, but also Towns and Villages. Ms. Poff did not want a resolution or plaque presented at the June 13th meeting. Legislator Mullen inquired as to how long Ms. Poff has worked for Tioga County. Personnel Officer Parke reported Ms. Poff has worked for Tioga County for 26 years. Legislator Mullen commended Ms. Poff on her hard work and helpfulness, which was reiterated by other Legislators. Legislator Mullen stated the Legislature should do something on their own behalf for Ms. Poff to recognize, thank, and show their appreciation for her many years of service. Legislator Roberts suggested flowers and the other Legislators concurred. Legislative Clerk Haskell will use the Legislator Fund to purchase flowers, which is funds donated personally by the Legislators and Legislative Office.
- **Clarification on Religious Organizations and Grant Writing:** Legislator Roberts asked County Attorney DeWind for clarification on Tioga County assisting religious organizations in writing grants. County Attorney DeWind responded that assisting in grants is permissible as long as the grant does not directly support faith-based practices or worship. The grant must be for ancillary activities, such as running a food program or pantry.

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

Meeting adjourned at 1:28 p.m.

Next Worksession scheduled for Thursday, June 22, 2023, at 10:00 a.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk