

LEGAL/SAFETY COMMITTEE MINUTES

August 14, 2018

Present: Chair Monell, Legislators, Hollenbeck, Roberts, Sullivan, and Standinger;
Treasurer McFadden, Budget Officer Hollenbeck; Family Court Public Defender
Townsend
Absent: Legislators Huttleston, Mullen, Sauerbrey and Weston

MINUTES

Meeting convened at 10:36. On Motion of Legislator Hollenbeck, seconded by Legislator Standinger, the minutes of the July 10, 2018 meeting were unanimously approved by those present.

FINANCIALS

Year to date budgets are tracking well

NEW BUSINESS

- Resolution to adopt Title VI Plan, ADA Transition Plan, Environmental Justice Plan, Limited English proficiency Plan and Title VI Employee Training Plan. County Attorney reviewed the completed Title VI plans and policies and their application. The NYS DOT Office of Civil Rights compliance review prompted a revamping of Tioga County's Title VI policy statements. The policies include some language to be included in future solicitations and contracts and spells out our investigation process in greater detail. The Environmental Justice Plan provides insight into areas where lower income and minority populations reside to consider in making planning decisions and making sure we are including these populations. The study does reveal some low income pockets but little in the way of concentrated minority populations. The related Limited English Proficiency plan also finds we do not have pockets that are non-native speaking but have plans in place to address translation needs if required. The ADA Transition Plan reviewing the accessibility status of all County facilities will be an ongoing process. County Attorney thanked all involved in putting this project together and in particular County Clerk Klett, Safety Officer Kenville and GIS Manager Ostrander and GIS Analyst Goodrich.
- We are revamping our Title VI training program as well. The current plan is to complete the training program and start with new hires before incorporating it into next year's training cycle in March and April. The program does need to be a dedicated annual Title VI program completed by all employees. To cover all required elements this will be more extensive than our current program and have a larger impact on employee time. This will be reviewed with the Legislature further at a future meeting as there is a module regarding Sexual Harassment which is also being developed to meet recent NYS requirements included in the most recent State budget.
- Family Court Public Defender presented the Public Defender budget for the upcoming year
- Chairman Monell indicated that he had discussed the District Attorney's budget with their office as they were unable to attend today's meeting
- County Attorney DeWind presented the County Attorney's Office budget for the upcoming year with a slight reduction in expenses

- Discussion on the Tioga Land Bank which is working on a grant application which requires developing proposed expenses. The question was whether they would seek services, such as legal counsel, on the open market or if the County would consider entering into a shared services agreement. A shared services arrangement is used in some counties and could be less expensive. Rates would be charged at the County Attorney's current billing rate tabulated by our auditors. Several Legislators had concerns about whether staff would have the time needed to handle this extra work and if this could set up potential conflicts of interest. Much of the work would be real property related where both sides of a transaction could involve staff in the Treasurer's Office and County Attorney's Office representing both seller and buyer. The general consensus was that the Land Bank should plan on having to utilize outside counsel and auditing services.

Dated: August 14, 2018

Peter DeWind