

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

May 3, 2022

2:30 pm

- **Approval of minutes** from April 5, 2022 Public Safety Committee meeting
- **Financial**
 1. Budget on track for 2022
- **Old business**
 1. Staffing
 2. Training
 3. Financial workgroup
- **New business**
 1. Collaborative Law Enforcement Training
 2. Decision Points
 3. Accounting Associate III plan
- **Personnel**
 1. One unfunded Probation Officer 1 position
- **Resolutions (2)**
 1. Approval of Alternatives to Incarceration Service Plan
 2. Authorization to increase Probation budget allowing for the cost of Automon to host the Probation Caseload Explorer program
- **Proclamations**
 1. None
- **Adjournment**

DRAFT

PUBLIC SAFETY MEETING

April 5, 2022

The regular meeting of Public Safety, Probation, Office of Emergency Services, Coroner, and Stop DWI was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, April 5, 2022 at 2:30 PM.

Present:

Dennis Mullen	Chair, Public Safety
Marte Sauerbrey	Chair, Legislator
Edward Hollenbeck	Legislator
Barb Roberts	Legislator
William Standinger	Legislator
Brian Cain	Director, Probation
Mike Simmons	Director, Emergency Services
Sheriff Gary Howard	Sheriff's Office

Guest:

Peter DeWind	County Attorney
Cathy Haskell	Legislative Clerk

Absent:

Bob Williams	Deputy Director, Emergency Services
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APPROVAL OF MINUTES:

Approval of March 8, 2022 minutes:

Legislator Hollenbeck made the motion, seconded by Legislator Roberts to approve the March 8, 2022 Public Safety minutes, as written. Motion carried.

OFFICE of EMERGENCY MANAGEMENT – Mike Simmons:

FINANCIAL:

- Budget is on track.

OLD BUSINESS:

- Communications Project Report:
 - Radio Project: Chair Sauerbrey, Director Simmons, Kevin Karn of NYSTEC and Chris Meyer from Motorola met on March 30, 2022, little information has been received as to when Grant will be announced; Grants have been stalled due to understaffing.
- CAD Project:
 - Scheduled to go live in May 2022.
 - Working on fire department response plan.
 - Data Transfer: Cost is being established and will be asked for next month, this is an additional cost which is pertinent to keep the records from the old system.
 - Training has been ongoing.

- EMS Study:
 - Completed report should be received within the next few weeks.
- Emergency Management:
 - Deputy Director Williams and Director Simmons are working on developing local Emergency plans between Towns and Villages.

NEW BUSINESS:

- Tompkins County Mass Notification System:
 - They have been using SIREN (Safety & Incident Real-Time Emergency Notifications) similar to CODE RED, that the Village of Owego uses and NY Alert, that we currently use; cost is around \$12,000 annually.

PERSONNEL:

- Specialty Team Leaders:
 - Add two Part-Time Assistant Fire Coordinators (\$100/week):
 - One Position, Safety (HAZMAT).
 - One Position, Technical (CAD).

RESOLUTIONS:

- Authorize Creation of Two (2) Positions: Assistant Fire Coordinator (PT)
A resolution was presented requesting approval to create two part-time positions to assist with mutual aid programs and related projects.

***Committee agreed to move these resolutions forward*

SHERIFF – Gary Howard:

FINANCIAL:

- Budget is on track:
 - Revenues are at \$134,458 which is 27% of the budget. Inmate boarders account for \$97,855 which is 65% of the budget.
 - Expenditures are at \$2,658,523 which is 31% of the budget.

OLD BUSINESS:

- Live Scan Upgrade:
 - Completed waiting on printers and Software configuration.
- Spillman Training – New CAD System ongoing.
- Cycle Evaluation – Commission of Corrections.
- Tioga County Law Enforcement Agency negotiations are ongoing.

NEW BUSINESS:

- Trimble Training – 3D Scanner:
 - Crime Scene/Traffic Accident Reconstruction completed.
- TruNarc Training:
 - To be scheduled.

- Pole camera has been received and implemented.
- Two Night Vision Monoculars have been received and implemented to the SWAT Team.
- MAT Planning – Projected to start in September 2022.
- HALT Act Implementation.

PERSONNEL:

- Update on Vacancies:
 - Civil – One open part-time Deputy Sheriff position remains available, filled one in March 2022; Ladd Dawson is attending Basic Civil School which started on April 4, 2022.
 - Corrections – Three open Corrections Officer positions remain available, one vacant part-time Cook position remains available.
 - Three Corrections Officers are attending the Corrections Academy currently.
 - Road Patrol – One vacant Deputy position remains available, one Deputy is currently on light duty and at this time there are
 - Two Deputies are presently attending Broome County Academy.
 - E911 Communications – One open part-time Public Safety Dispatcher position remains available and one vacant full-time Public Safety Dispatcher Trainee position remains available.
 - Records – All positions are filled.
 - Administration – All positions are filled.

RESOLUTIONS:

- Amending Resolution 102-22 Resolved and Apportioning Forfeiture of Crime Proceeds for Drug Enforcement Activities
A resolution was presented to correct the reserve account numbers and funding be appropriated accordingly.

***Committee agreed to move these resolutions forward*

PROBATION – Brian Cain:

FINANCIAL:

- Budget on track

OLD BUSINESS:

- Staffing:
 - Interviewed Porshea Moore for the Accounting Associate III position and her start date will be in April 2022.
 - Three new staff members in March 2022:
 - Two Probation Officers.
 - One Office Specialist.
- Training:
 - DCJS was able to waive training requirements for new Probation Officers until January 2023.



- Peer Support Specialists:
 - Currently there are four Peers:
 - Two of the Peers continue providing a Wellness Group.
 - Plans on beginning a Women’s Group are forthcoming.

- Financial Workgroup:
 - Three members of the Probation Department (Director Cain, part-time Supervisor Bennett and Probation Assistant Baker) continue working on statewide cooperative efforts to clarify and/or improve the collection and distribution of restitution ordered by the Courts throughout the State of New York.
 - Meetings have continued; Probation Departments in all Counties are experiencing similar issues.

NEW BUSINESS:

- Regional Youth Justice Team Grant:
 - Working with TCDSS to have agencies provide one facilitator jointly presenting the program to Tioga County Schools:
 - Possible collaboration with TCASA and Safe Harbor to present a “Preventive Module,” to schools remains ongoing:
 - Awarded a \$10,000 grant through the Regional Youth Justice Team; Services Director, Liz Myers (TCDSS) applied for the grant which works in combination with our Results Based Leadership approach to Juvenile Justice issues in Tioga County.
 - Joint Training.
- Ordered new SUV:
 - “Arming the Department.”

PERSONNEL:

- One Unfunded Probation Officer position remains available.

RESOLUTIONS:

- None

ADJOURNED:

Meeting was adjourned at 2:59 PM.

EXECUTIVE SESSION:

Motion by Legislator Standing, seconded by Legislator Hollenbeck to move into Executive Session at 2:59 p.m. to discuss an employee benefit request. Motion carried.

ADJOURNED:

Legislator Standing motioned to adjourn Executive Session at 3:36 p.m.



Respectfully Submitted,

Donna Gilligan

Donna Gilligan

Accounting Associate III – Payroll Tioga County Sheriff's Office

04/05/22



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

ACCOUNTS FOR: General Fund ORIGINAL APPROP TRANSFRS/ ADJUSTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USE/COL

A3140 Probation

A3140	415600	Adoption Investiga	-600	0	-600	.00	.00	.00	-600.00	.00*
A3140	415800	Restitution Surcha	-2,000	0	-2,000	.00	.00	.00	-2,000.00	.00*
A3140	415810	Probation - DWI Su	-16,000	0	-16,000	.00	.00	.00	-16,000.00	.00*
A3140	415811	DWI-Probation Sala	-10,000	0	-10,000	.00	.00	.00	-10,000.00	.00*
A3140	433100	State Aid-Probatio	-105,205	0	-105,205	.00	.00	.00	-78,903.66	25.00*
A3140	433160	State Aid-Enhanced	-18,566	0	-18,566	.00	.00	.00	-13,924.59	25.00*
A3140	433170	Ignition Interlock	-3,678	0	-3,678	.00	.00	.00	-3,678.00	.00*
A3140	433180	State Aid- STSJP	-7,000	0	-7,000	.00	.00	.00	-7,000.00	.00*
A3140	433182	RTA State Aid -Rais	-78,150	0	-78,150	.00	.00	.00	-78,150.00	.00*
A3140	510010	Furl Time	839,125	0	839,125	.00	.00	.00	810,167.63	3.5%
A3140	510020	Part Time/Temporar	28,645	0	28,645	.00	.00	.00	27,717.42	3.2%
A3140	510030	Overtime Pay Only	5,000	0	5,000	.00	.00	.00	5,000.00	.00*
A3140	510050	All Other(On Call,	0	0	0	.00	.00	.00	-6,340.00	100.00*
A3140	520070	Chairs	400	0	400	.00	.00	.00	400.00	.00*
A3140	520200	Office Equipment	2,500	0	2,500	.00	.00	.00	2,500.00	.00*
A3140	520215	Personal Protectiv	4,500	0	4,500	.00	.00	.00	4,500.00	.00*
A3140	540070	Car Maintenance	2,550	0	2,550	.00	.00	.00	2,550.00	.00*
A3140	540080	Clinic Supplies	4,250	0	4,250	.00	.00	.00	4,250.00	.00*
A3140	540140	RTA Contracting Ser	72,510	0	72,510	.00	.00	.00	72,510.00	.00*
A3140	540180	Dues	850	0	850	.00	.00	.00	850.00	.00*
A3140	540220	Automobile Fuel	2,200	0	2,200	.00	.00	.00	2,200.00	.00*
A3140	540220	RTA Automobile Fuel	1,230	0	1,230	.00	.00	.00	1,230.00	.00*
A3140	540320	Leased/Service Equ	3,300	0	3,300	.00	.00	.00	3,194.77	3.2%
A3140	540340	Literature	1,800	0	1,800	.00	.00	.00	1,658.00	7.9%
A3140	540360	Meals/Food	1,000	0	1,000	.00	.00	.00	1,000.00	.00*
A3140	540390	Mileage Expense	100	0	100	.00	.00	.00	100.00	.00*
A3140	540420	COVID- Office Suppli	0	500	500	.00	.00	.00	232.87	53.4%
A3140	540480	Postage	2,000	0	2,000	.00	.00	.00	2,000.00	.00*
A3140	540487	FH01 Program Expens	0	7,500	7,500	.00	.00	.00	7,500.00	.00*
A3140	540590	Services Rendered	1,265	0	1,265	.00	.00	.00	1,265.00	.00*
A3140	540620	Software Expense	9,247	0	9,247	.00	.00	.00	9,246.91	.00*
A3140	540630	Stationery Supplite	6,500	-500	6,000	.00	.00	.00	6,000.00	.00*
A3140	540660	Telephone	2,052	0	2,052	.00	.00	.00	2,052.00	.00*
A3140	540660	RTA Telephone-RTA	1,440	0	1,440	.00	.00	.00	1,440.36	.00*
A3140	540731	Training/State Req	10,000	0	10,000	.00	.00	.00	8,611.50	13.9%
A3140	581088	State Retirement F	102,678	0	102,678	.00	.00	.00	94,086.24	8.4%
A3140	583088	Social Security Fr	58,164	0	58,164	.00	.00	.00	53,497.72	8.0%
A3140	584088	Workers Compensati	19,198	0	19,198	.00	.00	.00	17,661.95	8.0%
A3140	585588	Disability Insuran	1,064	0	1,064	.00	.00	.00	987.42	7.2%
A3140	586088	Health Insurance F	301,471	0	301,471	.00	.00	.00	280,109.34	7.1%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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A3140 588988 Eap Fringe	228	0	228	17.56	.00	210.74	7.7%
TOTAL Probation	1,244,067	7,500	1,251,567	43,433.43	.00	1,208,133.62	3.5%

A3142 Alternatives To Incarceration

A3142 415150 Alternatives To In	-100	0	-100	.00	.00	-100.00	.0%*
A3142 433120 State Aid-Alternat	-12,145	0	-12,145	.00	.00	-12,144.51	.0%*
A3142 510010 Full Time	13,466	0	13,466	511.75	.00	12,954.25	3.8%
A3142 510050 All Other(On Call),	0	0	0	160.00	.00	-160.00	100.0%*
A3142 540140 Contracting Servic	4,000	0	4,000	.00	.00	4,000.00	.0%
A3142 581088 State Retirement F	2,428	0	2,428	222.86	.00	2,205.08	9.2%
A3142 583088 Social Security Fr	1,950	0	1,950	84.67	.00	865.30	8.9%
A3142 584088 Workers Compensati	392	0	392	31.34	.00	360.45	8.0%
A3142 585588 Disability Insuran	22	0	22	1.68	.00	20.04	7.7%
A3142 586088 Health Insurance F	3,541	0	3,541	267.62	.00	3,273.70	7.6%
A3142 588988 Eap Fringe	5	0	5	.36	.00	4.30	7.7%
TOTAL Alternatives To Incarceration	12,559	0	12,559	1,280.28	.00	11,278.61	10.2%

A3146 Sex Offender Program

A3146 540140 Contracting Servic	123,840	0	123,840	10,320.00	113,520.00	.00	100.0%
TOTAL Sex Offender Program	123,840	0	123,840	10,320.00	113,520.00	.00	100.0%
TOTAL General Fund	1,380,466	7,500	1,387,966	55,033.71	113,520.00	1,219,412.23	12.1%
TOTAL REVENUES	-253,444	0	-253,444	-30,942.75	.00	-222,500.76	
TOTAL EXPENSES	1,633,909	7,500	1,641,409	85,976.46	113,520.00	1,441,912.99	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTM	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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H3140 Probation Capital							
H3140 520060 Car/Truck	30,000	0	30,000	.00	.00	30,000.00	.0%
TOTAL Probation Capital	30,000	0	30,000	.00	.00	30,000.00	.0%
TOTAL Capital Fund	30,000	0	30,000	.00	.00	30,000.00	.0%
TOTAL EXPENSES	30,000	0	30,000	.00	.00	30,000.00	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,410,466	7,500	1,417,966	55,033.71	113,520.00	1,249,412.23	11.9%

** END OF REPORT - Generated by Cain, Brian **

Public Safety Committee Meeting

Probation Department Report

May 3, 2022

Budget Status:

2022 Revenue Budget:

- \$360 of DWI Supervision fee collected in April. \$3,220 collected to date in 2022
- \$675 in restitution and surcharge collected in April. \$192,706 collected to date in 2022

2022 Budget: On target

Current Business:

1. Staffing – Porshea Moore withdrew her acceptance of the Accounting Associate III position and therefore the search continues for an acceptable candidate. There are two more interviews scheduled at this time. Probation Assistant Lisa Baker and Secretary to the Director Kristen Kallin continue to complete the Accounting Associate III duties while the position is vacant. It is for this reason that this Director would like to continue to explore some sort of additional monetary compensation for Lisa and Kristen.
2. New Probation Officer training requirements – The Council of Probation Administrators (COPA) is engaged in discussions with members of the Department of Criminal Justice Services (DCJS) to address the issue of new training mandates and the lack of availability to have new probation officers trained in a timely manner. Although DCJS was able to secure a waiver of the new training requirements until January 1, 2023, it is becoming clear to Probation Directors throughout the state that given the number of new probation officers who need to be trained, completing training by January 1, 2023 may not be possible.
3. Probation training of law enforcement in collaboration with other County Agencies - On April 27, 2022, Probation in conjunction with Veteran's Services, Department of Social Services, Safe Harbor, and the Tioga County Advocacy Support and Prevention (ASAP) Coalition started a series of trainings with Tioga County law enforcement agencies. The objective of the training is to become familiar with the members of each agency and discuss new developments in each other's discipline. After two trainings with the Village of Owego Police Department, arrangements will be made to meet with the New York State Police, Tioga County Sheriff's Office, and the Village of Waverly Police Department.
4. Decision points – On April 20, 2022, this Director and Probation Supervisor Chad Post met with the administration of the Newark Valley High School in order to discuss taking the Decision Points curriculum to their High School. It was agreed that Probation Staff would provide the Decision Points training at the Newark Valley High School in the month of May and would be continued throughout the 2022-2023 school year.

5. Tioga County was recently awarded a \$10,000 grant through the Regional Youth Justice Team. Director of Services Liz Myers (TCDSS) applied for the grant in order to work in conjunction with Tioga County Probation to continue our Results Based Leadership approach to Juvenile Justice issues in Tioga County. The money will also be used for joint trainings of TCDSS and Probation staff in the area of criminogenic risk factors present in the youth involved in either system.

Update: Discussions are in progress to partner with New Justice Conflict Resolution Services Inc. out of Syracuse, NY to provide trainings for both DSS and Probation staff. The trainings being discussed are Introduction to Restorative Justice Practices and Trauma Informed Training.

6. Statewide financial work group – Three members of the Tioga County Probation Department (Director Brian Cain, Part time Supervisor Joy Bennett, and Probation Assistant Lisa Baker) are currently working with a statewide collaborative effort to clarify and/or improve the collection and distribution of restitution ordered by the Courts throughout New York State.

Update: Meetings of the State wide financial work group have continued. The work groups have started meeting with other state agencies to develop forms and processes which will satisfy the needs of all parties.

7. Juvenile Delinquency Services:

April of 2022- Probation received no JD tickets for the month of April.

YTD: 13 JDATs received to date.

- E- Connect: 11 of 13 eligible youth screened (two respondents did not appear). Eight of the youth screened were determined to be below threshold for mental health services. Three youth were determined to be a level III and were referred for a mental health assessment.
- Probation continues to support and make referrals to ACBC as their Making Our Success Sustainable (M.O.S.S.) Program continues to grow. The program has moved to a new location on North Avenue in Owego. It appears the move to the North Avenue location has been beneficial for the program.
- We have four youth currently in juvenile sex offender treatment.

ATI Programs:

- Electronic Monitoring – two adult offenders and one juvenile are currently being monitored using the traditional electronic monitoring unit.
- Community Service – WWP is paused until June 1, 2022 to allow for the sentencing of more individuals to the WWP program.
- Pre-Trial Release – There are ten people being supervised via the Pre-Trial Release program

Court Ordered Investigations: 33 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 186 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 18 defendants/respondents have violation petitions pending against them in criminal & family court.

Personnel:

One unfunded Probation Officer position

Resolutions:

- Approval of Alternatives to Incarceration Service Plan
- Authorization to increase Probation budget allowing for the cost of Automon to host the Probation Caseload Explorer server

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22

APPROVE ALTERNATIVES TO
INCARCERATION 2022-2023
SERVICE PLAN

WHEREAS: The Alternatives to Incarceration Service Plan for 2022-2023 was presented to the Alternatives to Incarceration Board meeting on April 21, 2022;

WHEREAS: the Alternatives to Incarceration Programs in Tioga County for PreTrial Release and Community Service have a long standing tradition of being an effective tool to reduce the amount of inmates in the Tioga County Jail; the ATI Board approves the plan, the Tioga County Legislature will also support it; therefore let it be

RESOLVED: That the Tioga County Legislature approves the Alternatives to Incarceration Service Plan for the time period of 7/1/2022 to 6/30/2023 and submit same to the NYS Division of Criminal Justice Services and Office of Probation and Correctional Alternatives to continue state-grant funding for Pre-Trial Release, Community Service, and Specialized Treatment

REFERRED TO:

ITCS COMMITTEE
PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22

AUTHORIZE MIGRATION TO HOSTED PLATFORM
FOR AUTOMON PROBATION SOFTWARE

WHEREAS: AutoMon provides case and data management solutions to City, County, and State Probation, Pretrial, Specialty Court and Corrections agencies throughout North America; and

WHEREAS: Tioga County currently hosts its Probation Case Management software, AutoMon, on internal Information Technology infrastructure; and

WHEREAS: That internal Information Technology infrastructure has reached end of life, requiring extensive upgrades and maintenance; therefore be it

RESOLVED: That the Chair of the Legislature is authorized, on behalf of Tioga County, New York, to enter into a Master Subscription Agreement with AutoMon, LLC to host its probation system and migrate data to AutoMon's Information Technology infrastructure; and be it further

RESOLVED: That a prorated fee of \$3,910.00 shall be paid to AutoMon, LLC for hosting services beginning June 1, 2022 through December 31, 2022.