



**LEGISLATIVE SUPPORT AGENDA
THURSDAY, DECEMBER 8, 2022
1:00 P.M.**

APPROVAL OF MINUTES

- Approval of November 10, 2022 minutes

FINANCIAL

- Year to Date Budget Report

OLD BUSINESS

- Cyber Security Training
- Annual Safety Trainings – Deadline 12/9
- November 2022 Meetings

NEW BUSINESS

- December 22, 2022 Worksession
- 2023 Organizational Meeting Agenda Review
- December 2022 Legislative Meeting

PERSONNEL

- N/A

RESOLUTIONS

- N/A

PROCLAMATIONS

- N/A

ADJOURNMENT

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

Legislative Support Minutes

November 10, 2022

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Budget Officer Bailey, Personnel Officer Parke, Chief Accountant Jerzak, Accountant Schurter, and Sheriff Howard.

Guests: None

APPROVAL OF MINUTES

Legislator Standinger made the motion, seconded by Legislator Mullen to approve the October 6, 2022 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2022 YTD Budget Report: Legislative Clerk Haskell reported 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 77.3% of their budget to date. There is nothing notable to report at this time.

OLD BUSINESS

October 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 October 2022:

- Tenth Regular Legislature Meeting – October 11, 2022
- Ninth Special Legislature Meeting – October 20, 2022

The Legislative Clerk attended the following meetings in October 2022:

- Legislative Standing Committees – October 4 and 6, 2022
- Legislative Worksessions – October 6 and 20, 2022
- Tenth Regular Legislature Meeting – October 11, 2022
- Leadership Tioga – October 12, 2022
- Executive Team Meeting – October 13, 2022
- Ninth Special Legislature Meeting – October 20, 2022
- Venkada Security Camera Demonstration – October 21, 2022
- Leaders Meeting – October 25, 2022

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NEW BUSINESS

2022 Leadership Tioga Graduation – Ms. Haskell thanked the Legislature for the opportunity to attend this year's program. Ms. Haskell reported she attended all eleven (11) monthly meetings across the County with graduation commencement held yesterday.

Cybersecurity Training – Ms. Haskell reminded the Legislators that the required cybersecurity training needs to be completed by November 18, 2022. Ms. Haskell reported all Legislators should have received an email from either Charles Root, IT Department, or directly from KnowBe4.

2023 Flex Spending Enrollment – Ms. Haskell reminded the Legislators that the 2023 Flex Spending Enrollment is currently open, and paperwork must be submitted to Benefits Manager Poff by December 2, 2022. This is a program that you must enroll in every year.

Dental/Vision Open Enrollment – Ms. Haskell reminded the Legislators the dental/vision enrollment is currently open for 2023 and those currently participating in this benefit do not need to re-enroll providing they are maintaining the same level of coverage. Any changes would require new enrollment with Benefits Manager Poff before 12/2/22.

Annual Trainings – Ms. Haskell reported the Law Department sent links via email to all Legislators to complete the annual safety, workplace violence, Title VI, and discrimination and harassment trainings via NeoGov (NYMIR). Trainings will take up to 1.5 hours to complete, but do not have to be done at one time. Deadline for completion is 12/9/22. Legislators Brown, Ciotoli, and Roberts do not have to complete these trainings, as they were done at time of orientation in January.

Date Change for 2nd Legislative Worksession in November – Ms. Haskell reported due to the Thanksgiving holiday, the 2nd Legislative Worksession has been rescheduled to Tuesday, November 22, 2022, at 10:00 a.m. in the Legislative Conference Room.

2023 Organizational Meeting – Ms. Haskell reported a resolution will be forthcoming in December to fix the date and time of the 2023 Organizational Meeting. Ms. Haskell reported this meeting is generally held on the first day following the County holiday, therefore, proposed scheduling the meeting for Tuesday, January 3, 2023, at 9:00 a.m. in the Hubbard Auditorium. Ms. Haskell noted this date is also the same day as the committee meetings, therefore, further proposed pushing back the start time of the committees on this date to 9:30 a.m. Notification will be sent to the Department Heads that the committees will start at 9:30 a.m. on this date due to the Organizational Meeting. All Legislators were in favor of the proposed Organizational Meeting date and time and pushing back the start time of the committees on this date.

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2023 Tentative Budget Public Hearing – Budget Officer Bailey will be presenting the 2023 Tentative Budget Public Hearing at the 10:00 a.m. in the Hubbard Auditorium on November 15, 2022.

November 2022 Legislature Meeting - The Eleventh Regular Legislature meeting will be held on Tuesday, November 15, 2022, at 12:00 p.m. with Finance, Legal, and Safety Committee meeting held just prior at 10:30 a.m. Legislator Brown will lead the Legislature in the prayer, pledge, and voting process.

MOMENT OF SILENCE

- **Assistant Public Defender, Jay Wilber** - Chair Sauerbrey will ask for a Moment of Silence to remember Assistant Public Defender, Jay Wilber who passed away unexpectedly on October 14, 2022.

RECOGNITION RESOLUTIONS

- **Recognizing Frank John “Bud” Waite Posthumously** – Former Legislator Waite passed away on October 21, 2022 and will be recognized posthumously for his 16-year Legislative career serving from January 1, 1986 – December 31, 2001. Chair Sauerbrey will read and present this recognition resolution to Mrs. Waite at the November 15, 2022 Legislature meeting.
- **Recognizing Doreen Stoughton’s 34 Years of Dedicated Service to Tioga County – County Clerk’s Office.** Mrs. Stoughton will not be attending the November 15, 2022 Legislature meeting, however, Legislator Ciotoli will read and present the resolution to County Clerk Klett who will accept and speak on behalf of the employee.

PROCLAMATIONS

- **Adoption Awareness Month** – This proclamation has been read and presented in year’s past, therefore, will be noted in the minutes of the November 15, 2022 Legislature meeting.
- **Hunting Safety Month** – In Legislator Standinger’s absence, Legislator Monell will read and present this proclamation to Public Health Deputy Director Vroman at the November 15, 2022 Legislature meeting.

APPOINTMENTS

- **Employee Retention & Incentive Committee** – Chair Sauerbrey will appoint the following to the Employee Retention & Incentive Committee:
 - Legislator/Chair Sauerbrey
 - Legislator Brown
 - Legislator Mullen
 - Personnel Officer Parke
 - Commissioner of Social Services Yetter

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RESOLUTIONS

All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the November 15, 2022 Legislature Meeting.

PERSONNEL

N/A

EXECUTIVE SESSION

N/A

ADJOURNMENT

Legislator Monell motioned to adjourn at 2:41 p.m., seconded by Legislator Brown.

Respectfully submitted,

Cathy Haskell

Legislative Clerk

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010 Legislative Board								
A1010	510010 Full Time	259,191	0	259,191	232,439.04	.00	26,751.96	89.7%
A1010	510020 Part Time/Temporar	2,746	0	2,746	2,429.26	.00	316.74	88.5%
A1010	510050 All other(On Call,	8,487	0	8,487	4,903.33	.00	3,583.57	57.8%
A1010	520070 Chairs	0	500	500	436.98	.00	63.02	87.4%
A1010	540010 Advertising	350	400	750	633.28	.00	116.72	84.4%
A1010	540140 Contracting Servic	100	0	100	32.40	.00	67.60	32.4%
A1010	540180 Dues	100	0	100	100.00	.00	.00	100.0%
A1010	540320 Leased/Service Equ	2,700	0	2,700	1,629.36	.00	1,070.64	60.3%
A1010	540340 Literature	445	50	495	454.82	.00	40.18	91.9%
A1010	540390 Mileage Expense	4,800	-825	3,975	1,534.91	.00	2,440.09	38.6%
A1010	540420 Office Supplies	1,000	0	1,000	242.23	.00	757.77	24.2%
A1010	540480 Postage	315	0	315	187.53	.00	127.47	59.5%
A1010	540485 Printing/Paper	350	-350	0	.00	.00	.00	.0%
A1010	540520 Recording/Microfil	200	125	325	325.00	.00	.00	100.0%
A1010	540640 Supplies (Not Offi	400	0	400	278.99	.00	121.01	69.7%
A1010	540660 Telephone	1,205	0	1,205	502.75	.00	702.25	41.7%
A1010	540732 Training/County Re	2,200	100	2,300	2,228.00	.00	72.00	96.9%
A1010	581088 State Retirement F	35,538	0	35,538	32,727.24	.00	2,811.18	92.1%
A1010	583088 Social Security Fr	19,834	0	19,834	16,932.52	.00	2,901.00	85.4%
A1010	584088 workers compensati	15,917	0	15,917	14,038.80	.00	1,878.44	88.2%
A1010	585588 Disability Insuran	204	0	204	125.28	.00	78.44	61.5%
A1010	586088 Health Insurance F	192,221	0	192,221	152,497.86	.00	39,723.34	79.3%
A1010	588988 Eap Fringe	190	0	190	161.12	.00	29.24	84.6%
TOTAL Legislative Board		548,493	0	548,493	464,840.70	.00	83,652.66	84.7%
TOTAL General Fund		548,493	0	548,493	464,840.70	.00	83,652.66	84.7%
TOTAL EXPENSES		548,493	0	548,493	464,840.70	.00	83,652.66	



**Tioga County
YEAR-TO-DATE BUDGET REPORT**

FOR 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	548,493	0	548,493	464,840.70	.00	83,652.66	84.7%

** END OF REPORT - Generated by Haskell, Cathy **