



Legislative Support Minutes

October 7, 2021

Legislator Attendance: Legislators Balliet, Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standinger, Sullivan, and Weston were present.

Staff Attendance: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer O'Rourke, Chief Information Officer Loveland, Commissioner of Public Works Hammond, County Treasurer McFadden, ED&P Director Tinney, Emergency Services Director Simmons, Budget Officer Bailey, and Chief Accountant Jerzak were present.

MINUTES:

Approval of September 9, 2021 Legislative Support Minutes:

Legislator Balliet made the motion, seconded by Legislator Hollenbeck to approve the September 9, 2021 Legislative Support minutes, as written. Motion carried.

FINANCIAL:

2021 YTD Budget and Fringe Reports:

Financial reports for September 2021 were emailed to all Legislators with no issues of concern noted.

OLD BUSINESS:

September Legislative Meetings: Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following meeting:

- **Fifth Special Legislature Meeting – September 9, 2021**
- **Ninth Regular Legislature Meeting – September 16, 2021**

Meetings Attended:

- Chief Information Officer Dept. Head Orientation – September 2, 2021
- Legislative Worksessions – September 9 and 23, 2021
- Fifth Special Legislature Meeting – September 9, 2021
- NYSAC Inaugural Luncheon – September 14, 2021
- Ninth Regular Legislature Meeting – September 17, 2021
- Executive Team Meeting – September 17, 2021
- Leaders Meeting – September 22, 2021
- Munis Fixed Asset Training – September 24, 2021
- Munis Accounts Payable Training – September 28, 2021

Board of Ethics Vacancy: The agenda reflects a standing reminder of the Board of Ethics vacancy as of March 31, 2021.

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

911 Surcharge Bill – No update on this agenda item. The bill is still awaiting the Governor's signature.

NEW BUSINESS:

Munis Training Update – Ms. Haskell reported she has resumed working with our Tyler Technologies Project Manager to schedule additional remote trainings with a Tyler implementer for the following modules: Fixed Assets (9/24/21), Contract Entry (11/5/21), and Project Ledger & Grant Accounting (11/10/21). The Munis Development Training Team requested additional training in these modules to obtain a more thorough understanding and how to maximize the benefit of each module. Ms. Haskell reported the new Director of Assets and Records Management and the County Clerk were in attendance for the Fixed Asset training.

Ms. Haskell reported in-house Munis trainings also resumed in September. Ms. Haskell reported she conducted two Accounts Payable training sessions on September 28, 2021 with a total of 18 staff attending representing 10 departments. Ms. Haskell reported the following trainings will be conducted by year-end: Accounts Receivable, Payroll/ESS, and Tyler Content Manager.

Ms. Haskell reported previous in-house trainings for 2021 included Contract Entry on June 16, 2021 and Budget Training on July 20, 2021. Ms. Haskell reported the intention is to offer these trainings annually with the PowerPoint presentation and voice recordings posted on the County's Intranet as a reference tool for employees.

Tenth Regular Legislature Meeting – October 12, 2021 – Ms. Haskell reported the October Legislature meeting is scheduled for October 12, 2021 at 12:00 p.m. with Finance, Legal & Safety Committee meeting just prior at 10:30 a.m.

- **Prayer, Pledge, Voting Process** - Legislator Roberts will lead the Legislature in a Moment of Silence for Clifford Alexander, Sr. Investigator, Sheriff's Office who passed away on September 25, 2021 followed by the pledge. Legislator Roberts will start the voting process for the resolutions presented.
- **Proclamations:** Ms. Haskell reported there are three (3) proclamations; two that will be read and presented and one that will just be noted in the minutes of the October 12, 2021 Legislature meeting:
 - ✓ **Employee Recognition & Appreciation Week** – Employee Recognition Committee member, Steve Palinosky, will read and present the proclamation to this year's recipients for their 25 and 35 years of service with the County.
 - ✓ **Green Light for Military Service** – Legislator Balliet will read and present the proclamation to Veterans Service Agency Director Michael Middaugh.

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Chair Sauerbrey reported this is a program that NYSAC is promoting across the State to the point where they wrote a letter to the Mayor of NYC to ask they light up the Empire State Building. We are going to light up the Court House with green flood lights for the designated period of October 13th – Veterans Day to show our support. In addition, we have asked all the towns and villages to participate in this recognition showing support to our veterans.

✓ **Dental Hygiene Month** – This resolution has been read in year's past, therefore, will just be noted in the minutes of the October 12, 2021 Legislature meeting.

- **Resolutions:** All resolutions presented through the Department's respective committees were reviewed for the October 12, 2021 Legislature meeting. Based on discussion, it was determined that two resolutions did not garner sufficient support to move out of their respective committees, therefore, were pulled. Departments were informed to continue discussions and re-submit and present these resolutions at their November Legislature committee meetings for Legislature consideration at the November 9, 2021 Legislature meeting.

In regards to these two resolutions, Ms. Haskell reminded the Legislature of our County policy that states a resolution requires standing committee approval and shall require other standing committee approval where appropriate. Resolutions that are referred to more than one committee must be approved by both committees in order to move forward for Legislature consideration.

NYS Legislative Clerk Association Conference & Training School – Ms. Haskell reported she will be attending this conference/training school from October 27th – 29th in Bolton Landing, NY. Ms. Haskell reported she will be involved in the Certified Legislative Board Clerk program, which is a continuing education program for Legislative Clerks. This program will be part of the annual conferences and is intended to take two years to complete.

PERSONNEL:

None

Respectfully submitted,

Cathy Haskell

Legislative Clerk