



## **Tioga County Worksession Minutes** **February 9, 2023 – 1:00 p.m.**

### **Legislators Present:**

Legislator Brown  
Legislator Ciotoli  
Legislator Monell  
Legislator Mullen  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Standinger (*Departed at 1:12 pm. & Returned at 1:26 p.m.*)  
Legislator Weston

### **Legislators Absent:**

None

### **Guests:**

Keith Flesher

### **Staff present:**

Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk  
Amy Eiklor, Deputy Legislative Clerk  
Linda Parke, Personnel Officer  
Jeremy Loveland, Chief Information Officer (*Departed at 1:13 p.m.*)  
LeeAnn Tinney, Director of ED&P (*Departed at 1:41 p.m.*)

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 1:00 p.m. and welcomed guest, Keith Flesher.

**Comprehensive Security Information Update – Chief Information Officer:** Tioga County's Chief Information Officer, Jeremy Loveland, reported recent updates were made to the Comprehensive Information Security Policy. Mr. Loveland reported the following highlights:

- The Information Security Officer (ISO) position was abolished, and duties were assigned to the Deputy Director of ITCS.
- Any security breaches, including lost, damaged, or stolen items, must be reported immediately to a Supervisor and ITCS.
- Sensitive information sent to outside email addresses should be encrypted. Internal emails are automatically encrypted.
- Users must lock their computer when leaving their workstations.

- Removable devices, including cell phones, should not be connected to the computer.
- Vendor access control will be strictly limited, and vendors must request, and be approved, to gain access to the network.
- Personal devices should only connect to the "Tioga-Guest" Wi-Fi network.

**Approval of Worksession Minutes:** On motion of Legislator Brown, seconded by Legislator Mullen, the January 19, 2023 minutes were unanimously approved.

**Action Items:** Currently we have none.

**Legislative Support:** Legislative Clerk Haskell reported the following:

- ***Approval of Minutes:*** On motion of Legislator Monell, seconded by Legislator Brown and unanimously carried, the January 5, 2023 Legislative Support minutes were approved.
- ***Financial:***
  - The final invoice for 2022 was paid this week for Legislator Hollenbeck's bronze plate outside the Hubbard Auditorium. Ms. Haskell anticipates a \$42,000 return to the County.
  - The Legislative Office has expended 6.1% of their 2023 budget. The dues line is fully expended as Ms. Haskell has paid her 2023 dues to the Legislative Clerk's Association.
- ***Old Business:***
  - The 2022 Journal of Proceedings is complete and posted to the website.
  - Ms. Haskell received notification on 1/17/23 that Local Law No. 4 of 2022 was recorded and filed with the State on 12/30/22.
- ***New Business:***
  - The 2022 Legislative Clerk's Annual Report was sent to the Legislators and posted on the website.
  - Ms. Haskell attended the 1/26/23 IT Steering Committee and plans to continue attending their bi-monthly meetings.
  - Ms. Haskell reported there will be a vacancy on the Board of Ethics, as of March 31<sup>st</sup>, 2023. The Legislature is responsible for recruiting and appointing Board of Ethics members.
  - Ms. Haskell was notified this week that there is a Legislator vacancy on the Ag & Farmland Protection Board. Legislator Roberts agreed to serve in this role and a late-file resolution will be presented at the Finance, Legal & Safety Committee for consideration at the February 14<sup>th</sup> Legislative meeting.

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the February 14, 2023 Legislature meeting with discussion occurring on the following:

- ***Appoint County Legislator:*** The Legislature will appoint Keith Flesher as Legislator for District #7. County Clerk Andrea Klett will swear him in immediately following the vote on the resolution.

- **Calling on the State of New York to Continue to Pass-Through Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds:** Chair Sauerbrey reported Governor Hochul's Executive Budget Proposal included holding back Enhanced Federal Medicaid Assistance Percentage (eFMAP) funds. Her proposal is not going through the NYS Legislature but is instead a decision made solely by the Governor. Chair Sauerbrey reported once this resolution is passed by Tioga County, it will be sent directly to the Governor.
- **Authorizing and Approving a Settlement Agreement with Teva Concerning Claims Related to the Opioid Crisis:** County Attorney DeWind reported this agreement is part of national settlement and the amount depends on the number of Plaintiffs. Tioga County is estimated to receive about \$303,293 from the settlement. County Attorney DeWind anticipates more opioid settlement resolutions to come forth in the future.
- **Establish New Budget Line, Modify Personnel 2023 Budget, and Transfer Funds for the Purchase of a Laptop Computer:** Chair Sauerbrey reported the updates to the Remote Work Policy state departments are responsible for purchasing laptops and equipment for staff working remotely. Sharing of laptops among remote work employees is not permitted.
- **Transfer of Funds Capital Appropriations – Emergency Services:** Chair Sauerbrey reported the purpose of this resolution is to move ARPA funds designated for the radio communications project to a separate account. This will allow the Emergency Management Office to better track the utilization of funds.
- **Amend Employee Handbook: Section IV. Personnel Rules; Subsection V. Leave Time:** Ms. Haskell reported the policy update includes leave time for eligible employees donating blood or bone marrow.

## Other:

- **Letter to Governor Hochul:** Chair Sauerbrey stated she would like to send a personal letter to the Governor expressing her concerns with the Governor's Executive Budget Proposal regarding eFMAP. Chair Sauerbrey would like to use Legislative letterhead, which requires unanimous approval from the Legislature. Chair Sauerbrey would also like to send out a Press Release to the media regarding Tioga County's opposition to the Proposal. All Legislators were in favor of sending a letter to the Governor on Legislative letterhead. All Legislators were in favor of sending a Press Release to the media. A Press Release will be sent out to the media following the meeting and a letter to Governor Hochul will be mailed at the conclusion of the meeting.
- **Volunteer Firefighter & Ambulance Worker Tax Exemption:** Chair Sauerbrey reported New York State recently passed a law that gives municipalities the option to provide a property tax exemption to volunteer firefighters and ambulance workers. There isn't enough information available currently, but Chair Sauerbrey anticipates discussing the matter in the future.

**Executive Session:** Eight Legislators were in attendance. Legislative Clerk Haskell, County Attorney DeWind, Personnel Officer Parke, and Keith Flesher remained in attendance. Motion by Legislator Mullen, seconded by Legislator Brown, to move into Executive Session to discuss a matter leading to the appointment of an employee at 1:46 p.m. Motion carried. Motion by Legislator Monell to adjourn Executive Session, seconded by Legislator Brown. Executive Session adjourned at 1:52 p.m.

Motion by Legislator Roberts to adjourn the meeting, seconded by Legislator Mullen. Meeting adjourned at 1:52 p.m.

Next Worksession scheduled for Thursday, February 23, 2023, at 10:00 a.m.

Respectfully submitted,

*Amy Eiklor*

Deputy Legislative Clerk