

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

July 8, 2025

2:30 PM

- **Approval of minutes** from June 3, 2025 Public Safety Committee meeting
- **Financial**
  - 1. Expended 50% of 2025 budget.
- **Old business**
  - 1. Staffing
  - 2. Training
  - 3. Probation In-Service
  - 4. Council of Probation Administrators (COPA) Conference
  - 5. Community and Inter-Agency Involvement
  - 6. Budget line for clothing
  - 7. Probation partially arming Department meeting
  - 8. WWP hours plan
  - 9. Fire setting assessment
- **New business**
  - 1. Staffing
  - 2. Training
  - 3. Probation In-Service (Update)
  - 4. Council of Probation Administrators (COPA) Conference (Update)
  - 5. Budget line for clothing (further discussion and clarification)
  - 6. 2026 budget overview
  - 7. Strategic Plan Project Owner Status Report
  - 8. Fire setting assessment (Update)
- **Personnel**
  - 1. One vacant Probation Officer I position
  - 2. One vacant Accounting Specialist III position
  - 3. One unfunded Probation Officer 1 position
- **Resolutions (none)**
- **Proclamations**
  - 1. None
- **Adjournment**

## PUBLIC SAFETY MEETING

**June 3, 2025**

The regular meeting of Public Safety, Probation, EMO, Stop DWI, Fire, & Safety was held in the Legislative Conference Room, at the Ronald E. Dougherty County Office Building, 56 Main Street, Tuesday, June 3, 2025, which started at 2:30 PM and ended at 3:15 PM.

### Present:

Keith Flesher	Chair, Public Safety
William Standinger III	Legislator {Committee Member} <i>Arrived at 2:33PM</i>
Barb Roberts	Legislator {Committee Member}
Jake Brown	Legislator {Committee Member} <i>Left early at 3:10PM</i>
Marte Sauerbrey	Chair of the Legislator
Brian Cain	Director, Probation
Corinne Cornelius	Director, Office of Emergency Services
Rich Hallett	Undersheriff, Sheriff's Office
Bob Williams	Asst. Coordinator, Office of Emergency Services and Coroner

GUESTS: Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk *(Arrived at 2:33PM)*  
Jackson Bailey - County Administrator  
Matt Freeze - Morning Times

ABSENT: Gary Howard, Sheriff, Sheriff's Office  
William Ellis, Deputy Director Office of Emergency Services

### APPROVAL OF MINUTES:

The May 6, 2025 minutes was accepted with no corrections or changes

**Motion by:** Jake Brown to accept the May 6, 2025 Minutes.

**Second:** Barbara Roberts

All in Favor - Carried

### OFFICE OF EMERGENCY SERVICES - Corinne Cornelius:

### FINANCIAL:

- May YTD Report - Budget well within

**OLD BUSINESS:**

- Radio Project – The shelter in Richford is being delivered and placed on June 3<sup>rd</sup>. Tower is expected to be erected at the end of June. Site prep is expected to be at the Nichols site. Consultant Yoder is still working to review the failed structural assessments at Carmichael and Popple Hill. Jail radios were received, programmed and have been deployed.
- CAD Project – nothing new to report.
- EMS – Spring EMT class ended on May 19<sup>th</sup>. Anticipating hosting a Fall class to start at the end of August. Susquehanna Regional EMS Council hosted their annual awards: Alex Khadjadorian received Tioga County ALS Provider of the Year; Doreen Holbrook received Tioga County BLS Provider of the Year; and Town of Owego Fire District received Tioga Agency of the Year. We will be reposting the Assistant Coordinator position that oversees EMS courses.
- Emergency Management – Open House was May 17<sup>th</sup>. The weather cooperated and attendance was semi-light for the first year. We anticipate trying to do this again in the future. Focusing on closing out some existing grants from 2019 and 2020 that had extensions. We are monitoring the summer weather forecasts and the potential for storms. We have tentatively set a date at the end of October with DHSES to update our CEPA.
- Threat Assessment team: The team has continued to meet regularly and hear potential cases or have training to further the understanding and skills of the team. Our updated Threat Assessment plan was submitted to the NYS DHSES DTPU ahead of June 1, 2025, due date. Tioga hosted the TERC class on May 13<sup>th</sup>-15<sup>th</sup>. It was well attended. The report app has been moving along in production, hopefully to launch in the next couple months.
- FIRE – Burn Ban has expired but safe burning practices are encouraged to prevent wildfires. Hosting a "Caring for the Amish" class at the Public Safety at the end of June.

**RESOLUTIONS:**

- Execute Lease and Easement Agreement of Property Located at Prospect Road, Waverly, New York to Maintain an Access Road for the Radio Tower Project

*\*\* Committee agreed to move the resolution forward.*

**PROBATION – Brian Cain:****FINANCIAL:**

- Budget on track for 2025
- \$810 of DWI Supervision fee collected in May. \$4,115 collected in 2025
- \$3,128 in restitution and surcharge collected in May. \$8,512.39 collected in 2025

**NEW BUSINESS:**

- Staffing – One open Probation Officer I position remains unfilled. Probation received two applications from Personnel this week. The Civil Service Exam will be given in June.
- Training – Staff continue to work towards satisfying the mandatory 21 hours of training. Probation Officers will be permitted to attend firearms training with the Tioga County Sheriff's Office during June.
- Probation In-Service – Hosting our annual in-service training at Hickories Park on Wednesday, June 18<sup>th</sup>. The Tompkins County Probation Department will be giving a presentation on the steps they have taken to successfully gain approval to partially arm their department.
- Council of Probation Administrators (COPA) Conference – Probation Director Cain will be attending the annual COPA at Saranac Lake from Sunday, June 22, 2025, to Wednesday, June 25, 2025. While Director Cain is out, Probation Supervisor Chad Post will be designated as the person in charge. Supervisor Fred Kiechle will also be assisting him.
- Community and Interagency Involvement – Probation Staff attended the EMO Open House that was Saturday, May 17<sup>th</sup>.
- Probation would like to add a "clothing" line in the existing Probation Budget. It is the intention to provide a yearly allowance of \$200 per person who work "in the field" and \$100 per person for other staff. Probation Director Cain stated that he has money in his budget to move into that line item. Discussion was had with Director of Probation and Public Safety Committee.
- Probation held an internal meeting to determine if there was sufficient interest by Probation Staff to proceed with the arming process.
- Weekend Work Program (WWP) – due to continued low numbers for the WWP, it was discussed with the District Attorney's office moving forward to be part of the plea agreements as follows: Class E Felony 96 hours on WWP; Class D Felony 144 hours on WWP; and Class C Felony and above 256 hours of WWP. Since the meeting, WWP crew has increased substantially.
- Fire Setting Assessment – Probation still unable to secure staff willing to complete the fire setting assessment that was purchased to address recent fire setting behaviors of juveniles involved with Family Court System.
- Juvenile Delinquency Services – Six (6) JD Appearance Tickets for the month of May.
- ATI Programs – Electronic Monitoring – five (5) individuals being monitored via Alco Tag and GPS electronic monitoring system. Community Service (CS) – Weekend Work Program (WWP) is up and running with five (5) and six (6) individuals scheduled to report. Pre-Trial Release (PTR) – 31 people being supervised via the PTR.
- Court Ordered Investigations – 58 active; Supervision – 176 cases; and Violation of Probation petitions – 11 defendants/respondents.

**PERSONNEL:**

- One vacant Probation Officer 1 position



- One unfunded Probation Officer 1 position

**RESOLUTIONS:**

None

**SHERIFF – Undersheriff Rich Hallett on behalf of Gary Howard:****FINANCIAL:**

- Revenues are \$120,314.20 which is 25% of the budget. Expenditures are \$4,988,714.63 which is 45% of the budget. Inmate boarders are \$43,757.00 which is 29% of the budget.

**OLD BUSINESS:**

- TCLEA (Law Enforcement Union) negotiations have begun.
- TCCA (Corrections Officers Union) negotiations have begun.

**NEW BUSINESS:**

- Average daily inmate population for the month of May 2025 was 62. Average of 3 Federal inmates (93 days) and 6 board-ins (180 days) for the month.

**PERSONNEL:**

- Update on vacancies – Corrections Division – currently 3 open Correction Officers position; Road Patrol – 5 open Deputies positions; E911 Emergency Communications Center – 1 open full-time.

**RESOLUTION:**

- Approved Salary Above Hiring Base Deputy Sheriff position
- Recognizing John Carnwell's nearly 11 years of Dedicated Service to Tioga County
- Authorize the Submission of SFY2025 Next Generation 911 (NG911) Grant Program
- Amend Resolution No. 301-24; Approve Sole Source Purchase Motorola Solutions License Plate Recognition System

*\*\*Committee agreed to move the last three (3) resolutions forward.*

*Resolution regarding the Approved Salary Above Hiring Base Deputy Sheriff position was placed on hold until the workshop Thursday, June 5<sup>th</sup> with the whole Legislative Committee. Undersheriff Hallett was asked to be at this workshop for any further questions they may have.*

**CORONER – Bob Williams:**

Bob Williams presented the budget and bills for the Coroner's office.

Respectfully submitted,

Kristen Kallin  
Secretary to the Director of Probation—June 3, 2025

DRAFT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 07

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>A3140 Probation</b>							
A3140 415600 Adoption Investiga	-600	0	-600	.00	.00	-600.00	.0%
A3140 415800 Restitution Surcha	-2,000	0	-2,000	-379.43	.00	-1,620.57	19.0%
A3140 415810 Probation - DWI Su	-10,000	0	-10,000	-4,115.00	.00	-5,885.00	41.2%
A3140 415811 DWI-Probation Sala	-5,000	0	-5,000	-5,000.00	.00	.00	100.0%
A3140 433100 State Aid-Probatio	-105,205	0	-105,205	-26,301.34	.00	-78,903.66	25.0%
A3140 433160 State Aid-Enhanced	-18,566	0	-18,566	-4,641.41	.00	-13,924.59	25.0%
A3140 433170 Ignition Interlock	-3,678	0	-3,678	-787.00	.00	-2,891.00	21.4%
A3140 433180 State Aid- STSJP	-7,920	0	-7,920	-1,971.91	.00	-5,928.09	28.2%
A3140 433182 RTA State Aid -Rais	-16,920	0	-16,920	-5,170.00	.00	-11,750.00	30.6%
A3140 510010 Full Time	870,354	0	870,354	371,092.65	.00	499,261.31	42.6%
A3140 510020 Part Time/Temporar	25,000	0	25,000	9,775.32	.00	15,224.68	39.1%
A3140 510030 Overtime Pay Only	5,000	0	5,000	538.44	.00	4,461.56	10.8%
A3140 510040 Workers Compensati	0	0	0	295.59	.00	-295.59	100.0%
A3140 510050 All other(On Call,	0	0	0	1,467.63	.00	-1,467.63	100.0%
A3140 520060 CPS01 Car/Truck-	0	5,072	5,072	.00	.00	5,072.20	.0%
A3140 520070 Chairs	400	400	800	669.95	.00	130.05	83.7%
A3140 520090 CPS01 Computer-CPS	923	0	923	.00	.00	922.87	.0%
A3140 520200 Office Equipment	1,500	0	1,500	73.47	1,110.00	316.53	78.9%
A3140 520215 Personal Protectiv	4,000	-400	3,600	2,036.00	.00	1,564.00	56.6%
A3140 540070 Car Maintenance	1,500	0	1,500	227.17	.00	1,272.83	15.1%
A3140 540080 Clinic Supplies	4,000	0	4,000	2,249.25	.00	1,750.75	56.2%
A3140 540090 CPS01 Clothing	0	3,000	3,000	.00	.00	3,000.00	.0%
A3140 540140 CPS01 Contracting S	4,260	0	4,260	80.10	.00	4,179.65	1.9%
A3140 540180 Dues	1,300	0	1,300	1,040.00	.00	260.00	80.0%
A3140 540220 Automobile Fuel	2,200	0	2,200	1,406.96	.00	793.04	64.0%
A3140 540220 CPS01 Automobile Fu	2,073	0	2,073	.00	.00	2,073.24	.0%
A3140 540220 RTA Automobile Fuel	1,000	0	1,000	.00	.00	1,000.00	.0%
A3140 540320 Leased/Service Equ	2,800	-400	2,400	944.54	631.38	824.08	65.7%
A3140 540340 Literature	1,000	0	1,000	100.00	.00	900.00	10.0%
A3140 540360 Meals/Food	500	400	900	542.00	.00	358.00	60.2%
A3140 540390 Mileage Expense	100	0	100	.00	.00	100.00	.0%
A3140 540480 Postage	1,000	0	1,000	573.23	.00	426.77	57.3%
A3140 540485 Printing/Paper	0	400	400	48.74	.00	351.26	12.2%
A3140 540487 CPS01 Program Expen	19,506	12,000	31,506	2,062.50	.00	29,443.27	6.5%
A3140 540487 FH01 Program Expens	6,621	-2,762	3,859	2,670.45	.00	1,188.44	69.2%
A3140 540590 Services Rendered	265	0	265	.00	.00	265.00	.0%
A3140 540620 Software Expense	10,560	0	10,560	10,194.80	.00	365.20	96.5%
A3140 540630 Stationery Supplie	6,000	0	6,000	1,479.68	.00	4,520.32	24.7%
A3140 540660 Telephone	2,052	0	2,052	862.35	.00	1,625.55	20.8%
A3140 540660 CPS01 Telephone (Se	24,947	0	24,947		.00	24,084.67	3.5%



Tioga County  
YEAR-TO-DATE BUDGET REPORT

FOR 2025 07

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,391,514	27,311	1,418,825	647,216.93	63,661.38	707,946.28	50.1%

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



County of Tioga  
Strategic Plan Project Owner Status Report  
Project Owner: Probation | JANUARY 2025 UPDATE

### Taxpayer Value Objectives

No Objectives in 2025

### Accessibility to Services Objectives

No Objectives in 2025

### Workforce Objectives

#### Facilitate Training for Probation Officers to be Southern Tier Training Academy Certified Instructors

Project Owner: Probation

**Milestone #1**

STATUS: ~~In Process~~ **COMPLETED**

Identify Officers to be Trained

**Milestone #2**

STATUS: In Process

Schedule Training in Conjunction with Tompkins County and/or other Counties

**Milestone #3**

STATUS: In Process

Training Completed by Officers

**Milestone #4**

STATUS: In Process

Areas Identified for Concentration with Future Trainings

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

#### Cross-Train Officers to Develop "Secondary Officers" for Specialty Caseloads

Project Owner: Probation

**Milestone #1**

STATUS: ~~In Process~~ **COMPLETED**

Identify Specialty Caseload Areas needing a "Secondary Officer" for cross training and coverage

**Milestone #2**

STATUS: In Process

Administrative Staff will identify Officer(s) to be Trained as "Secondary Officers"

**Milestone #3**

STATUS: In Process

Identified Officers will begin to shadow a "Primary Officer" for 3-6 Months

**Milestone #4**

STATUS: In Process

After 3-6 Months, "Secondary Officers" assigned a small percentage of case loads in their specialty area.

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

#### Develop Succession Plan for the Transition of the Director Position Upon Vacancy

Project Owner: Probation

**Milestone #1**

STATUS: ~~In Process~~ **COMPLETED**

Assess the needs and the expectations of individuals identified as part of the Department's Succession Plan

**Milestone #2**

STATUS: ~~In Process~~ **COMPLETED**

Administrative Staff will identify individuals motivated for Advancement within the Department

**Milestone #3**

STATUS: In Process

Identified Staff will be encouraged to enroll & complete the i4a Institute for Advancement Program

**Milestone #4**

STATUS: In Process

Identified Staff will begin to shadow no less than 5% of their work week with Senior Staff

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

## Community Partnership Objectives

### Partner with CASA-Trinity

Project Owner: Probation

#### Milestone #1

Establish the parameters of providing the Decision Points curriculum in Tioga County schools.

STATUS:	Completed
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#### Milestone #2

Meet with CASA-Trinity to discuss which school districts to begin the roll out of Decision Points.

STATUS:	Terminated
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#### Milestone #3

Meet with school administrators of identified schools and secure agreement regarding the provision of the Decisions Points curriculum and finalize logistics.

STATUS:	Completed
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#### Milestone #4

Implement Decision Points curriculum in the identified school districts and gather feedback.

STATUS:	In Progress
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### NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

It was determined Milestone #2 were not necessary to initiate the program.

Public Safety Committee Meeting  
Probation Department Report  
July 8, 2025

**Budget Status:**

2025 Revenue Budget:

- \$690 of DWI Supervision fee collected in June. \$4,805 collected in 2025
- \$425 in restitution and surcharge collected in June. \$8,937.39 collected in 2025

**Current Business:**

1. Staffing – There is one open Probation Officer position as well as an open Accounting Specialist III position following the recent resignation of Angela Zito from that position. We are currently discussing options regarding the Accounting Specialist III position and waiting for results from the Civil Service Exam regarding the Probation Officer position.
2. Training – Staff observed a "hot range" firearms training facilitated by the Tioga County Sheriff's Office. Many Officers will be attending the Annual Probation Officer's Association (POA) conference at the end of July. All Officers are members of POA and encouraged to be active in their professional organization.
3. Probation will be hosting our annual in-service training at Hickories Park on Wednesday June 18, 2025. The agency attending the in-service this year will be the Tompkins County Probation Department. Tompkins County Probation will be giving a presentation on the steps they took to successfully gain approval to partially arm their Department. The Agencies will also discuss ways in which our Departments may be able to share services.

**Update:** Probation's annual in-service was held at Hickories park in June and attended by members of the Tompkins County Probation Department. Director Daniel Cornell of Tompkins County Probation gave a presentation on the process of partially arming their Department. The presentation was informative and helpful with a great deal of discussion regarding numerous details about all aspects of the issue.

4. Probation Director Cain will be attending the annual Council of Probation Administrators (COPA) conference in Saranac Lake from Sunday, June 22, 2025, to Wednesday, June 25, 2025. While Director Cain is out of the office, Probation Supervisor Chad Post will be designated as the person in charge of the Department. Supervisor Fred Kiechle will also be assisting him.

**Update:** Topics covered at the COPA Conference included Youth Police Initiative provided by Dave Smith and Steve Faulkner of the North American Family Institute, Gun Involved Violence Initiative provided by Jim Duque from Westchester County Probation, Effects on Risk Perceptions on Technical Violations provided by Dr. Carely Shelton of the University of Texas, DCJS Probation Data and Knowledge Bank presented by Heather Purdy and Amanda McGlinchy-Tudor, and Domestic Violence training provided by Jennifer Waindle of the Battered Women's Justice Project. Director Cain also joined the PARC Committee of COPA which focuses on legislative efforts to advance Probation's position throughout the State.

5. Probation would like to add a "Clothing" line in the existing Probation budget. It is the intention to provide a yearly allowance of \$200 per person who work "in the field" and \$100

per person for other staff. Staff are required to wear identifying clothing when "in the field" and all staff are required to wear identifying clothing when working with the public.

**Update:** Clarification and further discussion led by County Administrator Bailey.

6. Review of 2026 budget proposal
7. Strategic Plan Project Owner Status Report
8. Probation is still unable to secure staff willing to complete the fire setting assessment purchased by Probation to address recent fire setting behaviors of juveniles involved with the Family Court System.

**Update:** Director Cain spoke to an independent therapist who has provided services to both the Public Defender and District Attorney's Office in an attempt to locate a professional willing to complete the risk assessment. She declined the opportunity to take on that responsibility.

#### 9. Juvenile Delinquency Services:

June of 2025- There were five (5) Juvenile Delinquency Appearance Tickets (JDATs) received for the month of June. The JDATs alleged the respondents committed acts which if committed by an adult would constitute the crimes of Reckless Endangerment, Criminal Mischief, Assault, and Criminal Possession of Stolen Property.

YTD: 23 JDATs received to date.

- E- Connect: To date, twenty (20) youth have been screened in 2025. As a result of the E-Connect screenings, ten (10) youth were found to be below threshold and not in need of an immediate mental health referral. Four (4) youth were found to be a level II and were referred for a mental health evaluation. Six (6) youth was found to be a level III and agreed to schedule an appointment at TCDMH. Zero (0) youth were also determined to be a level I which required immediate mental health intervention.
- There are currently two youth participating in juvenile sex offender treatment.

#### ATI Programs:

- Electronic Monitoring – There are currently seven (7) individuals being monitored via the VCheck24 phone app, GPS electronic monitoring system, and AlcoTag systems.
- Community Service – WWP has resumed with the number of individuals ordered to complete community service hours on WWP are on the rise.
- Pre-Trial Release – There are 34 people being supervised via the Pre-Trial Release program

**Court Ordered Investigations:** 56 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:** 10 defendants/respondents have violation petitions pending against them in criminal & family court.

**Personnel:**

One Vacant Probation Officer I position  
One unfunded Probation Officer position  
One vacant Accounting Specialist III position

**Resolutions:** None