



Tioga County Worksession Minutes **December 5, 2024 – 1:00 p.m.**

Legislators Present:

Legislator Ciotoli
Legislator Flesher
Legislator Monell
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger

Legislators Absent:

Legislator Brown
Legislator Mullen

Guests:

None

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Linda Parke, Personnel Officer

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:02 p.m.

County Administrator Report/2025 Budget Update:

County Administrator Bailey distributed an agenda packet highlighting the following:

2025 Budget Update – The 2025 Budget is pending final adoption for the December 10, 2024 Legislature meeting.

YTD Budget Report - The County Administrator's 2024 budget utilization is 52% with no issues or concerns. Mr. Bailey reported that Pracademic Partners is paid in full for their contracting services.

Policy Reviews –

- **Fixed Asset Policy:** Mr. Bailey reported, in working with the Treasurer's Office, he has a pending Fixed Asset policy for Legislature consideration. Mr. Bailey reported he is hoping all final changes will be made to bring forth a resolution for Legislature consideration at the January 14, 2025 Legislature meeting. The Legislature was in favor of receiving

acknowledgement that the annual physical inventory process has been completed and a summary report of any pertinent findings. The Legislators also expressed interest of including the County's fleet inventory in this annual summary report.

- **Video Surveillance Policy:** Mr. Bailey reported he met with Chief Information Officer Loveland to review the Verkada camera security system to better understand how the system works and the system's capabilities of approval and access. Mr. Bailey proposed revising the policy, naming the Chief Information Officer and County Administrator as the system approvers for camera access and including the statement that an annual report will be provided to the Legislature of all users and their level of access. All Legislators in attendance were in favor of this proposal.
- **Employee Support** – Mr. Bailey reported he would like to implement “Stay Interviews” with the long-standing employees starting in January 2025. These interviews would provide insight on what motivates employees to continue working for the County. Mr. Bailey reported he will work with Chair Sauerbrey to develop a template of standard questions. Legislators were in favor of implementing this practice.
- **Community Presentation** – Mr. Bailey reported he did a presentation to the Owego Rotary Club on November 26, 2024, which was well attended. Mr. Bailey presented on the County Administrator job, update on County projects, and a light overview of the 2025 Budget.
- **Department Visits** – Mr. Bailey reported he is scheduled to go to the Department of Public Works from December 11-13, 2024. Following this visit, Mr. Bailey is scheduled to visit Public Health on January 28th and January 31st, 2025.

Strategic Plan Discussion: Legislator Roberts reported the Strategic Plan is a buy-in from both the employees and the Legislators. This document can be a great tool to move forward. Legislator Roberts thanked Chair Sauerbrey, Legislative Clerk Haskell, and County Administrator Bailey for moving the document forward. Legislator Roberts reported the Strategic Plan is one way to address communication between the Departments and the Legislature. Secondly, this document can aid in employee retention. Legislator Roberts reported she has spoken to several Department Heads who have invested in this process, and we can measurably see how we can reach our goals and that the County Administrator can record and keep the document current. The Legislature determines whether a Department's objective is viable and attainable by determining whether it is a short or long-term goal, or not a goal at this time. Some Departments can point to this Plan to aid in their grant writing efforts. Legislator Roberts encouraged the Legislators to keep Plan discussions continuing within their Legislative Standing Committees.

Chair Sauerbrey reported this process has really come a long way since we first began and through the efforts of the County Administrator was able to convert this document into a spreadsheet format that can be easily updated. Departments do find value in the document and the process.

Mr. Bailey will send a memo to the Department Heads following this meeting to inform them of the intention for them to report at their January Legislative Standing Committees to

complete the 2024 reporting. Going forward, the information reported in January 2025 will assist in revising the 2025 revision of the Strategic Plan.

Local Law Salary Discussion: Personnel Officer Parke proposed a 12.5% increase over the three-year term for the County Treasurer salary as part of the local law that will go into effect January 1, 2026. Ms. Parke reported she arrived at this proposal by comparing like-sized counties and being mindful of internal equity. This percentage would increase the County Treasurer position salary from \$73,087 to \$82,023 for the three-year term. Normally, the County Treasurer position would be a four-year term, but due to the even-numbered election legislation, the upcoming term has been reduced to three years.

Legislator Flesher reported the average salaries for like-sized counties are approximately \$85,000, so this proposal is in line with comparable counties.

Legislator Monell reported this was discussed earlier today at the Personnel Committee meeting with no objections. Legislator Monell reported due to the election calendar, we set the local law in advance so that the salary is well-known to all candidates prior to carrying petitions at the end of February.

All Legislators in attendance were in favor of Personnel Officer Parke's proposal for a salary of \$82,023 for the three-year term commencing January 1, 2026.

Legislative Clerk Haskell reported the following timeline for the local law:

- January 14, 2025 – Introduce Local Law and adopt resolution to set public hearing.
- January 23, 2025 – Conduct public hearing
- February 11, 2025 – Adopt resolution for Local Law No. 1 of 2025 (effective 1/1/26)

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Flesher, the November 21, 2024 minutes were unanimously approved.

Action Items: Currently, there are no action items.

Legislative Support: Legislative Clerk Haskell will type the Legislative Support minutes and email to the Legislators as a separate document.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the December 10, 2024 Legislature meeting.

Other: None.

Executive Session: Six Legislators were in attendance along with County Administrator Bailey, County Attorney DeWind, Legislative Clerk Haskell, and Personnel Officer Parke. Motion by Legislator Monell, seconded by Legislator Roberts, to move into Executive Session to discuss employment history of a particular person at 1:56 p.m. Motion carried. Motion by Legislator Monell to adjourn. Executive Session adjourned at 2:25 p.m.

Meeting adjourned at 2:25 p.m.

Next Worksession scheduled for Thursday, December 19, 2024, at 10:00 a.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk