



Tioga County Worksession Minutes **June 20, 2024 – 10:00 a.m.**

Legislators Present:

Legislator Brown
Legislator Ciotoli
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger (*arrived @ 10:22 a.m.*)

Legislators Absent:

Legislator Flesher
Legislator Monell

Guests:

None

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Heather Vroman, Public Health Director
Brian Cain, Probation Director (*departed @ 10:44 a.m.*)

Call Meeting to Order: Chair Sauerbrey opened the meeting at 10:05 a.m. with a **Public Hearing on CDBG Public Facilities Grant Application.**

Legislative Clerk Haskell took roll call and read the legal notice as published in the Tioga County designated newspapers. Public Hearing adjourned at 10:11 a.m.

Approval of Worksession Minutes: On motion of Legislator Brown, seconded by Legislator Roberts, the June 6, 2024 minutes were unanimously approved.

Action Items:

ACTION ITEM #1 – 5/23/24 Legislative Worksession – Confidential Databases/Software Programs

County Attorney DeWind is still in the process of gathering information on the confidential databases and software programs used by Tioga County employees. **This action item will be carried forward to the July 3, 2024 Legislative Worksession.**

ACTION ITEM #2 – 5/23/24 Legislative Worksession – Grant Document

As one of the 2025 Budget Directives, Chair Sauerbrey reported County Administrator Bailey requested Department Heads provide a list of grant funded positions to their respective Legislative Standing Committees during the budget process. Once all Departments provide their information, Mr. Bailey will track the grant funded positions ongoingly. **This action item is completed and will be removed from the Action Item list.**

Other:

- **County Administrator Update:** Chair Sauerbrey reported County Administrator Bailey's first day is Monday, July 1, 2024. Mr. Bailey will have a busy first week attending the back-to-back Legislative Standing Committee meetings and Legislative Worksession on Tuesday, July 2nd, and Wednesday, July 3rd. Mr. Bailey will be expected to attend all monthly committee meetings going forward.
- **Government Services Expo:** Chair Sauerbrey reminded everyone that tomorrow is our County Government Services Expo from 10:00 a.m. – 2:00 p.m. at 70 Delphine Street, Owego, NY. A ribbon cutting hosted by the Tioga County Chamber of Commerce will commence at 10:30 a.m. and Legislators were encouraged to attend, if possible. State and local elected officials have all been invited. The County employees are excited for this event and the Department of Public Works has been doing an amazing job in preparing for this event.
- **Strategic Plan:** Legislator Roberts reported the Strategic Plan was intended to be a living document with updates occurring, as needed. Legislator Roberts proposed that Department Heads provide quarterly updates at their respective Legislative Standing Committee meetings. At the end of the year or as the Department's whole workplan is completed, Department Heads should propose new workplans/milestones to their respective Legislative Standing Committees and then back to the full Legislature for discussion regarding inclusion in the Strategic Plan. This allows for periodic updates and Legislature awareness of the Department's goals, needs, and budgetary needs.

Legislator Roberts reported copies of the latest version of the Strategic Plan are ready for distribution to the Department Heads and she will provide Ms. Haskell with a cover letter that can be sent with the Plan. Legislator Roberts reported the Legislature needs to take part in this to keep this document current. Legislator Roberts reported this plan is expected to go on for ten years and believes it is important that it is part of the Department Head's evaluation referencing they are keeping up with the Strategic Plan. Legislator Roberts reported this is not intended to be laborious or burdensome to the Department Heads, but more of a simple progress update.

Legislator Ciotoli reported the quarterly updates would be done at the April, July, October, and January Legislative Standing Committees. Based on the short notice, Legislative Standing Committee Chairs can start the discussion at the July committee meetings and inform the Department Heads to provide updates starting with the October committee meetings.

Ms. Haskell will note the updates as reported in the Legislative Standing Committees and any new workplan/milestones brought forth and agreed upon with the full Legislature at the Legislative Worksession to update the Strategic Plan accordingly.

Chair Sauerbrey reported she will start the process with an announcement at next week's Leaders Meeting.

All Legislators in attendance were in support of the proposed plan, as presented.

Executive Session: Six Legislators were in attendance along with Legislative Clerk Haskell, County Attorney DeWind, Public Health Director Vroman, and Probation Director Cain. Motion by Legislator Brown, seconded by Legislator Ciotoli, to move into Executive Session to discuss matters pertaining to the promotion of particular individuals and matters pertaining to public safety at 10:23 a.m. Motion carried. Motion by Legislator Ciotoli, seconded by Legislator Brown, to adjourn. Executive Session adjourned at 11:42 a.m.

Meeting adjourned at 11:42 a.m.

Next Worksession scheduled for Wednesday, July 3, 2024, at 1:00 p.m. *Date change due to July 4th holiday

Respectfully submitted,

Cathy Haskell

Legislative Clerk