

Office of the Legislative Clerk



Legislative Support Minutes

August 8, 2024

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Monell, Mullen, Roberts, Sauerbrey, and Standing were present with Legislator Flesher being absent.

Staff: Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, County Clerk Klett, Personnel Officer Parke, and Public Health Director of Administrator Services McCann.

Guests: None

APPROVAL OF MINUTES

Legislator Mullen made the motion, seconded by Legislator Monell to approve the July 3, 2024 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2024 YTD Budget Report: The 2024 Legislative Office YTD Budget Report is included in today's committee agenda packet and was emailed to all Legislators and posted on the County website prior to this meeting. Legislative Clerk Haskell reported 63% utilization with nothing significant of note.

Ms. Haskell reported there have been no expenses to date related to the Legislative Capital Budget. The capital budget was exclusively created for the specific purchase of the Legislator Service Wall plaque that has been ordered.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of July 2024. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
July	595	\$2,072,889.79	202	\$40,403.85

2025 Budget: Ms. Haskell presented the Legislative Office 2025 Budget noting she was able to comply with the zero-based directive except for increasing the training line by \$4,000 for Legislators and Legislative Clerk to attend annual conferences. Ms. Haskell increased the advertising, dues, and literature lines to a total of \$700.00 and decreased the leased/service equipment and mileage to offset the \$700.00 increase.

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Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Cathy Haskell Legislative Clerk

OLD BUSINESS

July 2024 Meetings:

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meeting in July 2024:

- Seventh Regular Legislature Meeting – July 9, 2024

The Legislative Clerk attended the following meetings/events in July 2024:

- Legislative Standing Committees – July 2 and 3, 2024
- Legislative Worksession – July 3, 2024 (**July 18th Worksession was cancelled**)
- Finance, Legal & Safety Committee – July 9, 2024
- Seventh Regular Legislature Meeting – July 9, 2024
- Executive Team Meeting – July 11, 2024
- Courthouse, Probation, DA, and Public Defender Office Tour – July 15, 2024
- Leaders Meeting – July 23, 2024
- New Department Head Orientation (ED&P Director & County Administrator) – July 31, 2024

NEW BUSINESS

Finance, Legal & Safety Committee Time Change – August 13th @ 10:00 AM Ms. Haskell reported the time of the August Finance, Legal & Safety Committee was changed from 10:30 a.m. to 10:00 a.m. to allow additional time for departmental budget presentations from County Attorney, Treasurer, District Attorney, Public Defender, and Assigned Counsel. Proper notification of the meeting time change was distributed and posted.

Department Head Evaluations: Ms. Haskell reminded the Legislators of the September 9, 2024 deadline for Department Head evaluations.

Legislative Support Minutes: Ms. Haskell reported Legislative Support is a standing agenda topic on the 1st monthly Legislative Worksession agenda. In 2017, the Legislative Support minutes became a separate document and removed from the Worksession minutes. Ms. Haskell inquired as to whether the Legislature wanted to continue with this practice or move to incorporate all minutes into one Legislative Worksession document. Based on discussion, Ms. Haskell will continue with the current practice.

Strategic Plan: Ms. Haskell reported the Legislative Office has eight (8) Workplan Objectives for official quarterly reporting starting in October 2024.

August 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Roberts will lead us in the prayer, pledge and voting process for the August 13, 2024 Legislature meeting.
- **Recognition Resolutions:** We have two recognition resolutions for the August Legislative meeting:



Recognize Katherine E. Garrison's 32 Years of Dedicated Service – Department of Social Services – Ms. Garrison will not be attending the August 13, 2024 Legislative meeting, therefore, the resolution will just be noted for the minutes. Ms. Garrison's resolution and service plaque were given to Commissioner of Social Services Yetter for distribution.

Recognize Karen L. Northup's 11 Years of Dedicated Service – Department of Social Services – Ms. Northup will not be attending the August 13, 2024 Legislative meeting, therefore, the resolution will just be noted for the minutes. Ms. Northup's resolution was given to Commissioner of Social Services Yetter for distribution.

- **Proclamations:** We have two proclamations for the month of August that will just be noted for the minutes:

National Recovery Month in Tioga County
National Suicide Prevention Awareness Month in Tioga County

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the August 13, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

PERSONNEL

- **Deputy Legislative Clerk Resignation** – Ms. Haskell reported the Deputy Legislative Clerk resigned and her last day was August 2, 2024. The position has been posted on the County website and most recently on Indeed. Currently, three applications have been received.
- **Legislative Office Coverage** – Due to the current Deputy Clerk vacancy, Ms. Haskell emailed six departments at 56 Main Street and five responded with four departments able to assist in covering the office for meetings and vacation. The staff covering the office are not doing Legislative work but will answer phones and be a presence in the office. Ms. Haskell thanked the Department Heads and staff for their assistance.
- **Legislative Clerk Vacation** – Ms. Haskell reported she has a planned vacation for the week of August 19, 2024. Ms. Haskell thanked the Veterans Office for providing coverage with two of their staff during this time. Ms. Haskell also thanked County Administrator Bailey for his willingness to assist as needed. Ms. Haskell reported she will have access to email and phone during this time.

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RESOLUTIONS

- H23 – Recognize Tioga County Chamber of Commerce as the County's Official Chamber of Commerce

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 2:04 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk