



Tioga County Worksession Minutes **May 5, 2022 – 1:00 p.m.**

Legislators Present:

Legislator Brown
Legislator Ciotoli
Legislator Hollenbeck
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger
Legislator Weston

Legislators Absent:

Legislator Monell

Guests:

None

Staff Present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk
LeeAnn Tinney, ED&P Director (*Departed at 1:12 p.m.*)
Bethany O'Rourke, Personnel Director
Denis McCann, Director of Administrative Services

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:03 p.m.

Strategic Plan Update – ED&P Director: Director of ED&P, LeeAnn Tinney, reported all departments spoke to Planning Director Elaine Jardine regarding the 2020 Strategic Plan. 89% of goals were either completed or ongoing while 92% of objectives were completed or ongoing. Ms. Tinney stated the cost to complete the 2020 Strategic Plan with CGR Consulting was \$20,000. The estimated cost to complete the new Strategic Plan using MRB Group is \$50,000. Ms. Tinney identified a possible funding source through ARC Funding, which requires a 50/50 match. She hopes to submit an application to ARC Funding for half the estimate, \$25,000. Tioga County would then be responsible for roughly \$25,000. Legislator Standinger asked if the Strategic Plan is necessary to apply for grants. Ms. Tinney replied yes, numerous departments use it as a reference guide for grants. She stated should Tioga County ever move

to a County Manager, the Strategic Plan would be an excellent road map for the County's vision for the future.

Ms. Tinney asked the Legislators in attendance if they would agree to allow her to submit a resolution in June applying for ARC funding. If the application was not approved, there would be nothing tying Tioga County to the full \$50,000. Ms. Tinney would then come up with another funding source. There was a brief discussion and the Legislators in attendance agreed to allow Ms. Tinney to apply for ARC funding for the Strategic Plan and submit a resolution for it in June.

Approval of Worksession Minutes: On motion of Legislator Mullen, seconded by Legislator Hollenbeck, the April 21, 2022 minutes were unanimously approved.

Action Items: Currently we have none.

Legislative Support: Legislative Clerk Haskell asked for approval of the April 7, 2022 Legislative Support committee minutes. On motion of Legislator Mullen, seconded by Legislator Brown and unanimously carried, the minutes were approved.

Legislative Clerk Haskell reported the following:

- Year-to-Date Budget Report shows 31% of Legislative budget has been expended.
- NeoGov is now the training platform that will be used by Tioga County for online trainings. Every employee received an email with account activation instructions. The new platform allows employees to access trainings from any computer.
- Financial Disclosure forms are due by May 15, 2022.
- Ms. Haskell will attend the Legislative Clerks Conference on May 18-19 in Cattaraugus County.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the May 10, 2022 Legislature meeting with discussion occurring on the following:

- ***Carry Forward 2021 Budget and Amend 2022 Budget – Public Health:*** Ms. Haskell reported this funding is for the purchase of a car. There is technically no such thing as “carry forward” as the books have already been closed. Ms. Haskell spoke to the Budget Officer who recommended the terminology in the resolution be changed. Ms. Haskell asked the Legislators if the language could be updated to “Re-establish Prior Year” as opposed to “Carry Forward.” Public Health was fine with the word changes the Budget Officer recommended. The Legislators in attendance agreed to let Ms. Haskell revise the wording in the resolution and present it at the May 10, 2022 meeting.
- ***Amend 2022 Budget and Transfer Funds – Public Works:*** Ms. Haskell reported she discussed the funding source for this resolution with the Budget Officer. Originally, Public Works was going to use the Capital Reserve Fund to upgrade the HVAC at the former CCE space in 56 Main Street. It was determined the best funding option was to use Fund

Balance-Unrestricted, where there is currently an excess balance. There was no objection to using the Fund Balance-Unrestricted account.

Other: Currently we have none.

Executive Session: Eight Legislators were present. County Attorney DeWind, Legislative Clerk Haskell, and Personnel Officer O'Rourke remained in attendance. Motion by Legislator Mullen, seconded by Legislator Brown to move into Executive Session to discuss an employee appointment and litigation at 1:28 p.m. Motion carried. Executive Session adjourned at 2:03 p.m.

Meeting adjourned at 2:03 p.m.

Next Worksession scheduled for Thursday, May 19, 2022, at 10:00 a.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk