



## **Tioga County Worksession Minutes** **December 7, 2023 – 1:00 p.m.**

### **Legislators Present:**

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

### **Legislators Absent:**

Legislator Weston

### **Guests:**

None

### **Staff present:**

Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk  
Linda Parke, Personnel Officer

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 1:01 p.m.

**2024 Organizational Meeting Agenda Review:** Legislative Clerk Haskell reported the First Special & Organizational Meeting of 2024 will be held on Tuesday, January 2, 2024, at 9:00 a.m. in the Hubbard Auditorium. Ms. Haskell reviewed the agenda and the annual standing resolutions noting Legislator Standinger will lead us in the prayer, pledge, and voting of resolutions.

Ms. Haskell reported there are five (5) newly elected officials who have been invited to attend the meeting to be sworn-in by County Clerk Klett. Legislator Flesher, District #7, will be sworn-in for a one-year term. To date, I have not heard back from the other four (4) elected officials regarding their attendance or if they will be making prior arrangements with the County Clerk.

Ms. Haskell reported there will be a call for nominations for a one-year term for Chair of the Legislature, Deputy Chair of the Legislature, Public Information Officer, and Republican Majority Leader.

Legislators will be asked to state any disclosures related to potential conflicts, if applicable.

Ms. Haskell reviewed the annual standing resolutions with the Legislators noting Treasurer McFadden reviewed, revised, and approved the resolution related to designation of official depositories with the removal of one financial institution.

Ms. Haskell reported she arranged through the Chief Information Officer to have an IT staff member in attendance to take a group Legislative photo at the conclusion of the meeting.

Ms. Haskell reported this meeting will conflict with the Legislative Standing Committees on this date, therefore, the committee start times will commence one hour later than the regular start time. These changes will be reflected on the December 20, 2023 meeting notice that is sent to the Legislators, Department Heads, Administrative Assistants, and media. This notice will also be posted on the County website and bulletin boards.

**Pop-Up Career Fair:** Chair Sauerbrey reported we are hosting a pop-up career fair on January 10, 2023 from 9:00 a.m. – 12:00 p.m. in the Hubbard Auditorium. Chair Sauerbrey is working with staff from Personnel and ED&P. Chair Sauerbrey contacted the Department Heads to request their participation in the form of purchasing items for this event, if they had funds remaining in their budgets. The Commissioner of Social Services responded and will be purchasing a banner to advertise the event. Departments that have vacancies will be on-hand to explain their open positions, as well as someone to talk about County benefits.

**December 21, 2023 Worksession:** Ms. Haskell reported the Legislature typically elects to cancel the 2<sup>nd</sup> monthly Legislative meeting due to the holidays and there has been some discussion to date regarding this possibility. Ms. Haskell inquired as to whether the Legislature was in favor of cancelling this scheduled meeting. Ms. Haskell reported she has not heard from any Departments regarding the potential need to call a Special Meeting, as the 2<sup>nd</sup> Legislative Worksession of the month is generally where we would conduct such meetings.

**ACTION: The Legislature unanimously elected to cancel the 2<sup>nd</sup> Legislative Worksession meeting scheduled and published for Thursday, December 21, 2023. Ms. Haskell will send out a revised meeting notice to the Legislators, Department Heads, and Administrative Assistants, as well as send a public information notice to the media. Additionally, the meeting cancellation will be posted on the County website and bulletin boards.**

**Approval of Worksession Minutes:** On motion of Legislator Roberts, seconded by Legislator Flesher, the November 21, 2023 minutes were unanimously approved.

### **Action Items:**

#### **ACTION ITEM #1 – 11/21/23 – Budget Officer Bailey to Create a Press Release –**

Budget Officer Bailey created a draft press release, which Chair Sauerbrey and Ms. Haskell have reviewed and provided recommended edits. Mr. Bailey will finalize the press release for publication to the media following the adoption of the 2024 County Budget at the December 12, 2023 Legislature meeting. **This action item is completed and will be removed from the Action Items List.**

**Legislative Support:** Ms. Haskell presented her Legislative Support committee report and minutes are documented.

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the December 12, 2023 Legislature meeting noting all resolutions have been presented in their respective committees.

**Other:**

- ***Strategic Plan Update:*** Legislator Roberts reported we received and reviewed an updated draft from the consultants. Currently, we are in the process of checking with a couple of Department Heads to ensure their plan is what they originally submitted. Legislator Roberts and Chair Sauerbrey will meet next week for another review before submitting the revisions to the consultants for an updated draft that can be brought forth to the Legislature for a final review.

Legislator Ciotoli inquired as to whether the information provided by the Departments is their mission and what they deem important to them to see carried out. Legislator Roberts concurred, but stated when the next draft is available, the Legislators will need to determine if the information is important to them as a Legislator because this is a County Plan. Chair Sauerbrey reported if there is something in the Plan that we do not support as a County, the Legislature will need to talk about it and determine if information needs to be revised or eliminated and then inform the Department Heads of such changes.

**ACTION: Chair Sauerbrey and Legislator Roberts will meet next week for another review of the draft Plan before submitting revisions to the consultants for an updated draft to bring forth to the Legislators.**

Chair Sauerbrey and the other Legislators thanked Legislator Roberts for all her work and efforts to bring forth a final document for Legislature consideration.

- ***State of Emergency and Emergency Orders:*** Chair Sauerbrey reported the State of Emergency 30-day declaration, and the 5-day Emergency Order expire today. Unless the Legislature expresses a concern, Chair Sauerbrey reported she will sign the new declaration and Emergency Order. All Legislators were in favor of continuing with both the declaration and emergency orders.
- ***Door Decorating Contest – 56 Main Street:*** Departments are participating again this year in the Door Decorating Contest at the County Office Building. Chair Sauerbrey asked for volunteers to serve as judges following next week's Legislative meeting. Legislators Brown, Flesher, and Roberts volunteered to serve as judges.
- ***Reclassify Position:*** Legislator Flesher reported one of the areas we are reviewing through Emergency Management is exploring EMS possibilities over the next 5-10 years and what can we start to do now in preparation of addressing the problems we will be facing. One of the things we discovered is that we have a part-time employee who is in the wrong title based on his current job duties. Based on this, he has made a request to reclassify the position to a more suitable title. The Director of Emergency Management worked with the Budget Officer to have the increased salary included in the 2024 budget. Legislator Flesher reported the Department has an additional vehicle

that could be equipped and put back in service for this position barring no conflicts of interest. Emergency Management prepared a new job description based on current duties and sent this to Personnel for their review and reclassification determination.

Personnel Officer Parke reported the title of the position has not been decided yet, as this will be determined through review of the submitted New Position Duties Statement and comparing this position to other like positions in our County, as well as surrounding counties to determine the appropriate job title.

The purpose today is to notify the Legislature of the Department's intent to move forward with the reclassification request. Based on the timing of Personnel's review of the documentation submitted, a resolution could be brought forth in January or February for Legislature consideration.

**ACTION: County Attorney DeWind will review and research any potential conflicts of interest before moving forward.**

**Executive Session:** With no confidential topics for discussion, an Executive Session was not necessary.

Meeting adjourned at 1:51 p.m.

Next Worksession scheduled for Thursday, January 4, 2024 at 1:00 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk