



Tioga County Worksession Minutes **November 21, 2024 – 10:00 a.m.**

Legislators Present:

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

Legislators Absent:

Legislator Mullen
Legislator Standinger

Guests:

None

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Linda Parke, Personnel Officer
Gary Hammond, Commissioner of Public Works (*arrived @ 10:21 a.m.*)
Doreen Holbrook, Safety Officer

Call Meeting to Order: Chair Sauerbrey opened the meeting at 10:00 a.m.

County Administrator Report/2025 Budget Update:

County Administrator Bailey distributed an agenda packet highlighting the following:

2025 Budget Update – Budget is currently at Level 4 – Tentative and following the December 10, 2024 adoption, will roll to Level 5 – Adopted.

The only change in the 2025 Tentative Budget is the abolishment of the Education Workforce Coordinator in ED&P. This position will be included in the 2025 Staff Change resolution for ED&P. This position has been vacant, and it was determined through confirmation with Director of ED&P Woodburn that the position is able to be abolished.

Policy Review Committee – The County's Exec Team has been periodically reviewing and updating County policies and in brainstorming with the Chair of the Legislature, Legislative

Clerk, and Dr. Ian Coyle from Pracademic Partners, I am proposing the establishment of a Policy Review Committee that would be implemented January 2025, if the Legislature is agreeable. The County Administrator and Legislative Clerk will co-chair the committee comprised of eight (8) Deputies/Mid-Level Management employees that would meet monthly to review policies brought forth through the Exec Team. This committee would provide an opportunity for up-and-coming employees to participate in a highly important committee and help aid the Legislature and County Administrator with the continuous review and updating of County policies.

Committee proposals for revisions will be brought back to the Exec Team and with their approval will go to the Legislature for consideration.

Department Heads will be given the opportunity to be on the committee instead of their deputy or mid-level management staff, if they choose.

Chair Sauerbrey reported having mid-level management involved in reviewing and updating the policies will provide the opportunity to learn and become more familiar with the County policies.

November Leaders Meeting – Dr. Ian Coyle, Pracademic Partners, was our guest speaker at this month's Leaders Meeting. He did a presentation on *The Future is Now – Managing the Talent Pipeline Amid the Changing Needs of the Workforce*. The presentation included tips for attracting and retaining younger public sector workers, challenge areas for public sector entities, and solutions and strategies in public sector employment. This presentation was attended by Department Heads, Deputies, and Mid-Level Management employees.

Remote Policy Review & Consideration – The District Attorney previously requested Legislature consideration for the hire of an additional Assistant District Attorney in January 2025 who would primarily do appeal work and be fully remote. Considering this request, the Remote Work Policy will need to be updated to carve out Attorneys being eligible to work remotely up to a five (5) days per week with Department Head approval, as well Legislature consideration and approval. The current policy stipulates no more than two (2) days per week. Personnel Officer Parke consulted with Attorney Roemer who expressed no issues or concerns with the policy revision. The Legislators in attendance were in favor of revising the policy via resolution at the December 10, 2024 Legislature meeting.

Community Outreach/Communication -Mr. Bailey will be presenting to the Owego Rotary Club on November 26, 2024, at their request, to provide an overview of the County Administrator position, discussion on projects within the County, and a brief budget overview for 2025.

Department Visits – On Monday, November 18, 2024, Mr. Bailey reported he toured the new Waverly Mental Hygiene Clinic with Chair Sauerbrey, DPW Commissioner Hammond, and Mental Hygiene Director Morgan.

Tentatively, Mr. Bailley will be visiting the Department of Public Works from Wednesday, December 11th – Friday, December 13th.

Foundry Street Bid Discussion: Public Works Commissioner Hammond provided a status update on the removal of debris from this site. A bid package was prepared and sent out with two bids submitted. The Legislature awarded the bid to the lowest bidder, F.P. Kane

Construction by way of resolution at the November 12, 2024 Legislature meeting. In reviewing the documents submitted, the County's Safety Officer had some questions regarding their plan. The Legislature asked the Commissioner of Public Works, County Attorney, and Safety Officer to contact the bidder following this meeting to clarify their plan. Chair Sauerbrey asked for the information received to be relayed to the Legislature following today's call.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Brown, the November 7, 2024 minutes were unanimously approved.

Action Items:

ACTION ITEM #1 – 10/24/24 Conflicts of Interest with Employees Conducting Business with the County - Chair Sauerbrey was tasked with researching other counties to determine if they have a policy or guidelines on how to handle potential conflicts of interest with employees doing business with the County.

Chair Sauerbrey reported, with the help of Legislative Clerk Haskell, she received responses from four counties, and they all indicated this topic is covered in their Code of Ethics Policy. Chair Sauerbrey reviewed our policy, and everyone agreed that we will adhere to the policy and if necessary, the Legislature can always call a meeting of the Board of Ethics for their recommendation when potential conflicts or questions arise. **This action item is completed and will be removed from the action item list.**

Other:

- **Waverly Mental Hygiene Clinic Grand Opening** – Chair Sauerbrey reported the Grand Opening for the Waverly Mental Hygiene Clinic will be held on Wednesday, December 4, 2024 at 12:00 p.m. A press release will be sent. The Chamber of Commerce will be onsite to do ribbon cutting.

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 Ciotoli, seconded by Legislator Brown, to move into Executive Session to discuss contract negotiations at 10:42 a.m. Motion carried. Motion by Legislator Brown to adjourn. Executive Session adjourned at 11:10 a.m.

Meeting adjourned at 11:10 a.m.

Next Worksession scheduled for Thursday, December 5, 2024 at 1:00 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk