



Legislative Support Minutes

April 8, 2021

Legislator Attendance: Legislators Balliet, Hollenbeck, Monell, Mullen, Sauerbrey, Standinger and Sullivan were present with Legislators Roberts and Weston being absent.

Staff Attendance: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Civil Service Administrator Bruce, Chief Information Officer Camin, ITCS Deputy Director Griffin, and Republican Commissioner of Elections Toombs were present.

Guest Attendance: None

MINUTES:

Approval of March 4, 2021 Legislative Support Minutes:

Legislator Monell made the motion, seconded by Legislator Hollenbeck to approve the March 4, 2021 Legislative Support minutes, as written. Motion carried.

FINANCIAL:

2021 YTD Budget and Fringe Reports:

Financial reports for March 2021 were emailed to all Legislators with no issues of concern noted.

OLD BUSINESS:

March Legislative Meetings: Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following meeting:

- Third Regular Legislature Meeting – March 9, 2021

COVID-19 Press Releases: The Legislative Office continues with daily press releases and website postings related to COVID-19 statistics.

Board of Ethics Vacancy: The Legislature was reminded of the vacancy as of March 31, 2021.

Executive Team Meeting: Attended on March 11, 2021 with Chair Sauerbrey, Personnel Officer O'Rourke and County Attorney DeWind.

Office of the Legislative Clerk

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



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Cathy Haskell Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

Financial Disclosures: The Legislature was reminded of the May 15, 2021 deadline for submission of financial disclosures to the County Attorney's office.

Munis Super User Network Group and Training Program: Last year, prior to the COVID-19 pandemic, the Department Heads stressed the importance of a Munis training program, as there has been no formal training since Munis inception in 2015 and we have experienced significant turnover with staff and Department Heads. Departments identified their "Super Users"; the individuals in each Department that are the most knowledgeable in Munis, and I sent a survey to these eleven (11) staff members to garner additional information based on their level of usage and proficiency. Legislative Clerk Haskell is working with the County Attorney and Treasurer's Office staff to develop a training program.

NEW BUSINESS:

Fourth Regular Legislature Meeting – April 13, 2021

- **Prayer, Pledge, Voting Process** - Legislator Sullivan will lead the Legislature in the prayer, pledge, and voting process.
- **Recognition Resolutions:**
 - **Recognition of Linda M. Bogart's 35 Years of Dedicated Service to Tioga County** – Legislator Balliet will read and present the resolution to Ms. Bogart at the April 13, 2021 Legislature meeting. County Clerk Klett and staff will also be in attendance.
 - **Recognizing Charles W. Thayer's 20 Years of Dedicated Service to Tioga County** – This resolution will just be noted in the April 13, 2021 Legislature meeting minutes, as Mr. Thayer is not attending the meeting.
- **Proclamations:**
 - **Immunization Awareness Week in Tioga County** – Legislator Standinger will read and present this proclamation to Laura Bennett, Public Health Educator at the April 13, 2021 Legislature meeting.
 - **Public Health Week (April 5-11, 2021)** – This proclamation has been read and presented in year's past, therefore, will just be noted in the April 13, 2021 Legislature meeting minutes.
 - **Child Abuse Prevention Month** - This proclamation has been read and presented in year's past, therefore, will just be noted in the April 13, 2021 Legislature meeting minutes.
- **Appointments/Re-Appointments:** As discussed at the last Legislative Worksession, Chair Sauerbrey will be appointing members to the **56 Main Street Building Committee** and Legislator Roberts has requested to Chair this committee.

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- **Resolutions:** All resolutions were reviewed for the April 13, 2021 Legislature meeting.
- **Late-File Resolution:** Based on discussion at today's Legislative Worksession, the Legislature requested Legislative Clerk Haskell to draft a late-file resolution for the abolishment of the 90-day hiring delay for Legislature consideration at the April 13, 2021 Legislature meeting.
UPDATE: Resolution has been drafted and sent to Personnel, Legislature, and County Attorney on April 8, 2021.

Respectfully submitted,

Cathy Haskell

Legislative Clerk