



ADMINISTRATIVE SERVICES COMMITTEE – VETERANS AGENDA

August 8, 2023
1030 hours

- APPROVAL OF MINUTES:
 - July 5, 2023
- FINANCIAL:
 - 2023 Year-to-date Budget Report
 - 2024 Budget Proposal
- OLD BUSINESS:
 - Our float in Candor 4th July parade won 2nd place for "Best Themed Float"
- NEW BUSINESS:
 - YTD statistics
 - Onward Ops (ETS) at Ft. Drum July 16-19, met w290 TSM's/enrolled 25, Tom's Success Story
 - Outreach for August
 - August 1, 8,15, 22, 29 – PGA Hope @ Tioga Golf Club
 - Aug1-3 – Mike presented @ America's Warrior Partnership National Symposium
 - August 8-12 – Booth @ Tioga County Fair and 200 Fair tickets giveaway
 - August 11-12 – Vets in Nature trout fishing Excursion
 - August 13-16 – Onward Ops @ Ft. Drum
 - August 18 – Coffee Mess @ Waverly Glen Park
 - August 25 – Lunch & Learn, Mt. Laurel Treatment Center
 - August 26 – Shady Strong ALS, Rawley Park Richford
- PERSONNEL
 - N/A
- RESOLUTIONS
 - H-39, Resolution To Exceed Per Event Food & Beverage Purchasing Guidelines

TIOGA COUNTY, NEW YORK

Veterans' Service Agency

1062 State Route 38 PO Box 84 Owego, NY 13827

Michael F. Middaugh Director ☎ 607 687 8228 📠 607 687 8226 🌐 www.TiogaCountyNY.com



- PROCLAMATIONS
 - N/A
- EXECUTIVE SESSION
 - N/A
- ADJOURMENT



Administrative Services Committee – Veterans Minutes

July 5, 2023

Start Time: 1040 hours

ATTENDANCE:

- Legislators: Committee Chairman Mullen; Legislators: Standinger, Ciotoli, and Brown, Chairwoman Sauerbrey
- Staff: Michael Middaugh, Director

APPROVAL OF MINUTES:

- Approval of June 6, 2023, minutes, Legislator Brown made the motion, and seconded by Legislator Ciotoli to accept minutes as written. All in favor, motion carried.

FINANCIAL:

- 2023 Year-to-date budget report was reviewed, we are currently over on fringe expenses due to inadequate amounts being applied, need to have these amounts adjusted to reflect proper numbers from Dwyer Program funds.
- Discussed budget shortfalls for Dwyer Program due to contractual salary increases and fringe increases. Requested the County to cover 25% of Veteran Services Assistant's salary and fringe to make up the revenue loss in 2024 budget. It was decided we would have further discussions on the matter before preliminary 2024 budget was due on August 8th.

OLD BUSINESS:

- N/A

NEW BUSINESS:

- YTD agency statistics
- Onward Ops – ETS Sponsorship, Ft. Drum June 12th-14th, spoke with 187 servicemembers and enrolled 27.
- Outreach for June includes Dwyer – Lunch & Learns, Red, White & Blue Picnic – Korean War Vets, , Family Fun Night Unplugged at Nazarene Church; Coffee Mess; FreshConnects at Farmers Markets; MH Outreach – Tioga Downs Veterans Concert

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PERSONNEL:

- All staff attending NYS Summit on Peer Mentoring, Mike will be one of speakers at Summit, July 11-12
- July 15, Mike was asked to represent NYS CVSOA at National Conference for State Departments of Veterans Services in Buffalo and be on a panel with the judges from the US Veterans Court of Appeals to discuss issues with claims.

RESOLUTIONS/PROCLAMATIONS:

- Resolution G-44 Exceed New Guidelines For Food, Beverage & Supplies; as it relates to several outreach events occurring after July 11. Resolution Approved by Committee.

PROCLAMATIONS

- N/A

EXECUTIVE SESSION:

- N/A

ADJOURNMENT:

1110 hours

Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ACCOUNTS FOR:	General Fund	ORIGINAL APPROP	TRANSERS/ADJUSTM	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COI
A6510	427700	Other Unclassified						
A6510	427700	DP22 other Revenues	-6,000	-6,000	-1,290.33	.00	-4,709.67	21.5%*
A6510	437100	State Aid-Veterans	-100,000	-165,149	-59,915.32	.00	-105,234.08	36.3%*
A6510	437100	ETSSP State Aid-VS	-25,000	-25,000	915.32	.00	-25,000.00	.0%*
A6510	510010	Fuel Time	0	-30,000	-15,000.00	.00	-15,000.00	50.0%*
A6510	510010	DP22 Fueltime-Dwyer	139,823	0	41,997.50	.00	97,825.50	30.0%*
A6510	510020	Part Time/Temporar	62,000	0	33,291.84	.00	28,708.16	53.7%*
A6510	520130	M7674 Equipment (No	18,445	0	10,232.16	.00	8,212.84	55.5%*
A6510	520210	M7674 Other Furnitu	0	0	1,704.94	.00	295.06	85.2%*
A6510	520621	M7674 Computer Equi	0	0	3,912.05	.00	87.95	97.8%*
A6510	540010	Advertising	0	0	2,200	.00	23.22	98.9%*
A6510	540010	M7674 Advertising-VA	4,700	0	2,171.00	.00	2,494.00	56.4%*
A6510	540070	Car Maintenance-VA	0	0	1,335.00	.00	500.00	58.4%*
A6510	540180	Dues	500	0	260.00	.00	340.00	43.3%*
A6510	540220	Automobile Fuel	600	0	212.57	.00	299.52	50.1%*
A6510	540220	M7674 Automobile fu	600	0	141.35	.00	858.65	14.1%*
A6510	540360	Meals/Food	0	1,000	754.32	.00	545.68	58.0%*
A6510	540360	M7674 meals/Food-AR	1,300	0	2,916.90	.00	3,083.10	48.6%*
A6510	540420	Office Supplies	0	6,000	1,400	.00	1,158.61	17.2%*
A6510	540420	M7674 Office Supplii	1,400	0	75.81	.00	924.19	7.6%*
A6510	540480	Postage	400	0	412.11	.00	327.35	18.2%*
A6510	540480	Printing/Paper	600	0	72.65	.00	187.89	68.7%*
A6510	540487	DP22 Program Expens	32,350	0	62,440	.00	44,136.94	29.3%*
A6510	540487	FTSSP Program Expen	0	30,090	46,328	.00	43,182.32	6.8%*
A6510	540620	Software Expense	200	200	400	.00	3.05	99.2%*
A6510	540640	Supplies (Not Offi	1,280	-200	1,080	.00	52.89	95.1%*
A6510	540640	M7674 supplies (Not	0	14,705	14,705	.00	9,398.75	36.1%*
A6510	540660	Telephone	485	0	485	.00	257.06	47.0%*
A6510	540731	Training/State Req	5,000	0	5,000	.00	3,469.99	30.6%*
A6510	540731	M7674 Training/Stat	0	1,000	1,000	.00	1,000.00	17.3%*
A6510	540733	Training/All Other	0	0	4,000	.00	3,310.00	82.7%*
A6510	540733	M7674 Training/All	4,000	0	690.00	.00	2,500.00	36.1%*
A6510	581088	State Retirement F	0	2,500	2,500	.00	1,630.55	65.2%*
A6510	581088	DP22 State Retirement	2,744	0	2,744	.00	3,138.19	86.0%*
A6510	583088	Social Security Fr	394	6,928	7,322	.00	2,224.12	30.0%*
A6510	583088	DP22 social securit	1,004	0	4,664	.00	57.1%	57.1%*
A6510	584088	Workers Compensati	3,673	0	3,673	.00	1,812.21	50.7%*
A6510	584088	DP22 Workers Compem	441	1,444	1,885	.00	808.06	42.9%*
A6510	585588	Disability Insuran	102	0	39.15	.00	62.71	38.4%*
A6510	585588	DP22 Disability Ins	24	44	68	.00	28.71	57.7%*

Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTM	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A6510 586088 Health Insurance F	25,721	0	25,721	15,196.80	.00	10,523.70	59.1%
A6510 586088 DP22 Health Insuran	8,904	17,842	26,746	15,430.20	.00	11,315.48	57.7%
A6510 588988 Eap Fringe	44	0	44	23.13	.00	20.55	53.0%
A6510 588988 DP22 EAP Fringe	6	18	24	13.47	.00	10.12	57.1%
TOTAL Veterans' Service	192,624	51,611	244,235	105,874.43	2,258.91	136,101.39	44.3%
TOTAL General Fund	192,624	51,611	244,235	105,874.43	2,258.91	136,101.39	44.3%
TOTAL REVENUES	-131,000	-95,149	-226,149	-76,205.65	.00	-149,943.75	
TOTAL EXPENSES	323,624	146,760	470,384	182,080.08	2,258.91	286,045.14	

Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	192,624	51,611	244,235	105,874.43	2,258.91	136,101.39	44.3%

** END OF REPORT - Generated by Middaugh, Michael **

Budget Notes

Org	Obj	2023 Budget	2024 Budget	Difference	Notes
16510 - Veterans' Service	427700 - Other Unclassified Revenues	(\$6,000.00)	(\$6,000.00)	\$0.00	
	437100 - State Aid-Veterans' Service Ag	(\$100,000.00)	(\$100,000.00)	\$0.00	
	510010 - Fulltime	(\$25,000.00)	(\$25,000.00)	\$0.00	
		\$0.00	\$0.00	\$0.00	
		\$139,823.00	\$77,996.00	(\$61,827.00)	This line will be \$103,806. This reflects 3% salary increase per contract and estimated for management increase. This also reflects moving salary of eliminated P/T VSO position into this line, and using \$4,200 from DVS State Aid to cover total salary costs of F/T VSO position and eliminating need to fund it from Dwyer Program funds.
		\$62,000.00	\$61,828.00	(\$172.00)	Total projected cost for the salary of F/T VSA position with 3% contractual increase is \$40,212. This line will decrease to a total of \$20,106 as we will be using \$20,106 DVS State Aid to fund half of the projected total salary increase for the VSA position. And eliminating the need to fund half of the salary for F/T VSO position by using existing funding by eliminating the P/T VSO position.
	510020 - Part Time/Temporary	\$18,445.00	\$19,276.00	\$831.00	This line will be \$0.00 for 2024 as we are proposing to eliminate this position from the budget entirely and moving this local share to the F/T VSO position to alleviate the over expenditure of Dwyer Program funds on salary and fringe and provide us with Dwyer Program expense monies to continue effective outreach programs.
	510030 - Overtime Pay Only	\$0.00	\$0.00	\$0.00	
	520130 - Equipment (Not Car)	\$0.00	\$0.00	\$0.00	
	520210 - Other Furniture	\$0.00	\$0.00	\$0.00	

Prj	Obj	2023 Budget	2024 Budget	Difference	Notes
16510 - Veterans' service	520621 - Computer Equipment	\$0.00		\$0.00	
	530551 - MLR	\$0.00		\$0.00	
	540010 - Advertising	\$4,700.00	\$4,700.00	\$0.00	\$2,000 in this budget line comes from MH Outreach revenue.
		\$0.00		\$0.00	
	540070 - Car Maintenance	\$500.00	\$500.00	\$0.00	
	540170 - Donations	\$0.00		\$0.00	
	540180 - Dues	\$600.00	\$600.00	\$0.00	
	540220 - Automobile Fuel	\$600.00	\$600.00	\$0.00	
		\$0.00		\$0.00	
	540320 - Leased/Service Equipment	\$0.00		\$0.00	
	540340 - Literature	\$0.00		\$0.00	
	540360 - Meals/Food	\$1,300.00	\$1,300.00	\$0.00	This line will be \$2,000 in 2024 and all of these funds comes from MH Outreach revenue, no local share.
		\$0.00		\$0.00	
	540390 - Mileage Expense	\$0.00		\$0.00	
	540420 - Office Supplies	\$1,400.00	\$1,400.00	\$0.00	
		\$0.00		\$0.00	
	540480 - Postage	\$400.00	\$400.00	\$0.00	
	540485 - Printing/Paper	\$600.00	\$600.00	\$0.00	
	540487 - Program Expense	\$32,350.00	\$32,350.00	\$0.00	This line for 2024 will be a minimum of \$35,728 based on savings found within existing budget to alleviate the pressure of salary and fringe costs that previously had been covered by Dwyer Program funds. there may be additional monies in this line as a result of any carryover of unused funds, if allowed by NYS.

Org	Obj	2023 Budget	2024 Budget	Difference	Notes
16510 - Veterans' Service	540487 - Program Expense	\$0.00		\$0.00	There will be a carryover of unspent funds from 2023 in this line for use in 2024, exact amount is not yet known.
	540620 - Software Expense	\$200.00	\$200.00	\$0.00	
	540630 - Stationery Supplies	\$0.00		\$0.00	
	540640 - Supplies (Not Office)	\$1,280.00	\$1,280.00	\$0.00	This total line in 2024 will be \$3,280, \$2,000 of which will come from MH Outreach revenues.
	540660 - Telephone	\$0.00		\$0.00	
		\$485.00	\$485.00	\$0.00	It is not yet known if our monthly costs for our wireless MiFi puck will be going up next year.
	540731 - Training/State Required	\$5,000.00	\$5,000.00	\$0.00	
		\$0.00		\$0.00	
	540733 - Training/All Other	\$4,000.00	\$4,000.00	\$0.00	
		\$0.00		\$0.00	
	581088 - State Retirement Fringe	\$2,743.78	\$7,418.00	\$4,674.22	
		\$394.00	\$7,417.00	\$7,023.00	
	583088 - Social Security Fringe	\$6,885.25	\$14,024.25	\$7,139.00	
		\$1,004.00	\$4,730.00	\$3,726.00	
	584088 - Workers Compensation Fringe	\$3,673.02	\$6,855.02	\$3,182.00	
		\$441.00	\$1,910.00	\$1,469.00	
	585088 - Unemployment Insurance Fringe	\$0.00		\$0.00	
	585588 - Disability Insurance Fringe	\$101.86	\$68.00	(\$33.86)	
		\$24.00	\$68.00	\$44.00	
	586088 - Health Insurance Fringe	\$25,720.50	\$26,341.00	\$620.50	
		\$8,904.00	\$26,746.00	\$17,842.00	
	588988 - EAP Fringe	\$43.68	\$40.00	(\$3.68)	

Org	Obj	2023 Budget	2024 Budget	Difference	Notes
16510 - Veterans' Service	588988 - EAP Fringe	\$6.00	\$24.00	\$18.00	
	Org Total:	\$192,624.09	\$177,156.27	(\$15,467.82)	
	Grand total for all Orgs:	\$192,624.09	\$177,156.27	(\$15,467.82)	

2023

80191	MIDDAUGT GRACE	A6510	510010	DP22	\$	22,786.53	SALARY	50%
80191	MIDDAUGT GRACE	A6510	581088	DP22	\$	2,472.47	RETIRE FRNG TIER6-A	50%
80191	MIDDAUGT GRACE	A6510	583088	DP22	\$	1,412.71	FICA	50%
80191	MIDDAUGT GRACE	A6510	583088	DP22	\$	330.46	MEDICARE	50%
80191	MIDDAUGT GRACE	A6510	584088	DP22	\$	636.61	WORKMAN'S COMP FRINGE	50%
80191	MIDDAUGT GRACE	A6510	588988	DP22	\$	7.93	EAP FRINGE	50%
80393	TYLER	SUZANNE	510010	DP22	\$	39,041.08	SALARY	
80393	TYLER	SUZANNE	581088	DP22	\$	4,944.94	RETIRE FRNG TIER6-A	
80393	TYLER	SUZANNE	583088	DP22	\$	2,420.60	FICA	
80393	TYLER	SUZANNE	583088	DP22	\$	566.02	MEDICARE	
80393	TYLER	SUZANNE	584088	DP22	\$	1,273.22	WORKMAN'S COMP FRINGE	
80393	TYLER	SUZANNE	585588	DP22	\$	67.86	DISABILITY FRINGE	
80393	TYLER	SUZANNE	586088	DP22	\$	3,952.00	HRA FRINGE FAMILY	
80393	TYLER	SUZANNE	586088	DP22	\$	22,793.68	HEALTH INSURANCE POST-TAX	
80393	TYLER	SUZANNE	588988	DP22	\$	15.86	EAP FRINGE	
80393	TYLER	SUZANNE	588988	DP22	\$	75,075.26		

80191	MIDDAUGI GRACE	A6510	581088	DP22	\$	2,472.47	RETIRE FRING TIER6-A	50%
80191	MIDDAUGI GRACE	A6510	583088	DP22	\$	1,412.71	FICA	50%
80191	MIDDAUGI GRACE	A6510	583088	DP22	\$	330.46	MEDICARE	50%
80191	MIDDAUGI GRACE	A6510	584088	DP22	\$	636.61	WORKMAN'S COMP FRINGE	50%
80191	MIDDAUGI GRACE	A6510	588988	DP22	\$	7.93	EAP FRINGE	50%
					\$	4,860.18		
80393	TYLER	SUZANNE A6510	510010	DP22	\$	20,106.00	SALARY	
80393	TYLER	SUZANNE A6510	581088	DP22	\$	4,944.94	RETIRE FRING TIER6-A	
80393	TYLER	SUZANNE A6510	583088	DP22	\$	2,420.60	FICA	
80393	TYLER	SUZANNE A6510	583088	DP22	\$	566.02	MEDICARE	
80393	TYLER	SUZANNE A6510	584088	DP22	\$	1,273.22	WORKMAN'S COMP FRINGE	
80393	TYLER	SUZANNE A6510	585588	DP22	\$	67.86	DISABILITY FRINGE	
80393	TYLER	SUZANNE A6510	586088	DP22	\$	3,952.00	HRA FRINGE FAMILY	
80393	TYLER	SUZANNE A6510	586088	DP22	\$	22,793.68	HEALTH INSURANCE POST-TAX	
80393	TYLER	SUZANNE A6510	588988	DP22	\$	15.86	EAP FRINGE	
					\$	56,140.18		

Estimated 2024 Fringe \$38, 917

Have made estimate in increase on fringe to be 8%, which brings total Dwyer Program salary/ Fringe costs to be \$64,272, leaving \$35,728 for programming expenses

Month-to-Month Veteran Services Comparisons by Year

* Others: Family Members/Agencies

** Services: Any type of assistance we provide to a veteran or family members

	2020												2021												2022												2023																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Veterans	124	123	70	44	69	109	86	88	91	102	98	64	1068	103	82	93	77	95	135	121	114	109	130	129	97	1285	107	56	107	129	119	106	122	116	123	187	164	135	1471	189	151	236	262	288	244	307							1677
*Others	64	42	26	25	29	80	42	40	37	50	46	33	514	59	42	39	33	54	85	112	79	45	84	69	50	751	47	29	52	74	43	42	35	46	43	49	53	67	580	54	48	50	79	56	96	76							459
New Vets	48	26	15	14	21	31	31	21	32	25	30	11	305	24	14	15	21	20	31	34	15	20	29	39	34	296	43	21	40	25	33	30	27	27	34	18	27	19	344	28	15	18	16	28	22	24							151
**Services Provided	318	280	189	119	176	287	231	236	290	285	244	181	2836	273	235	245	210	264	344	313	288	294	355	348	255	3424	296	146	281	392	346	303	357	431	405	586	478	444	4465	564	426	417	406	767	381	343							3304

Year-to-Year Veteran Services Comparisons (Totals)

Totals	2019	2020	2021	2022	2023	2024	2025	2026	2027	Totals
Veterans	1076	1068	1285	1471	1677					6577
*Others	477	514	751	580	459					2781
New Vets	338	305	296	344	151					1434
**Services Provided	2,724	2,836	3,424	4,465	3304					16753

Year-to-Year Outreach (these totals are separate from monthly stats)

*Outreach is conducted as a way to provide non-clinical peer-to-peer support through various mediums (# of events)

2019 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Totals

*Outreach	12	7	9	5	8	6	5	5	10	3	2	3	75
Attendees	400	60	187	117	201	242	118	150	312	204	71	67	2129

2020 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Totals

*Outreach	6	7	3	2	4	3	4	2	5	3	6	5	50
Attendees	124	134	59	69	84	237	201	208	389	285	204	181	2175

2021 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Totals

*Outreach	3	2	4	7	9	5	11	6	5	8	9	4	73
Attendees	105	37	248	151	237	264	306	228	499	517	390	94	3076

2022 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Totals

*Outreach	8	8	5	8	13	18	18	19	14	13	10	8	142
Attendees	79	100	181	217	170	1169	887	796	1,280	697	688	283	6547

2023 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Totals

*Outreach	9	8	8	8	9	10	10						62
Attendees	341	264	283	726	426	752	691						3483

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO.

REQUESTING TIOGA COUNTY VETERANS' SERVICE AGENCY BE ALLOWED TO EXCEED FOOD & BEVERAGE PURCHASE GUIDELINES

WHEREAS: The Tioga County Veterans Service Agency (TCVSA) conducts multiple community outreach events monthly and at these events provides food, beverages, and supplies to those in attendance as well as information on resources, benefits, and services available to veterans, military and their families; and

WHEREAS: County Policy – Section III; Subsection H. Purchase of Food, Beverages and Supplies limit expenses to \$150 per event; and

WHEREAS: The TCVSA will be holding the following events in August, with grant funds being used, that will exceed the \$150.00 per event limit, and requests to exceed the event limit must be made by resolution and require the approval of the County Legislature:

August 18 – Coffee Mess Breakfast @ Waverly Glen Park, MH Outreach: \$300.00

August 25 – Lunch & Learn @ TCVSA, MH Outreach: \$300.00

Therefore be it

RESOLVED: That the Tioga County Legislature allow the Tioga County Veterans' Service Agency to exceed the per event limit using grant funding as identified, noting that TCVSA will not exceed the total amount mentioned for each event above.