

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation  
October 3, 2023  
2:30 PM

- **Approval of minutes** from September 5, 2023, Public Safety Committee meeting
- **Financial**
  1. Budget on track for 2023
- **Old business**
  1. Staff
  2. Probation Vehicles
  3. Buddi NY, LLC contract
  4. Community Engagement
  5. Quality Assurance Program
  6. Succession Planning
- **New business**
  1. Budget
  2. Probation Department
  3. Buddi NY, LLC contract update
  4. Community Engagement
  5. Quality Assurance Program update
  6. Staffing
  7. Training
- **Personnel**
  1. One vacant Probation Officer 1 position
  2. One vacant Sr. Probation Officer position
  3. One vacant part-time supervisor position
  4. One unfunded Probation Officer 1 position
- **Resolutions**
  1. Approve STSJP Contract for SFY 2023-2024 Probation as Lead Agency for Application for Funding via STSJP
- **Proclamations**
  1. None
- **Adjournment**

## PUBLIC SAFETY MEETING

September 5, 2023

The regular meeting of Public Safety, Probation, Office of Emergency Services, Coroner, and Stop DWI was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, March 7, 2023 at 2:30 PM.

### Present:

Keith Flesher	Chair, Public Safety
Barb Roberts	Legislator
Marte Sauerbrey	Chair, Legislator <i>(in at 2:45)</i>
William Standinger	Legislator
Dale Weston	Legislator
Brian Cain	Director, Probation
Sheriff Gary Howard	Sheriff's Office
Mike Simmons	Director, Emergency Services
Bob Williams	Assistant Fire Coordinator <i>(in at 2:45)</i>

### Guest:

Pete DeWind	County Attorney
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### Absent:

Corrine Cornelius	Deputy Director, Emergency Services
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### APPROVAL OF MINUTES:

#### **Approval of August 8, 2023 minutes:**

Legislator Roberts made the motion, seconded by Legislator Weston, to approve the August 8, 2023 Public Safety minutes, as written. Motion carried.

### PROBATION – Brian Cairns:

#### FINANCIAL:

- 2023 Budget is on track.

#### NEW BUSINESS:

- Staff – Terri Rosenberger is retiring after 22 years of service.
- Probation Vehicles – New Dodge Durango was delivered last week. This completes updating Probation's fleet.
- Buddi, NY LLC Contract – proposed contract was received for electronic monitoring. Once the County Attorney has reviewed and approved it, a resolution will be presented to the Committee.
- Community Engagement – attended Field of the Fallen with Veterans. Staff has been great on volunteering.
- Quality Assurance Program – working with IT to create a computer-based system to randomly select cases to be audited on a monthly basis.
- Succession Planning – Fred Kiechle will be promoted to Probation Supervisor, replacing Terri Rosenberger, who will be retiring at the end of this month.
- Juvenile Delinquency Services- One (1) appearance ticket for the month of August. YTD 9 JDATs received to date.
- ATI Programs – Electronic Monitoring – one (1) individual is being monitored via VCheck24 phone app. Community Service – Weekend Work Program has resumed operation. Pre-Trial

Release – thirteen (13) people are being supervised via Pre-Trial Release Program. Court ordered investigations – 37 active investigations. Supervision – 192 cases – Violation of Probation – 21 defendants/respondents have violation petitions against them.

**PERSONNEL:**

- One vacant Probation Officer
- One vacant part-time Supervisor position
- One unfunded Probation Officer 1 position

**RESOLUTIONS:**

- Resolution Recognizing Teri Rosenberger's 22 Years of Dedicated Service to Tioga County  
A resolution was presented recognizing Teri Rosenberger's 22 years of dedicated service to Tioga County.

*(Committee agreed to move resolution forward)*

**OFFICE of EMERGENCY SERVICES – Mike Simmons:**

**FINANCIAL:**

- Budget is on track.

**OLD BUSINESS:**

- Communications Project – Motorola's Engineering representatives visited four sites. It was suggested that the Apalachin site will need powerlines. Tower drawings should be available in a few weeks. Targeted grant – 2023 grant came out and we will be applying for additional funding for this project.
- CAD Project – No progress has been made to get the State Police added to the CAD system.
- EMS – Basic EMT Class has started with 12 students.
- Emergency Management – helped Village obtain extra light towers for the county fair. We continue to assist with the County Hazard Mitigation Plan along with Wendy Walsh and Elaine Jardine.
- Threat Assessment Management – working on Smart phone app. May need to do RFP will need to check with Grant liaison.
- Fire – the Owego Fire Department supplied fire protection to the fair as well as mutual aid.

**NEW BUSINESS:**

- None

**PERSONNEL:**

- None

**RESOLUTIONS:**

- None

**SHERIFF – Gary Howard:**

**FINANCIAL:**

- Revenues are at \$410,004 which is 75% of the budget. Inmate boarders are at \$196,832 which is 131% of the budget.

**NEW BUSINESS:**

- Jail Camera Project – is underway.
- Pistol Permit database changeover is almost completed.
- Body Worn Camera Project – body cameras are in. Training is set for September 12<sup>th</sup>.
  
- RFP for Jail Medical – was sent out to 5 contractors today.
- Jail population is 37 for August.
- Labor Issues – TCLEA and NCEU negotiation are being finalized.
- Litigation Issues – there is one ongoing case.

**PERSONNEL:**

- Update on Vacancies:
  - Civil - one vacant part-time Civil Deputy position
  - Corrections – 3 Corrections Office positions; 2 part-time Cook positions; no Corrections Officers are on light duty; 2 Corrections Officers are on military deployment.
  - Road Patrol – 2 vacant Deputy positions, no Deputies are currently on light duty; there is one Deputy in the Broome County Law Enforcement Academy. There are 2 unfunded Deputy positions that we would like to fill. Need guidance as to proceed with this.
  - Records – all positions are filled.
  - Administration – all positions are filled.

**RESOLUTIONS:**

- None

**ADJOURNMENT: Meeting was adjourned at 2:50 PM**

Respectfully Submitted,

*Diane Rockwell*  
Diane Rockwell  
Secretary to the Sheriff  
9/5/23



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A3140 Probation</b>							
A3140 415600	Adoption Investiga	0	-600	-900.00	.00	300.00	150.0%
A3140 415800	Restitution Surchna	0	-2,000	-547.99	.00	-1,452.01	27.4%*
A3140 415810	Probation - DWI Su	0	-16,000	-6,175.00	.00	-9,825.00	38.6%*
A3140 415811	DWI-Probation Sala	0	-10,000	-10,000.00	.00	.00	100.0%
A3140 433100	State Aid-Probatio	0	-105,205	-26,301.34	.00	-78,903.66	25.0%*
A3140 433160	State Aid-Enhanced	0	-18,566	-4,641.41	.00	-13,924.59	25.0%*
A3140 433170	Ignition Interlock	0	-3,678	-1,443.50	.00	-2,234.50	39.2%*
A3140 433180	State Aid- STSJP	0	-7,000	-5,455.10	.00	-1,544.90	77.9%*
A3140 433182	RTA State Aid -Rais	0	-16,920	.00	.00	-16,920.00	.0%*
A3140 510010	Full Time	0	786,371	510,213.72	.00	276,157.28	64.9%
A3140 510020	Part Time/Temporar	0	29,817	5,313.98	.00	24,503.02	17.8%
A3140 510030	Overtime Pay Only	0	5,000	248.53	.00	4,751.47	5.0%
A3140 510040	Workers Compensati	0	0	37.41	.00	-37.41	100.0%*
A3140 510050	All other(On Call),	0	0	2,292.73	.00	-2,292.73	100.0%*
A3140 520060	CPS01 Car/Truck-	40,000	0	39,960.50	.00	39.50	99.9%
A3140 520070	Chairs	337	737	116.22	.00	620.78	15.8%
A3140 520200	Office Equipment	0	2,500	48.00	.00	2,452.00	1.9%
A3140 520215	Personal Protectiv	-337	4,163	284.90	.00	1,766.28	57.6%
A3140 540070	Car Maintenance	0	2,000	134.29	.00	1,865.71	6.7%
A3140 540080	Clinic Supplies	0	4,250	706.60	.00	3,543.40	16.6%
A3140 540180	Dues	0	900	800.00	.00	100.00	88.9%
A3140 540220	Automobile Fuel	2,200	2,200	1,355.89	.00	844.11	61.6%
A3140 540220	RTA Automobile Fuel	0	1,000	.00	.00	1,000.00	.0%
A3140 540320	Leased/Service Equ	3,300	3,300	1,472.64	.00	1,827.36	43.1%
A3140 540340	Literature	0	1,500	820.02	.00	679.98	54.7%
A3140 540360	Meals/Food	0	1,000	218.15	.00	781.85	21.8%
A3140 540390	Mileage Expense	100	100	100.00	.00	.00	100.0%
A3140 540480	Postage	1,500	1,500	642.08	.00	857.92	42.8%
A3140 540487	CPS01 Program Expn	0	20,000	494.23	.00	19,505.77	2.5%
A3140 540487	FH01 Program Expns	0	6,621	21.98	.00	6,598.53	.3%
A3140 540590	Services Rendered	1,265	1,265	9,709.32	.00	1,548.98	100.0%
A3140 540620	Software Expense	6,000	6,000	4,451.02	.00	1,083.26	47.2%
A3140 540630	Stationery Supplie	0	2,052	968.74	.00	642.57	55.4%
A3140 540660	Telephone	2,052	2,052	797.79	.00	7,252.34	39.9%
A3140 540731	RTA Telephone-RTA	12,440	12,440	4,814.66	.00	40,481.01	60.6%
A3140 581088	Training/State Reg	0	102,678	102,678	.00	.00	66.8%
A3140 583088	Social Security Fr	58,164	58,164	38,870.12	.00	19,293.43	72.2%
A3140 584088	Workers Compensati	19,198	19,198	13,869.16	.00	5,328.49	68.0%
A3140 585588	Disability Insuran	1,064	1,064	723.50	.00	340.54	68.0%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 '09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A3140 586088 Health Insurance F</b>	301,471	0	301,471	181,917.12	.00	119,553.54	60.3%
<b>A3140 588988 Eap Fringe</b>	228	0	228	172.72	.00	55.58	75.7%
<b>TOTAL Probation</b>	1,181,705	66,621	1,248,326	828,258.25	2,111.82	417,955.58	66.5%
<b>A3142 Alternatives To Incarceration</b>							
<b>A3142 415150 Alternatives To In</b>	-100	0	-100	-82.50	.00	-17.50	82.5%*
<b>A3142 433120 state Aid-Alternat</b>	-12,145	0	-12,145	.00	.00	-12,144.51	.0%*
<b>A3142 510010 Full Time</b>	13,705	0	13,705	8,998.37	.00	4,706.63	65.7%
<b>A3142 540140 Contracting Servic</b>	3,500	0	3,500	1,286.60	-23.25	2,236.65	36.1%
<b>A3142 581088 State Retirement F</b>	2,428	0	2,428	1,533.77	.00	894.17	63.2%
<b>A3142 583088 Social Security Fr</b>	950	0	950	688.76	.00	261.21	72.5%
<b>A3142 584088 Workers Compensati</b>	392	0	392	283.17	.00	108.62	72.3%
<b>A3142 585588 Disability Insuran</b>	22	0	22	15.13	.00	6.59	69.7%
<b>A3142 586088 Health Insurance F</b>	3,541	0	3,541	2,519.12	.00	1,022.20	71.1%
<b>A3142 588988 Eap Fringe</b>	5	0	5	3.57	.00	1.09	76.6%
<b>TOTAL Alternatives To Incarceration</b>	12,298	0	12,298	15,245.99	-23.25	-2,924.85	123.8%
<b>A3146 Sex Offender Program</b>							
<b>A3146 540140 Contracting Servic</b>	123,840	0	123,840	92,880.00	30,960.00	.00	100.0%
<b>TOTAL Sex Offender Program</b>	123,840	0	123,840	92,880.00	30,960.00	.00	100.0%
<b>TOTAL General Fund</b>	1,317,843	66,621	1,384,464	936,384.24	33,048.57	415,030.73	70.0%
<b>TOTAL REVENUES</b>	-192,214	0	-192,214	-55,546.84	.00	-136,666.67	
<b>TOTAL EXPENSES</b>	1,510,057	66,621	1,576,677	991,931.08	33,048.57	551,697.40	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: Capital Fund ORIGINAL APPROP TRANSFRS/ADJUSTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USE/COL

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>H3140 Probation Capital</b>							
H3140 520060 Car/Truck	0	25,620	25,620	25,620.02	.00	.00	100.0%
TOTAL Probation Capital	0	25,620	25,620	25,620.02	.00	.00	100.0%
TOTAL Capital Fund	0	25,620	25,620	25,620.02	.00	.00	100.0%
TOTAL EXPENSES	0	25,620	25,620	25,620.02	.00	.00	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,317,843	92,241	1,410,084	962,004.26	33,048.57	415,030.73	70.6%

\*\* END OF REPORT - Generated by Cain, Brian \*\*



Public Safety Committee Meeting  
Probation Department Report  
October 3, 2023

**Budget Status:**

2023 Revenue Budget:

- \$600 of DWI Supervision fee collected in September. \$6,625 collected to date in 2023
- \$5,067.10 in restitution and surcharge collected in September. \$15,941.15 collected to date in 2023

**Current Business:**

1. Budget – The Probation budget is on track for 2023. Seventy percent of our budget has been expended and we are 75% through the fiscal year.
2. Probation Department – The entry doors at Probation have been upgraded with new card entry devices. There is one door that never had card entry and discussions are being had with IT to determine if that door can be converted to card entry as well.
3. Probation received a proposed contract from Buddi US, LLC to provide comprehensive monitoring services for Probation. The services include traditional GPS electronic monitoring, GPS monitoring through a phone application, and real time alcohol monitoring through a transdermal monitoring system. The contract also includes insurance on the devices which will eliminate the threat of a budgetary hardship should multiple offenders destroy, lose, or otherwise damage the devices. The proposed contract has been forwarded to the County Attorney's Office for review. Upon its approval by the County Attorney, Probation will bring forth a resolution to enter into said contract. Entering into the contract will not increase the current Probation budget.

**Update:** Still awaiting County Attorney approval. A Resolution to enter into contract with Buddi will be brought forward after approval.

4. Community engagement – Probation staff attended the Family Day at the Nichols Reserve Center which was organized due to the reservists being deployed in the near future. Probation also volunteered at the Veteran's Grocery Giveaway held at the Park Terrace United Methodist Church on September 29, 2023.
5. Probation has initiated the creation of a Quality Assurance Program within the Department in line with the best practices being recommended by the Department of Criminal Justice Services. The Administrative Team within the Department has begun the review of existing case audit forms and policies currently utilized by other county Probation Departments. The forms and policy will be modified to fit the framework of the Tioga County Probation Department. Probation also plans to enlist the assistance of the Tioga County IT Department in order to create a computer-based system to randomly select cases to be audited on a monthly basis. Target date for implementation of the Quality Assurance Policy is January of 2025.

**Update:** Ticket has been submitted to IT and discussions had with IT Director Loveland regarding this initiative. Awaiting word from IT as to when this may be accomplished.

6. Staff – Teri Rosenberger retired from her position of Probation Supervisor effective September 29, 2023. Fred Kiechle was promoted to that position effective October 2, 2023. This now means there is one open Sr. Probation Officer position and one open Probation Officer position.

Two candidates have been interviewed for the open Probation Officer position. If one is chosen, they will be hired provisionally pending the next Probation Officer Civil Service Exam.

7. Training – Probation received confirmation that the two Probation Officers who need to complete five weeks of Basic Course for Peace Officer (BCPO) training will be able to attend the class offered in Binghamton in December and January.

#### **8. Juvenile Delinquency Services:**

September of 2023- There were two Juvenile Delinquency Appearance Ticket (JDAT) received for the month of September. The JDATs alleged the respondents committed acts which if committed by an adult would constitute the crime of Burglary in the Third Degree.

YTD: 11 JDATs received to date.

- E- Connect: To date, six youth have been screened in 2023. As a result of the E-Connect screening, two youth were found to be below threshold and not in need of an immediate mental health referral. Three youth were found to be a level II and were referred for a mental health evaluation. One youth was found to be a level III and agreed to schedule an appointment at TCDMH.  
\*\*\*The JDATs received in September were not scheduled to appear at Probation until October 3, 2023. Therefore, their results on the E-Connect screening are not included in this report.
- There are no youth currently in juvenile sex offender treatment.

#### **ATI Programs:**

- Electronic Monitoring – There is currently one individual being monitored via the VCheck24 phone app GPS electronic monitoring system and one defendant with the traditional ankle monitor.
- Community Service – Weekend Work Program continues with crews being scheduled every weekend.
- Pre-Trial Release – There are 11 people being supervised via the Pre-Trial Release Program

**Court Ordered Investigations:** 36 active investigations for Tioga County courts (Criminal, Family and Surrogate)

**Supervision:** 190 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

**Violation of Probation petitions:** 17 defendants/respondents have violation petitions pending against them in criminal & family court.

**Personnel:**

One Vacant Probation Officer position  
One Vacant Sr. Probation Officer position  
One Vacant Part Time Probation Supervisor position  
One unfunded Probation Officer position

**Resolutions:**

Approve STSJP Contract for SFY 2023-2024 Probation as Lead Agency for Application for Funding via STSJP

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -23

RESOLUTION TO APPROVE  
STSJP CONTRACT FOR SFY 2023-2024  
PROBATION AS LEAD AGENCY FOR  
APPLICATION FOR FUNDING VIA STSJP

WHEREAS: The NYS Office of Children and Family Services (OCFS) has directed every County to create Alternative to Detention programming and since 2015 the Probation Department has been the Lead Agency for the County to apply for STSJP funding; and

WHEREAS: The funding is based on an approved OCFS contract for a maximum of \$40,000 and is set at a ratio of 62% state reimbursement – 38% county share for monies expended by the County for Alternative to Detention programming for Juvenile Delinquents. The Tioga County Legislature agrees to accept this reimbursement funding format; therefore be it

RESOLVED: That the Tioga County Legislative Chair is approved to contract with the Office of Children and Family Services for STSJP funding as follows:

Probation Department – Juvenile Delinquency Alternatives to Detention

Reminder Call, Electronic Monitoring	\$11,882.00
State Share	\$ 7,366.84
County Share	\$ 4,515.16