

PUBLIC SAFETY COMMITTEE AGENDA

SHERIFF'S OFFICE

August 2, 2022

2:30 PM

- APPROVAL OF MINUTES – July 5, 2022
- FINANCIAL
 - July YTD Report
- OLD BUSINESS
 - Itouch implementation- updates
 - Spillman Implementation – updates
- NEW BUSINESS
 - Jail camera project
 - MAT planning ongoing
 - 2023 Budget review
- PERSONNEL
 - Update on Vacancies
- RESOLUTIONS
 - Recognize Elizabeth Struble's years of service
- PROCLAMATIONS
 - None
- ADJOURNMENT

PUBLIC SAFETY MEETING

July 5, 2022

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 July 5, 2022 at 2:30 PM.

Present:

Dennis Mullen	Chair, Public Safety
Marte Sauerbrey	Chair, Legislator
Edward Hollenbeck	Legislator
Barb Roberts	Legislator
William Standinger	Legislator
Brian Cain	Director, Probation
Mike Simmons	Director, Emergency Services
Robert Williams	Deputy Director, Emergency Services
Sheriff Gary Howard	Sheriff's Office

Guest:

Cathy Haskell	Legislative Clerk
---------------	-------------------

APPROVAL OF MINUTES:

Approval of June 7, 2022 minutes:

Legislator Standinger made the motion, seconded by Legislator Hollenbeck to approve the June 7, 2022 Public Safety minutes. Approved.

PROBATION – Brian Cain

FINANCIAL:

2022 Budget on target
\$2,292 in restitution and surcharge collected in June
Probation Director has created a budget team to start preparing the 2023 budget within the constraints established by the legislature.

CURRENT BUSINESS:

- Staffing –Angela Zito has assumed the Accounting Associate III position, and is doing well learning the procedures of the Probation Department.
- Probation Officer Cheri Roys resigned effective 6/16/22. Also, newly hired Probation Officer Dunham submitted her two week notice, relocating to Virginia.
- Significant supervision cases: One high risk and one high profile supervision case; Pennsylvania authorities issued a warrant for the probationer, and he has been returned to PA to sentencing court.
- Defendant from Waverly charged with Robbery in the Third Degree.

- Probation Director attended the Council of Probation Administrators conference in Niagara Falls. Very useful presentations and discussion as well as statewide updates.
- Veteran mentor program is being put in motion, expanding to Tompkins County
- JD Services: 4 youth currently in juvenile sex offender treatment
- ATI Programs – Electronic Monitoring phone app is working well, everyone keeps their phone charged. Cost efficient 75 cents day vs. \$3.65 for ankle bracelet
- Community Service -WWP still paused, program to resume in mid-July
- Court ordered investigations – 46 active investigations in Tioga County courts. 200 individuals on probation, caseloads are rising, staffing is down, very busy for department.

PERSONNEL:

- One vacant Probation Officer 1 position
- One unfunded Probation Officer position

RESOLUTIONS:

None

OFFICE of EMERGENCY MANAGEMENT – Mike Simmons:

FINANCIAL

- Budget is on track.

OLD BUSINESS:

- Radio Project: No new information regarding the 2022 Statewide Interoperable Communications Grant. Our application was accepted last month.
- County Attorney is continuing discussion with the owner of the Sky View Dragstrip in an effort to obtain a parcel of property
- CAD Project: New CAD system is functioning very well. Dispatch personnel are becoming increasingly efficient. Becoming apparent that the system will require a significant amount of time to keep the data accurate and up to date. Fire departments now sending us the response plans they have developed for each address in their districts.
- Working with IT to replace the computers in the Sheriff's patrol cars. In addition, the mounting brackets, Verizon modems and antennas will also need to be replaced. Amending previous resolution to include laptops, and equipment to connect the Sheriff's vehicles \$85,000.
- EMS Study: CGR has released draft copy of study. Report is overdue and final is due on 7/22/222.
- Schuyler County has advised us that they are planning to purchase a used ambulance and hire 25 EMS personnel to fill the gaps in Ambulance Response.

- Emergency Management:
 - We have requested a Public Assistance Workshop for local governmental officials who will be working with damage claims from disasters.

NEW BUSINESS: None

PERSONNEL:

- EMS Coordinator position still not filled. Once the report from CGR is complete we will review it for suggestions regarding the needs of this position and move towards posting the job.

RESOLUTIONS:

Amend Resolution #194-22 to Modify 2022 Budget and Appropriation of Funds from E911 Reserve.

SHERIFF'S OFFICE – Sheriff Gary Howard

FINANCIAL: Revenues are at \$371,201 which is 73% of the budget. Expenditures are at \$5,297,363 which is 53% of the budget. Inmate Boarders are at \$248,198 which is 165% of the budget.

PERSONNEL:

- Civil Office – all positions filled.
- Corrections Division – Currently 4 open positions
- There are 2 open part time Cook positions.
- Road Patrol – 1 Deputy currently on light duty; 3 deputies attending police academy, 1 at the Broome County Academy, 2 are in their field training phase; There are 2 open Deputy positions and 2 unfunded Deputy positions. Conditional offers have been made for the 2 open positions.
- E911 Center – currently 1 open full time and 1 open part-time Dispatcher position
- Records – All positions are filled
Linstar ID Cards & Pistol Permit equipment outdated, to be replaced at cost of approximately \$3000
- Administration – All positions are filled.

Current Projects:

- I Tough system still waiting on software configurations
- Spillman updates are still being completed.
- Black Creek – new monitor installed
- Tru-Narc training ongoing
- Working on implementation of the MAT Program in the jail, projected to start in September.
- Jail camera project pricing complete working with Black Creek to order.

RESOLUTIONS: None

ADJOURNED:

Legislator Mullen moved that the meeting be adjourned, and this was agreed upon at 3:04pm.

Respectfully submitted,

Debora J. Stubecki
Office Specialist III - Office of Emergency Services
July 5, 2022

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
--------------------	--------------	--------------------	----------------------	-------------------	------------	--------------	---------------------	----------------

A3020 Public Safety Communication E

A3020 411400	Emergency Telephon	-185,000	0	-185,000	-57,936.49	.00	-127,063.51	31.3%*
A3020 433310	State Aid-Enhanced	0	0	0	.00	.00	.00	.0%
A3020 510010	Full Time	578,259	-15,000	563,259	297,144.53	.00	266,114.47	52.8%
A3020 510020	Part Time/Temporar	1,000	0	1,000	.00	.00	1,000.00	.0%
A3020 510030	Overtime Pay Only	28,000	0	28,000	23,737.22	.00	4,262.78	84.8%
A3020 510050	All Other(On call,	12,000	15,000	27,000	15,675.75	.00	11,324.25	58.1%
A3020 520090	Computer	500	0	500	.00	.00	500.00	.0%
A3020 520130	Equipment (Not Car	444	0	444	.00	.00	444.00	.0%
A3020 540000	Contract Expense	0	0	0	.00	.00	.00	.0%
A3020 540350	Office Equip Maint	300	0	300	.00	.00	300.00	.0%
A3020 540510	Radio Repairs	0	0	0	.00	.00	.00	.0%
A3020 540620	Software Expense	33,489	0	33,489	28,183.22	.00	5,305.78	84.2%
A3020 540660	Telephone	31,000	0	31,000	14,043.96	15,585.24	1,370.80	95.6%
A3020 581088	State Retirement F	54,738	0	54,738	44,794.07	.00	9,943.99	81.8%
A3020 583088	Social Security Fr	32,335	0	32,335	25,923.26	.00	6,411.64	80.2%
A3020 584088	Workers Compensati	12,243	0	12,243	8,809.71	.00	3,433.69	72.0%
A3020 584588	Life Insurance Fri	0	0	0	.00	.00	.00	.0%
A3020 585088	Unemployment Insur	0	0	0	.00	.00	.00	.0%
A3020 585588	Disability Insuran	679	0	679	469.54	.00	209.06	69.2%
A3020 586088	Health Insurance F	152,703	0	152,703	109,142.13	.00	43,560.55	71.5%
A3020 588988	Eap Fringe	146	0	146	100.75	.00	44.85	69.2%

A3110 Sheriff

A3110 412703	Shared Services Sh	-30,000	0	-30,000	-3,750.00	.00	-26,250.00	12.5%*
A3110 415100	Sheriff Fees	-80,000	0	-80,000	-47,714.05	.00	-32,285.95	59.6%*
A3110 425450	Licenses	-35,000	0	-35,000	-17,333.00	.00	-17,667.00	49.5%*
A3110 425950	Patrol Income	-7,000	0	-7,000	.00	.00	-7,000.00	.0%*
A3110 426250	Forfeiture Of Crim	0	-1,398	-1,398	-1,397.50	.00	.00	100.0%
A3110 426260	Forfeiture Of Crim	0	-8,622	-8,622	-8,622.00	.00	.00	100.0%
A3110 427010	Refunds Of Prior Y	0	0	0	.00	.00	.00	.0%
A3110 427050	PLS01 Gifts And Don	0	0	0	-150.00	.00	150.00	100.0%
A3110 433190	State Aid- Bullet	0	0	0	-1,633.00	.00	1,633.00	100.0%
A3110 433470	State Aid-SLETPP G	0	0	0	.00	.00	.00	.0%
A3110 433480	State Aid-16 SLETP	0	0	0	.00	.00	.00	.0%
A3110 433900	State Aid-Police T	0	-12,150	-12,150	-3,693.60	.00	-8,456.40	30.4%*
A3110 433950	State Aid-Buckle U	0	0	0	.00	.00	.00	.0%
A3110 433952	NYS Legislative Gr	0	0	0	.00	.00	.00	.0%
A3110 433960	St Aid- Child Pass	0	0	0	.00	.00	.00	.0%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3110 443190 Fed Aid Bullet Pro	0	0	0	-1,225.25	.00	1,225.25	100.0%
A3110 510010 Full Time	2,659,357	0	2,659,357	1,349,658.79	.00	1,309,698.21	50.8%
A3110 510020 Part Time/Temporar	60,909	0	60,909	8,715.51	.00	52,193.49	14.3%
A3110 510030 Overtime Pay Only	142,900	12,150	155,050	127,051.72	.00	27,998.28	81.9%
A3110 510040 Workers Compensati	0	0	0	.00	.00	.00	.0%
A3110 510050 All other(On Call,	75,000	0	75,000	32,741.69	.00	42,258.31	43.7%
A3110 520130 Equipment (Not Car	9,000	0	9,000	1,139.78	.00	7,860.22	12.7%
A3110 520191 Emergency Equipmen	5,000	0	5,000	1,886.43	398.41	2,715.16	45.7%
A3110 530100 Data Processing	0	0	0	.00	.00	.00	.0%
A3110 530300 Legal	0	0	0	.00	.00	.00	.0%
A3110 530330 Shared Services	0	0	0	.00	.00	.00	.0%
A3110 540000 Contract Expense	0	0	0	.00	.00	.00	.0%
A3110 540020 Ammunition	12,000	0	12,000	6,926.16	2,823.17	2,250.67	81.2%
A3110 540070 Car Maintenance	48,040	-3,300	44,740	12,343.22	2,131.46	30,265.32	32.4%
A3110 540090 Clothing	28,000	0	28,000	12,742.69	4,234.88	11,022.43	60.6%
A3110 540093 Building Maint & R	10,000	0	10,000	515.79	4,990.37	4,493.84	55.1%
A3110 540220 Automobile Fuel	85,000	-2,500	82,500	51,762.26	12,528.43	18,209.31	77.9%
A3110 540280 Investigations	10,000	0	10,000	2,312.97	3,213.32	4,473.71	55.3%
A3110 540330 Legal Fees	5,000	2,300	7,300	2,912.00	.00	4,388.00	39.9%
A3110 540335 Asset Forfeiture E	0	1,398	1,398	.00	.00	1,397.50	.0%
A3110 540336 Asset Forf. Exp-Re	0	8,622	8,622	.00	.00	8,622.00	.0%
A3110 540350 Office Equip Maint	1,000	0	1,000	83.08	151.60	765.32	23.5%
A3110 540420 Office Supplies	15,000	0	15,000	5,220.98	630.24	9,148.78	39.0%
A3110 540444 Permits, Fees, Ins	26,000	0	26,000	10,845.75	454.26	14,699.99	43.5%
A3110 540470 Physicals	11,000	0	11,000	8,012.86	250.00	2,737.14	75.1%
A3110 540480 Postage	10,000	0	10,000	7,872.45	1,040.16	1,087.39	89.1%
A3110 540485 Printing/Paper	9,000	0	9,000	4,185.78	279.82	4,534.40	49.6%
A3110 540510 Radio Repairs	0	0	0	.00	.00	.00	.0%
A3110 540560 Repairs	2,000	0	2,000	565.00	.00	1,435.00	28.3%
A3110 540620 Software Expense	16,625	0	16,625	10,422.10	6,061.27	141.63	99.1%
A3110 540640 Supplies (Not Offi	3,000	0	3,000	738.25	.00	2,261.75	24.6%
A3110 540640 PLS01 Supplies -PLS	750	0	750	.00	.00	750.00	.0%
A3110 540660 Telephone	11,000	0	11,000	4,965.19	4,071.61	1,963.20	82.2%
A3110 540680 Tires	11,924	0	11,924	.00	.00	11,924.00	.0%
A3110 540731 Training/State Req	5,450	450	5,450	5,450.00	.00	.00	100.0%
A3110 540733 Training/All Other	5,000	3,050	8,050	7,189.80	.00	860.20	89.3%
A3110 581088 State Retirement F	545,603	0	545,603	363,815.09	.00	181,787.89	66.7%
A3110 583088 Social Security Fr	212,822	0	212,822	118,618.33	.00	94,203.57	55.7%
A3110 584088 Workers Compensati	47,749	0	47,749	30,942.62	.00	16,806.64	64.8%
A3110 584588 Life Insurance Fri	920	0	920	433.71	414.79	71.50	92.2%
A3110 585088 Unemployment Insur	0	0	0	.00	.00	.00	.0%
A3110 585588 Disability Insuran	543	0	543	349.74	.00	193.14	64.4%
A3110 586088 Health Insurance F	808,575	0	808,575	450,405.97	.00	358,168.89	55.7%
A3110 588988 Eap Fringe	568	0	568	353.29	.00	214.55	62.2%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3150 Jail								
A3150	422640	Jail - For Other G	-150,000	0	-150,000	-292,739.98	.00	142,739.98 195.2%
A3150	422650	Jail - Inmate Forf	-1,000	0	-1,000	-346.87	.00	-653.13 34.7%*
A3150	427010	Refunds Of Prior Y	0	0	0	.00	.00	.00 .0%
A3150	427720	Misc Jail Revenue	-5,000	0	-5,000	.00	.00	-5,000.00 .0%*
A3150	433920	State Aid-Jail/Bre	0	0	0	.00	.00	.00 .0%
A3150	443920	Federal Aid-Jail/B	0	0	0	.00	.00	.00 .0%
A3150	510010	Full Time	2,539,995	-100,000	2,439,995	1,276,107.45	.00	1,163,887.55 52.3%
A3150	510020	Part Time/Temporar	18,000	0	18,000	.00	.00	18,000.00 .0%
A3150	510030	Overtime Pay Only	110,000	100,000	210,000	184,014.66	.00	25,985.34 87.6%
A3150	510040	Workers Compensati	0	0	0	.00	.00	.00 .0%
A3150	510050	All other(On call,	15,000	0	15,000	6,483.70	.00	8,516.30 43.2%
A3150	520191	Emergency Equipmen	500	0	500	361.18	.00	138.82 72.2%
A3150	540000	Contract Expense	0	0	0	.00	.00	.00 .0%
A3150	540040	Books	0	0	0	.00	.00	.00 .0%
A3150	540090	Clothing	8,000	0	8,000	3,184.16	.00	4,815.84 39.8%
A3150	540091	Bedding	1,000	0	1,000	82.62	.00	917.38 8.3%
A3150	540093	Building Maint & R	20,000	0	20,000	6,120.36	2,025.08	11,854.56 40.7%
A3150	540140	Contracting Servic	1,000	0	1,000	659.92	239.96	100.12 90.0%
A3150	540210	Garbage Disposal	5,000	0	5,000	2,465.81	2,534.19	.00 100.0%
A3150	540350	Office Equip Maint	0	0	0	.00	.00	.00 .0%
A3150	540360	Meals/Food	175,000	-700	174,300	82,005.69	76,883.60	15,410.71 91.2%
A3150	540370	Medical Expense	726,363	0	726,363	343,833.21	345,705.42	36,824.37 94.9%
A3150	540620	Software Expense	58,500	700	59,200	49,780.48	8,342.48	1,077.04 98.2%
A3150	540640	Supplies (Not Offi	26,000	0	26,000	12,234.94	412.85	13,352.21 48.6%
A3150	540640	COV19 Supplies (Not	0	0	0	.00	.00	.00 .0%
A3150	581088	State Retirement F	325,539	0	325,539	221,421.08	.00	104,118.07 68.0%
A3150	583088	Social Security Fr	170,741	0	170,741	112,556.33	.00	58,184.34 65.9%
A3150	584088	Workers Compensati	52,285	0	52,285	34,195.88	.00	18,089.46 65.4%
A3150	584588	Life Insurance Fri	2,100	0	2,100	696.80	919.00	484.20 76.9%
A3150	585088	Unemployment Insur	0	1,005	1,005	1,005.00	.00	.00 100.0%
A3150	585588	Disability Insuran	0	0	0	.00	.00	.00 .0%
A3150	586088	Health Insurance F	776,144	0	776,144	435,419.08	.00	340,725.09 56.1%
A3150	586089	Health Insurance C	0	0	0	.00	.00	.00 .0%
A3150	588988	Eap Fringe	603	0	603	391.05	.00	212.17 64.8%
A3151 Jail - Alternatives Program								
A3151	510010	Full Time	37,673	0	37,673	20,773.48	.00	16,899.92 55.1%
A3151	510030	Overtime Pay Only	0	0	0	.00	.00	.00 .0%



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

Table with columns: ACCOUNTS FOR: A, General Fund, ORIGINAL APPROP, TRANFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL. Rows include categories like All other(On call), State Retirement F, Social Security Fr, Workers Compensati, Life Insurance Fri, Unemployment Insur, Disability Insuran, Health Insurance F, and Eap Fringe.



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

Table header with columns: ACCOUNTS FOR: H, Capital Fund, ORIGINAL APPROP, TRANFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL

H3110 Sheriff

Table rows for H3110 Sheriff: H3110 433952 NYS Legislative Gr, H3110 520130 Equipment (Not Car), H3110 520620 Software Expense, H3110 521060 Car/Truck

H3150 Jail

Table rows for H3150 Jail: H3150 520130 Equipment (Not Car), H3150 520255 Security Equipment, H3150 520620 Software Expense, H3150 521000 Not Assigned, H3150 521060 Car/Truck



**Tioga County
YEAR-TO-DATE BUDGET REPORT**

FOR 2022 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	10,641,745	1,005	10,642,750	5,681,889.27	519,694.43	4,441,166.64	58.3%
** END OF REPORT - Generated by Rockwell, Diane **							



Tioga County
YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Table with 4 columns: Sequence, Field #, Total, Page Break. Rows for Sequence 1, 2, 3, 4.

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: N
Print Full or Short description: F
Print full GL account: N
Format type: 1
Double space: N
Suppress zero bal accts: N
Include requisition amount: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print journal detail: N
From Yr/Per: 2020/ 1
To Yr/Per: 2020/12
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

Year/Period: 2022/ 8
Print MTD Version: N
Roll projects to object: N
Carry forward code: 1

Tioga County Sheriff's Office



DATE: July 29, 2022
TO: Sheriff Howard
RE: August 2, 2022 Public Safety - Reference Notes

Personnel Issues:

1. **Civil Office**
 - a) All positions are currently filled.
2. **Corrections Division**
 - a) There are currently (6) open Corrections Officer positions.
 - b) There are currently (2) open part-time Cook positions.
3. **Road Patrol**
 - a) There are no Deputies currently on light duty.
 - b) We have (3) Deputies attending the police academy. (2) from the Corning Academy are in their field training phase and (1) at the Broome County Academy.
 - c) The (2) open Deputy positions have been filled and they will be attending the police academy starting in August. There are currently (2) unfunded Deputy positions.
4. **E911 Emergency Communications Center**
 - a) (1) open Dispatcher position was filled. There is currently (2) open full-time and (1) open part-time Dispatcher position.
5. **Records**
 - a) All positions are filled.
6. **Administration**
 - a) All positions are filled.

Labor Issues:

1. T.C.L.E.A. negotiations are ongoing.

Litigation Issues:

1. Litigation with a former employee ongoing.

Budget:

1. Revenues are at \$436,541 which is 85% of the budget. Expenditures are at \$6,123,529 which is 59% of the budget. Inmate Boarders are at \$292,740 which is 195% of the budget.

Current Projects:

1. I Touch system still working on software configurations – testing next week.
2. Spillman updates are still being completed.
3. Tru-Narc training ongoing.
4. Working on implementation of the MAT Program in the jail, projected to start in September.
5. Jail camera project pricing complete working with Black Creek to order cameras.

Miscellaneous:

1. Average daily inmate population for the month of July 2022 was 49. There were an average of 16 Federal inmates (487 days) and 115 board-in days for the month.

Resolutions:

1. Recognize Elizabeth Struble's years of service to Tioga County.

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22

RESOLUTION RECOGNIZING
ELIZABETH STRUBLE'S 18 YEARS OF
DEDICATED SERVICE TO TIOGA COUNTY
SHERIFF'S OFFICE

WHEREAS: Elizabeth Struble was hired as a Public Safety Dispatcher on May 19, 2002 thru September 3, 2004; and from October 29, 2006 until present; and

WHEREAS: Elizabeth Struble has been dedicated and loyal in the performance of her duties and responsibilities during her 18 years of service, thereby earning the respect of her colleagues and peers throughout Tioga County; and

WHEREAS: Elizabeth Struble will retire from the Tioga County Sheriff's Office on July 31, 2022; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Elizabeth Struble for her 18 years of dedicated and loyal service to the residents of Tioga County; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding employee, Elizabeth Struble.