

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

March 7, 2023

1:30 pm

- **Approval of minutes** from February 7, 2023, Public Safety Committee meeting
- **Financial**
 1. Budget on track for 2023
- **Old business**
 1. Staffing
 2. Training
 3. Job Readiness classes
 4. Interactive Journaling
 5. Ipads for Officers
- **New business**
 1. Staffing
 2. Training
 3. Decision Points
 4. Warrant Policy
 5. Ipads for Officers
 6. Pre-Trial Release enhancement
 7. Supervisor Summit
- **Personnel**
 1. One vacant Probation Officer 1 position
 2. One unfunded Probation Officer 1 position
- **Resolutions (0)**
- **Proclamations**
 1. None
- **Adjournment**

DRAFT

PUBLIC SAFETY MEETING

February 7, 2023

The regular meeting of Public Safety, Probation, EMO, Stop DWI, Fire, & Safety was held in the Legislative Conference Room, at the Ronald E. Dougherty County Office Building, 56 Main Street, Tuesday, February 7, 2023, which started at 2:30 PM and ended at 3:39 PM.

Present:

VACANT	Chair, Public Safety
William Standinger III	Legislator {Committee Member}
Barb Roberts	Legislator {Committee Member}
Dale Weston	Legislator {Committee Member}
Marte Sauerbrey	Chair of the Legislator (<i>Arrived at 2:45 PM</i>)
Gary Howard	Sheriff, Sheriff's Office
Brian Cain	Director, Probation
Mike Simmons	Director, Office of Emergency Services
Corinne Cornelius	Deputy Director, Office of Emergency Services
Bob Williams	Asst. Coordinator, Office of Emergency Services (<i>Arrived at 2:41 PM</i>)

GUESTS: Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Keith Flesher – NEW Legislator Not sworn in

Public Safety Committee meeting was conducted by William Standinger III, County Legislator.

APPROVAL OF MINUTES:

The *December 6, 2022* and the *January 3, 2023*, minutes were both accepted with no corrections or changes

Motion by: Barb Roberts to accept both the December 6, 2022, and January 3, 2023, Minutes.

Second: Dale Weston

All in Favor - Carried

OFFICE OF EMERGENCY SERVICES – Mike Simmons:

FINANCIAL:

- January YTD Report – Budget within

OLD BUSINESS:

- Radio Project – County Attorney's office currently developing land contracts with landowners at four (4) locations. They are also reviewing the RFP's for the purchase of prefabricated concrete shelters for the tower sites. Unfortunately taking nearly a year from time of order is placed until shelter is completed and delivered. Inoperable Radio Grant – money still sitting there. No talk of when the state will release it.
- CAD Project – State Police Info Tech and Tioga Counties Info Tech have been working to get the system installed in the State Police cars. They have not been successful establishing a link between the state and the county systems. Both continue to work on the problem. Info Tech working to develop a way to allow Fire and EMS units to have access to call information and response plans utilizing the Spillman FLEX modules.
- EMS – no significant changes in county coverage. Public Meeting by Berkshire Town Supervisor were various options for cost effective ambulance coverage. Fifty (50) people in attendance – biggest attendance for that area. Spring EMT class with 10 students
- Emergency Management – Citizens Preparedness class was held at Spencer-VanEtten High School on January 14th in the afternoon – 81 people in attendance. Next one planned for Waverly. Future meetings for Owego and Newark Valley. Need minimum 50 people to hold a class.
- FIRE – January was a busy month for structure fires. The largest structure fire was Tireland USA in Nichols. Fourteen (14) Departments responding. Contacted Public Health as concerned residents near the Tireland was concerned about the air quality. Someone from Environmental Health responded and tested ground contamination – no problem with the Air Quality.

NEW BUSINESS:

- Tax Reduction for Volunteer Firefighters - Legislation was passed allowing municipalities and schools to grant Volunteer Firefighters up to 10% reduction in property taxes. This would require approval of each taxing authority to pass resolutions to grant this reduction. Many discussions regarding if the County should start the process by creating the local law but it was decided to start the process in March.

PERSONNEL:

- Position of Deputy Fire Coordinator – EMS has been posted. Six (6) applications received – interviews will start February 9th.

RESOLUTIONS:

- Re-Establish Prior Year 2022 Capital For 2023 Budget for Fire/EMO
- Transfer of Funds – Capital Appropriations

***Committee agreed to move these resolutions forward*

PROBATION – Brian Cain:

FINANCIAL:

- Budget on track for 2023

NEW BUSINESS:

- Staffing – Probation Officer Toby Foster unexpectedly resigned effective January 23, 2023. Leaves two unfilled Probation Officer positions. No valid Civil Service list. Sole applicant will be interviewed on February 14, 2023. Intentions is to hire candidates provisionally until the next Civil Service test is given. Training – since the unexpected resignation from Probation Office Foster and the need to fill, the previously anticipated cost for training in 2023 will most likely be doubled. New training requirements which took effective January 1, 2023, requiring nine (9) weeks instead of the traditional four (4). Probation may seek additional funding for training in 2023.
- IPPC Contract – as an enhancement to sex offender supervision in 2023, Probation is working to establish a contract with IPPC Technologies. They would monitor the cell phones, computers, and other devices that can access the internet on the probationers that have been convicted of a sex offense.
- Policies and Procedures – finalizing the Probation's Policy and Procedures. Expect to have it completed by the time Part-time Supervisor Joy Bennett retires at the end of March 2023.
- Employment classes – the Job Readiness/Employment classes will start on Monday, February 13th. This employment class will be in conjunction with Tioga County Employment Center to help probationers that are unemployed but employable.
- iPads for Probation Officers – Update the technology available to assist the Probation Officers in their duties. Director Cain has had initial discussions with IT Director Loveland.
- Interactive Journaling digital platform – Probation has purchased in the past interactive journaling booklets from The Change Company. Probation uses these booklets with juvenile delinquents referred to Probation. These booklets are evidence-based modality to address various issues which the youth are struggling with. Now exploring the option of purchasing The Change Companies' digital platform instead of paper. It also appears the expense may qualify for Supervision and Treatment Services for Juveniles Program (STSJP) funding which may reduce cost for enhanced services. Probation will be having additional discussions with Info Tech, DSS, and The Change Companies in the near future regarding this possibility.

- Juvenile Delinquency Services – one (1) JD Appearance Ticket. This juvenile was immediately referred to the crisis worker at the Tioga County Department of Mental Hygiene.
- ATI Programs – Electronic Monitoring – two (2) individuals being monitored via vCheck 24 phone app. Community Service – Weekend Work Program (WWP) is up and running effective. Court Ordered Investigations – 30 active investigations plus this week added 9 more to be completed. Supervision – 173 cases – Violation of Probation – 16 defendants/respondents have violation petitions pending against them.

PERSONNEL:

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

RESOLUTIONS:

- Re-appointment of Alternatives to Incarceration (ATI) Board members
- Resolution to Approve a Sole Source Contract and Maintenance Agreement between the Tioga County Probation Department and Catalis Courts & Land Records, LLC f/k/a Automon LLC to Provide Software and Maintenance of the Caseload Explorer Product

***Committee agreed to move these resolutions forward*

SHERIFF – Gary Howard:

FINANCIAL:

- Revenues are at \$5,244 which is 1% of the budget. Expenditures are at \$621,999 which is 5% of the budget. Inmate boarders are not completed for January.

OLD BUSINESS:

- Update on Labor Issues – NCEU (Jail Union) Negotiation close to completion; TCLEA (Law Enforcement Union) Negotiations still ongoing.
- Update on litigation issues – still on going.
- Update on projects – I Touch system integration with Black Creek – all complete. Microsoft 365 migration – all complete.

NEW BUSINESS:

- Jail camera replacement project – still ongoing
- CID recording system replacement – still ongoing (95% completed)

PERSONNEL:

- Update on vacancies – Civil Office – 1 open part-time position; Corrections Division - currently 8 open Correction Officers position; 2 open part-time cooks; Road Patrol – 1 Deputy currently on light duty; 1 Deputy attending Southern Tier Law Enforcement Academy; 2 Deputy positions open (one being filled February 21st – transfer from Binghamton Police Department; E911 Emergency Communications Center – 1 open full-time; and all positions filled for Records and Administration.

RESOLUTIONS:

- Recognizing Clifford Little's 22 Years of Service
- Authorize Salary Above Hiring Base Corrections Officer
- Authorize the Submission of the Fiscal Year 2023 Body Worn Camera Grant
- Authorize the Acceptance of the 2022 NYS DCJS Body Worn Camera Grant

***Committee agreed to move these resolutions forward*

Respectfully submitted,

Kristen Kallin
Secretary to the Director of Probation—February 7, 2022



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3140 Probation							
A3140 415600	Adoption Investiga	-600	0	-600.00	.00	00	100.0%
A3140 415800	Restitution Surcha	-2,000	0	-34.75	.00	-1,965.25	1.7%
A3140 415810	Probation - Dwi Su	-16,000	0	-1,110.00	.00	-14,890.00	6.9%
A3140 415811	DWI-Probation Sala	-10,000	0	-10,000.00	.00	-10,000.00	.0%
A3140 433100	State Aid-Probatio	-105,205	0	-26,301.34	.00	-78,903.66	25.0%
A3140 433160	State Aid-Enhanced	-18,566	0	-4,641.41	.00	-13,924.59	25.0%
A3140 433170	Ignition Interlock	-3,678	0	.00	.00	-3,678.00	.0%
A3140 433180	State Aid- STSP	-7,000	0	.00	.00	-7,000.00	.0%
A3140 433182	RTA State Aid -Rais	-16,920	0	.00	.00	-16,920.00	.0%
A3140 510010	Full Time	-7,000	0	.00	.00	-7,000.00	.0%
A3140 510020	Part Time/Temporar	786,371	0	84,569.09	.00	701,801.91	10.8%
A3140 510030	Overtime Pay Only	29,817	0	3,181.34	.00	26,635.66	10.7%
A3140 510050	All Other/On Call,	5,000	0	53.64	.00	4,946.36	1.1%
A3140 520060	CPS01 Car/Truck-	0	0	1,033.39	.00	-1,033.39	100.0%
A3140 520070	Chairs	0	40,000	.00	.00	40,000.00	.0%
A3140 520200	Office Equipment	400	0	.00	.00	400.00	.0%
A3140 520215	Personal Protective	2,500	0	.00	.00	2,500.00	.0%
A3140 540070	Car Maintenance	4,500	0	.00	.00	4,500.00	.0%
A3140 540080	Clinic Supplies	2,000	0	.00	.00	2,000.00	.0%
A3140 540180	Dues	4,250	0	.00	.00	4,250.00	.0%
A3140 540220	Automobile Fuel	900	0	750.00	.00	150.00	83.3%
A3140 540320	RTA Automobile Fuel	2,200	0	.00	.00	2,200.00	.0%
A3140 540340	Leased/Service Equ	1,000	0	.00	.00	1,000.00	.0%
A3140 540360	Literature	3,300	0	157.49	.00	3,142.51	4.8%
A3140 540390	Meals/Food	1,500	0	150.00	.00	1,350.00	10.0%
A3140 540480	Mileage Expense	1,000	0	.00	.00	1,000.00	.0%
A3140 540487	Postage	1,500	0	.00	.00	1,500.00	.0%
A3140 540487	CPS01 Program Expen	0	20,000	39.99	.00	1,460.01	2.7%
A3140 540487	FH01 Program Expens	0	6,621	15.00	.00	19,985.00	.1%
A3140 540590	Services Rendered	1,265	0	.00	.00	6,620.51	.0%
A3140 540620	Software Expense	9,710	0	.00	.00	1,265.00	.0%
A3140 540630	Stationery Supplie	6,000	0	.00	.00	9,710.00	.0%
A3140 540660	Telephone	2,052	0	876.97	33.46	5,089.57	15.2%
A3140 540660	RTA Telephone-RTA	1,440	0	138.42	.00	1,913.58	6.7%
A3140 540731	Training/State Req	1,440	0	113.97	.00	1,326.39	7.9%
A3140 581088	State Retirement F	12,067	0	.00	.00	12,067.00	.0%
A3140 583088	Social Security F	102,678	0	13,162.00	.00	89,515.58	12.8%
A3140 584088	Workers Compensati	58,164	0	8,345.16	.00	49,818.39	14.3%
A3140 585588	Disability Insuran	19,198	0	3,025.57	.00	16,172.00	15.8%
A3140 586088	Health Insurance F	1,064	0	150.81	.00	913.23	14.2%
A3140 586088	Health Insurance F	301,471	0	37,386.86	.00	264,083.80	12.4%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3142 Alternatives To Incarceration							
A3142 415150 Alternatives To In	-100	0	-100	.00	.00	-100.00	.0%
A3142 433120 State Aid-Alternat	-12,145	0	-12,145	.89	.00	-12,144.51	.0%
A3142 510010 Full Time	13,705	0	13,705	1,475.89	.00	12,229.11	10.8%
A3142 540140 Contracting Servic	3,500	0	3,500	95.55	.00	3,404.45	2.7%
A3142 581088 State Retirement F	2,428	0	2,428	322.53	.00	2,105.41	13.3%
A3142 583088 Social Security Fr	950	0	950	143.51	.00	806.46	15.1%
A3142 584088 Workers Compensati	392	0	392	59.54	.00	332.25	15.2%
A3142 585588 Disability Insuran	22	0	22	3.18	.00	18.54	14.6%
A3142 586088 Health Insurance F	3,541	0	3,541	529.72	.00	3,011.60	15.0%
A3142 588988 Eap Fringe	5	0	5	.76	.00	3.90	16.3%
TOTAL Alternatives To Incarceration	12,298	0	12,298	2,630.68	.00	9,667.21	21.4%
A3146 Sex Offender Program							
A3146 540140 Contracting Servic	123,840	0	123,840	20,640.00	103,200.00	.00	100.0%
TOTAL Sex Offender Program	123,840	0	123,840	20,640.00	103,200.00	.00	100.0%
TOTAL General Fund	1,317,843	66,621	1,384,464	143,770.55	103,233.46	1,137,459.53	17.8%
TOTAL REVENUES	-192,214	0	-192,214	-32,687.50	103,233.46	-159,526.01	
TOTAL EXPENSES	1,510,057	66,621	1,576,677	176,458.05	103,233.46	1,296,985.54	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,317,843	66,621	1,384,464	143,770.55	103,233.46	1,137,459.53	17.8%

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

Public Safety Committee Meeting
Probation Department Report
March 7, 2023

Budget Status:

2023 Revenue Budget:

- \$1,000 of DWI Supervision fee collected in February. \$2,110 collected to date in 2023
- \$878 in restitution and surcharge collected in January. \$1,608 collected to date in 2023

Current Business:

1. Staffing – Probation Officer Sydney Blinn was hired provisionally and reported for her first day on February 27, 2023. Officer Blinn brings a great deal of experience working with juveniles and will have a combined, juvenile and adult caseload. There is still one vacant Probation Officer 1 position to fill. Also, current Part time Supervisor Joy Bennett has resigned effective March 15, 2023. Her last day at Probation will be March 14, 2023.
2. Training – The Admin Team has been working on providing in house training to the newly hired, Probation Officer Sydney Blinn. It is anticipated that the Probation Officers hired in 2023 will not attend the nine weeks of Fundamentals of Probation Practice and Peace Officer training until late 2023 or early 2024. Officers hired provisionally cannot attend fundamentals until they have been appointed from a Civil Service list.
3. This Director and Supervisor Chad Post met with the Administration from the Waverly High School on March 3, 2023, to discuss the Decision Points program. Plans are underway for Probation Staff to provide the Decision Points curriculum in the Waverly High School.
4. The Probation Administrative Team is working on revisions to the current Departmental Warrant policy. All Probation Departments were required to submit their warrant policies to the Department of Criminal Justice Services (DCJS) with their Annual Program Plan in 2022. As a result, DCJS has reviewed and provided feedback regarding revisions and/or additions they would like to see in each Department's policy. The amended policies will be submitted with the 2023 annual plan.
5. Probation sent notice to all Tioga County Justice Courts in February that effective April 1, 2023, there will be Probation Staff present in the Courts on dates when the District Attorney's Office and Public Defender are present. The Probation presence is meant to assist with the Pre-Trial Release (PTR) process. In the next few weeks, the coverage schedule will be completed, and Officers trained regarding the expectations regarding the enhancement of PTR services.
6. Unemployed probationers participated in Job Readiness/Employment classes have been in February of 2023. The classes were facilitated by staff from the Tioga County

Employment Center. Plans are underway to hold another round of classes in the Summer of 2023.

7. Another focus of Probation in 2023 is to provide Officers with up to date technology available to assist them in their duties. To that end, Probation is exploring the purchasing of Ipads for all officers to enable them to access Caseload Explorer (Probation's case management tool), as well as forms, case notes, and other information necessary to effectively supervise probationers when not at their desktop. Probation has had initial discussions with IT Director Loveland regarding this. It appears it may be possible within the constraints of the current Probation budget.

Update: This Director met with IT Director Jeremy Loveland on February 22, 2023 to discuss what technology would work best for Probation Officers in and out of the office. Director Loveland is putting together quotes on several options for Probation to consider.

8. Probation currently purchases interactive journaling booklets from The Change Companies to work with juvenile delinquents referred to Probation. The booklets are an Evidence Based modality to address the various issues which the youth are struggling with when being referred to Probation. Probation is now exploring the option of purchasing The Change Companies' digital platform instead of the paper booklets. The advantage is the variety of modules available (for juveniles and adults) and the fact that this resource may be shared with the Department of Social Services if they believe it would be helpful when working with their Person In Need of Supervision (PINS) population. It also appears the expense may qualify for Supervision and Treatment Services for Juveniles Program (STSJP) funding which may reduce cost for enhanced services. Probation will be having additional discussions with IT, DSS, and The Change Companies in the near future regarding this possibility.

Update: A quote was provided to the Department of Social Services regarding the purchasing of the Change Companies digital platform. Director of Services Liz Myers was scheduled to meet with Commissioner Shawn Yetter to discuss the possibility DSS to split the purchase cost with Probation. Probation awaits a response from DSS.

9. Probation has initiated the process to schedule a Supervisor Summit with surrounding County Probation Departments. The Summit will bring together the Supervisors from each Department to share ideas and enhance the spirit of cooperation which currently exists.

10. Juvenile Delinquency Services:

February of 2023- There were no Juvenile Delinquency Appearance Tickets (JDATs) received for the month of February.

YTD: 1 JDAT received to date.

- E- Connect: There were no youth screened in February as no JDATs were received. To date, no youth have been screened in 2023 as the one youth who appeared in January required immediate mental health services, and therefore was not screened at Probation.
- Probation continues to support and make referrals to ACBC as their Making Our Success Sustainable (M.O.S.S.) Program continues to grow.
- 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 – WWP is operating on a weekly basis. The District Attorney's Office has included WWP in plea agreements where it is possible to maintain the program. WWP is also being used as a graduated sanction on Probation Violations.
- Pre-Trial Release – There are eight people being supervised via the Pre-Trial Release Program

Court Ordered Investigations: 28 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 173 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 15 defendants/respondents have violation petitions pending against them in criminal & family court.

Personnel:

One Vacant Probation Officer I position
One unfunded Probation Officer position

Resolutions: Zero Resolutions