



ADMINISTRATIVE SERVICES COMMITTEE – VETERANS AGENDA

November 7, 2023
1030 hours

- APPROVAL OF MINUTES:
 - October 5, 2023

- FINANCIAL:
 - 2023 Year-to-date Budget Report

- OLD BUSINESS:
 - Onward Ops (ETS) at Ft. Drum, October 16-18, met with 290 transitioning servicemembers, enrolled 27
 - Submitted new grant for Onward Ops – ETSSP to include 10 new counties
 - Kristine Gardner from Schuyler County VSA attended OMH Conference on behalf of ETSSP Collaborative
 - Mike & Sue attended Dwyer Conference at UAlbany with another 144 attendees from across the state

- NEW BUSINESS:
 - YTD statistics
 - Outreach for November/December:
 - Onward Ops/ETS – Ft. Drum 11/13-11/15
 - Dwyer: PGA Hope – 11/7; Thanksgiving Grocery Giveaway – 11/9; MHF for veterans, Military & families – 11/29 & 11/30; MHFA – 12/2 in collaboration with Schuyler County Dwyer Program @ Watkins Glen FD; Army/Navy Game Watch Party – 12/9
 - Speaking at Owego VFW Veterans Day event – 11/11
 - Participating in Veterans Day breakfast in Candor – 11/11
 - Presenting/abling at Veterans Day event at State Capital with NYS DVS for NYS CVSOA – 11/8

- PERSONNEL
 - NA

Veterans' Service Agency



- RESOLUTIONS
 - K-07, Resolution to Transfer Funds & 2023 Budget Modification
 - K-63, Resolution to Exceed Per Event Food & Beverage Purchasing Guidelines

- PROCLAMATIONS
 - N/A

- EXECUTIVE SESSION
 - N/A

- ADJOURMENT



**Administrative Services Committee – Veterans Minutes
October 5, 2023
Start Time: 1041 hours**

ATTENDANCE:

- Legislators: Standinger, Ciotoli, Brown, Committee Chair Mullen
- Staff: Michael Middaugh, Director

APPROVAL OF MINUTES:

- Motion to accept September 5, 2023 minutes Committee Minutes made by Legislator Brown, seconded by Legislator Standinger, all in favor

FINANCIAL:

- 2023 Year-to-date budget report was reviewed

OLD BUSINESS:

- Onward Ops (ETS) going well, enrolled another 22 servicemembers in September
- Veterans Trust Fund, approved by County Attorney – County Treasurer has some concerns that are being addressed by County Attorney's Office
- Grocery Giveaway w/Elks Lodge went well – distributed food to 27 families

NEW BUSINESS:

- YTD agency statistics
- Outreach for October: PGA Hope every Tuesday, Onward Ops @ Ft. Drum, MHFA Trainings: 2-day on October 25 & 26 and all-day on October 28, Trunk or Treats on 23rd at DSS and 28th @ Nichols FD, Coffee Mess at TCVSA on 31st

PERSONNEL:

- All staff completed yearly in-service accreditation training 9/27-9/29
- Sending Team member from ETS-Onward Ops to state OMH Conference in Albany
- Mike & Sue attending statewide Dwyer Conference

Veterans' Service Agency



RESOLUTIONS/PROCLAMATIONS:

- Approved J-12 Resolution to Exceed Per Event Food, Beverage & Supply Purchasing Guidelines for October outreach
- Approved J-13 Resolution to Apply for Onward Ops (ETS) grant for another two years as we expand into 10 new counties

PROCLAMATIONS

- Approved Proclamation for Operation Greenlight

EXECUTIVE SESSION:

- NA

ADJOURNMENT:

1100 hours



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A6510 Veterans Service							
A6510 427700 Other Unclassified	-6,000	0	-6,000	-1,290.33	.00	-4,709.67	21.5%*
A6510 427700 DP22 Other Revenues	-100,000	-65,149	-165,149	-59,915.32	.00	-105,234.08	36.3%*
A6510 437100 State Aid-Veterans	-25,000	0	-25,000	.00	.00	-25,000.00	.0%*
A6510 437100 ETSSP State Aid-VS	0	-30,000	-30,000	-15,000.00	.00	-15,000.00	50.0%*
A6510 510010 Full Time	139,823	0	139,823	62,996.74	.00	76,826.76	45.1%
A6510 510010 DP22 Fulltime-Dwyer	62,000	0	62,000	49,937.77	.00	12,062.23	80.5%
A6510 510020 Part Time/Temporar	18,445	0	18,445	15,307.85	.00	3,137.15	83.0%
A6510 520130 M7674 Equipment (No	0	1,705	1,705	1,704.94	.00	.00	100.0%
A6510 520130 M7674 Other Furnitu	0	3,912	3,912	3,912.05	.00	.00	100.0%
A6510 520621 M7674 Computer Equi	0	2,583	2,583	2,176.78	.00	406.23	84.3%
A6510 540010 Advertising	4,700	2,000	6,700	5,152.00	.00	1,548.00	76.9%
A6510 540010 M7674 Advertising-A	0	6,000	6,000	3,506.00	.00	2,494.00	58.4%
A6510 540070 Car Maintenance-VA	500	0	500	305.46	.00	194.54	61.1%
A6510 540180 Dues	600	0	600	260.00	.00	340.00	43.3%
A6510 540220 Automobile Fuel	600	0	600	476.32	.00	123.68	79.4%
A6510 540220 M7674 Automobile Fu	0	1,000	1,000	141.35	.00	858.65	14.1%
A6510 540360 Meals/Food	1,300	700	2,000	1,350.14	.00	649.86	67.5%
A6510 540360 M7674 Meals/Food-AR	0	6,000	6,000	2,916.90	.00	3,083.10	48.6%
A6510 540420 Office Supplies	1,400	-700	700	241.39	.00	458.61	34.5%
A6510 540420 M7674 Office Suppli	0	1,000	1,000	75.81	.00	924.19	7.6%
A6510 540480 Postage	400	0	400	82.89	.00	317.11	20.7%
A6510 540485 Printing/Paper	600	0	600	412.11	.00	187.89	68.7%
A6510 540487 DP22 Program Expens	32,350	30,090	62,440	29,712.53	.00	32,727.59	47.6%
A6510 540487 ETSSP Program Expen	0	46,328	46,328	11,092.18	.00	35,236.06	23.9%
A6510 540620 Software Expense	200	2,180	2,380	2,376.95	.00	3.05	99.9%
A6510 540640 Supplies (Not Offi	1,280	-200	1,080	1,027.11	.00	52.89	95.1%
A6510 540640 M7674 Supplies (Not	0	14,705	14,705	5,774.62	.00	8,930.78	39.3%
A6510 540660 Telephone	485	0	485	341.91	.00	143.09	70.5%
A6510 540731 Training/State Req	5,000	-2,000	3,000	1,530.01	.00	1,469.99	51.0%
A6510 540731 M7674 Training/Stat	0	1,000	1,000	.00	.00	1,000.00	.0%
A6510 540733 Training/All Other	4,000	-1,980	2,020	780.00	.00	1,240.00	38.6%
A6510 540733 M7674 Training/All	0	2,500	2,500	398.00	.00	2,102.00	15.9%
A6510 581088 State Retirement F	2,744	0	2,744	6,371.29	.00	-3,627.51	232.2%*
A6510 581088 DP22 State Retirement	394	6,928	7,322	6,181.25	.00	1,141.16	84.4%
A6510 583088 Social Security Fr	6,885	0	6,885	6,074.45	.00	810.80	88.2%
A6510 583088 DP22 Social Securit	1,004	3,660	4,664	3,936.61	.00	727.68	84.4%
A6510 584088 Workers Compensati	3,673	0	3,673	2,717.75	.00	955.27	74.0%
A6510 585588 Disability Insuran	102	1,444	1,546	1,591.61	.00	293.84	84.4%
A6510 585588 DP22 Disability Ins	24	44	68	57.42	.00	44.44	56.4%
A6510 585588 DP22 Disability Ins				57.42	.00	10.44	84.6%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A6510 586088 Health Insurance F	25,721	0	25,721	22,288.64	.00	3,431.86	86.7%
A6510 586088 DP22 Health Insuran	8,904	17,842	26,746	22,630.96	.00	4,114.72	84.6%
A6510 588988 Eap Fringe	44	0	44	33.77	.00	9.91	77.3%
A6510 588988 DP22 EAP Fringe	6	18	24	19.91	.00	3.68	84.4%
TOTAL Veterans' Service	192,624	51,611	244,235	199,744.74	.00	44,489.99	81.8%
TOTAL General Fund	192,624	51,611	244,235	199,744.74	.00	44,489.99	81.8%
TOTAL REVENUES	-131,000	-95,149	-226,149	-76,205.65	.00	-149,943.75	
TOTAL EXPENSES	323,624	146,760	470,384	275,950.39	.00	194,433.74	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020													
Veterans	124	123	70	44	69	109	86	88	91	102	98	64	1068
*Others	64	42	26	25	29	80	42	40	37	50	46	33	514
New Vets	48	26	15	14	21	31	31	21	32	25	30	11	305
**Services Provided	318	280	189	119	176	287	231	236	290	285	244	181	2836
2021													
Veterans	103	82	93	77	95	135	121	114	109	130	129	97	1285
*Others	59	42	39	33	54	85	112	79	45	84	69	50	751
New Vets	24	14	15	21	20	31	34	15	20	29	39	34	296
**Services Provided	273	235	245	210	264	344	313	288	294	355	348	255	3424
2022													
Veterans	107	56	107	129	119	106	122	116	123	187	164	135	1471
*Others	47	29	52	74	43	42	35	46	43	49	53	67	580
New Vets	43	21	40	25	33	30	27	27	34	18	27	19	344
**Services Provided	296	146	281	392	346	303	357	431	405	586	478	444	4465
2023													
Veterans	189	151	236	262	288	244	307	248	232	306			2463
*Others	54	48	50	79	56	96	76	85	47	36			627
New Vets	28	15	18	16	28	22	24	34	24	20			229
**Services Provided	564	426	417	406	767	381	343	678	713	746			5441

Year-to-Year Veteran Services Comparisons (Totals)

Totals	2019	2020	2021	2022	2023	2024	2025	2026	2027	Totals
Veterans	1076	1068	1285	1471-	2463					7363
*Others	477	514	751	580	627					2949
New Vets	338	305	296	344	229					1512
**Services Provided	2,724	2,836	3,424	4,465	5,441					18890

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	16	16	16				110
Attendees	341	264	283	726	426	752	691	714	766	1,680				6643

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -23 TRANSFER OF FUNDS
2023 BUDGET MODIFICATION
VETERANS' SERVICE AGENCY

WHEREAS: The Tioga County Veteran Services' Agency (TCVSA) needs to purchase a new printer; and

WHEREAS: The TCVSA shall be utilizing funds as allowed by ARPA program guidelines to pay for the necessary printer; and

WHEREAS: The TCVSA consulted with Chief Information Officer regarding repairing or replacing printer and he recommended replacing the printer with exact make and model due to it being cheaper to replace than repair; and

WHEREAS: Amending of Budget and Transfer of Funds requires Legislative approval; therefore be it

RESOLVED: That TCVSA budget be modified, and the following sums be transferred within the 2023 TCVSA budget to cover the costs of the printer needed:

From: A6510 540640 M7674	Supplies (Not Office) - ARPA	\$ 189.00
To: A6510 520621 M7674	Computer Equipment - ARPA	\$ 189.00

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. K-63 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 November and December, 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:

November 9 – Thanksgiving Grocery Giveaway, Dwyer Grant - \$1,000.00

November 12-15 – Onward Ops @ Ft. Drum, ETS Grant - \$500.00

November 29-30 – MHFA Class, Dwyer Grant - \$700.00

December 2 – MHFA Class, Dwyer Grant - \$1,000.00

December 9 – Army/Navy Game Watch Party, Dwyer Grant, \$1200.00

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.