



## **Legislative Support Minutes**

*August 5, 2021*

**Legislator Attendance:** Legislators Balliet, Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standinger, and Sullivan were present with Legislator Weston being absent.

**Staff Attendance:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer O'Rourke, and Public Health Director McCafferty were present.

### **MINUTES:**

#### **Approval of July 8, 2021 Legislative Support Minutes:**

Legislator Sullivan made the motion, seconded by Legislator Mullen to approve the July 8, 2021 Legislative Support minutes, as written. Motion carried.

### **FINANCIAL:**

**2022 Budget Review:** Legislative Clerk Haskell reported the Legislative Office budget was emailed to Budget Officer Bailey on July 23, 2021. The budget reports and notes were emailed to all Legislators prior to this meeting. Ms. Haskell reviewed the 2022 Legislative Office budget noting the budget is basically static from the 2021 budget with minimal changes in personnel, contracting services, and leased/service equipment. The noted changes were discussed and all Legislators were in favor of the proposed budget. Ms. Haskell will notify the Budget Officer the Legislative Budget has been presented and approved.

#### **2021 YTD Budget and Fringe Reports:**

Financial reports for July 2021 were emailed to all Legislators with no issues of concern noted.

### **OLD BUSINESS:**

**July Legislative Meetings:** Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following meeting:

- Seventh Regular Legislature Meeting – July 13, 2021

# Office of the Legislative Clerk

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



☎ 607 687 8240 📠 607 687 8232 🌐 [www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)

**Cathy Haskell** Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

## **Meetings Attended:**

- Finance Meeting – July 7, 2021
- Legislative Worksessions – July 8 and 22, 2021
- Seventh Regular Legislature Meeting – July 13, 2021
- Executive Team Meeting – July 15, 2021
- Munis Super Network Group Meeting – July 20, 2021
- Munis Budget Training – July 20, 2021

**Board of Ethics Vacancy:** Ms. Haskell reminded the Legislature of the Board of Ethics vacancy as of March 31, 2021.

**Munis Trainings:** Ms. Haskell reported Munis trainings are continuing. We just concluded the Budget Training on July 20, 2021. We are taking the month of August off with the intent to resume in September with Accounts Payable (Legislative Office), Accounts Receivable & Payroll (Treasurer's Office), and Tyler Content Management (ITCS). To date, the two trainings; Contract Management and Budget have been fairly well-attended with good feedback. The Munis Development Team, comprised of the Munis module owners, meets regularly to review training feedback, set agendas for the super-users quarterly meeting, identify future training needs, etc. Ms. Haskell reported this has, thus far, proven to be beneficial and successful.

In conjunction with Munis, Ms. Haskell reported she attended a finance meeting with the Treasurer's Office and the large five departments (Public Health, Mental Hygiene, Social Services, Sheriff's Office, and Public Works). We are in the process of updating our financial guidelines that were initially developed in 2015 and last updated in 2018. Chief Accountant Jerzak is taking the lead on these revisions.

## **NEW BUSINESS:**

**Public Hearing: CDBG Tioga Mobile Dental Services Project** – Public Hearing was held just prior to today's Legislative Worksession.

## ***Eighth Regular Legislature Meeting – August 10, 2021***

- **Prayer, Pledge, Voting Process** - Legislator Monell will lead the Legislature in the prayer, pledge, and voting process.
- **Recognition Resolution:**
  - **Bill Jones, Sr. Probation Officer, Probation Department** – Legislator Mullen will read and present the recognition resolution to Bill Jones, Sr. Probation Officer, at the August 10, 2021 Legislature meeting. Probation Director Cain will also speak on behalf of Mr. Jones.

# Office of the Legislative Clerk

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



☎ 607 687 8240 📠 607 687 8232 🌐 [www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)

**Cathy Haskell** Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

○ **Proclamations:**

- **National Water Quality Month** – Ms. Haskell reported this is a new proclamation from the Public Health Department. Legislator Standinger will read and present the proclamation to Dan Scherrer, Public Health Sanitarian, at the August 10, 2021 Legislature meeting.

- **Resolutions:** All resolutions presented through the Department's respective committees were reviewed for the August 10, 2021 Legislature meeting. Ms. Haskell reported she is unaware of any late-file resolutions at this time.

**PERSONNEL:**

None

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk