

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

January 6, 2026

2:30 PM

- **Approval of minutes** from December 2, 2025, Public Safety Committee meeting
- **Financial**
  1. Expended 87% of 2025 budget.
- **Old business**
  1. Staffing
  2. Training
  3. Talitrix EM training (update)
  4. ATI Grant (update)
  5. Succession Planning
  6. Floyd Hooker Foundation Grant (update)
  7. Magistrates meeting report out
  8. Community outreach
  9. Strategic Plan Owner Status Report Update
  10. MST meeting
- **New business**
  1. Staffing
  2. Training
  3. Pre-Trial Release funding
  4. Highlights of 2025
  5. Goals for 2026
- **Personnel** – One vacant Office Specialist I position
- **Resolutions** - One (1)
  1. Resolution to create Deputy Probation Director position
- **Proclamations**
  1. None
- **Adjournment**

## PUBLIC SAFETY MEETING

December 2, 2025

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, December 2, 2025 at 2:30 PM.

### Present:

Keith Flesher	Chair, Public Safety
Barb Roberts	Legislator
William Standinger	Legislator
Jake Brown	Legislator
Brian Cain	Director, Probation
Undersheriff Richard Hallett	Sheriff's Office
Corinne Cornelius	Director, Emergency Services
Bob Williams	Assistant Fire Coordinator

### Guest:

Cathy Haskell	Legislative Clerk
Jackson Bailey	County Administrator

### Absent:

Sheriff Gary Howard	Sheriff's Office
Marte Sauerbrey	Chair, Legislator
William Ellis	Deputy Director, Emergency Services

### APPROVAL OF MINUTES:

#### Approval of November 4, 2025 minutes:

Legislator Jake Brown made the motion, seconded by Legislator Standinger to approve the November 4, 2025 Public Safety minutes, as written. Motion carried.

### OFFICE of EMERGENCY MANAGEMENT – Corinne Cornelius:

#### FINANCIAL:

- 2025 Budget Looking Good.

#### OLD BUSINESS:

- Radio Project: Consultant Frank Yoder is still working to coordinate the utility connection for the tower sites. Nichols site is being scheduled for an electrical inspection. Once they are connected we can stand that tower and that site will be done. Stood the tower in Spencer on Veterans Day. There is a temporary driveway construction on South Apalachin Road. Planning to pour the concrete to the foundation on December 20<sup>th</sup>, waiting for an update. There is an RFP out for the Prospect site driveway. Structural modifications that were required were completed at the Carmichael site mid November. A lot of the microwave equipment and antennas that could be installed have been

moved out to the existing, powered sites. Getting closer to channel layouts and the radio subscriber unit's order.

- CAD Project: No changes.
- EMS: did some interviews for the EMS Coordinator position.
- Threat Assessment Team: Meeting regularly. Reporting app is still available for download.
- Emergency Management: Corinne completed two more courses to work toward finishing her FEMA Basic Academy.
- Fire: Fire Departments have had a very busy season so far.
- Strategic Plan: Updated reports.

#### **NEW BUSINESS:**

- None.

#### **PERSONNEL:**

- None.

#### **RESOLUTIONS:**

- Authorize the Submission of ESINET Grant Application
- Authorize a Five-Year Agreement with Motorola Solutions For Radio System Maintenance and Lifecycle Support Services

*\*\*Committee agreed to move these resolutions forward*

#### **SHERIFF – Undersheriff Richard Hallett:**

#### **FINANCIAL:**

- 2025 Budget is on track: Revenues are \$368,938.23 which is 72% of the budget. Expenditures are at \$11,427,828.99 which is 85% of the budget. Inmate Boarders are \$157,133.95 which is 105% of the budget, (Adj from NG911 Grant).

#### **OLD BUSINESS:**

- Jail Camera replacement project ongoing.
- Average daily population for inmates for November 2025 was 51.

#### **NEW BUSINESS:**

- Vesta NEXTGEN: Citizen Input; next phase.
- Building Projects: Jail HVAC overhead door to upper mezzanine.

#### **PERSONNEL:**

- Update of Vacancies:
  - Civil – all Positions are filled.
  - Corrections –
    - One Vacant Corrections Officer Position.
    - One Vacant Part Time Cook Position.
    - One Corrections Officer on Light Duty.

- One Corrections Officer on Worker's Comp.
- One Corrections Officer on Military Deployment.
- Road Patrol –
  - Six Open Deputy Positions. Working on getting three hired.
  - No Deputies on comp or Light Duty.
- E911 – Two Vacant E911 Dispatcher Positions.
- Records – all positions are filled.
- Administration – all positions are filled.

**RESOLUTIONS:**

- Approve Agreement with Trinity Services Group, Inc. for Jail Food Supply Services
- Authorize the Re-Establishment of Prior Year Capital Funds in the 2026 Budget for the Sheriff's Office
- Modify 2025 Budget and Transfer Funds

*\*\*Committee agreed to move these resolutions forward*

**PROBATION – Brian Cain:****FINANCIAL:**

- 2025 Budget on Track.

**OLD BUSINESS:**

- Staffing: Appointed Probation Assistant provisionally.
- Training: Newly hired PO going to fundamentals of Probation Practice and Basic Course for Peace Officer in March & April of 2026. All Probation Officers completed the first training session for our new Electronic Monitoring System.
- ATI Grant: \$100,000 received. Other counties got significant increases.
- Succession Planning. Continues to evolve.
- Floyd Hooker Foundation Grant: Received \$7,500 four years ago and expended it at the beginning of this year. Applied for additional \$10,000.

**NEW BUSINESS:**

- Met with Magistrates Association Meeting in November.
- Participated with Veteran's Services at a Food Giveaway in November.
- Strategic Plan Owner Status Report Update.
- Multi-Systemic Therapy Program: Joint Meeting with staff to better collaborate on the provision of services to the youth referred to that program by Probation; talked about the incentives.
- Decision Points: Ongoing. Trying to expand to more schools: Tioga Center, Spencer Van Etten & looking to get in to Waverly.

**PERSONNEL:**

- Appointed provisionally new Probation Assistant.
- Part time Accounting Associate started December 1<sup>st</sup>.

**RESOLUTIONS:**

- Authorize Acceptance of the Floyd Hooker Foundation Grant and Modify 2025 Budget
- Resolution to Approve a Grant Award from NYS Division of Criminal Justice for Pre-Trial Services

*\*\*Committee agreed to move these resolutions forward*

**CORONERS – Bob Williams:**

**RESOLUTIONS:**

- Sole Source Procurement and Budget Transfer for Coho Case Management System for the Coroner's Office

*\*\*Committee agreed to move these resolutions forward*

**EXECUTIVE SESSION**

Legislator Flesher asked for a motion to go into executive session at 3:06 PM to discuss Personnel Issues related to the Probation Department. In attendance was Legislator Brown, Flesher, Roberts, Standinger, Legislative Clerk Cathy Haskell, Legislative Chair Sauerbrey; and County Administrator Jackson Bailey.

Legislator Brown motioned to adjourn Executive Session at 3:50 PM, seconded by Legislator Standinger.

Respectfully Submitted,

*Donna Gilligan*

Donna Gilligan

Accounting Associate II – Payroll Tioga County Sheriff's Office

12/02/25



# Tioga County, New York

## YEAR-TO-DATE BUDGET REPORT

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A3140 Probation</b>							
A3140 415600 Adoption/Investiga	-600	-600	-600	.00	-600.00	.00	0%
A3140 415800 Restitution/Surcharge	-2,000	0	-2,000	-541.33	.00	-1,458.67	27.18**
A3140 415810 Probation - DWI/State	-10,000	0	-10,000	-8,835.00	.00	-1,165.00	88.4%
A3140 415811 DWI-Probation/Salaries	-5,000	0	-5,000	-5,000.00	.00	100.00	100.0%
A3140 422800 F401 Grants -Floyd	0	-10,000	-10,000	.00	-10,000.00	.00	0%
A3140 433100 State Aid-Probatio	-105,205	0	-105,205	-131,506.69	.00	-26,301.69	125.0%
A3140 433100 CPS01 State Aid-Pro	-100,000	0	-100,000	-100,000.00	.00	-100,000.00	0%
A3140 433160 State Aid-Enhanced	-18,566	0	-18,566	-18,566.00	.00	4,641.06	125.0%
A3140 433170 Ignition Interlock	-3,678	0	-3,678	-3,678.00	.00	-530.00	85.6%
A3140 433180 State Aid-STSJP	-7,000	0	-7,000	-1,971.91	.00	-5,028.09	28.2%
A3140 433182 RTA State Aid -Rais	-16,920	0	-16,920	-5,170.00	.00	-11,750.00	30.6%
A3140 510010 Full Time	870,354	0	870,354	768,640.43	.00	101,713.53	88.3%
A3140 510020 Part Time/Temporal	25,000	0	25,000	21,219.30	.00	3,780.70	84.9%
A3140 510030 Overtime - Pay Only	5,000	0	5,000	4,986.06	.00	13.94	99.7%
A3140 510040 Workers Compensation	0	0	0	295.59	.00	-295.59	100.0%*
A3140 510050 All Other/On Call,	0	0	0	1,467.63	.00	-1,467.63	100.0%*
A3140 520060 CPS01 Car/Truck-	0	0	48,472	48,472.00	.00	48,472.00	0%
A3140 520070 Chairs	400	800	1,200	819.94	.00	380.06	68.3%
A3140 520090 CPS01 Computer-CPS	923	0	923	.00	.00	922.87	0%
A3140 520200 Office Equipment	1,500	0	1,500	1,183.47	.00	316.53	78.9%
A3140 520215 Personal Protective	4,000	800	4,800	2,036.00	.00	1,548.97	67.7%
A3140 540070 Car Maintenance	1,500	0	1,500	516.25	.00	983.75	34.4%
A3140 540080 Clinic Supplies	4,000	1,100	5,100	4,826.00	.00	274.00	94.6%
A3140 540090 CPS01 Clothing	0	3,000	3,000	2,781.28	.00	218.72	92.7%
A3140 540140 CPS01 Contracting S	4,260	0	4,260	195.80	.00	4,063.95	4.6%
A3140 540180 Dues	1,300	0	1,300	1,090.00	.00	210.00	83.8%
A3140 540210 Garbage/Chredding	0	300	300	72.90	.00	227.10	24.3%
A3140 540220 Automobile Fuel	2,200	500	2,700	2,629.65	.00	70.35	97.4%
A3140 540220 CPS01 Automobile Fu	2,073	0	2,073	20.44	.00	2,052.80	1.0%
A3140 540220 RTA Automobile Fuel	1,000	0	1,000	.00	.00	1,000.00	0%
A3140 540320 Leased/Service Equ	2,800	-700	2,100	1,389.76	.00	499.78	76.2%
A3140 540340 Literature	1,000	0	1,000	947.08	.00	52.92	94.7%
A3140 540360 Meals/Food	500	400	900	542.00	.00	358.00	60.2%
A3140 540390 Mileage Expense	100	500	600	373.80	.00	226.20	62.3%
A3140 540480 Postage	1,000	750	1,750	1,412.22	.00	337.78	80.7%
A3140 540485 Printing Paper	0	400	400	290.84	.00	109.16	72.7%
A3140 540487 CPS01 Program Expen	19,506	67,000	86,506	2,062.50	.00	84,443.27	2.4%
A3140 540487 F401 Program Expen	6,621	7,238	13,859	3,845.31	.00	10,013.58	27.7%
A3140 540590 Services Rendered	265	0	265	.00	.00	265.00	0%
A3140 540620 Software Expense	10,560	0	10,560	10,194.80	.00	365.20	96.5%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3140 540630 Stationery Supplies	6,000	0	6,000	4,245.02	.00	1,754.98	70.8%
A3140 540660 Telephone	2,052	0	2,052	852.96	.00	1,199.04	41.6%
A3140 540660 GPS01 Telephone (se	24,947	0	24,947	1,563.70	.00	23,383.32	6.3%
A3140 540660 RTA Telephone-RTA	1,440	0	1,440	6,346.96	.00	1,440.36	.0%
A3140 540731 Training/State Reg	-3,250	0	20,845	84,986.07	10.00	14,488.04	30.5%
A3140 581088 State Retirement F	94,331	0	94,331	69,090	.00	9,344.77	90.1%
A3140 583088 Social Security Fr	69,090	0	69,090	59,604.72	.00	9,485.28	86.3%
A3140 584088 Workers' Compensation	17,543	0	17,543	17,865.59	.00	-322.99	101.88*
A3140 585588 Disability Insurance F	930	0	930	826.91	.00	103.33	88.9%
A3140 586088 Health Insurance F	215,415	0	215,415	229,499.27	.00	-14,083.95	106.5%
A3140 588988 Eap Fringe	235	0	235	235.43	.00	-.55	100.2%
<b>TOTAL Probation</b>	<b>1,252,970</b>	<b>17,311</b>	<b>1,270,281</b>	<b>1,060,485.69</b>	<b>1,435.49</b>	<b>208,359.76</b>	<b>83.6%</b>
<b>A3142 Alternatives To Incarceration</b>							
A3142 415150 Alternatives To In	-100	0	-100	-63.50	.00	-36.50	63.5%*
A3142 433120 State Aid Alternat	-12,145	0	-12,145	.00	.00	-12,144.51	.0%*
A3142 510010 Full Time	15,807	0	15,807	14,534.70	.00	1,272.34	92.0%
A3142 540140 Contracting Servic	3,500	8,000	11,500	11,485.40	.00	14,60	99.9%
A3142 540140 HCC Contracting Se	2,000	2,000	1,277.40	.00	722.60	63.9%	
A3142 581088 State Retirement F	2,276	0	2,276	2,913.69	.00	-637.53	128.9%
A3142 583088 Social Security Fr	1,092	0	1,092	1,128.14	.00	-36.14	103.3%
A3142 584088 Workers' Compensation	382	0	382	359.62	.00	22.78	94.0%
A3142 585588 Disability Insurance F	22	0	22	17.82	.00	3.94	81.9%
A3142 586088 Health Insurance F	3,864	0	3,864	3,917.04	.00	-53.36	101.4%
A3142 588988 Eap Fringe	5	0	5	4.76	.00	.36	93.0%
<b>TOTAL Alternatives To Incarceration</b>	<b>14,704</b>	<b>10,000</b>	<b>24,704</b>	<b>35,575.07</b>	<b>.00</b>	<b>-10,871.42</b>	<b>144.0%</b>
<b>A3146 Sex Offender Program</b>							
A3146 540140 Contracting Servic	123,840	0	123,840	123,840.00	.00	.00	100.0%
<b>TOTAL Sex Offender Program</b>	<b>123,840</b>	<b>0</b>	<b>123,840</b>	<b>123,840.00</b>	<b>.00</b>	<b>.00</b>	<b>100.0%</b>
<b>TOTAL General Fund</b>	<b>1,391,514</b>	<b>27,311</b>	<b>1,418,825</b>	<b>1,219,900.76</b>	<b>1,435.49</b>	<b>197,488.34</b>	<b>86.1%</b>
<b>TOTAL REVENUES</b>	<b>-181,214</b>	<b>-110,000</b>	<b>-291,214</b>	<b>-179,443.49</b>	<b>-111,770.02</b>		
<b>TOTAL EXPENSES</b>	<b>1,572,728</b>	<b>137,311</b>	<b>1,710,038</b>	<b>1,399,344.25</b>	<b>1,435.49</b>	<b>309,258.36</b>	



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

FOR 2025 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,391,514	27,311	1,418,825	1,219,900.76	1,435.49	197,488.34	86.1%

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

Public Safety Committee Meeting

Probation Department Report

January 6, 2026

**Budget Status:**

2025 Revenue Budget:

- \$670 of DWI Supervision fee collected in December. \$9,505 collected in 2025
- \$301.13 in restitution and surcharge collected in December. \$11,664.84 collected in 2025

2025 Budget: Probation expended 87% of its 2025 budget. This equals **a savings to the County for 2025 of approximately \$150,000.00.**

**Current Business:**

1. Staffing – One open Office Specialist I position. Probation is bringing forward a Resolution, supported by the County Administrator, Personnel, and DCJS to create a Deputy Director position in the Probation Department. Creation of the position will allow for succession planning to take place and provide vital continuity of leadership within the Department. It is the plan to immediately appoint a Probation Supervisor to the Deputy Director position and backfill the vacated Supervisor position with a Senior Probation Officer. The vacated Senior Probation Officer position will be left vacant for the immediate future to partially fund the Deputy Director position.
2. Training – All Probation Officers completed their 21 hours of mandated training in 2025. In addition, our most recently hired Probation Officer is scheduled to begin Fundamentals of Probation Practice (FPP) on March 2, 2026, in Watertown, New York. He will attend Basic Course for Peace Officer (BCPO) training in Syracuse, New York in April or May of 2026.
3. Probation received \$100,000 in Pre-Trial Release (PTR) funding from the State in late December, 2025. Probation plans to replace its oldest vehicle with some of the money. Probation continues to have discussions with the County Administrator regarding the remaining PTR money.
4. Highlights of 2025:

- Fully staffed the Department
- Initiated staffing changes to begin the Succession Plan at Probation
- Established an Arming the Department Committee and continued to move toward completing a proposal for the Legislature
- Entered a contract with the Change Company to provide a digital Evidence Based interactive journaling system called ATLAS for use with all offenders
- Participated in the establishment of an Area II training academy for newly hired Probation Officers
- Expanded Electronic Monitoring options with the signing of a contract with Talitrix to provide EM watches for the Department
- Increased community presence with the creation of a Community Outreach Committee
- Established a more visible presence in the Justice Courts
- Continued the shredding of old records to comply with Records Retention Schedule. Project is now nearing completion

- Updated Probation Officer training manual
- Initiated a cross training program within Probation to ensure there is redundancy for all duties performed within the Department
- Modified the goals outlined in the Tioga County Strategic Plan
- Provided an Officer as a second to assist TCSO with extradition of probation violators
- Probation Director appointed to a State Level Probation Director's Problem Solving Committee facilitated OPCA and DCJS
- Joined the Council of Probation Administrators (COPA) PARC committee to work toward the enhancement of funding for Probation Departments in New York State and other issues impacting Probation

## 5. Goals and Changes for 2026

- Enact the staffing change plans to complete the Succession Plan established at Probation
- Fully staff Probation with one Officer writing investigations 75% of the time
- Partially arm the Probation Department
- Conduct trainings for Tioga County Law Enforcement Agencies, Tioga County Department of Social Services and Tioga County Justices regarding Probation and the services we provide
- Expand Decision Points curriculum in Tioga County School Districts
- Complete Probation Pamphlet and enhance presentation for community outreach
- Complete cross training of Officers so there is a Secondary Officer for each specialty caseload
- Train three Officers to participate as instructors in the Southern Tier Training Academy
- Explore reinstituting the Intensive Supervision Program (day reporting) at the Probation Department
- Look at ways to expand the Waverly Satellite Office
- Work with IT to upgrade the computer network at Probation
- Collaborate with the Department of Social Services to stream line the Family Court process

## 6. Juvenile Delinquency Services:

December of 2025- There were four Juvenile Delinquency Appearance Tickets (JDAT) received for the month of December. The JDATs alleged the respondents committed acts which if committed by an adult would constitute the crimes of Unauthorized Use of a Vehicle, a Class A Misdemeanor, Criminal Mischief and Reckless Endangerment.

YTD: 48 JDATs received to date.

- E- Connect: To date, Thirty-seven (37) youth have been screened in 2024. As a result of the E-Connect screenings, twenty-five (25) youth were found to be below threshold and not in need of an immediate mental health referral. Three (3) youth were found to be a level II and were referred for a mental health evaluation. Seven (7) youth were found to be a level III and agreed to schedule an appointment at TCDMH. Two (2) youth were also determined to be a level I which required immediate mental health intervention.
- There are currently no youth participating in juvenile sex offender treatment.

There were 17 JDATs processed in 2023, 37 processed in 2024, and 48 received in 2025.

**ATI Programs:**

- Electronic Monitoring – There are currently four individuals being monitored via the VCheck24 phone app, GPS electronic monitoring system, Talitrix, and AlcoTag systems.
- Community Service – WWP is currently suspended. When more orders for community service on the WWP are received, operation of the WWP will resume.
- Pre-Trial Release – There are 26 people being supervised via the Pre-Trial Release program

**Court Ordered Investigations:** 50 active investigations for Tioga County courts (Criminal, Family and Surrogate)

**Supervision:** 203 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 Office Specialist I position

**Resolutions:** One (1)

- Resolution to create Deputy Probation Director position

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -26

AUTHORIZE CREATION & FILLING OF DEPUTY  
DIRECTOR OF PROBATION (Group A)  
PROBATION DEPARTMENT

WHEREAS: Legislative approval is required for the creation and appointment of any Management/Confidential position within Tioga County; and

WHEREAS: The Director of Probation would like to create a new full-time Deputy Director of Probation (Group A) to better meet the current needs of the Department and address future succession planning; and

WHEREAS: The Probation Director submitted a New Position Duties Statement to the Personnel Officer on November 25, 2025; and

WHEREAS: It has been determined that the creation of a new Management/Confidential full-time Deputy Director of Probation (Group A) position be created with a salary range of \$71,000 - \$81,000; therefore be it

RESOLVED: That the Director of Probation (Group A) is hereby authorized to create said position, and appoint Frederick Kiechle, provisionally, pending successful completion of civil service requirements, retroactive January 10, 2026, with an annual Management/Confidential salary of \$77,000; and be it further

RESOLVED: That the headcount for the Probation Department will now be 17 full-time and 2 part-time employees.