

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation
March 5, 2024
2:30 PM

- **Approval of minutes** from February 6, 2024, Public Safety Committee meeting
- **Financial**
 1. Expended 19% of 2024 budget. On track.
- **Old business**
 1. Staffing
 2. Training
 3. PTR Award (\$60,000)
 4. Sex offender supervision
 5. Quality Assurance (audit process)
 6. Tioga Downs Arson Case
- **New business**
 1. Staffing
 2. Training
 3. PTR Award (\$60,000) **Update**
 4. Interstate transports
 5. Quality Assurance (audit process) **Update**
 6. High profile cases
 7. Community clean-up
- **Personnel**
 1. One vacant Probation Officer I position
 2. One unfunded Probation Officer 1 position
- **Resolutions (1)**
 1. Resolution to Approve a Sole Source Contract and Maintenance Agreement Between Tioga County Probation Department and Catalis Courts & Land Records, LLC f/k/a Automon LLC to Provide Software and Maintenance of the Caseload Explore Product
- **Proclamations**
 1. None
- **Adjournment**

PUBLIC SAFETY MEETING

February 6, 2024

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 6, 2024, which started at 2:30 PM and ended at 2:57 PM.

Present:

Keith Flesher	Chair, Public Safety
William Standinger III	Legislator {Committed Member}
Barb Roberts	Legislator {Committee Member} <i>Arrived @ 2:38 PM</i>
Marte Sauerbrey	Chair of the Legislator
Gary Howard	Sheriff, Sheriff's Office
Brian Cain	Director, Probation
Corinne Cornelius	Deputy Director, Office of Emergency Services

GUESTS: Peter DeWind, County Attorney {*Arrived @ 2:33 PM*}
Cathy Haskell, Legislative Clerk

ABSENT: Dale Weston, Legislator {Committee Member}
Mike Simmons, Director, Office of Emergency Services
Bob Williams, Asst. Coordinator, Office of Emergency Services

APPROVAL OF MINUTES:

The *January 2, 2024* minutes was accepted with no corrections or changes

Motion by: Barb Roberts to accept the January 2, 2024 Minutes.

Second: William Standinger III

All in Favor - Carried

OFFICE OF EMERGENCY SERVICES - Corinne Cornelius:

FINANCIAL:

- January YTD Report - Budget within

OLD BUSINESS:

- Radio Project – Sent out environmental questionnaires to be completed. The Sheriff's Office has received all their new portable radios. They are programmed and being deployed out. We are expecting a second batch of radios that will be programmed and deployed to Waverly and Owego Police Departments. These radios should increase the communication currently and can be reprogrammed to work on the new system.
- CAD Project – Info Tech (IT) has been working to correct the issue with the mapping feature in the NYSP cars with no success. This feature still remains inactive, which prevents dispatch from seeing their location. Legislator Standing stated that Jeremy Loveland (from IT) has a connection with someone in IT at the state level that can help with this situation.
- EMS – no significant changes in county EMS coverage. The same issues continue to exist regarding manpower shortages. Spring EMT classes are starting. There was a TBI (Traumatic Brain Injury) class held at Public Safety on January 25th that was well attended. The Governor's State of the State included information on changes to EMS including working to make it an essential service. There were many updates on training, dispatch, and coverage within the county.
- Emergency Management – No significant updates at this time.
- FIRE – The year is already off to a busy start with multiple fires.

RESOLUTIONS:

- None

PROBATION – Brian Cain:**FINANCIAL:**

- Budget on track for 2024

NEW BUSINESS:

- Staffing – One open Probation Officer I position remains unfilled. Still looking – no interest.
- Training – Two (2) Probation Officers successfully completed their Basic Course for Peace Officer Academy on January 26, 2024. The academy includes the officers getting sprayed with pepper spray and completing a week of hands-on defensive tactics. Alfred State University will be having one in May 2024 that would be more towards what Probation Officer would handle this day in age. The Probation Officer would stay on campus, and we'd only pay \$50/week for lodging.
- In December of 2023, Probation received a Reward Notice from the Division of Criminal Justice Services (DCJS) indicating Probation was awarded \$60,000 to spend

towards the cost of providing Pre-Trial Services in Tioga County. Info Tech Director Jeremy Loveland is in the process of ordering iPads for each officer as well as administrators and one to be shared by clerical staff.

- Individuals under supervision for sex offense have begun enrolling in the newly mandated technology monitoring system provided by IPPC Technologies. County Attorney DeWind stated that Assistant District Attorney Mancini did a nice job researching after one attorney stated that it's the constitutional right of the probationer.
- Quality Assurance (audit program). Admin Staff at Probation have developed a rough draft of the Quality Assurance Program which will be put into place by June of 2024.
- Two Probation Officers and one Probation Assistant has been assigned to complete the Pre-Sentence Investigation regarding the arsonist with Tioga Downs.
- Juvenile Delinquency Services – No JD Appearance Tickets were issued in January. Will receive one this month from students fighting.
- ATI Programs – Electronic Monitoring – three (3) individuals being monitored via Alco Tag and GPS electronic monitoring system. Pre-Trial Release (PTR) – 20 people being supervised via the PTR.
- Court Ordered Investigations – 55 active; Supervision – 180 cases; and Violation of Probation petitions – 14 defendants/respondents.

PERSONNEL:

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

RESOLUTIONS:

- Appointment of Alternatives to Incarceration (ATI) Board members
- Resolution to Approve a Grant Award from NYS Division of Criminal Justice for County Pre-Trial Services

*** Committee agreed to move these resolutions forward*

SHERIFF - Gary Howard:

FINANCIAL:

- Revenues are at \$13,632 which is 3% of the budget. Expenditures are at \$687,618 which is 6% of the budget. Inmate boarders are at \$15,786 which is 11% of the budget.

OLD BUSINESS:

- Update on Labor Issues – NCEU (Jail Union) and the TCLEA (Law Enforcement Union) both Contracts language being finalized.
- Update on litigation issues – still on going.

NEW BUSINESS:

- Average daily inmate population for the month of January 2024 was 41. Average of 6 Federal inmates (186 days) and 1 board-in (40 days) for the month.
- Jail camera replacement project – still ongoing
- Next Gen 911 – planning phase
- E911 dispatch center upgrades
- Bundle UPS maintenance contract with IT

PERSONNEL:

- Update on vacancies – Civil Office – 1 open part-time position; Corrections Division - currently 3 open Correction Officers position; 2 Correction Officers out on military deployment; 1 Corrections Officer will be going shortly on military deployment; Road Patrol – 2 Deputies currently attending the police academy; 1 Deputy currently on light duty; 1 Deputy will be going shortly on military deployment; 1 Deputy effective today resigned and will be going to another law enforcement; E911 Emergency Communications Center – 2 open full-time; and all positions filled for Records and Administration.

RESOLUTION:

- Appropriation of Funds 2023-2024 NYS STOP DWI High Visibility Engagement Grant

***Committee agreed to move this resolution forward*

EXECUTIVE SESSION:

Keith Flesher requested an Executive Session. Legislator William Standinger made a motion; Legislator Barbara Roberts Seconded to discuss an employment matter of an individual. Time commenced 2:57 PM; Time adjourned 3:30 PM with no action taken.

In attendance were Legislator Flesher; Legislator Roberts; Legislator Standinger; Legislator Chairperson Sauerbrey; County Attorney Pete DeWind; Legislative Clerk Cathy Haskell; and Deputy Director of Emergency Service Corrine Cornelous.

Respectfully submitted,

Kristen Kallin
Secretary to the Director of Probation—February 6, 2024



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3140 Probation							
A3140 415600 Adoption Investiga	-600	0	-600	.00	.00	-600.00	.0%
A3140 415800 Restitution Surcha	-2,000	0	-2,000	-1,336.22	.00	-663.78	66.8%
A3140 415810 Probation - DWI Su	-16,000	0	-16,000	-1,720.00	.00	-14,280.00	10.8%
A3140 415811 DWI-Probation Sala	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
A3140 433100 State Aid-Probatio	-105,205	0	-105,205	.00	.00	-105,205.00	.0%
A3140 433100 CPS01 State Aid-Pro	0	-60,000	-60,000	.00	.00	.00	100.0%
A3140 433160 State Aid-Enhanced	-18,566	0	-18,566	.00	.00	-18,566.00	.0%
A3140 433170 Ignition Interlock	-3,678	0	-3,678	.00	.00	-3,678.00	.0%
A3140 433180 State Aid- STSJP	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
A3140 433182 RTA State Aid -Rais	-16,920	0	-16,920	.00	.00	-16,920.00	.0%
A3140 510010 Full Time	811,803	0	811,803	86,724.57	.00	725,077.99	10.7%
A3140 510020 Part Time/Temporar	25,000	0	25,000	2,494.80	.00	22,505.20	10.0%
A3140 510030 Overtime Pay Only	5,000	0	5,000	688.48	.00	4,311.52	13.8%
A3140 510040 Workers Compensati	0	0	0	28.68	.00	-28.68	100.0%
A3140 520070 Chairs	400	0	400	119.99	.00	280.01	30.0%
A3140 520090 CPS01 Computer-CPS	0	23,192	23,192	16,887.00	.00	6,304.87	72.8%
A3140 520200 Office Equipment	1,500	0	1,500	.00	.00	1,500.00	.0%
A3140 520215 Personal Protectiv	4,500	-390	4,110	1,050.91	63.58	2,995.51	27.1%
A3140 540070 Car Maintenance	1,600	0	1,600	.00	.00	1,600.00	.0%
A3140 540080 Clinic Supplies	4,250	0	4,250	32.40	.00	4,217.60	.8%
A3140 540140 CPS01 Contracting S	0	5,400	5,400	.00	.00	5,400.00	.0%
A3140 540180 Dues	1,300	0	1,300	750.00	.00	550.00	57.7%
A3140 540220 Automobile Fuel	2,200	0	2,200	244.27	.00	1,955.73	11.1%
A3140 540220 CPS01 Automobile Fu	0	2,166	2,166	.00	.00	2,165.93	.0%
A3140 540220 RTA Automobile Fuel	1,000	0	1,000	.00	.00	1,000.00	.0%
A3140 540320 Leased/Service Equ	2,800	0	2,800	172.27	.00	1,470.20	47.5%
A3140 540340 Literature	1,500	0	1,500	150.00	1,157.53	850.00	15.0%
A3140 540360 Meals/Food	500	0	500	.00	.00	500.00	.0%
A3140 540390 Mileage Expense	100	0	100	.00	.00	100.00	.0%
A3140 540480 Postage	1,000	0	1,000	.00	.00	1,000.00	.0%
A3140 540487 CPS01 Program Expen	19,506	0	19,506	.00	.00	19,505.77	.0%
A3140 540487 FH01 Program Expens	6,621	0	6,621	.00	.00	6,620.51	.0%
A3140 540590 Services Rendered	265	318	583	318.00	.00	265.00	54.5%
A3140 540620 Software Expense	9,710	0	9,710	.00	.00	9,710.00	.0%
A3140 540630 Stationery Supplie	6,000	-318	5,682	130.81	.00	5,551.19	2.3%
A3140 540660 Telephone	2,052	0	2,052	.00	.00	2,052.00	.0%
A3140 540660 CPS01 Telephone (Se	0	29,632	29,632	.00	5,382.00	24,250.20	18.2%
A3140 540660 RTA Telephone-RTA	1,440	0	1,440	.00	.00	1,440.36	.0%
A3140 540731 Training/State Req	30,095	0	30,095	1,484.42	471.66	28,138.92	6.5%
A3140 581088 State Retirement F	18,362	53,151	71,513	15,307.24	.00	56,205.29	21.4%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3140 583088 Social Security Fr	58,164	-11,108	47,055	8,292.03	.00	38,763.22	17.6%
A3140 584088 Workers Compensati	0	16,474	16,474	2,840.42	.00	13,633.19	17.2%
A3140 585588 Disability Insuran	0	858	858	150.85	.00	706.65	17.6%
A3140 586088 Health Insurance F	40,115	175,928	216,043	37,575.01	.00	178,467.82	17.4%
A3140 588988 Eap Fringe	0	217	217	37.69	.00	178.88	17.4%
TOTAL Probation	881,313	235,518	1,116,830	112,423.62	7,074.77	997,332.10	10.7%
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	.00	.00	-12,144.51	.0%
A3142 510010 Full Time	21,525	0	21,525	1,477.78	.00	20,047.22	6.9%
A3142 540140 Contracting Servic	3,500	0	3,500	1,501.55	.00	1,998.45	42.9%
A3142 581088 State Retirement F	0	1,812	1,812	327.68	.00	1,483.88	18.1%
A3142 583088 Social Security F	950	-115	835	144.51	.00	690.38	17.3%
A3142 584088 Workers Compensati	0	339	339	55.06	.00	283.46	16.3%
A3142 585588 Disability Insuran	0	18	18	3.14	.00	14.83	17.5%
A3142 586088 Health Insurance F	0	3,054	3,054	556.23	.00	2,497.97	18.2%
A3142 588988 Eap Fringe	0	5	5	.74	.00	3.77	16.4%
TOTAL Alternatives To Incarceration	13,730	5,112	18,842	4,066.69	.00	14,775.45	21.6%
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	1,018,883	240,629	1,259,513	137,130.31	110,274.77	1,012,107.55	19.6%
TOTAL REVENUES	-187,214	-60,000	-247,214	-63,056.22	.00	-184,157.29	
TOTAL EXPENSES	1,206,097	300,629	1,506,726	200,186.53	110,274.77	1,196,264.84	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD. ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,018,883	240,629	1,259,513	137,130.31	110,274.77	1,012,107.55	19.6%

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

Public Safety Committee Meeting
Probation Department Report
March 5, 2024

Budget Status:

2024 Revenue Budget:

- \$940 of DWI Supervision fee collected in February. \$1,900 collected in 2024
- \$2,361.99 in restitution and surcharge collected in February. \$4,946.99 collected to date in 2024

Current Business:

1. Staffing – One open Probation Officer I position remains unfilled. One application has been received and an interview is in the process of being scheduled.
2. Training – The most recently hired Probation Officer, Patrick Van Durme has been scheduled to attend Fundamentals of Probation Practice (FPP) and Basic Course for Peace Officer (BCPO) training in the Spring. He is scheduled to attend FPP in Rochester from March 22 to April 19. Pat will attend BCPO at Alfred University from May 14, 2024 to June 28, 2024.
3. In December of 2023, Probation received a Reward Notice from the Division of Criminal Justice Services (DCJS) indicating Probation was awarded \$60,000 to spend toward the cost of providing Pre-Trial Services in Tioga County. Tioga County received the money in January. IT Director Loveland is in the process of ordering Ipads for each officer in the department as well as administrators and one to be shared by secretarial staff who attend court appearances with Supervisors and take notes. In addition, money has been designated for use of enhanced electronic monitoring systems, five years of payment for the internet service required for the Ipads, and gasoline for the vehicles used to attend court.

Update: Ipads, keyboards, and pens have been ordered by Director Loveland.

4. Probation continues to try to assist the Sheriff's Office with transports when possible. A Probation Officer recently accompanied a Sheriff's Deputy to Tennessee to bring back a probation absconder who was picked up. Probation was just notified of another absconder who will need to be extradited from Central Pennsylvania in the near future.
5. Quality Assurance (audit program). Admin Staff at Probation have developed a rough draft of the Quality Assurance Program which will be put into place by June of 2024. Admin staff have reviewed multiple plans from various Probation Departments around the state and created a program which should work well in Tioga County. Admin staff will continue to refine the program during the coming months.

Update: A trial audit was performed which have already resulted in some policy changes within the Department. It appears the formal audit process will be beneficial in improving efficiency and effectiveness throughout the Department.

6. Two Probation Officers and one Probation Assistant has been assigned to complete the Pre-Sentence Investigation regarding the arson at the Tioga Downs horse barns. More individuals have been released on Pre-Trial Release in regard to the on-going Tompkins County kidnapping/murder case and we anticipate another extensive investigation in regard to the recent murder arrest from the alleged domestic violence murder in Apalachin. These cases in addition to the more than dozen justice courts sending us investigation orders have all officers very busy.
7. Tioga County Spring Clean-Up Day organized by Sister Mary O'Brien of Tioga County Rural Ministries will be Saturday, April 13, 2024. Last year Probation and Court personnel teamed up to participate in the clean up day with fantastic results. Probation intends to try to organize another team effort this year.

8. Juvenile Delinquency Services:

February of 2024- There were two Juvenile Delinquency Appearance Ticket (JDAT) received for the month of February. The two respondents were both charged with Assault in the Third Degree and Menacing in the Third Degree, Misdemeanors after attacking another student at school. Due to the issue of physical violence in the school setting, the matters were referred to the County Attorney's Office for petition to Family Court.

YTD: 2 JDATs received to date.

- E- Connect: To date, -- Two youth have been screened in 2024. As a result of the E-Connect screenings, Two youth were found to be below threshold and not in need of an immediate mental health referral. Zero youth were found to be a level II and were referred for a mental health evaluation. Zero youth were found to be a level III and agreed to schedule an appointment at TCDMH. Zero youth were also determined to be a level I which required immediate mental health intervention.
- There is one youth currently in juvenile sex offender treatment.

ATI Programs:

- Electronic Monitoring - There are currently two individuals being monitored via the VCheck24 phone app, GPS electronic monitoring system, and AlcoTag systems.
- Community Service - WWP will be cancelled for the second week due to a lag in orders sentencing defendants to perform community service. Probation has addressed this issue with the District Attorney's Office and the Courts. It is anticipated this will be a short-lived hiatus. WWP is also being used as a graduated sanction on Probation Violations.
- Pre-Trial Release - There are 21 people being supervised via the Pre-Trial Release program

Court Ordered Investigations: 51 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 175 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 9 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: (1)

- Resolution to Approve a Sole Source Contract and Maintenance Agreement Between Tioga County Probation Department and Catalis Courts & Land Records, LLC f/k/a Automon LLC to Provide Software and Maintenance of the Caseload Explore Product

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -24

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

WHEREAS: The Tioga County Legislature has approved contracts between Tioga County Probation Department and Catalis Court & Land Records, LLC f/k/a AutoMon LLC since 2008; and

WHEREAS: Catalis Court & Land Records, LLC f/k/a AutoMon LLC has changed their contract status with New York State, therefore the Tioga County Legislature is approving that the Probation Department can contract with Catalis Courts & Land Records, LLC f/k/a AutoMon LLC as a sole source provider of Caseload Explorer, a software program that meets the qualifications of 9 NYCRR 345, which mandates Probation Departments to use a software program that automatically sends Presentence Investigation completed in the software program to the DCJS PSI Repository in Albany, NY. Caseload Explorer software is the only software in New York State that meets this criteria; and

WHEREAS: Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC has submitted their yearly Maintenance Agreement to Tioga County Probation which consists of the base charge of \$5,298.34, plus a fee of \$259.47 per user. Probation has 17 registered users of the software, so the total cost for basic software maintenance for contract period of 3/25/2024 to 3/24/2025 is \$9,709.33; therefore be it

RESOLVED: That the Probation Director is approved to contract with Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC as a sole source provider for software and maintenance costs in 2024 for Caseload Explorer and Ce Assessments in the amount of \$9,709.33.