I. CALL TO ORDER

Mr. Malter called the meeting to order at 9:00 a.m. and asked Mr. Mullen to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

Mr. Mullen stated during the February 22nd Special Public Safety & Correction Committee meeting we had talked about the full-time position and I thought Mr. Alderman mentioned that additional responsibilities would be added to what they are doing, as well as the cook position. Mr. Wheeler replied there are no additional duties, just an increase in the number of hours worked.

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 1, 2021, AND FEBRUARY 22, 2021, MEETINGS MADE BY MR RYAN. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. District Attorney's Office

1. Grant Award – Mr. Baker informed the committee that he has received a Discovery Reform Grant in the amount of up to $370,000 from the NYS Department of Criminal Justice Services. This funding will be used to offset the costs we incurred last year to initiate the Article 245 Discovery Reform. This was an expensive undertaking and required us to hire two full-time attorneys, two paralegals and a part-time Investigator, along with necessary technology. We qualify for up to $370,000 and we are in the process of putting together a package to submit to justify that amount. Mr. Terwilliger stated the actual amount of the grant award is $370,102. Mr. Wheeler suggested the committee accept the grant up to the maximum amount and then we can report back to the committee what is actually received.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO ACCEPT THE NYS DEPARTMENT OF CRIMINAL JUSTICES SERVICES DISCOVERY REFORM GRANT IN THE AMOUNT OF UP TO $370,102 MADE BY MR. HORTON. SECONDED BY MR. POTTER FOR DISCUSSION.
Mr. Malter asked with this funding can we go back and offset our 2020 costs? Mr. Baker replied yes. Mr. Ryan asked is there an option for us to get additional grant funds? Mr. Baker replied no. We are eligible to receive up to $370,000 and that is based on our caseload. Mr. Terwilliger commented this appears to be a one-time grant at this time; however, this will be a discussion item year to year depending on how the State budget works out.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Animal Cruelty Cases** – Mr. Mullen asked where are we at with regard to animal cruelty cases and looking at a bonding process for those? Mr. Baker replied I thought someone else was doing an RFP to find additional resources or individuals to house the animals and I was not involved in that piece. We are reviewing cases on a case by case basis to determine if bonding is appropriate, and if so, we will move forward with that. Amanda Chaffee handles most of the animal abuse cases in our office.

3. **Driver Diversion** – Mr. Van Etten asked if we come in well above the projected revenues, how is the allocation to the different law enforcement agencies determined? With the County portion we retain, I would like to see us use that money to put against the budget, rather than coming up with additional items to purchase. Mr. Baker stated that is what we have always done. The last time, we used the revenue to offset additional costs in the office and they are doing the same in the Sheriff’s Office. The funds are used for prosecution, law enforcement and to reimburse the municipalities for these costs. Our ticket numbers will never offset the municipalities’ costs. We will continue to give these funds to law enforcement and to offset the costs of our office. Our first goal is to pay for the costs of the Discovery Unit and if we can offset more costs, then that is what we will do. Mr. Baker stated we will not be using these funds to expand our office or to go on a spending spree.

Mr. Malter asked in the past when we ran this program, did the revenues go into the General Fund then they were allocated? Mr. Baker replied under the old program, all revenues came into the County. With the change in the local law, the County can no longer collect the money; that needs to go through the District Attorney’s Office. He reiterated these revenues will be used to offset some large, unexpected expenses on an annual basis including transcription, expert witnesses, etc. Mr. Van Etten stated that all makes sense for those needed items. I don’t want departments getting the idea of having additional revenue and coming forth with capital items or other items. Mr. Baker stated I have no reason to think that we would. The one thing that we may look at is a countywide records management system for law enforcement as that would speed up the process for everyone. That would be a county cost anyway for either my office or the Sheriff’s Office.

Mr. Malter asked what was the budgeted revenue for the 2021 Driver Diversion Program? Mr. Wheeler replied we budgeted revenue of $600,000, which is a conservative estimate. Any allocations or reallocations of those revenues would come through standing committee, Finance Committee and most likely the Legislature. Mr. Malter commented it would be interesting to know what has been collected so far. Mr. Terwilliger replied as of the end of February we have collected $110,000. We anticipate being over the $600,000 mark. Mr. Malter asked if Mr. Terwilliger could provide another update at the end of June? Mr. Terwilliger replied yes; I can send you monthly updates if you would like. Currently we are about 4 – 5 percent above what we need every month to make the $600,000 estimate. Mr. Malter stated that would be great if he would send out a monthly report.

Mr. Potter stated last month Mr. Terwilliger was going to send out a breakdown of the funds distributed for the Traffic Diversion Program, however, he never received that. Mr. Terwilliger stated that he will send out another email after this meeting.

4. **Courts** – Mr. Ryan asked who makes the decision on when courts start back up and what is the holdup? Mr. Baker replied the Chief Administrative Judge and the Office of Court Administration (OCA) makes that determination. We have no control over that. However, we will be ready when called. He stated he does not know how it will happen once the courts open back up. Prior to the pandemic they had talked about rotating judges out of Rochester to help address our backlog. We do have trials scheduled for April and we should know within the next couple of weeks if those will happen.
Ms. Fitzpatrick asked if next month Mr. Baker could provide an update on COPE.

Mr. Mullen stated with regard to the court system opening up, we should consider a resolution to OCA requesting they get the system back up and running. This has been a problem for criminal court and there are a lot of people with civil disputes and that has led to a lot of frustration for people. It is important to have a court system that is operating. I would suggest next month that our committee resolve to send something to OCA.

Ms. Prossick stated the closing of the courts was done by Administrative Order through the Judicial Branch and that is sent by the Chief Administrative Judge. We do get updates and there is a plan in the Administrative Order to open things up a little beginning in March. If you do a resolution, that should be sent to the Chief Administrative Judge and then OCA will administer it based upon region. Mr. Malter stated that will be a resolution for next month.

B. Emergency Services

1. OCV Ready Steuben App Service Agreement – Mr. Marshall stated our OCV contract is for our Ready Steuben mobile app service. The app recently went through an upgrade which included changes to the design and features. To-date there have been 5,000 downloads and we will continue to encourage people to download it. This is the annual maintenance and service contract and the amount is $4,995 which is covered by Homeland Security grant funds.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY SERVICES OFFICE TO ENTER INTO A MAINTENANCE AND SERVICE AGREEMENT WITH OCV FOR THE READY STEUBEN MOBILE APP FOR ONE YEAR AT A RATE OF $4,995 MADE BY MR. MULLEN. SECONDED BY MR. HORTON FOR DISCUSSION.

Mr. Horton asked as the number of downloads goes up, will the price go up as well? Mr. Marshall replied no.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. PCC Service Agreement – Mr. Marshall stated this is our contract with Presentation Concepts Corporation and they installed all of our media and technology in the EOC. As you are aware, we have been in the EOC since the middle of March 2020, working close to seven days a week, and now working five days a week. We are in need of some upgrades which includes software and a couple of pieces of hardware. This agreement is a one-year maintenance and service agreement for a cost of $1,900 which will be covered by Homeland Security grant funds.

MOTION: AUTHORIZING THE DIRECTOR OF THE EMERGENCY SERVICES OFFICE TO ENTER INTO A MAINTENANCE AND SERVICE AGREEMENT WITH PRESENTATION CONCEPTS CORPORATION (PCC) FOR ONE YEAR AT A RATE OF $1,900 MADE BY MR. MULLEN. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. Radio Project – Mr. Marshall informed the committee that they continue to work with Motorola and the engineers on the radio project and he will continue to keep them updated. Mr. Malter asked are the fire companies getting alarmed with the delays? Mr. Marshall replied they are certainly eager to get things moving and are wondering why it is taking so long. We have at least three engineers working on this and he is hoping that by next week they will have a more clear direction of where things are going.

Ms. Fitzpatrick stated one of the concerns is that the fire companies are investing a substantial amount of money on radios and pagers and they are concerned if the equipment they have purchased will still function properly with the upgrades. Mr. Marshall stated we will continue to work with the engineers and will try to make it happen. Mr. Malter stated we appreciate your efforts.
C. Public Defender

1. Host Site Agreement Renewal – Mr. Sauro requested authorization to sign the renewal for year two of the host site agreement with AmeriCorps through the Rural Health Network. The contract remains identical to the first in all respects, with a couple of exceptions. There is one position that has taken one year and two months to fill and that position will require a certain amount of hours before the expiration of the contract term. Because of that, the term of this position is shorter and less money will be dedicated to that position. Mr. Sauro stated this contract has been reviewed by the Law Department and AmeriCorps has sent the contract back and in essence it is ready to go. This contract is a result of the Hurrell-Harring settlement and our quest to do quality improvements for defendants and the community. This year the contract cost will be $12,000 because we have decreased the hours from 1,700 to 1,200.

Mr. Malter asked is this in the budget? Mr. Sauro replied yes and it will be funded through Hurrell-Harring.

Mr. Mullen asked can you explain what these positions do? Mr. Sauro replied one position is the Outreach Coordinator and prior to COVID they would schedule opportunities/events in the community to discuss legal issues and bring attention to mental health and substance abuse. Since COVID, this position has been dedicated to our social media presence and their interaction with the public has been limited. The second position is an Intake Liaison. When a case comes into our office, it takes time for an attorney to reach out to the client, go to the Jail and get the biographical and other information. The Intake Liaison is immediately gathering information on the client; who they are, where they live, identifying any mental health or substance abuse issues. They gather all of that information and transmit it to the attorney. This expedites the contact between our office and the defendant.

Ms. Fitzpatrick asked what happens when someone is not remanded to Jail? Mr. Sauro replied when we get the initial information, the Intake Liaison will call their home, send a letter and try to get them to contact us and that is a very difficult thing to do. Ms. Fitzpatrick asked what is the percent of cases where you are able to make contact? Mr. Sauro replied we do not know yet as this individual has just started. They are working with a paralegal to develop an intake form which will then be reviewed by the attorneys and once approved, they will start making phone calls.

MOTION: AUTHORIZING THE PUBLIC DEFENDER TO RENEW THE AGREEMENT FOR YEAR TWO OF THE HOST SITE AGREEMENT WITH AMERICORPS THROUGH THE RURAL HEALTH NETWORK FOR AN ANNUAL COST OF $12,000 FOR 1,200 HOURS OF SERVICE MADE BY MR. HORTON. SECONDED BY MR. POTTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Sheriff’s Office

1. Bicycle Safety Grant – Sheriff Allard requested authorization to accept the 2020-2021 Bicycle Safety Grant in the amount of $8,000.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE 2020-2021 BICYCLE SAFETY GRANT IN THE AMOUNT OF $8,000 MADE BY MR. HORTON. SECONDED BY MR. RYAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.


MOTION: AUTHORIZING THE SHERIFF TO ACCEPT THE CHILD PASSENGER SAFETY SEAT PROGRAM GRANT IN THE AMOUNT OF $9,025 MADE BY MR. RYAN. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. Milk Bid – Sheriff Allard requested authorization, in conjunction with the Purchasing Director, to put out the annual milk bid for the Jail. He stated we bid this every year but he would like to do it for three
years or longer. Ms. Prossick commented we will need to check the language in the bid. Mr. Morse explained the bid is issued for one year. This is a commodity so normally it is only for one year as the bid prices fluctuate.

**MOTION:** AUTHORIZING THE SHERIFF, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A BID FOR MILK AT THE JAIL MADE BY MR. MULLEN. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. Other – Mr. Ryan asked what was going on in Canisteo last week? Sheriff Allard replied we held SWAT training. The classroom training piece was held at the Canisteo Fire Department and we also went to the Greenwood School for perimeter and woodlands training.

**IV. OTHER BUSINESS**

**A. 2021 Goals** – Mr. Wheeler stated last week he emailed out the Department Goals and Composite Annual Report. He noted 2020 was a different year and many of the department goals were carried over into 2021. Would you like to set a committee goal a well? Mr. Malter replied I don’t know if the committee has had a chance to think about it. My number one goal is district courts and I don’t know how to pursue that. Ms. Fitzpatrick commented that is not our decision, so it makes it a tough goal. Ms. Prossick stated some of our internal teams have been using Skype with the courts and would like to do that long-term because that would alleviate some of the backlog. I do see savings happening for the County if that happens and there have been discussions about starting that for first and second appearances. Mr. Wheeler commented NYSAC has been pushing this as well and there have been discussions with State OCA as well as with the Chief Administrative Judge. We are advocating leveraging what we have learned through technology and efficiencies. Ms. Prossick stated in the resolution for opening up courts, we could include a clause for continuing virtual arraignments for cost savings. Mr. Malter stated I agree.

Mr. Van Etten stated I would like to continue to pursue remote CAP court. Another goal for this committee is to review, when it is finally done, the EMS study to determine what, if any, of the goals are that we can work toward. There is a $58,000 study that is being done and I am concerned about what they are going to tell us. We cannot afford what they will want us to do, which is a county-wide fire service district. I would like the committee to analyze that report. Mr. Mullen stated I agree; our system as a whole needs to be considered. Mr. Malter asked does that include the ambulance service? Mr. Wheeler replied yes. Mr. Malter asked when does that report come out? Mr. Wheeler replied they were finishing some surveys. Mr. Marshall replied the consultant is in the final stages of the survey piece which involves meeting with agencies and select public officials from across the County. They are just compiling that data and then will submit their final report. I anticipate that happening by the end of this month, hopefully. It may be April before that final report is done.

Mr. Wheeler stated with the delay, I think we are capturing a better idea of the landscape, as we have seen a shift in some responses and coverage in the past six months. This delay will benefit us. We are seeing a trend that is not going in the right direction. Mr. Mullen asked will this report include an inventory list of the different departments? Mr. Marshall replied the consultants are not doing an inventory of equipment. They are looking at call data, the number of responders, number of EMT’s, number of drivers, as well as budgets associated with the EMS agencies. He explained some EMS agencies run under the fire department, some are stand alone, and we have agencies that are for profit as well as not for profit. Those agencies that run under a fire department have a small operating budget. Mr. Mullen asked do we already keep an inventory of equipment? Mr. Marshall replied yes.

Mr. Maio stated I have a general comment. Unless the committee has met their goal from the prior year, I don’t know how viable it is to set a new goal until you have met the current goal or have determined that it is no longer feasible. With regard to district courts, that was set as a goal a couple of years ago. This is not just about saving money, but about the courts being more responsive and the centrality of it would make a great difference. Mr. Van Etten commented there were no goals last year because of COVID.

Mr. Mullen stated I think that priorities change. I don’t think we should put in new things if we haven’t accomplished them, but I think that the goals need to be reprioritized. Mr. Van Etten stated with the goals, I would like us to be more proactive and to have a purpose and try to work toward something, rather than being reactionary.
Mr. Malter stated one goal would be to review the EMS report and look at a long-term plan. Another goal would be to pursue what we are doing with the courts. Mr. Mullen stated another would be the drug rehabilitation program that the Sheriff has. It would be good to continue working on that as well. Mr. Malter stated he would like to have the committee review the goals for next month.

Ms. Fitzpatrick commented goals have to be things that are within our ability to achieve. We can say that we want to make a push for district courts, and the push is the goal. We have to make sure goals are measurable and achievable. Mr. Malter stated I am bringing up district courts to have them in the County. Mr. Mullen stated we had looked at that years ago and it needs to be voted on in our area. Ms. Prossick stated I can start the research back up on this.

**MOTION: TO ADJOURN MADE BY MR. MULLEN. SECONDED BY MR. HORTON. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Monday, April 5, 2021
Legislative Chambers
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Monday, March 29, 2021