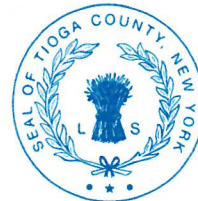


## **AGENDA**

Committee Meeting – January 4, 2022

- Approve December Meeting minutes
- 2021 Year End Totals/Outreach
- 2021 Budget Year End
- Resolution A23 – 2021 Transfer Funds/Budget Modification
- Resolution A24 – 2022 Advertising Authorization
- 2022 Outreach Events



## **Committee Meeting Minutes – December 7, 2021**

Attendees: Committee Chair – Cliff Balliet, William Standinger, Dennis Mullen, Loretta Sullivan, Legislative Chairwomen Martha Sauerbrey and Michael Middaugh

Approved minutes from November 2021 meeting. Motion – Loretta, Second – Dennis; All in favor.

Reviewed YTD totals for clients, services and outreach.

Reviewed Budget YTD totals, have expended 82% of total budget.

Resolution on Staff Changes for 2022 was presented to Committee for change in Agency headcount from 1 to 2 authorized part-time VSO's. Committee approved resolution, resolution now referred to Personnel Committee.

Recognized and thanked Loretta Sullivan and Cliff Balliet for their service as County Legislators and presented them with a certificate of recognition from Agency.

Recognized 80<sup>th</sup> Anniversary of attack on Pearl Harbor.

### 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

<b>2019</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Veterans	126	116	73	106	90	86	85	91	74	90	72	67	1076
*Others	59	39	35	40	45	42	34	44	34	43	40	22	477
New Vets	25	23	22	29	32	36	34	33	27	37	24	21	343
**Services Provided	305	351	162	218	233	178	249	282	184	204	191	167	2724
<b>2020</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
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
<b>2021</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
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





## Year-to-Year Outreach (these totals are separate from monthly stats)

\*Outreach is conducted as a way to provide non-clinical mental health 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	5	10	3	2	3	75
Attendees	400	60	187	117	201	242	118	150	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	2	5	3	6	5	50
Attendees	124	134	59	69	84	237	201	208	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	6	5	8	9	4	73
Attendees	105	37	248	151	237	264	306	228	228	499	517	390	94	3076



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A6510 Veterans' Service</b>							
A6510 427700 Other Unclassified	-6,000	0	-6,000	-5,500.00	.00	-500.00	91.7%*
A6510 437100 State Aid-Veterans	-6,400	0	-6,400	-10,000.00	.00	3,600.00	156.3%
A6510 510010 Full Time	44,229	0	44,229	42,534.37	.00	1,694.63	96.2%
A6510 510020 Part Time/Temporar	15,063	2,608	17,671	15,757.74	.00	1,913.26	89.2%
A6510 520130 Equipment (Not Car	0	0	0	253.36	.00	-253.36	100.0%*
A6510 530551 Maintenance in Lie	0	4,326	4,326	3,024.00	.00	1,302.00	69.9%
A6510 540010 Advertising	4,460	5,038	9,498	4,429.25	376.00	233.00	95.4%
A6510 540180 Dues	150	0	150	100.00	.00	50.00	66.7%
A6510 540220 Automobile Fuel	470	0	470	43.00	.00	427.00	9.1%
A6510 540360 Meals/Food	1,250	0	1,250	872.19	.00	377.81	69.8%
A6510 540390 Mileage Expense	50	0	50	.00	.00	50.00	0%
A6510 540420 Office Supplies	900	0	900	790.04	.00	109.96	87.8%
A6510 540480 Postage	400	0	400	96.78	.00	303.22	24.2%
A6510 540485 Printing/Paper	600	0	600	208.64	.00	391.36	34.8%
A6510 540640 Supplies (Not Offi	1,250	2,370	3,620	1,636.95	.00	1,983.05	45.2%
A6510 540660 Telephone	485	0	485	459.76	.00	25.24	94.8%
A6510 540731 Training/State Req	1,620	-1,620	0	.00	.00	.00	0%
A6510 540733 Training/All Other	750	-750	0	.00	.00	.00	0%
A6510 581088 State Retirement F	2,667	921	3,588	3,799.08	.00	-211.06	105.9%*
A6510 583088 Social Security Fr	4,285	0	4,285	4,367.32	.00	-82.32	101.9%*
A6510 584088 Workers Compensati	2,822	0	2,822	2,589.95	.00	232.05	91.8%
A6510 585588 Disability Insuran	113	0	113	67.86	.00	45.14	60.1%
A6510 586088 Health Insurance F	25,613	0	25,613	25,720.50	.00	-107.50	100.4%*
A6510 588988 Eap Fringe	30	0	30	30.80	.00	-.80	102.7%*
TOTAL Veterans' Service	94,807	8,433	103,240	91,281.59	376.00	11,582.68	88.8%
TOTAL General Fund	94,807	8,433	103,240	91,281.59	376.00	11,582.68	88.8%
TOTAL REVENUES	-12,400	0	-12,400	-15,500.00	.00	3,100.00	
TOTAL EXPENSES	107,207	8,433	115,640	106,781.59	376.00	8,482.68	

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. - 22 TRANSFER OF FUNDS  
2021 BUDGET MODIFICATION  
VETERANS' SERVICE AGENCY

WHEREAS: The Veterans' Service Agency was in need of a new coffee machine and accessories used for outreach with Veterans in our office to replace the previous donated one; and

WHEREAS: Tioga County purchasing guidelines prohibit the purchasing of coffee machines and accessories with County funds, the Veterans' Service Agency shall be utilizing funds as allowed by Veterans' Outreach Grant Funding to pay for the machine; and

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

RESOLVED: That Veterans' Service budget be modified and the following sums be transferred from within the Veterans' Service budget to cover the costs of said office furnishings.

From: A6510 540640 Supplies (Not Office)	\$253.36
To: A6510 520130 Equipment (Not Car)	\$253.36



REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -22

AUTHORIZATION FOR PRIMARY PRINT ADVERTISING  
WITH THE OWEGO PENNYSAVER

WHEREAS: The Tioga County Veterans' Service Agency spends thousands of dollars on advertising each year in order to make the veteran population in Tioga County aware of our services, events, and hours of operation with a goal of reaching every veteran household in Tioga County; and

WHEREAS: The Owego Pennysaver has a distribution of 60,000 households each week that includes all of Tioga County and those in the immediate surrounding areas, many of whom seek assistance from our Agency as well; and

WHEREAS: The County Purchasing and Payment Policy requires a gathering of 3 verbal quotes for any cumulative purchase from any one vendor of \$500-\$1,499, and 3 written quotes for any cumulative purchase from any one vendor of \$1500-\$4,999, but the Legislature by resolution can waive aforementioned quote requirements, and being that we advertise extensively with them each month of the year; therefore be it

RESOLVED: That the Veterans' Service Agency be allowed to make monthly purchases from the Owego Pennysaver for Year 2022 without the need for the required quotes as the Agency's primary advertising provider, in that they reach all of our targeted households in Tioga County and its immediate surrounding area, which none of their other competitors can accomplish.