**LEGAL/SAFETYCOMMITTEE MEETING MINUTES – November 12, 2019**

PRESENT: Legislators Balliet, Sauerbrey, Standinger, Weston, Mullen, Monell, and Hollenbeck, County Attorney Peter DeWind, Asst. Public Defender Tom Cline and Assigned Counsel Administrator Irene Graven

ABSENT: Legislators Sullivan and Roberts

Meeting convened at 10:05 a.m.

**Minutes** - On motion of Legislator Standinger, seconded by Legislator Hollenbeck and unanimously approved the minutes from the October 15, 2019 meeting were approved.

**Budget** – YTD tracking well.

**New Business:**

Status of ILS project –

* Resolution to accept the second year budget of $308,468. The proposed actual expenditures for the proposed budget total $308,405.77, which will fund software, one full time Data Officer (mandated by ILS), two part time Public Defenders, and enhance the current assigned counsel staff’s pay and hours (an additional $30,000 for the Assigned Counsel Administrator and an additional $6500 for the Assistant). ILS has determined that the rate of pay for the Assigned Counsel Administrator is not sufficient. Due to the increase in the amount of work performed, an increase in work hours and pay is necessary for the Assistant. Resolutions to increase these salaries and hours will be submitted in December.
* Resolution to create the Data Officer position, which is a provisional civil service position with a salary range of $29,047 -$29,747. ILS requires that this position be separate from the Public Defender’s and District Attorney’s offices, so separate office space is needed.
* Resolution to hire two part time Public Defenders. These positions are exempt professional positions with a salary range of $35,000-$35,885. Attorney Brad Helmetsie will fill one part time position at a salary of $35,000. These two part time positions will cover the CAP Court, which is scheduled to begin January 1, 2020.

Attorney DeWind stated that we are still waiting for approval of the year two budget from the State and all these positions and salary increases are contingent on receiving this approval.

Assigned Counsel Administrator Irene Graven stated that they have been going over the RFPS with IT for the case management software that the Data Officer will be using. It is unsure at this time, which software they will use.

Attorney DeWind also stated that Josh Shapiro from the OCA has been in contact with his office regarding setting up the State computers for the CAP Court and he put him in contact with our IT Department.

56 Main Street Offices – Proposal for moving offices at the County office building to better use space and accommodate new staff.

* The new Assigned Counsel office will move to the current CCE Master Gardner’s space. The Master Gardner’s space will be absorbed into current CCE space, with CCE given access to additional storage space. Attorney DeWind stated that a meeting took place with CCE and they were pretty receptive to this change. CCE offered a counter proposal to split the Master Gardner’s space in half, which the County did not accept. This move needs to take place before the end of the year.
* The Law office will move to the Real Property office space and the Solid Waste office space. Real Property will move to the Law office space and the Solid Waste office will move to the Safety Office space. Attorney DeWind stated that the build out for Solid Waste and Safety will be minimal. More build out will be needed for Law and Real Property, but the cost should be minimal. Meetings have taken place with those involved. This will take place over several months after the first of the year.

Resolution to opt out of Federal Opioid Negotiating Class - A negotiating class was created in Federal Court including all actual and potential plaintiffs who would have representatives discuss settlement with defendants who choose to participate. The settlement class will automatically include Tioga County unless we opt out by November 22. Tioga County is already involved in separate litigation in Suffolk County in which we anticipate working toward our own settlement under NYS law and Municipal Home Rule.

Legislator Mullen expressed his concern that any settlement not be based on population size, but on actual numbers and statistics specific to Tioga County.

Old Business – Attorney DeWind stated that he has been in receipt of proposed retainers from Napoli Shklonik regarding the E911 surcharge litigation and the generic drug litigation.

Meeting adjourned at 10:30 a.m.

Executive Session – Litigation and personnel matters. Entered executive session at 10:47 a.m.; out of executive session at 11:28 a.m.