



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Wednesday, March 8, 2023, at 5:30PM in Chambers
Live Stream Link - www.youtube.com/live/1vpk9fMivPQ

CALL TO ORDER: By Hon. Chris Petrus, Chair

MEMBERS: Legislators, Tricia Kerr, Aileen McNabb-Coleman, Heidi Nightengale, Lydia Patti Ruffini, Hans Pecher-Vice Chair, and Robert Shea

MINUTES TO APPROVE: February 8, 2023

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

John Camardo and Keith Batman (Board of Elections) –

We processed:

New registrations:	14
Address Changes:	127
Party Changes	34
Name Changes	23
Other Changes	334*
Incomplete requests	132**

* This activity is largely changes recorded to and through the national data base

**These are almost entirely referrals from the DMV

Petitioning for the June primary and November general election began on February 28 and the office has fielded a number of questions regarding the process. To date all is going well.

As reported last month, we will be purchasing new voting machines this year. To date, we have reviewed (or have scheduled review) of two voting systems. All software and hardware associated with elections must be reviewed and approved by the NYS Board of Elections. As a result, the process is not a bidding process but one involving selection from approved vendors based on value and local preference. This is a large cost item that is budgeted with a combination of grants funds, local money and ARPA funds as allocated by the Legislature. We are involving poll managers and other workers in the process to get input from the people who have direct responsibility at election sites.

Sheila Smith (Clerk of the Legislature) – No updates

Christopher Palermo (County Attorney) – No updates

Susan Dwyer (County Clerk) – No updates

Tom Bunn (Information Technology) –

IT Help Desk data – January 2023

- 373 new support tickets were created.
- 90% support tickets were resolved (340)
- Average resolution time (per ticket) – 1.1 hours

Completed Projects

Corrective Action Plan (IT Audit)

- Cybersecurity Training plan is being built; rollout targeted for mid-March.
 - Focus on IT Security Awareness/Data Protection
 - Annual training required for all employees.
- Data classification inventory has been completed.
 - Will provide valuable reports to determine risk based on data/application.
 - Will allow me to apply varied IT security approach based on report results.
- IT Security Policy
 - Working on updates
 - Plan to complete updates for review in April.

Active Projects

Safety/Security Upgrades

- Working in conjunction with Safety Committee to install & upgrade cameras for new, high resolution IP cameras in various areas at the County Office Building
- Installed new viewing station and 360-degree camera in the Lobby of the County Office Building

Cayuga GOLD

- Established Wellness subcommittee; working on a partnership with local fitness center to offer cost effective memberships for County employees.
- Rolling out digital signage throughout the County to promote some of the exciting things we are doing, informational resources to staff, and highlight our Cayuga GOLD recipients.

MUNIS Software/Hardware Upgrades

- MUNIS will be upgraded from v2019 to v2021.
- Will result in better system performance, and server hardware will be upgraded simultaneously.

County-Wide Network Infrastructure Project

- All hardware has arrived and has been configured and installed.
- Will coordinate to work over the next several weeks (nights/weekends) to completely redesign our network closets with new hardware.
- Cutover planned late March.
- Once project is complete will provide a reliable, scalable, and redundant network infrastructure to the County.

Microsoft Office 365 Project

- We have started email migration within the County; 23 departments have been completed.
- Office 365 email migration should be completed by February 2023
- Phase II includes Microsoft Teams and OneDrive rollout will be begin once email migration is completed (early 2023)

Kevin Swab (Veterans) –

- Significant Activities
 - Assisted with over 71 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
 - Coordinated and transported Veterans to 40 appointments at the Syracuse VAMC.
 - Hired new Veteran Service Officer focused on outreach.
- Ongoing Activities
 - Participating in ETS Sponsorship Program, ETSsponsorship.com
 - Working with County Clerk to update “Return the Favor” data
 - Working administration and plan for NYS Joseph P. Dwyer Peer to Peer Program funding
 - Veteran Appreciation Fishing in Fair Haven 16-17 Jun 23
 - Supporting health club memberships and other wellness activities for Veterans
- Areas of Interest
 - Working on Cold War Veteran Property Tax Exemption
 - Planning outreach for Memorial Day and other events in 2023
 - “Wall That Heals” coming to Auburn 13-17 Sep 23

RESOLUTIONS:

COUNTY CLERK:

3-23-GO-1 (Added 3-7-23) Authorization to fill one (1) Full Time Records Retention Specialist due to retirement

ADJOURNMENT: Wednesday, April 12, 2023

If you have a disability and need accommodations, please call the Clerk of the Legislature’s Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

RESOLUTION NO. _____ 3/28/23

CC Records Retention Specialist rev

Authorization to fill one (1) full time Records Retention Specialist due to a retirement.

BY: Mr. Christopher Petrus, Chairman of the Government Operations Committee
Mr. Hans-Peter Pecher, Chairman of the Ways & Means Committee

WHEREAS, a Full Time Records Retention Specialist in the Records Retention Center (Position Control No. 3698) retired effective December 31, 2022; and

WHEREAS, this position plays a vital role in the DREAMS Project which is a county-wide digital records solution, which includes assisting every department in the county so they learn how to navigate, retrieve, share and preserve their records, as well as the duties of document retrieval and processing the county's annual purge of records; and

WHEREAS, this position has been funded in the 2023 budget in line (A14601-51001); now therefore be it

RESOLVED, that Cayuga County Clerk be authorized to fill the FT Records Retention Specialist Position, Control No. 9259, CSEA Grade 9; Salary Probation \$39,192; Step 4 \$42,825; and be it further

RESOLVED, that the Office of the Cayuga County Director of Finance hereby be authorized and directed to make the relevant journal and accounting entries required to implement the intent of this resolution ; and be it further

RESOLVED, that this appointment be made in accordance with the Cayuga County Civil Service Rules and Regulations and the policies of the County of Cayuga and that the Authorization to Fill is valid through December 31, 2023, per resolution No. 307-20.