



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Wednesday March 9, 2022 to follow Judicial
Live Stream Link - <https://youtu.be/jVdr8FVtX4o>

CALL TO ORDER: By Hon. Chris Petrus, Chair

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

MINUTES TO APPROVE: February 9, 2022

APPOINTMENTS:

Records Advisory Committee:

Phil Bauso, 158 Garrow St., Ext., Auburn, NY - -Term 1-1-22 to 12-31-2023 – new appt.

Veteran's Advisory Board:

Terry Baxter, 5547 Skinner Hill Rd., Moravia, NY 13118 – term – 7-1-21 to 6-30-24

Tom Crawford, 202 N. Marvine Ave., Auburn, NY 13021 - term – 7-1-21 to 6-30-24

Todd Fisher, 4179 State Rte. 90, Union Springs, NY 13160 - term – 6-30-20 to 7-30-23

Laurie Fischer, 4179 State Rte. 90, Union Springs, NY 13160 – term - 6-30-21 to 7-30-23

David Gould, 2741 Sand Beach Rd., Auburn, NY 13021 – term – 7-1-22 to 6-30-25

Karen Macier, 2 State St., Suite 2, Auburn, NY 13021 – term – 7-1-20 to 6-30-23

Tom Minicucci, 143 Burtis Point Rd., Auburn, NY 13021 – term – 7-1-20 to 6-30-23

Jim Orman, 1719 Honoco Rd., Aurora, NY 13026 – term – 7-1-22 to 6-30-25

Mike Quill, 86 Lansing St., Auburn, NY 13021 – term – 7-1-20 to 6-30-23

Charlie Ripley, 1418 Salt Rd., Moravia, ny 13118 – term – 7-1-19 to 6-30-22

Kevin Swab, 7230 Owasco Rd., Auburn, NY 13021 – term – 1-3-22 to 1-2-25

Nick Valenti, 1 Grove Ave, Auburn, NY 13021 – term – 7-1-21 to 6-30-24

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) no updates

Sheila Smith (Clerk of the Legislature)

- I am beginning work on updating Cayuga County Policies and will be bringing them through the resolution process to be approved.

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk)

- The NYS Archives Shared Services Grant is due March 18. Michael McNeill has been working on gathering data and writing narrative since December. He is the principal writer with the other three members of the DREAMS Team Project reviewing, editing, and proofreading the information. We are hopeful that we will be awarded the grant so we can assist the Town of Owasco with their document situation and tackle a portion of the County Clerks records as well.
- The County Historian's Office submitted an article in The Citizen featuring a newly re-identified photograph of a small house on Court Street in Auburn (which would have sat in the lot next door to where the County Historian's Office is now), that was owned by Luke Freeman., son of the Freeman family who accompanied John Hardenburgh when he founded the City of Auburn. They researched Luke Freeman and found that he was a very well- known business person in his community.
- In the DMV we have been assisting the First Student Bus Company with School Bus renewals, DOT Inspections, and organizing their passenger numbers and school license plates.
- All of my 4 departments completed their USER SPACE NEEDS SURVEY.

Tom Bunn (Information Technology)

Staffing Update

- We have tentatively filled the Senior Computer Systems Technician position; tentative April 4th start date
- Bringing forth two resolutions to create two new County positions:
 - Senior Systems Administrator
 - Senior Network Administrator

IT Help Desk data – February 2022

- 411 new support tickets were created
- 97% support tickets were resolved (403)
- Average resolution time (per ticket) – 2.2 hours

Active Projects

Upgrade Chambers audio/video solution

Phase I of project complete – Support and training of new system has been delivered

Phase II will improve audio experience for those attending in-person

Multi-Factor Authentication (MFA) solution

- Solution set for March 4th implementation
- Communication will occur week of February 28th

Streamline IT functions and processes

- Papercut print management solution complete

Future Projects

Project plan underway to redesign/enhance Network and Server infrastructure

- Very large project in scope, met with two vendors to discuss project scope
- Updates will be forthcoming

Project plan underway to implement Office/Microsoft365

- Early stages of project; meeting with various vendors
 - Training will be critical
- Will provide several benefits
 - Anywhere access
 - Secure cloud storage
 - Business Continuity
 - Centralized Collaboration
- Updates will be forthcoming

Kevin Swab (Veterans)

In February 2022 the VSA assisted/fielded/supported:

- 26 general VA claim questions,
- 5 disability claims started
- 12 pending claims being monitored
- 7 pension/dependency and indemnity compensation (DIC)/aid and attendance (A&A) claims worked
- 15 requests for military records dispositions
- 7 healthcare inquiries
- 9 Veteran burial claim requests
- 42 miscellaneous Veteran related inquiries
- transported Veterans for 54 appointments at Syracuse VA

RESOLUTIONS

COUNTY ATTORNEY:

3-22-GO-1 Authorizing the County Attorney to fill an open Assistant County Attorney Position

3-22-GO-2 Re-Appointed the Cayuga County Attorney for a two Year Term

INFORMATION TECHNOLOGY:

3-22-GO-3 Authorizing to create and fill a Senior Network Administrator position in the Cayuga County Information Technology Department.

3-22-GO-4 Authorizing to create and fill a Senior Systems Administrator position in the Cayuga County Information Technology Department.

CAYUGA COMMUNITY COLLEGE:

3-22-GO-5 Approval of Revised SUNY Capital Request/Plan Resolution

ADJOURNMENT: Wednesday, April 13, 2022 to follow Judicial

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. _____ 3-22-22

COA Appt Asst Co Atty

AUTHORIZING THE COUNTY ATTORNEY TO FILL AN OPEN ASSISTANT COUNTY ATTORNEY POSITION

BY: Hon. Christopher Petrus, Chair, Government Operations
Hon. Hans Pecher, Chair, Ways & Means

WHEREAS, recent events and staffing shortages have created a backlog in the County Attorney's Office; and

WHEREAS, it is anticipated that significant projects slated for 2022 and beyond will require additional resources in the County Attorney's Office. In particular, redistricting the Cayuga County Legislature and bringing in house municipal real property tax enforcement; now, therefore be it

RESOLVED, that the County Attorney is hereby authorized to fill a vacant (Pos. Control No. 006919-SYS) Assistant County Attorney position, which has been classified as a Grade 1 in the Legal Group of the Non-bargaining Compensation Plan, and be it further

RESOLVED, that the Treasurer is authorized and directed to transfer \$56,500.00 from the Contingency Account (A10164) to the County Attorney's Full Time Salary Accounts as follows:

A14201 51001 Salary \$52,500

A14201 58001 FICA \$4,000

; and be it further

RESOLVED, that the foregoing shall be in accomplish in accordance with Civil Service rules and regulations.

Diann Ferris

From: noreply@cayugacounty.us
Sent: Thursday, March 3, 2022 2:04 PM
To: Colleen Lombardi; Diann Ferris
Subject: Online Form Submittal: Authorization to Create/Fill

Warning! This message was sent from outside your organization and we are unable to verify the sender.

[Block sender](#)

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	3/3/2022
Authorization To:	Fill Only
** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department	
** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	County Attorney
Job Title Being Requested (Exact Civil Service Title)	Assistant County Attorney
Position Control Number	006919-SYS
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A14201 51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes

Comp Plan Requested IS IN	Part IV
Part IV Grade	N/A
Minimum Salary (Part IV)	\$67,748.00
Base/Current Salary (Part IV)	\$77,911.00
Starting Salary for Position Requested	\$70,00.00±
Justification for Salary Requested	Likely candidate has 30+ years with the county and 10+ years as county attorney.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	Increased workload.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Increase in salary line.
Department Head	Christopher Palermo
Date	3/3/2022
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
(Section Break)	

Email not displaying correctly? [View it in your browser.](#)

Approved 3/4/2022
Diana Ferris
 Diana Ferris
 Human Resources Administrator

RESOLUTION NO. _____ 3-22-22

COA Re-Appt. Co. Attorney

RE-APPOINTING THE CAYUGA COUNTY ATTORNEY FOR A TWO-YEAR TERM

BY: Cayuga County Legislature

WHEREAS, the Cayuga County Legislature wishes to reappoint Christopher Palermo to the position of County Attorney for the term 1-1-2022 to 12-31-2023; now, therefore be it

RESOLVED, that Christopher Palermo is hereby appointed Cayuga County Attorney for the years January 1, 2022 - December 31, 2023; and be it further

RESOLVED, that this resolution shall take effect immediately.

RESOLUTION NO. _____ 3/22/22 IT Create-Fill Senior Network Administrator v2

Authorizing to create and fill a Senior Network Administrator position in the Cayuga County Information Technology Department.

BY: Christopher Petrus, Chair of the Government Operations Committee
Hans Pecher, Chair of the Ways & Means Committee

WHEREAS, there is a need for a Senior Network Administrator in the Information Technology Department to provide top-tier support for the County Network and IT infrastructure; and

WHEREAS, this position is being created to begin the transition away from contracted IT support services and allow the County to retain local IT talent within the department; and

WHEREAS, funds are currently available in the 2022 budget in the Professional Services account A16104 54059 and can be transferred to cover the costs for this position; NOW THEREFORE BE IT

RESOLVED, that the Cayuga County Legislature creates a Senior Network Administrator (35 hrs) (Grade 36 of the CSEA Bargaining Unit) in the Department of Information Technology with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Chief Information Officer be authorized to fill the Senior Network Administrator position (35 hrs), in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga, and this authorization is valid through September 30, 2022 in accordance with policy resolution 307-20, and be it further

RESOLVED, that the Director of Finance makes the following budget transfer:

	<u>Increase</u>	<u>Decrease</u>
A16101 51001 Salaries FT	\$41,000	
A16101 58001 Social Security	\$3,136	
A16101 58002 Retirement	\$3,591	
A16101 58003 Health Insurance	\$4,289	
A16101 58004 Dental Insurance	\$203	
A16104 54059 Professional Services		\$52,219

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 2/28/2022

Authorization To: Create and Fill **

** New Position Duties Statement (NPDS) - Short Form
REQUIRED IF the title exists within the department

** New Position Duties Statement (NPDS) - Long Form
REQUIRED IF the title does NOT exist within the department

Do you anticipate this request to result in fill-behinds? No

Cayuga County Department Information Technology

Job Title Being Requested (Exact Civil Service Title) Senior Network Administrator

Position Status Permanent

Position Designation Full-Time

Budget Account Number A16101 51001

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN CSEA

CSEA Grade 36

Probationary Salary Amount 70402

Step 4 Amount (CSEA) 78740

Starting Salary for Position Requested 70402

Justification for Salary Requested

This position will act as the IT primary point of contact for the County's Network and IT infrastructure. This position will be the technical lead on top-level IT network infrastructure projects. This includes but is not limited to, network configuration redesign, topology redesign, core/router, and switch upgrades, network monitoring, and other mission-critical maintenance and upgrades. They will also be the primary contact for any after-hours network infrastructure support issues.

Does position include fringe benefits?

Yes

What is the justification for filling this position AND why is it important for your department?

The Information Technology department is moving forward with our plan to phase out Entre Computer Services and move positions back to Cayuga County. We are extremely confident of finding local IT talent that will excel at this position now and well into the future.

How is this position funded?

Budget

Is this a reimbursed position?

No

What will the fiscal impact of filling this position in your budget this year and in future fiscal years?

There will be no fiscal impact of filling this position. We will simply transfer funding from our Professional Services account into our Salary account.

Department Head

Thomas Bunn

Date

2/28/2022

Attestation

I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

RESOLUTION NO. _____ 3/22/22 IT create-fill Senior Systems Administrator v2

Authorizing to create and fill a Senior Systems Administrator position in the Cayuga County Information Technology Department.

BY: Christopher Petrus, Chair of the Government Operations Committee
Hans Pecher, Chair of the Ways & Means Committee

WHEREAS, there is a need for a Senior Systems Administrator in the Information Technology Department to provide top-tier support for the County Server and IT infrastructure; and

WHEREAS, this position is being created to begin the transition away from contracted IT support services and allow the County to retain local IT talent within the department; and

WHEREAS, funds are currently available in the 2022 budget in the Professional Services account A16104 54059 and can be transferred to cover the costs for this position; now therefore be it

RESOLVED, that the Cayuga County Legislature creates a Senior Systems Administrator (35 hrs) (Grade 36 of the CSEA Bargaining Unit) in the Department of Information Technology with the jurisdictional class allocation being Competitive; and be it further

RESOLVED, that the Chief Information Officer be authorized to fill the Senior Systems Administrator position (35 hrs), in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga, and this authorization is valid through September 30, 2022 in accordance with policy resolution 307-20, and be it further

RESOLVED, that the Director of Finance makes the following budget transfer:

	<u>Increase</u>	<u>Decrease</u>
A16101 51001 Salaries FT	\$41,000	
A16101 58001 Social Security	\$3,136	
A16101 58002 Retirement	\$3,591	
A16101 58003 Health Insurance	\$4,289	
A16101 58004 Dental Insurance	\$203	
A16104 54059 Professional Services		\$52,219

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	2/28/2022
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Authorization To:	Create and Fill **
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** New Position Duties Statement (NPDS) - Short Form
REQUIRED IF the title exists within the department

** New Position Duties Statement (NPDS) - Long Form
REQUIRED IF the title does NOT exist within the department

Do you anticipate this request to result in fill-behinds?	No
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Cayuga County Department	Information Technology
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Job Title Being Requested (Exact Civil Service Title)	Senior System Administrator
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Position Status	Permanent
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Position Designation	Full-Time
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Budget Account Number	A16101 51001
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Is a position being abolished to create the new position?	No
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Is the salary of requested position in the current comp plan?	Yes
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Comp Plan Requested IS IN	CSEA
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CSEA Grade	36
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Probationary Salary Amount	70,402
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Step 4 Amount (CSEA)	78740
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Starting Salary for Position Requested	70,402
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Justification for Salary Requested	This position will act as the IT primary point of contact for the County's Server and IT infrastructure. This position will be the technical lead on top-level IT server infrastructure projects. This includes but is not limited to, Active Directory, VMware, Storage Area Network, Windows Server, Linux, and other mission-critical maintenance and upgrades. They will also be the primary contact for any after-hours server infrastructure support issues.
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	The Information Technology department is moving forward with our plan to phase out Entre Computer Services and move positions back to Cayuga County. We are extremely confident of finding local IT talent that will excel at this position now and well into the future.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	There will be no fiscal impact of filling this position. We will simply transfer funding from our Professional Services account into our Salary account.
Department Head	Thomas Bunn
Date	2/28/2022
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority
(Section Break)	

RESOLUTION NO. _____ 3-22-22

CCC Capital Plan 2022-2023

Approval of Revised SUNY Capital Request/Plan Resolution

By: Hon. Christopher Petrus, Chair Government Operations
Hon. Hans Pecher, Chair Ways & Means

WHEREAS Cayuga Community College submitted an annual listing of Capital Projects to SUNY for consideration in their annual budget appropriation to the Legislature in November of 2021; and

WHEREAS the SUNY Facilities Group has provided guidance in the creation of the Community College Capital Request/Plan so that Cayuga Community College could capture the maximum dollar-for-dollar match based on a local contribution; and

WHEREAS, the following projects had been identified by the College Executive Leadership as priority initiatives for infrastructure improvements on the Auburn campus including HVAC and childcare phase three enhancements:

- \$450,00 to replace existing HVAC units on the Auburn campus be supported by the transfer of \$255,00 from the Cayuga Community College Foundation; and
- \$650,000 for a phase three project to support enhancements at the College Childcare Program located at 81 Wall Street and 83-87 Wall Street, Auburn, NY to be supported by the transfer of \$325,000 by the Cayuga Community College Faculty Student Association; and

WHEREAS, since the approval made in County Resolution 341-21, SUNY has made CCC aware that Higher Education Emergency Relief (HERF) funds could be used as a local match for capital projects that qualify. The HVAC project qualifies; and

WHEREAS, the Board of Trustees of the Cayuga Community College has revised its capital projects plan by 1.) amending the HVAC Auburn Campus project to reflect the use of HERF funds for the local share of \$225,000, eliminating the Cayuga Community College Foundation as the provider of the local share, and 2.) adding a project to the Capital Plan to include a \$500,000 HVAC upgrade at Spartan Hall with the local share of \$250,0000 coming from HERF funds; now, therefore, be it

RESOLVED that the Cayuga County Legislature acknowledges and approves the above-listed amendments to the 2022-2023 Capital Request/Plan submission to SUNY by Cayuga Community College.