



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Wednesday, May 10, 2023, at 5:30PM in Chambers
Live Stream Link - <https://www.youtube.com/watch?v=U0FfVMr-AdE>

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: April 12, 2023

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

John Camardo and Keith Batman (Board of Elections) –

May 2023

We processed:

New registrations:	19
Address Changes:	118
Party Changes	15
Name Changes	24
Other Changes	2685*
Duplicate	94
Incomplete requests	222**

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

**These are almost entirely referrals from the DMV

Review of petitions were completed in May. There are no Democratic primaries in the County. Republican primaries for the 2023 election cycle:

Conquest	Clerk/Collector
Mentz	Town Supervisor
Montezuma	Clerk
Niles	Member of Town Council Town Supervisor
Throop	Highway Superintendent Members of Republican Committee
Victory	Members of Republican Committee County Legislative District #1

Primary Voting Sites: Niles Town Hall and Conquest Town Hall

Petitioning for independent lines has begun and may be filed with the BOE May 23 – 30.

Voting Machines

We had hoped to have a preliminary recommendation on voting machines this month but the delay in the State budget and as well as the fact that the State BOE is still processing review and approval of machines has delayed our timeline.

There is some good news on this front, however. Part of the cost of the machines was planned to be borne with State grants. The grants we plan to use have been extended. We will take these into account when we bring our local cost needs to the Committee and Legislature

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 – April 2023

- 366 new support tickets were created.
- 91% support tickets were resolved (333)
- Average resolution time (per ticket) – 1.1 hours

Completed Projects

Corrective Action Plan (IT Audit)

- Cybersecurity Training plan is being built; rollout happening now.
 - 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 Policies (Data Encryption Policy)
 - Resolution to adopt the new policy is up for approval tonight.

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
- All outdated cameras will be replaced on a 1:1 basis over the next few weeks.

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.
- Once project is complete will provide a reliable, scalable, and redundant network infrastructure to the County.

Microsoft Office 365 Project

- Phase II includes Microsoft Teams and OneDrive rollout has begun
- Various training opportunities are being worked on and will be available soon.

New Conference Room Technology

- IT staff members Kimberly Dygert and Joe Taylor have done an outstanding job of training our staff on the exciting new technology in our conference spaces over the last few weeks.
- The agenda includes basics on the usage of the room, but also the advantages of using interactive technologies while conducting meetings.
- Feedback from participants has been outstanding.

County Website Rebrand/Department Redesign

- Working with our vendor (CivicPlus) to schedule individual departmental meetings to go through updating each department from an organizational, content, and branding perspective.
- Also working on a plan to rebrand the look and feel of the website; this is a longer process but is in the planning phases.

Kevin Swab (Veterans) –

- Ongoing Activities
 - Assisted with over 105 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
 - Coordinated and transported Veterans to 45 appointments at the Syracuse VAMC
- Significant Activities
 - Cold War Veteran Property Tax Exemption local law enacted.
 - Participating in ETS Sponsorship Program, ETSsponsorship.com
 - NYS Joseph P. Dwyer Peer to Peer Program
 - Veteran Appreciation Fishing in Fair Haven 16-17 Jun 23
 - Supporting wellness activities for Veterans
 - “Wall That Heals” coming to Auburn 13-17 Sep 23
- Areas of Interest
 - Planning outreach for Memorial Day and other events in 2023
 - Fresh Connect Farmer’s Market Coupons for Veterans coming in May

RESOLUTIONS:

CLERK OF LEGISLATURE:

5-23-GO-1 Adopting the Cayuga County policy for Public Information Officer

5-23-GO-2 Amending the Cayuga County Policy for the Resolution Process

INFORMATION TECHNOLOGY:

5-23-GO-3 Adopting the Cayuga County's Device Encryption Policy

COUNTY CLERK:

5-23-GO-4 Authorization to fill one (1) Full-Time Senior Clerk due to staff retirement.

ADJOURNMENT: Wednesday, June 14, 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. _____ **4/25/23** **COL LEG PIO Policy rev2**

ADOPTING THE CAYUGA COUNTY POLICY FOR PUBLIC INFORMATION OFFICER

BY: Chris Petrus, Chair, Government Operations Committee

WHEREAS, Cayuga County presently does not have a designated Public Information Officer (also referred to as the “PIO”); and

WHEREAS, the Cayuga County Legislature recognizes the importance of having a PIO designated to be the liaison between the public and the County; and

WHEREAS, the Cayuga County Legislature supports the goal of the PIO being to ensure that relationships are maintained in the process of effectively disseminating information to the public relative to County business or situations; and

WHEREAS, the Cayuga County Legislature identifies and supports the responsibilities of the PIO outlined in the policy, excluding elected officials and the Clerk of the Legislature Office; now, therefore, be it

RESOLVED, that the Cayuga County Legislature does hereby find that it is in the County’s best interest to adopt the policy for Public Information Officer; and be it further

RESOLVED, that in support of the policy, the Cayuga County Legislature designates the Cayuga County Public Information Officer to be the Chairperson of the Legislature, Vice Chairperson of the Legislature, or a Designee; and be it further

RESOLVED, that this Resolution shall take effect immediately.

DEPARTMENT: **Legislature**

POLICY TITLE: **Public Information Officer**

EFFECTIVE DATE: **May 23, 2023**

RESOLUTION NO: _____

SUPERSEDES POLICY OF: **None**

Introduction:

Cayuga County designates the Chairperson of the Legislature as Public Information Officer (also referred to as the “PIO”).

The Chairperson may designate, in writing, another employee of the County to serve as Public Information Officers (PIO's) in the Chairperson’s place.

The PIO promotes cooperation between the news media and the County of Cayuga to ensure the flow of accurate information to the news media in a timely fashion regarding specific County functions, and incidents that are of interest to the public. The PIO is also the liaison between the public and the County.

Policy:

The goal of the County is to ensure that relationships are maintained in the process of effectively disseminating information to the public relative to County business and situations. Therefore, the PIO shall handle the following responsibilities for the County (*excludes Elected Officials and the Clerk of the Legislature Office*):

- The PIO will act as the main source for media contacts. The PIO shall be responsible for the dissemination of information to the community and news media in accordance with all applicable laws.
- Specific responsibilities of the PIO shall include, but not be limited to the following: (a) Preparing and distributing County news releases. (b) Responding to requests for information by the news media. (c) Arranging press conferences. (d) Consulting with and assisting other departments regarding media and public requests for information, reports and statistical data, etc.
- Collaboratively work with relevant staff and be the presence of the County to communicate critical information to the public (e.g. crisis management, emergency situations and/or general communications of County business)
- Adhere to the guidelines set forth in the Cayuga County Emergency Management Plan (CEMP), the Cayuga County Continuity of Operations Plan (COOP), the Cayuga County Pandemic Operations Plan, and the User Handbook

RESOLUTION NO. _____ 5/23/23 COL Amend Resolution Procedure Policy

Amending Cayuga County Policy for the Resolution Process

BY: Hon. Christopher Petrus, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the Clerk of the Legislature and a work group have reviewed this policy and have confirmed that it needs to be updated; now, therefore be it

RESOLVED, that the Cayuga County Legislature does hereby adopt the amended Policy for the Resolution Process and be it further

RESOLVED, that the amended policy be posted to the County Website; and be it further

RESOLVED, that this resolution will take effect immediately upon adoption.

Cayuga County Policy for the Resolution Process

Effective Date: 5/23/2023 Resolution No. _____

Supersedes Policy of: 9-22-20, Resolution No. 307-20, 4-25-17 Resolution No. 2-24-15 Resolution No. 52-15, 7-22-14 Resolution No. 244-14 and 5-25-10 Resolution No. 255-10

Policy Title: Resolution Process

Objective: To standardize the process to have a resolution placed on all Committee and Legislative Agendas.

Policy:

1. The department prepares a resolution and emails it **14** days prior to the oversight committee meeting to resolutions@cayugacounty.us . A format sample is provided in the content of this policy.
2. All resolutions sent to resolutions@cayugacounty.us will be reviewed by the following individuals: Chairperson of the Cayuga County Legislature, County Attorney Office, Clerk of the Legislature's Office, Civil Service/Human Resource Office, Finance Office, Purchasing Department, Operation's Officer and Budget Director.
3. The resolution shall be kept to one page in Microsoft Word format, Font size 10 to 12-using font Times New Roman and include, but not be limited to, the following:
 - Amount and account number for any expenditure of money. Must include the available balance in the Reserve Fund if an appropriation from a Reserve Fund is proposed.
 - Any resolution to create or fill a position must have an Authorization to Fill Form (ATF) accompany the resolution (available on the county Website) <https://www.cayugacounty.us/1512/Forms>).
 - The ATF will need to be completed in a timely manner and the Clerk of the Legislature Office must receive the approval or disapproval no later than 7 days before committee meeting.
 - It is up Human Resources Director to notify the Department Head if they approve or disapprove the resolution and forward the approved form to the Clerk of the Legislature Office.
 - Resolutions will not be placed on the agenda without an approved ATF.
4. The resolution shall be approved, by the County Attorney's Office, no later than 7 days prior to the Committee Meeting/Legislature Meeting and be added to the "approved by County Attorney Folder" under the correct committee.
5. The Clerk of the Legislature Office will be responsible for placing Resolutions onto Committee Meeting/Legislature Meeting Agendas.

6. The Department Head must seek permission from their Committee Chairperson to bring a **late resolution** to Committee for consideration. There are **no exceptions**.
 - If approval is provided by the Committee Chairperson, the resolution will need to be sent to resolutions@cayugacounty.us with notification of **“Committee Chair approval.”**
 - The County Attorney will review resolution and if approved, will notify the Clerk of the Legislature Office.
7. Any resolutions that are amended or revised at committee must be corrected by the County Attorney’s Office and resent to resolutions@cayugacounty.us; the following day
8. If a sample of a resolution is needed, please contact the Clerk of the Legislature Office.

Note: this Policy shall be reviewed periodically by the County Chairperson, Government Operations Committee and the Clerk of the Legislature.

RESOLUTION FORMATTING SAMPLE

RESOLUTION NO. _____ **(Date of Legislature Meeting) Dept. Abbreviation (see list attached) – Short abbrev. of title**

Title of resolution (BOLD and sentence case)

By: (Chair of Committee name), Chair, (Committee)
(Chair of Committee name), Chair, Ways & Means

Body – Sentence case (Not bold)

EXAMPLE:

RESOLUTION NO. _____ **1/24/23 HD ELC Grant Funding**

Authorizing the Cayuga County Legislature and the Public Health Director to accept additional funding for the ELC School based grant

BY: Hon. Elane Daly, Chair of the Health & Human Service Committee
Hon. Hans Pecher, Chair of the Ways & Means Committee

APPROVED DEPARTMENT ABBREVIATIONS FOR RESOLUTION TITLES

(Do not use dashes (-) or underscores (_) in your titles)

Res. Title Prefix	Department
AP	Accounts Payable
AC	Assigned Council
BOE	Board of Election
BLD	Buildings & Grounds
EMO	CEMO & Fire Coordinator
LEG	Chairman/Legislators
COL	Clerk of the Legislature
COR	Coroner
ADM	County Administrator
COA	County Attorney
AUD	County Auditor
CC	County Clerk
DMV	Dept. of Motor Vehicles
DA	District Attorney
ET	Employment & Training
HWY	Highway Dept. & Motor Pool
HIS	Historian
HR	Human Resources & Civil Services Commission
HD	Health Dept.
HS	Human Services
IT	Information Technology
MH	Mental Health
OFA	Office of the Aging
OO	Operations Officer
PKS	Parks & Trails
PB	Planning Board
PRO	Probation Department
PUR	Purchasing
REC	Records Retention
RPS	Real Property Services
SHR	Sheriff
911	911/PSAP
TRE	Treasurer
VET	Veterans
WTS	Weights & Measures
YB	Youth Bureau

RESOLUTION NO. _____ **5-23-23** **COL IT adopting Device Encryption Policy rev**

Adopting the Cayuga County's Device Encryption Policy

By: Christopher Petrus Chair, Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and,

WHEREAS, the County wishes to adopt the Device Encryption Policy; now therefore be it

RESOLVED, The Cayuga County Legislature does hereby adopt The Device Encryption Policy and be it further

RESOLVED, that the policy be posted to the County Website, and e-mailed to all Department Heads by the Clerk of the Legislature's Office; and it is further

RESOLVED, that each Department will review their policies annually and all changes/revisions will be brought by Resolution through the Government Operation Committee to the Legislature for its consideration; and it is further

RESOLVED, that this resolution will take effect immediately upon its adoption.



Title Device Encryption

Resolution No.

Date Adopted: May 23, 2023

Modified Date:

Purpose: The purpose of this policy is to provide guidance on the use of encryption technologies to protect Cayuga County data, information resources, and other Confidential Information or Personal Identifiable Information (PII) while stored at rest or transmitted between parties. This policy also provides direction to ensure that regulations are followed.

Scope: This policy applies to all Cayuga County staff that create, deploy, transmit, or support application and system software containing Confidential Information or PII. It addresses encryption policy and controls for Confidential Information or PII that is at rest (including portable devices and removable media), data in motion (transmission security), and encryption key standards and management.

Policy:

ACCESS

The Chief Information Officer (CIO) shall ensure:

- Policies, procedures, scenarios, and processes must identify Confidential Information or PII that must be encrypted to protect against persons or programs that have not been granted access.
- Cayuga County implements appropriate mechanisms to encrypt and decrypt Confidential Information or PII whenever deemed appropriate. Internal procedures shall specify how Cayuga County transmits sensitive information as well as how often the information is transmitted.
- When encryption is needed based on data classification to protect Confidential Information or PII during transmission. Procedures shall specify the methods of encryption used to protect the transmission of Confidential Information or PII.
- Logical user access is managed separately and independently of native operating system authentication and access control mechanisms (for example, by not using local user account databases or general network login credentials) when disk encryption is used rather than file or column level database encryption.

ENCRYPTION KEY LENGTH

Cayuga County uses software encryption technology to protect Confidential Information or PII. To provide the highest-level security while balancing throughput and response times, encryption key lengths should use current industry standard encryption algorithms for Confidential Information or PII.

AT-REST ENCRYPTION

- Hard drives that are not fully encrypted (e.g., disks that one or more un-encrypted partitions, virtual disks) but connect to encrypted USB devices, may be vulnerable to security breach from the encrypted region to the unencrypted region. Full disk encryption avoids this problem and shall be the method of choice for user devices containing Confidential Information or PII.
- Confidential Information or PII at rest on computer systems owned by and located within Cayuga County controlled spaces, devices, and networks should be protected by one or more of the following mechanisms:
 - Disk/File System Encryption (e.g., Microsoft EFS technology)
 - Use of Virtual Private Networks (VPN's) and Firewalls with strict access controls that authenticate the identity of those individuals accessing the Confidential Information or PII
 - Sanitizing, redacting, and/or de-identifying the data requiring protection during storage to prevent unauthorized risk and exposure (e.g., masking or blurring PII)
 - Supplemental compensating or complimentary security controls including complex passwords, and physical isolation/access to the data, and two-factor authentication.
 - Strong cryptography on authentication credentials (i.e., passwords/phrases) shall be made unreadable during transmission and storage on all information systems.
 - Password protection to be used in combination with all controls including encryption.
 - File systems and disks in servers and Storage Area Network (SAN) environments are encrypted using industry standard encryption technology.
 - Computer hard drives and other storage media that have been encrypted shall be sanitized to prevent unauthorized exposure upon return for redistribution or disposal.

PORTABLE DEVICE ENCRYPTION

- Portable devices (e.g. smart-phones, flash cards, SD cards, USB file storage) represent a specific category of devices that contain data-at-rest. Many incidents involving unauthorized exposure of Confidential Information or PII are the result of

stolen or lost portable computing devices. **The most reliable way to prevent exposure is to avoid storing Confidential Information or PII on these devices.**

- As a general practice, Confidential Information or PII shall not be copied to or stored on a portable computing device or Cayuga County-owned computing device. However, in situations requiring Confidential Information or PII to be stored on such devices, encryption reduces the risk of unauthorized disclosure if the device becomes lost or stolen. The following procedures shall be implemented when using portable storage:
 - Hard drives (laptops, tablets, and smartphones) shall be encrypted using products and/or methods approved by the Cayuga County CIO. Such devices shall have full disk encryption with pre-boot authentication.
 - Devices shall not be used for the long-term storage of any Confidential Information or PII.
 - All devices shall have proper and appropriate protection mechanisms installed including approved anti-malware/virus software, personal firewalls with unneeded services and ports turned off, and properly configured applications.
 - Removable media including CD's, DVD's, USB flash drives, etc. shall not be used to store Confidential Information or PII.

IN-TRANSIT ENCRYPTION

In-transit encryption refers to transmission of data between endpoints. The intent of these policies is to ensure that Confidential Information or PII transmitted between companies, across physical networks, or wirelessly is secured and encrypted in a fashion that protects student Confidential Information or PII from a breach.

The CIO shall ensure:

- Formal transfer protocols, procedures, and controls are implemented to protect the transfer of information using all types of communication and transmission facilities.
- Users follow Cayuga County acceptable use policies when transmitting data and take particular care when transmitting or re-transmitting Confidential Information or PII received from non-Cayuga County staff.
- Strong cryptography and security protocols (e.g. TLS, IPSEC, SSH, etc.) are used to safeguard Confidential Information or PII during transmission over open public networks. Such controls include:
 - Only accepting trusted keys and certificates, protocols in use only support secure versions or configurations, and encryption strength is appropriate for the encryption methodology in use.
 - Public networks include but are not limited to the Internet, Wireless technologies, including 802.11, Bluetooth, and cellular technologies.

- Confidential Information or PII transmitted in e-mail messages are encrypted. Any Confidential Information or PII transmitted through a public network (e.g., Internet) to and from vendors, customers, or entities doing business with Cayuga County must be encrypted or transmitted through an encrypted tunnel (VPN) or point-to-point tunneling protocols (PPTP) that include current transport layer security (TLS) implementations.
- Wireless (Wi-Fi) transmissions used to access Cayuga County computing devices or internal networks must be encrypted using current wireless security standard protocols.
- Encryption or an encrypted/secured channel is required when users access Cayuga County Confidential Information or PII remotely from a shared network, including connections from a Bluetooth device to a Cayuga County cell phone.
- Secure encrypted transfer of documents and Confidential Information or PII over the internet uses current secure file transfer programs such as “SFTP” (FTP over SSH) and secure copy command (SCP).
- All non-console administrative access such as browser, or web-based management tools, are encrypted using SSL based browser technologies using the most current security algorithm as well as multi-factor authentication.

ENCRYPTION KEY MANAGEMENT

Effective enterprise public and private key management is a crucial element in ensuring encryption system security. Key management procedures must ensure that authorized users can access, and decrypt all encrypted Confidential Information or PII using controls that meet operational needs. Cayuga County key management systems are characterized by following security precautions and attributes:

- Cayuga County uses procedural controls to enforce the concepts of least privilege and separation of duties for staff. These controls apply to persons involved in encryption key management or who have access to security-relevant encryption key facilities and processes, including Certificate Authority (CA) and Registration Authority (RA), and/or contractor staff.
- The CIO shall verify backup storage for key passwords, files, and Confidential Information or PII to avoid single point of failure and ensure access to encrypted Confidential Information or PII.
- Key management should be fully automated.
- Keys in storage and transit must be encrypted.
- Private keys must be kept confidential.
- Application and system resource owners should be responsible for establishing data encryption policies that grant exceptions based on demonstration of a business need and an assessment of the risk of unauthorized access to or loss of Confidential Information or PII.

The CIO share ensure:

- Decryption keys are not associated with user accounts.
- Documentation and procedures exist to protect keys used to secure stored Confidential Information or PII against disclosure and misuse.
- Restrict access to cryptographic keys to the fewest number of custodians necessary.
- Cryptographic keys are stored in the fewest possible locations.
- Key management processes and procedures for cryptographic keys are fully documented.
- Retirement or replacement (for example, archiving, destruction, and/or revocation) of keys as deemed necessary when the integrity of the key has been weakened or keys are suspected of being compromised.

Note: If retired or replaced cryptographic keys need to be retained, these keys must be securely archived. Archived cryptographic keys should only be used for decryption/verification purposes.

Audit Controls and Management

On-demand documented procedures and evidence of practice should be in place for this operational policy as part of Cayuga County operational methodology.

- Cayuga County shall inventory encrypted devices and validate implementation of encryption products at least annually.
- Documentation shall exist for key management procedures.
- At-Rest encryption procedures exist and can be demonstrated.
- In-Transit encryption procedures exist and can be demonstrated.

RESOLUTION NO. _____ **5/23/2023**

CC Senior Clerk rev

Authorization to fill one (1) full time Senior Clerk due to a staff retirement.

BY: Mr. Christopher Petrus, Chairman, Government Operations Committee, and
Mr. Hans Pecher, Chairman, Ways & Means Committee

WHEREAS, a Full Time Senior Clerk in the Cayuga County Clerk's Office (PC #8181) retired effective April 21, 2023; and,

WHEREAS, the complex job functions in the department encompass indexing, reviewing, scanning of hard copies and electronic filing of Supreme Court papers and electronic recording of Land documents, as well as processing additional documents and fulfilling many other duties that are required by law to be done in a timely and accurate manner; and,

WHEREAS, the time and effort it takes to train a person to perform complex processes takes at least 4 months to teach just a fraction of the full duties, and training typically takes up to a year to have a full continuity of operations; and,

WHEREAS, this position has been funded in the 2023 budget in line (A14101-51001) at an annual salary of Probation \$38,533; Step 4 \$41,898; now therefore be it

RESOLVED, that Cayuga County Clerk be authorized to fill the FT Senior Clerk position, Control #8181, CSEA Grade 8; and be it further

RESOLVED, that the authorization to hire a Full Time Senior Clerk is valid thru December 31, 2023, per resolution No. 307-20; 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.