



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Wednesday, November 8, 2023, at 5:30PM in Chambers
Live Stream Link - <https://www.youtube.com/watch?v=GX5LT2nT5BY>

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: October 11, 2023

PUBLIC HEARING: 5:30PM- Call 315-294-8051, if you wish to speak on the public hearing.

- Shared Services Plan 2023

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

John Camardo and Keith Batman (Board of Elections) –

November 1 2023

In the midst of Early Voting. Through the first 4 days, 1308 people have voted at our 3 early voting sites:

Auburn 1067

Moravia 110

Cato 131

In addition, our regular work of registering voters continues

We processed:

New Regs 53

Address Changes 174

Party Changes 70

Name Changes 34

Dup Regs 124

Incomplete 208

Election Day, Tuesday November 7 is fast approaching and with many local offices up for election we plan for a robust turnout.

On a final note, our Deputy Democratic Commissioner has accepted a position at Syracuse University. While we will be sad to see him go, the opportunity is too great to pass up. Work to fill the position is underway.

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 – October 2023

- 428 new support tickets were created.
- 91% support tickets were resolved (390)
- Average resolution time (per ticket) – 1.1 hours

Completed Projects

CyberSecurity Awareness Training

- Successfully deployed Cybersecurity Awareness training to Cayuga County employees
- Curriculum will continue to be monitored and adjusted to ensure employees are trained on when and how to identify and respond to cybersecurity threats
- 97% completion rate – up from 56% completion rate in 2020

Active Projects

Enterprise Resource Planning (ERP) Solution

- County currently owns and operates different system to accomplish various tasks including Payroll, Finances, Human Resources, Purchasing, Fixed Assets, as well as many “one-off/standalone” solutions.

- Systems aren't interoperable which has created departmental silos, complex processes, and resulted in duplication of effort and other inefficiencies.
- County has created a team to investigate various solutions which will result in one centralized system that can incorporate all the items listed above.
- Several benefits to moving to this system which include, cost savings, data security, compliance, increased productivity, visibility, and real-time reporting.

County-Wide Network Infrastructure Project

- All hardware has arrived and has been configured and installed.
- Remote office installation is still in progress.
- The Public Safety building is its own separate project and will be worked on after remote office upgrades are complete (Resolution coming in October).
- Once the 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.
- Will provide the County with an all-in-one collaboration suite which will increase productivity, simplify tasks, and standardize our software platform.

County Website Rebrand/Department Redesign

- Met with Civic Plus to go over what website redesign options they can provide.
- At no cost they can help us to update the layout, content and organization of the County's webpages thanks to some updates they have made available to us.
- We have formed a small committee consisting of Shereen Androsko, Sarah Blowers, Dan Lovell and myself who will guide this work going forward.
- We plan to run some advanced data analytics on the website which will help guide decision making on changes as we move forward.
- Sarah has offered to be a liaison between Department Heads and IT to provide website and content updates.
- The timeline for completion of the project is between 6-8 months.
- Design/Discovery meeting set for 9/14

Cybersecurity Compliance Assessment/County Board of Elections

- We were awarded an opportunity to work with the State to provide an updated cybersecurity assessment on the current state of the Board of Elections
- This is not an audit, it's a partnership to strengthen cybersecurity within NYS government entities.
- Results of this review will clearly identify security control gaps, prioritize those gaps, and develop a road map to remediate.
- Once this work is completed for the BOE, the State has also agreed to do the same work (at no cost) for the rest of our county departments.
- Assessment has been completed, SBOE has been provided with our initial results; awaiting feedback which will help guide IT cybersecurity priorities for 2024.

Saferwatch Implementation

- Saferwatch is the web-based and mobile safety and security system for both our community and County staff.
- Working with Sheriff's Department; initiated kick off meeting on 10/2
- IT setup has begun and will be completed by 10/13

Adobe Sign Implementation

- Adopting new application to help automate business tasks.
- We are very close to rolling out a demo of the newly improved Resolution approval process; goal is to improve collaboration and the workflow approval process for all stakeholders.
- Working with Department Heads to identify and prioritize all existing manual paper processes.
- Software integrates with many of the software applications we own (Microsoft 365, Adobe Creative Cloud, Laserfiche, etc...)

Kevin Swab (Veterans) –

- Ongoing Activities
 - Assisted with over 50 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
 - Coordinated and transported Veterans to 74 appointments at the Syracuse VAMC.
- Significant Activities
 - Visited Westminster Manor
 - Presence at YMCA Health Fair
 - Continued Veteran Service Officer at VA Clinic
 - Participating in ETS Sponsorship Program, ETSsponsorship.com
 - NYS Joseph P. Dwyer Peer to Peer Program

- Distributing “Green Lights for Veterans” to show appreciation and raise awareness of Veteran issues and suicide prevention.
- Areas of Interest
 - Veteran’s Day is 11 days away
 - Presences at multiple events around the county

RESOLUTIONS:

COUNTY CLERK:

11-23-GO-1 Authorizing the Chair of the Cayuga County Legislature to enter into an agreement with Qtrac o provide virtual Queuing solution for the Department of Motor Vehicles

CLERK OF THE LEGISLATURE:

11-23-GO-2 Authorizing the Chairman to extend the contract for Auctions International to December 31, 2024 for auction services for surplus assets

11-23-GO-3 Authorizing the Chair of the Cayuga County Legislature to execute a membership participation agreement with New York State Municipal Workers Compensation Alliance

INFORMATION TECHNOLOGY:

11-23-GO-4 Authorizing the Chairman of the Cayuga County Legislature to enter into a 60-month agreement with Ring Central for VOIP services for Cayuga County

11-23-GO-5 Authorize the Chair of the Cayuga County Legislature to apply for the CayugaCountyNY.GOV domain

CAYUGA COMMUNITY COLLEGE:

11-23-GO-6 Approval of Revised SUNY Capital Request/Plan Resolution and Amending Resolution 445-22

ADJOURNMENT: Wednesday, December 6, 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. _____ 11/28/23 CC Authorize Agreement with Qtrac rev

Authorizing the Chair of the Cayuga County Legislature to enter into an agreement with Qtrac to provide a Virtual Queuing solution for the Department of Motor Vehicles.

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

WHEREAS, the Department of Motor Vehicles and the Department of Social Services currently utilize an existing queuing solution through a company that will no longer support its product, which made it necessary to seek a solution to replace the existing product; and

WHEREAS, the Department of Motor Vehicles, the Department of Social Services, and the IT Department worked together to identify Qtrac as the virtual queuing solution that will be most effective for our needs while being fiscally responsible; and

WHEREAS, the Qtrac virtual queuing is beneficial in managing customers by improving customer service and allowing for flexibility to choose several options in the Department of Motor Vehicles; and

WHEREAS, the Department of Motor Vehicles desires to establish a formal agreement with Qtrac for the purpose of Virtual queuing software at the rates listed:

One year subscription: \$410.51 per month; \$4926.12 per year
One-time fee Qtrac set up: \$527.67

And

WHEREAS, these expenses are budgeted for in the 2023 and 2024 IT Department budget for the first year in the amount of \$4926.12, with funding provided by line item A 16104 54018, with subsequent years to be included in the annual budget process; now therefore be it

RESOLVED, that the Chair of the Cayuga County Legislature be authorized to enter into an agreement with Qtrac for the virtual Queuing software for the period of December 1, 2023, to December 31, 2024, at the above rates and not to exceed \$5,900 annually; and be it further.

RESOLVED, that these services be paid from Account A16104 54018 of the 2023 and 2024 IT budget.

RESOLUTION NO. _____ 11-28-23

COL Auction Inter Extend 24 rev

Authorizing the Chairman to extend the contract for Auctions International to December 31, 2024 for auction services for surplus assets

By: Christopher Petrus, Government Operations Committee
Hans Pecher, Chairman, Ways and Means Committee

WHEREAS, Resolution # 283-12 authorized the acceptance of Auctions International to be the vendor for the sale of surplus assets, and

WHEREAS, the current contract for Auctioning services is up for renewal; and

WHEREAS, Saratoga County recently went to bid for these services and its bid process and contract provision contain a "piggy-back" provision with Auctions International; and

WHEREAS, Auctions International will extend the current proposal to December 31, 2024 at no increased costs, term January 1, 2024 to December 31, 2024; now, therefore be it

RESOLVED, to authorize the Chairman to extend the contract with Auctions International to December 31, 2024 for surplus assets; and be it further

RESOLVED, that the County Attorney will review the contract before the Chairman of the Legislature signs the agreement.

RESOLUTION NO. _____ 11/28/23 COL Workers' Comp Renewal

AUTHORIZING THE CHAIR OF THE CAYUGA COUNTY LEGISLATURE TO EXECUTE A MEMBERSHIP PARTICIPATION AGREEMENT WITH NEW YORK STATE MUNICIPAL WORKERS' COMPENSATION ALLIANCE

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

WHEREAS, the County of Cayuga is required to carry Workers' Compensation coverage for its employees; and

WHEREAS, the current policy is a two-year agreement for \$1,188,394 (\$594,197 annually) with the New York State Municipal Workers' Compensation Alliance ("Comp Alliance") which will expire 12/31/2023; and

WHEREAS, The Director of Purchasing worked with the New York State Municipal Workers' Compensation Alliance ("Comp Alliance") to provide an updated quote; and

WHEREAS, the newly quoted policy is a two year agreement for \$1,069,344 (\$534,672 annually) with the New York State Municipal Workers' Compensation Alliance ("Comp Alliance") which will save Cayuga County \$119,050; and

WHEREAS, The Director of Purchasing also secured addition quotes for Workers' Compensation coverage and New York State Municipal Workers' Compensation Alliance ("Comp Alliance") was the lowest cost; now therefore be it,

RESOLVED, that the Cayuga County Legislature hereby authorizes and directs the Chair to sign a renewal agreement with Comp Alliance for a new two-year term of January 1, 2024 through December 31, 2025.

RESOLUTION NO. _____ 11-28-23

IT Agreement Ring Central for VOIP

Authorizing the Chairman of the Cayuga County Legislature to enter into a 60-month agreement with Ring Central for VOIP services for Cayuga County

BY: Christopher Petrus, Chair, Government Operations Committee
Hans Pecher, Chair, Ways and Means Committee

WHEREAS, the county's current phone system isn't currently meeting the functional needs of our County staff; and

WHEREAS, the current annual expenditure on the county's current system with 8x8 is projected at \$84,163 for 2023; and

WHEREAS, Ring Central is the premier cloud-based phone service which requires minimal capital investment, all services including in state and U.S. based long distance is included and available on State Bid, and the county currently employs IT staff having the requisite knowledge of its administration; and

WHEREAS, the County will purchase professional services and compatible phones from 8x8 applying a vendor credit of \$40,000, resulting in a net expenditure of \$29,755 for new phones and professional services work, which has all been budgeted for in 2024, coupled with reimbursable department cost allocations to support the purchase; and

WHEREAS, the annual cost of a 36-month contract with Ring Central is \$83,964 under 2024 rates, which reflects an overall savings to move to this vendor; and

WHEREAS, this contract references the Omnia Partners Government contact and is compliant with both State and Local purchasing policies; and

RESOLVED, that the Chair of the Cayuga County Legislature is hereby authorized to enter into a 60-month contract with Ring Central for VOIP services for Cayuga County.

RESOLUTION NO. _____ 11-28-23 IT Apply for CC NY .GOV domain

Authorize the Chair of the Cayuga County Legislature to apply for the CayugaCountyNY.GOV domain

BY: Christopher Petrus, Chair, Government Operations
Hans Pecher, Chair, Ways and Means Committee

WHEREAS, based on the Part 6220.2 NYS BOE Cyber Regulation Controls, Cayuga County BOE must utilize a “.GOV” domain for email communications and web traffic by August of 2024; and

WHEREAS, the BOE is integrated into the existing Cayuga County domain, we need to implement this change County-wide; and

WHEREAS, a “.GOV” domain signifies the legitimacy of a website as being affiliated with the U.S. government; and

WHEREAS, utilizing a “.GOV” domain minimizes the risk that could mislead users about the source or purpose of a given government organization or activity; and requires registrants to carefully maintain a .GOV domain after registration; and

WHEREAS, the registration fee for said “.GOV” domain for Counties has been removed; and

WHEREAS, it is in the best interest of the County for the public to easily identify its website as a genuine, U.S. based government; now therefore be it

RESOLVED, that the Chair of the Cayuga County Legislature is hereby authorized to apply for the CayugaCountyNY.GOV domain.

RESOLUTION NO. _____ 11.25.22

CCC Revised Capital Plan 2022-2023 Resol 445-22 rev

Approval of Revised SUNY Capital Request/Plan Resolution and Amending Resolution 445-22

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

WHEREAS Cayuga Community College (“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, by Resolution 445-22 the Cayuga Community Board of Trustees identified another capital project, to wit, \$800,000 to renovate a portion of the Fulton Campus to house the police academy and other law enforcement training, working alongside our Criminal Justice curriculum (“Project”); and,

WHEREAS, in Resolution No. 445-22 the Cayuga County Legislature acknowledged and approved the College’s expenditure of \$800,000 to renovate a portion of the Fulton Campus to house the police academy and other law enforcement training, working alongside our Criminal Justice curriculum, this project to be supported by the transfer of \$400,000 from Oswego County ARPA funds; and,

WHEREAS, the bids for the Project were higher than expected requiring an additional \$215,420 in funds; and,

WHEREAS, the Cayuga Community College Foundation had generously agreed to donate additional funds for the Project in the sum of \$215,420 for the Project; and,

WHEREAS, the College agreed, by Resolution dated November 2, 2023, to accept the additional funding from the Cayuga Community College Foundation (Copy or resolution attached), and the College requests the support of the Cayuga County Legislature to amend Resolution No. 445-22 to increase the cost of the Capital project and to accept the donation of additional funds from the Cayuga Community College Foundation to complete the Project; and,

WHEREAS, the submission of the Community College Capital Request Plan to SUNY does not bind the administration of Cayuga Community College into any particular listed project, but is a required mechanism to request state funding; now therefore be it

RESOLVED that the Cayuga County Legislature acknowledges and approves the increase of \$215,420 of local funds and \$215,420 State matching funds to SUNY by Cayuga Community College to renovate a portion of the Fulton Campus to house the police academy (“Project”) and other law enforcement training, working alongside our Criminal Justice curriculum (“Project”); and be it further

RESOLVED, that the Cayuga County Legislature extends its thanks to Cayuga Community College Foundation for agreeing to contribute the additional sum of \$215,420 towards the Project; and be it further

RESOLVED, that Resolution 445-22 is amended as herein above set forth.