



MINUTES
GOVERNMENT OPERATIONS COMMITTEE
Thursday, February 13, 2020, Chambers – 5:30PM

CALL TO ORDER: By Hon. Ryan Foley, Chair called the meeting to order at 5:30PM

MEMBERS: Legislators Tricia Kerr, Timothy Lattimore, Christopher Petrus, Paul Pinckney, Charlie Ripley, and Ben Vitale (Vice Chair)

OTHERS: Palermo, Mary, Wiemann, Lamb, Graham, Carr, Bizzari, Dwyer, Cuddy, Massi, Didio, Natale

OTHERS: Chair Aileen McNabb-Coleman, Legislators Hans Pecher, Elane Daly, Heidi Nightengale, Ben Vitale, Keith Batman, Michael Didio, IT Interim Director Paul Bornemann, Veterans Director Jessica Strassle, Deputy Clerk of Legislature Amanda Morgan

MINUTES TO APPROVE: January 9, 2019, **Motion by Ripley, Petrus, all in favor.**

Motion by Petrus to approve appointments, 2nd by Ripley, all in favor.

APPOINTMENTS:

RECORDS ADVISORY COMMITTEE

Dr. Ruth Bradley, PO Box 276, King Ferry, NY 13081- Term 1/1/20- 12/31/2021

Paul Bornemann, Acting IT Director, 160 Genesee St., Auburn, NY 13021 – Term 1/1/2020- 12/31/2021

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

- Deputies have been compiling statistical data for 2019 in order to complete our required annual report.
- Surveys have been sent to all previous poll workers to gauge availability for working our 27 early voting days, as well as, our 3 election days.
- The anticipated scheduling of a special election to coincide with the April 28th Primary has cause great tribulation. The programming of multiple elections on poll books and voting machines is a challenge.
- The Commissioners are in the process of finalizing siting of early voting and Election Day polling places. District 11, in the City, will be consolidated to the Alliance Church on Seward Ave (no longer using Auburn Grove or Northbrook Heights, both of which had parking issues.)

Sheila Smith (Clerk of the Legislature) –

- All Department Heads have received the new Committee Appointments, Legislature Roster and Signature pages for Resolutions.
- Most Departments are on track with using their County credit card for county purchasing and uploading the correct documentation so the payment can be made.
- Chris Palermo has agreed to let Lacey learn how to do Committee Minutes and she will be attending committee Meetings with Amanda in February.

Christopher Palermo (County Attorney) – No updates

2-20-GO-2 Authorization to fill and fund the position of Assistant County Attorney and abolish the Paralegal position in the Office of the County Attorney. **Motion by Vitale, 2nd by Ripley.**

Discussion:

Batman asks about the grade of Confidential Secretary and the grade of the paralegal. Palermo believes they are both grade 9.

All in favor

2-20-GO-1 Amending the Rules of Order for the Cayuga County Legislature. **Motion by Ripley, 2nd by Vitale.**

Discussion:

Palermo discusses the changes that were made in regard to the majority and minority. He says now designate the majority of the largest weighted subset and minority will be the other. He says that right now the majority would be democratic caucus and the other change is the process for emergency resolutions. He says there is a local law that was passed in 2011 and he reflected in the rules and references the local law. Petrus asks for clarification about changing mid-year and if we can only do it at the reorganization meeting. Foley says normally we do not want changes mid-year, but this changes up some confusion from January. Lattimore expresses his feelings on weighted voting and thinks it should be one person one vote.

All in favor of GO-1 except Lattimore

2-20-GO-3 Update the Cayuga County Purchasing Policy

Carr discusses the purchasing policy and that it has not been updated since 2010. He highlights some of the things that were updated.

Purchasing Policy Key Points

- Increase the thresholds we have to purchase Goods/Commodities and Public Works, still all within NYS guidelines
- Single purchase of a Good/Commodity for less than \$25 will not require a purchase order. The process of approvals and work that goes into just making a purchase order is more than \$25 alone. An example of this is if the highway department needs an inexpensive but unique \$17 item to fix a vehicle they no longer would have to go through the purchase order process which would cross multiple people's desk just to get it.
- Professional service thresholds have been raised and procedures have been expanded upon. The "old" version of the policy had this for the process "Process to be determined by the County Administrator and County Attorney". Now we have expanded on the explanation considerably so it is very clear how to proceed.
- Overall benefit of all these changes is to make the process more efficient and more compliant by incorporating the recommendations from last year's NYS Comptroller audit.

Motion by Pinckney on GO-3, 2nd by Petrus.

Kerr says that she suggested some update and most are minor changes. She would like to propose one change in professional services section with the regard to the number of quotes and thinks that we should require at least a minimum of 2 quotes and have waiver in place if that cannot be met.

Motion by Kerr to offer an amendment, 2nd by Ripley.

Foley suggests unless the changes are somewhere concrete to maybe just pass as is and then get the list of changes and pass at Ways & Means.

Motion by Petrus to table to Ways & Means, 2nd by Ripley.

Motions rescinded.

Foley pass as is with intention of amending at ways.

All in favor of original resolution.

Susan Dwyer (County Clerk) –

My Monthly Report is on the County website and it contains data for December 2019, and 2019 Year End numbers.

Some of the highlights are:

- DMV Exceeded the budget revenue by \$94,812
- Total retention is \$692,671
- Total Transactions IN our County DMV Office: 78,926; Total online transactions conducted by Cayuga County residents: 19,070
- Every year our county has increased the number of individuals that are enrolled in the NYS Donate Life Registry; while New York's total average is 39%, as of Dec 31, Cayuga County was at 50%! Thank you to our DMV staff for being the major reason why Cayuga County has steadily increased the number of donors every year. We will continue to raise awareness and promote organ donation because it saves lives.

- In 2019, the County Clerk’s Recording Office remitted \$648,899 to the County Treasurer’s office.
- Revenue from passports and passport photos: \$47,747
- Revenue from our online records: \$21,834
- We celebrated Bill Hulik’s retirement after 20 years of service, and my team has been interviewing candidates. I will hire a new (provisional) County Records Retention Center Manager at the beginning of March.
- We have several ongoing projects at our Records Center, including a large Environmental Health Dept. scanning project. In addition this year we scanned more than 270,000 documents, and destroyed 458 boxes of records.
- I am very proud of the community partnerships that Dr. Ruth Bradley, our County Historian, has developed. This year she has partnered with Seymour Library several times; once to digitize the Auburn “Advertiser Journal” newspaper, 1913-1931, and another time to co-sponsor a symposium: “Creating Connections”: The Cayuga County History Symposium. Dr. Bradley has also published eight historical newspaper articles which were featured in The Citizen this year.

Jessica Strassle (Veterans) –

- New York State Department of Transportation announced the availability of \$26.1 million in funding to enhance mobility options for seniors and person with disabilities. Applications are due by March 16, 2020.
 - Quotes form Shepard Bros-\$62,325.00 and \$63,205.15
 - Quote from Matthews Buses Commercial-\$63,797
- Reached out to Senator Helming’s office to request funding for the Dwyer Grant, request was sent to Jesse Wolf-Gould in the Senators Albany Office.
- Working with providers to expand Optum network in Cayuga County which will improve access to care for veterans through the Mission Act.
- Will be doing outreach on February 11, 2020 at the Summerhill Clerks Office.
- Working on getting staff dual accredited as Veteran Services Officer through the Department of Veteran Affairs. Will increase timely claims processes and increase training availability.

Discussion:

Foley asks about a resolution she wanted to bring forward. She says Jim Orman has been working with Sheila to put together something in regard to the game of chance – not more than one game of chance in a liquor license facility. Foley says that is basically a resolution asking for the state to change that for the posts.

Paul Bornemann (Information Technology) –

- IT Steering, initial meeting with Ryan and Tricia in January, monthly meetings scheduled just prior to future Gov’t Operations meetings.
- IT team member Joe Feenin (contract with Entre) resigned mid-January to pursue another opportunity in North Carolina where he lived. Joe provided remote technical management of county systems since 2011. He managed & maintained server operating system, virtualization, storage hardware, data base systems, physical host servers, and provided support for applications. Entre will provide remote support for servers from the Rochester office on an interim basis, a new team member has been identified and will take many of Joe’s responsibilities and also bring significant Cyber Security experience, this person will be starting on-site upon County approval.
- Completing Nationwide Cyber Security Review (NCSR) assessment with Amy Russett and Rich Graham - as a prerequisite for the EMO to receive funds from Homeland Security Grant.
- Reviewing results of NYS BOE Cybersecurity Assessment that spanned 2018/2019.

Active Project Updates:

- 2020 Phone System Replacement underway
 - Meeting with departments in project, kickoff meeting with 8x8, working out deployment plans, will schedule configuration meetings with each department
 - Schedule:
 - 1/6 – 2/15 – Planning, IT training, data validation coordination with departments
 - 2/15-3/6 – Pilot and configuration
 - 3/15-4/6 – Training and Deployment
 - 4/6-4/30 – Changes and Support
- CPS – Northwoods Traverse Implementation, in coordination with NYS

- Schedule:

2019

Kickoff
 Approval from NYS
 Implementation of Server
 Updated Notebooks & Scanners deployed to staff
 Online Forms customized & validated
 Data feeds completed

2020

Week 1/20 Initial staff training (completed)
Week 1/27 Staff scanning case load into Traverse
Week 2/3 Traverse mobile app training for Coaches
End of week Pilot group begins working 100% in Traverse
Week 2/17 & 2/24 review pilot team results, complete training
all staff and all staff using Traverse, fully implemented by March

Discussion:

Foley discusses the Entre contract lapsing in 2019 and we need to address what we want to do with that. He says each legislator has a different vision of what they want from IT. He says two options – IT Director- full time with the county or continue services with Entre and figure out what we want to do. He says we are trying to find out the long term and short term goals of the IT Department with the IT steering meeting. He says the contract we have tonight is extending the contract for the year.

IT:

2-20-GO-4 Amend and extend Master Services Agreement between Cayuga County and Entre Computer Services.
Motion by Vitale, 2nd by Pinckney, all in favor.

Discussion:

Foley discusses the form of government and we are going to push that off until next month – Charter system, full time chair, or keep the administrative form of government we have now and change Local Law to better suit the government.

Motion by Kerr to go into executive session 6:41PM, 2nd by Ripley, all in favor.

EXECUTIVE SESSION: re: Contract negotiations and employment history of a particular person

Motion by Ripley to come out at 7:11PM, 2nd by Pinckney, all in favor.

Motion by Ripley to reappoint the County Attorney for a term of 2 years- January 2020 to December 2021 with an increase of \$2,000 for each year, 2nd by Petrus, all un favor.

Motion by Latimore to adjourn at 7:15Pm, 2nd by Vitale, all in favor.