



Department

**MINUTES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Wednesday, April 12, 2023, at 5:30PM in Chambers**  
**Live Stream Link - <https://www.youtube.com/watch?v=AdoPUWhIT-s>**

**CALL TO ORDER:** By Hon. Chris Petrus, Chair called the meeting to order at 5:31PM

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

**OTHERS:** Chair David Gould, Legislators: Mark Strong, Jim Basile (remote), Christina Calarco, and Elane Daly (remote), County Attorney Chris Palermo, Assistant County Attorney Brittany Massi, County Clerk Sue Dwyer, BOE Commissioner John Camardo, CCC Kelly Albrecht (remote), Veterans Director Kevin Swab (remote), CIO Tom Bunn, Employment and Training Director Kelly King, CEDA Director Michael Miller, Budget Director Lynn Marinelli (remote), Director of Soil and Water Conservation Director Doug Kierst, Cornell Cooperative Extension Director Dan Welch, Clerk of the Legislature Sheila Smith (remote) and Deputy Clerk of the Legislature Amanda Morgan (remote)

**MINUTES TO APPROVE:** March 8, 2023, **Motion by Shea, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

**John Camardo and Keith Batman (Board of Elections) –**

We processed:

New registrations:	18
Address Changes:	127
Party Changes	7
Name Changes	39
Other Changes	2464*
Duplicate	102
Incomplete requests	256**

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

\*\*These are almost entirely referrals from the DMV

Review of petitions for the 2023 election cycle began in early April and will be complete by the Government Operations meeting on April 12. Petitioning and petitioning review has been the focus of work in the last month.

We want again to bring to the committee's and legislature's attention that we will be purchasing new voting machines this year. As reported last month, we will be purchasing new voting machines this year. As reported, we have reviewed two voting systems. As a reminder, 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.

Our plan is to have an initial selection to discuss at the May Government Operations meeting.

**Sheila Smith (Clerk of the Legislature) –**

- All County Policies are now on the County Website on the link below, they are by department and alphabetically listed:  
[Policies | Cayuga County, NY](#)
- FOIL's - February processed 17, March processed 15
- Working on updating the following policies:
  - Vehicle Policy
  - Capital Asset Policy
  - Resolution Policy
  - PIO Policy

**Christopher Palermo (County Attorney) – No updates**

**Palermo discusses a resolution he needs to bring to Ways & Means to rescind Section 49 of the Policy Manual.**

**Motion by Shea in favor of Palermo bringing the resolution to Ways, 2<sup>nd</sup> Patti Ruffini, all in favor.**

**Susan Dwyer (County Clerk) – No updates**

**Tom Bunn (Information Technology) –**

**IT Help Desk data – March 2023**

- 454 new support tickets were created.
- 90% support tickets were resolved (409)
- Average resolution time (per ticket) – 1.3 hours

**Completed Projects**

**Upgraded Telehealth solution for Mental Health Department**

- Moved from OneTouch to Zoom Healthcare platform.
- Unified the experience for both providers and patients while saving 15k on software costs.

**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 Policies (Data Encryption Policy)
  - Draft Policy has been created and shared with committee.

**MUNIS Software/Hardware Upgrades**

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

**Office365 Email Migration (County-Wide)**

- Successfully migrated entire on-premises email environment to Office365

**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.

**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 coming soon.

**Kevin Swab (Veterans) –**

- Significant Activities
  - Assisted with over 104 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
  - Coordinated and transported Veterans to 50 appointments at the Syracuse VAMC.
  - Presented Cold War Veteran Property Tax Exemption proposal to legislature.
- 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
  - Planning outreach for Memorial Day and other events in 2023
  - “Wall That Heals” coming to Auburn 13-17 Sep 23

**RESOLUTIONS:**

**Motion by Shea to bundle GO 1-3, 2<sup>nd</sup> by Patti-Ruffini, all in favor except Pecher on GO-1.**

**CLERK OF LEGISLATURE:**

4-23-GO-1 Pension Reporting Resolution for Elected and Appointed Officials

4-23-GO-2 Amending the Cayuga County Emergency Closing Policy

**CAYUGA COMMUNITY COLLEGE:**

4-23-GO-3 Approving the Collective Bargaining Agreement between the Cayuga Community College Part Time Faculty Association and the Cayuga Community College for the Period September 1, 2016 through August 31, 2024

**Motion by Pecher to adjourn at 5:59, 2<sup>nd</sup> by Shea, all in favor.**