



MINUTES
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 called the meeting to order at 5:30PM

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

OTHERS: Chair David Gould, Legislators: Mark Strong and Jim Basile, County Attorney Chris Palermo (remote), Assistant County Attorney Brittany Massi, Veterans Director Kevin Swab (remote), CIO Tom Bunn, CEDA Director Michael Miller, Cornell Cooperative Extension Director Dan Welch, and Deputy Clerk of the Legislature Amanda Morgan (remote)

MINUTES TO APPROVE: April 12, 2023, **Motion by Shea, 2nd by Pecher, all in favor.**

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. **Motion by Shea, 2nd by Nightengale, all in favor.**
- 5-23-GO-2 Amending the Cayuga County Policy for the Resolution Process. **Motion by Shea, 2nd by Pecher, all in favor except Kerr.**

INFORMATION TECHNOLOGY:

- 5-23-GO-3 Adopting the Cayuga County's Device Encryption Policy. **Motion by Nightengale, 2nd by Kerr, all in favor.**

COUNTY CLERK:

- 5-23-GO-4 Authorization to fill one (1) Full-Time Senior Clerk due to staff retirement. **Motion by Kerr, 2nd by Pecher, all in favor.**

Motion by Pecher to adjourn at 6:08PM, 2nd by Kerr, all in favor.

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.