



MINUTES
GOVERNMENT OPERATIONS COMMITTEE
Thursday, May 13, 2021 – 5:30PM
Live Stream Link - https://youtu.be/clm_HdCxaVk

CALL TO ORDER: By Hon. Ryan Foley, Chair called the meeting to order at 5:35PM

MEMBERS: Legislators, Tricia Kerr, Heidi Nightengale, Hans Pecher, Chris Petrus (Vice Chair) Mark Strong and Tucker Whitman

EXCUSED: Nightengale and Whitman

OTHERS: Chair McNabb-Coleman, Legislator Elane Daly, County Attorney Chris Palermo, IT Interim Director Paul Bornemann, Staff Development Supervisor Jennifer Marshall, Deputy HR Administrator Colleen Lombardi, Deputy Veterans Director Lindsey Wilkinson, IT Specialist Jodie Nickerson, Deputy BOE Commissioner Roberta Massarini, and Deputy Clerk of Legislature Amanda Morgan

MINUTES TO APPROVE: April 8, 2021, **Motion by Petrus, 2nd by Strong, all in favor.**

APPOINTMENTS: None

PRESENTATION: re: CIO/IT Director Search update – **Attached**

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

During April our Staff processed 135 new registrations, 125 transfers from other Counties and 25 name changes.

Our required annual mail check cards were delivered to all registered voters last week (12-16) and are just beginning to be returned from those who no longer live at our voting address. We will be following up with another mailing to any voter who has moved.

Independent petitions are due in our office between May 18th and 25th. The State did decrease the signature requirement because of covid, and we aware of several candidates circulating independent petitions.

The June primaries have been finalized and we have several, all of which are in the Republican Party. There are two Legislative District primaries, one in District 3 (Mentz, Montezuma, and Throop) and one in District 13 in the City of Auburn. Local town primaries will also take place in Ira, Locke, Mentz, Niles and Sterling. Since the primaries are scattered and impact relatively few voters we have decided to conduct early voting at our Board of Elections office. Early voting will take place June 12th through 20th. Primary day is June 22nd and polling places will be open in all the impacted towns from 6am to 9 pm.

We want to make you aware that through a series of virtual meetings it has become obvious that many local County Boards share our concern over recent changes at NTS which is the contractor for all of our voter registrations software. They are updating several of the main portions of their software at the same time that they have experienced major staff changes. The transition will occur during the summer months and we are less than confident that all will go smoothly.

Lastly, we have a resolution on this month's agenda. It is the usual renewal of our remaining "Shoebox" Grant.

Sheila Smith (Clerk of the Legislature) –

- Amanda and I have been working with IT Department on Zoom meetings vs. 8 X 8, a bit more complicated and we have asked to have an IT person at all meetings.
- Concerns with the microphones and wiring in the chambers, Amanda and I met with IT personnel and a vendor to look at a wireless options.

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk) – no updates

Paul Bornemann (Information Technology) –

- **Legislative Support Options...**
 - April pilot using Zoom for public meetings
 - Mostly positive feedback about performance
 - More involved in setting up Live Streaming
 - Technical challenges, Options and Recommendations
 - Chambers technologies – adjusting to next phase
 - Options to provide optimal experience we can for public and legislators
 - IT support for Committee and Legislative meetings
- **Other Active projects**
 - BOE cyber security initiative...partial funding by NYS BOE – meeting monthly
 - Alignment with NIST CSF for all cyber security work
 - 911 Phone System upgrade (through JUNE 2021)
 - Jail system upgrade project
 - Seeking grant funding for replacement systems & cellular router for Sheriff Vehicles
 - Lifecycle of IT systems
 - Workstations replacement of 5-8 yr old desktops, upgrade of software
 - Virtual Servers – decommission servers no longer in use through (consolidated or replacement after upgrade)
 - Monthly maintenance

Vacant (Veterans) – Deputy Lindsey Wilkinson: no updates

RESOLUTIONS:

Motion by Petrus to bundle GO 1& 2, 2nd by Kerr, all in favor.

BOARD OF ELECTIONS:

5-21-GO-1 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign contracts for Poll Worker Grants for the Board of Elections.

5-21-GO-2 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign contracts for SHOEBOX Grant for the Board of Elections.

End of bundle

COUNTY ATTORNEY:

5-21-GO-4 Fixing Day and Notice of Public Hearing on a Local Law Establishing the Cayuga county Ethics Code and Board of Ethics for the County of Cayuga. **Motion by Petrus, 2nd by Kerr, all in favor.**

VETERANS:

5-21-GO-3 Authorizes Cayuga County Veterans Services to fill a Part-Time Veteran Services Assistant. **Motion by Kerr, 2nd by Strong, all in favor.**

LEGISLATURE:

5-21-GO-5 Appointing Lindsey Wilkinson as Interim Director of the Veterans Service Agency. **Motion by Foley, 2nd by Petrus.**

Motion by Petrus to add the salary \$53,400.00 (Grade 6), 2nd by Foley, all in favor.

Motion on resolution amended, all in favor.

Motion by Strong to adjourn at 6:36PM, 2nd by Foley, all in favor.



CIO/IT Director Search Update

History

- **History of Department**
- Steven Johnson was hired as Coordinator for Information Technology (top position at the time) from 7/3/1997-9/30/2010. Salary: 57,000
- From 10-2010-10/2014 the IT department was run under a third party contracted group
- 10/2014 – the original version of the CIO position was classified by the Civil Service Commission
- Stephen Tobin was hired as the CIO 2/16/2015 at 80,000
- He resigned on 1/14/2019 @ 82,947
- The Contract group currently in place for IT is all theirs with the exception of two frontline staff members(Jodi and JoAnn). Paul Bornemann makes \$125.00 per hour.

Process

- Resolution Number 58-21 dated 2/23/2021

2-21-GO-2

RESOLUTION NO. 58-21 2/23/21 IT Authorization to Fill Chief Information

Authorization to fill Chief Information Officer

BY: Mr. Ryan Foley, Chair, Government Operations Committee
Mr. Keith Batman, Chair, Ways and Means

WHEREAS, Local Law 2 of 2015 created the Department of Information Technology and vested appointment authority for the CIO position in the County Legislature; and

WHEREAS, the position of Chief Information Officer became vacant on January 11, 2019; and

WHEREAS, the County Legislature has determined that it is in the County's best interest to fill this position with a County employee; and

WHEREAS, the Chair of the Cayuga County Legislature will appoint a search Committee to fill the Chief Information Officer position; now therefore be it

RESOLVED, that the HR Director, or designee, is authorized to advertise for and screen potential candidates for the position of Chief Information Officer, and thereafter to work with the search committee to interview and recommend a candidate or candidates for the position of CIO to the county oversight committees and County Legislature.



State of New York }
County of Cayuga }

I do hereby certify, that I have compared the foregoing copy of a Resolution duly passed and adopted by the Cayuga County Legislature at a meeting held on the 23rd day of February 2021 with the original Resolution, and that the same is a true and correct copy and transcript thereof, and the whole thereof.

Given under my hand and official seal February 24, 2021

Shula P. Smith
CLERK, CAYUGA COUNTY LEGISLATURE

Job Description



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: Chief Information Officer (CIO)
Jurisdictional Class: Non-Competitive
Civil Division: Information Technology
Adoption: CSM 10/24/14
Revised: CSM 3/11/15, 8/10/16, 2/16/21

DISTINGUISHING FEATURES OF THE CLASS:

The Chief Information Officer (CIO) is responsible for the Information Technology Services for the County; performs duties as required. The CIO is responsible for providing County Leadership with counsel and guidance regarding varied technological systems and solutions in support of the County mission. The CIO implements initiatives as directed through the application of hardware, software and human resources as dictated by objectives. The CIO communicates recommendations, status updates and proposals through regular formal and informal vehicles. The CIO exercises departmental leadership with the highest of professional and technical expertise. Reporting to the County Administrator, the incumbent performs related assignments as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provide county wide Information Technology systems architecture design and strategic vision to achieve County goals;
Plan and prioritize Technology initiatives and coordinate the evaluation, deployment, and management of current and future technologies;
Collaborate with the appropriate departments to develop and maintain a technology plan that supports organizational needs;
Information Technology Operations and Security policy and procedure development, implementation, administration and compliance;
Manage and prioritize day to day Information Technology departmental operations;
Communicate County' technology vision via regular written and in-person communications with the County Administrator, Elected officials, department heads, and end users;
Adopt and maintain technical standards for the purchase, implementation and operation of technology solutions including hardware, software, data security, networks, phones and other technologies as required;
Assess and communicate risks associated with technology-related investments and purchases;
Conduct research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations;
Ensure continuous delivery of technical services through oversight and monitoring and review of systems, programs, and equipment performance;
Provide work assignments to department staff;
Manage projects including staff scheduling, vendor scheduling and inter-departmental communications;
Budget forecasting, planning and management to ensure successful ongoing Information Technology service delivery throughout the County;
Complete duties as assigned.

Chief Information Officer

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Must provide "C" level vision, leadership, strategic planning and execution;
Demonstrated ability to apply technology solutions to business problems;
Extensive knowledge of current technology including, but not limited to hardware platforms, operating environments, enterprise software applications, on premise and off premise systems and data management, security and protection;
Exceptionally self-motivated and directed;
Ability to set and manage a list of ever changing priorities and expectations;
Ability to articulate to both technical and non-technical audiences;
Proficient at project management, strategic planning and implementation, budget development and control, staff management/supervision, and developing/maintaining quality services and partnerships in a complex public or private sector environment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from an accredited college or university with a Master's Degree in computer science, informational resources, computer technology, data processing systems analysis or related computer field and four (4) years of related experience, three (3) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (B) Bachelor's degree in computer science, informational resources, computer technology, Business Administration or a related field, and six years of related experience, three of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or;
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science or a related field and eight years of related experience, five of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or;
- (D) Graduation from high school or possession of an equivalency diploma and ten years of experience in Information Technology, seven of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or
- (E) An equivalent combination of the training and experience as stated in A-D above.

Process

- **We advertised for the position starting 2/24/2021 (day after resolution went through)**
- Advertised on Indeed from 2/24-3/12/2021 and received 46 applicants
- Advertised on Egon from 2/24-3/31/2021 and received 25 candidates. 20 of the 25 candidates on egov had previously applied on Indeed and had been directed to the website to be reviewed by the Commissioners of Civil Service.
- Of the 25 candidates reviewed by the Commission, 3 were disapproved, 22 were approved.

Process

- **After Approval by the Commission, start of search committee workgroup**
- Human Resources narrowed the group to those whom had indicated they were willing to move without relocation package, lived in NY State, and met all the criteria.
- The search group decided on the key factors of the job description that each candidate would be rated by to determine the highest candidates overall.
Factors: education, IT technical experience, supervisory experience, administrative/organizational experience, project management/strategic planning and analysis, and lastly any governmental experience or interaction
- Top candidates whom HR will be contacting by phone to determine if they are still interested in the position and other key questions determined by the search group prior to setting up interviews with the search committee
- Members of the search committee are: Mark Strong, Aileen McNabb-Coleman, Chris Palermo, Tricia Kerr, Jodi Nickerson, Ryan Foley, Lisa Lippoldt

Timeline

- 2/23/2021 Resolution for Ad to be placed for CIO position, steering committee to interview and present candidate
- 2/24/2021 Ad in Indeed and Egov
- 2/24-4/7/2021 Applications reviewed by Civil Service Commission for approval then through HR Administrator to narrow candidate pool
- 4/8 Steering committee meeting – decide to narrow to NYS only candidates, determine key factors to measure in system provided by HR, started draft of questions for interviews
- 4/27 Steering committee met to go over criteria of factors and point system. Reviewed questions

Timeline con't...

- 5/6 Gave HR Administrator points sheets to score candidate and approve by committee to start calling top candidates to ensure still interested
- 5/10 Candidates being contacted
- 5/14 Next Steering Committee meeting

Salary: 90-105K range to get one of these candidates based on market studies.