



**MINUTES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Wednesday, June 14, 2023, at 5:30PM in Chambers**  
**Live Stream Link - <https://www.youtube.com/watch?v=eOq9mFpc-eg>**

**CALL TO ORDER:** By Hon. Chris Petrus, Chair called the meeting to order at 5:30PM

**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 and Christina Calarco, County Attorney Chris Palermo, Veterans Director Kevin Swab (remote), CIO Tom Bunn, CEDA Director Michael Miller, Assistant County Attorney Fred Westphal, Chief Assistant County Attorney Richard Graham, Clerk of the Legislature Sheila Smith (remote), Budget Director Lynn Marinelli (remote), Election Commissioners John Camardo and Keith Batman, and Deputy Clerk of the Legislature Amanda Morgan (remote)

**MINUTES TO APPROVE:** May 10, 2023, **Motion by Pecher, 2<sup>nd</sup> by Shea, all in favor.**

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

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

**We processed:**

New registrations:	55
Address Changes:	212
Party Changes	17
Name Changes	25
Other Changes	1732
Duplicate	112
Incomplete requests	254

\* This activity is largely changes recorded to and through the national data base  
almost entirely referrals from the DMV

\* \*These are

May 30 was the last day to submit petitions for independent lines. As of this final date of submission there are 38 independent petitions filed for 26 offices.

Early voting for primary races begins on June 17 and ends on June 25 with Primary Election day on Tuesday June 27. All primaries this cycle are in the Republican party as reported last month. We have added a third early voting primary site at the Board of Elections office. Since many people from both northern and southern Cayuga County work in Auburn, this is an easy and cheap way to increase access and is possible due to the small number of races. We will monitor the value added by the move.

**Voting Machines**

We continue to explore which voting machines to recommend for adoption and await final NYS approval of two of the systems being considered before moving toward completion of the process.

**Motion by McNabb-Coleman to bundle GO 4-7, 2<sup>nd</sup> by Pecher, all in favor.**

**BOARD OF ELECTIONS:**

- 6-23-GO-4 Authorizing the Chairman of the Legislature and the Commissioners of the Board of Elections to sign contract for Postage Grant for the Board of Elections
- 6-23-GO-5 Authorizing the Chairman of the Legislature and the Commissioners of the Board of Elections to sign contracts for Poll Workers Grant for the Board of Elections
- 6-23-GO-6 Authorizing the Chairman of the Legislature and the Commissioners of the Board of Elections to sign contracts for SHOEBOX Grant for the Board of Elections
- 6-23-GO-7 Authorizing the Chairman of the Legislature and the Commissioners of the Board of Elections to sign contracts for TIER Grant for the Board of Elections

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

- Reminder: Please fill out your Financial Disclosure Form, the due date has passed
- Employee Recognition is scheduled for September 21<sup>st</sup> to be held at the Springside Inn at 12:00PM
- Received 22 FOIL's for May, I am still waiting for information on 6 of them, all others have been completed or denied.
- Highway LEN's Program has been updated, Melissa Deyo sent all licenses for Highway employees and notified of those no longer employed

**CLERK OF LEGISLATURE:**

6-23-GO-1 Amending the Cayuga County Public Information Policy. **Motion by Kerr, 2<sup>nd</sup> by Nightengale, all in favor.**

6-23-GO-2 Amending the Cayuga County Vehicle Policy. **Motion by McNabb-Coleman, 2<sup>nd</sup> by Pecher, all in favor.**

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

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

**COUNTY CLERK:**

6-23-GO-3 Authorization to fill one (1) Full-Time Senior Clerk due to a staff resignation. **Motion by Nightengale, 2<sup>nd</sup> by Pecher, all in favor.**

**Tom Bunn (Information Technology) –**

**IT Help Desk data – May 2023**

- 429 new support tickets were created.
- 93% support tickets were resolved (396)
- Average resolution time (per ticket) – 1.0 hours

**Completed Projects**

**Corrective Action Plan (IT Audit)**

- The Cybersecurity Training plan is being built; rollout started on 6/5.
  - Focus on IT Security Awareness/Data Protection
  - Annual training required for all employees with Cayuga County network credentials.
- Data classification inventory – Completed 3/23
- IT Security Policies (Data Encryption Policy) – Completed 5/23

**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 – Cabling and camera installation will be completed by the end of June.

**County-Wide Network Infrastructure Project**

- All hardware has arrived and has been configured and installed.
- We have fully completed the installation and configuration of the County Office building.
- Our next steps are to complete the installation and configuration at our other remote offices.
- The timeframe for remote office installation should be completed by the end of August.
- The Public Safety building is its own separate project and will be worked on after remote office upgrades are complete.
- 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.
- We have scheduled training on both software solutions for the IT department for June 21<sup>st</sup> with our software reseller.
- IT will then provide several different training opportunities to staff beginning in the month of July (face to face, recorded, and Microsoft E-learning academy)
- 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.

### **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.
- SBOE will perform a control review with BOE and IT over the next several weeks.
- 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.

### **Kevin Swab (Veterans) –**

- Ongoing Activities
  - Assisted with over 120 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
  - Coordinated and transported Veterans to 51 appointments at the Syracuse VAMC.
- Significant Activities
  - Presence at Memorial Day Activities in Auburn and Weedsport
  - Publicizing Cold War Veteran Property Tax Exemption and ensuring surviving spouses of Veterans are getting exemptions.
  - Participating in ETS Sponsorship Program, ETSsponsorship.com
  - NYS Joseph P. Dwyer Peer to Peer Program
    - “Wall That Heals” coming to Auburn 13-17 Sep 23
    - Distributing “Green Lights for Veterans” to show appreciation and raise awareness of Veteran issues and suicide prevention.
    - Supporting wellness and other activities for Veterans (DoubleDays Tickets)
  - Distributing \$50 in Fresh Connect Farmer's Market Coupons for Veterans
- Areas of Interest
  - Veteran Appreciation Fishing in Fair Haven 16-17 Jun 23

### **RESOLUTIONS:**

**Motion by McNabb-Coleman to into executive session regarding the employment history of a particular person at 6:12PM, 2<sup>nd</sup> by Kerr, all in favor.**

**Motion by Nightengale to come out of executive session at 6:47PM, 2<sup>nd</sup> by Kerr, all in favor.**

### **COUNTY ATTORNEY:**

6-23-GO-8 Authorizing the County Attorney to Fill One (1) Assistant Attorney Position in the County Attorney's Office. **Motion by Kerr, 2<sup>nd</sup> by Nightengale. Motion by Kerr to amend to abolish control positions in DSS, 2<sup>nd</sup> by Patti Ruffini, defeated by show of hands; Noes - Petrus, Pecher, Shea, and McNabb-Coleman; Ayes – Patti Ruffini, Kerr and Nightengale. Motion on resolution passed by show of hands; Ayes – Petrus, Pecher, Shea, and Patti Ruffini; Noes – McNabb-Coleman, Kerr and Nightengale.**

**Motion by Patti Ruffini to bundle GO 9 & 10, 2<sup>nd</sup> by Pecher, all in favor except McNabb-Coleman, Nightengale, and Kerr.**

6-23-GO-9 Authorizing the County Attorney to Create and Fill One (1) Assistant County Attorney in the County Attorney

6-23-GO-10 Authorizing the County Attorney to Create and Fill a Senior Assistant County Attorney Position in the County Attorney's Office

**End of bundle**

**Motion by Pecher to adjourn at 6:57PM, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**