



MINUTES
GOVERNMENT OPERATIONS COMMITTEE
Thursday, July 9, 2020, – 5:30PM
Live Stream Link - <https://youtu.be/xUoJCPiFQIs>

CALL TO ORDER: By Hon. Ryan Foley, Chair called the meeting to order at 5:32PM

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

OTHERS: Chair Aileen McNabb-Coleman, Legislators Elane Daly, Heidi Nightengale, Hans Pecher, County Attorney Chris Palermo, IT Interim Director Paul Bornemann, Veterans Deputy Director Lindsey Wilkinson, Assistant County Attorney Brittany Massi, Executive Assistant County Attorney Richard Graham, County Clerk Sue Dwyer, CCC President Dr. Durant and Deputy Clerk of Legislature Amanda Morgan

MINUTES TO APPROVE: June 11, 2020, **Motion by Ripley, 2nd by Petrus, all in favor.**

APPOINTMENTS: none

RESOLUTIONS:

CAYUGA COMMUNITY COLLEGE

7-20-GO-1 Approving the Collective Bargaining Agreement between the Cayuga Community College Faculty Association and the Cayuga Community College for the period September 1, 2020 through August 31, 2023. **Motion by Kerr, 2nd by Foley, all in favor.**

7-20-GO-2 Approving 2020-2021 budget for Cayuga Community College. **Motion by Petrus, 2nd by Pinckney, all in favor.**

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) – No updates

Sheila Smith (Clerk of the Legislature) –

- All WEX card (County gas card) list were sent to Department Heads to update, they are now current.
- All (LENS) License Event Notification Service, lists were sent to Department Heads to update, new employees have been added and employees that have left have been deleted.
- Summer hours start July 1st and end August 31st

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk) –

STAFF STATUS

3 staff members were called back from furlough; 2 of them on 6/22 and 1 on 6/24

We still have 3 remaining staff out on furlough

WORK STATUS

The Staff continues to work many hours of overtime. Dropped off/Mailed-In transactions continue to be processed in about 7-10 working days.

APPOINTMENTS

This office accepts online appointments for 8 different in-office transactions at this time:

Class D, Class M & CDL permits; CDL Renewals; Non-Driver ID cards (first time applicants); Name change on license/Non-driver ID; Restricted or Conditional License issues; Change out of State License to NYS License

All other transactions are being done by drop off or mail-in except an upgrade (Enhanced) License – we are not processing them at this time since the Federal Government extended the requirement until Oct. 2021.

REVENUE

Total Retention to the Clerk's Office from DMV Transactions in June: \$37,304
Total Retention YTD: \$225,314
Total Online Sharing Revenue for June: \$5,450; YTD: \$8,517.70
Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$144,007

TRANSACTIONS

Total transactions completed in our DMV Office in June: 3,590 YTD: 23,216
Total online transactions conducted by Cayuga County residents in June: 2,672; YTD: 13,612
We continue to require all customers to make an online appointment for the 8 transactions we are accepting.

We have received great online reviews/feedback:

June 29: *"I have never had such a wonderful experience at any other DMV than I did at Cayuga County? The people were knowledgeable, friendly and accommodating. The county guards/police officers were so wonderful as well!!"*

July 1: *"Was in and out of the office fast! So grateful to the staff at CC DMV!"*

June 30: *"We had a great experience. Everyone was friendly and helpful. Appointment was on time."*

July 1: *"It was a very pleasant experience- the staff was amazing during the time that we were in the office."*

July 1: *"Absolutely the best DMV I have ever done business at!!!!"*

COUNTY CLERK'S RECORDING OFFICE

STAFF STATUS

Working with reduced staff; 1 recently retired 1 on furlough, and one unfilled vacancy.

Staff is working lots of overtime

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$101,137.62

Revenue month of June \$45,721 YTD \$311,594 2020 BUDGET \$640,000.00

TRANSACTIONS

There has been a significant spike in most of the following transactions this month due to attorney offices and Supreme Court opening up this month.

- 630 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 69 DBA/Partnership/Corporation – new, amendments, discontinuances
- 260 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court, New York State, Lower Courts, Federal Agencies, etc.
- 13 Notary filings: new and renewals (does not include amount of documents notarized by staff as free service mandated by NYS).
- 106 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 15 Uniform Commercial Code Transactions: new, continuation, termination, search
- 11 Survey Maps filed
- 1 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$14,052.50 (generated quarterly)
- 0 Passport Photos for new & renewal of passports
- 0 Fees collected for Passport Processing & Photos

APPOINTMENTS

This office accepts online appointments for the following in-office services:

-Notary Services & Renewals - Title Searching/Research -Oaths of Office

In addition to appointments: Attorneys/Customers drop off transactions in the lobby

Customers continue to E-Record and E-File documents

Great Reviews/Feedback from our Customers:

June 25: *"Excellent service was provided by 2 very friendly and polite ladies."*

June 30: *"Super fast and friendly service."*

June 30: *"All the clerks have been kind and helpful no matter what type of transaction I have come in with in the last 6 years. Working with them has made my job easier and they provide clear communication and they point you in the right direction when needed."*

RECORDS RETENTION CENTER

STAFF STATUS

We have one staff person in the Records Retention Center; 2 are out on furlough

WORK

42 Boxes of documents shredded

-8 DSS bins shredded

-2 Support Collection bins shredded

-Environmental Health project scanning continues (Ira currently)

-562 scanned images

-118 – Staff retrieved 118 files from various departments, Courts, title searchers, researchers and the public.

-Only 6 Boxes added to Inventory during this month– they are from the Health Administration

-Answered numerous phone calls and emails

APPOINTMENTS

Until further notice, the public is not allowed in the office due to only one staff person. If a customer needs a copy, staff from the Recording Office can retrieve and deliver it from the Recording Office.

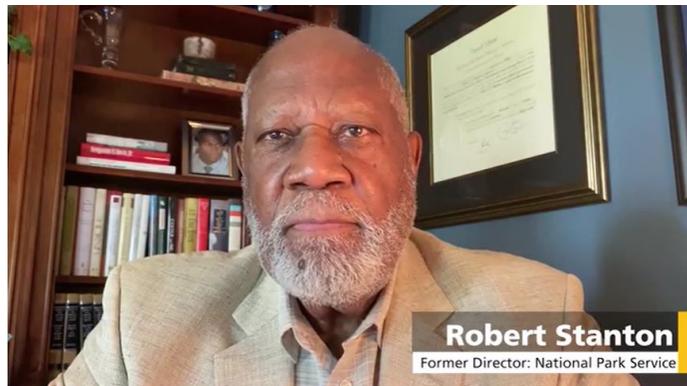
HISTORIAN'S OFFICE

I am very proud that our County Historian, Dr. Ruth Bradley, participated in a role as one of 80 + “Community Reader’s” from across the United States who were all asked to read a part of Frederick Douglass’s July 4 Oration, “*What does July 4 Mean to a Slave,*” a project of the Network to Freedom and the National Park Service. You can watch this community reading on Facebook. See more details below.

When you think of “Independence Day,” what do you think about?

“Above your national, tumultuous joy, I hear the mournful wails of millions! whose chains, heavy and grievous yesterday, are today, more intolerable by the jubilee shouts that reach them.”

-Frederick Douglass, "What to the Slave is the Fourth of July?"



See a special message from Robert Stanton, former director, National Park Service [linked here](#).

This Fourth of July, please join us to view a [community reading](#) of what is considered by many to be a “rhetorical masterpiece,” as we take a moment to reflect on the significance of July 4, 1776.

Frederick Douglass National Historic Site (FRDO) has posted this to their [Facebook](#) page. Please visit their page and share the post with your networks. FRDO will host a [Facebook "watch party"](#) (July 4, 11:00 am) with rangers on hand for comments and questions.

Diane Miller, PhD, National Program Manager, National Underground Railroad Network to Freedom

National Park Service, Harriet Tubman Underground Railroad Visitor Center

4068 Golden Hill Road, Church Creek, Maryland 21622

443-477-4476 mobile

www.nps.gov/ugrr www.nps.gov/ntf

HISTORAN'S STAFF STATUS

The County Historian is the only staff person who is not out on furlough. Two part time people are furloughed.

With 2/3 of staff furloughed, many queries have had to be postponed until staff returns, especially those dealing with genealogy and early deed/property questions. I have kept a long waiting list of research requests that require extensive work-hours.

Some highlights of work completed by the remaining staff person, Dr. Ruth Bradley:

- helped identify records regarding a sunken ferry boat on Cayuga Lake
- fact-checked ownership of the Auburn Bulletin newspaper in 1895
- answered a query about Kelloggsville
- began participation in a podcast/symposium on “Bellwether Women of Cayuga County,” with David Connelly and Jim Loperfido
- established relationship with a group seeking to have historic markers procured for the Women’s Suffrage Trail
- published May 31, “Cayuga County’s Role in the Polio Vaccine,” Auburn Citizen

And the query that I answered that I’m most proud of:

A query came in over Memorial Day Weekend. I provided to a woman from out of state a number of newspapers clippings about her two great-uncles, soldiers Carl and Stanley Kopeczek, brothers from Auburn who were killed a week apart in Europe in World War II. Their grand-niece was deeply thankful and had not known many details about these men.

Paul Bornemann (Information Technology) –

- Operations/Support: end user support, server & application consolidation where possible, patching and updates, application system updates, phone system training for staff
- COVID: Implementing systems to support reopening plans and increasing delivery of services using new approaches.
- Project: Munis upgrade: TEST system upgrade completed in June, this will be used to
- Project: Network Security / consolidation to Sophos edge security technologies, 40% completed in June, on track to be fully completed by end of July
- Project: Pilot Formstack – connect to county systems for single sign on authentication and pilot example forms with departments.
- Administrative: Spending assess our opportunities to minimize expenditures that do not result in improved security or cost efficiency.
- Administrative: NY BOE Cybersecurity Grant – supporting project plan & draft budget to NYS BOE, working with their consultant to finalize with CBOE.
- Administrative: Support procurement efforts to assess alternatives for multi-function-printing device/supply/maintenance/support contract. The existing contract/lease with Toshiba Business Systems ends OCTOBER 2020 for the majority of multi-function printers in the county.
- Administrative: assessing T-Mobile Connecting Hero’s program for first responders, working with Sheriff, 911, and EMO.

August Plan

- Project: Munis Upgrade (completion is based on Tyler schedule, anticipated that it will be fully live by end of October)
- Project: BOE cybersecurity tasks in project plan & update IT Policies to align with best-practices and BOE requirements.
- Project: FormStack pilot continues
- Finalize MFP options and present for approval.

Jessica Strassle (Veterans) – no updates

Motion by Ripley to go into executive session at 6:15PM, 2nd by Kerr, all in favor.

EXECUTIVE SESSION: Contract Negotiations

Motion by Ripley to come out of executive session at 7:09PM, 2nd by Kerr, all in favor.

Motion by Ripley to adjourn at 7:10PM, 2nd by Kerr, all in favor.