



**MINUTES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Wednesday, July 12, 2023, at 5:30PM in Chambers**  
**Live Stream Link - [https://www.youtube.com/watch?v=q-u\\_MrTTEfs](https://www.youtube.com/watch?v=q-u_MrTTEfs)**

**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: Jim Basile, Elane Daly (remote) and Christina Calarco, County Attorney Chris Palermo, Veterans Director Kevin Swab (remote), CIO Tom Bunn, CEDA Director Michael Miller, Assistant County Attorney Fred Westphal, Budget Director Lynn Marinelli, Assistant County Attorney Brittany Massi, Soil & Water Director Doug Kierst, Cornell Cooperative Director Dan Welch (remote), Employment & Training Director Kelly King, Election Commissioner John Camardo, CCC Kelly Albrecht, Stephanie DeVito and Deputy Clerk of the Legislature Amanda Morgan (remote)

**MINUTES TO APPROVE:** June 14, 2023, **Motion by McNabb-Coleman, 2<sup>nd</sup> by Nightengale, all in favor.**

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

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

We processed:

New registrations:	33
Address Changes:	188
Party Changes	5
Name Changes	6
Other Changes	419
Duplicate	82
Incomplete requests	95

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

\* \*These are

almost entirely referrals from the DMV

Early and election day voting for 11 offices. 7 of the 11 races were within 20 votes and so subject to a hand recount. This is scheduled for July 13.

Turnout:

81 Early Voting
586 Election Day
40 Absentee
1 Affidavit
708 TOTAL

3983 possible voters

17.78% turnout

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.

**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 – June 2023**

- 364 new support tickets were created.

- 90% support tickets were resolved (326)
- Average resolution time (per ticket) – 1.4 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.
  - 22% of staff have completed the training; due date is September 15th.
- Data classification inventory – Completed 3/2023
- IT Security Policies (Data Encryption Policy) – Completed 5/2023

## **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 during the month of July.

### **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.
- Communication regarding training will be delivered the week of 7/17

### **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.
- Training has been scheduled for the week of 7/24 with Dan and Sarah.

### **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 74 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
  - Coordinated and transported Veterans to 62 appointments at the Syracuse VAMC.
- Significant Activities
  - Preparing Veteran benefits information mailing
  - 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
  - Attended “Golf Scramble” in Aurora to highlight Veteran benefits and Veteran support fund.
- Areas of Interest
  - Planning Veteran Appreciation Picnic 12 August 23 at Town of Owasco pavilion.

**RESOLUTIONS:**

**BOARD OF ELECTIONS:**

7-23-GO-1      Accepting and budgeting increase in NYS Cybersecurity Grant for the Board of Elections. **Motion by McNabb-Coleman, 2<sup>nd</sup> by Kerr, all in favor.**

**CAYUGA COMMUNITY COLLEGE:**

7-23-GO-2      Approving the 2023-2024 budget for Cayuga Community College. **Motion by Pecher, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**

7-23-GO-3      Approving the Collective Bargaining Agreement between the Cayuga Community College Faculty Association and the Cayuga Community College for the period September 1, 2023 through August 31, 2027. **Motion by Nightengale, 2<sup>nd</sup> by Pecher, all in favor.**

**FOR DISCUSSION ONLY**

**COUNTY ATTORNEY:**

Amending the process for filling vacant budgeted positions and amending Resolution 307-20

**Motion by McNabb-Coleman to adjourn at 6:03PM, 2<sup>nd</sup> by Nightengale, all in favor.**