



MINUTES
GOVERNMENT OPERATIONS COMMITTEE
Thursday, September 10, 2020, – 5:30PM
Live Stream Link - <https://youtu.be/dvzBusMTvtQ>

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, Legislator Elane Daly, County Clerk Sue Dwyer, IT Senior Technician Bryan Lamb, Budget Director Lynn Marinelli, Veterans Deputy Director Lindsey Wilkinson, Assistant County Attorney Brittany Massi, Executive Assistant County Attorney Richard Graham, Director of Community Services Ray Bizzari, HR Director Lisa Lippoldt and Deputy Clerk of Legislature Amanda Morgan

MINUTES TO APPROVE: August 13, 2020, **Motion by Kerr, 2nd by Petrus, all in favor.**

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

In the ever changing world of elections, we are adjusting to multiple new orders from the State. The emphasis on absentee voting has already caused a volume increase in requests and mailings by our office. The phones are ringing all the time and email requests take several hours to fill each day. As of August 20 we have already received more absentee requests than we usually get for an election – and we have eighty plus days to go. Before September 8th we are required to send an informational mailing to every active and inactive voter, in the County (47,000+) outlining options for absentee, early voting hours and locations of polling places.

We are anticipating some space availability problems in our offices. A temporary employee will be removing reusable parts from machines so we can mothball the large voting machine cabinets. We will also be taking on part time help to process absentee ballots beginning in mid- September. Adding to our volume issues is the early September retirement of one experienced part time clerk.

This month we registered 195 new voters, 143 transfers from other counties, and 26 name changes. More than 700 new absentee applications were processed.

We have realized that our mailing volume is consuming more time than is reasonable. We are acquiring an in-house postage meter to save multiple daily trips to the COB and the Post Office.

We hope the local Post Office will accommodate us by picking up our mail for the next several weeks.

Sheila Smith (Clerk of the Legislature) –

- NYSAC Fall Seminar will be virtual this year, you can sign up www.nysac.org/fallseminar classes' start Tuesday September 15th and you must register 24 hours before the class begins. Please contact Amanda or I with any questions.
- Work is going smoothly, I am in the office most days, and Amanda is still working remotely a couple days a week.
- Working on getting Departments to get their Resolutions and department reports in on time, packets need to go out the Thursday before meetings start and there has been a lot of late Resolutions, with packets needing to be revised several times, this is not efficient and is very time consuming.
- Amanda will be helping Aileen with the landing page for the County Website to post announcements of news related to COVID

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk) –

DEPARTMENT OF MOTOR VEHICLES

STAFF STATUS

One staff member will be retiring effective September 8, 2020. Dropped off/Mailed-In transactions are now being processed in about 3 working days, and dealer work is increasing on a weekly basis.

APPOINTMENTS

We opened a 4th counter and we are processing ALL transactions as opposed to the limited transactions types earlier in the year. We extended the appointment calendar and now customers can make appointments as far out as 4 weeks at this time.

Total In-Office Appointments for the month of August: 1,151, an average of 55 appointments per day.

Total transactions processed in our DMV in August: 5,292, includes dropped-off, mailed-in and dealer work.

The appointment system has continued to be a great success. We have had at least 200 customers give us feedback about their appointment experience. 99% of them were absolutely great. Most of them comment as to how easy it is to use the appointment system, how professional and courteous staff is, how helpful everyone is, there is no waiting, and how safe they felt coming into the office for their appointment. Many have said that they hope we continue to have appointments in the future because it saves them time
To make an appointment: <https://cayugacountydmv.setmore.com>

Customers can also drop off or mail-in transactions (except an upgrade/Enhanced License and permit tests which require an in-office appointment.)

REVENUE

Total Retention to the Clerk's Office from DMV Transactions in August: \$54,257.57 ; Total Retention (YTD: \$336,759)

Total YTD Retention (in-office transactions and online sharing): \$356,042.96

Total Online Sharing Revenue for August: \$5,001.78; YTD: \$19,283.91

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$175,661.44

Total transactions completed in our DMV Office in August: 5,292 (YTD: 34,236)

Total online transactions conducted by Cayuga County residents in August: 2,329; YTD:18,625

Paul Bornemann (Information Technology) –

- Project: Munis upgrade: Testing of upgrade continued, ordered replacement check printer due to new double sided format of AP checks, cross training IT staff and working with Treasurers staff to schedule full upgrades to Training and Production systems in September.
- Network Security / consolidation to Sophos edge security technologies, including email spam filtering / encryption,
- NY BOE Cybersecurity Grant – supporting project plan & draft budget to NYS BOE, working with their consultant to finalize with CBOE.
- Multi-Function-Printer Leases (due in OCT) for 54 of our 66 devices.
- Contract IT Services Q4-2020 and 2021 proposal in review
- Rural Broadband and Wireless Internet options for county residents/businesses
 - Work from Home
 - Remote School/Hybrid

Jessica Strassle (Veterans) – Deputy Lindsey Wilkinson:

- 3 cases were rated for veterans in backlog
 - 1 veteran received \$ 109,074.00 that was decided through an appeal
 - 1 veterans received \$ 43,142.00 in retro payment
 - 1 veteran received \$ 34,840.00 in another retro payment
 - These veterans will receive a monthly benefit ranging from \$135.00 - \$3,700.00.
- Cayuga County Vet van is transporting patients to Syracuse Tuesday and Wednesday only until the part time position is filled.
- NYS Division of Veterans Services hosted virtual training on August 10-August 14 that all office state attended.
- 1 appeal was done virtual through our office for a veteran who's been waiting 7 years to speak with a judge pertaining to his claim.
- 8 markers were processed through our office for deceased veterans.
- Our office initiated 15 new claims for pensions or compensation.
- Average phone calls in a workday is 25-30 to schedule an appointment to make an office visit, as we continue to operate by appointment only.
- Jessica Strassle should be returning from the Air National Guard October 1st, 2020.

VETERANS:

9-20-GO-5 Authorizing the Director of Veterans Services to fill a Vacant Part Time Driver. **Motion by Kerr, 2nd by Ripley, al in favor.**

COUNTY CLERK'S RECORDING OFFICE

STAFF STATUS: We still have two 2 vacancies.

REVENUE: Total revenue remitted to County Treasurer for all Departments: \$122,987.68

Revenue month of August: \$51,132 YTD \$415,254 2020 BUDGET \$640,000.00

TRANSACTIONS

- 672 Land documents: Deeds, Easements, Mortgages, Mortgage discharges & assignments, includes electronically submitted recordings
- 36 DBA/Partnership/Corporation – new, amendments, discontinuances
- 258 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 12 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 107 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 17 Uniform Commercial Code Transactions: new, continuation, termination, search
- 13 Survey Maps filed
- 0 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- Online Records Revenue: YTD \$21,243 (generated quarterly)

Clerk's Activities:

- Met with Records Retention Center staff to discuss priorities and initiatives
- Swore in new deputies on 2 separate occasions
- Monthly Radio update on Fingerlakes Radio
- Writing an article for The Citizen to inform the public about updates at the DMV office
- Met with supervisors/managers in my 4 departments to discuss budget issues
- Attempted to meet with Hiring Committee but meeting was cancelled; Dawn Wolff met with hiring committee to discuss filling 2 vacancies: Index & Recording Clerk & DMV Cashier
- DMV Supervisor and I met with Legislator Trish Kerr regarding a DMV issue

APPOINTMENTS

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

- Notary Services & Renewals
- Business Certificates (DBA's)
- Title Searching/Research
- Oaths of Office

To make an appointment: <https://cayugacountyclerk.setmore.com>

In addition to appointments: Attorneys/Customers drop off and pick up transactions in the lobby during business hours. Customers can request to come into the office for Notary and other services and assistance such as Copy of Divorce Decrees, Military Discharges etc. Customers continue to E-Record and E-File documents.

RECORDS RETENTION CENTER

1. Projects:

- a. County Shredding services:
 - i. DSS - 9 bins
 - ii. Ancillary shredding—bins & boxes--continues for other county departments
- b. Reservation Deed Index project **completed**
- c. Environmental Health scanning project continues
- d. Ad hoc scanning project work continues, i.e. Maps, Treasurer books
- e. Coroner's Dept. indexing and scanning project initiated and in-progress

2. Operations:

- a. 1,328 documents scanned [Regular and Large]
- b. 183 records requests, back to pre-pandemic levels

APPOINTMENTS

Until further notice, the public is not allowed in the office unless they make an appointment to do research and pick up paperwork. To make an appointment call 315-253-1037, Monday thru Friday from 9-4.

HISTORIAN'S OFFICE

APPOINTMENTS

To make an appointment, call 315-253-1300. This office is closed on Wednesdays.

Appointments are limited to one person at a time for a limited amount of hours per day.

WORK

Upon their return August 3 from furlough, staffers Nancy Assmann and Jessica Armstrong, with great perseverance and focus, worked to pare down the backlog of inquiries (15+ related to genealogy along with several queries regarding other topics) that arrived in the Historian's Office during the furlough. Our obituary collection and newspaper clippings for our subject files have also been brought up-to-date.

Ten visitors made appointments and came in-person to our office to do research.

Other significant activities:

Engaged in dialogue with the Auburn Citizen Newspaper and Seymour Library regarding dispensing of old bound copies of the Citizen, a discussion that involves ensuring that between our office and Seymour Library, a complete run of the publication is available, at least on microfilm.

Related, our office has agreed to accession photo negatives from the Citizen; this new collection adds to and complements the photo negatives we accepted from them for the years 1940s – 1980s.

Aided a real estate developer who came in by appointment to research a historic house on South St in Auburn.

Assisted a member of the County Planning Department to research the history of the Village of Cayuga and the surrounding area.

Assisted visitors to locate records regarding naturalizations, and military service in WWII.

Initiated dialogue with Seymour Library to work together to produce finding aids regarding collections both institutions hold on a single topic. Our initial test project is to inventory and produce finding aids for materials related to the Columbian Rope Company.

COUNTY CLERK:

9-20-GO-2 Authorizing the Cayuga County Clerk to create and fill a Full Time Index and Recording Clerk. **Motion by Petrus, 2nd by Ripley, all in favor.**

9-20-GO-3 Authorizes Cayuga County Clerk to fill a Full Time Cashier position in the Motor Vehicle Department. **Motion by Petrus, 2nd by Lattimore, all in favor.**

BOARD OF ELECTIONS:

9-20-GO-1 Authorizing the Chair of the Legislature and the Commissioners of the Cayuga County Board of Elections to receive the NYS Elections Cybersecurity Remediation Grant Program for the Board of Elections. **Motion by Vitale, 2nd by Ripley, all in favor.**

INFORMATION TECHNOLOGY:

9-20-GO -4 **(PULLED)** Authorizing the Chair of the Cayuga County Legislature to Enter into a 60 month agreement with Eastern Managed Print Network for the lease of Multi-Function-Printers and associated maintenance and supplies for Cayuga County.

CAYUGA COMMUNITY COLLEGE:

9-20-GO-6 Acknowledging the updated Cayuga Community College 2020-2021 Capital Project Submission to SUNY. **Motion by Kerr, 2nd by Ripley, all in favor.**

CLERK OF THE LEGISLATURE:

9-20-GO-7 Amending the Cayuga County Policy Manual, Section 41(Resolution Procedure) to limit the duration of Hiring Authorizations. **Motion by Vitale, 2nd by Foley, all in favor.**

Motion by Vitale to adjourn at 6:09PM, 2nd by Petrus, all in favor.