



**MINUTES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, September 9, 2021 – 5:30PM**  
**Live Stream Link - <https://youtu.be/rxDrfDNJwLQ>**

**CALL TO ORDER:** By Hon. Ryan Foley, Chair called the meeting to order at 5:33 PM

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

**EXCUSED:** Legislator Tricia Kerr

**OTHERS:** County Attorney Chris Palermo, County Attorney Brittany Massi, County Attorney Rich Graham, CIO Tom Bunn, IT Computer Technician Jodie Nickerson, IT Computer Technician Jeff Gould, and Secretary to the Chairperson Max Pinchak

**MINUTES TO APPROVE:** August 17, 2021 **Motion by Strong, 2<sup>nd</sup> by Nightengale. All in favor.**

**APPOINTMENTS:**

**Records Advisory Committee:**

Thomas Bunn, 160 Genesee St., 5<sup>th</sup> Floor, Auburn, NY 13021 term 9-25-21 to 12-31-21 **Motion by Pecher, 2<sup>nd</sup> by Nightengale. All in favor.**

**OTHER: Discussion on Charter**

Mr. Petrus led the discussion. Mr. Petrus stated feedback is welcomed at this point and that he is working with county attorneys to prepare a sample resolution. The committee discussed the possibility of another expert presenting information about a charter. Mr. Petrus stated a referendum, a vote for permission from voters to proceed, is first needed. After that, charter options could be further researched, reviewed then potentially adopted.

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Cherl Heary and Katie Lacey (Board of Elections) –**

As expected, August is a relatively quiet month at the Board of Elections. In routine transactions we processed 163 new registrations, 514 transfers, 34 name changes and 44 party changes.

We have scheduled the inspectors, managers and their training for Early Voting and the November 2<sup>nd</sup> General Election. All together approximately 135 individuals will be working this year. Early Voting beginnings on Saturday, October 23<sup>rd</sup> and continues through Sunday, October 31<sup>st</sup>. We will have Early Voting at the same three sites as last year, Clifford Park, Venice Town Hall and Cato Town Office.

For the General Election we will be printing ballots on demand at all six City of Auburn polling locations. This is our first step toward ballot on demand countywide.

Final ballots will be certified on September 9<sup>th</sup>. Military ballots will be mailed on September 17<sup>th</sup> and we will begin mailing absentee ballots to the permanent applicants on September 24<sup>th</sup>. Sample ballots will be on our website September 17<sup>th</sup>.

**Sheila Smith (Clerk of the Legislature) – no updates**

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

Mr. Palermo discussed ongoing opioid litigation. One defendant in the case, of which there are many, has settled and Cayuga County is estimated to receive \$225,000 - \$525,000 over 10 years as restitution from this one defendant.

**Susan Dwyer (County Clerk) –**

1. The NYS Updated Records Retention Schedule is finally complete. Every County Department is in compliance after months of work and updates. A special thanks goes out to Bonnie Thomas of our Records Retention department- she played a major role in assisting county staff in updating their records. No county can apply for a NYS Records Management Grant unless they are in compliance so this was a very timely and important goal for us to complete.

2. At this meeting I would like to have a discussion concerning moving forward with suggesting changes to the most recent resolution concerning salary ranges for Non-Bargaining staff. As I previously mentioned at the last Ways and Means Meeting and the August Legislature meeting, the Deputy 2 and 3 starting salary is about \$2,000 lower than the 3 staff she would be supervising. We discussed this at the Sept. 1 department head meeting and several department heads mentioned that they were going to bring their concerns to their oversight committee and the chair mentioned that there could be changes and discussion moving forward if we had concerns.
3. We continue to be extremely busy at the Clerks Recoding Office especially with Real Estate Transfers and Passport Processing. We are advocating that the Passport Agency train more personnel since passports are taking an average of 18 weeks from the date of processing.

**Tom Bunn (Information Technology) – no updates**

Mr. Bunn stated that he has had the opportunity to meet with various department heads with the goal of improving work flow efficiency, highlighting efforts to go paperless. Mr. Bunn will be presenting at the October Government Operations committee meeting.

**Lindsey Wilkinson (Veterans Temp. Director): no updates**

Committee Chair Ryan Foley gave an update in lieu of Ms. Wilkinson's absence. Mr. Foley discussed turnover within the Veteran's Affairs Office and hiring challenges. He updated the committee with a current timeline of the hiring process for a Veterans Director. Candidates will be reviewed on Friday, September 10<sup>th</sup>, while interviews are anticipated to begin the following week.

**RESOLUTIONS:**

**INFORMATION TECHNOLOGY:**

9-21-GO-1 (PULLED) Amend budget to increase an expenditure to purchase hardware equipment. **No motion.**

**ADJOURNMENT: 6:18 PM Motion by Strong, 2<sup>nd</sup> by Pecher. All in favor.**