



**MINUTES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Wednesday, September 13, 2023, at 5:30PM in Chambers**  
**Live Stream Link - <https://www.youtube.com/watch?v=XQ5jMxWod5E>**

**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

**EXCUSED:** Robert Shea

**OTHERS:** Chair David Gould, Legislators: Jim Basile, Christina Calarco, Elane Daly and Mark Strong, County Attorney Chris Palermo, Veterans Director Kevin Swab (remote), CIO Tom Bunn, Assistant County Attorney Fred Westphal, Operations Officer Shereen Androsko, CCC Kelly Albrecht, Budget Director Lynn Marinelli, Soil & Water Director Doug Kierst, Cornell Cooperative Director Dan Welch, CEDA Maureen Riester, Election Commissioners Keith Batman and John Camardo, Employment & Training Director Kelly King, County Clerk Sue Dwyer, Stephanie DeVito and Deputy Clerk of the Legislature Amanda Morgan (remote)

**MINUTES TO APPROVE:** August 9, 2023, **Motion by Nightengale, 2<sup>nd</sup> by Pecher, all in favor.**

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

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

We processed:

New registrations:	58
Address Changes:	143
Party Changes	46
Name Changes	32
Other Changes	287
Duplicate	153
Incomplete requests	198

\* This activity includes changes recorded to and through the national and State data bases as well as local changes. Incomplete requests are largely from DMV referral activity.

August is a relatively slow time and staff have been able to take some time off. A small staff and election and other demands require staff to limit time off to a few times during the year.

We have prepared our 2024 budget and look forward to meeting with fiscal and legislative leaders to finalize.

We are also looking at changes to polling places and staffing that will be needed for the 2 2024 primaries, a Presidential election and changes in election law that will require much additional work in the BOE in 2024.

Voting Machines

We are prepared to move forward with the purchase of voting machines and will be discussing at the meeting. Final approval must be complete by October but a sooner action will help ensure delivery to allow processing and training for our 2024 elections.

**BOARD OF ELECTIONS:**

9-23-GO-1 Budgeting receipt and expenditure of poll worker (HAVA Grant Funds). **Motion by Kerr, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**

9-23-GO-8 **(Added 9-13-23)** Authorizing the execution of a contract with the Clear Ballot Group, Inc. for the purchase of voting systems and amending the 2023 budget. **Motion by Kerr, 2<sup>nd</sup> by Nightengale, all in favor except Pecher and Patti Ruffini.**

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

- Employee Recognition luncheon will be held on Thursday, September 21<sup>st</sup> at 12:00PM at the Springside Inn all Legislators are invited to attend. 90 employees will be recognized for their 5, 10, 15, 20, 25, and 40 years of service.

- Student Government will be held on October 24<sup>th</sup>, the Legislature meeting will start at 10:00AM, each Legislator will have a student sit with them during the meeting. A luncheon will take place at 12:00PM at Emerson Park.

## **CLERK OF THE LEGISLATURE**

- 9-23-GO-6 Amending the Cayuga County Building Policies. **Motion by McNabb-Coleman, 2<sup>nd</sup> by Nightengale, all in favor.**
- 9-23-GO-7 Amending the Cayuga County Conduct on County Property Policy. **Motion by Pecher, 2<sup>nd</sup> by Nightengale. Motion by Patti Ruffini to table, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**

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

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

## **COUNTY CLERK:**

- 9-23-GO-2 Authorizing the Chairperson of the Legislature to sign the agreement for the County Records Management and System Services with Info Quick Solutions, Inc. **Motion by Kerr, 2<sup>nd</sup> by Nightengale, all in favor.**
- 9-23-GO-3 Authorization to change the salary of a PT Research Aide in the County Historians Office. **Motion by Kerr, 2<sup>nd</sup> by Nightengale, all in favor.**
- 9-23-GO-4 Authorizing the creation of a temporary leave bank for a Cayuga County Motor Vehicle Employee. **Motion by Pecher, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**

**Tom Bunn (Information Technology) – IT Help Desk data – August 2023**

- 410 new support tickets were created.
- 86% support tickets were resolved (352)
- Average resolution time (per ticket) – 1. hours

## **Completed Projects**

### **Microsoft Office 365 Teams and OneDrive Training**

- Training opportunities to all staff began in August (face to face, recorded, and Microsoft E-learning academy) – Over 200 employees have been trained.
- Training is still available, please email the helpdesk if you still would like to setup virtual or face to face sessions.

## **Active Projects**

### **Enterprise Resource Planning (ERP) Solution**

- County currently owns and operates different system to accomplish various tasks including Payroll, Finances, Human Resources, Purchasing, Fixed Assets, as well as many “one-off/standalone” solutions.
- Systems aren’t interoperable which has created departmental silos, complex processes, and resulted in duplication of effort and other inefficiencies.
- County has created a team to investigate various solutions which will result in one centralized system that can incorporate all the items listed above.
- Several benefits to moving to this system which include, cost savings, data security, compliance, increased productivity, visibility, and real-time reporting.

### **County-Wide Network Infrastructure Project**

- All hardware has arrived and has been configured and installed.
- Remote office installation is still in progress.
- The Public Safety building is its own separate project and will be worked on after remote office upgrades are complete (Resolution coming in October).
- 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.
- 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.
- Design/Discovery meeting set for 9/14

#### **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.
- 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.
- Assessment has been completed, SBOE has been provided with our initial results; awaiting feedback which will help guide IT cybersecurity priorities for 2024.

#### **Saferwatch Implementation**

- Saferwatch is the web-based and mobile safety and security system for both our community and County staff.
- Working with Sheriff's Department to setup an implementation team.
- IT setup has begun and will be completed by the end of September.

#### **Adobe Sign Implementation**

- Adopting new application to help automate business tasks.
- We are very close to rolling out a demo of the newly improved Resolution approval process; goal is to improve collaboration and the workflow approval process for all stakeholders.
- Working with Department Heads to identify and prioritize all existing manual paper processes.
- Software integrates with many of the software applications we own (Microsoft 365, Adobe Creative Cloud, Laserfiche, etc...)

**Kevin Swab (Veterans) – No updates**

### **RESOLUTIONS:**

#### **CAYUGA COMMUNITY COLLEGE:**

9-23-GO-5 Approving the Collective Bargaining Agreement between the Cayuga Community College Council 66 of the American Federation of State, County, and Municipal Employees, Local 932-C, AFSCME and the Cayuga Community College for the period September 1, 2023 through August 31, 2026. **Motion by Pecher, 2<sup>nd</sup> by Kerr, all in favor.**

**Motion by Nightengale to adjourn at 6:26PM, 2<sup>nd</sup> by Kerr, all in favor.**