



MINUTES
GOVERNMENT OPERATIONS COMMITTEE
Wednesday, October 11, 2023, at 5:30PM in Chambers
Live Stream Link - <https://www.youtube.com/watch?v=nwVQxPcKduo>

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, Brian Muldrow, Elane Daly and Mark Strong, County Attorney Chris Palermo, Veterans Director Kevin Swab, EMO Director Riley Shurtleff, HR Administrator Diann Ferris, CIO Tom Bunn, Operations Officer Shereen Androsko, Assistant County Attorney Brittany Massi, Chief assistant County Attorney Rich Graham, Clerk of the Legislature Sheila Smith, Budget Director Lynn Marinelli, Cornell Cooperative Director Dan Welch, Election Commissioner 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: September 13, 2023, **Motion by McNabb-Coleman, 2nd by Pecher, all in favor.**

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

John Camardo and Keith Batman (Board of Elections) –

Thank you for approving the purchase of our new voting machines. We begin working with Amanda O’Grady and Clear Ballot this month to develop a schedule for receipt and set up of the machines. The plan is to get rid of the old machines and accept the new machines after the November election, probably in early December. We will then need to establish a training schedule for all elections, primary and general, to ensure our poll workers are completely comfortable and familiar with the new machines.

We are preparing for the November election. We have identified poll sites and are in the process of training poll workers. We have had or plan to have 10 training sessions.

We processed:

New Regs 31
Address Changes 124
Party Changes 57
Name Changes 22
Dup Regs 97
Incomplete 258
Other Changes 1449

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

As reported last month, we have prepared our 2024 budget and look forward to its approval.

Sheila Smith (Clerk of the Legislature) –

- Reminder, Student Government Day 10-24-23, Legislature meeting will start at 10:00AM and lunch will be at Emerson Park at 12:00PM, guest speaker is Dr. Durant, President Cayuga Community College.
- NYMIR Health Care renewals and vehicle renewals have been sent to the respective Departments to complete and are due back by October 25.
- The welcome in welcome out get together will be at Curley’s in the Red Suspender Room on Friday, December 15 at 6:00PM, invitations and cost will be e-mailed or mailed out.
- FOIL’s, August - 8 completed, 5 denied, 3 extensions.
- New Legislator Orientation packets are being prepared and will be available to all Legislators in the drop box.

Christopher Palermo (County Attorney) – No updates

Susan Dwyer (County Clerk) – No updates

Tom Bunn (Information Technology) –

IT Help Desk data – August 2023

- 437 new support tickets were created.
- 89% support tickets were resolved (389)
- Average resolution time (per ticket) – 1.2. hours

Completed Projects

Mental Health Microsoft Teams project

- IT staff (Kimberly Dygert and Joe Taylor) worked with Mental Health staff to implement a solution to centralize and drastically reduce the work required to setup health visits and care.
- A great example of utilizing our existing resources to create a solution that saves time and creates efficiencies over multiple departments.

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; initiated kick off meeting on 10/2
- IT setup has begun and will be completed by 10/13

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) –

- Ongoing Activities
 - Assisted with over 70 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
 - Coordinated and transported Veterans to 60 appointments at the Syracuse VAMC.
- Significant Activities
 - “Wall That Heals” 13-17 Sep 23
 - 150 + Volunteers
 - Over 2000 visitors
 - Contact with Veterans about benefits
 - Participated in Senior Moments Resource fair with Office for the Aging
 - Presence at Tomatofest, Canal Day, Throop Fall Fest and Fast Cars & Big Rigs.
 - Stationed Veteran Service Officer at VA Clinic
 - Participating in ETS Sponsorship Program, ETSsponsorship.com
 - NYS Joseph P. Dwyer Peer to Peer Program
 - Distributing “Green Lights for Veterans” to show appreciation and raise awareness of Veteran issues and suicide prevention.
- Areas of Interest
 - Veteran’s Day is 30 days away
 - Presences at multiple events around the county

RESOLUTIONS:

CLERK OF THE LEGISLATURE

Motion by Pecher to bundle GO 1 & 2, 2nd by McNabb-Coleman, all in favor.

10-23-GO-1 Amending the Cayuga County Conduct on County Property Policy

10-23-GO-2 Adopting the revised Cayuga County Emergency Plan having a title change to the Cayuga County Building Occupant Emergency Plan

End of bundle

COUNTY CLERK:

10-23-GO-3 Authorizing the abolition of the title of one (1) Part Time Typist I the Couty Historians Office, creating the position of Part Time Cataloging Assistant, and authorizing he Cayuga County Clerk to fill the position of Part Time Cataloging Assistant. **Motion by Pecher, 2nd by McNabb-Coleman, all in favor.**

10-23-GO-4 Amend DREAMS Capital Project 22-01 to accept National Grant and replace ~~with~~ ARPA Funding. Motion by Pecher, 2nd by McNabb-Coleman. **Motion by Shea to remove “with” from the title, 2nd by Pecher, all in favor. All in favor as amended.**

INFORMATION TECHNOLOGY:

10-23-GO-5 Authorizing the Chair of the Cayuga County Legislature to enter into an agreement with ComSource for the procurement of network and cabling infrastructure for Cayuga County. **Motion by Kerr, 2nd by Pecher, all in favor.**

Motion by Pecher to adjourn at 6:10PM, 2nd by McNabb-Coleman, all in favor.