



**MINUTES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Wednesday, October 12, 2022 to follow Judicial**  
**Live Stream Link - <https://youtu.be/J9ddT11Udew>**

**CALL TO ORDER:** By Hon. Chris Petrus, Chair called the meeting to order at 6:36PM

**MEMBERS:** Legislators, Tricia Kerr, Aileen McNabb-Coleman, Heidi Nightengale, Lydia Patti Ruffini (remote), Vice Chair Hans Pecher and Robert Shea

**EXCUSED:** Aileen McNabb-Coleman

**OTHERS:** Chair David Gould, Legislator -Jim Basile, Assistant County Attorney Fred Westphal, CIO Tom Bunn, Veterans Director Kevin Swab, County Attorney Chris Palermo, County Clerk Sue Dwyer, Human Resources Administrator Diann Ferris, Operations Officer Shereen Androsko, and Deputy Clerk to the Legislature Amanda Morgan

**MINUTES TO APPROVE:** September 14, 2022, **Motion by Shea, 2<sup>nd</sup> by Nightengale, all in favor.**

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

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

- This month has been dominated by reporting results and auditing the August Primary and beginning preparations for the November General Election. The usual processing of new registrations and registration changes has been busier as the election nears. We processed 408 new registrations, 170 party changes, 72 name changes and 39 transfers from other counties.
- At the end of this week the first absentee ballots were mailed to over 1,500 permanent and new applicants. We expect applications from the State portal and local over the counter requests to pick-up considerably as election nears. Once again “temporary illness” related to COVID will be accepted as a valid reason for obtaining an absentee.
- We are in the process of contacting over 175 prospective poll workers for early voting and Election Day. Early voting begins October 29<sup>th</sup> at our three locations and continues through November 6<sup>th</sup>. Sample ballots are available on our website.
- We reported last month our intention to provide ballot on demand at all polling locations. Unfortunately the printers which were originally recommended cannot print two sided ballots and there are no longer Oki printers sold in the US. As a result we will have to cut back our plan for printing ballots to include only the City of Auburn and the 6 largest Towns. The smaller Towns will receive the usual preprinted ballots.

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

**Motion by Shea to bundle GO 1-6, 2<sup>nd</sup> by Nightengale.**

**Nightengale withdraws 2<sup>nd</sup>.**

**CLERK OF LEGISLATURE:**

10-22-GO-2 Authorizing the Chairman to extend the contract for Auctions International to December 31, 2022 for auction services for surplus assets. **Motion by Shea, 2<sup>nd</sup> by Nightengale, all in favor.**

10-22-GO-3 Updating Cayuga County Mandatory Background Investigation Policy for Staff with Access to Federal Tax Information (FTI). **Motion by Kerr, 2<sup>nd</sup> by Nightengale, all in favor except Pecher.**

**Motion by Kerr to table GO 4 & 5 to November Government Operations and refer to Public Works for comment, 2<sup>nd</sup> by Nightengale, all in favor except Pecher.**

10-22-GO-4 Adopting the Cayuga County Fueling and Fuel Handling Safety Policy.

10-22-GO-5 Adopting the Cayuga County Excavation and Trenching Safety Policy

**End of bundle**

10-22-GO-6 Adopt a Hybrid-Remote Work Policy for Eligible Cayuga County Employees. **Motion by Nightengale, 2<sup>nd</sup> by Shea, all in favor.**

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

**COUNTY ATTORNEY:**

10-22-GO-1 Authorization to amend the 2022 County Attorney’s Budget. **Motion by Pecher, 2<sup>nd</sup> by Nightengale, all in favor.**

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

**Tom Bunn (Information Technology) -**

**IT Help Desk data – September 2022**

- 367 new support tickets were created
- 84% support tickets were resolved (308)
- Average resolution time (per ticket) – 2 hours

**Completed Projects**

- Chambers Audio/Video project is complete
  - Added speakers to improve audio reinforcement for those attending physically
  - Added assistive listening devices to improve audio experience
- Wireless upgrades completed in Records/Historian office building
- Deployed online password reset portal

**Active Projects**

**Verizon to FirstNet Migration**

- Plan to migrate County wireless devices, mobile hotspots, and wireless routers from Verizon Wireless to AT&T FirstNet
- FirstNet provides high-speed, reliable, prioritized coverage for government agencies
- Results in broader coverage, prioritized bandwidth, and a better customer support experience
- Savings over current Verizon plan; no commitment/can cancel anytime

**Emergency Broadcast Project**

- Installation of network-based loudspeakers and cabling to begin October 17th

**County-Wide Network Infrastructure Project**

- Provided vendor logical layout design of proposed network
- Once project is complete will provide a reliable, scalable, and redundant network infrastructure to the County
- Next meeting scheduled 10/17

**Microsoft Office 365 Project**

- Conducted several meetings with vendor this month
- Initial configuration and connectivity from County infrastructure to Office365 has been established – Account cleanup in progress
- Project priority is the migration of Exchange email (on premises) to the cloud
- IT team will undergo training on Microsoft365 Exchange (email) support
- Working on Professional Development training materials for all employees
- IT department will be the first to migrate email, will communicate directly with each department prior to their migration
- Goal is to complete email migration for the County in the months of October-December
- Next steps will be to migrate to Office 365 tools (Word, Excel, Access, SharePoint, Teams, etc.)

**INFORMATION TECHNOLOGY:**

10-22-GO-7 Authorizing the Chair of the Cayuga County Legislature to enter into an agreement with NYS Office of Information Technology Services and NYS Division of Homeland Security and Emergency Services. **Motion by Pecher, 2<sup>nd</sup> by Shea, all in favor.**

**Kevin Swab (Veterans) -**

- Significant Activities
  - Assisted with over 108 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
  - Coordinated and transported Veterans to 44 appointments at the Syracuse VAMC.
  - Hired new Veteran Service Officer
  - Participated in Auburn VA Clinic Open House
- Ongoing Activities
  - Distributing NYS Farmer’s Market Coupons in office and at events.
  - Participating in ETS Sponsorship Program, ETSsponsorship.com
  - Working plan for NYS Joseph P. Dwyer Peer to Peer Program funding
  - Planning for Veterans Day Activities

- Promoting “Green Light for Veterans”
  - Working with YMCA on hosting Veterans Day Appreciation and Information
- Working with City of Auburn on Veteran Memorial Park improvements
- Areas of Interest
  - Increased number of inquiries due to Camp Lejeune Water Contamination and other PACT Act approved conditions

## **RESOLUTIONS**

### **LEGISLATURE:**

10-22-LEG-1 Fixing Day and Notice of Public Hearing on a local law to authorize videoconferencing for public meetings

**Motion by Pecher to adjourn at 7:30PM, 2<sup>nd</sup> by Shea, all in favor.**