



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, January 9, 2020, Chambers – to follow HHS

CALL TO ORDER: By Hon. Ryan Foley, Chair

MEMBERS: Legislators Tricia Kerr, Timothy Lattimore, Christopher Petrus, Paul Pinckney, Charlie Ripley, and Ben Vitale

OTHERS:

MINUTES TO APPROVE: December 3, 2019

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) – No updates

Sheila Smith (Clerk of the Legislature) – No updates

Christopher Palermo (County Attorney) – No updates

Susan Dwyer (County Clerk) – No updates

Paul Bornemann (Information Technology) –

- 2020 Phone System Replacement project, kickoff meeting with 8x8, working out deployment plans, will schedule configuration meetings with each department
- CPS – Northwoods Application Implementation, in coordination with NYS, notebook PC's deployed in 2019, training and CPS usage scheduled to begin by the end of January possibly extending into early February.
- Work planned/budgeted for 2020
 - Move to Microsoft 365 for Government: this annual subscription includes EXCHANGE email, SHAREPOINT document/forms/workflow and MICROSOFT WINDOWS OS – all of these are hosted or managed in Microsoft for Government facilities. We plan to implement advanced protection and cyber security features as a critical part of this implementation.
 - Multi-Function Printers: a majority of the Toshiba Multifunction devices will be up for lease/contract renewal in OCTOBER of 2020. IT will be evaluating products from Xerox, HP and Lexmark as alternatives. Xerox will be providing a Color Multifunction device to the County for use on the 6th floor of the County Office Building, the County only has to agree to pay for monthly usage costs (toner and maintenance). This is expected to be implemented by mid-February. Other devices will be ordered and evaluated by AUGUST to provide input prior to the renewal period.
 - Consolidation: Toshiba Business Systems proposed replacing a number of the county B&W and Color Laser single-function printers with Multifunction equivalents due to the lower operating costs. This proposal involves re-locating a number of the existing Toshiba Multifunction B&W devices to departments that need them, replacing them with new Color Toshiba Multi-Function devices.

Jessica Strassle (Veterans) – No updates

RESOLUTIONS:

BOARD OF ELECTIONS:

1-20-GO-1 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign NTS Maintenance and Support

VETERANS:

1-20-GO-2 Authorizes Cayuga County Veterans Services to fill a Part-Time Driver

ADJOURNMENT: Tuesday, February 11, 2020 at 5:30PM If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

1-20-60-1

RESOLUTION NO. _____

1/30/20 BOE NTS Data Services Agree

Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign NTS Maintenance and Support

BY: Ryan Foley, Chair, Government Operations Committee
Chris Petrus, Chair, Ways & Means Committee.

WHEREAS, the Cayuga County Board of Elections desires to improve the conduct of local, state and federal elections by providing faster and more informative services to voters; and

WHEREAS, NTS has the knowledge, expertise, required software, associated technology and services to provide a quality solution to the Board's needs for a hardware and software maintenance; and

WHEREAS, the Board in evaluating prospective suppliers of services has selected NTS as best suited to their requirements; now, therefore, be it

RESOLVED, that the Chairman of the Cayuga County Legislature and the Commissioners of the Cayuga County Board of Elections are hereby authorized to sign a Maintenance and Support Agreement for a period of 5 years from January 1, 2020 to December 31, 2024 in the amount of \$230,700.00, payable in annual installments of \$46,140.00.

Government Operations Committee

Ways & Means Committee

Ryan Foley, Chair

Christopher Petrus, Chair

Tricia Kerr

Keith Batman

Timothy Lattimore

Elane Daly

Chris Petrus

Andy Dennison

Paul Pinckney

Ryan Foley

Charlie Ripley

Benjamin Vitale

Benjamin Vitale

Tucker Whitman

Co. Atty: _____



Cayuga County Board of Elections

Kate Lacey (D)
Cherl Heary (R)
Commissioners

Kia Larsen (D)
Roberta Massarini (R)
Deputy Commissioners

TO: Fred Westphal & Steve Tobin
FROM: Katie Lacey & Cherl Heary
DATE: July 12, 2018
RE: Board of Elections contracts

Per suggestions from the U.S. Department of Homeland Security, we would like to confirm that our contracts with vendors reflect the best practices for security standards as established by New York State and the Department of Homeland Security. As we are neither IT experts nor lawyers, we are requesting your skills in drafting a Service Level Agreement that will ensure we have taken every opportunity to protect the security of the voter database, equipment and election process in Cayuga County. We would like the following points to be included in the Service Level Agreements with Dominion, NTS and Phoenix Graphics:

1. Require vendors to conduct third-party vulnerability assessments of their systems and share the results with our office.
2. Require vendor systems to use digital signatures to ensure the integrity of all received and transmitted files.
3. Require audit logs for any vendor-run system.
4. Require vendors to notify our office in the event of a cybersecurity breach of their systems or other unauthorized access immediately after they become aware and to cooperate with any consequential investigation, response, and mitigation.
5. Maintain the ability to review vendors' security policies, standards, and guidelines, including the ability to assess whether these are implemented in a manner that allows for communication of cybersecurity activities and outcomes across the organization from the executive level to the implementation/operations level.
6. Evaluate the levels of transparency associated with their cybersecurity processes, and to what extent vendors will collaborate with our office on key security risk-mitigation activities, including consequence management after a cyber incident. These would include code reviews, vulnerability scans, patching, and implementing controls to strengthen their security posture, while also closing critical gaps.
7. Provide for a maintenance strategy that allows for routine software and hardware updates commensurate with the nature of evolving risks and the state of the art in cybersecurity safeguards.
8. Require the vendor provide its applicable data retention and destruction policies, a list of

relevant physical locations where data will be processed, stored, or otherwise accessed, and an exhaustive list of subcontractors who may process, store, or otherwise access voting data or systems. Depending on the nature of the vendor's services, it may be necessary to impose flow-down security and audit requirements on subcontractors, including on the vendor's infrastructure vendors, or, if relevant, to explicitly restrict data storage locations.

We welcome your insights and encourage you to add any additional requirements we have not considered as we draft the Service Level Agreements for our vendors.

Thank you!

MAINTENANCE AND SUPPORT AGREEMENT

THIS Agreement ("Agreement") is made and entered into this _____ day of _____, 20____, by CAYUGA COUNTY BOARD OF ELECTIONS, with offices located at 10 Court Street, Auburn, NY 13021 hereinafter referred to as the BOARD and NTS DATA SERVICES, LLC, a New York Limited Liability Company, with office and principal place of business at 2079 Sawyer Dr, Niagara Falls, New York 14304, hereinafter referred to as NTS.

WHEREAS, the BOARD desires to continue support and maintenance services related to Voter Registration, Signature Digitization, Full Document Imaging, Interface Messaging, PACETS Election Management and

WHEREAS, the BOARD in evaluating prospective suppliers of systems and services has selected NTS as best suited to their requirements.

NOW THEREFORE, in consideration of the mutual covenants contained herein, it is mutually agreed as follows:

1. HARDWARE & OPERATING SYSTEM SOFTWARE

BOARD has opted to provide the PC hardware required to support the TEAM/Suite, IMS and Pacets systems. NTS shall review and approve all hardware related to the implementation of this contract. If the NTS approved hardware configuration is deviated from, time spent by NTS in problem resolution shall be billable to BOARD at a rate of \$175.00 per hour.

For the Term of this Agreement, BOARD agrees to purchase and maintain up-to-date versions of NTS recommended diagnostic software to assist in the determination and resolution of system related problems.

2. SOFTWARE MAINTENANCE

NTS' TEAM/Suite, IMS and Pacets systems are currently installed at the BOARD. Subsequent upgraded versions of the software systems will be installed as they are developed, tested and released at the discretion of NTS. Errors in the software that are detected after installation and acceptance will be corrected at no charge to the BOARD.

Starting on January 1, 2020 and continuing through December 31, 2024, T TEAM/Suite, IMS and Pacets software maintenance is included in the pricing set forth in this Agreement. This maintenance shall include periodic upgrades and new releases of the licensed software.

3. HOTLINE SUPPORT

Hotline Support may include general PRODUCT application questions/issues, election operation issues and any and all other areas that the BOARD may wish to utilize the NTS Support Center. Hotline support for TEAM/Suite, IMS and PACETS, not to exceed ten (10) hours in any one month, shall be provided by NTS at no charge to the BOARD until December 31, 2024. Hotline support shall be available between the hours of 9:00 AM and 5:00 PM, Monday through Friday, exclusive of holidays. Hotline support over and above the monthly maximum shall be billed at a rate of \$175.00 per hour.

4. APPLICATION SOFTWARE INSTALLATION AND CONFIGURATION

BOARD shall provide means for authorized remote access into the BOARD system by NTS to facilitate application software installation. This remote access may be via Virtual Private Network, LogMeIn or any other mutually acceptable connection method. NTS shall complete application software installation remotely and perform software testing through this connection. For the Term of this Agreement, remote access and security rights shall be provided to NTS in order to facilitate installation of application software updates for the BOARD.

5. PRICING

Pricing for TEAM/Suite, IMS and Pacets support and maintenance is detailed below:

Total Contract Cost	\$230,700.00
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It is understood and agreed by and between both parties that the BOARD is a tax-exempt entity, and therefore shall not be charged any tax on this transaction.

6. PAYMENT SCHEDULE

Invoices will be mailed to the BOARD each due date.

On January 15, 2020, the BOARD shall make a payment of \$46,140.00.
On January 15, 2021, the BOARD shall make a payment of \$46,140.00.
On January 15, 2022, the BOARD shall make a payment of \$46,140.00.
On January 15, 2023, the BOARD shall make a payment of \$46,140.00.
On January 15, 2024, the BOARD shall make a payment of \$46,140.00.

Within 45 days of each of the above due dates the BOARD shall make the payment indicated.

7. ORIGINAL AGREEMENT

All provisions of original Full Service Signature Digitization System Purchase and Installation Agreement executed on March 27, 1995, the NTS Supplemental Software License Agreement executed on March 27, 1995, original Election Management and Election Reporting Purchase and Installation Agreement executed on April 28, 2006, the NTS Supplemental Software License

Agreement executed on April 28, 2006, the Full Document Imaging Purchase and Installation Agreement executed on March 5, 2007 and the NTS Supplemental Software License Agreement executed on March 5, 2007 remain in effect unless specifically superseded by this Agreement.

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

ACCEPTED FOR:

CAYUGA COUNTY BOARD OF ELECTIONS

By: _____
Commissioner

By: _____
Commissioner

Date: _____

Date: _____

By: _____
Chairman, County Legislature

Date: _____

NTS DATA SERVICES, LLC

By: _____
Vice President

Date: _____



Workers' Compensation Board

CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

1a. Legal Name & Address of Insured (use street address only) NTS Data Services, LLC NTS Data Services, Inc. 2079 Sawyer Drive Niagara Falls NY 14304	1b. Business Telephone Number of Insured 1-800-458-3820
Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)	1c. NYS Unemployment Insurance Employer Registration Number of Insured
2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) Cayuga County Board of Elections 10 Court Street Auburn NY 13021	1d. Federal Employer Identification Number of Insured or Social Security Number 16-1580300 16-1479711
3a. Name of Insurance Carrier Hartford Casualty Insurance Co.	3b. Policy Number of entity listed in box "1a" 01 WBC LX1137
3c. Policy effective period 8-14-19 to 8-14-20	3d. The Proprietor, Partners or Executive Officers are <input checked="" type="checkbox"/> Included (Only check box if all partners/officers included) <input type="checkbox"/> all excluded or certain partners/officers excluded

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy). The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: Edward C. Gelia, Jr.
(Print name of authorized representative or licensed agent of insurance carrier)

Approved by: Edward C. Gelia Jr. 9/19/19
(Signature) (Date)

Title: Executive Vice-President

Telephone Number of authorized representative or licensed agent of insurance carrier: 716-632-6118

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER United Insurance Agency, Inc. 90 Bryant Woods South Amherst, NY 14228	716-632-6118	CONTACT NAME: Carol Wirth PHONE (A/C, No, Ext): 716-632-6118 FAX (A/C, No): 716-631-5045 E-MAIL ADDRESS: cwirth@uia1.com
	INSURER(S) AFFORDING COVERAGE	
INSURED NTS Data Services, LLC NTS Data Services, Inc. 2079 Sawyer Drive Niagara Falls, NY 14304-2962	INSURER A:	Hartford Casualty Ins. NAIC # 29424
	INSURER B:	Citizens Ins Co of America 31534
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		OBSA344579-06	08/14/2019	08/14/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			OBSA344579-06	08/14/2019	08/14/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			OBSA344579-06	08/14/2019	08/14/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	01WBCLX1137	08/14/2019	08/14/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is an Additional Insured under the General Liability policy to the extent of the written contract, not to exceed the limits shown above.

CERTIFICATE HOLDER CAYUGAC Cayuga County Board of Elections 10 Court Street Auburn, NY 13021	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Edmund C. Kelly Jr.</i>
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1-20-60-2

RESOLUTION NO. _____ 1/30/20 VET Fill PT Driver

AUTHORIZES CAYUGA COUNTY VETERANS SERVICES TO FILL PART TIME DRIVER.

BY: Ryan Foley, Chair, Government Operations Committee
Chris Petrus, Chair, Ways & Means

WHEREAS, the Veteran Services Agency part-time driver was promoted to a Veteran Services officer

WHEREAS, the department requires a part-time driver to transport veterans on the Vet Van to doctors' appointments at the Syracuse VA Hospital

WHEREAS, the funding for the PT driver position salary is included in the 2020 budget (A65100-51001); now therefore be it

RESOLVED, that Cayuga County Director of Veteran Services be authorized to fill the Part Time Driver position (PC #6736), in accordance with the Civil Services Rules and Regulations and the policies of the County of Cayuga.

Government Operations Committee

Ways & Means Committee

Ryan Foley, Chair

Christopher Petrus, Chair

Tricia Kerr

Keith Batman

Timothy Lattimore

Elane Daly

Chris Petrus

Andy Dennison

Paul Pinckney

Ryan Foley

Charlie Ripley

Benjamin Vitale

Benjamin Vitale

Tucker Whitman

Co. Atty: _____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 12/19/2019

Authorization To: Fill Only

**** New Position Duties Statement (NPDS) - Short Form
REQUIRED IF the title exists within the department**

**** New Position Duties Statement (NPDS) - Long Form
REQUIRED IF the title does NOT exist within the department**

Do you anticipate this request to result in fill-behinds? No

Cayuga County Department Veterans

Job Title Being Requested (Exact Civil Service Title) Driver

Position Control Number 6736

Position Status Permanent

Position Designation Part-Time

Budget Account Number 65100-51001

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested IS IN Part II

Probationary Salary Amount 11.70

Step 1 Amount (Part II)	11.85
Starting Salary for Position Requested	11.70
Justification for Salary Requested	Salary already in the budget
Does position include fringe benefits?	No
What is the justification for filling this position AND why is it important for your department?	The Department transports veterans from their home to the Syracuse VA Hospital Monday through Thursday.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	Veterans Services transports around 1500 veterans a year to medical appointments. Additionally the van is used to help transport veterans to special events and activities in the community. This position will cost the county \$26,516.79.
Department Head	Jessica Strassle
Date	12/19/2019
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

A 12/19/19

LhLippoldt Approved 12/19/2019