



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Wednesday, April 12, 2023, at 5:30PM in Chambers
Live Stream Link - <https://www.youtube.com/watch?v=AdoPUWhIT-s>

CALL TO ORDER: By Hon. Chris Petrus, Chair

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

MINUTES TO APPROVE: March 8, 2023

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

John Camardo and Keith Batman (Board of Elections) –

We processed:

New registrations:	18
Address Changes:	127
Party Changes	7
Name Changes	39
Other Changes	2464*
Duplicate	102
Incomplete requests	256**

* This activity is largely changes recorded to and through the national data base

**These are almost entirely referrals from the DMV

Review of petitions for the 2023 election cycle began in early April and will be complete by the Government Operations meeting on April 12. Petitioning and petitioning review has been the focus of work in the last month.

We want again to bring to the committee's and legislature's attention that we will be purchasing new voting machines this year. As reported last month, we will be purchasing new voting machines this year. As reported, we have reviewed two voting systems. As a reminder, all software and hardware associated with elections must be reviewed and approved by the NYS Board of Elections. As a result, the process is not a bidding process but one involving selection from approved vendors based on value and local preference. This is a large cost item that is budgeted with a combination of grants funds, local money and ARPA funds as allocated by the Legislature. We are involving poll managers and other workers in the process to get input from the people who have direct responsibility at election sites.

Our plan is to have an initial selection to discuss at the May Government Operations meeting.

Sheila Smith (Clerk of the Legislature) –

- All County Polices are now on the County Website on the link below, they are by department and alphabetically listed: [Policies | Cayuga County, NY](#)
- FOIL's - February processed 17, March processed 15
- Working on updating the following polices:
 - Vehicle Policy
 - Capital Asset Policy
 - Resolution Policy
 - PIO Policy

Christopher Palermo (County Attorney) – No updates

Susan Dwyer (County Clerk) – No updates

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

- 454 new support tickets were created.
- 90% support tickets were resolved (409)
- Average resolution time (per ticket) – 1.3 hours

Completed Projects

Upgraded Telehealth solution for Mental Health Department

- Moved from OneTouch to Zoom Healthcare platform.
- Unified the experience for both providers and patients while saving 15k on software costs.

Corrective Action Plan (IT Audit)

- Cybersecurity Training plan is being built; rollout targeted for mid-March.
 - Focus on IT Security Awareness/Data Protection
 - Annual training required for all employees.
- Data classification inventory has been completed.
 - Will provide valuable reports to determine risk based on data/application.
 - Will allow me to apply varied IT security approach based on report results.
- IT Security Policies (Data Encryption Policy)
 - Draft Policy has been created and shared with committee.

MUNIS Software/Hardware Upgrades

- MUNIS was successfully upgraded from v2019 to v2021.
- Will result in better system performance, and server hardware will be upgraded simultaneously.

Office365 Email Migration (County-Wide)

- Successfully migrated entire on-premises email environment to Office365

Active Projects

Safety/Security Upgrades

- Working in conjunction with Safety Committee to install & upgrade cameras for new, high resolution IP cameras in various areas at the County Office Building
- Installed new viewing station and 360-degree camera in the Lobby of the County Office Building

Cayuga GOLD

- Established Wellness subcommittee; working on a partnership with local fitness center to offer cost effective memberships for County employees.
- Rolling out digital signage throughout the County to promote some of the exciting things we are doing, informational resources to staff, and highlight our Cayuga GOLD recipients.

County-Wide Network Infrastructure Project

- All hardware has arrived and has been configured and installed.
- Will coordinate to work over the next several weeks (nights/weekends) to completely redesign our network closets with new hardware.
- Once 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
- Various training opportunities coming soon.

Kevin Swab (Veterans) –

- Significant Activities
 - Assisted with over 104 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
 - Coordinated and transported Veterans to 50 appointments at the Syracuse VAMC.
 - Presented Cold War Veteran Property Tax Exemption proposal to legislature.
- Ongoing Activities
 - Participating in ETS Sponsorship Program, ETSsponsorship.com
 - Working with County Clerk to update “Return the Favor” data.
 - Working administration and plan for NYS Joseph P. Dwyer Peer to Peer Program funding
 - Veteran Appreciation Fishing in Fair Haven 16-17 Jun 23
 - Supporting health club memberships and other wellness activities for Veterans
- Areas of Interest
 - Planning outreach for Memorial Day and other events in 2023
 - “Wall That Heals” coming to Auburn 13-17 Sep 23

RESOLUTIONS:

CLERK OF LEGISLATURE:

4-23-GO-1 Pension Reporting Resolution for Elected and Appointed Officials

4-23-GO-2 Amending the Cayuga County Emergency Closing Policy

CAYUGA COMMUNITY COLLEGE:

4-23-GO-3 Approving the Collective Bargaining Agreement between the Cayuga Community College Part Time Faculty Association and the Cayuga Community College for the Period September 1, 2016 through August 31, 2024

ADJOURNMENT: Wednesday, May 10, 2023

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.

RESOLUTION NO. _____ **4-25-23** **COL Pension Reporting**

PENSION REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS

By: Christopher Petrus, Chairman, Government Operations Committee

WHEREAS, New York State’s Retirement System reporting requirements are set forth in Title 2 NYCRR § 315.4 for elected or appointed officials who are members of the New York State Retirement System and elected or appointed on or after August 12, 2009; and,

WHEREAS, a three-month record of work activities was submitted to the Clerk of the Legislature by those officials that do not maintain a daily record of actual time worked; now therefore be it

RESOLVED, on recommendation of the Government Operations Committee, that the Cayuga County Legislature will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of the Legislature: **see attached**; and it is further

RESOLVED, that the redacted copy of the resolution which does not show the employees last four digits of their social security number or registration number shall be posted on the Cayuga County website for a minimum of 30 days and that a certified copy of the resolution and affidavit of posting be filed with the Office of the State Comptroller within 45 days of adoption.

NAME	DEPT.	WORK DAY	TITLE	TERM	APPT. DATE	APPT. ENDS	CO. PENSION	RECORD OF TIME	Tier 1	NOT SUBMITTED
Foley, Ryan	Human Res/CC	7	Commissioner PT	6 years	6/1/2022	5/31/2028	Y	6.86		
Sherman, Bruce D.	Human Res/CC	7	Commissioner PT	6 years	6/1/2020	5/31/2026	Y	4.84		
Lattimore, Tim	Human Res/CC	7	Commissioner PT	6 years	6/1/2018	5/31/2024	Y		Tier 1	
Duckett, Adam	Jail Physician	7	Jail Physcian	1 year	1/1/2023	12/31/2026	Y	0.44		
Duckett, Adam	Coroner	7	Coroner	4 years	1/1/2023	12/31/2026	Y	21.71		
Basile, James, J	Legislator Board	6	Legislator	2 years	1/1/2022	12/31/2023	Y	9.58		
Calarco, Christina	Legislator Board	6	Legislator	2 years	1/1/2022	12/31/2023	Y	4.63		
Kerr, Tricia	Legislator Board	6	Legislator	4 years	1/1/2020	12/31/2023	Y	8.51		
Nightengale, Heidi	Legislator Board	6	Legislator	4 years	1/1/2020	12/31/2023	Y			X
Patti Ruffini, Lydia	Legislator Board	6	Legislator	2 years	1/1/2022	12/31/2023	Y			X
Petrus, Christopher	Legislator Board	6	Legislator	4 years	1/1/2020	12/31/2023	Y			X
Schenck, Brian	Sheriff	8	Sheriff	4 years	1/1/2023	12/31/2026	Y	30		
Dempsey, Dave	Treasurer	6	Treasurer	4	1/1/2022	12/31/2025	Y	11.08		
Antonacci, Brittany	District Attorney	7	District Attorney	4	1/1/2023	12/31/2026	Y	27.17		

RESOLUTION NO. _____ 4-25-23 COL LEG Amend Emergency Closing Policy

Amending the Cayuga County Emergency Closing Policy

BY: Hon. Christopher Petrus, Chair Government Operations

WHEREAS, The County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and,

WHEREAS, The County wishes to amend the Emergency Closing Policy, by combining the “Absences Necessitated by Adverse Weather Conditions” with the Emergency Closing Policy; now therefore be it

RESOLVED, The Cayuga County Legislature does hereby amend The Cayuga County Emergency Closing Policy; and be it further

RESOLVED, That the policy be posted to the County Website, and e-mailed to Department Heads by the Clerk of the Legislature Officer; and it is further

RESOLVED, That each Department will review their policies annually and all changes/revisions will be brought by Resolution through the Government Operation Committee to the Legislature for its consideration; and it is further

RESOLVED, that this resolution will take effect immediately upon its adoption.

Emergency Closing Policy

DEPARTMENT: Legislature

POLICY TITLE: Emergency Closing Policy

EFFECTIVE DATE: 7-27-22

SUPERSEDES: Resolution 282-22 of 7-27-22, Resolution 284-22 of 7-27-22, Resolution 68-22 of 2-22-22 and Resolution 344-18 of 9-27-18

Statement & Purpose:

This policy/procedure provides a framework and protocol for modifying normal operations during seasonal inclement weather, or other emergencies as they relate to closing of County Government offices, buildings, and/or publicly available services and *to clarify what is considered a legal absence during extraordinary weather events.*

The development of this policy and these procedures have been guided by the belief that the County Government is an essential organization within the Cayuga County community and as such is normally open during periods of ordinary seasonal inclement weather or other minor disruptions.

The Cayuga County Government equally values the safety and lives of all staff, while recognizing that we must maintain the effective operation of the Government during inclement weather and other disruptions when possible.

Introduction:

An emergency closing of Cayuga County Government will be implemented only under severe and extreme circumstances. Every effort will be made to maintain services and all employees are expected to report to work unless they specifically advised otherwise. When safety conditions and/or a declared state of emergency due to other factors warrants, the County Government may implement an emergency closing of all or part of the Government.

Scope and Application:

This Policy shall apply to all County employees, elected and appointed staff, administrative staff part-time staff, customers, visitors, and persons or companies doing business with Cayuga County.

Policy:

The decision to close the Cayuga County Government buildings, offices and services shall be a consultative process. A core advisory group (CAG), which includes the *Chairperson or “designee”*, Sheriff, the Director of Emergency Services, and the Highway Superintendent, or “their designees” shall make up the CAG. The CAG can be expanded to include additional staff members as necessary, at the discretion of the County *Chairperson or “designee”*.

The Chair of the Legislature, will have the final authority to make the decision to close any or all parts of the County Government.

Department heads and supervisors are responsible for assuring the employees who report to them are aware of this policy and understand the general procedure and any internal departmental procedures for emergency closing. Employees are responsible for contacting their supervisors if they are unclear as to the status of the Government’s operation or their need to report to work.

Departments with operations involving external groups (e.g., contractors, vendor run operations, etc.) will communicate with these groups regarding the action the County Government is taking.

Employee Absences Necessitated by Adverse Weather Conditions

- 1. When by an act of the County Legislature the County Offices are closed due to hazardous weather conditions, no time will be charged against the employee. Otherwise, all employees are obliged to report to work.***
- 2. If hazardous weather conditions exist during working hours, the Chairperson or “designee”, will determine if early dismissal is warranted. If the recommendation for early dismissal seems advisable, all employees who are permitted to leave will not have time charged against them.***
- 3. When an employee is absent from work on approved leave, i.e., vacation, sick leave, personal leave, etc., this does not change by virtue of closure of the County Offices or early dismissal.***
- 4. When an employee is working in the field and hazardous storm conditions arise making it dangerous to travel, it is his/her responsibility to call his/her supervisor and report the situation before going off duty.***
- 5. Any employee who is unable to report to work or requests to leave work early due to weather conditions must charge this time to an appropriate leave accrual or take unpaid leave.***

General Process:

The Sheriff will consult / coordinate with the “on duty” road patrol supervisor and the Highway Superintendent to establish a recommendation for the County *Chairperson*.

The County *Chairperson* or “designee” will notify Emergency Services and Chief Information Officer or “designee” to facilitate staff notifications and web postings.

The County *Chairperson* or “designee” will access television media closing notification scroll, and issue applicable press release to all media outlets advising of the closure. Accessing the television media closing notification scroll or press release may be assigned to an alternate person if deemed necessary for timeliness.

It is incumbent upon Department Heads to develop an internal mechanism with their supervisors and staff to ensure that all staff are made aware of this policy, applicable procedures, encouraged to leverage the

County Mass Notification system, and generally know where to look/find appropriate closing notifications

Communications When Modifying Normal Operations:

Once the decision to close and/or modify operations of the County buildings is made, all appropriate individuals will be notified through all applicable means, which includes, but is not limited to:

- Cayuga County Mass Notification System push notification – This system is housed and maintained in Emergency Services. It is an opt-in system, and employees are encouraged to sign up for this system to ensure they receive notifications. The mass notification system capabilities include text messaging to County mobile device and personal mobile device, email to County email and personal email, a computer-generated phone call to County cellular device, personal cellular device, and home phone. This system also has available provisions for hearing impaired (TTY/TTD) systems.
- An email to all County employees with access to their County email.
- Posting on the Cayuga County web site home page (www.cayugacounty.us)
- Posting by all Department heads (or applicable designee) to all County social media feeds (Facebook, Twitter, etc.).
- Television Media Stations with closing / notification scrolling messages, to include:
 - Syracuse Television channel(s) – 3 (WSTM), 5 (WTVH), CW6 (WSTQ), 9 (WSYR), and 10 (Spectrum News)
 - Rochester Television Channel(s) – 8 (WROC), 10 (WHEC), and 13 (WHAM)
- Press release to all applicable media outlets (predominantly for public notification, given the potential delays in broadcast or print media).
- The 911 Center may be called upon to access the Mass Notification System in extreme circumstances, or where other methods are impaired or inaccessible.

Efforts to ensure all applicable means of notification of closure occur at least one (1) hour before the decision takes effect, earlier if possible.

Identification of Essential Employees:

As of the date of release of this Policy / Procedure, Essential Employees' shall include, but is not limited to:

- Those Departments with responsibility for public safety, including the Sheriff's Department, County Jail, 911, Highway Department, and Emergency Services.
- Those Departments with the responsibility to keep County Facilities open during a time of public closure (Sheriff's Facility, Jail Facility, Highway Facility, Buildings and Grounds, County Office Building Emergency Operations Center & Back-up 911 Center)

It is incumbent upon Department Heads and Supervisory staff to know what services their Department is required by law or statute to be considered "essential" and/or ensure that, consistent with the laws or statutes, that their services are and/or remain available during a closure. To that end, Departments that believe that they are essential, based on law or statute, and not included in the essential public safety departments listed, must review their status with the County *Chairperson or "designee"* for inclusion.

Operational Definitions for this Policy/Procedure:

Essential Employees' – Employees' identified within this policy / procedure relative to public safety and facilities. Employees' of Departments having statutory responsibility to the public at all times, not otherwise identified here in. Others to be identified necessary and/or essential by the County *Chairperson or "designee"*.

Non-Essential Employees' – Employees' not otherwise identified in this Policy / Procedure.

Roads Closed Except for Emergency Travel – Per the Sheriff's Office Road Restriction Guidelines 2.0, issued March 6, 2018, travel is restricted to emergency vehicles and those performing an emergency act. All other travel, including to and from work, is prohibited and strict enforcement will be in effect.

No Unnecessary Travel – Per the Sheriff's Office Road Restriction Guidelines 2.0, issued March 6, 2018, hazardous conditions exist, but the decision to drive is left to the discretion of the traveler. If roads are wet or snow is present, drive with extra regard for your speed and those around you especially on curves, hills, and bridges which usually freeze well before the rest of the roadway. Be sure to give yourself plenty of stopping distance especially on icy roads.

Travel Advisory – Per the Sheriff's Office Road Restriction Guidelines 2.0, issued March 6, 2018, motorists are encouraged to use caution.

Amended 2-22-22 removed wording "Reverse 911" and replace it with "Mass Notification System"

Amended 7-27-22, amend 2nd RESOLVED to; that the policy will be posted to the County Website and e-mailed to Department Heads by the Clerk of the Legislature Office. Removing County Administrator and replacing with Chairperson or "designee";

Amended 4-25-23 – added - Employee Absences Necessitated by Adverse Weather Conditions, 1, 2, 3 and 4

RESOLUTION NO. _____

4/25/23

CCC Faculty Assoc. 2016-2024 Successor Agreement rev 3

APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CAYUGA COMMUNITY COLLEGE PART TIME FACULTY ASSOCIATION AND THE CAYUGA COMMUNITY COLLEGE FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH AUGUST 31, 2024

BY: Mr. Christopher Petrus, Chairman of the Government Operations Committee
Mr. Hans-Peter Pecher, Chairman of the Ways & Means Committee

WHEREAS, the Cayuga Community College Part-Time Faculty Association, NYSUT, AFT, NEA, AFL-CIO ("PT FA") filed a petition for certification with the New York State Public Employment Relations Board ("PERB") on or about April 22, 2014; AND,

WHEREAS, the College disagreed that a separate unit of Adjuncts was the most appropriate unit and sought to include Adjuncts within the existing bargaining unit for full-time faculty members at the College;

WHEREAS, Cayuga Community College ("College"), and the Part Time Faculty Association ("Association"), are parties to a collective bargaining agreement for the period September 1, 2016, through August 31, 2024; and,

WHEREAS, on or about January 25, 2016, PERB concluded that a separate unit of Adjuncts working at the College was the most appropriate unit; and,

WHEREAS, the College and PT FA have been engaged in negotiations concerning a first collective bargaining agreement; and,

WHEREAS, the parties have tentatively agreed to terms of an initial collective bargaining agreement, subject to ratification by the Association and approval by the College, and Cayuga County; and,

WHEREAS, the Association submitted terms for an initial collective bargaining agreement to its membership for consideration; and,

WHEREAS, the Association approved and ratified the terms for an initial collective bargaining agreement on November 17, 2022; and,

WHEREAS, Cayuga Community College submitted terms for an initial collective bargaining agreement to its Board of Trustees for consideration; and

WHEREAS, the Cayuga Community College Board of Trustees approved and ratified the terms for a collective bargaining agreement on March 23, 2023; and,

WHEREAS, both the Association and the Cayuga Community College Board of Trustees recommend that the Cayuga County Legislature approve the terms of the Tentative Agreement between the parties being attached; now, therefore be it

RESOLVED, that the Cayuga County Legislature hereby approves the terms and conditions of the Tentative Agreement by and between Association and the Cayuga Community College Board of Trustees; and be it further

RESOLVED, that the Cayuga County Legislature is hereby authorized and directed to take any and all appropriate actions to approve and implement said agreement for the period September 1, 2016, through August 31, 2024; be it further

RESOLVED, that this resolution shall take effect immediately.