



AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, October 14, 2021 – 5:30PM
Live Stream Link - <https://youtu.be/x1nhGde0Y-c>

CALL TO ORDER: By Hon. Ryan Foley, Chair

MEMBERS: Legislators, Tricia Kerr, Heidi Nightengale, Hans Pecher, Chris Petrus (Vice Chair) Mark Strong and Tucker Whitman

MINUTES TO APPROVE: September 9, 2021

APPOINTMENTS: None

PRESENTATION: Tom Bunn, re: State of IT

OTHER: Discussion on Charter

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

- Our staff processed 92 new registrations, 118 transfers, 24 name changes and 21 party changes in September.
- Permanent absentee ballots went out on the 24th. We processed around 1,200. The State portal is up and we are processing those applications daily.
- This week and next week we are doing training classes for the managers and inspectors.

Sheila Smith (Clerk of the Legislature) – No updates

Christopher Palermo (County Attorney) – No updates

Susan Dwyer (County Clerk) –

County Clerk Updates- This month's theme should be, "When You Work Together, You Get Good Things Done!"

1. Submitted a resolution this month to request the County Legislature support the DREAMS Project - A multi-phase, multi-year Records Retention digital solution. I included a summary of the project along with other supporting documents. This is very timely – we will have to prepare to apply for a Shared Services Grant, etc. You can read more about this in the resolution and the summary.
2. The DREAMS Committee met remotely with our new CIO Tom Bunn to welcome and inform him of the scope of the DREAMS Project. Michael McNeill took Tom on a tour of the Records Retention Center so he could have a better idea of the scope of the project. We look forward to collaborating with Tom and his department on future projects.
3. We want to thank our Buildings and Grounds Department for lending us helpers to assist us in shredding. One of our staff had surgery and is unable to shred during his recovery. We have a huge amount of shredding at this point and we asked Gary Duckett and his dept. for help and they have been great!
4. Exciting news at the Historian's Office: A collaborative New York Heritage project began on Tuesday, September 28. This is a partnership with Seymour Library and Wells College to complete a large photo scanning and indexing project. Historian Ruth Bradley and staff made room for equipment and desk space to accommodate an intern and equipment provided by the library. The intern will put in 150 hours until December, and additional hours after Christmas and into Spring.
5. In the Records Retention Center we are assisting the Environmental Health Dept.(EHD) with cleaning out their boxes of files in our Records Center. Bonnie Thomas from Records and Missy from the EHD are working together to sort old records and remove non-permanent records so they can be shredded.
6. Shereen Androsko, DMV Supervisor, worked in partnership with the Drug Free Community Coalition which includes: Cayuga County Sheriff's Dept., APD, and STOP DWI. They Coalition created and purchased 3 different cards that will be handed out in the DMV and by our other partners to: New Drivers, Parents of New Drivers, and 21 Year Old Drivers. This effort will hopefully remind drivers to have a plan so they don't drink and drive, and alert them to the dangers of texting and driving.

Tom Bunn (Information Technology) –

Attended the NYSLGITDA Fall 2021 Conference

Active Projects

Chambers audio/video solution – solution has been selected/purchased – installation coming soon

Developing new automated workflow processes to replace SharePoint applications

- Employee Add/Change/Remove
- Travel Requests
- Facility Requests

Working with Human Resources to develop Employee Portal for initial onboarding process

- Will centralize document storage and workflow for both the HR department and employee

Continuing work with the BOE Cyber Security project

- Determining all the work accomplished in 2021 that is reimbursable for the 80k grant
- Meeting planned with BOE staff to determine next steps to identify, plan and implement next phase for 2022

Working with IT team to identify opportunity to streamline IT function and processes

- Implementing new software inventory, deployment and patch management system
- Implementing a solution to standardize our faxing solution.
 - Will make the faxing process uniform for all and save the County significant money
- Evaluating networking monitoring solution
 - Will streamline operations and allow department to be more proactive to network related issues
 - Will allow department to better manage risk by monitoring, identifying and responding to issues in real time identified by this solution
- Evaluating IT auditing solution
 - Will enhance overall IT Security Operations
 - Will maintain business continuity
 - Will provide greater IT security compliance
- Evaluating Multi-Factor Authentication solution
 - Cyber Security Insurance Providers now require MFA
 - Currently County has pockets of MFA implemented throughout the organization
 - This solution will provide full MFA throughout the organization, strengthening IT security and minimizing overall risk

Vacant (Veterans Director) - No updates

RESOLUTIONS:

10-21-GO-1 Approving a multi-phase/multi-year digital project called - Digital Records Electronic Access Management System (DREAMS) and to fund the same using a combination of the following sources: Local Government Records Management Improvement Fund (LGRMIF); Shared Service Grants; American Rescue Act Plan funds; as well as county funds to support this initiative

ADJOURNMENT: Wednesday, November 10, 2021 will follow Judicial

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. _____ 10/26/21

CC Digital DREAMS Project

Approving a multi-phase/multi-year digital project called - Digital Records Electronic Access Management System (DREAMS) and to fund the same using a combination of the following sources: Local Government Records Management Improvement Fund (LGRMIF); Shared Service Grants; American Rescue Act Plan funds; as well as county funds to support this initiative

BY: Mr. Ryan Foley, Chairperson, Government Operations Committee
Mr. Keith Batman, Chairperson, Ways and Means Committee

WHEREAS, the cloud-based DREAMS solution will leverage current and newly created broadband technologies, subsequently delivering digital records, information, and improved operations more efficiently and effectively to our county staff, county municipalities, county taxpayers and beyond; and

WHEREAS, presently the Cayuga County Records Retention Center at 12 Court Street is housed in a 62 year old building that is almost at the 97% storage capacity level, and the storage space where 12,000+ cubic feet of records are stored, is not climate controlled (which is recommended by the NYS Archives Department (NYSAD), it does not have an appropriate fire prevention system, and the basic annual cost to operate it in 2018 was \$22,168; and

WHEREAS, if a fire or any other unforeseen catastrophe occurred in the Records Center, all of the County's documents, historical books, maps, microfilm, microfiche, and ledgers, in addition to all of the Historian's documents would be destroyed and it would be a catastrophic loss of many important and irreplaceable documents that are required by law to be permanently preserved. Furthermore, our microfilm has almost reached its life span. Part of its deterioration is due to the non-climate controlled environment; and

WHEREAS, the building is in need of costly repairs; in the last week of August, due to heavy rainfall, there was a water leak on the 2nd floor. We were extremely relieved that there was no loss of precious documents. Several months prior to that, a malfunctioning toilet in the Records Center resulted in a leak into the Historian's Office. In addition to plumbing issues, the furnace is old and it doesn't work efficiently. The windows in the multi-floor facility are all old and inefficient. There is a huge loss of heat in the winter, and in the summer the upper floors of the Records Center often reaches in the high 90's. The building is in need of an overhaul and now is the time to consider making a change that makes sense both financially, operationally and technologically. It is clear that the building will continue to need costly repairs. The County is at a crossroads; if we do nothing, the County will be faced with extensive and expensive renovations, or the County could be faced with the need to purchase a new records facility. If we move forward with a digital solution and eliminate the need for that building, office space will be reduced, records will be easily accessible, and the County will no longer have to be concerned about costly issues and the notion of losing irreplaceable historical documents due to the unsafe conditions in the Records Center; and

WHEREAS, in February of 2020, the County Clerk in her capacity as the County Records Management Officer, put together a DREAMS (Digital Records Electronic Access Management System) Committee and began working on a multi-year, multi-phase initiative to have the County take the steps to explore a digital solution. The committee has spent hundreds of hours of research, focused on contacting vendors, visiting a neighboring county to see how they saved millions of dollars by going digital rather than building or restoring their Records Center, participating in webinars, presenting information to the County Records Advisory Committee, and have been in constant communication with the New York State Archive Department to seek

guidance on grants. The cloud-based DREAMS solution will deliver cost-effective sustainability and scalability—the ability to effectively expand or contract records volumes and operations with minimal effort or financial consequence. In its present state the current legacy operational model has a fixed capacity. Any necessity to expand capacity further is non-existent. A digital solution would minimize storage and required office space, preserve all records in digital form while preserving historical documents, and saving the county money by selling or leasing a building we would no longer need, and combining three departments that have a symbiotic relationship into one office space; and

WHEREAS, the cost of Phase 1 of a digital solution initiative is estimated at \$1 million and would be funded by the County Clerk applying for a LGRMIF Shared Services Grant in February, which would also provide funds to include partnering with one of the surrounding towns to help assist in digitizing their records, and funds from the American Recovery Act Plan. Now therefore be it

RESOLVED, that the County Legislature hereby approves of the preceding planned Digital Solution and that the County Clerk and Records Retention Center work with all of the County departments in 4 or 5 phases to complete this initiative.; and be it further

RESOLVED, the Chair of the Cayuga County Legislature is hereby authorized to execute any documents necessary to accomplish the foregoing; and be it further

RESOLVED, that the Cayuga County Treasurer is hereby authorized to make the necessary journal entries & adjustments to accomplish the same.