



**MINUTES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Wednesday, February 8, 2023**  
**Live Stream Link - [https://youtu.be/zUej\\_EDuiDY](https://youtu.be/zUej_EDuiDY)**

**CALL TO ORDER:** By Hon. Chris Petrus, Chair at **5:32 PM**

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

**OTHERS:** Chair David Gould, Legislators: Mark Strong, Jim Basile, Christina Calarco, and Elane Daly, County Attorney Chris Palermo, Assistant County Attorney Fred Westphal, Assistant County Attorney Brittany Massi, Veterans Director Kevin Swab (remote), CIO Tom Bunn, BOE Election Commissioners Keith Batman and John Camardo, County Clerk Sue Dwyer, Planning and Economic Development Director Steve Lynch, Employment and Training Director Kelly King, CEDA Director Michael Miller, Director of Soil and Water Conservation Director Doug Kierst, Cornell Cooperative Extension Director Dan Welch, and Secretary to the Chairperson Sarah Blowers

**MINUTES TO APPROVE:** January 11, 2023  
**Motion by Shea, 2<sup>nd</sup> by Nightengale, all in favor.**

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

**John Carmardo and Keith Batman (Board of Elections) –**

With two new Commissioners and one new Deputy Commissioner much of January, usually a slower time, has been quite busy working to get everyone up to speed prior to petitioning. Even with these demands, of course, the work of the office continued. We processed:

New registrations:	20
Address Changes:	122
Party Changes	29
Name Changes	29
Other Changes	39
Incomplete requests	187*

\*These are almost entirely referrals from the DMV

With the changes in County legislative districts, the office, working with our vendors, had to recreate voting lists for the County in order to prepare for petitioning. This was an involved project that required the cooperation of IT, the BOE staff and vendors. At this point, we are ready with lists for petitioning.

During the year we will be looking at the purchase of new voting machines, a review of the company we use to print ballots as well as the other hardware and application software used in our elections

We have submitted our yearly report to the NYSBOE and will be receiving the State summary of all Boards within the next few months. We will share this with the committee when available since it shows comparisons of all operations in the State.

Finally, we attended a week-long conference and training in Albany in January at which we learned much about the complexity of NYS election law, were updated on legislative and other actions and had the opportunity to ask questions of our colleagues from around the State as well as vendors whom we will be calling upon for proposals later in the year.

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

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

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

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

- 452 new support tickets were created.
- 86% support tickets were resolved (389)
- Average resolution time (per ticket) – 1.3 hours

## **Completed Projects**

### **TraCS 19 Upgrade (Sheriff's Department)**

- Consisted of Server, Workstation, and Field Units
- Upgrade provided updated law tables, improved search features, and a more reliable connection to the server which has caused us issues in the past.

### **Spillman Upgrade (Patch)**

- Keeping system patched to the latest version.
- Completed 2/2

## **Active Projects**

### **Corrective Action Plan (IT Audit)**

- Training plan is being built; rollout targeted for March 2023
  - Focus on IT Security Awareness/Data Protection
- Data classification inventory is in the configuration process.
  - 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 Policy
  - Working on updates
  - Plan to complete updates for review in March 2023

### **County-Wide Network Infrastructure Project**

- All hardware has arrived and has been configured and installed.
- New network core equipment slated for installation the week of 2/6
- 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**

- Information Technology has fully migrated to Office 365
- We have started email migration within the County; 20 departments have been completed.
- Office 365 email migration should be completed by February 2023
- Phase II includes Microsoft Teams and OneDrive rollout will be begin once email migration is completed (early 2023)

### **Kevin Swab (Veterans) –**

- Significant Activities
  - Assisted with over 51 actions including Veteran Benefits Claims, Records Requests, Death and Burial Benefits.
  - Coordinated and transported Veterans to 45 appointments at the Syracuse VAMC.
  - Hired new Veteran Service Officer focused on out reach
  - Veteran Service Advisory Board Meeting 17 January 2023
  - Hired new driver for VetVan
- 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 (resolution)
    - Veteran Appreciation Fishing in Fair Haven 16-17 Jun 23
- Areas of Interest
  - Kevin Swab asked to speak at NYS Veteran information kiosk opening in Geneva 31 Jan 23
  - Planning outreach for Memorial Day and other events in 2023

## RESOLUTIONS:

### BOARD OF ELECTIONS:

- Motion to bundle GO-1 & 2 by Kerr, 2<sup>nd</sup> by Nightengale, all in favor.**  
2-23-GO-1 Authorizing the Chairman of the Legislature and the Commissioners of the Cayuga County Board of Elections to sign Phoenix Graphics Inc. contract
- 2-23-GO-2 Providing for Salary Increases for certain employees of the Board of Elections

### COUNTY CLERK:

- 2-23-GO-3 **(TABLED)** Authorization to create and fill Records Retention Administrator in the Records Retention Center (2/3)  
**Motion to table by McNabb-Coleman, 2<sup>nd</sup> by Nightengale, all in favor except Pecher.**
- 2-23-GO-4 **(REFERED to Ways)** Setting the Salary for the County Clerk for the term beginning January 1, 2024 through December 31, 2027  
**Motion to refer to Ways & Means by Patti Ruffini, 2<sup>nd</sup> by Nightengale, all in favor.**

### COUNTY ATTORNEY:

- 2-23-GO-5 Authorizing the County Attorney's Office to advertise for a Code Enforcement Officer to provide services to Cayuga County, authorizing the Chair to enter in a contract for same  
**Motion by McNabb-Coleman, 2<sup>nd</sup> by Nightengale, all in favor.**

### INFORMATION TECHNOLOGY:

- 2-23-GO-6 Authorizing the Chair to execute a one-year agreement with BOCES to purchase IT network infrastructure software  
**Motion by Shea, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**

### VETERANS:

- 2-23-GO-7 Authorization for the Chair of the Cayuga County Legislature and the Director of Veterans Service Agency to manage NYS Joseph P. Dwyer Peer to Peer Veteran Support Program Funding  
**Motion by Shea, 2<sup>nd</sup> by Patti Ruffini, all in favor**
- 2-23-GO-8 **(PULLED)** Authorization for the Director of Veterans Service Agency to manage NYS Joseph P. Dwyer Peer to Peer Veteran Support Program Funding2
- 2-23-GO-9 **(ADDED)** Rules of Order-Time of Full Legislature Meeting and Senior Citizens Day  
**Motion by Shea, 2<sup>nd</sup> by Pecher, all in favor.**

**Motion by Shea to adjourn at 6:42 PM, 2<sup>nd</sup> by Pecher, all in favor.**