



**MINUTES
GOVERNMENT OPERATIONS COMMITTEE
Wednesday February 9, 2022 to follow Judicial**

Full recording of meeting can be viewed on Cayuga County YouTube channel: <https://youtu.be/ilIawbpTHfY>

CALL TO ORDER: By Hon. Chris Petrus, Chair called the meeting to order at 7:05PM

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

OTHERS: Chair David Gould, Legislator Mark Strong, County Attorney Chris Palermo, BOE Commissioners Katie Lacey and Cheryl Heary, Veterans Director Kevin Swab, County Clerk Sue Dwyer, Assitant County Attorney Brittany Massi, Records Retention Manager Michael McNeill, CIO Tom Bunn, and Deputy Clerk to the Legislature Amanda Morgan

MINUTES TO APPROVE: January 13, 2022, **Motion by Shea, 2nd by Kerr, all in favor.**

Motion by Pecher to approve the appointments, 2nd by Patti Ruffini, all in favor.

APPOINTMENTS:

Records Advisory Committee:

Susan Dwyer, 160 Genesee St., 1st floor, Auburn, NY 13021, term – 1-1-22 to 12-31-23, reappt.
Christopher Petrus, 2435 Rt. 31, Weedsport, NY 13166, term 1-1-22 to 12-31-23, new appt.
Michael McNeill, 114 Eastwood Ave., Auburn, NY 13021, term 1-1-22 to 12-31-23, new appt.
Ruth Bradley, PO Box 276, King Ferry, NY Floor, Auburn, NY 13021, term 1-22-22 to 12-31-23 reappt.
Thomas Bunn, IT Dept., 5th Floor, 160 Genesee St., Auburn, NY 13021, term 1-1-22 to 12-31-23 reappt.
Sarah Donovan, 585 Stump Rd., PO Box 83, Skaneateles, NY 13153, term – 1-1-22 to 12-31-23, new appt

DEPARTMENT UPDATES FOR COMMITTEE:

Cherl Heary and Katie Lacey (Board of Elections) –

Staff has been compiling information for the annual survey report which is required by the State Board of Elections. Several items of note from the survey:

- Our total expenditures for 2021 were \$36,000 less than 2020.
- Savings from changing to ballot on demand in Auburn instead of pre-printed ballots saved over \$10,000.
- Additional savings was in temporary help since local elections generate fewer absentee ballots

January is a relatively low volume month for registration changes. We processed 117 new registrants, 90 transfers, 19 name changes and 24 party changes. Per election law we will report party enrollment information and post it on our website. (February 14th is the last day for individuals to change party registration to be eligible to vote or run in the June 28th Primary)

Any changes in poll locations must be finalized by mid-February. We currently are planning to change the Early Voting location in the South of the County from the Venice Town Hall to the new Moravia Town Building. We will add one Early Voting location at Casey Recreation Center in Auburn, because of parking concerns at Clifford Park.

We have received preliminary approval from the State BOE to consolidate the 6 polling locations in Auburn to 4 locations, allowing all City voters to vote at any one of the 4 spots.

The Commissioners have been preparing redistricting information for presentation at the February 10th Government Operations Meeting. Materials for discussion will be forwarded prior to the meeting.

Discussion of redistricting and forming an adhoc committee to look more into all of the details.

Sheila Smith (Clerk of the Legislature) –

- Chairman Gould, Chris Palermo, Lynn Marinella, myself and Alan from Eastern Shore had a zoom meeting regarding insurance, got off to a slow start, but went well. The only change was to add physical damage to the Sheriff drones which will cover damage and theft.

2-22-GO-3 Amending the Cayuga County Emergency Closing Policy. **Motion by McNabb-Coleman, 2nd by Nightengale, all in favor.**

Christopher Palermo (County Attorney) – no updates

Susan Dwyer (County Clerk) –

DREAMS Team: Distributed hard copy/electronic copies of DREAMS Project to the County Legislators. We continue to request the use of ARPA Funds to fund this multi-phased, cost saving, space saving, quick and safe access to records digital solution for all County records.

RECORDING OFFICE:

- Updated laptops and set up systems in our office so during this uptick in Covid, we split our staff in 2 teams; one will work from home for a week and the next week they will switch and work in the office. This worked well for us last year. We will re-assess the situation in 4 weeks. This will not affect the services we offer to the public.
- Received Approval to Digitize Supreme Court Records: Obtained approval from the NYS Office of Court Administration to destroy court documents from 2011 thru 2018 that were being stored in **hundreds of boxes, to allow for digital versions of Civil Court documents.** This saves office space, makes them easier to search, retrieve and share, and permanently preserves our Supreme Court records.
- Temporarily suspended Passport Application Processing and Passport Photos until further notice due to Covid-related issues.

RECORDS CENTER:

- **ANNUAL PURGE:** Started Annual Purge of Records for 51 departments on January 3.
- **SHREDDING:** Concluded 2021 by shredding approximately 1,434 cubic square feet of content. This was a 60% increase from Year 2019 [related Year 2020 figure not applicable due to COVID].
- Preparing for the LGRMIF Shared Services Grant application process.
- **MARRIAGE RECORDS:** While the County no longer maintains present day marriage records, for a short time period in 1908 to 1935 we did maintain them. We have 10 boxes of marriage records and we are in the process of indexing, scanning and digitizing these records. The project is almost completed and this information will now be easily accessible to researchers and genealogists.
- **ONGOING PROJECTS:** working with the Environmental Health Department, Board of Elections, County Finance Dept., Real Property, and Coroner’s Office.

HISTORIAN’S OFFICE: Work continues on digitizing photographs from our collection, in collaboration with the Seymour Library for the “Auburn History Forge” project utilizing an intern from LeMoyne College

DMV OFFICE: Continue to offer walk-in service to all

2-22-GO-2 Authorizing a contract between Records Retention Center and the Dept. of Health & Human Services (HHS) to increase the reimbursement rate for shredding services. **Motion by Kerr, 2nd by Shea, all in favor.**

2-22-GO-1 County Legislature establish a Capital H Account to support a multi-phase/multi-year digital \$4 million project called Dreams (Digital Records Electronic Access Management System) and to fund it using a combination of two sources; American Rescue Plan Act (ARPA) Funds, and Local Government Records Management Improvement Fund Shared Service Grants. **Motion by Petrus, 2nd by Pecher, all in favor except Nightengale and Patti Ruffini.**

Tom Bunn (Information Technology) –

Staffing Update

- Several applicants have replied to our Senior Computer Systems Technician posting
- Identified 3 highly qualified applicants, interviews have been scheduled for this week
- Hoping to fill position ASAP; tentative early March start date

IT Help Desk data – January 2022

- 427 new support tickets were created
- 98% support tickets were resolved (419)
- Average resolution time (per ticket) – 2.4 hours

Active Projects

Upgrade Chambers audio/video solution

Phase I of this project is at near completion

- Significant improvements to video, audio, and streaming technology are in place

Phase II will improve audio experience for those attending in-person

Board Of Elections (BOE) Cyber Security project

- Met with BOE team to determine goals and priorities over the next 24 months
- Fine-tuned short-term/long term action items defined by NYS
- Continuing process to implement security enhancements to BOE network
- Planning follow up meeting with BOE to produce a project plan of enhancements/recommendations to implement (targeting early march)

Multi-Factor Authentication (MFA) solution

- Solution is will be deployed on 3/4
- Communication and training are forthcoming (targeting 2/28)

Streamline IT functions and processes

- Deploying Papercut print management solution County-wide
 - Deployment is set for February 16th

Future Projects

MUNIS IT support

- Meeting planned with Finance department this week to determine areas of support needed from IT
- Will standardize a process and plan to utilize the new position to function as primary support for this application

Project plan underway to redesign/enhance Network and Server infrastructure

- Very large project in scope, we are in the early identification stages
- Updates will be forthcoming

Kevin Swab (Veterans Director) –

- New director and Veteran Service assistant completed NYS Veteran Service Officer accreditation training.
- Veterans were given transportation to 42 appointments at Syracuse VA
- 6 new compensation claims were initiated

Motion by Kerr to adjourn at 8:45 PM, 2nd by Nightengale, all in favor.