



**MINUTES**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Wednesday, August 10, 2022 to follow Judicial**  
**Live Stream Link - [https://youtu.be/l8\\_0Zul0ouw](https://youtu.be/l8_0Zul0ouw)**

**CALL TO ORDER:** By Hon. Chris Petrus, Chair called the meeting to order at 7:10PM

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

**OTHERS:** Chair David Gould, Legislators –Mark Strong, Jim Basile, and Elane Daly, Assistant County Attorney Fred Westphal, CIO Tom Bunn, Clerk of Legislature Sheila Smith, Finance Officer Mary Beth Leeson, Veterans Director Kevin Swab, CCC Kelly Albrecht, Operations Officer Shereen Androsko, and Deputy Clerk to the Legislature Amanda Morgan

**MINUTES TO APPROVE:** July 13, 2022, **Motion by Pecher, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Cherl Heary and Katie Lacey (Board of Elections)**

As usual, we are preparing for a Primary. This one is on August 23<sup>rd</sup> with early voting from August 13<sup>th</sup> through the 21<sup>st</sup>. Since the contests only involve the Republican and Conservative Parties we anticipate very low turnout. None the less, we are required to staff each polling location and provide 9 days of early voting. (This extra Primary was court ordered and obviously out of budget.)

Day to day tasks have been slow as is usual for summer. This month we processed 215 new registrants, 154 transfers from other NY Counties and 36 name changes.

The absentee ballots for the Primary were mailed on July 22<sup>nd</sup>. (395 Republican and 19 Conservative.) There have been very few requests for absentees (like 3!)

**Sheila Smith (Clerk of the Legislature)**

- Employee Recognition Luncheon is scheduled for Friday, September 16<sup>th</sup> from 12:00PM to 2:00PM at the Springside Inn, all Legislator's are welcome, please let me know as soon as possible so that we can get a head count.
- Attached are 3 policies that were sent from the Finance Department, please contact Mary Beth with any questions

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

**Susan Dwyer (County Clerk)**

**Records Retention Center:**

- *DREAMS Project* Update: Contracts have been signed with ICC (Laserfiche) and Michael McNeill will continue to submit a report on a monthly basis to Lynn Marinelli and the Finance Dept. He has also created other documents to track the many facets of this project. While we are waiting for paperwork to be completed by vendors and OGS, the two Records staff have been splitting their time between scanning some of the more delicate documents that are stored in acid free boxes because it is very labor intensive and would cost more money to have our vendor scan them; and they have been organizing and labeling groups of records boxes to get them completely ready for the first truckload to be picked up by our vendor.
- **The County Historian's Office:**
- Assisted an archaeologist working with the National Park Service, who was excavating sections of the site of the Tubman Church parsonage on Parker Street in Auburn. Staff member Nancy Assmann located a previously unknown early photo of the building for the project.
- Many visitors from near and far visited the Historians Office to do research this month!
- Staff worked with an Auburn Middle School teacher on a project for his Master degree in History about WWII mother's in Auburn.
- Continued to work on updating Photo Index and generating metadata for images in our extensive photograph collection in preparation for more widespread digitization.

- **Dept of Motor Vehicles:** The State DMV finally delivered the Mobile DMV Unit to the Public Safety Building and will deliver the Camera portion of the set up soon. This will be used solely for helping inmates obtain a NYS Photo ID. By the time this meeting takes place it should be up and running. I want to thank Michelle Applebee of the Sheriff Dept., Sheriff Schenck, and former DMV Supervisor Shereen Androsko for working together to make this initiative a reality!
- **Clerks Recording Office:**
- Interviewed and hired new DMV staff; presently have 2 vacancies; one due to no list available until August 4; one will be advertised and we will hire provisionally.
- Working on succession planning due to 3 upcoming retirements and changes as a result of digitization, and I want to thank Diann and her staff in the HR Office for their continued assistance and guidance.
- Very busy time of year –continue to see an increase in Real Estate recordings, Passports, Business Certificates, and Supreme Court filings.

## **Tom Bunn (Information Technology)**

### **IT Help Desk data – July 2022**

- 266 new support tickets were created
- 89% support tickets were resolved (236)
- Average resolution time (per ticket) – 3.1 hours

### **Active Projects**

#### **IT Staffing**

- Received official word that our Senior Computer Systems Technician will be retiring mid-September
- Resolution will be brought forward in September to replace this position with a Computer Systems Technician

#### **Network Projects**

- Cabling/network installation work was completed at both Boyle Center and PSB as of 8/3
- PSB is now equipped with an upgraded wireless equipment which provides ubiquitous coverage internally to the building as well as the parking lots
- Plans to install additional wireless infrastructure in the County office building
- Plans to install cabling at Records/Historian office to bring wireless connectivity to assist with DREAMS project

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

- All networking equipment has arrived and has been installed
- Meeting conducted 8/2 – details included plan to address cabling consolidation at PSB as well as logical redesign of network
- Once project is complete will provide a reliable, scalable, and redundant network infrastructure to the County

#### **Microsoft Office 365 Project**

- Kick-off meeting was held on 8/9
- Project priority is the migration of Exchange email (on premises) to the cloud
- Next steps will be to migrate to Office 365 tools (Word, Excel, Access, SharePoint, Teams, etc.)

#### **Employee Recognition and Appreciation Program**

- Helped launch Employee Recognition & Appreciation Steering committee in July
- Next meeting scheduled for August 22<sup>nd</sup>
  - Will finalize mission and purpose of the program
  - Will finalize the renaming/rebranding of the program
- Thank you to all Steering Committee members including Shereen Androsko and Diann Ferris

## **INFORMATION TECHNOLOGIES:**

8-22-GO-8 (Added 8-9-22) Authorizing the Chair of the Cayuga County Legislature to execute an agreement with Triad Network Technologies, Inc., to activate the paging system at the Cayuga County Office Building and authorizing the transfer of monies. **Motion by Shea, 2<sup>nd</sup> by Pecher, all in favor.**

## **Kevin Swab (Veterans)**

- Significant Activities
  - Assisted with over 108 actions including Benefits Claims, Records Requests, Death and Burial Benefits.
  - Coordinated and transported Veterans to 41 appointments at the Syracuse VAMC.
  - Hired new Deputy Director, Jennifer Wilder
  - Attended deactivation event for local Disabled American Veterans (DAV) Chapter
  - Participated in quarterly Veteran Service Advisory Board Meeting
- Ongoing Activities
  - Distributing NYS Famer's Market Coupons in office and at events.
  - Advertised Veteran Service Officer (VSO) and Veteran Service Assistant (VSA) positions. Submitting resolution to fill next month.
  - Participating in ETS Sponsorship Program, ETSsponsorship.com
- Areas of Interest

- Beginning planning for Veterans Day Activities
- Working with City of Auburn on Veteran Memorial Park repairs
- Increased number of inquiries due to Camp Lejeune Water Contamination

## RESOLUTIONS

### CAYUGA COMMUNITY COLLEGE:

8-22-GO-1 Approving the Collective Bargaining Agreement between the Cayuga County Community College Administrative and Professional Group and the Cayuga County Community College for the period September 1, 2022 through August 31, 2025.

**Motion by Patti Ruffin to refer to the Legislature Meeting, no 2<sup>nd</sup>.**

**Motion by McNabb-Coleman on GO-1, 2<sup>nd</sup> by Kerr, all in favor except Patti Ruffini.**

### CLERK OF LEGISLATURE:

**Motion by Pecher to bundle GO 1-4, 2<sup>nd</sup> by McNabb-Coleman, all in favor.**

8-22-GO-2 Amending the Cayuga County Accident Reporting/Investigation Policy for County Employees

8-22-GO-3 Amending the Cayuga County Fixed Asset Policy, changing the name to Capital Asset Policy and updating

8-22-GO-4 Adopting Resolution for an update to Cayuga County Investment Policy

**End of bundle**

**Motion by Pecher to refer GO 5-7 back to respective committees.**

**Petrus pulls GO 5-7**

8-22-GO-5 **(Added 8-9-22)** Amending the Cayuga County Breach Notification Policy

8-22-GO-6 **(Added 8-9-22)** Adopting the Cayuga County "HIPAA Policy"

8-22-GO-7 **(Added 8-9-22)** Amending and restating the Cayuga County Policy for the Sale and Disposition of Real Property acquired through Tax Foreclosure

**Motion by Shea to adjourn at 7:46PM, 2<sup>nd</sup> by Pecher, all in favor.**