

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, January 23, 2025

Call Meeting to Order

Government Operations Committee Vice Chairman Kyle Reger called the meeting to order at 10:21 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Reger, Supervisor Cavanagh, Supervisor Vosburg, Supervisor Shwartz and Supervisor During (via Zoom) were present.

Others present: Board Chairman Jim Cunningham, Supervisor Roberts, Supervisor Corbin, Supervisor Pinard, County Administrator Mark Scimone, Treasurer Cindy Edick, Chief ADA Robert Mascari, 2nd Assistant County Attorney Melissa Felton, Human Resources Director Ryan Aylward, Human Resources Deputy Director Shawn Prievo, Elections Commissioners Mary Egger and Laura Martino, Purchasing Agent Laurie Winters, Finance Director Lou Anne Randall (via Zoom), Compliance Officer Christina Kennedy, IT Director Paul Lutwak, Emergency Management Director Dan Degear, Public Information Specialist Ryan Coe, Clerk of the Board Emily Burns and Confidential Secretary Jennifer Keville.

Approval of Minutes

1. GOC Meeting Minutes 11/25/2024

On motion by Supervisor Vosburg, seconded by Supervisor Cavanagh, the motion was made to Approve the November 25, 2024 meeting minutes. The motion was Passed.

2. GOC Meeting Minutes 12/12/2024

On motion by Supervisor Cavanagh, seconded by Supervisor Shwartz, the motion was made to Approve the December 12, 2024 meeting minutes. The motion was Passed.

Board of Elections

1. Department Update

Elections Commissioner Laura Martino and Mary Egger reported that the even/odd year legislation is sitting, waiting for an appeal date. Madison County elections will proceed as normal in the meantime. Discussions regarding a potential Board of Elections Office move are of interest to their office. Their only concern is to ensure the move doesn't conflict with the election timeline. County Administrator Mark Scimone stated that the move is just a concept right now. Should it happen, there will be no rush to move the Board of Elections office, so the potential conflict will not be a concern.

Purchasing

1. Procurement Report - January 2025

Purchasing Agent Laurie Winters reviewed the Procurement Report for December 2024 and Year-End 2024 with the Committee. The Purchasing Office created an additional

262 purchase orders after the November 28th cut off, with only a handful being emergencies. PO creation for 2024 was finally cut off on December 20th to give the office the opportunity to catch up by year-end. The 2024 Year-End Report included 55 bids, 10 RFPs, 1 RFI, 131 quotes, 875 contracts (entered/revised), and 4,686 POs (1,370 created by Purchasing staff). Savings for the year totaled \$80,249.88 with the majority attributed to salt savings.

A few issues came up during the year. One project was done that should have gone out to bid as it was well over bidding threshold. Laurie let the department head know. She provided them with suggestions for State contract and told them the rest of the items should be bid out. The requisitions were piecemealed, so it was difficult to track the project throughout. Also, Purchasing did a couple bids for projects and the contractors submitted change orders that were for different projects. County Administrator Mark Scimone recommended that Laurie involve the County Attorney's Office when these situations arise.

The Purchasing Office has been busy. They have already put out six bids this year.

Public Information

1. 2024 Highlights of the Public Information Office

Public Information Specialist Ryan Coe reviewed the 2024 Highlights of the Public Information Office, including statistics that showed the social media growth and engagement with the community that continues to increase year after year. Supervisor Mary Cavanagh asked how the new communications system was progressing. IT Director Paul Lutwak reported that we are currently in contract negotiations.

Corporate Compliance

1. Department Update

Corporate Compliance Officer Christina Kennedy reported that there were major updates to the Privacy Rule in 2024. This year, there will be updates to the HIPAA Security Rule with a focus on enhancing safeguards for PHI, improving risk management practices, and addressing cybersecurity threats. On February 4th, Christina will be meeting with billing staff from various departments to go over best practices for Medicaid billing in order to prevent overpayments before they happen and address any other concerns.

Christina has been demoing compliance software programs to manage auditing and track work items. She hopes to have a resolution for the next Committee meeting. Additionally, she is working with Hancock Estabrook to finish up recommendations that were made in their Effectiveness Report.

Information Technology

1. Department Update

Information Technology Director Paul Lutwak reported that he is working with Christina

Kennedy to finish up the HIPAA assessment. Hoping to have it completed by the next GOC meeting. They are also beginning a PCIDSS (Payment Card Industry Data Security Standard) Assessment of the credit card use across the County. A self-assessment will be done initially, then a company will be brought in to do a formal one. Paul informed town supervisors that towns, cities and villages that accept credit card payments should do the same. The County may be able to assist with self-assessments.

The addition of the Town of Hamilton is 90% complete and going well. Deployment of new copiers/printers/scanners is almost complete. One additional printer is needed for the DeRuyter Fire House. We stayed with Usherwood. They were the lowest responsible bid and work well with us. An additional large format printer will be ordered for Planning as their current one broke after the bid was complete.

Knowbe4 Cyber Training was sent out in December. To date, 161 people have not completed it. Paul will provide the list to Mark Scimone. Paul stated that a notice was sent out prior to the training to assure people that it was not phishing and reminder emails were sent also. Clerk to the Board Emily Burns stated that she would communicate with the Board on future training as well.

IT finished conference rooms in Probations, Finance/Purchasing and Assigned Counsel, with one more to complete in the Veterans Agency. The new Taiden system for the Chambers is expected in March or April. Paul will work with the Board Office to coordinate three straight days for the work to be completed. The old system will be sold to another county.

IT will begin a WIFI assessment across the County to tighten up security. They are behind on computer deployment with so much going on. Technicians are often on the road, especially with new buildings, towns and projects going on. New fiber is going to be run from the Highway Garage to the Law Enforcement Building. It is currently cross connected in the Highway Admin Building that will be coming down. We have a contract with Syracuse Utilities, who is also doing our broadband work, to bore the pathway and install the fiber.

Paul will be talking to Human Resources about the Computer Technician position that has been funded for three quarters so they can fill it as soon as they can. Liability clauses on our contracts have been holding up many projects. Second Assistant County Attorney Melissa Felton agreed that this has become a pattern of ongoing battles. She offered to bring these to the Board on a case-by-case basis. In regard to cybersecurity insurance, Supervisor Rex Vosburg asked if we should consider moving towards being self-insured. Paul stated that may be worth discussing. We would need to determine what an event could potentially cost us and set up a reserve.

Human Resources

1. Department Update

Human Resources Director Ryan Aylward provided a department update that Christine Coe is coming up on her one-year anniversary in the Human Resources Department. Christine has been a good fit for the office, and Ryan thanked the Board and County Administrator for making that happen.

Under resolutions, Ryan is working with Planning Director Scott Ingmire to have their Office Assistant II upgraded to Office Assistant III. It would be for a current employee in the Planning Department, and Scott has funds in his 2025 Planning Department budget to cover the expense (less than \$3K). Mark Scimone added that the previous person in the assistant position was an OAI, but it was decided to downgrade to an OAI for the new hire to see how it worked out. She is the only assistant in the office, and Scott is very happy with her work and contributions to the department. Mark supports the upgrade to OAI.

Ryan is seeking the Committee's approval to upgrade the Planning Department's Office Assistant II position to an Office Assistant III.

On motion by Supervisor Shwartz, seconded by Supervisor Vosburg, the motion was made to Approve the resolution. The motion was Passed.

Ryan will get a resolution to the Clerk of the Board. All other department items will be discussed in executive session.

Resolutions

1. Reappointing Members to the Ethics Board

On motion by Supervisor Shwartz, seconded by Supervisor Cavanagh, the motion was made to Approve the resolution. The motion was Passed.

2. Authorizing the Chairman to Enter into an Enterprise Agreement with NYSITS and NYSDHSES

On motion by Supervisor Cavanagh, seconded by Supervisor Shwartz, the motion was made to Approve the resolution. The motion was Passed.

3. Authorizing The Chairman To Enter Into An Agreement With Presentation Concepts Corporation

Discussion: County Administrator Mark Scimone stated that the cost and budget need to be added to the resolution. Paul Lutwak stated that the cost is \$33,000, and the amount is in his budget from last year. Treasurer Cindy Edick confirmed she spoke with Paul and the funds are available. Paul stated that the Audio Visual system being installed at Delphi Fall will meet our needs now and equipment can be added to it as we grow. Paul has been having issues with Spectrum getting the fiber re-terminated at the Delphi Falls site. He may need further assistance to get a response from them.

On motion by Supervisor Vosburg, seconded by Supervisor Shwartz, the motion was made to Approve the resolution. The motion was Passed.

4. Authorizing the Chairman of the Board to Enter into an Agreement (Madison

County Sheriff's Police Benevolent Association)

On motion by Supervisor Shwartz, seconded by Supervisor Cavanagh, the motion was made to Approve the resolution. The motion was Passed.

5. Creating a Full-time Case Manager Position in the Mental Health Department

On motion by Supervisor Cavanagh, seconded by Supervisor Vosburg, the motion was made to Approve the resolution. The motion was Passed.

Other Committee Business

County Administrator Mark Scimone stated that the grant policy and procedure was discussed at the September GOC meeting and was passed by the Board. The policy created a separate approval process for any grants that don't require a match or create positions. It was the intent that this would include the grant related budget modifications, but that was not made clear in the resolution. Mark will make sure this is specified in the procedure going forward.

Mark shared with the Committee that the Highway, Buildings, and Grounds Committee previously authorized Facilities Director John Regan to move forward with a Canastota property that would house the Sheriff, 911, Emergency Management, and the Emergency Operations Center. We had a contract with C&S that had not been executed yet. The Canastota Diemolding Building would require significant costs for design, construction and an addition. In the meantime, we were contacted regarding the availability of space on the Cazenovia College campus. Upon visiting the campus, Reisman Hall really stood out as an option to consider. Minor renovations would be needed along with the removal of a small building for additional parking space. The Cazenovia College option would require less funding, less time and includes furnishings. An appraisal will be done before moving ahead.

Benefits of the relocation would be:

- Consolidating Sheriff, 911, Emergency Management, and EOC in one location
- Highway administration would move from their temporary location in DSS to the County Office Building
- Elections could relocate to the Law Enforcement Building and have storage space for their machines
- Jail space and 911 would be utilized for juvenile detention, which is not available in the County and is a major need.

The Governor's Office put \$3.75 Million in for Madison County casino money (no increase). We requested \$1.4M more. We were told to go to the legislature with our request. Board Chairman Jim Cunningham and County Administrator Mark Scimone will be meeting with Assemblyman Al Stirpe to try to get more funding, and will reach out to Senator Joseph Griffo. We are not being treated fairly compared to our neighboring counties, and we have a significant impact from the casinos in our county, which continue to grow.

1. Executive Session - Litigation, Personnel Matters, Negotiations

A motion was made by Supervisor Vosburg to enter into Executive Session at 11:30 a.m. to discuss 1) discussions regarding proposed, pending or current litigation, 2) the medical, financial, credit or employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, and 3) collective negotiations pursuant to article fourteen of the civil service law. Supervisor Cavanagh seconded the motion, and it was unanimously carried.

A motion was made by Supervisor Vosburg to exit Executive Session at 12:11 p.m. Supervisor Cavanagh seconded the motion, and it was unanimously carried.

Preferred Agenda

It was the consensus of the Government Operations Committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda.

Next Meeting - Thursday, February 20th @ 10AM

Adjourn

On motion by Mary Cavanagh, seconded by Rex Vosburg, the Board adjourned at 12:12 p.m.