

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, February 20, 2025

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:03 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Walrod, Supervisor Reger, Supervisor Cavanagh, Supervisor Vosburg, Supervisor Shwartz and Supervisor During 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, County Attorney Tina Wayland-Smith, 2nd Assistant County Attorney Melissa Felton, Human Resources Deputy Director Shawn Prievo, Elections Commissioners Mary Egger and Laura Martino, Finance Director Lou Anne Randall, Compliance Officer Christina Kennedy, IT Director Paul Lutwak, Emergency Management Director Dan Degear, Public Information Officer Samantha Field, Clerk of the Board Emily Burns and Confidential Secretary Jennifer Keville.

Approval of Minutes

1. GOC Meeting Minutes - January 23, 2025

On motion by Supervisor Cavanagh, seconded by Supervisor Reger, the motion was made to Approve the January 23, 2025 meeting minutes. The motion was Passed.

Board of Elections

1. Department Update

Elections Commissioner Mary Egger reported that the Elections Office is working on Village elections, and they received the ballots yesterday. School contracts have been sent out and are being returned. Chairman Walrod recognized Election Commissioner Mary Egger's leadership role as President of the Election Commissioners Association of New York State. Walrod stated that we are proud of Mary, and our other County leaders, who share their abilities outside of Madison County. Additionally, Supervisor Vosburg thanked Mary Egger for driving from Oneida to the Town of DeRuyter in terrible weather to assist them with the process of a contested election.

Purchasing

1. Procurement Report - February 2025

Based on Purchasing Agent Laurie Winter's February Procurement Report, Finance Director Lou Anne Randall stated that Purchasing has released 12 bids in 2025, compared to 7 in January 2024. They also released 1 RFP and 10 Quotes. Lou Anne stated that Purchasing has been very busy. They released bids into the month of December last year, which they usually cut off at the end of October.

Lou Anne stated that the first Purchasing Task Force meeting was held, and several changes have already been identified that will be very beneficial. The Task Force will continue to have monthly meetings. County Administrator Mark Scimone stated that a policy update will be provided to the Committee to review and implement the changes in April.

Public Information

1. Madison County PIO Monthly Wrap-Up February 2025

Public Information Officer Samantha Field reviewed the February 2025 PIO Report with the Committee, which included some new programs. One such program is the Blue Envelope Program. The Madison County Sheriff's Office joined Sheriff's agencies across the State offering Blue Envelopes to individuals and families with autism. The Blue Envelope program is aimed at easing communication and preventing misunderstandings between individuals with autism and law enforcement during interactions like traffic stops or during an emergency.

The Public Information Office has been busy with social media posts, videos, and podcasts. Another podcast will be taped this afternoon with the Public Health Department and Cornell Cooperative Extension to get information out regarding Avian Flu and where the farming community can find assistance.

PIO Samantha Field attended Genesis Group's Legislative Breakfast with Chairman Cunningham and Administrator Scimone. She also attended a 3-day FEMA Training for Local Volunteer and Donations Management in Oriskany, which provided valuable information for utilizing volunteers and donations in the event of a disaster.

Chairman Walrod thanked Sam for the podcasts that have received very positive feedback. He also wanted to thank Sam for all of her help through the recent snow events and for getting the messaging out. Sam stated that she had her first training on the new Mass Communication software which should kick off by the end April. Shape files for all towns and villages in the County will be uploaded prior to implementation. Training will be provided once Sam is up to speed on it.

Corporate Compliance

1. Department Update

Compliance Officer Christina Kennedy stated that the Corporate Compliance Committee met and reviewed the latest regulatory updates, OMIG's Work Plan and updates to the Corporate Compliance Plan and policies. They approved changes to the Mental Health billing policy. A billing error was discovered in Public Health, and they will be filing a full disclosure statement with OMIG by March 7th.

Christina and PIO Sam Field had a kick-off call for the new Monsido ADA software which will scan our website and identify any accessibility issues. Christina and Sam will work with departments to update their webpages to meet ADA requirements. A

resolution for software to manage the compliance program is to follow.

Hancock Estabrook reviewed the code of ethics and bylaws and felt the code of ethics would be the best place to incorporate the corporate compliance requirement for complying with the plan, disciplinary actions and training for Board members. Resolutions to amend the local law are to follow.

Information Technology

1. Department Update

IT Director Paul Lutwak reported that his department is finishing up HIP assessment. The PCI (credit card) assessment will be next. Towns that take credit cards should be doing an assessment too. Paul hopes to be able to assist towns with their PCI assessments in the future. Hamilton's IT services are now at 100% completion. IT will begin reviewing the computer replacement schedules for towns that receive our IT services. NeoGov will be extended to the towns to assist with their compliance training and tracking requirements. County Administrator Mark Scimone stated that compliance training assistance was determined to be the number one request from towns in a survey collected by Board Chairman Jim Cunningham.

Paul was asked to be on a panel to provide an AI overview to County Administrators, County Executives and staff from counties throughout the state. Mark Scimone stated that Paul did a phenomenal job and a lot of good questions came out of it. It was led by NYSAC's Executive Director Steve Acquario.

Paul is concerned with equipment purchasing that may be affected by tariffs. It could be a big hit to the budget for IT equipment that is often purchased overseas. Supervisor Matt Roberts stated that the tariff is on the cost, not the retail price, of the items shipped. China will manipulate their currency to make their product cheaper. They will also use other loopholes to avoid the tariff, so you will likely see little or no increase in costs on our end.

The new Taiden system will be installed in the first week of March. Yates County is interested in purchasing our current system and will be visiting to check it out. This would save us from having to put it out for bid.

Human Resources

1. Department Update

Deputy Director of Human Resources Shawn Prievo reported that HR has had a productive month with bargaining sessions, which will be discussed further in executive session. We received approval for another 25 titles through the HELPS Program, bringing us over 80 titles. This allows us to hire individuals on a non-competitive basis instead of having to take a test and go off of a list. This also helps keep our provisional rate down, which is lower now than ever before and great for recruiting purposes. It looks like the program will be extended through the end of 2026.

Resolutions

1. Resolution of Appreciation - Retiree Recognition

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

2. Acknowledging Introduction of Proposed Local Law No. 2 for the Year 2025 and Calling for a Public Hearing

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

3. Adopting Local Law No. 2 for the Year 2025

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

4. Authorizing the Chairman to Enter into an Agreement with Healthicity for Compliance Program Manager Software

On motion by Supervisor Reger, seconded by Supervisor During, the motion was made to Approve the resolution. The motion was Passed.

5. Authorizing the Chairman to Enter into an Agreement with CivicPlus

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

6. Authorizing the Chairman to Modify Agreements with Madison County Municipalities for Information Technology Services

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

7. Authorizing the Chairman of the Board to Enter into an Agreement (CSEA Blue Collar Unit)

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

8. Authorizing the Chairman of the Board to Enter into an Agreement (New York State Nurses Association)

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

9. Creating a Part Time Criminal Investigator Position in the District Attorneys Office

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

Other Committee Business

1. Executive Session - Litigation, Personnel Matters, Contract Negotiations, Health Insurance Matters

A motion was made by Supervisor During to enter into Executive Session at 10:42 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 Cavanagh to exit Executive Session at 11:20 a.m. Supervisor During seconded the motion, and it was unanimously carried.

Virtual Committee Meetings

Clerk of the Board Emily Burns has received requests from two County residents for Zoom access for committee meetings to be reinstated for transparency and ease of access. An amendment was made during COVID for virtual meetings; however, after COVID, only Board meetings continue to be offered via Zoom and live on YouTube. Committee meetings are open to attendance in person and minutes are available online. Emily emailed her listserve to see what other counties do. Out of the 16 responses, 11 do not allow virtual committee meetings. County Administrator Mark Scimone stated that minutes are provided for transparency. Mark and/or the Committee Chair can be contacted personally to address any concerns.

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, March 27, 2025 at 10:00 AM

Adjourn

On motion by Supervisor During, seconded by Supervisor Cavanagh, the motion was made to Adjourn at 11:30 a.m.