

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, March 27, 2025

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:12 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, Supervisors Roberts, Corbin, and Daviau, County Administrator Mark Scimone, Treasurer Cindy Edick, Chief ADA Robert Mascari, County Attorney Tina Wayland-Smith, 2nd Assistant County Attorney Melissa Felton, Human Resources Director Ryan Aylward and Deputy Director Shawn Prievo, Elections Commissioner Mary Egger, Finance Director Lou Anne Randall, Purchasing Agent Laurie Winters, Compliance Officer Christina Kennedy (via Zoom), IT Director Paul Lutwak and Deputy Director Rob Verdon, Emergency Management Director Dan Degear, EMS Director Jenna Illingworth, County Clerk Michael Keville, Assigned Counsel Director David DeSantis, Public Information Officer Samantha Field, and Confidential Secretary Jennifer Keville.

Approval of Minutes

1. GOC Minutes 2/20/25

On motion by Supervisor Reger, seconded by Supervisor Shwartz, the motion was made to Approve the February 20, 2025 meeting minutes. The motion was Passed.

Board of Elections

1. Department Update

Elections Commissioner Mary Egger stated that Village elections were completed last week. Petitions are coming in for primary elections next week. Village petitions for Cazenovia, Hamilton, and Morrisville are starting next week, followed by Independent petitions. A State visit is scheduled for April 10th. The Board of Elections has voter outreach items for BOCES presentations. They are also looking forward to "Take Our Children to Work Day" on April 24th.

Chairman Walrod questioned the status of the Executive Order for changes to election rules and practices. Mary stated that she has read the Executive Order, but they will have to wait and see where it stands once the legal challenges are addressed.

Purchasing

1. Procurement Report - March 2025

Purchasing Agent Laurie Winters stated that the March 2025 Procurement Report shows 430 converted purchase orders, 9 released bids, 1 RFP, and 12 quotes with a savings of \$767.32.

Laurie reviewed the list of revisions that were made to the Purchasing Policy with the Committee. These changes will improve efficiency and help the purchasing process run smoother for everyone. Finance Director added that the Purchasing Task Force has met twice, and it is going very well. County Administrator Mark Scimone stated that he has received positive feedback from departments that many issues and concerns have been addressed.

Public Information

1. PIO Department Report

Public Information Officer Samantha Field provided the March 2025 PIO Report to the Committee. Public Information has been pushing the Deputy Sheriff exam on social media. Sam attended a BRiDGES' 2025 Supervisor of the Year event to honor the nominees and award the winner, Madison County Deputy Sheriff Sergeant Krystyna Feola. Out of the 17 nominees, seven were Madison County employees.

Sam is currently working on the employee newsletter. The CivicPlus mass communication system should be up and running in a few weeks. Departments and Towns will be invited to get training and sign on.

Supervisor Rex Vosburg informed the Committee that Sam just linked DeRuyter's new website to the County website, and invited everyone to check it out. Also, Madison County EMS Service has expanded to DeRuyter and has received a very positive response. The ambulance service will also be assisting Georgetown and Cuyler.

Corporate Compliance

1. Department Update

Compliance Officer Christina Kennedy informed the Committee that she is working with Samantha Field on the County website accessibility and remediation. The most recent scan of the website showed our overall compliance stands at 67%. They will be addressing broken links, misspellings, and ensuring PDFs have word searchable text. An accessibility widget will be added that will allow visitors to adjust the fonts, contrasts and other features to meet their needs.

Christina has started the implementation of the Compliance Management software. She is working with Paul Lutwak to make updates to the Information Security Policy. On March 6th, an overpayment disclosure was submitted to OMIG. Christina is in the process of onboarding some towns (Lenox, Hamilton and Cazenovia) into the NeoGov Learn System so they can use our training platform for their employees. Minor updates have been made to the Corporate Compliance Plan and Exclusion Screening Policy, including the Code of Conduct appendix.

Information Technology

1. Equipment for Non-Employees - discussion

Information Technology Director Paul Lutwak stated that more instances of equipment requests for non-employees have arisen. These instances involve State grant funding that allows for equipment purchases, such as laptops, that would be provided to an outside entity. Paul's concern is, if we purchase the items, they are our assets and responsibilities. After discussing with the County Attorney's Office, a solution would be to transfer the Madison County asset to another entity by resolution. This would absolve the County from all responsibilities for the transferred item(s). The County Attorney's Office will establish the standard resolution and agreement language.

2. Projects To Be Approved

Paul addressed projects that were previously removed from the 2025 budget to be entered as needed with Board approval. County Treasurer Cindy Edick has prepared a resolution to move money for the following projects for the Board to consider for approval.

- Sullivan Ambulance Door: \$4,343.72
- Probation File Room Control Access Door: \$6,500.00
- DSS Access Control Doors and Cameras: \$16,500.00
- DMV Wiring Needs to be Updated (very old): \$44,987.00
- Data Center AC (backup): \$108,000.00 (\$60K in budget)

The resolution was approved by the Finance, Ways and Means Committee this morning and requires Government Operations Committee approval before going to the April 8th Board.

The following additional projects were identified by the Security Committee and will be addressed next month:

- Strobe lights outside the main entrance of each County building in the event a duress button is activated to keep people from entering. The cost is estimated at \$29K.
- Currently, DSS employees are on the State computer system and do not receive duress notifications on their computers like those on County computers. Informacast notification system would allow messages to go out through all phones in DSS or anywhere else it is needed. Estimated cost is \$15-\$20K.

Cyber training for the Board of Supervisors will be held during the April 8th Committee of the Whole. NeoGov trainings have also been emailed to Board members and County employees. Paul noted that these NeoGov trainings, along with thousands of other trainings, can be shared with Town employees once they have onboarded to NeoGov.

Resolutions

1. Resolution of Appreciation - Retirement Recognition

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

2. Declaring The Week of May 4 - 10, 2025 As "Public Service Recognition Week"

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

3. Establishing the Standard Work Day and Reporting Days for Certain County Officials

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

4. Amending the Purchasing Policy

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

5. Amending the Corporate Compliance Plan and Exclusion Screening Policy

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

6. Authorizing the Chairman to Enter into an Enterprise Agreement with Day Automation (Access Control and Video)

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

7. Authorizing the Chairman to Enter into an Enterprise Agreement with Day Automation (911 Tower NVRs)

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

8. Authorizing the Chairman to Extend an Agreement with OneGroup for Professional Consulting Services (RFP P13-23)

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

9. Resolution Approving Separation Agreement

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

10. Creating a Full-Time Probation Assistant Position and Abolishing a Part-Time Probation Officer Position in the Probation Department

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

11. Creating a Full-Time Deputy Sheriff Lieutenant Position in the Sheriff's Office

It was a consensus of the Committee that the resolution be pulled.

12. Creating a Full-Time Position in the County Clerk's Office

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

13. Creating a Temporary Student Intern Position in the Sheriff's Office Child Advocacy Center

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

14. Reclassifying a Position in the Planning Department

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

15. Reallocating the Title of Paramedic in the CSEA White Collar Unit

After further evaluation, Human Resources Director Ryan Aylward recommended the resolution be amended to reclassify the Paramedic staff's hourly rate from \$26.50 to \$30.00 (hire rates in grade I and L, respectively), in order to be competitive locally.

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

Other Committee Business

1. 2025 Strategic Planning for Madison County

Finance Director Lou Anne Randall provided the 2025 OneGroup Strategic Plan, which showed highlights from 2024 and priorities for 2025. Medical and RX claims were down in 2024 compared to the prior year.

2. Deferred Comp Performance update

Finance Director Lou Anne Randall provided a Deferred Compensation Plan for Employees of Madison County presentation to the Committee, and shared the following highlights:

- The average balance for employees is \$49,128
- The participation rate is 51%
- The average contribution rate is 1.6%
- 7% of participants contribute over 10%

3. Executive Session - Litigation, Personnel Matters, Salary Matters

A motion was made by Supervisor Cavanah to enter into Executive Session at 11:08 a.m. to discuss 1) discussions regarding proposed, pending or current litigation, and 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. Supervisor Shwartz seconded the motion, and it was unanimously carried.

A motion was made by Supervisor Reger to exit Executive Session at 12:55 p.m. Supervisor During seconded the motion, and it was unanimously carried.

Preferred Agenda

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

Next Meeting: Thursday, April 24, 2025

Adjourn

On motion by Melissa During, seconded by Kyle Reger, the Board adjourned at 12:56 p.m.