

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, May 29, 2025

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:11 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Walrod, Supervisor Reger, Supervisor Cavanagh, Supervisor Vosburg, and Supervisor Shwartz were present. Supervisor During was absent via Zoom.

Others present: Board Chairman Jim Cunningham, Supervisors Pinard, 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 Commissioners Mary Egger and Laura Martino, Purchasing Agent Laurie Winters, Finance Director Lou Anne Randall, Budget Analyst Susan McConnell, Public Information Officer Samantha Field, Compliance Officer Christina Kennedy, IT Director Paul Lutwak and Deputy Director Robert Verdon, Sheriff Tood Hood, Undersheriff James Quatrone, County Clerk Michael Keville, Mental Health Director Teisha Cook and Confidential Secretary Jennifer Keville.

Approval of Minutes

1. GOC Minutes - April 24, 2025

On motion by Supervisor Reger, seconded by Supervisor Cavanagh, the motion was made to Approve the April 24, 2025 meeting minutes. The motion was Passed.

Board of Elections

1. Department Update

Elections Commissioner Mary Egger informed the Committee that the Board of Elections has been busy with primary, village and school elections. The Even Year Bill is still in litigation and not expected to be heard until September. Until then, it is business as usual. Elections Commissioner Laura Costello has been working on contracts for poll sites at schools. They are also working on a contract extension with Phoenix Graphics, their ballot printing vendor.

Purchasing

1. Procurement Report - May 2025

Purchasing Agent Laurie Winters reported that their office activities have slowed down a little and they have been busy catching up. The Procurement Report for April activity showed 341 converted purchase orders, 4 released bids, 1 released RFP and 10 released quotes. They had a savings of \$2,154.92 between Amazon Business Prime and Life Assist.

Public Information

1. PIO Department Update

Public Information Officer Samantha Field provided the Committee with her May 2025. Her office is busy working with Planning to prepare for the Ribbon Cutting at Delphi Falls County Park. The big social media story for the past few weeks has been Big Ben, the Mental Health Clinic cat. They recorded three podcasts; 1) Funding the Future Economy of Madison County with Deputy Director of CNY Regional Economic Development Council Melissa Davis, 2) Hope has Four Legs with Sarah Murdie of Wanderers' Rest Humane Association, and 3) Historical Tales of Delphi Falls with Jerome Antil.

Committee Chairman Pete Walrod thanked everyone involved in the Employee Appreciation Break held on Friday, May 9th. It was a well-attended and enjoyable event.

Corporate Compliance

1. Compliance Program - Quarterly Update

Corporate Compliance Officer Christina Kennedy reported that the Compliance Committee met last week and provided the quarterly report. Now that the amendment to the EMS billing company agreement is moving forward to the Board, Christina is hoping to move ahead with the external billing assessment that will focus on evaluating EMS claims processed by the third-party vendor and identifying any concerns or opportunities for improvement.

Annual Compliance Training is scheduled for July. She is working with IT Director Paul Lutwak to update the Information Security Policies and working with Planning to update their Title 6 Plan. Two HIPAA-related incidents are being investigated and will be responded to accordingly. Several contracts are up for renewal that include HIPAA business associate agreements, requiring the vendor to fill out a security questionnaire in order to assess their ability to comply with those requirements and assign a risk score to each vendor. A risk scale will allow the ability to more effectively identify and prioritize risks to our data. The Security Risk Assessment will be discussed in Executive Session.

Information Technology

1. Department Update

Information Technology Director Paul Lutwak reported that IT has received the licensing for the DSS Duress System, and it should be up and running in the next month. Wireless links are working for CAC and Pathways, which makes them much more secure and allows us to discontinue two Spectrum drops. The Delphi Falls A/V is done and works very well, and the fiber from the old Highway Administration Building has been relocated so the building can be taken down.

Two IT staff members will be attending a statewide conference next week. IT will be upgrading all Windows 10 machines (including town), which will have no security updates after October. Some older machines cannot be upgraded and will need to be replaced, including patrol cars. The IT Directors Conference was held in May with the largest attendance ever and was very informative. Paul will be working with Compliance Officer Christina Kennedy on the PCI Assessment (PCards) in the next couple of months.

Human Resources

1. Department Update

Human Resources Director Ryan Aylward informed the Committee that HR Associate Laurie Regan is scheduled to retire at the end of June after over 18 years in her position. She will be truly missed as a great employee and friend. Her position has been offered to Confidential Secretary to the Board Jennifer Keville who has graciously accepted the position. We will work to transition her into the office once Clerk of the Board Emily Burns returns from her leave of absence. The HR Office is sad to see Laurie go, but excited for Jenny to join the HR office.

The HR Office has been fielding some calls from local school districts about potential layoffs and the process. If any Towns are considering layoffs, Ryan asks them to let HR know as soon as possible in order to administer the process as smoothly as possible.

County Clerk Michael Keville informed the Committee that he has a vacant part-time Recording Clerk position that he would like to reclassify as a full-time Motor Vehicle Representative. The substantial increase in DMV activity and retentions will more than fund this position. Currently, the DMV has been utilizing overtime and interns to meet the needs of the department. Additionally, there are two employees set to retire that could be removed from the 2026 budget. Ryan stated that there is not a resolution prepared for this reclassification; however, with the Committee's consensus, he will prepare one for the Board agenda.

It was a consensus of the Committee to authorize Ryan to prepare a resolution for the June 10th Board agenda reclassifying a vacant part-time Recording Clerk position to a full-time Motor Vehicle Representative.

Resolutions

1. Resolution of Appreciation - Retiree Recognition

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

2. Changing the Location of a Regular Board Meeting

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

3. Authorizing the Chairman to Enter into a Modification and Extension

Agreement with Phoenix Graphics to Purchase Optical Scan Ballots

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

4. Authorizing the Chairman to Enter into an Agreement with ProAct, Inc., for Pharmacy Prescription Drug Benefit Plan

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

5. Rappointing the Director of Real Property Tax Services

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

6. Reclassifying a Full-Time Position in the Sheriff's Office

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

Other Committee Business

1. Mortgage Tax Discussion

County Administrator Mark Scimone informed the Committee that he received a call from Senator Joe Griffo and Assemblyman Brian Miller yesterday asking if we didn't was our mortgage tax extension extended. Mark informed them that we did want it extended. They said the timing is terrible as the session is going to end in the middle of June. There is a chance they will not be able to get the legislation through because of the timing of committees. If we don't get the mortgage tax extension, it is about \$600,000 annually. Also, if we don't get it, we can't ask for another extension; it would be a new ask, and they don't like to do new tax increases. Senator Griffo said he will do everything in his power to make it happen.

2. Executive Session - Litigation, Salary Matters & Personnel Matters

A motion was made by Supervisor Vosburg to enter into Executive Session at 10:43 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 Vosburg to exit Executive Session at 12:37 p.m. Supervisor Reger 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, June 26, 2025 @ 10AM

Adjourn

On motion by Kyle Reger, seconded by Mary Cavanagh, the Committee adjourned at 12:37 p.m.