

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, June 27, 2024

Call Meeting to Order

Government Operations Committee Chairman Walrod called the meeting to order at 10:05 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, N.Y. Supervisor Walrod, Supervisor Reger (10:27am), Supervisor Cavanagh, Supervisor Vosburg, Supervisor Shwartz and Supervisor During (via Zoom) were present.

Others present:

Treasurer Cindy Edick, County Administrator Mark Scimone, Supervisor Loren Corbin, Supervisor Tom Daviau, Compliance Officer Christina Kennedy, Conf. Secretary to the Board Jennifer Keville, Clerk of the Board Emily Burns, PIO Samantha Field, Election Commissioners Mary Egger and Laura Martino, Supervisor John Pinard, HR Director Ryan Aylward, HR Deputy Director Shawn Prieto, 2nd Assistant County Attorney Melissa Felton, IT Director Paul Lutwak, County Attorney Tina Wayland-Smith, Finance Director Lou Anne Randall, Purchasing Agent Laurie Winters BOS Chairman Jim Cunningham.

Approval of Minutes

On motion by Supervisor Cavanagh, seconded by Supervisor Shwartz, the motion was made to approve the May 30th, 2024 draft meeting minutes. The motion was passed.

Board of Elections

BOE Commissioners Mary Egger & Laura Martino

1. Department Update

Election Commissioner Laura Martino reported that the Board of Elections are currently finishing up the most recent election which is going well. They have a Resolution for a contract with a new election software vendor as the current vendor is no longer servicing New York. Of the two available vendors, Election Systems & Software, LLC (ES&S) was selected. The contract has a few minor details to finalize but the County Attorneys Office is good to go ahead with the approval process. Election Commissioner Mary Egger added that they also presented a budget modification for approval at the Finance, Ways & Means Committee. This reallocation is necessary to cover costs for warranties and software that were originally covered for five years, but that coverage has now expired.

2. Authorizing the Chairman To Enter Into an Agreement With Election Systems & Software, LLC

On motion by Supervisor Shwartz, seconded by Supervisor Vosburg, the motion was made to approve. The motion was passed.

Purchasing

Laurie Winters - Purchasing Agent

1. Department Update

The purchasing staff is busy with routine tasks like handling surplus items, Enterprise fleet leasing, bids, and quotes. They're also working on bids for inmate supplies, office renovations, general supplies, and has a bid out for a highway structure. Laurie is focused on an RFP for an archival electronic document management system. They're preparing an RFQ for Planning regarding the Canastota pocket neighborhood as well as a mini-bid for IT for desktops. They're also continuing to update grant policies and procedures.

2. Procurement Report for Government Operations Committee - June 2024

Laurie shared the Procurement Report for June 2024 with the committee. In June, the Purchasing Department had 5 bids, 1 RFP and 10 quotes. June savings totaled \$3,020 in savings. Laurie conducted an internal audit and found \$458 in incorrect charges billed by our shredding vendor. The vendor was contacted, and a credit was issued. There is also anticipated savings on an ambulance bid of \$42,600 for the same ambulance purchased in 2023.

Public Information

Samantha Field - PIO

Sam shared that they are busy pushing out information. Recently, new Supreme Court rulings have been made in regard to 1st amendment legalities pertaining to social media. Sam will be working with Corporate Compliance to review and revamp current County policy for social media, followed by future training for supervisors. Looking into a mass communication system and working with other departments to help get info out from the County to the public. A meeting is scheduled with Julie Harney (Office of the Aging) to discuss a Madison County section within their newsletter that is passed out with the Meals on Wheels program. PIO office is continually busy with FOIL Requests.

Photo contest is being revamped with BOS office. Planning to line the upstairs hall with pictures from all around the County. In conjunction with MC tourism, a \$200 Brewster Inn gift certificate will be given as a prize to the winner.

Supervisor Vosburg shared praise to Sam - Christie Casciano mentioned Sam by name at the Sheriff Awards – she is a great asset and gives a lot of info about the county.

Corporate Compliance

Christina Kennedy - Compliance Officer

1. Department Update

Compliance Officer Christina shared she will be out on maternity leave starting in 2 weeks until October. Christina is currently wrapping up a Medicaid billing compliance review with Mental & Public Health, and mostly working on the HIPAA security risk

assessment.

Information Technology

Paul Lutwak - IT Director

1. Department Update

IT Director Paul Lutwak shared that the copier lease is set to renew again around July/August. Paul is trying to utilize the long term cost-efficiency of the leased copiers by continuing to reduce the number of desktop printers in use. Paul informed the committee of the ownership change in the counties virtual servers from VMware to Broadcom. This change will likely increase the yearly software renewal cost from \$5,000-\$10,000/year up to \$150,000/year. We need to find a solution, but unsure of what to do. IT has one Resolution needed for additional phone licenses.

2. Authorizing the Modification of an Enterprise Agreement with ePlus

On motion by Supervisor Vosburg, seconded by Supervisor Cavanagh, the motion was made to approve. The motion was passed.

Human Resources

Ryan Aylward – Director of Human Resources

Director Aylward presented the committee with an additional resolution titled Creating Two Positions Within the Department of Social Services. The intent of the resolution is to create two new positions within DSS to aid in recruitment efforts to allow permanent positions and, subsequently, the two vacant temporary positions will not be filled, creating a no-cost impact on the County.

On motion by Supervisor Vosburg, seconded by Supervisor Reger, the motion was made to approve. The motion was passed.

Resolutions

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

On motion by Supervisor Reger, seconded by Supervisor Shwartz, the motion was made to approve. The motion was passed.

2. Retiree Recognition

Fowler, Bargabos

On motion by Supervisor Cavanagh, seconded by Supervisor Vosburg, the motion was made to approve. The motion was passed.

3. Calling for the Integration of the Purchasing Division Into the Finance Department

On motion by Supervisor Cavanagh, seconded by Supervisor Shwartz, the motion was made to approve. The motion was passed.

4. Creating a Full-Time Family Court Assistant Position in the Assigned Counsel Department

On motion by Supervisor Shwartz, seconded by Supervisor Reger, the motion was made to approve. The motion was passed.

Other Committee Business

2. District Attorney's Office

Supervisor Walrod acknowledged the Assistant District Attorney, Sam Rodgers, and requested an introduction or any information to share. Rodgers shared he was asked to attend by Chief Assistant District Attorney Bob Mascari, who is currently traveling. Sam expressed thanks to everyone for the new salary changes in the office, which has resulted in the hiring of an experienced attorney who will be starting Monday, and expected to fit right in. He is excited about the office and the support it receives.

3. Other Item

Pete Walrod - Supervisor, Chairman GOC

Supervisor Walrod, shared on behalf of OEM Director Dan Degear, that Georgetown returned \$31,000 of their \$41,000 share from the last appropriations back to EMS. Georgetown's ambulance squad needs a power stretcher ambulance, and the EMS Director Jenna Illingworth, has been offered one at a discounted price of \$49,000, which includes a \$10,000 discount. Supervisor Walrod proposed using the \$31,000 returned to the county from Georgetown to upgrade their current ambulance with a power stretcher, which is similar to what has been done with money from other towns. Georgetown will cover the remaining balance. This proposal, aimed at upgrading the system without increasing the budget, received unanimous agreement from all supervisors present.

1. Discussion: Local Law 3 of 2022 Adopt Amendments to Open Meetings Law to Expand Video Conferencing

Clerk to the Board, Emily Burns, explained to the Committee that this Local Law is set to expire on July 1, 2024. New York State just extended their Video Conferencing Law with new requirements of Counties for record retention. If a Board Member participates via video conferencing and counts towards a quorum, then we are now required to record and retain a record of the Committee or Board Meeting for at least 5 years. After discussion among various Board and Committee Members, it was decided that we will extend the Local Law Adopting Amendment to Open Meetings Law to Expand the Use of Video Conferencing and amend our Local Law to apply to only Board Meetings and not Committee Meetings moving forward.

On motion by Supervisor Cavanagh, seconded by Supervisor Reger, the motion was made to approve a resolution Introducing Proposed Local Law No. 3 of 2024 and Calling for a Public Hearing. The motion was passed.

Executive Session

On motion by Supervisor Vosburg, seconded by Supervisor Cavanagh, the motion was made to enter into Executive Session at 10:56 a.m. to discuss matters 1.) leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, and 2.) regarding proposed, pending, or current litigation. The motion was passed.

A motion was made by Supervisor Cavanagh to exit Executive Session at 12:34 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 any eligible resolutions from today's meeting to be added to the preferred agenda.

Next Meeting:

July 25, 2024 @ 10:00 a.m

Adjourn

On motion by Mary Cavanagh, seconded by Rex Vosburg, the Board adjourned at 12:35 p.m.

Respectfully submitted by Jennifer Keville on behalf of Chairman Pete Walrod.