

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, July 24, 2025

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:10 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 Corbin, Daviau and Pinard, County Administrator Mark Scimone, Treasurer Cindy Edick, County Attorney Tina Wayland-Smith, 2nd Assistant County Attorney Melissa Felton, Finance Director Lou Anne Randall, Public Information Specialist Ryan Coe, Compliance Officer Christina Kennedy, IT Director Paul Lutwak, County Clerk Michael Keville, Chief ADA Robert Mascari, and Clerk of the Board Emily Burns.

Approval of Minutes

On motion by Supervisor Cavanagh, seconded by Supervisor Reger, the motion was made to Approve the May 29, 2025 meeting minutes. The motion was Passed.

1. GOC Meeting Minutes 6/26/2025

On motion by Supervisor Reger, seconded by Supervisor During, the motion was made to Approve the June 26, 2025 meeting minutes. The motion was Passed.

Purchasing

1. Procurement Report - July 2025

Finance Director Lou Anne Randall shared Purchasing Agent Laurie Winters' July 2025 Procurement Report. She also reported that the Insurance Broker RFP is now on the County website. County Administrator Mark Scimone stated that OneGroup has been the County's insurance broker for 40+ years. With John Bailey's recent retirement and other changes, it is a good time to put the brokerage service out to bid and see what the competition has to offer.

Public Information

1. Public Information Office Update - July 2025

Public Information Specialist Ryan Coe stated that PIO Samantha Field has been busy getting the mass communication system up and running. Their office is also working in collaboration with IT on a Duress Button Training video. Several press releases have gone out, and social media posts have been receiving a lot of engagement from our followers. To date, there have been 2.8 million views on our content. The majority of the feedback has been positive all year.

Public Information continues to promote Mike's Monday Message for the DMV and Clerk's Office, the Madison County Fair, and the July 26th Open Farm Day. There were 63 FOIL requests for the month of June.

Corporate Compliance

1. Website Accessibility Summary Report

Compliance Officer Christina Kennedy provided a report on the Madison County website accessibility status. Overall compliance with the web content guidelines (errors, warnings) is at 70.44%. For overall quality assurance (broken links, misspellings), we are at 92.03% compliance. She is working to address the items that are out of compliance.

Christina has been in contact with a consultant to perform an EMS billing assessment and is waiting on their proposal. Last month, Christina shared the results of our HIPAA Security Risk Assessment. According to yesterday's news, the US Department of Health and Human Services announced a \$250,000 settlement with Syracuse ASC surgery center in Liverpool. They had a ransomware attack that compromised approximately 25,000 individuals' health information. Their investigation revealed that the surgery center had not conducted a risk assessment or reported any breaches. It is important that we continue these assessments to proactively reduce our exposure risks.

Christina created a NeoGov Learn training module brochure for the supervisors. NeoGov Learn is a compliance training solution and provides a library with over 1,500 courses at no cost to Madison County Towns. The first live training session is scheduled for August 11th at 2:00 p.m. Supervisors were asked to share the brochure with their clerks if they would like to join. The live training will also be recorded for future reference.

Lastly, the annual compliance training has been sent out to employees. Previously, the Board has completed their compliance training in person. This year, they agreed to complete it online by year-end.

Information Technology

1. Department Update

Information Technology Director Paul Lutwak encouraged supervisors to take advantage of the NeoGov compliance training. It is free to use and will help manage each town's compliance program. All of the County's compliance training videos will be available along with many more, and it monitors and stores the completed trainings for auditing purposes. It's a huge resource that very few towns have access to because of the expense. There is also an app that allows the trainings to be done on your phone.

Paul stated that his department is focused on the duress system and the InformaCast program, which will allow notifications to go out to phones in addition to computers. We are now working with the State so that phishing tests can be done on the State's DSS computers, which we were unable to include in prior testing. Paul is also getting quotes to increase bandwidth for the County and Delphi Falls. Paul will get options and costs ready for next month's meeting.

There was a mishap last week at Delphi Falls with a truck tearing fiber off of the poles. It was fixed over the weekend.

Chairman Pete Walrod noted that the Resolution of Appreciation for Retiree Recognition that was added to the packet included IT Director Paul Lutwak. Paul stated that he will not be going far and will do all that he can to ensure the good things that have been done in the past 10 years continue. County Administrator Mark Scimone stated that Paul rescued him from being the IT Director 10 years ago and went on to make many positive changes. We are one of the most secure counties in the State providing high-level IT services to our County offices. He also pushed to provide good-value, shared services to our towns, which most counties do not provide. Paul stated his goal when he started was to make Madison County the template for all other counties, which could only happen with the support of the supervisors, department heads and staff. Chairman Pete Walrod shared his appreciation for Paul's contributions to Madison County and stated that Paul is recognized as a leader in IT throughout the State. He will be missed at Madison County.

Resolutions

1. Authorizing the Chairman to Enter into an Agreement with Clear Ballot Group, Inc.
2. Authorizing the Chairman to Approve and Execute a Settlement Agreement Relating to the Opioid Crisis - Sandoz, Inc.
3. Authorizing the Chairman to Approve and Execute a Settlement Agreement Relating to the Opioid Crisis - Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun & Zydus
4. Authorizing the Chairman to Enter into an Enterprise Agreement with Day Automation
5. Adopting a Freedom of Information Law (FOIL) Policy
6. Resolution Approving Settlement Agreement
7. Reclassifying an Office Assistant II to an Accountant Position in the Finance Department
8. Resolution of Appreciation - Retiree Recognition

Other Committee Business

1. Executive Session - Litigation and Personnel Matters

A motion was made by Supervisor Cavanagh to enter into Executive Session at 10:35 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 Reger seconded the motion, and it was unanimously carried.

A motion was made by Supervisor Cavanagh to exit Executive Session at 11:36 a.m. Supervisor Vosburg 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, August 28, 2025 @ 10 AM

Adjourn

On motion by Kyle Reger, seconded by Mary Cavanagh, the Board adjourned at 11:37 p.m.