

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, August 28, 2025

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:02 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Walrod, Supervisor Cavanagh, Supervisor Vosburg, and Supervisor Shwartz were present. Supervisor During joined via Zoom at 10:21 AM. Supervisor Reger was absent..

Others present: Board Chairman Jim Cunningham 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, Budget Analyst Susan McConnell, Public Information Officer Samantha Field, Compliance Officer Christina Kennedy, IT Director Paul Lutwak, Deputy IT Director Robert Verdon, Human Resources Director Ryan Aylward, Deputy Human Resources Director Shawn Prieto, County Clerk Michael Keville, Chief ADA Robert Mascari, Clerk of the Board Emily Burns and Confidential Secretary to the Board Jennifer Cossette.

Approval of Minutes

1. GOC Minutes - July 24, 2025

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

Purchasing

1. Procurement Report August 2025

Finance Director LouAnne Randall presented the Procurement Report for the month of July. Purchasing received 9 submissions for the Insurance Broker RFP. The submissions have been narrowed down to two proposals, and a meeting will be held next week to make a decision.

2. 2026 Budget Highlights

LouAnne combined the Purchasing and Finance budgets into one. Everything has remained status quo for the proposed 2026 budget other than an increase for purchasing training. Purchasing Agent Laurie Winters would like to continue training to receive her NIGP certification.

Public Information

1. PIO August Department Update

Public Information Officer Samantha Field provided a report of the PIO activities for the past month. Her office is preparing for back-to-school and will be sending a memo to county employees regarding bussing changes that will affect North Court Street traffic.

2. 2026 Budget Highlights

The Public Information Office tentative 2026 budget hasn't changed much. One line was decreased because one of their software packages was moved to the IT budget. The biggest increase is due to personnel costs due to Sam taking on the County healthcare.

Supervisor Vosburg asked what feedback has been received regarding the proposed Hoffman Wind Farm public safety impact press release. Sam stated that it was covered by CNY Central and Rome Sentinel. Her office will continue to push the information out there.

Corporate Compliance

1. Quarterly Update - Corporate Compliance Program Report

Corporate Compliance Officer Christina Kennedy provided her Quarterly Program Update. Recent legislation amended General Municipal Law to require that towns with populations of 1,500 or more need to establish an official website with a '.gov' domain name, with an effective date of December 21, 2025. A ransomware incident involving a business associate contractor is under review to determine impact and potential notification obligations. Training for the Board of Supervisors went out on NeoGov.

2. 2026 Budget Highlights

Christina reported that the 2026 proposed Compliance budget remains the same, other than a slight increase for personnel services.

Information Technology

1. 2026 Budget Highlights

Information Technology Director Paul Lutwak stated that he is winding down his time at Madison County and wanted to thank everybody. Regarding the 2026 proposed budget highlights, most increases are related to software. Software packages have been brought in from other departments to keep them all under IT. Additionally, VMware software has increased significantly, starting at approximately \$15K and to be over \$100K. Plans are in place to move away from this software over time. Department projects are separate from the budget and will be brought to GOC individually. Budget overall, is down approximately \$90K despite the software increases, but could change depending on funds brought in to cover approved projects. This system has worked much better than artificially increasing the budget to cover projects that may not happen or get moved to another year. The final move off of Office 365 should be completed this year and has gone very smoothly.

Supervisor Walrod wished Paul well and good luck in the future.

County Attorney

1. 2026 Budget Highlights

County Attorney Tina Wayland-Smith reported that her office's 2026 proposed budget has increased slightly due to personnel changes, including step raises and one employee joining the County health insurance plan. She is also looking for a salary increase for her intern to compete with the District Attorney's Office salary. Also, interest from Syracuse University applicants has plummeted, and she hopes a salary increase will help this great program. The professional outside counsel line has been increased, and she is looking for a potential position of a 3rd Assistant County Attorney. The 2nd Assistant County Attorney position was created in 2001. She is hoping to add this part-time position mid-year 2026.

Committee Chair Pete Walrod questioned the increase in the outside counsel budget. Tina stated that her office has gone through 80% of their 2025 outside counsel budget of \$200K, and she anticipates hitting contingency in the last quarter of the year. Supervisor Cavanagh asked if there would be interest in a full-time County Attorney position. Tina stated that if the Board went to a four-year term, which would allow the County Attorney to have a four-year term (current term is two years), it would be more attractive to consider a full-time position and give up a private practice. Supervisor Cavanagh asked if the Assistant County Attorneys could be full-time. Tina said the assistant attorneys serve at her pleasure, but they could be full-time. County Administrator Mark Scimone stated some counties have full-time attorney and some have part-time. Director of Human Resources Ryan Aylward shared the different salaries and benefits for full and part-time attorney positions. Our current attorneys work 30 hours per week at the County and earn approximately \$370K between the three of them. Full-time would be 37.5 hours per week.

A referendum would be needed for a Town Supervisor to be appointed for a four-year term. The County Attorney and Clerk of the Board are for the life of the Board, so a simple majority of the Board having a four-year term would allow them to have a four-year term also. It was a consensus of the Committee to look at considering a full-time Assistant County Attorney position in order to keep the focus solely on County business, without an outside practice.

Board of Supervisors

1. 2026 County Administrator Budget Highlights

County Administrator Mark Scimone stated that the biggest change with the Board of Supervisors' budget was the separation of the County Administrators' budget lines from the Legislative Board budget, and merging the Clerk of the Board's budget with the Legislative Board budget. Everything else is pretty flat. Travel expenses were down this year, but the amount was kept the same in the event supervisors want to attend the National Association of Counties Conference. Park Strategies is still in the budget and will be discussed further.

2. 2026 Legislative Board / Clerk of the Board Budget Highlights

Clerk of the Board Emily Burns stated that the new software allowed Emily to take over

the Legislative Board budget and incorporate it with her Clerk of the Board lines. Everything in the 2026 budget is pretty consistent with 2025. Shredding revenue has been moved to the County Clerk's Office for better records retention. Mileage was increase account for the increased mileage rate. Travel expenses for NYSAC have been kept the same. Supervisor Rex Vosberg stated that Madison County is always well represented at NYSAC, and he gets a lot out of the conference. Emily Burns will be attending as a Board Clerk, which will be the first time in history for Madison County. She also attended the Clerk of the Legislative Board Conference and received certification and recognition, which is another first for Madison County. Committee Chair Walrod stated the conference and training events have benefited Madison County in many different areas.

Public Information Officer Samantha Field mentioned that the WOW Committee budget line is also the Legislative budget. She wanted to inform the Committee that last week's Ice Cream Social & Picnic had a record 217 County employees in attendance. Including department deliveries, it is estimated that we fed over 330 employees. She thanked the Committee for the increase to \$2,500 they approved for 2025. It has been put to good use with Take Your Child to Work Day and Cookies and Cocoa events. Committee Chairman Pete Walrod stated that these events are enjoyable and rewarding. Madison County is a great place to work.

Human Resources

1. 2026 Budget Highlights

Deputy Director of Human Resources Shawn Prievo reported that the 2026 proposed HR budget has decreased from 2025, but could change with personnel expense increases added in.

Director of Human Resources Ryan Aylward stated that position upgrade requests will be discussed in executive session; however, there are five new positions proposed:

1. Emergency Management Deputy Fire Coordinator (full-time) due to the anticipated retirement of our current Fire Coordinator. EM Director Dan Degear would like the current Fire Coordinator to train the candidate throughout 2026 before retiring. This will be discussed further in executive session.
2. Mental Health Psychiatric Nurse Practitioner (3rd) due to a dramatic increase in clients, sessions and wait times. The position generates \$300K in revenue while the salary is between \$140K-\$160K. Ryan recommends filling this position.
3. Public Health Seasonal Mosquito Intern position (2nd) to increase the area of mosquito surveillance. Estimated cost is \$7K.
4. Human Resources Safety Coordinator position as a centralized function for Solid Waste, Highway and Facilities safety functions. Ryan isn't convinced there is enough work for a full-time position, or that we could find an individual that specializes in all the necessary areas. County Administrator Mark Scimone suggested putting out an RFP for company that can full this role.
5. Third Assistant County Attorney position (discussed previously).

Supervisor Eve Ann Shwartz shared the need for a grant writer or administrator. This could add value to many of our towns and fund many projects. Hamilton would not be able to manage many of their grant opportunities without the help of the Partnership for Community Development (PCD). The County Planning Department has been able to assist with some grant opportunities, but does not have a full-time person to administer grants. Instead of hiring another employee. Chairman Jim Cunningham suggested contracting with Hamilton's Partnership for Community Development (PCD) to add a grant writer/administrator to assist additional towns. Towns could help share the costs. County Administrator Mark Scimone suggested getting a group of Town supervisors and Planning staff together to define the needs and responsibilities, then determine if we should look at additional staffing or contract out for the grant writing and administrative services in order to be successful.

Resolutions

1. Authorizing The Chairman To Enter Into A Modification Agreement With Spectrum Enterprise

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

2. Designating a HIPAA Security Officer

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

3. Amending Policy and Procedures Use of County Passenger Vehicles

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

4. Amending Human Resources Policy and Procedures Drug and Alcohol Testing

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

5. Creating One Case Manager for Indigent Defendants Position in the Assigned Counsel Department

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

6. Appointing an Information Technology Director

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

Other Committee Business

1. Executive Session - Litigation, Salary and Personnel Matters

A motion was made by Supervisor Vosburg to enter into Executive Session at 11:21 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 Cavanagh seconded the motion, and it was unanimously carried.

A motion was made by Supervisor Vosburg to exit Executive Session at 1:33 p.m. Supervisor Cavanagh 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, September 25th at 10AM

Adjourn

On motion by Rex Vosburg, seconded by Mary Cavanagh, the Board adjourned at 1:33 PM.