

## **MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE**

Meeting Agenda - Thursday, November 13, 2025

### **Call Meeting to Order**

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:00 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 Loren Corbin, Dave Jones, Matt Roberts and Tom Daviau, Supervisor-Elect Meghan Samsel, 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 Robert Verdon, Human Resources Director Ryan Aylward, Deputy Human Resources Director Shawn Prieto, District Attorney Robert Mascari, Undersheriff James Quatrone, County Clerk Mike Keville and Clerk of the Board Emily Burns.

Chairman Walrod welcomed Town of Lenox Supervisor-Elect Meghan Samsel.

### **Approval of Minutes**

1. GOC Meeting Minutes 10.23.25

On motion by Supervisor Vosburg, seconded by Supervisor Reger, the motion was made to Approve the September 23, 2025 meeting minutes. The motion was Passed.

### **Board of Elections**

1. Department Update

Board of Elections Commissioner Laura Martino stated that they are almost done finalizing the election results. Due to power outages they have had at their early voting location during both the primary and general election, they need to either get a generator or identify a location with better infrastructure to hold their early voting. It is difficult to find a location within the City of Oneida that can accommodate them for nine days of early voting and election day. It is important to get up and running quickly if the power goes out to meet State requirements and voter access. Board Chairman Jim Cunningham suggested using a high frequency inverter with a lithium-ion battery that can easily be plugged in anywhere. They will discuss options further with Facilities.

### **Purchasing**

1. Procurement Report- November 2025

Finance Director Lou Anne Randall shared October's Procurement Report with the Committee. She reported that Office Assistant II Ashlyn Moon is leaving Purchasing for a nursing position. They are currently interviewing to fill the position.

### **Public Information**

## 1. Department Update

Public Information Officer Samantha Field reported the FOIL duties have officially been moved to the Board of Supervisors office. The first issue of the County Connections newsletter is online. The new monthly newsletter is another way for us to stay connected with our residents. It was sent to all towns, villages and libraries. Sam asked the Supervisors to share information or events to highlight the towns in future newsletters. Public Information Specialist Ryan Coe put out a video yesterday of County Clerk Mike Keville interviewing Historian Matt Urtz about what he does for the county. Mike will continue to put out monthly videos highlighting the contributions of his department staff, in addition to Mike's Monday Message videos.

The WOW Committee is asking employees to share their favorite Holiday Recipes. They will be made into a book called Merry Madison Recipe Book, available for all employees to purchase for \$5. All proceeds will benefit Wanderers' Rest Humane Association's capital project campaign. Supervisors are welcome to submit recipes. The deadline to submit recipes is November 25.

## **Corporate Compliance**

### 1. Quarterly Update — Corporate Compliance Program Report

Corporate Compliance Officer Christina Kennedy provided the Quarterly Compliance Program Update Report to the Committee. She is waiting for a couple of final audit reports to come in. Compliance training completion is due by year-end. Christina and PIO Samantha Field kicked off their Website Accessibility Project in October with department website managers to create a shift toward a proactive approach to content management, with an emphasis on ADA compliance and accessibility.

## **Information Technology**

### 1. Department Update

Information Technology Director Rob Verdon announced that IT will be having a Saturday shutdown internet stoppage in order to perform some IT maintenance. Over the next couple of months, IT will be switching VPNs for employees and some supervisors. An email with additional information will be sent out soon. Clerk of the Board Emily Burns noted that she had received calls from a few supervisors that received open enrollment emails and wanted to make sure they were not phishing emails. Rob stated that caution is good. Scam emails are getting more difficult to distinguish from real emails. Hali will be sending out year-end billing to towns that have shared services with the county. Reach out to Rob if you have any questions.

## **Resolutions**

### 1. Resolution of Appreciation - Retiree Recognition

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

2. Authorizing the Chairman to Enter into an Agreement with KJM

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

3. Authorizing the Chairman to Extend an Agreement with BPAS Actuarial and Pension Services, LLC

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

4. Authorizing the Chairman to Extend an Agreement with OneGroup NY Inc. for Professional Consulting Services

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

5. Revising the Madison County Management Compensation Plan

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

6. Establishing the Salaries of County Officers and Managerial/Confidential Employees for 2026

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

7. Adopting Local Law No. 6 for the Year 2025

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

**Other Committee Business**

**2026 Board Chairman Election**

Chairman Walrod asked for the Committee's thoughts on anyone interested in the position of Chairman of the Board of Supervisors declaring their candidacy prior to January 1st, perhaps by the last day of Annual Session. Candidates would be able to present their goals and vision to the Committee of the Whole. Supervisors-Elect would be included. Clerk of the Board stated that the Supervisors-Elect are already provided with the Board and Committee meeting schedules and will be attending an orientation on November 25th. County Attorney Tina Wayland-Smith stated that the Clerk of the Board would need to schedule an open-session Board of Supervisors Meeting for the purpose of a Chairman of the Board candidate forum. If the supervisors wanted to continue this process going forward, they could make it a rule. Pete asked the Committee to give it further thought and bring their ideas back to the Clerk of the Board and County Attorney to refine the process. The Chairman of the Board will be elected at the first Board Meeting of the new year.

**ZOOM Discussion Followup**

Clerk of the Board Emily Burns is requesting set guidelines if ZOOM meetings are to continue for Board Meetings regarding notice requirements, voting permissions and executive session attendance. The majority of the Committee agreed that ZOOM availability is a great benefit that allows the flexibility to participate when a supervisor is sick, injured or has other extenuating circumstances. After thorough discussion, it was a consensus of the Committee to request a 24-hour notice, if possible. Minimally, Emily needs one-hour notice prior to Committee of the Whole for unanticipated absences. To join Executive Session via ZOOM, a supervisor must be on camera with their mic on, have a headset or ear buds, and attest that there is no one else in the room prior to the Executive Session. Second Assistant County Attorney Melissa Felton will update the draft procedures with a timeline and Executive Session requirements.

On motion by Supervisor During, seconded by Supervisor Cavanagh, the motion was made to draft and approve a resolution adopting policy and procedures for the use of videoconferencing in public meetings. The motion was Passed.

1. Executive Session - Litigation, Personnel and Salary Matters

A motion was made by Supervisor Reger to enter into Executive Session at 11:00 a.m. to discuss 1) 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 1:00 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 - Tuesday, December 16th at 9:30 a.m.**

### **Adjourn**

On motion by Supervisor Vosburg, seconded by Supervisor Reger, the motion was made to Adjourn the meeting at 1:01 p.m.