

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, July 25, 2024

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:13 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:

Chairman of the Board Jim Cunningham, County Administrator Mark Scimone, Supervisors Loren Corbin, Tom Daviau, and John Pinard, Chief ADA Robert Mascari, County Attorney Tina Wayland-Smith, 2nd Assistant County Attorney Melissa Felton, Human Resources Director Ryan Aylward, Human Resources Deputy Director Shawn Prievo, IT Director Paul Lutwak, Finance Director Lou Anne Randall, Clerk of the Board Emily Burns, PIO Samantha Field.

Chairman Walrod requested a moment of silence for the Madison County residents that we lost in the recent tornado and house explosion in Madison County. He also recognized and thanked our first responders.

Approval of Minutes

1. 6/27/24 Draft Meeting Minutes

On motion by Supervisor Vosburg, seconded by Supervisor Cavanagh, the motion was made to approve the June 27, 2024 meeting minutes. The motion was passed.

Board of Elections

1. Department Update

Election Commissioners Mary Egger is at a cybersecurity tabletop and Laura Martino is on vacation; therefore, Chairman Walrod shared their report with the committee. A Board of Election's van broke down on Election Day, which left them scrambling to pick up all of their equipment. Fortunately, Ryder was accommodating. They plan to rent an extra truck (four, instead of three) for the November election to avoid this issue.

The Elections Office is requesting a reclassification for their deputy commissioners. In looking at counties with similar registration numbers, they are behind in salary. More details will be shared at budget time.

Elections and Information Technology had a wrap-up meeting with Next Vote (old) and ES&S (new) voter registration systems. They are in the process of the data transfer that is needed for migration.

Seventy poll pads will need to be updated before 2025. They have started discussions with their vendor and IT is helping to get more quotes. Grant money will be provided specifically to update the poll pads, and they hope it will cover most of the cost. They are currently confirming the status of each of their grants with the State.

Poll site lease agreements will be provided at the August committee meeting.

Purchasing

1. Procurement Report - July 2024

Purchasing's July procurement report stated that 301 purchase orders were converted, with 67 created by the Purchasing staff. There were 5 bids, 2 RFPs, 12 quotes, and savings of \$1,573.97.

The Purchasing staff continue to attend trainings, work on surplus and Enterprise Fleet management. Bids, RFPs, quotes, requisition requests, change orders are steadily coming in. They are currently working on Inmate Supply, PSB Supplies, and Printing Services bids, and the Copier Lease RFP. They are also working on their budget for 2024.

Finance Director Lou Anne Randall stated that Purchasing and Finance merged on July 9, 2024. They worked together to draft a grant policy, procedures manual, best practices, and website forms. Purchasing continues to review requisitions as they come in to make sure they don't miss any grants, as some departments do not notify them of their grants when they get them. The draft policy is currently being reviewed to see if anything should be revised before going to the August Committee and September Board.

Public Information

1. Department Update

Public Information Officer Samantha Field is currently working on the bi-monthly Madison Minutes newsletter and looking into mass communications system platforms to find the best option to get information out to the public. Sam's Office is also helping Human Resources promote the Sheriff Deputy exam. Chairman Walrod recognized Sam and Public Information Specialist Ryan Coe for their professionalism and great work getting information out following the tornado event in Canastota. County Administrator Mark Scimone stated that the Public Information Office along with Human Resources have been doing a great job getting Corrections Officer positions filled also. Mark stated that our 2017 TransPro Retreat and subsequent Success Plan identified the need for better public communication and a Public Information Officer. With all that has occurred since hiring Sam, we don't know what we would do without her and her office.

Corporate Compliance

1. Department Update

County Administrator Mark Scimone stated that Compliance Officer Christina Kennedy is out on maternity leave, and everyone is healthy and doing well. Paul Lutwak's Confidential Secretary Hali Sullivan is providing backup for Christina Kennedy while she is out.

Information Technology

1. Department Update

IT Director Paul Lutwak reported on the cybersecurity event that occurred on Friday, August 19th. It began with a call from 911 at 12:41 a.m. that something was wrong. After several more calls and listserve communications with IT Directors, it was determined this was a statewide issue with CrowdStrike that affected many servers and computers. Rob and Zack in IT determined that removing one file would fix the problem. It was not a malicious attack; just a file that was uploaded that conflicted with Microsoft. Madison County shared their findings to help others resolve their issues. By approximately 9:30 a.m., IT had all offices back up and running, except for our DMV due to their State computers. Many counties and cities closed their offices.

Paul stated that this was a live tabletop exercise and his IT team did a tremendous job. Even those on vacation came in to help out and everything went smoothly. County Administrator Scimone will put in a call to Mark LaVigne at NYSAC to have Paul present at the NYSAC Fall Seminar. Chairman Walrod and County Attorney Tina Wayland-Smith complimented the flawless response from Emergency Management, Information Technology and the Department Heads.

Paul stated that the one after-action improvement he identified is the need for a better way to get in touch with all towns to keep everyone up to date. Clerk of the Board Emily Burns said she can help with an updated town clerk contact list. He also was unable to get through to some IT staff because their phones were off. While they are not required to be available 24/7, once they got the message, they all came in.

Human Resources

1. Department Update

Director of Human Resources Ryan Aylward gave kudos to the IT team for their great response last Friday. Human Resources continues to work on recruitment issues. We are working with the Sheriff's Office on Corrections Officer recruitment and are in the best position we have been in for 5 or 6 years. Ryan and Shawn attended the NYSPELRA Labor Relations Conference in Saratoga Springs and found it very educational and made many good contacts. Ryan shared his appreciation with the Board for these training opportunities.

Resolutions

1. Adopting Local Law No. 3 for the Year 2024

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

2. Authorizing the Chairman to Enter into an Enterprise Agreement with Day Automation

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

Other Committee Business

1. Urgent Care - Presentation

Finance Director Lou Anne Randall attended the Government Finance Conference last month, and one of the items discussed was county health centers for employees to cut down on health insurance costs. After discussing this with Chairman Cunningham and Vice Chairman Walrod, they recommended that Lou Anne look into this option. Lou Anne provided a handout of NYSAC's webinar presentation on Employer-Sponsored Primary Care Health Centers by Marathon Health. Lou Anne and Mark Scimone met with OneGroup last week and identified two ways to set up an employer-sponsored health center; 1) primary care (85% of our employees have PCP), or 2) urgent care occupational health (with fee schedule). If the Board is interested, we will do an RFP. We currently have 975 people that would be eligible between employees, spouses and retirees, and we would need to identify space for the facility. We would need to get 50% of employees to participate. Mark stated that a cost benefit analysis would be needed. Vernon and Sherrill are looking for a municipality to go in with them, so we could also look at a regional approach. Supervisor Shwartz questioned whether we would be competing with local urgent care facilities, and recommended that we communicate with local hospitals. The committee agreed that it was worth investigating.

4. TransPro Board of Supervisors Retreat Proposal

County Administrator Mark Scimone shared a Board of Supervisors Retreat Proposal from TransPro Consulting to support Madison County as it moves forward with leadership changes on its Board of Supervisors. The Board has seen significant turnover since our last 2017 Board Retreat and the development of the 2018 Success Plan. Day One of the retreat would be a session for the Board of Supervisors and County Administrator with a focus on developing common goals for success, working together effectively, and identifying success outcomes. Day Two would bring in the Department Heads to build on the outcome of Day One. The focus would be on how Department Heads and the County Administrator can work more efficiently to achieve goals and improve communications and reporting between staff and the Board. TransPro will provide a final report with the key takeaways and recommendations that come out of the retreat. Mark Aesch, the CEO of TransPro Consulting, would lead the retreat as he did in 2017. The estimated date of the retreat would be October 15, 2024 with a possibility of holding it at Delphi Falls new conference center. It was a consensus of the Committee that this would be a good check-up for the Board, help improve communication, and build Board unity. Mark stated that it will be important to have buy-in from the full Board to proceed. He will discuss this proposal at the August meeting and survey the Board.

3. Board Rule Review

The Committee reviewed Board Rules 1 - 17 for any recommended revisions. Rules 18 - 32 will be reviewed at the August committee meeting. After the review is complete, the highlighted recommended changes will be reviewed by the Committee of the Whole.

2. Executive Session - Personnel Matters

A motion was made by Supervisor Cavanagh to enter into Executive Session at 12:00 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Supervisor Vosburg seconded the motion, and it was unanimously carried.

A motion was made by Supervisor Vosburg to exit Executive Session at 12:30 p.m. Supervisor Shwartz seconded the motion, and it was unanimously carried.

Employee Events

Chairman Walrod left the Chambers. County Administrator Scimone made a recommendation for the Committee to consider purchasing Chairman Walrod's professional cotton candy machine. We borrowed the machine for the last two Employee Recognition events, and it was the highlight of the event. We can use it for other county and employee events with very low supply costs. It was the consensus of the Committee to purchase the cotton candy machine for \$1,500.

Chairman Walrod returned to the Chambers.

Next Meeting

Thursday, August 29, 2024 @ 10AM

Adjourn

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