

Committee: Comp. Svcs Admin & Finance

Date & Time: July 7th, 2023 - Rpt 7/1/23

Location: Legislature Office

Attendees: Lynne Johnson, Merle Draper, John Fitzak, Jack Welch

<b>Agenda Item</b>	<b>Leader/Presenter</b>	<b>Discussion</b>	<b>Action</b>
Routine Maintenance	E Moss	The Department completed 325 (345) work orders in the period 6/1/23 - 6/30/23, with 117 (119) current work orders open as of 7/3/23. Staff requested 373 (441) work orders in June (###) = Previous Month.	See Attachment A for charted information versus past 11 months review. Comm Chair had questions.
Capital Projects Plan	E Moss	Infrastructure Capital Plan inclusion for Capital Project approval - Delayed until Patrick's return.	All agreed to next week submission.
Legislative Resolution	E Moss	VOIP system from Meridian IT and Spectrum SIP lines - Leg approval required.	Awaiting Internet Quote from Spectrum. VOIP, Spectrum SIP and Spectrum INT all on one Resolution.
Legislative Resolution	E Mos	Dept name change: Computer Services to Information Technology Services - Leg approval required. Network switches - Leg approval required.	All approved by Comm Chair and Vice Chair
List of Projects	E Moss	See additional page for Project List.	Went over projects list - adding DHSES Tabletop Exercise.
Multi Factor Authentication	E Moss	Webmail access with MFA OTP complete. MFA for County Access from DSS awaiting policy publication. Quick Ref guide on OCINFO. MFA additional mobile authentication access still in testing at MFA Vendor.	
Additional Wants		Wants situation report on synopsis of 5/24 & 25. Wants an SOP of Off-boarding duties and responsibilities.	

Respectfully submitted,

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**Meeting:** County Clerk Committee Meeting  
**Date & Time:** Friday, July 7, 2023 @ 9:45 p.m.  
**Location:** Legislative Chambers

**Attendees:**

Nadine, Pam, Tracy, Legislators Draper and Fitzak; Chairman Johnson, CAO Welch

Agenda Item	Leader/Presenter	Discussion	Action
Monthly Reports	Nadine, Pam, Tracy	Review of Recording Office and DMV Monthly Reports	Information Only
DMV	Nadine and Pam	New employee began July 3, 2023. Additional new employee starts July 24th. Sr MV Examiners will be training in addition to the on line state training.	Information Only
Capital Project Submission	Nadine and Pam	Submission for 2024 Capital Project for the renovation of the DMV.	Information Only
New Vendor Updates	Nadine and Tracy	Was advised by Tyler that we were missing a lot of Data from Avenu. They did finally upload all of that this week. Will be working on a equipment list to purchase equipment seeing we currently have Avenu equipment.	Information Only
Passport	Nadine and Tracy	Was just advised on 7/6/2023 that we have to change the way we track our passports when mailing effective July 1st. Will work with USPS Albion Office or look to obtain a USPS Click and Ship account. Processing times are very long - and may get worse. We have been processing more passport applications than we have in recent months.	Information Only
Important Dates: Tyler Technologies Vendor Conversion		Go Live Date of December 4, 2023 No Recording/Filing - December 1, 2023	

Respectfully submitted,

**Nadine P. Hanlon**

**7/7/2023**

Date

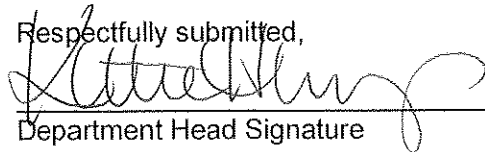
Committee: EAP

Date & Time: July 7, 2023 10:15AM

Location: Legislature Office

Attendees: Merle Draper, John Fitzak, Katie Harvey, Lynne Johnson, John C. Welch, Jr.

Agenda Item	Leader/Presenter	Discussion	Action
7/5/23 Meeting Rescheduled	Katie	New Meeting Date 7/12/2023	
Holiday Luncheon Date	Katie	Wednesday December 13, 2023	
Summer Picnic	Katie	Great feedback on the picnic. Served 231 meals including takeouts	

Respectfully submitted,  
  
Department Head Signature

Date 7/7/2023

Committee: Personnel & Self Insurance

Date & Time: July 7, 2023 10:15AM

Location: Legislature Office

Attendees: Merle Draper, John Fitzak, Katie Harvey, Lynne Johnson, John C. Welch, Jr.

Agenda Item	Leader/Presenter	Discussion	Action
Quarterly OCSIP meeting is Thursday August 3, 2023 at 10:30AM	Katie		
OCSIP Budget	Katie	Tentative Budget numbers complete for 1710 & 1720. Municipality Assessments are not complete until the Real Property Assessment Report becomes available.	E-mail Legislators copies when complete
Position Control for 2024	Katie	Working on Position Control for 2024	
Employee Recognition Luncheon	Katie	Should be November 9th. Planning should start next month after committee assignment is complete.	Set Meeting Date
Salary Review	Katie	The Committee is ready to give our Salary Review Report	Executive Session on 7/18/2023
Examination Fees	Katie	Governor Hochul waived State Agency Civil Service Fees July 2023-December 2025. This does not apply to local agencies.	Resolution to Waive Exam Fees through 12/31/2023

Respectfully submitted,

  
Department Head Signature

7/7/2023  
Date

Committee: Real Property

Date & Time: July 7, 2023 10:15 am

Location: Legislature Office

Attendees: Dawn Allen, Jack Welch, Lynne Johnson, Merle Draper and John Fitzak

Agenda Item	Leader/Presenter	Discussion	Action
Final Assessment Roll	Dawn Allen	Rolls have been filed and posted online and Reports filed with the State. Next process is Small Claims and Article 78 cases which will need to be filed by property owners within 30 days of the rolls being filed.	N/A

Respectfully submitted,



Department Head Signature

7/7/23

Date