



Information Technology – Legislative Committee Meeting

01.07.25

- APPROVAL OF MINUTES
 - 12.03.24 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - New York State Digital Orthoimagery Program (NYSDOP)
- NEW BUSINESS
 - Shared Service Billing
 - 2025 Budget – Software Expenditures
- PERSONNEL
 - Nothing to Report
- RESOLUTIONS
 - A15 - AUTHORIZATION TO PURCHASE REPLACEMENT LAPTOPS FOR ELECTRONIC POLL BOOKS AND TRANSFER FUNDS
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

December 3rd, 2024, at 9:30 am

ATTENDANCE:

- Legislators: Jake Brown, Tracy Monell, Dennis Mullen, Ron Ciotoli, William Standing, Martha Sauerbey.
- Staff: Jeremy Loveland, CIO; Brandon Clark, Deputy Director of ITCS, Bryan Goodrich, GIS Manager
- Guests: Cathy Haskell, Peter DeWind, Jackson Bailey

- APPROVAL OF MINUTES: Approval of November 5th, 2024, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Dennis Mullen to approve the November 5th, 2024, Information Technology Committee Minutes as written. Motion carried.

- FINANCIAL
 - Review of budget status and financial news

- OLD BUSINESS
 - Waverly Mental Hygiene Facility Update
 - An update regarding the technical elements of the new Tioga County Mental Hygiene facility project was provided to the committee.
 - IT Climate Survey Update
 - The IT Climate Survey has been released to County and Shared Service users. The submission window has been extended one week. This survey will be compared with the findings of a similar survey completed three years ago to determine areas that were improved and areas that may need continued improvement.

- NEW BUSINESS
 - New York State Digital Orthroimagery Program (NYSDOP)

- Bryan Goodrich, GIS Manager, discussed the NYSDOP program with the committee and provided details on the options to participate in this program.
- CIO Entry Plan (Strategic Plan) Report
 - Information on the status of the goals and action items identified in the CIO Entry Plan, developed in 2021, was provided to the committee.
- PERSONNEL
 - Nothing to Report
- RESOLUTIONS/PROCLAMATIONS
 - L19 – AUTHORIZE AGREEMENT WITH SOUTHERN TIER NETWORKS FOR DARK FIBER STRANDS
 - L48 – AMEND EMPLOYEE HANDBOOK; SECTION VIII; COMPREHENSIVE INFORMATION SECURITY POLICY
- EXECUTIVE SESSION
 - Legislator Dennis Mullen motioned to move into Executive Session, seconded by Legislator Tracy Monell to discuss security matters at 10:06 a.m.
 - Legislator Dennis Mullen motioned to adjourn Executive Session at 10:17 a.m., seconded by Legislator Ron Ciotoli.
- ADJOURNMENT
 - Legislator Monell motioned to adjourn at 10:17 a.m., seconded by Legislator Mullen.

Review of 2025 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2025 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
A	General Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
A1680 Information Technology								
A1680	412702 Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.0%
A1680	412707 Shared Services- E	-90,000	0	-90,000	.00	.00	-90,000.00	.0%
A1680	424100 Rental of County O	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
A1680	510010 Full Time	658,387	0	658,387	.00	.00	658,387.00	.0%
A1680	540070 Car Maintenance	500	0	500	.00	.00	500.00	.0%
A1680	540140 Contracting Servic	28,880	0	28,880	.00	.00	28,880.00	.0%
A1680	540180 Dues	50	0	50	.00	.00	50.00	.0%
A1680	540220 Automobile Fuel	800	0	800	.00	.00	800.00	.0%
A1680	540320 Leased/Service Equ	5,500	0	5,500	.00	.00	5,500.00	.0%
A1680	540350 Office Equip Maint	25,000	0	25,000	.00	.00	25,000.00	.0%
A1680	540420 Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680	540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680	540620 Software Expense	207,340	0	207,340	.00	.00	207,340.49	.0%
A1680	540640 Supplies (Not Offi	4,500	0	4,500	.00	.00	4,500.00	.0%
A1680	540640 SSG21 Supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%
A1680	540660 Telephone	72,500	0	72,500	.00	.00	72,500.00	.0%
A1680	540661 Telephone Maintena	24,500	0	24,500	.00	.00	24,500.00	.0%
A1680	540733 Training/All Other	5,000	0	5,000	.00	.00	5,000.00	.0%
A1680	581088 State Retirement F	56,110	0	56,110	.00	.00	56,110.00	.0%
A1680	583088 Social Security Fr	43,252	0	43,252	.00	.00	43,252.00	.0%
A1680	584088 Workers Compensati	9,560	0	9,560	.00	.00	9,560.00	.0%
A1680	585588 Disability Insuran	544	0	544	.00	.00	544.00	.0%
A1680	586088 Health Insurance F	125,301	0	125,301	.00	.00	125,301.00	.0%
A1680	588988 Eap Fringe	128	0	128	.00	.00	128.00	.0%
TOTAL Information Technology		967,780	0	967,780	.00	.00	967,780.49	.0%
TOTAL General Fund		967,780	0	967,780	.00	.00	967,780.49	.0%
TOTAL REVENUES		-305,072	0	-305,072	.00	.00	-305,072.00	
TOTAL EXPENSES		1,272,852	0	1,272,852	.00	.00	1,272,852.49	

FOR 2025 01								
		ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
		APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
GRAND TOTAL		967,780	0	967,780	.00	.00	967,780.49	.0%
** END OF REPORT - Generated by Loveland, Jeremy **								

H1680 – Year-to-Date Capital Budget Report

FOR 2025 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
H	Capital Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
H1680 Information Technology								
H1680	520270 Telephone Equipmen	6,666	0	6,666	.00	.00	6,666.00	.0%
H1680	520620 Software Expense	121,250	0	121,250	.00	.00	121,250.00	.0%
H1680	521090 Computer	125,500	0	125,500	.00	.00	125,500.00	.0%
TOTAL Information Technology		253,416	0	253,416	.00	.00	253,416.00	.0%
TOTAL Capital Fund		253,416	0	253,416	.00	.00	253,416.00	.0%
TOTAL EXPENSES		253,416	0	253,416	.00	.00	253,416.00	

FOR 2025 01								
		ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
		APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
GRAND TOTAL		253,416	0	253,416	.00	.00	253,416.00	.0%

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE
IT COMMITTEE

RESOLUTION NO. -25 AUTHORIZATION TO PURCHASE REPLACEMENT
LAPTOPS FOR ELECTRONIC POLL BOOKS AND
TRANSFER FUNDS

WHEREAS: The Tioga County Board of Elections currently utilizes 68 electronic poll books from Robis Elections, Inc; and

WHEREAS: The HP laptops currently in use with the electronic poll book units have reached end of life and should be replaced in order to support future Microsoft updates; and

WHEREAS: The cost to replace all the laptops is quoted by Robis at \$44,132.00, excluding shipping costs, and this shall be considered a sole source purchase due to the required custom software configuration; and

WHEREAS: Nearly 100% of the quoted amount can be reimbursed by the NYS Electronic Poll Book Grant program, previously authorized and appropriated via Tioga County Resolution No. 344-24; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to purchase replacement laptops for electronic poll books from Robis Elections, Inc. for the amount of \$44,132.00 plus shipping costs following the carryover of FY2024 unspent monies into FY2025 per Reso No. 344-24; and be it further

RESOLVED: That \$44,028.26 of the above amount shall be paid from the Electronic Poll Book Grant fund H1450-520490-EPOLL, and funds exceeding this amount, which will be \$103.74 plus any shipping charges, shall be initially and additionally transferred as needed from A1450-520130 to H1450-520490 to cover the balance; and be it further

RESOLVED: That the Tioga County Legislature authorize a transfer as follows:

FROM:	A1450 520130 EQUIPMENT (NOT CAR)	\$103.74
TO:	H1450 520490 CAPITAL ELECTION EXPENSE	\$103.74

And be it further

RESOLVED: That the following Interfund transfer be completed and appropriated:

FROM:	A9950 593000 TRANSFERS TO CAPITAL FUND	\$103.74
TO:	H1340 450310 INTERFUND TRANSFERS	\$103.74