

**DRAFT MINUTES  
GOVERNMENTAL OPERATIONS AND IMPROVED METHODS COMMITTEE  
MAY 22, 2012**

<b>Committee Members</b>	<b>Others Present at Meeting</b>
Mary Luckern, Chair Ralph Angelo Robert Green Margaret Hilton Richard Russell Kristine Singer	County Administrator John Garvey, Deputy County Administrator Darlys McDonough, Chief Information Officer Sean Barry, Assistant County Attorney Mike Reinhart, Assistant Records Management Officer Rosemary Switzer, Intern Cara Gelinis, Human Resources Director Mary Krause, Senior Planner Julie Gotham, Real Property Tax Director Robin Johnson

The meeting was called to order at 4:00 p.m. by Chairperson Mary Luckern.

Supervisor Russell made a motion, seconded by Supervisor Angelo, to adopt the minutes of the May 1<sup>st</sup>, 2012 meeting; motion carried.

**Information Services**

CIO Sean Barry updated the Committee on the creation of the GIS Coordinator position that will replace a Senior Planner position. The job description and salary have been developed, the position has been classified and approved by MCP. The Personnel Committee will consider it at their May 23<sup>rd</sup> meeting, and if approved, it will go to the full Board at their next meeting. Funds for salary will be transferred from the Planning budget to the IS budget, as well as reserve accounts for Pictometry and GIS equipment. County Administrator Garvey pointed out that this move is part of a realignment to provide a broader use of GIS county wide, and provide the necessary technical support. The Committee gave unanimous support.

**Planning**

Senior Planner Julie Gotham presented a resolution to “Establish Video Security Surveillance Policy for Ontario County Property and Premises”. The policy applies to all fixed video surveillance systems on county premises except those systems under the direct supervision of the Sheriff, the NYS Office of Court Administration and any covert systems employed by any law enforcement agency having jurisdiction. The cameras will be in public spaces only, and will be kept for no more than 30 days after recording unless a specified video may be material and relevant to law enforcement or administrative investigation or potential litigation. The Chief Information Officer is responsible for the operation and maintenance of the systems, and future review of the policy. Supervisor Luckern commended the policy and praised the members of the team that developed it.

*Supervisor Singer made a motion, seconded by Supervisor Russell to approve the resolution, motion carried.*

**Records & Archives**

Assistant Records Management Officer Rosemary Switzer presented the resolution “Contract Renewal, Ontario County Department of Records, Archives & Information Management Services and Iron Mountain, Records Management Division”. This is a renewal contract with Iron Mountain to store 300 boxes of records. These records are rarely accessed, so offsite storage makes sense, while maintaining space at the RAIMS facility to store those records that are accessed more frequently. There is no substantial change to the contract.

*Supervisor Singer made a motion, seconded by Supervisor Angelo to approve the resolution, motion carried.*

Chairman Luckern spoke briefly about the recent purchase by Ontario County of the old Geneva High School property. The Dedication Ceremony was very nice, and she had high praise for Supervisor Rich Russell and County Administrator John Garvey for their efforts on this project.

**Real Property Tax Services Agency**

Director Robin Johnson presented an annual update on the activities throughout the year affecting Payments in Lieu of Taxes (PILOTs).

*Supervisor Russell made a motion to move to executive session at 4:14 p.m., seconded by Supervisor Singer, to discuss pending litigation, and confer with counsel.*

*Supervisor Green made a motion to leave executive session at 5:05 p.m., seconded by Supervisor Angelo, motion carried*

*Being no further business to come before the Committee, Supervisor Angelo made the motion to adjourn the meeting at 5:06 p.m., seconded by Supervisor Green; motion carried.*

Respectfully submitted  
Robin L. Johnson, Director OC RPTS