



Public Works Committee

Special Meeting

~ Minutes ~

60 Central Ave
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

Thursday, July 10, 2025

3:00 PM

Room 302

Call to Order

The meeting was called to order at 3:02 PM by

Attendee Name	Organization	Title	Status	Arrived
Christopher Newell	Cortland County	Vice Chair	Excused	
Beau Harbin	Cortland County	Committee Member	Present	
Ronald J. Van Dee	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Chair	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Keith VanGorder	Cortland County	Committee Member	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	3:11 PM
Sandra Price	Cortland County	Legislator	Present	3:02 PM
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Wendy Canfield	Cortland County	Executive Assistant to the County Administrator	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
William McGovern	Cortland County	Legislator	Present	
Nicole Compton	Cortland County	County Attorney Executive Assistant	Remote	
Katee Padbury	Cortland County	Program Coordinator	Remote	
Morgan Spaulding	Cortland County	Grants Administrator	Remote	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	

Executive Session

It was MOVED by Mr. VanDee, seconded by Mr. Harbin, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the appointment of a particular

person, with Laurie Leonard, Savannah Hempstead and Wendy Canfield permitted to stay in the room.
MOTION CARRIED.

An executive session was held from 3:03 p.m. to 3:25 p.m., at which time on motion of Mr. Harbin, seconded by Mr. VanDee, it was unanimously approved by voice vote to exit executive session.

Resolutions

AGENDA ITEM NO. 1 – Create Position of Chief Information Officer Information Technology Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 7/17/2025 6:00 PM
MOVER:	Beau Harbin, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Harbin, Van Dee, Heider, Waldbauer, Mantella, VanGorder
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER

RESOLUTION NO.

Create Position of Chief Information Officer Information Technology Department

WHEREAS, the needs of the agency will be better served by creating one full-time position of Chief Information Officer; AND

WHEREAS, the Department of Public Works Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one full-time-time position of Chief Information Officer (Management Compensation Plan, off-scale, \$145, 000, pending jurisdictional classification), be created with approval to fill on July 18, 2025.

Adjournment

The meeting was closed at 3:28 PM

ON MOTION OF PAUL HEIDER, COMMITTEE CHAIR**AGENDA ITEM NO. 1****Create Position of Chief Information Officer Information Technology Department**

WHEREAS, the needs of the agency will be better served by creating one full-time position of Chief Information Officer; AND

WHEREAS, the Department of Public Works Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one full-time-time position of Chief Information Officer (Management Compensation Plan, off-scale, \$145, 000, pending jurisdictional classification), be created with approval to fill on July 18, 2025.

Jurisdiction: Cortland County
 Jurisdictional Class: Pending Jurisdictional Classification
 Adopted:

CHIEF INFORMATION OFFICER (CIO)

DISTINGUISHING FEATURES OF THE CLASS:

The Chief Information Officer (CIO) is responsible for the Information Technology Services for the County. The CIO is responsible for providing County Leadership with counsel and guidance regarding varied technological systems and solutions in support of the County mission. The CIO implements initiatives as directed through the application of hardware, software and human resources as dictated by objectives. The CIO communicates recommendations, status updates and proposals through regular formal and informal vehicles. The CIO exercises departmental leadership with the highest professional/technical expertise. Reporting to the Chair of the Legislature, the incumbent performs related assignments as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides county wide Information technology systems architecture design and strategic vision to achieve County goals;
 Plans and prioritizes technology initiatives and coordinate the evaluation, deployment, and management of current and future technologies;
 Collaborates with the appropriate departments to develop and maintain a technology plan that supports organizational needs;
 Ensures proper staffing of the Information Technology Department;
 Provides information technology operations and security policy and procedure development, implementation, administration and compliance;
 Manages and prioritizes day to day Information Technology departmental operations;
 Communicates County' technology vision via regular written and in-person communications with the County Administrator, Elected officials, department heads, and end users;
 Adopts and maintains technical standards for the purchase, implementation and operation of technology solutions including hardware, software, data security, networks, phones and other technologies as required;
 Assesses and communicates risks associated with technology-related investments and purchases;
 Conducts research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations;
 Ensure continuous delivery of technical services through oversight and monitoring and review of systems, programs, and equipment performance;
 Provides work assignments to department staff;
 Manages projects including staff scheduling, vendor scheduling and inter-departmental communications;
 Forecasts and plans budget, and ensures successful ongoing Information Technology service delivery throughout the County;
 Complete duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Chief Information Officer (CIO) 1 | 2

Thorough Information Technology leadership, strategic planning and execution knowledge;
 Thorough knowledge of technology solutions to business problems;
 Extensive knowledge of current technology including, but not limited to hardware platforms, operating environments, enterprise software applications, on premise and off premise systems and data management, security and protection;
 Ability to set and manage a list of ever changing priorities and expectations;
 Ability to articulate to both technical and non-technical audiences;
 Exceptionally self-motivated and directed;
 Proficient at project management, strategic planning and implementation, budget development and control, staff management/supervision, and developing/maintaining quality services and partnerships in a complex public or private sector environment;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Master's degree or higher in Computer Science, Informational Resources, Computer Technology, Data Processing Systems Analysis, or related computer field and four (4) years of related experience, three (3) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (b) Possession of a Bachelor's degree in Computer Science, Informational Resources, Computer Technology, Business Administration, or related field AND six (6) years of experience, three (3) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (c) Possession of an Associate's degree in Computer Science or a related field and eight (8) years of related experience, five (5) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (d) Possession of a high school diploma or general equivalency diploma and ten (10) years of experience in Information Technology, seven (7) of which must have included experience as a Chief Information Officer, Information Technology Director, or similar senior level position managing Information Technology operations; OR
- (e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c), and (d) above.

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be

found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants must pay the required evaluation fee.