

**RESOLUTION NO. 384 -2020, ESTABLISHING A  
LEGISLATURE DIGITIZATION WORKING GROUP**

**WHEREAS**, the Suffolk County Legislature sets policy for the almost 1.5 million residents of Suffolk County; and

**WHEREAS**, it is imperative that the Legislature be able to continue its functions during emergency situations; and

**WHEREAS**, the current COVID-19 crisis is requiring that the vast majority of Legislature employees work from home on a purely digital basis, creating a need for the digitization of legislative files; and

**WHEREAS**, elected officials and employees of the Legislature should be equipped with the technology and materials necessary to aid constituents from home when necessary; and

**WHEREAS**, digitizing the Legislature's documents, data, files, and other materials would allow elected officials and staff to access information more effectively and efficiently than present physical storage methods allow; and

**WHEREAS**, a standing Legislative Digitization Working Group should be formed to analyze and evaluate the complete digitization of all Legislative materials, documents, and data and ensure the long-term maintenance of digital systems for the Legislature; now, therefore be it

**1st RESOLVED**, that a standing Legislature Digitization Working Group ("Working Group") is hereby established to analyze the files, documents, data, and other materials within the Suffolk County Legislature which need to be digitized, inclusive of files in District Offices, as well as to evaluate the infrastructure required to feasibly digitize all Legislative files; and be it further

**2nd RESOLVED**, that the Working Group shall be comprised of the following six (6) members:

1. The Clerk of the Legislature, or his or her designee, who shall serve as Chairperson;
2. The Presiding Officer, or his or her designee;
3. Counsel to the Legislature, or his or her designee;
4. The Director of the Legislative Budget Review Office, or his or her designee;
5. The Lead Administrator of the Legislative Technology Unit, or his or her designee; and
6. The Minority Leader, or his or her designee.

and be it further

**3rd**           **RESOLVED**, that the Working Group shall meet a minimum of 4 times annually, keep a record of all of its proceedings, and determine the rules of its own proceedings with special meetings to be called by the Chairperson upon his or her own initiative or upon receipt of a written request signed by at least four (4) members of the Working Group; and be it further

**4th**           **RESOLVED**, that the members of said Working Group shall serve without compensation and shall serve at the pleasure of their respective appointing authorities; and be it further

**5th**           **RESOLVED**, that four (4) members of the Working Group shall constitute a quorum to transact business at both regular and special meetings; and be it further

**6th**           **RESOLVED**, that the Working Group shall issue an initial written report of its findings and recommendations to the Clerk of the Legislature and each member of the County Legislature within one year of the effective date of this resolution. The report shall include, but not be limited to: a list of the files, documents, data, and other materials within the Suffolk County Legislature which need to be digitized, inclusive of files in District Offices; the infrastructure required to digitize all Legislative files; and a tentative timeline for complete digitization of the Legislature's files; and be it further

**7th**           **RESOLVED**, that after completion of the initial report, the Working Group shall issue a written report to the Clerk of the Legislature and each member of the County Legislature on an annual basis, by June 1st of each year, detailing the progress made on digitization over the prior year, as well as any new digital record management and maintenance concerns or issues which arose during that period and a proposed plan to address such concerns; and be it further

**8th**           **RESOLVED**, that this Legislature, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this resolution constitutes a Type II action pursuant to Section 617.5(c)(26) of Title 6 of the NEW YORK CODE OF RULES AND REGULATIONS (6 NYCRR) and within the meaning of Section 8-0109(2) of the NEW YORK ENVIRONMENTAL CONSERVATION LAW as routine or continuing administration and management not including new programs or major reordering of priorities that may affect the environment, and the Suffolk County Council on Environmental Quality (CEQ) is hereby directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance in accordance with this resolution.

DATED: May 20, 2020

APPROVED BY:

/s/ Steven Bellone  
County Executive of Suffolk County

Date: May 27, 2020