

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
SEPTEMBER 8, 2020

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: Griffith, Clary, Hicks, Fedler, Hogan, Ferguson, Ward

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Shaw, O'Brien, Campbell, Skellie, Rozell

Debra Prehoda, Clerk of the Board

Al Nolette, County Treasurer

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Teri McNall, CIO Information Technology

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – August 11, 2020
3. County Attorney
 - A. Cyber Security Report
4. Information Technology
 - A. Projects Updates
 - B. Phone System
 - C. Personnel Changes
5. Other Business
6. Adjournment

Chairman Griffith called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the August 11, 2020 meeting was moved by Mr. Ward, seconded by Mr. Ferguson and adopted.

COUNTY ATTORNEY: Roger Wickes, County Attorney, addressed the following items with the committee:

- Cyber Security Report – handout attached. Right now, working a lot with Board of Elections on their election security system.
- State Cyber Security Grant – Anticipates the State's cyber security grant guidelines to be coming out shortly and requesting permission to apply. A motion to approve applying for State cyber security grant was moved by Mrs. Fedler, seconded by Mrs. Clary and adopted.

INFORMATION TECHNOLOGY: Teri McNall, CIO, addressed the following items with the committee:

- Projects Updates, handout attached. The list has not changed much from last month.
 - Cloud DR Solution has been completed.
- Phone System – The phone system has moved into a technology purview and requesting to move the phone system and that responsibility from Buildings and Grounds into the Information Technology Department and also move the Electronic Technician, grade 13, in the Buildings and Grounds Department who maintains the phone system into the Information Technology Department. The County Administrator stated the phone system has become more software based. The IT CIO is also requesting to upgrade the employee from a grade 13 to grade 14 due to the additional skills they need to learn to function as part of the IT department. The other duties that the Electronic Technician in Buildings and Grounds performs will also transition to the Information Technology Department for now; running wires for data and data drops, etc. but might eventually transition back to Buildings and Grounds and only require the Electronic Technician to inspect and approve. The phone system takes up about 50% to 60% of the Electronic Technician's time. Buildings and

Grounds will function without this position and are not asking for any backfill at this time. The Electronic Technician will take on additional duties in the Information Technology Department. A motion to amend the Staffing Pattern to add an Electronic Technician position to Information Technology and delete the Electronic Technician position from Buildings and Grounds and forward to the Personnel Committee and also amend the non-union title by grade schedule to increase the grade of the Electronic Technician in Information Technology from a grade 13 to grade 14 and forward to the Finance Committee for consideration was moved by Mr. Hicks and seconded by Mrs. Fedler. Discussion. The increase in grade from 13 to 14 is about \$1.12 per hour on base. A motion to amend the Staffing Pattern to add an Electronic Technician to Information Technology and delete the Electronic Technician position from Buildings and Grounds and forward to the Personnel Committee and also amend the non-union title by grade schedule to increase the grade of the Electronic Technician in Information Technology from a grade 13 to grade 14 and forward to the Finance Committee was moved by Mr. Hicks, seconded by Mrs. Fedler and adopted.

- Restructuring within the Information Technology Department - Request to restructure within the IT Department and eliminate one Microcomputer Specialist position; currently staffed with two (2) full time and one (1) part time Microcomputer Specialists. This would be a staffing pattern change. A motion to amend staffing pattern to eliminate one full time Microcomputer Specialist position in Information Technology and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mrs. Fedler and adopted.
- Executive Session – A motion to enter an executive session to discuss matters leading to the promotion, demotion, appointment of a particular person was moved by Mrs. Fedler, seconded by Mr. Ward and adopted. A motion to return to regular session was moved by Mrs. Fedler, seconded by Mr. Ward and adopted. No action was taken in the executive session.

OTHER BUSINESS:

A motion to adjourn was moved by Mr. Fedler, seconded by Mr. Ward and adopted. The meeting adjourned at 10:30 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE

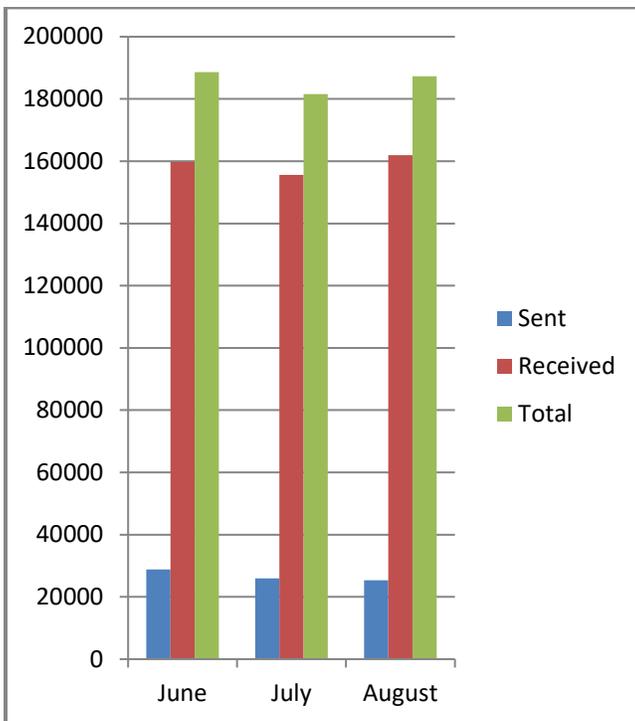
County Cyber Security Office

383 BROADWAY, FORT EDWARD, NY 12828
PHONE (518)746-2106 – FAX (518)746-2137
cyberaware@washingtoncountyny.gov

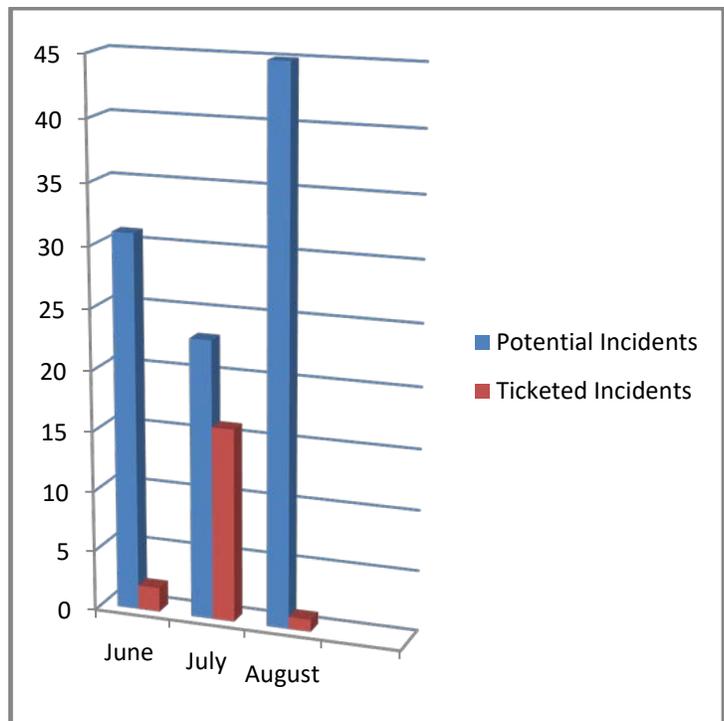
Karen R Pratt
Cyber Security Officer

Cyber Report 8/1/2020 – 8/31/2020

Email Transaction Statistics



Security Statistics/154 Million Data Points



Incident/Remediation Efforts:

- Received 32 general advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Received 11 advisories relating to elections subject. Reviewed, distributed and remediated where necessary.
- Shared with colleagues pertinent situational awareness notifications received via NYS and/or other resources.
- Researched and discussed 10 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 29 alerts of abnormal file behavior within organization.

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
10/19	2/20	In Process	windows 10 deployment	All computer up to windows 10 OS	All	95%	Upgrading pcs that are compatible, replacing those that are not
11/18	6/20	In Process	Timekeeping software upgrade	Upgrade of time keeping software and move to cloud	All	85%	Clock install complete, completing configuration
5/20	10/20	In Process	Firewall phase 2	Server Networks	All	90%	In process
6/20	10/20	In Process	Financial apps server upgrade	Upgrade server	All	10%	In process
12/19	12/20	kicking off	MDM solution deployment	MDM solution to manage mobile devices	All	20%	Kicking off project
8/20	12/20	not yet started	Firewall phase 3	Full Segmentation	All	0%	pending phase 2
1/20	8/20	complete	Cloud DR Solution	DR Cloud solution deployment	All	100%	Making final configuration adjustments