

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
OCTOBER 27, 2021

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Griffith

SUPERVISORS: Hall, Henke, Campbell, Skellie, Wilson

Debra Prehoda, Clerk of the Board

Dan Martindale, Deputy, County Attorney

Al Nolette, County Treasurer

Teri McNall, CIO Information Technology

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – September 7 & 29, 2021
3. Cyber Security Report
4. Information Technology
 - A. Project Updates
 - B. IT Report
 - C. Camera Report
5. Other Business
6. Adjournment

In the absence of Chairman Griffith, Mrs. Clary called the meeting to order at 10:01 A.M.

A motion to accept the minutes of the September 7 and 29, 2021 meetings was moved by Mr. Shaw, seconded by Mr. Hicks, and adopted.

COUNTY ATTORNEY:

- Cyber Security Report, handout attached. Teri McNall, IT CIO, has been working with the Cyber Security Officer on a cyber security training program that is currently being completed by department heads prior to rolling out to all employees. Insurance companies are significantly changing their requirements to qualify for cyber security insurance; specific requirements in order to comply and it is nothing like it has ever been. This will also impact towns and if any Supervisors have questions contact the IT CIO. Mr. Campbell would like to take a big picture look at the cyber security needs of all the towns with the assistance of the IT CIO.

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

- Project Updates, handout attached. They have made great progress and many projects are going to be finishing up and coming off the list.
- IT Report – This is a new report that shows help desk tickets and the amount of time spent helping departments.
- Camera Project – The camera system is in the budget for this year. She has been working with the Safety Officer, Public Safety, and vendors: they have looked at a variety of systems, have selected a vendor, and have a map layout of all the camera locations. The amount budgeted for this project is \$65,000 but the system they would like to move forward with is \$80,000 and requesting to transfer \$15,000 from a contractual account related to a cyber security purchase (covered by grant funding) to an equipment line. The system they are requesting to purchase is on state contract. To get the discount she has negotiated she has to purchase before the end of October. The Treasurer stated the committee can authorize her to cut a purchase order and overdraw the equipment account with the resolution pending. A motion to move to the Finance Committee a budget amendment to transfer funds from contractual (4021) to equipment in the amount of \$15,000 to apply towards the camera system purchase and

authorize the IT CIO to cut a purchase order now and overdraw the equipment account with the resolution pending to qualify for the discount was moved by Mr. Ferguson, seconded by Mr. Shaw, and adopted.

OTHER BUSINESS: Mr. Campbell stated IT is going to purchase some items this year out of contingency funds rather than include in the 2022 budget; removing \$308,500 from 2022 tentative budget request. A motion to move to the November 10th Finance Committee a motion to amend the budget to allow IT to purchase items this year transferring funds from the contingency account to IT in the amount of \$308,5000 was moved by Mr. Ferguson, seconded by Mr. Hicks, and adopted.

The meeting adjourned at 10:20 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE

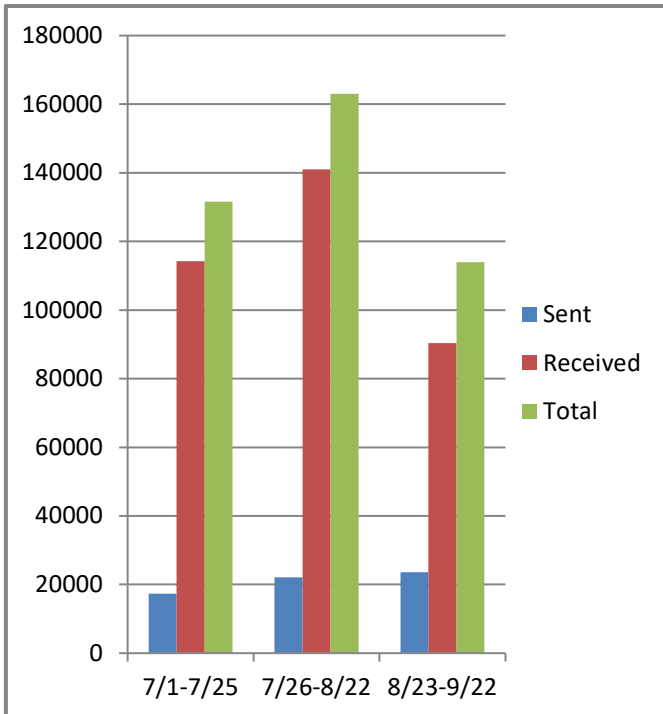
County Cyber Security Office

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

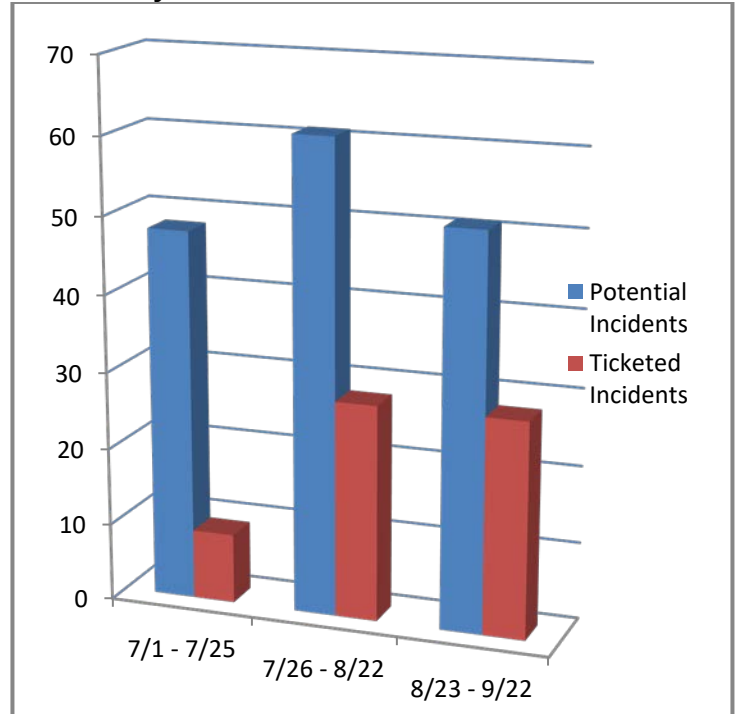
Karen R Pratt
Cyber Security Officer

Cyber Report 8/23/2021 – 9/22/2021

Email Transaction Statistics



Security Statistics/388 Million Data Points



Incident/Remediation Efforts

- Received 62 advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Shared with colleagues pertinent situational awareness notifications received via NYS and/or other resources.
- Researched and discussed 16 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 55 alerts of abnormal file behavior within organization (continuing to fine tune).

Monthly Item of Interest

- Requested by NYSAC Deputy Director to be a member on Expert Advisory Team of NYS leaders that will weigh in on the design and development of a cybersecurity primer for all NYS county leaders.
- Consulted on NYSAC Conference Cyber Readiness presentation.



WASHINGTON COUNTY ATTORNEY'S OFFICE

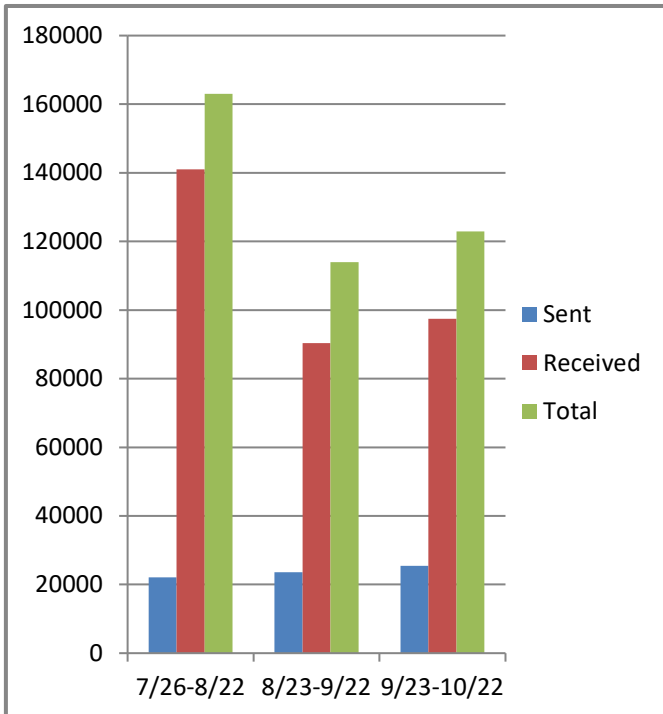
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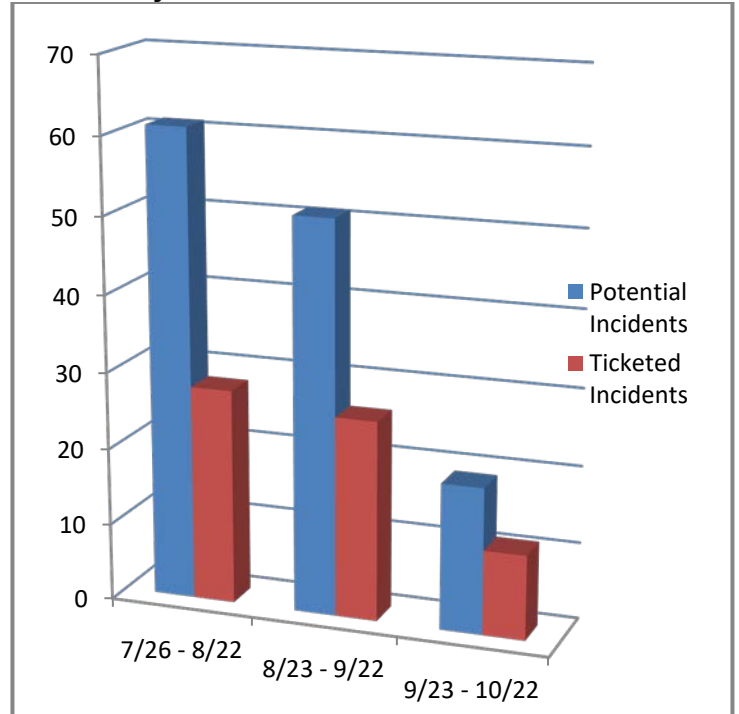
Karen R Pratt
Cyber Security Officer

Cyber Report 9/23/2021 – 10/22/2021

Email Transaction Statistics



Security Statistics/454 Million Data Points



Incident/Remediation Efforts

- Received 43 advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Shared with colleagues pertinent situational awareness notifications received via NYS and/or other resources.
- Researched and discussed 17 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 58 alerts of abnormal file behavior within organization (continuing to fine tune).

Monthly Item of Interest

- Recognizing October is Cybersecurity Awareness Month 2021, rolled out Security Awareness Training to department heads and in the process of enrolling all remaining employees this week.
- Sent weekly tips encouraging security focused conversation around Cybersecurity Awareness Month.
- Proactively sought out changes and new requirements for insurance coverage based upon nationwide and industrywide discussion.

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	99%	Finalizing and cleaning up
12/19	12/21	In Process	MDM solution deployment	MDM solution to manage mobile devices	All	60%	Testing policies working with vendor
1/21	10/21	In Process	Patrol Car Router upgrade	Router upgrade for Patrol Cars	Sheriff/IT	95%	vehicle installation pending complete
1/21	10/21	In Process	GIS Server replacement	Upgrading and replacement of GIS Server/Workstations	Real Property/IT	90%	IT portion complete, Real Property working with vendor
5/21	10/21	In Process	Remote environment upgrade	Upgrade of remote application environment	IT	95%	Rolling out apps and turning down old environment
8/21	11/21	In Process	Pub Safety/Sheriff VPN upgrade	Upgrade of VPN application for these offices	Sheriff/Pub Safety	30%	working with vendor
8/21	11/21	In Process	Call account software upgrade	Build new server and install new software	IT	90%	Working with vendor on go live
8/21	12/21	In Process	co.washington.ny.us end of email	planning and prep for end of email using old domain	IT	50%	Updating servers, people, accounts and locations
8/21	3/22	In Process	Replacement of patrol car pcs	Replace patrol car pcs in all vehicles	Sheriff/IT	5%	Testing demo unit from vendor

Ticket Report - Tickets Completed in September 2021

Department	Hours	% of Total
Administration	2.75	0.44%
Alt Sent/Youth Bureau	5.75	0.92%
Assigned Counsel	3	0.48%
Board of Elections	14	2.25%
Board of Supervisors	6.25	1.00%
Building & Grounds	12.5	2.01%
Code Enforcement	7	1.12%
Community Services Board	1.5	0.24%
County Attorney	3.75	0.60%
County Clerk	10	1.61%
District Attorney	20	3.21%
DSS	131	21.05%
LEAP	8.75	1.41%
IT	81.75	13.14%
Personnel	8	1.29%
Planning	1.5	0.24%
Probation	6.25	1.00%
Public Defender	20.25	3.25%
Public Health	26.75	4.30%
Public Safety	9.5	1.53%
Public Works	108	17.36%
Real Property	22.75	3.66%
Safety	1.25	0.20%
Sewer District	55.25	8.88%
Sheriff	40.5	6.51%
Treasurer	7.75	1.25%
Veterans	5	0.80%
WIC	1.5	0.24%
Grand Total	622.25	100.00%