

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
DECEMBER 1, 2021

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Hogan

SUPERVISORS: Hall, Henke, O'Brien, Skellie

Debra Prehoda, Clerk of the Board

Al Nolette, County Treasurer

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – October 27, 2021
3. Cyber Security Report
4. Information Technology
 - A. Project Updates
 - B. ticketing Report
5. Other Business
6. Adjournment

Chairman Griffith called the meeting to order at 10:01 A.M.

A motion to accept the minutes of the October 27, 2021 meeting was moved by Mr. Ferguson, seconded by Mr. Hicks, and adopted.

COUNTY ATTORNEY:

- Cyber Security Report, handout attached. In the process of conducting cyber security training for our system users and will keep the committee updated on compliance. The IT Director stated current employee compliance with the training is at about 30%. This is important because we now have cyber security insurance and a requirement is what our training program is for employees and how it is implemented. Our training program is free through NYMIR. Considering actions to be taken for non-compliance with the training.
- Cyber Security Officer authored an article that was published in the Fall 2021 NYSAC News Issue. Send out a cyber security newsletter monthly.

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

- Project Updates, handout attached. Completed a large project to upgrade all the Sheriff's patrol car routers. Ryan, IT employee, helped to design the system and with the help of the Sheriff's Department were able to get them all installed and now have dual sim cards but maintaining the same cost that they had previously. The patrol cars now have both AT&T and Verizon service at no extra cost and better coverage. Also reported that they have started the camera project.
- Ticketing Report, handout attached.
- Request to finalize the purchase of the caseload explorer application for Probation and have negotiated with the vendor to incorporate the data migration. The project has come in over the initial anticipated expense of \$75,000 and is now \$85,000, \$10,000 over for the first year. They would like to move forward suggesting taking the additional \$10,000 from contingency. Chairman Griffith stated through the IT CIO negotiations, the vendor reduced the additional cost from \$40,000 to do the migration to \$10,000. A motion to accept the new project total of \$85,000 for the caseload explorer application for Probation was moved by Mr. Ferguson, seconded by Mrs. Clary, and adopted. A motion to forward budget amendment for the additional \$10,000 for the caseload explorer application for Probation to the Finance Committee for consideration was moved by Mrs. Clary and seconded by Mr. Ferguson.

Discussion. The Finance Committee will determine what account to take the \$10,000 from. A motion to forward budget amendment for the additional \$10,000 for the caseload explorer application for Probation to the Finance Committee for consideration was moved by Mrs. Clary, seconded by Mr. Ferguson, and adopted.

OTHER BUSINESS:

Mrs. Clary and Mr. Griffith thanked the Information Technology CIO for her leadership especially during COVID and with more remote work.

Mr. Henke addressed a concern he has with a county loaner laptop giving him short notice of an update which shuts down the laptop and interrupts the zoom meeting he on. Advised that updates come through on Tuesday night and the laptop should be powered on with internet access.

The meeting adjourned at 10:25 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*



WASHINGTON COUNTY ATTORNEY'S OFFICE

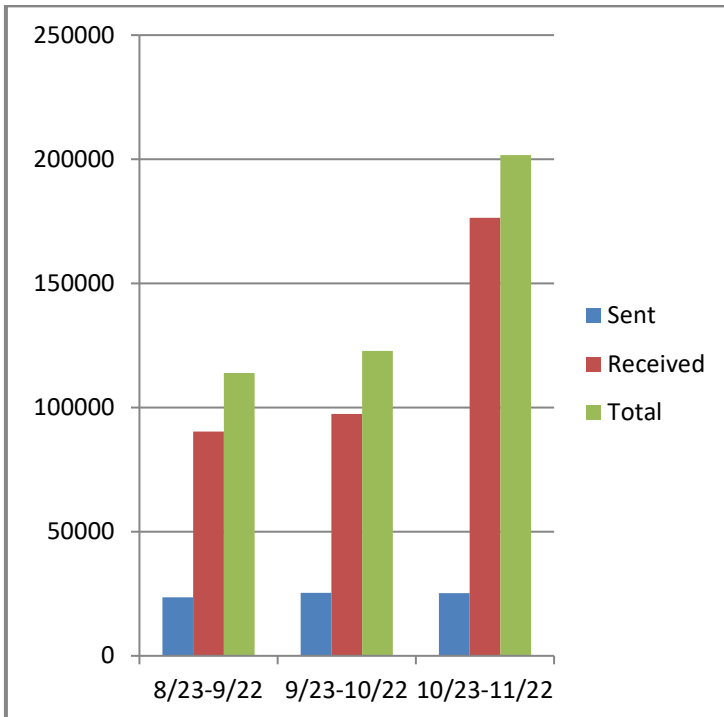
County Cyber Security Office

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

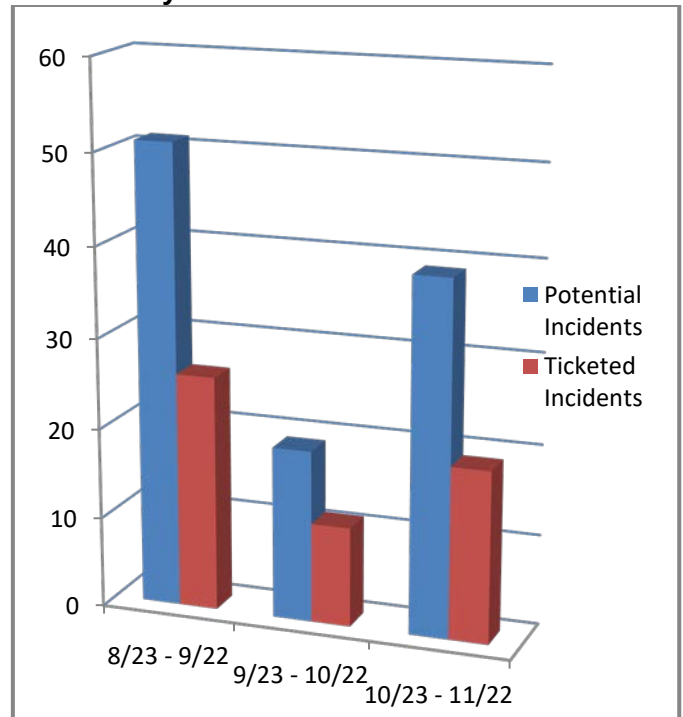
Karen R Pratt
Cyber Security Officer

Cyber Report 10/23/2021 – 11/22/2021

Email Transaction Statistics



Security Statistics/534 Million Data Points



Incident/Remediation Efforts

- Received 87 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 34 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 96 alerts of abnormal file behavior within organization (continuing to fine tune).

Monthly Items of Interest

- Authored an article published on page 47 in the Fall 2021 NYSAC News Issue, "What the Chief Information Security Officer Wants the Executive to Know". In print and online at https://issuu.com/nysac/docs/nysac_news_magazine_-_fall_2021
- A malicious actor leveraged a software misconfiguration on Federal Bureau of Investigation (FBI) infrastructure to send illegitimate email to state and local partners. See <https://www.fbi.gov/news/pressrel/press-releases/fbi-statement-on-incident-involving-fake-emails>

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
10/19	2/20	pending complete	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	80%	Working with carriers, testing
1/21	10/21	pending complete	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	98%	Most old environment down, working through challenges
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	95%	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	75%	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
11/21	2/22	kicking off	Camera project	Camera install and replace	All	5%	Cameras have arrived
1/21	10/21	Complete	Patrol Car Router upgrade	Router upgrade for Patrol Cars	Sheriff/IT	100%	Complete

Ticket Report - Tickets Completed in October 2021

Department	Hours	% of Total
Administration	10.25	2.14%
Alt Sent/Youth Bureau	22.25	4.65%
Assigned Counsel	0.5	0.10%
Board of Elections	26	5.44%
Board of Supervisors	3	0.63%
Building & Grounds	0.75	0.16%
Code Enforcement	10.25	2.14%
County Attorney	2	0.42%
County Clerk	5.25	1.10%
District Attorney	6.25	1.31%
DSS	17.5	3.66%
EOC	10.75	2.25%
IT	114.25	23.89%
OFA/ADRC	1.75	0.37%
Personnel	31.25	6.53%
Planning	1	0.21%
Probation	11.5	2.40%
Public Defender	13.75	2.88%
Public Health	17	3.55%
Public Safety	25	5.23%
Public Works	52	10.87%
Purchasing	0.5	0.10%
Real Property	24.5	5.12%
Sewer District	3.5	0.73%
Sheriff	55.5	11.60%
Treasurer	6	1.25%
Veterans	2.75	0.58%
WIC	3.25	0.68%
Grand Total	478.25	100.00%