

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
JANUARY 24, 2023

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: O'Brien, Griffith, Hicks, Fedler, Clary, Fisher, Nolan

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Henke, Hall, Shaw, Haff, Campbell, Skellie, Hogan

Sandy Huffer, Deputy Clerk

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN MEETING NOTICE:

1. Call to Order
2. Accept Minutes – December 20, 2022
3. County Attorney
 - A. Cyber Security Report
4. Information Technology
 - A. Project Status Report
 - B. Ticketing Report
5. Other Business
6. Adjournment

Chairman O'Brien called the meeting to order at 10:01 AM in the Board of Supervisors classroom, Room B214, Washington County Municipal Center, Fort Edward, NY.

A motion to accept the minutes of the December 20, 2022 meeting was moved by Mr. Griffith, seconded by Mr. Nolan and adopted.

• COUNTY ATTORNEY – Roger Wickes, County Attorney, addressed the following items with the Committee:

- CYBER SECURITY REPORT, monthly report and 2022 year report attached. No usual activity in the monthly report. Will have refresher training and possibly remedial training for those who click when they shouldn't.

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

- Ticketing Report, attached. New reporting method reflecting the hours more accurately.
- Project Updates Report, attached. Board of Elections printers/routers – Everything has been ordered. IT has received the routers. Teri isn't sure if Board of Elections has received all the printers yet. These are the on demand printers that will be at the polling places. These will be stand alone and not connected to the voting machines. These will be operational for the 2023 election.

The meeting adjourned at 10:10 AM.

Sandy Huffer, Deputy Clerk, Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE

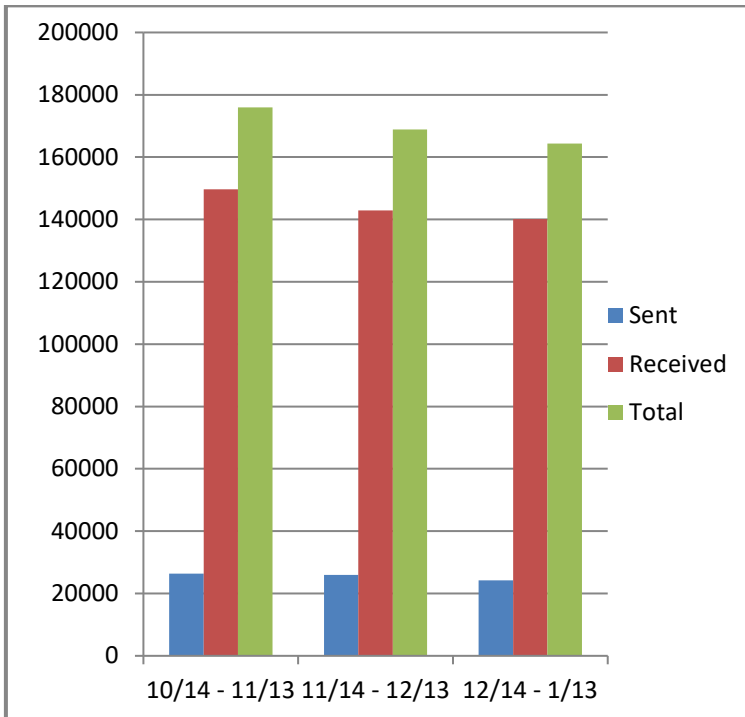
County Cyber Security Office

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

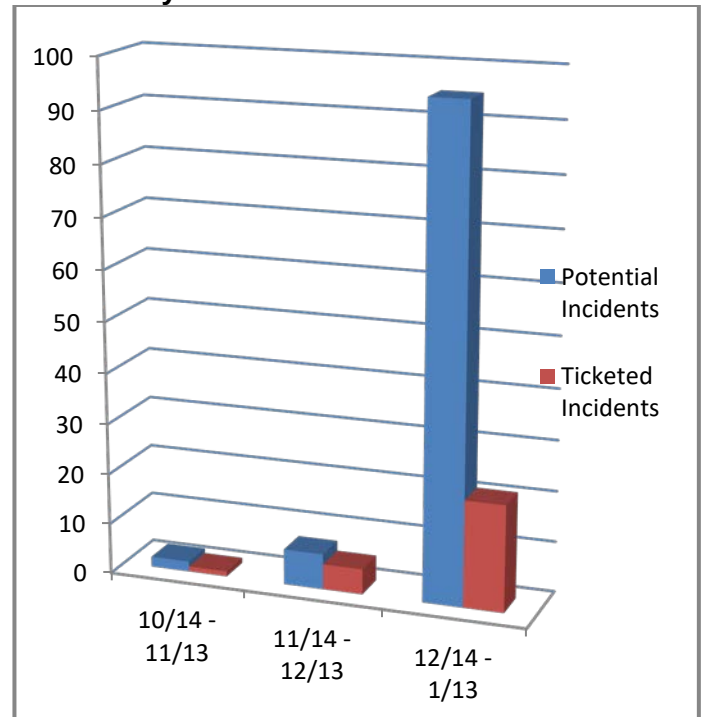
Karen R Pratt
Cyber Security Officer

Cyber Report 12/14/2022 – 1/13/2023

Email Transaction Statistics



Security Statistics/570 Million Data Points



Incident/Remediation Efforts

- Received 109 advisories/vulnerabilities/security updates. Reviewed, distributed, and remediated where necessary.
- Received 4 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 25 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 62 alerts of abnormal file behavior within organization.

Monthly Item of Interest

- In the News: Cyber attack on Cott Systems (provides land recordation services in many states and several NY counties) reminding organizations of 3rd party risk, business continuity, readiness, response and recovery.
- In the News: Malware exploiting known vulnerabilities in plugins and themes for WordPress (content management system that allows build and host of websites) reminding organizations to keep components up to date. Additionally, use strong, unique passwords protected with multi-factor authentication.
- Upcoming in February National Association of Counties Cyber Simulation – Election Disruptions



WASHINGTON COUNTY ATTORNEY'S OFFICE



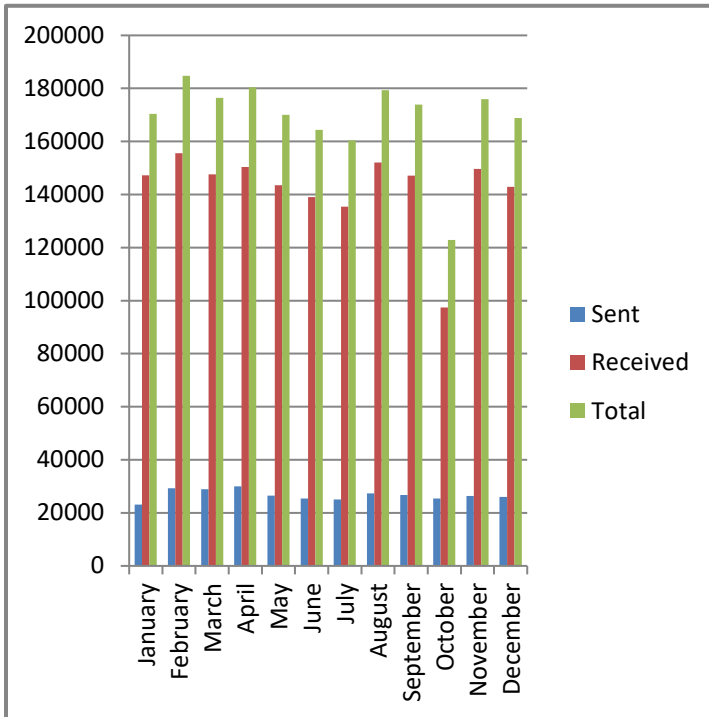
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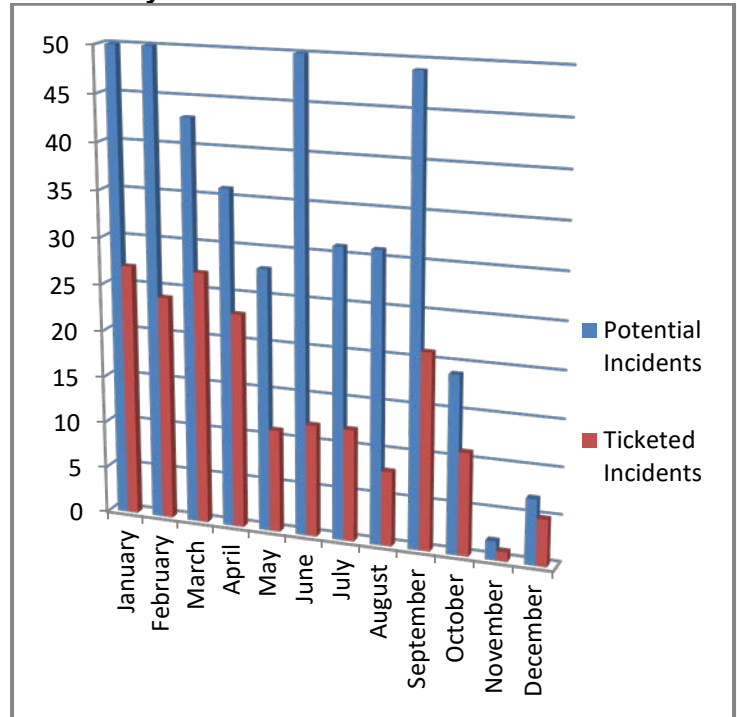
Karen R Pratt
 Cyber Security Officer

Yearly Summary Cyber Report 1/1/2022 – 12/31/2022

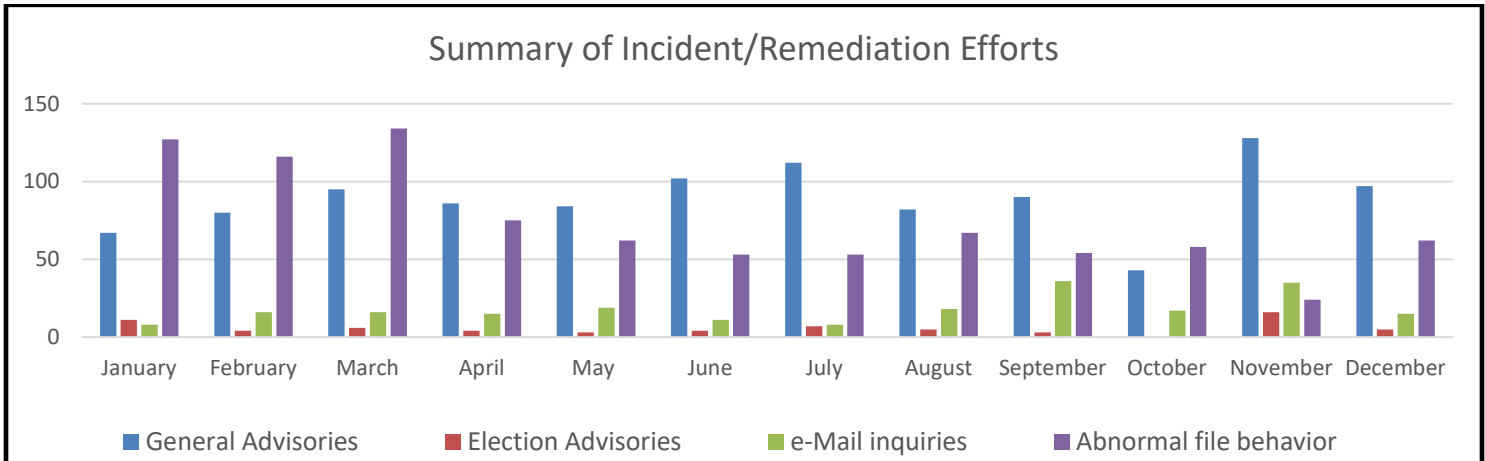
Email Transaction Statistics



Security Statistics /11.448 Billion Data Points



Summary of Incident/Remediation Efforts



Ticket Report - Hours December 2022		
Department	Hours	% of Total
Administration	7.5	0.80%
Alt Sent/Youth Bureau	42	4.48%
Assigned Counsel	7	0.75%
Board of Elections	12	1.28%
Board of Supervisors	1.5	0.16%
Building & Grounds	9.5	1.01%
Code Enforcement	4	0.43%
Community Services Board	2	0.21%
County Attorney	4.75	0.51%
County Clerk	42	4.48%
Courts NYS	6.75	0.72%
District Attorney	17.25	1.84%
DSS	217.75	23.25%
EOC	0	0.00%
IT	181.75	19.40%
Loaners	8.5	0.91%
Personnel	16.75	1.79%
Planning	2.5	0.27%
Probation	48	5.12%
Public Defender	47.5	5.07%
Public Health	18	1.92%
Public Safety	8	0.85%
Public Works	72	7.69%
Real Property	52.75	5.63%
Sewer District	26.25	2.80%
Sheriff	49.75	5.31%
Treasurer	22.75	2.43%
Veterans	0.5	0.05%
WIC	7.75	0.83%
Grand Total	936.75	100.00%

January 2023

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
8/21	7/22	Pending complete	Replacement of patrol car pcs	Replace patrol car pcs in all vehicles	Sheriff/IT	95%	pcs with Sheriff, installed, need to recall old pcs
11/21	11/22	In Process	Camera project	Camera install and replace	All	85%	Installing cameras
3/22	1/23	In Process	Probation software	Probation software implementation	Probation	80%	Training on new software
6/22	1/23	In Process	Phone System call center	Call center software install and configuration	All	30%	Software installed configuring and testing
8/22	1/23	In Process	Basement training room upgrade	Upgrade of AV in basement training room	All	15%	Prestaging equipment, start install next week
12/22	3/23	In Process	BOE Printers/Routers	Router and printer config	BOE	5%	waiting on all equipment
9/22	12/22	Pending complete	346 Main building	Tech build out for new location	Public Defender	99%	Complete just need to finishing mounting for conference room
11/22	1/23	Complete	Pump station tech install	Install new tech at dwer locations	Sewer	100%	Complete