

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
JANUARY 25, 2022

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Griffith

SUPERVISORS: Hall, Henke, Ferguson, Shaw, Fisher, Haff, Campbell, Skellie, Hogan, Rozell
Debra Prehoda, Clerk of the Board
Melissa Fitch, County Administrator
Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – December 21, 2021
3. Cyber Security Report
4. Information Technology
 - A. Project Updates
 - B. Ticketing Report
5. Other Business
6. Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the December 21, 2021 meeting was moved by Mrs. Clary, seconded by Mrs. Fedler, and adopted.

COUNTY ATTORNEY:

- Cyber Security Report, handout attached. Chairman O'Brien reminded Supervisors to complete the cyber security training and the IT CIO also stated how important this training is and cyber security right now is a very hot topic.

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

- Project Updates, handout attached. Cyber security has been a priority and have completed that work which is beneficial for our cyber security insurance. It was a very large project. Many projects will be closing out after this month.
- Completed Ticket Reports, handouts attached for the month of December 21 and tickets completed in 2021.
- Public Health – Working with Public Health and some other departments to be able to accept secure HIPAA compliant forms through our website. They have a temporary solution right now for Public Health only and other departments are also interested and requesting to upgrade our civic plus account which manages our website by adding on security enhanced module; encrypted forms. The total cost for this year with implementation plus the reoccurring maintenance is \$9,800 and requesting to move funds from the IT contingency account. A motion to move recommendation to upgrade civic plus account to the Finance Committee for consideration was moved by Mr. Wilson and seconded by Mrs. Clary. Discussion. The Treasurer would like to work with the Budget Officer on the source of the funds possibly using General Fund contingency and save the IT reserve for bigger projects is his recommendation. The yearly maintenance package is \$7,700. The motion to move recommendation to upgrade civic plus account to the Finance Committee for consideration was moved by Mr. Wilson, seconded by Mrs. Clary, and adopted.

OTHER BUSINESS:

- The town of Easton is redoing their computer system and needs some advice and maybe some direction on setting up security on their new system. They have a presentation planned for their next town board meeting and would like the IT CIO to attend. The IT CIO stated in the future she sees being able to do more than just give advice and to offer and provide IT services to the towns and villages and that is the direction in which the department is going. She offered advice and consulting services to all towns and villages. She would be happy to review RFPs, giving an unbiased opinion if towns/villages have some needs and willing to listen to presentations and attend any board meetings in that regard.
- Also Mr. Nolan asked about sharing the cyber security training to the towns. The IT CIO stated the county uses a third-party product and could possibly be offered as a shared service.

The meeting adjourned at 10:21 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE

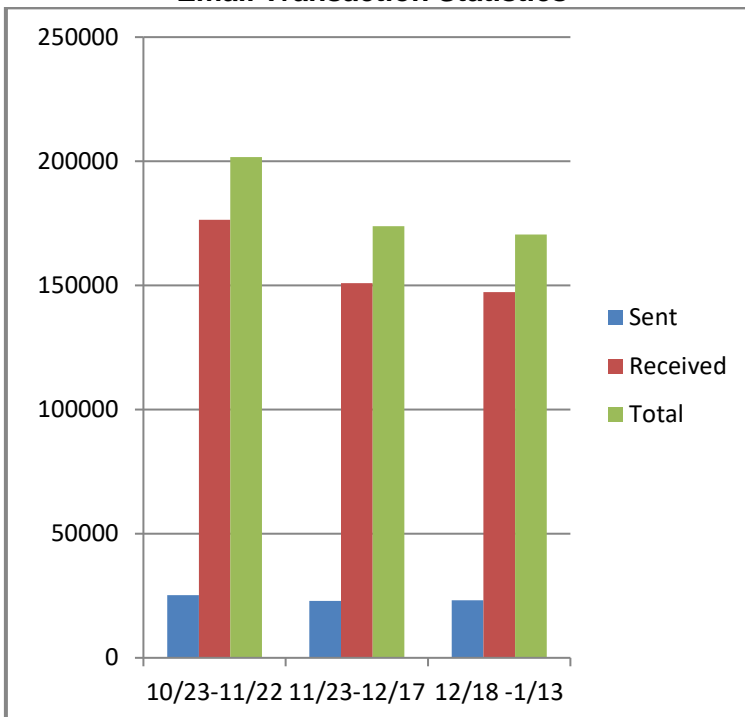
County Cyber Security Office

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

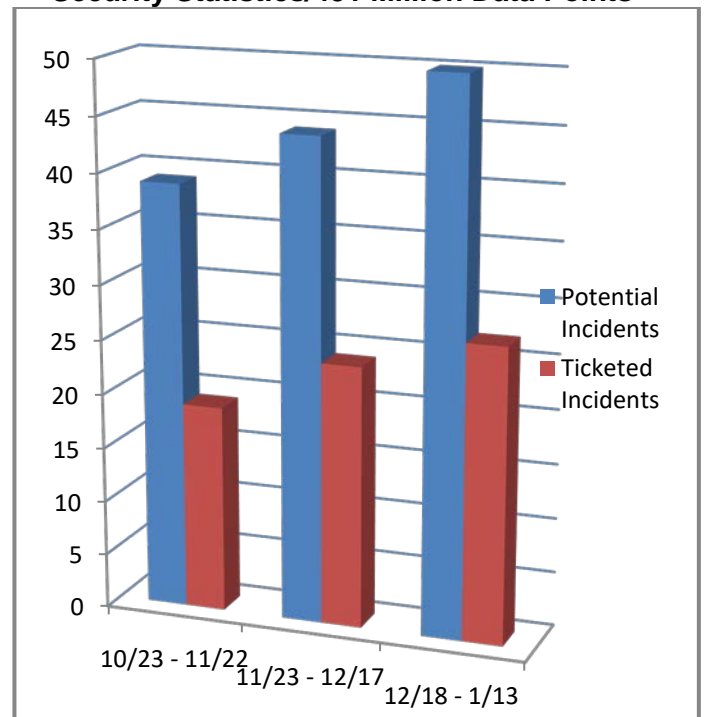
Karen R Pratt
Cyber Security Officer

Cyber Report 12/18/2021 – 1/13/2022

Email Transaction Statistics



Security Statistics/451 Million Data Points



Incident/Remediation Efforts

- Received 67 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 8 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 127 alerts of abnormal file behavior within organization.

Monthly Items of Interest

- January 28, 2022 is Data Privacy Day recognized to inspire dialogue around how personal information is used, collected and/or shared from both organizational and individual standpoints. For more information on Data Privacy Day/Week see <https://staysafeonline.org/data-privacy-week/>
- From Government Technology's Top 22 Security Predictions for 2022, <https://www.govtech.com/blogs/lohrmann-on-cybersecurity/the-top-22-security-predictions-for-2022>, the Most Common Prediction for 2022: "Ransomware attacks will become more targeted and highly prominent"

Ticket Report - Tickets Completed in December 2021

Department	Hours	% of Total
Administration	2.75	0.35%
Alt Sent/Youth Bureau	13.5	1.71%
Assigned Counsel	0.5	0.06%
Board of Elections	37	4.68%
Board of Supervisors	14.75	1.87%
Building & Grounds	0.75	0.09%
Code Enforcement	17.75	2.25%
County Attorney	1	0.13%
County Clerk	74	9.36%
Courts NYS	2.5	0.32%
District Attorney	11.75	1.49%
DSS	17.25	2.18%
EOC	24.75	3.13%
IT	167.75	21.23%
Personnel	22.75	2.88%
Planning	5	0.63%
Probation	15	1.90%
Public Defender	29	3.67%
Public Health	27.75	3.51%
Public Safety	46	5.82%
Public Works	100.5	12.72%
Real Property	53.75	6.80%
Safety	30.75	3.89%
Sewer District	8.5	1.08%
Sheriff	39	4.94%
Treasurer	14	1.77%
Veterans	2.75	0.35%
Washington County Historical Society	2.5	0.32%
WIC	7	0.89%
Grand Total	790.25	100.00%

Ticket Report - Tickets Completed in Year 2021

Department	Hours	% of Total
Administration	56	1.16%
Alt Sent/Youth Bureau	355.75	7.36%
Assigned Counsel	42.5	0.88%
Board of Elections	158	3.27%
Board of Supervisors	58.75	1.21%
Building & Grounds	77.5	1.60%
Code Enforcement	185.75	3.84%
Coroner	1.75	0.04%
County Attorney	40	0.83%
County Clerk	158	3.27%
Courts NYS	4.25	0.09%
District Attorney	116.75	2.41%
DSS	175.25	3.62%
EOC	185.75	3.84%
Historian	0.25	0.01%
IT	748.75	15.48%
LDC	1.5	0.03%
OFA/ADRC	4.25	0.09%
Personnel	133.75	2.77%
Planning	21.75	0.45%
Probation	82.25	1.70%
Public Defender	117	2.42%
Public Health	215.25	4.45%
Public Safety	144	2.98%
Public Works	640.25	13.24%
Purchasing	0.5	0.01%
Real Property	259.5	5.37%
Safety	45.75	0.95%
Sewer District	108.75	2.25%
Sheriff	501.5	10.37%
Tax Collectors	1	0.02%
Treasurer	87	1.80%
Veterans	36.25	0.75%
Washington County Historical Society	2.5	0.05%
Weights and Measures	14	0.29%
WIC	54	1.12%
Grand Total	4835.75	100.00%