

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
FEBRUARY 21, 2023

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Griffith

SUPERVISORS: Hall, Haff, Rozell

Debra Prehoda, Clerk of the Board

Melissa Fitch, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – January 24, 2023
3. County Attorney
 - A. Cyber Security Report
4. Information Technology
 - A. Project Status Updates
 - B. Ticketing Report
5. Other Business
6. Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M. in the Board of Supervisors classroom, Room B214, Washington County Municipal Center, Fort Edward, NY.

A motion to accept the minutes of the January 24, 2023 meeting was moved by Mr. Nolan, seconded by Mr. Fisher, and adopted.

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

- Cyber Security:
 - Report – Monthly report attached. Items of interest noted were data breaches involving T-Mobile and Experian.
 - The Cyber Security Officer has announced that she plans to retire by the end of March. Will look at the job description to make sure it matches up with the work that is actually being done and having the IT CIO make sure it reflects the work being done and what we would like to have happen. This position has not been held by anyone other than the current Cyber Security Officer. He stated once the job description review is done and has more to report, he will bring this back to the Government Operations committee that his department falls under. This is a huge loss to the County. The Cyber Security Officer has given the County a lot of visibility and impact in the broader cyber security communities and the State. She has been invited to speak and attend several conference by the State and national conferences and authored several articles. Updating job description and then to Government Operations. Mr. O'Brien stated the most important parts of the position now are administration outreach, training and working with department heads and everyone else and working on keeping the County up to date on what is going on in the outside world and would like to see a stronger part of that into the job description so we get the right person. This position is the result of an Information Technology study that was completed several years ago. The IT CIO would like time to connect with the Cyber Security Officer before she leaves. Mr. O'Brien stated there is a necessity to try and get some training involved but it is also important to get the right person. He stated we changed our procedures in terms of personnel and it is left up to the Personnel Officer to start filing positions, backfills, and then notify the Personnel Committee what is going on with the position. He stated if this position moves to a different department it would not be a backfill but a staffing change and that would go through Personnel and the full Board. With the employee retiring now it is the time to

look at the job description and the department it reports to. The Cyber Security Officer currently is under the County Attorney's Office and if the structure for that department was to change it would be addressed at Government Operations, the committee the County Attorney reports to. Job description review first.

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

- Ticketing Reports, 2022 annual report and January 23 report, handouts attached. Mr. Haff asked if we get reimbursed for the Easton Town Code Enforcement ticket item. The Treasurer stated we do not. The IT Director has previously offered to provide assistance to towns.
- Project Status Updates, handout attached.
- IT has a very large project coming up this year, which is in the budget, the Edge switching replacement project – it connects everything inside the county and is requesting an RFP waiver from the procurement policy. Budgeted \$285,000 for the hardware and the installation of the switches. There are two sets of switches, one is the core switching which is everything in the data center and then the edge switching which are all of the closets, all of the remote sites and everything outside of the core. This is extremely sensitive in nature because it controls our entire network. Important to go with a vendor they trust and does not want a lot of people to know our system. She is requesting the RFP waiver for the sensitivity of the project and be able to use a vendor who we have been working with for a long time. The edge switching was budgeted for this year and next year plan to budget for the core switching which is similar in cost. Motion to approve RFP waiver from the Procurement Policy for core switching project was moved by Mr. Fisher, seconded by Mrs. Fedler and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 10:19 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE

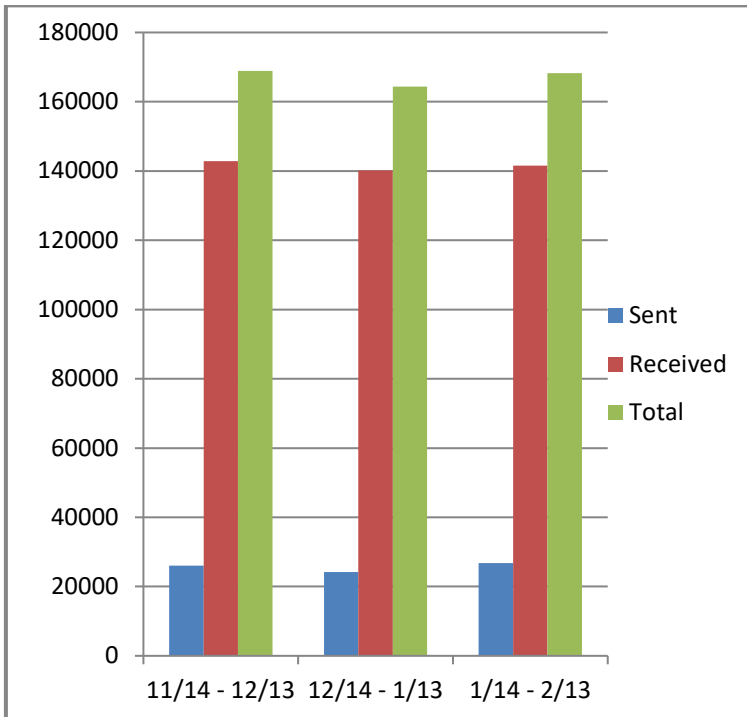
County Cyber Security Office

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

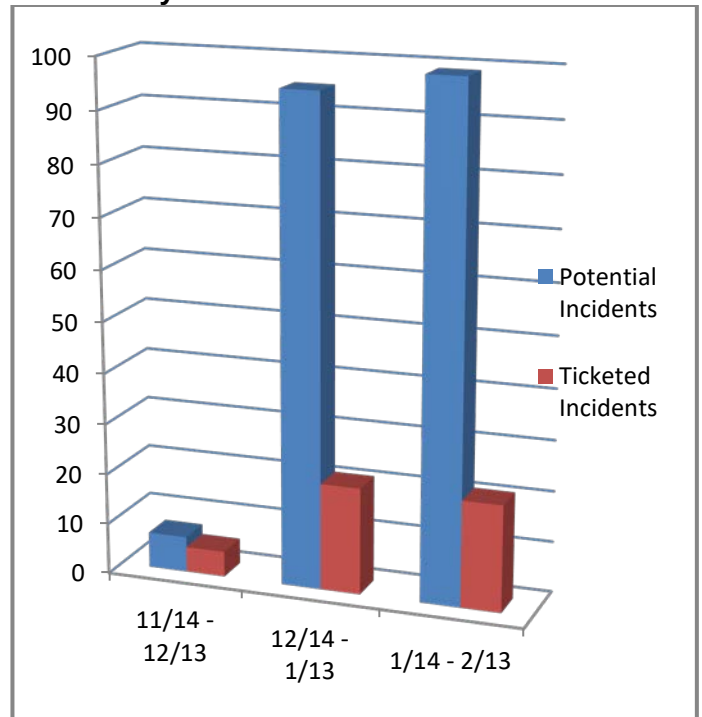
Karen R Pratt
Cyber Security Officer

Cyber Report 1/14/2023 – 2/13/2023

Email Transaction Statistics



Security Statistics/597 Million Data Points



Incident/Remediation Efforts

- Received 118 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 16 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 83 alerts of abnormal file behavior within organization.

Monthly Item of Interest/In the News

- Increase in malicious files delivered via OneNote attachments. Treat OneNote attachments as suspicious (or block) and exercise caution particularly if .one attachments are a routine part of your operation.
- Increase in malware spread through USB devices. Beware of receipt of USB gifts in mail. Do not insert unknown USB storage devices.
- T-Mobile breach exposed personal information of 37 million customers. Breaches like this provide threat actors information for future targeted attacks on individuals involved in the breach.
- Experian Exposed Credit Files for 47 days. Breaches like this provide threat actors information for future targeted attacks on individuals involved in the breach.

Annual Ticketing Report 2022

Department	Hours	% of Total
Administration	210.5	1.65%
Alt Sent/Youth Bureau	781.75	6.14%
Assigned Counsel	48.75	0.38%
Board of Elections	166.25	1.31%
Board of Supervisors	44	0.35%
Building & Grounds	145.25	1.14%
Code Enforcement	251.25	1.97%
Community Services Board	45.25	0.36%
Conference Room TVs	9.5	0.07%
Coroner	19.5	0.15%
County Attorney	80	0.63%
County Clerk	359.5	2.82%
Courts NYS	30.75	0.24%
District Attorney	247	1.94%
DSS	4035.5	31.71%
Easton Town Code Enforce	6	0.05%
EOC	102.5	0.81%
Historian	4.75	0.04%
IT	2254.5	17.71%
LDC	12.75	0.10%
Loaners	25.25	0.20%
OFA/ADRC	7.5	0.06%
Personnel	373	2.93%
Planning	31.5	0.25%
Probation	203.25	1.60%
Public Defender	171.75	1.35%
Public Health	355.75	2.80%
Public Safety	430.5	3.38%
Public Works	465	3.65%
Real Property	397	3.12%
Safety	16.75	0.13%
Sewer District	282	2.22%
Sheriff	630.25	4.95%
Tax Collectors	95	0.75%
Treasurer	282.5	2.22%
Veterans	33.25	0.26%
WIC	72.25	0.57%
Total	12727.75	100.00%

Ticket Report - Hours January 2023

Department	Hours	% of Total
Administration	5.25	0.52%
Alt Sent/Youth Bureau	71.75	7.12%
Board of Elections	9.25	0.92%
Board of Supervisors	13.75	1.36%
Building & Grounds	5.75	0.57%
Code Enforcement	5	0.50%
Community Services Board	2	0.20%
Coroner	1.25	0.12%
County Attorney	7.25	0.72%
County Clerk	48	4.76%
Courts NYS	2	0.20%
District Attorney	44.5	4.41%
DSS	437.5	43.40%
IT	133.75	13.27%
Loaners	13	1.29%
Personnel	8.75	0.87%
Planning	1	0.10%
Probation	8	0.79%
Public Defender	22.25	2.21%
Public Health	26.75	2.65%
Public Safety	10.25	1.02%
Public Works	37.5	3.72%
Real Property	14.25	1.41%
Safety	0.5	0.05%
Sewer District	1.5	0.15%
Sheriff	72.5	7.19%
Treasurer	3.25	0.32%
WIC	1.5	0.15%
Totals	1008	100.00%

February 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, waiting on replacement parts
11/21	11/22	In Process	Camera project	Camera install and replace	All	92%	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	50%	Installing and working with vendor for configuration
12/22	3/23	In Process	BOE Printers/Routers	Router and printer config	BOE	5%	waiting on all equipment
9/22	12/22	Complete	346 Main building	Tech build out for new location	Public Defender	100%	Complete