

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
FEBRUARY 22, 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, Hogan, Rozell

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – January 25, 2022
3. County Attorney - 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. in the Supervisors Chamber and via zoom.

A motion to accept the minutes of the January 25, 2022 meeting was moved by Mrs. Fedler, seconded by Mrs. Clary and Mr. Wilson, and adopted.

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

- Cyber Security:
 - Report – Monthly and annual reports attached. Next month he plans to present a written report of last year's activities detailed, i.e., conferences attended, articles written, etc. The Cyber Security Officer has been invited to the national conference and hoping to receive a scholarship to cover the cost. The County Attorney stated going forward that is something that might be included in his budget. Washington County is one of the few counties that has a dedicated person doing cyber security. The Cyber Security Officer is being recognized statewide and nationally. Chairman O'Brien stated the Cyber Security Officer is doing an excellent job.
 - Trying to ensure the use of generalized verses name specific emails are used in the public domain.

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

- Project Updates, handout attached. Completed many year-end projects. It was a heavy lift but completed the cyber security changes to comply with the cyber security insurance requirements and feels it is a really big accomplishment for the County. Finding that with many interactions like borrowing, they are inquiring if the County has cyber security measures/controls in place.
- Completed Ticket Reports, handout attached.
- Towns could benefit from cyber security applications and the IT CIO will put together a little guide of the areas/topics that should be looked at and discussed.
- Encryption – As a follow up to the resolution adopted at the February Board meeting regarding the website encryption for forms, this is a website add on, an enhanced security platform, that allows the County to have secure forms allowing departments to collect on the website information that contains personal information; i.e., job applications, social security, and driver's license numbers.

- Email Confidentiality Stamp - Mr. Haff stated every email he receives from the County has a confidentiality stamp at the bottom. His complaint is there is no thought given to that confidentiality and if it is widely used and widely ignored it is no longer effective. He asked if there was a way that the confidentiality stamp could be put on purposely. The IT CIO stated the options are it goes on automatically or manually and can do either way. The decision was made to put it on automatically in conjunction with the County Attorney's office. Mr. Haff recommends putting it on manually with intent not automatic. The County Attorney stated he would rather have it there and not need it than not have it there and need it. He would rather not shut it off and items that can be shared should state suitable for public release. Departments do not see the automatic confidentiality stamp on their emails when they are sent out. Chairman O'Brien asked the County Attorney to get together with the IT CIO and County Administrator to talk about options.
- Two purchases need to be rolled from 2021 to 2022 because they did not make the purchase order cutoff date. Does not believe there will very much funding left over from the 2021 budget and would also like to discuss moving any remaining funds from 2021 budget to the reserve fund. A motion to move requests to move two purchases from 2021 to 2022 budget and move any remaining funds from the 2021 budget into the reserve fund and forward to the Finance Committee for consideration was moved by Mrs. Clary, seconded by Mrs. Fedler and Mr. Wilson, and adopted.

OTHER BUSINESS:

Supervisor Shaw stated the Town of Easton is starting an IT upgrade and thanked the IT CIO for coming to their Board meeting and was very helpful with the information.

The meeting adjourned at 10:29 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE



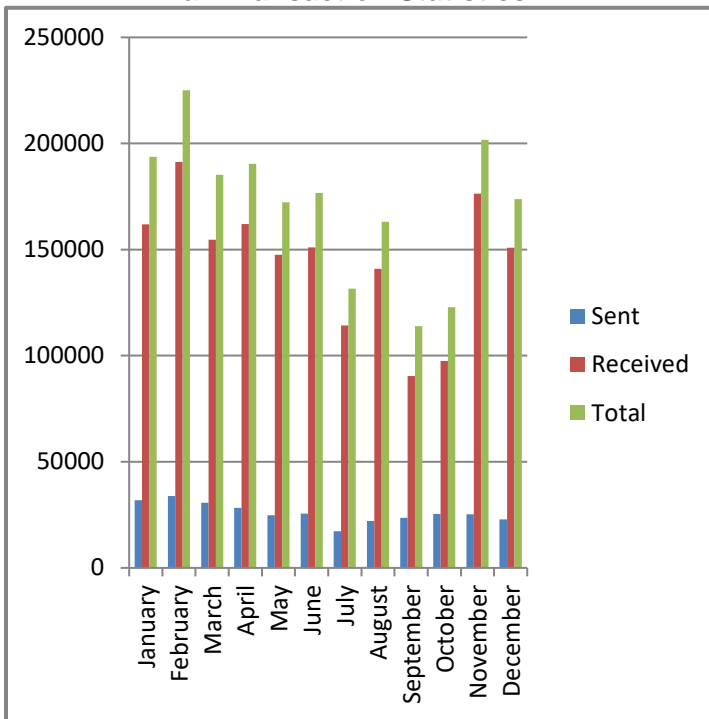
County Cyber Security Office

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

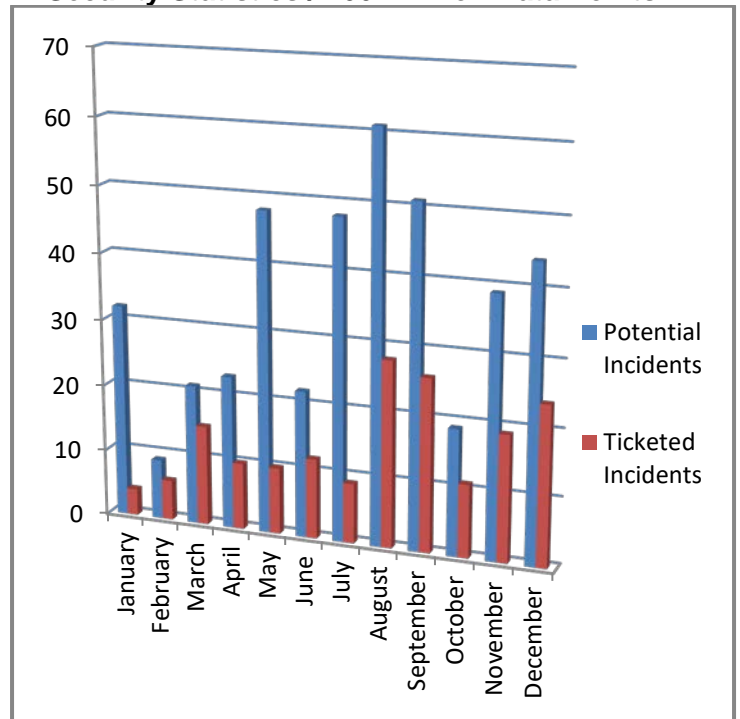
Karen R Pratt
 Cyber Security Officer

Yearly Summary Cyber Report 1/1/2021 - 12/31/2021

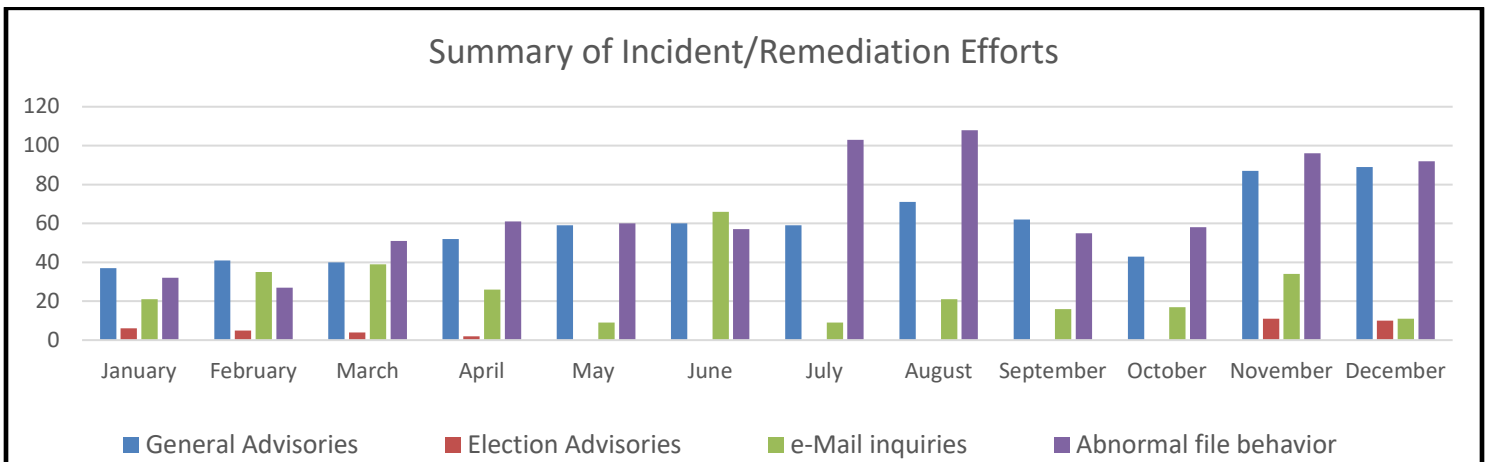
Email Transaction Statistics



Security Statistics /4.661 Billion Data Points



Summary of Incident/Remediation Efforts





WASHINGTON COUNTY ATTORNEY'S OFFICE

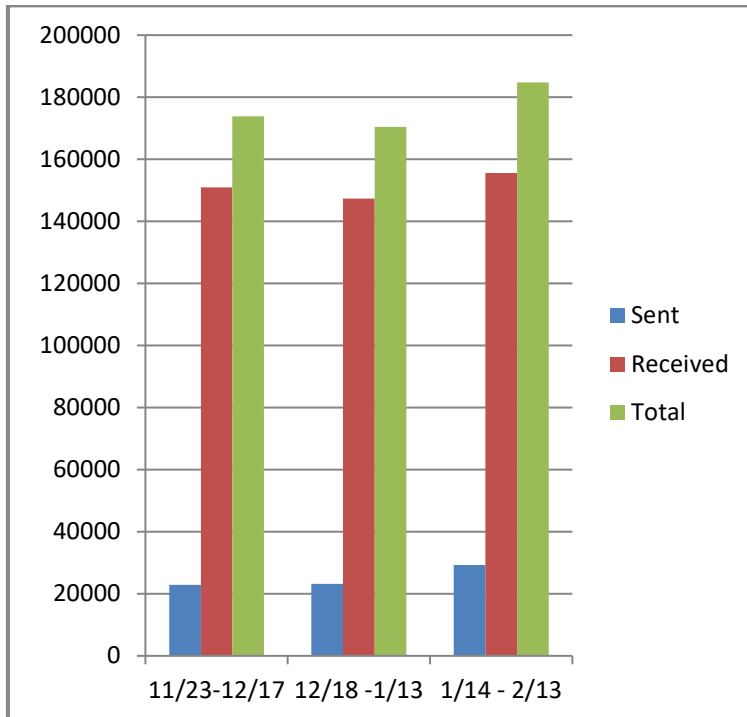
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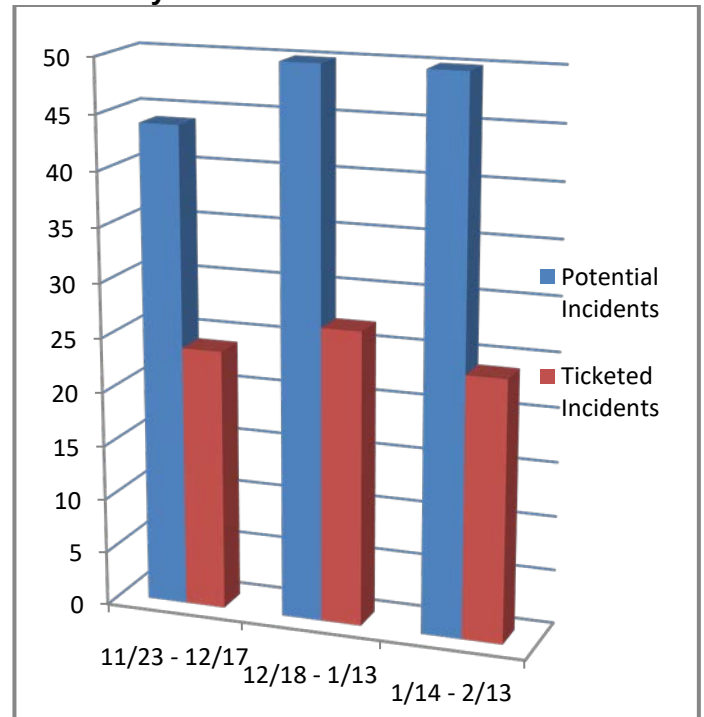
Karen R Pratt
Cyber Security Officer

Cyber Report 1/14/2022 – 2/13/2022

Email Transaction Statistics



Security Statistics/500 Million Data Points



Incident/Remediation Efforts

- Received 80 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 116 alerts of abnormal file behavior within organization.

Monthly Items of Interest

- New York State Association of Counties (NYSAC) released the Cybersecurity Primer for Local Government Leaders, a reference document of which Washington County advised on and contributed to the content. It can be found at <https://www.nysac.org/cyber>
- The Cybersecurity Primer for Local Government Leaders will be highlighted in panel discussion at the upcoming 2022 NYSAC Legislative Conference in Albany.

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
1/21	2/22	Pending Complete	GIS Server replacement	Upgrading and replacement of GIS Server/Workstations	Real Property/IT	95%	Scheduling a go live with vendor
5/21	10/21	Pending Complete	Remote environment upgrade	Upgrade of remote application environment	IT	99%	Finalizing and cleaning up
8/21	2/22	Pending Complete	Pub Safety/Sheriff VPN upgrade	Upgrade of VPN application for these offices	Sheriff/Pub Safety	95%	Rolling out to end users
8/21	4/22	In Process	Call account software upgrade	Build new server and install new software	IT	95%	Working with vendor on go live
8/21	5/22	In Process	Replacement of patrol car pcs	Replace patrol car pcs in all vehicles	Sheriff/IT	5%	Waiting for product
11/21	4/22	In Process	Camera project	Camera install and replace	All	40%	Installing cameras
2/22	4/22	In Process	UPS Replacement	Replace county UPS devices	All	10%	Waiting for product
11/21	1/22	Complete	MFA - Cyber Security	MFA requirements for cyber security insurance	All	100%	Complete
12/21	3/22	Complete	Code Software Deployment	New software for Code, migration from old app	All	100%	Code coordinating go live
8/21	12/21	Complete	co.washington.ny.us end of email	planning and prep for end of email using old domain	IT	100%	Complete
10/19	2/20	Complete	windows 10 deployment	All computer up to windows 10 OS	All	100%	Complete
12/19	12/21	Complete	MDM solution deployment	MDM solution to manage mobile devices	All	100%	Solution built and tested, in production
1/22	2/22	Complete	Network segmentation	Firewalling/Segmenting network	All	100%	Complete

Ticket Report - Tickets Completed in January 2022		
Department	Hours	% of Total
Administration	11.5	1.89%
Alt Sent/Youth Bureau	51.5	8.44%
Assigned Counsel	3.5	0.57%
Board of Elections	13	2.13%
Board of Supervisors	57.25	9.39%
Building & Grounds	5.75	0.94%
Code Enforcement	17.5	2.87%
Coroner	0.25	0.04%
County Attorney	3	0.49%
County Clerk	10.25	1.68%
District Attorney	13.75	2.25%
DSS	4	0.66%
EOC	7.75	1.27%
IT	98.25	16.11%
LDC	0.25	0.04%
OFA/ADRC	0.25	0.04%
Personnel	22	3.61%
Probation	8.25	1.35%
Public Defender	10.5	1.72%
Public Health	19	3.11%
Public Safety	3.25	0.53%
Public Works	55.25	9.06%
Real Property	9	1.48%
Safety	6.25	1.02%
Sewer District	11	1.80%
Sheriff	128	20.98%
Treasurer	33	5.41%
Veterans	3	0.49%
WIC	3.75	0.61%
Grand Total	610	100.00%