

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES  
MARCH 21, 2023

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Clary

SUPERVISORS: Henke, Hall, Shaw, Campbell, Skellie, 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 – February 21, 2023
3. County Attorney
  - A. Cyber Security Report
4. Information Technology
  - A. Project Status Updates
  - B. Ticketing Report
5. Discuss Cyber Security Position
6. Other Business
7. 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 February 21, 2023 meeting was moved by Mr. Nolan, seconded by Mr. Griffith, and adopted.

COUNTY ATTORNEY: Roger Wickes, County Attorney, stated he no longer has a Cyber Security Officer and stated the IT CIO would address the following item:

- Cyber Security:
  - Report – This is the last monthly cyber security report generated by the former Cyber Security Officer, report attached. This report only covers February 14<sup>th</sup> through March 1<sup>st</sup> compared to the other statistics listed that are monthly statistics.

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

- Ticketing Reports, February 2023 report attached. Mr. Griffith would like another column indicating the average percentage by month. The IT CIO stated she can take the yearly average from last year and leave that in one column and then you can compare.
- Project Status Updates, handout attached. DSS is a little higher due to an employee returning from medical leave making three full-time employee addressing items.
- Budget Amendment: Requesting to carryover unspent 2022 funds in the amount of \$71,297 to the IT Reserve. Motion to move budget amendment to the Finance Committee to carryover unspent funds in the amount of \$71,297 to the IT Reserve was moved by Mr. Griffith, seconded by Mr. Nolan and adopted.
- Waivers from Purchasing Policy:
  - Received Grant to Update Information Technology and Cyber Security Policies – They did a lot of research on vendors and it is a very specific professional service to work with our county. They found that vendor and requesting a waiver from the Purchasing Policy because it is a \$50,000 purchase. Motion to approve waiver from Purchasing Policy to approve vendor for grant funded update of information technology and cyber security policies was moved by Mr. Hicks and seconded by Mr. Fisher. Discussion. The Treasurer stated need to make sure the grant has been recognized in the budget. The

motion to approve waiver from Purchasing Policy to approve vendor for grant funded update of information technology and cyber security policies was moved by Mr. Hicks, seconded by Mr. Fisher, and adopted.

- Project in the Jail to Replace all the UPS (uninterruptible power supply) – They prefer not to go with the jail vendor because they can save money by going outside. They have professional services with ABS who went in and spent a lot of time going through the entire jail to get the right power requirements and it is a very sensitive area and it does tie into the network over there so they want to be really cautious. The project is approximately \$35,000. Motion to approve waiver from Purchasing Policy to move forward with ABS for project in the Jail to replace all the UPS was moved by Mr. Fisher, seconded by Mr. Nolan and adopted.

CYBER SECURITY POSITION – Chairman O'Brien stated the Cyber Security Officer retired and have had discussions about where this position belongs with NYMIR and Megan Cook who participated in the cyber security report several years ago and talked with the County Attorney, County Administrator and Information Technology Chief Information Officer. The County Administrator stated when the position was created it was put under the County Attorney and it has been successful. Now that the position is vacated starting to evaluate the position and looking at where it should go. Right now from the conversations the County Administrator stated the position would be best fitted in Information Technology. This position may be of a higher level than what we have seen or have acknowledged in the past. It has been referred to as an executive position with both technical and communicative skills. It should be equal to or above the Assistant Director in IT. The position should report to this committee. A job description has been developed and posted with a salary range of \$71,354 up to \$76,845. The Cyber Security Officer position for 2023 was budgeted at \$81,454, salary, steps and longevity. The County Administrator asked if the committee wanted to put the salary up to the amount that was budgeted this year. Mr. O'Brien stated the group looked at leaving the position where it is, create position as a department head, and place the position under Information Technology with the stipulation that the position reports to this committee. The position could utilize IT staff. The IT CIO stated from her perspective cyber security is absolutely crucial and critical and is part of everything they do in IT every day and does not want to see it go away and the position is extremely important. It is a critical position and IT is a good spot for it. The County Attorney stated it is unfortunate that we pay more for the new person coming in than the person with experience that left. Mr. Hicks asked if there are vendors that can provide this service. IT CIO stated not in this capacity because they would not be a member of the staff to be able to drive home the security awareness training and outreach to the communities and be able to provide those things. She stated maybe in a smaller organization but not once you get over 50 employees. Mr. Hicks recommends an RFP for a consultant and include what we are looking for and this would be more information for an informed decision. Mr. Campbell asked if the college has a cyber security person and possibly have the county have a next step down person where the college is the guru in each county. He does not know if that is even possible but thinks it is an opportunity we should look at. IT is currently picking up the cyber security task currently. If the Cyber Security position is put under IT in the near future the IT CIO may do some shifting around in her department to dedicate somebody specifically to cyber security underneath this person. Motion to move to the Personnel Committee changing the staffing pattern and department for the Cyber Security position from the County Attorney to Information Technology and discuss salary and forward to the Finance Committee budget amendment moving Cyber Security Officer salary budgeted under the County Attorney to Information Technology was moved by Mr. Hicks, seconded by Mrs. Fedler, and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 10:37 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*



# WASHINGTON COUNTY ATTORNEY'S OFFICE

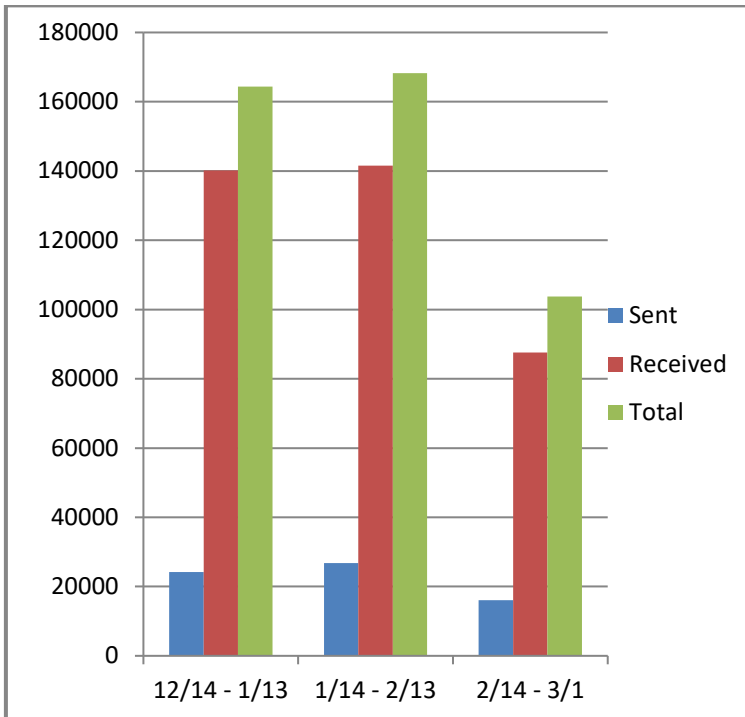
## County Cyber Security Office

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

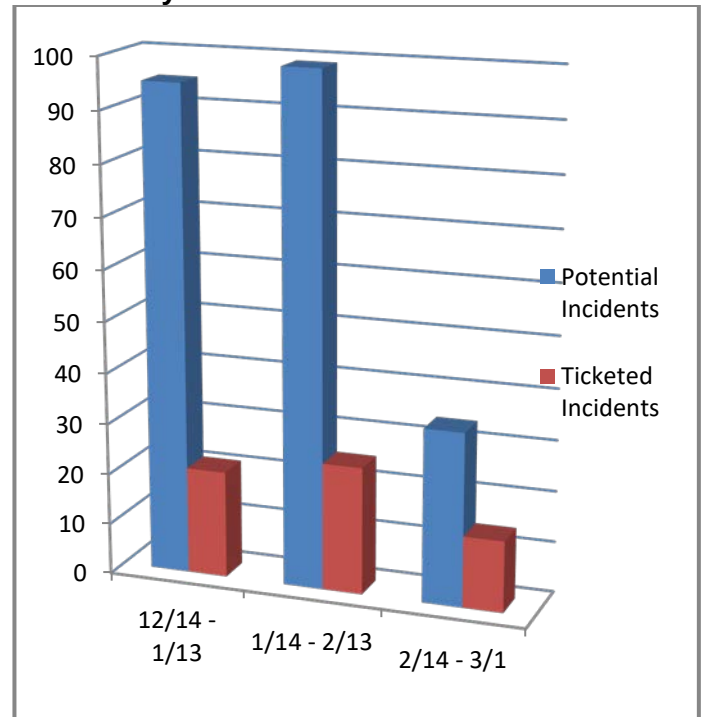
**Karen R Pratt**  
Cyber Security Officer

### Cyber Report 2/14/2023 – 3/1/2023

#### Email Transaction Statistics



#### Security Statistics/566 Million Data Points



#### Incident/Remediation Efforts

- Received 88 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 4 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 20 alerts of abnormal file behavior within organization.

#### Monthly Item of Interest/In the News

- Visited Whitehall seniors for cyber safety/scam discussion
- Participated in National Association of Counties Cyber Simulation Election Disruption
- Announcement of the National Cybersecurity Strategy see <https://www.whitehouse.gov/wp-content/uploads/2023/03/National-Cybersecurity-Strategy-2023.pdf> and Fact Sheet <https://www.whitehouse.gov/briefing-room/statements-releases/2023/03/02/fact-sheet-biden-harris-administration-announces-national-cybersecurity-strategy/>
- Twitter removing SMS(text message to phone) option for MFA leaving users vulnerable unless they move to an authenticator app for MFA.

**March 2023**

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
11/21	5/23	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%	working with vendor to complete data migration and go live
6/22	5/23	In Process	Phone System call center	Call center software install and configuration	All	50%	Working with vendor
8/22	4/23	In Process	Basement training room upgrade	Upgrade of AV in basement training room	All	60%	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
3/23	5/23	In Process	Office move	move to temp location	IT	20%	in process
8/21	7/22	Complete	Replacement of patrol car pcs	Replace patrol car pcs in all vehicles	Sheriff/IT	95%	Complete

<b>Ticket Report - Hours February 2023</b>		
<b>Department</b>	<b>Hours</b>	<b>% of Total</b>
Administration	8.25	0.91%
Alt Sent/Youth Bureau	27.5	3.05%
Assigned Counsel	0.5	0.06%
Board of Elections	3.5	0.39%
Board of Supervisors	3.25	0.36%
Building & Grounds	6.5	0.72%
Code Enforcement	5	0.55%
Coroner	1.25	0.14%
County Clerk	38.25	4.24%
District Attorney	13.25	1.47%
DSS	421	46.67%
IT	143	15.85%
Personnel	5.25	0.58%
Probation	3.75	0.42%
Public Defender	12.5	1.39%
Public Health	32.5	3.60%
Public Safety	40.75	4.52%
Public Works	57.25	6.35%
Real Property	17	1.88%
Sewer District	2.5	0.28%
Sheriff	51.25	5.68%
Treasurer	5.25	0.58%
Veterans	0.25	0.03%
WIC	2.5	0.28%
<b>Grand Total</b>	<b>902</b>	<b>100.00%</b>