

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
MARCH 22, 2022

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: Griffith, Hicks, Fedler, Clary, Wilson, Nolan

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: O'Brien

SUPERVISORS: Hall, Henke, Shaw, Fisher, Haff

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – February 22, 2022
3. County Attorney - Cyber Security Report
4. Information Technology
 - A. Project Updates
 - B. Ticketing Report
 - C. Shared Services – Cyber Security Training Discussion
5. Other Business
6. Adjournment

In the absence of Chairman O'Brien, Mr. Griffith 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 February 22, 2022 meeting was moved by Mrs. Fedler, seconded by Mrs. Clary and adopted.

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

- Cyber Security:
 - Report – Monthly report attached. The monthly cyber security items of interest are 9-1-1 centers have become a target and a heightened alert because of what is going on in Europe.
 - Cybersecurity Highlights 2018 – 2022 – A list of some of the things that the Cyber Security Officer has been doing since the inception of this position, attached. This position has brought in \$150,000 in grant funding for cyber security. He stated the County should be really proud of the Cybersecurity Officer and all of the accomplishments. He stated the Board moving forward with the creation of this position was a very good decision. Any Supervisor that has not completed the cyber security training should do so as soon as possible.

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

- Cyber Security Training as a shared services to the towns. IT CIO stated she has had some conversations about being able to provide cyber security training from a County level as a shared service to the towns. It would include cyber security training and possibly a Phishing piece depending if the town has its own specific domain set up. The County Attorney stated shared data has a potential to get in our system and it would be beneficial for the towns to have this training. Towns should have an acceptable use policy so employees cannot connect to personal accounts like Facebook, Instagram, etc. via the town. Supervisors should contact by email, the IT CIO, Cyber Security Officer or County Attorney if a town would be interested in this training.

- Project Updates, handout attached. Current projects are on pace and a couple new are starting up. Set to go live on Friday with the new Code Enforcement software. The new Probation software is moving along as well with a kickoff call last week. Completed this month the mobile device platform which has been rolled out to a few departments and looking to move forward with rolling it out countywide; provides security and asset management.
- Completed Ticket Report, handout attached. Noted the amount of time spent on Code Enforcement last month with their new software. She praised the Code Enforcement Administrator for all his time and energy into this project.
- Prepared a bulleted one-page sheet that goes through the different areas of technology that towns probably use and Supervisors could contact her to discuss further or with their IT provider. The list will be emailed to all Supervisors. It is meant to be a conversation starter and the IT CIO is willing to go into more detail.

OTHER BUSINESS: None.

The meeting adjourned at 10:27 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*



WASHINGTON COUNTY ATTORNEY'S OFFICE

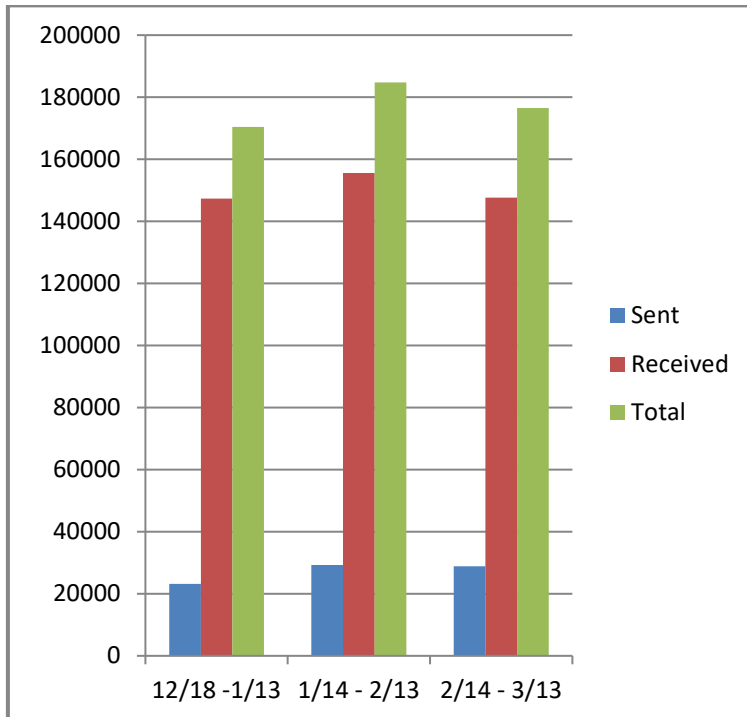
County Cyber Security Office

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

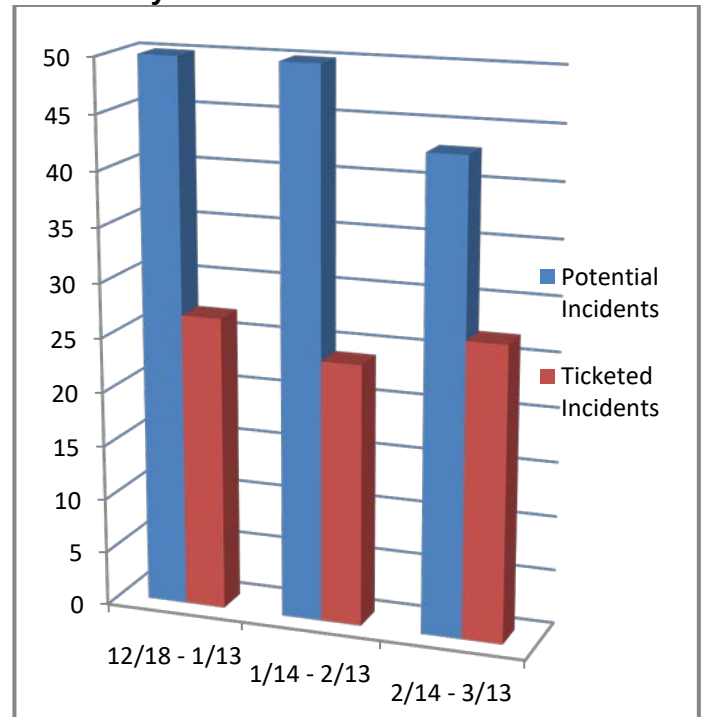
Karen R Pratt
Cyber Security Officer

Cyber Report 2/14/2022 – 3/13/2022

Email Transaction Statistics



Security Statistics/490 Million Data Points



Incident/Remediation Efforts

- Received 95 advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Received 6 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 134 alerts of abnormal file behavior within organization.

Monthly Items of Interest

- Upcoming (March 28-April 1) Cyberattack Simulation – Ransomware on 911 Systems and Backup Systems hosted by the National Association of Counties and the Professional Development Academy.
- Heightened awareness because of world events. See Cybersecurity and Infrastructure Security Agency (CISA) SHEILDS UP campaign <https://www.cisa.gov/shields-up>.

CYBERSECURITY HIGHLIGHTS 2018-2022

PUBLICATIONS AND PRESENTATIONS

- Requested to present at the New York State Local Government Information Technology Directors Association Spring Meeting. Presentation will be focused on Cybersecurity Insurance.
- Requested to be a panelist and present at workshop presenting the Cybersecurity Primer for Local Government Leaders at the NYSAC Legislative Conference
- Featured on Season 2, Episode 2 StateScoop podcast as 2020 award winner LocalSmart Cybersecurity Leader of the Year talking about leading security operations in local government.
- Participated as a key stakeholder in panel discussion on the New York State-wide Elections Security Risk Assessment at the 2019 MS-ISAC Annual Meeting in Denver, Colorado.
- Authored article published on page 47 in the Fall 2021 NYSAC News Issue, "What the Chief Information Security Officer Wants the Executive to Know".
- Authored the Center for Internet Security (CIS) Newsletter "Compromised Email Account? Here's What To Do"
- Co-Authored the Center for Internet Security (CIS) Newsletter "2021 Cybersecurity Spring Cleaning Checklist"
- Authored the Center for Internet Security (CIS) Newsletter "Working Remotely" How to be Safe, Secure and Successful".
- Authored the Center for Internet Security (CIS) Newsletter "10 Tips to Securely Configure Your New Devices"
- Presentation to various senior communities on Cyber Security, Privacy and Fraud.
 - Hartford seniors at Hartford Firehouse
 - Cambridge seniors at Cambridge Senior Site
 - Granville seniors at Granville Senior Center
 - Granville seniors at Mountainview Commons
 - Salem seniors at Proudfit Hall
- Provided 80+ education and awareness emails to employees

ADVISORY

- Served on New York Association of Counties expert panel on Cybersecurity Primer for Local Government Leaders
- Served on New York State Board of Elections Cyber Regulation workgroup

PROFESSIONAL MEMBERSHIPS

- Multi-State Information Sharing and Analysis Center (MS-ISAC) Education and Awareness Co-Chair
- National Association of Counties Tech Xchange
- Coalition of City CISOs

HONORS AND GRANT AWARDS

- 2020 LocalSmart Cybersecurity of the Year award
- 2019 New York State Cyber Security Champion Award
- \$50,000 New York State Department of Homeland Security and Emergency Services FY2017 Cyber Security Grant
- \$50,000 New York State Department of Homeland Security and Emergency Services FY2018 Cyber Security Grant
- \$50,000 New York State Department of Homeland Security and Emergency Services FY2019 Cyber Security Grant
- Requested to submit nomination to fund participation at the 15th Annual MS-ISAC Meeting in Baltimore, Maryland
- Nominated to participate in the 2019 Multi State Information Sharing and Analysis Center in Denver, Colorado

CERTIFICATIONS

- Professional Leadership Academy Enterprise Cybersecurity Leadership Master Certificate
- Professional Leadership Academy Cyber Simulation on Pandemic
- Professional Leadership Academy Cyber Simulation on Ransomware
- Professional Leadership Academy Cyber Simulation on the Internet of Things
- Professional Leadership Academy Cyber Simulation on Insider Threat

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
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	50%	Installing cameras
2/22	4/22	In Process	UPS Replacement	Replace county UPS devices	All	15%	Replacing appliances
3/22	8/22	In Process	Probation software	Probation software implementation	Probation	5%	Kicked off project
5/21	10/21	Complete	Remote environment upgrade	Upgrade of remote application environment	IT	100%	Complete
8/21	2/22	Complete	Pub Safety/Sheriff VPN upgrade	Upgrade of VPN application for these offices	Sheriff/Pub Safety	100%	Complete
1/22	2/22	Complete	Softphone SSO	SSO integration for Softphone	All	100%	Complete

Ticket Report - Tickets Completed in February 2022		
Department	Hours	% of Total
Administration	26.5	3.92%
Alt Sent/Youth Bureau	29	4.29%
Board of Elections	5.25	0.78%
Board of Supervisors	4	0.59%
Building & Grounds	5.25	0.78%
Code Enforcement	141.75	20.97%
Conference Room TVs	1.5	0.22%
County Attorney	3.25	0.48%
County Clerk	20	2.96%
District Attorney	44.5	6.58%
DSS	9.75	1.44%
EOC	9.75	1.44%
IT	110.25	16.31%
OFA/ADRC	0.5	0.07%
Personnel	37.75	5.58%
Planning	1	0.15%
Probation	4.25	0.63%
Public Defender	11.25	1.66%
Public Health	12.75	1.89%
Public Safety	19.5	2.88%
Public Works	33.5	4.96%
Real Property	20.25	3.00%
Safety	5.75	0.85%
Sewer District	11	1.63%
Sheriff	26	3.85%
Tax Collectors	18.25	2.70%
Treasurer	49	7.25%
Veterans	9.25	1.37%
WIC	5.25	0.78%
Grand Total	676	100.00%