

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
APRIL 25, 2023

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hall, Shaw, Nolan, Haff

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 – March 21, 2023
3. Information Technology
 - A. Project Report
 - B. Ticketing Report
 - C. Cyber Grant
 - D. Overnight Travel Request
4. Other Business
5. 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 March 21, 2023 meeting was moved by Mr. Nolan, seconded by Mr. Fisher, and adopted.

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

- Ticketing Report, attached.
- Project Status Updates, handout attached. Projects moving off the list are IT Office move to temporary location completed and do not need the Board of Elections printers/routers because going in a different direction. New projects have been added at the top.
- Cyber Security:
 - Cyber Security Report, attached. Plans to redesign this report for the next meeting.
 - Cyber Security Grant – Motion to accept \$50,000 Cyber Security grant and recognize in 2023 budget was moved by Mrs. Fedler, seconded by Mr. Griffith and adopted.
- Overnight Travel Request – Motion to approve overnight travel for IT employee to attend New York State Local Government Information Technology Directors Association (NYSLGITDA) conference next Tuesday through Friday in Syracuse, NY at a cost of \$100 was moved by Mr. Fisher, seconded by Mrs. Fedler and approved.

OTHER BUSINESS:

Requesting a waiver from the Procurement Policy for a W-Fi project that is part of the switching project. This is a budgeted project, \$76,000, and is on state contract. It is part of the bigger switching project with the installation because of the network and upgrades to the network. The same vendor is doing the installation. Motion to approve waiver from Procurement Policy for Wi-Fi project was moved by Mr. Griffith, seconded by Mrs. Fedler and adopted.

The meeting adjourned at 10:13 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Ticketing Report March 2023		
Department	Hours	% of Total
Administration	9.75	0.78%
Alt Sent/Youth Bureau	40.25	3.22%
Assigned Counsel	1.75	0.14%
Board of Elections	18.75	1.50%
Board of Supervisors	8.5	0.68%
Building & Grounds	3	0.24%
Code Enforcement	7	0.56%
Community Services Board	0.5	0.04%
County Attorney	11.75	0.94%
County Clerk	5.5	0.44%
Courts NYS	0.5	0.04%
District Attorney	12.5	1.00%
DSS	480.5	38.47%
IT	187.75	15.03%
LDC	1	0.08%
Loaners	2.5	0.20%
Personnel	46.75	3.74%
Planning	1.25	0.10%
Probation	24.5	1.96%
Public Defender	58.75	4.70%
Public Health	52.75	4.22%
Public Safety	35.5	2.84%
Public Works	59	4.72%
Real Property	14.25	1.14%
Sewer District	13.5	1.08%
Sheriff	95.5	7.65%
Treasurer	51	4.08%
Veterans	2.75	0.22%
WIC	2	0.16%
Grand Total	1249	100.00%

April 2023

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
4/23	9/23	In Process	Edge switching	Edge switching replacement	All	5%	Equipment has been ordered
4/23	7/23	In Process	Barn switching and printers	Additional switching and printer upgrade barns	DPW	20%	Networking completed waiting on hardware
4/23	5/23	In Process	Board Room AV	Board Room AV	BOS	70%	Vendor onsite installing
4/23	8/23	In Process	UPS LEC	UPS replacement Jail	Sheriff	15%	Hardware is arriving
4/23	9/23	In Process	Building C rewire	Rewiring of building C for expansion	All	15%	Hardware is arriving and process started
4/23	6/23	In Process	CAD server upgrades	Upgrades to Public Safety environment	Public Safety\Sheriff	20%	Working with vendor
11/21	5/23	In Process	Camera project	Camera install and replace	All	92%	Final few cameras being installed
3/22	1/23	In Process	Probation software	Probation software implementation	Probation	95%	Scheduling go live
6/22	5/23	In Process	Phone System call center	Call center software install and configuration	All	70%	Working with vendor and testing
8/22	4/23	In Process	Basement training room upgrade	Upgrade of AV in basement training room	All	70%	Installing and working with vendor for configuration
12/22	3/23	Complete	BOE Printers/Routers	Router and printer config	BOE	5%	canceled
3/23	5/23	Complete	Office move	move to temp location	IT	20%	In temp space

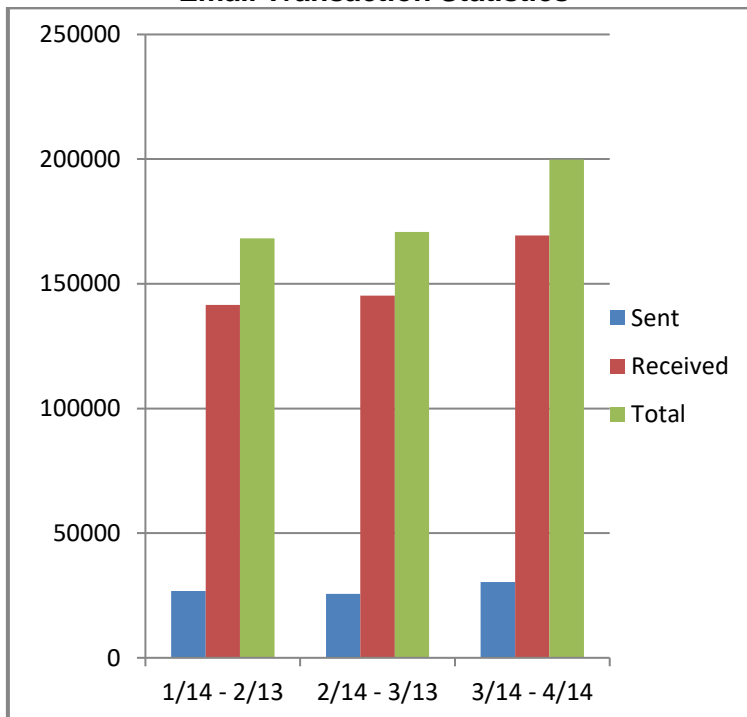


Washington County Cyber Security Office

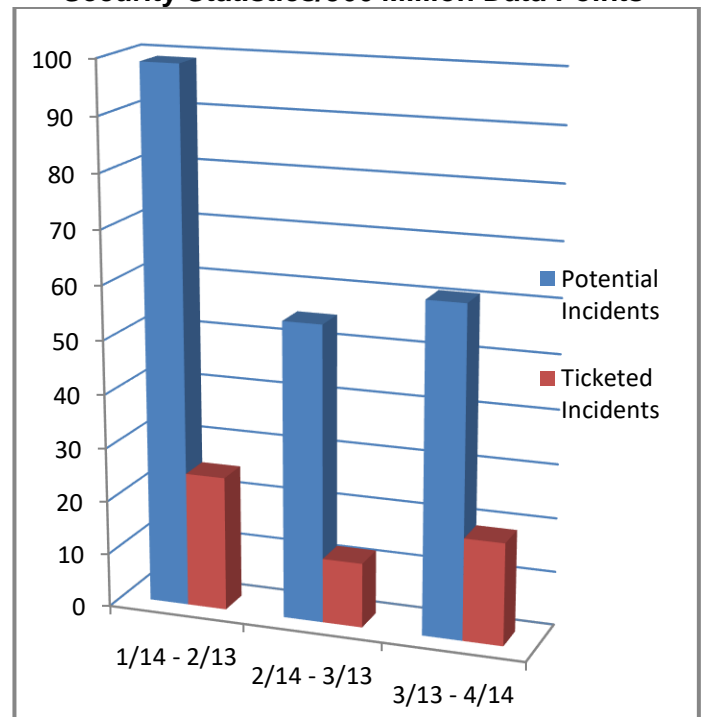
383 BROADWAY, FORT EDWARD, NY 12828
PHONE (518)746-2106 – FAX (518)746-2137
cyberaware@washingtoncountyny.gov

Cyber Report 3/14/2023 – 4/14/2023

Email Transaction Statistics



Security Statistics/566 Million Data Points



Incident/Remediation Efforts

- Received 62 advisories/vulnerabilities/security updates. Reviewed, distributed, and remediated where necessary.
- Received 4 advisories relating to elections subject. Reviewed, distributed, and remediated where necessary.
- Researched and discussed 13 inquiries of e-mail or other containing information or links that elevated suspicion.

Monthly Item of Interest/In the News

- Open AI changing the technology landscape – a few things that it can do that you may not have thought of
 - It can write convincing phishing emails without typos
 - It can write software and malware
 - Intellectual property theft