

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
MAY 24, 2022

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Ferguson, Shaw, Haff, Campbell, Hogan
Debra Prehoda, Clerk of the Board Al Nolette, County Treasurer
Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – April 19, 2022
3. County Attorney
 - A. 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 classroom and via zoom.

A motion to accept the minutes of the April 19, 2022 meeting was moved by , seconded by Mr. Griffith, seconded by Mrs. Fedler, and adopted.

COUNTY ATTORNEY:

- Cyber Security:
 - Report – Monthly report attached. The Treasurer stated when he was out at training in Syracuse, he attended a class co-hosted by Karen Pratt, County Cyber Security Officer, commenting that she did a very good job. Chairman O'Brien stated she does a very good job with cyber security.

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

- Project Updates, handout attached.
- Ticketing Report, handout attached.
- RFP for Board Chambers Technology – Requisition permission to issue an RFP to upgrade the technology including the microphone system in the Board Chambers. A motion to authorize issuing an RFP for technology upgrades for the Board Chambers was moved by Mrs. Fedler and seconded by Mr. Wilson and Mrs. Clary. Discussion. The Government Operations Committee previously discussed this upgrade that was estimated to over \$100,000 and Mr. Shaw thought the decision was to wait until budget time. Since that meeting, the County Administrator stated the Department of Social Services has received American Rescue Plan funding that can be used for the upgrade of the audio and visual technology for the meeting space. The Department of Social Services received \$368,952 in funding that will be used for technology upgrades, office furniture and equipment and those funds have been recognized in the budget. The Treasurer stated this a reimbursement program, the department spends the funds and then is reimbursed. These funds have to be spent by the end of September. The County Administrator stated the RFP will be awarded after thorough review by the IT CIO by the Health and Human Services Committee because that is the committee the Department of Social Services reports to and they are the funding source and then forward to the full Board for final approval. The motion to authorize issuing an RFP for technology upgrades for the Board Chambers was moved by Mrs. Fedler, seconded by Mr. Wilson and Mrs. Clary, and adopted.

OTHER BUSINESS:

Mr. Haff mentioned he had denied access on the County's website to the Image Mate program and the County Clerk's deed information. The Real Property Director stated they are having an issue with the Image Mate program and have a work order in to address that issue.

The meeting adjourned at 10:16 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE

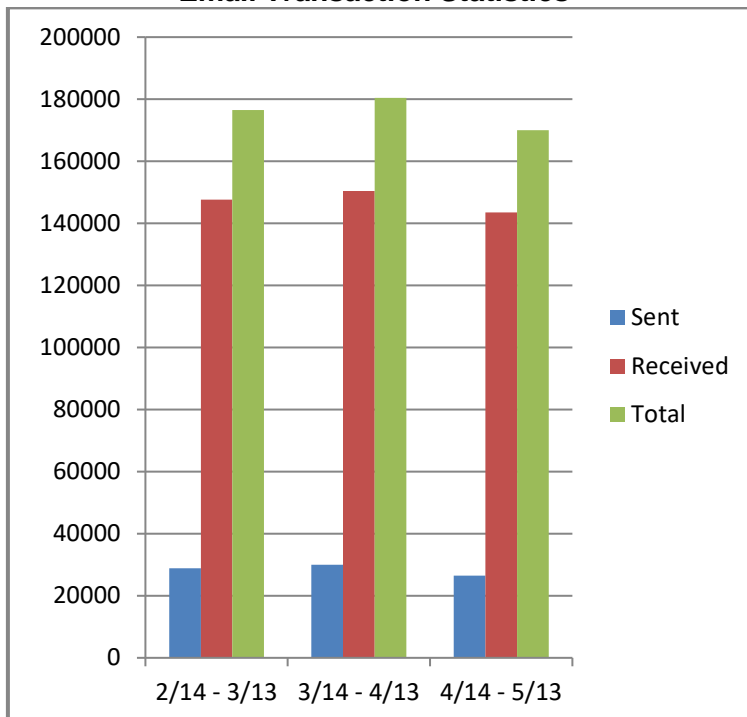
County Cyber Security Office

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

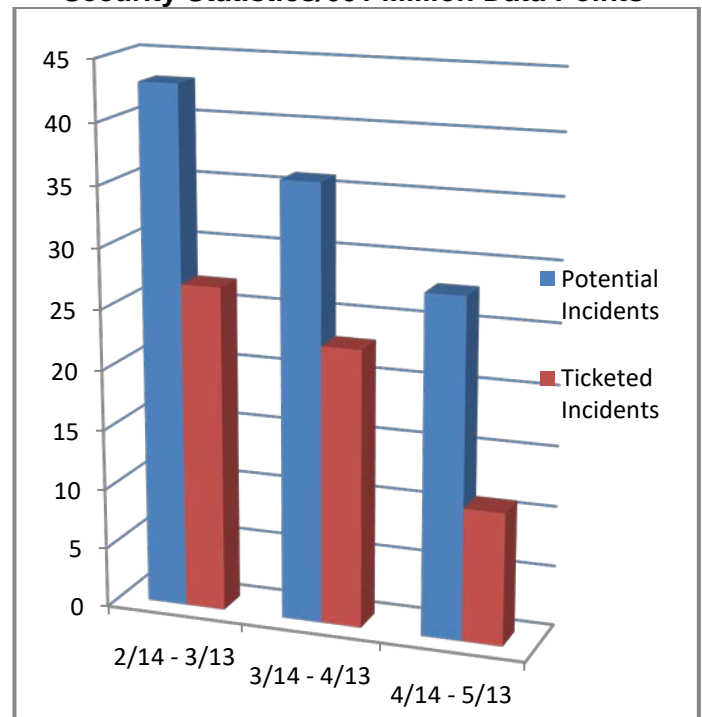
Karen R Pratt
Cyber Security Officer

Cyber Report 4/14/2022 – 5/13/2022

Email Transaction Statistics



Security Statistics/601 Million Data Points



Incident/Remediation Efforts

- Received 84 advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Received 3 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 19 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 62 alerts of abnormal file behavior within organization.

Monthly Items of Interest

- Reports of phishing where the bad actor is mimicking custom email login page.
- Center for Internet Security (CIS) released Establishing Essential Cyber Hygiene reference document. Document represents a minimum standard of information security for all organizations. See <https://www.cisecurity.org/insights/blog/jumpstart-your-security-program-with-essential-cyber-hygiene>
- Continued heightened awareness because of world events. The latest threats concern intrusion on US and International satellite communications (SATCOM). See Cybersecurity and Infrastructure Security Agency (CISA) SHEILDS UP campaign <https://www.cisa.gov/shields-up>.
- Noteworthy is the 60 Minutes episode April 17, 2022 with CISA Director Jen Easterly.
- Turn on multifactor authentication, Turn on automatic updates, Think before you click, Use strong passwords.

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
4/22	7/22	In Process	Website security upgrade	Website secure forms and security upgrade	All	10%	Working with Vendor
8/21	7/22	In Process	Replacement of patrol car pcs	Replace patrol car pcs in all vehicles	Sheriff/IT	7%	Product received, currently imaging
11/21	9/22	In Process	Camera project	Camera install and replace	All	55%	Installing cameras
2/22	5/22	In Process	UPS Replacement	Replace county UPS devices	All	25%	Replacing appliances
3/22	8/22	In Process	Probation software	Probation software implementation	Probation	10%	SSO configured and tested, Project in process working with vendor
4/22	9/22	In Process	File server replacement	File server upgrade and replacement	All	10%	Assessing and planning
5/22	5/22	Complete	Technology to open parks	Technology to open parks	B&G	100%	Complete
1/21	2/22	Complete	GIS Server replacement	Upgrading and replacement of GIS Server/Workstations	Real Property/IT	500%	Complete, turning down load servers

Ticket Report - Tickets Completed in March 2022		
Department	Hours	% of Total
Administration	34.75	3.60%
Alt Sent/Youth Bureau	6.25	0.65%
Assigned Counsel	0	0.00%
Board of Elections	6.75	0.70%
Board of Supervisors	0.75	0.08%
Building & Grounds	7	0.73%
Code Enforcement	7.75	0.80%
Community Services Board	1	0.10%
County Attorney	3	0.31%
County Clerk	140.25	14.53%
Courts NYS	1.5	0.16%
District Attorney	13.25	1.37%
DSS	358.5	37.13%
Easton Town Code Enforcement	6	0.62%
EOC	7.5	0.78%
IT	176.25	18.25%
Personnel	29.5	3.06%
Planning	0	0.00%
Probation	4	0.41%
Public Defender	8.25	0.85%
Public Health	22.25	2.30%
Public Safety	14.75	1.53%
Public Works	26.75	2.77%
Real Property	27	2.80%
Sewer District	5.75	0.60%
Sheriff	41.75	4.32%
Treasurer	6	0.62%
Veterans	3.75	0.39%
WIC	5.25	0.54%
Grand Total	965.5	100.00%