

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES  
JUNE 20, 2023

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Hicks, Fisher

SUPERVISORS: Henke, Hall, Haff, Hogan

Debra Prehoda, Clerk of the Board

Melissa Fitch, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – May 23, 2023
3. Information Technology
  - A. Cyber Security Report
  - B. Projects Report
  - C. Ticketing Report
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 May 23, 2023 meeting was moved by Mr. Griffith, seconded by Mr. Nolan, and adopted.

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

- Cyber Security Report, handout attached.
- Ticketing Report for the Month of May, handout attached.
- Project Status Updates, handout attached. Completed two fairly significant projects: Probation software and DSS training rooms updated for audio/visual technology. The CAD server upgrades states waiting on vendor because they have to do it and the project will probably move to later than expected. IT is ready on the network side but the software is the vendor. They have the printers for the Barn switching and printers projects but waiting on the switches.

**OTHER BUSINESS:**

- Cyber Security Officer Position – The Cyber Security Officer position is now under the Information Technology department and they have been trying to fill the position. The IT CIO would like to make some changes to that position keeping the same title but make it a technical position and increase the salary from \$71,354 base to be even with the Assistant Director position, \$76,845 base. A motion to move request to increase salary to the Personnel Committee was moved by Mr. Griffith, seconded by Mrs. Fedler and adopted. The County Administrator stated there was a meeting with the Government Operations and Information Technology Committee Chairs, County Administrator, IT CIO, Personnel Director, and County Attorney discussing in depth the Cyber Security Officer position and advantages of having it in Information Technology. Possibly looking at two positions, a technical position, the Cyber Security Officer, and a more risk management position which is more of a position in the County Attorney's office which will be looked at during the 2024 budget process. Mr. Haff stated the overall net impact is an increase in wages. The County Administrator stated yes an increase in wages for next year at least that is the request. Mr. O'Brien stated still discussing the proposed position which has yet to be defined and what department it would be assigned to. Mr. Henke, Chairman of the Board, stated we need to do some long term strategic planning especially in risk management and how do we manage our risks in all areas of county

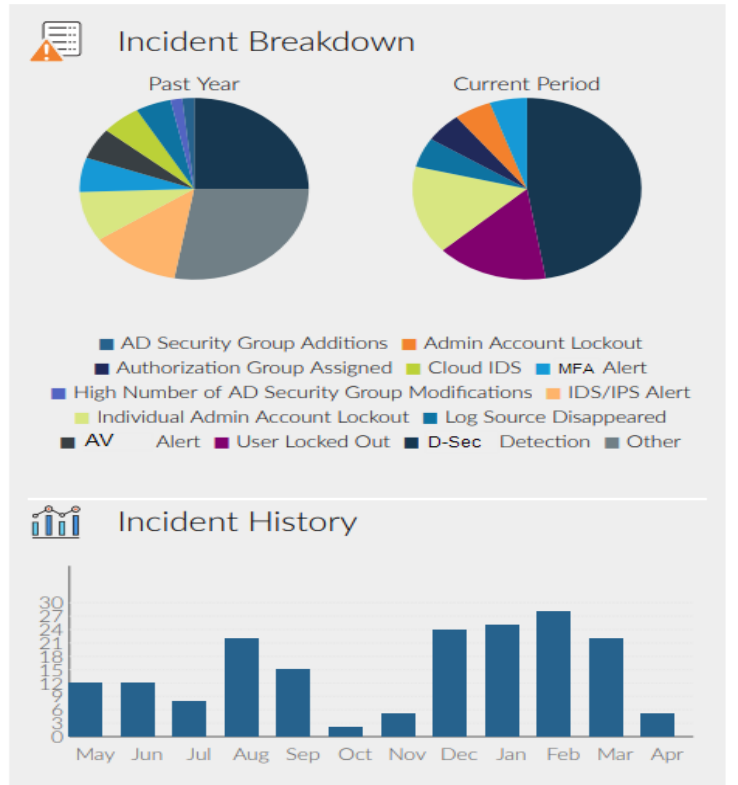
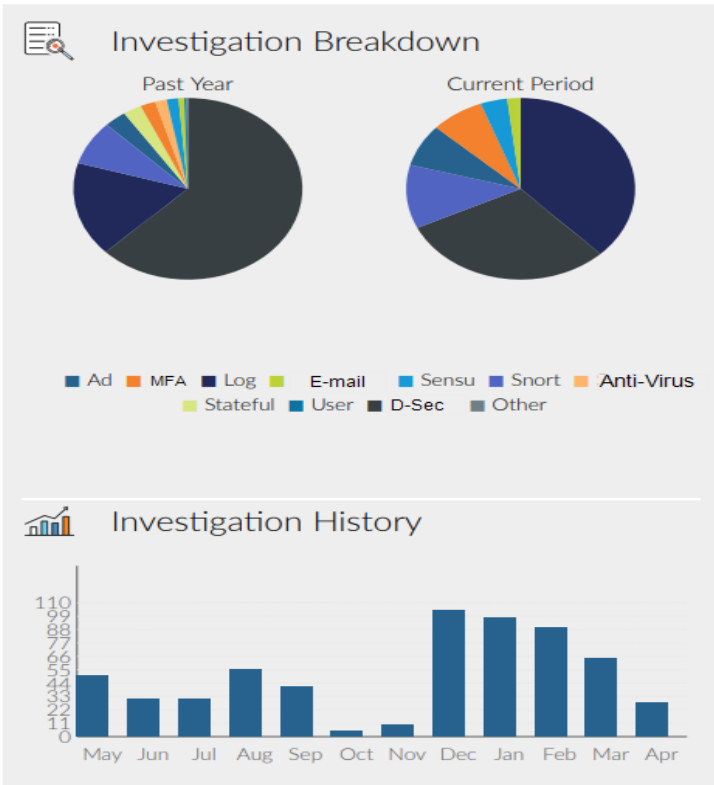
operations, not just cyber security. The County Administrator stated there are a lot of vulnerabilities and a risk management position would be beneficial. Mr. Nolan stated good risk management would save the County money, i.e., prevents the possibility of lawsuits. Mr. O'Brien stated this is just the start of the conversation and more information to gather, analyze areas of risk and more discussion to follow. The County Attorney stressed the importance of risk management. He stated the regulations continue to increase and get more complicated and new laws which the County has to comply with. He envisions this proposed new position to be like a Safety Officer for information and compliance.

The meeting adjourned at 10:22 A.M.

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

# Cyber Security Report - May 2023

## Organization Overview



## Email Overview



## Monthly item of interest/News

- The U.S. Department of Energy and several other federal agencies were hit in a global hacking campaign that exploited a vulnerability in widely used file-transfer software – MOVEit Transfer

<b>Ticketing Report May 2023</b>		
<b>Department</b>	<b>Hours</b>	<b>% of Total</b>
Administration	13	1.12%
Alt Sent/Youth Bureau	90.5	7.81%
Assigned Counsel	1.25	0.11%
Board of Elections	12.5	1.08%
Board of Supervisors	8.5	0.73%
Building & Grounds	24.75	2.14%
Code Enforcement	1	0.09%
Community Services Board	0.25	0.02%
Coroner	0.5	0.04%
County Attorney	9.75	0.84%
County Clerk	8.25	0.71%
Courts NYS	2.5	0.22%
District Attorney	44.5	3.84%
DSS	395.5	34.14%
Easton Town Code Enforcer	4.25	0.37%
IT	187	16.14%
LDC	3.5	0.30%
OFA/ADRC	1.5	0.13%
Personnel	11.25	0.97%
Planning	1.5	0.13%
Probation	29.25	2.52%
Public Defender	2.75	0.24%
Public Health	27.25	2.35%
Public Safety	46.75	4.04%
Public Works	27.5	2.37%
Real Property	28.75	2.48%
Safety	1.25	0.11%
Sewer District	10.5	0.91%
Sheriff	58.25	5.03%
Tax Collectors	0.75	0.06%
Treasurer	99.75	8.61%
Veterans	2	0.17%
WIC	2	0.17%
<b>Grand Total</b>	<b>1158.5</b>	<b>100.00%</b>

**June 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	10%	Installation has started
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	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%	Waiting on vendor
6/22	5/23	In Process	Phone System call center	Call center software install and configuration	All	80%	Working with vendor and testing
8/22	4/23	Complete	Basement training room upgrade	Upgrade of AV in basement training room	All	100%	Complete
3/22	1/23	Complete	Probation software	Probation software implementation	Probation	100%	Complete