

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
JULY 25, 2023

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Hicks, Fedler

SUPERVISORS: Henke, Hall

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 – June 20, 2023
3. Information Technology
 - A. Cyber Security Report
 - B. Ticketing Report
 - C. Project Status 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 June 20, 2023 meeting was moved by Mr. Nolan, seconded by Mr. Fisher and Mrs. Clary and adopted.

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

- Cyber Security Report, handout attached. Noted this month's item of interest was regarding hackers conducting widespread exploitation of a critical WooCommerce Payments plugin to gain the privileges of any users on vulnerable WordPress installations. She stated programs will have their vulnerabilities and should be kept updated. WordPress is widely available so it is a big target.
- Ticketing Report for the Month of May, handout attached. Asked about the number of tickets in the Department of Social Services (DSS) and stated there are more tickets because they have three full time technicians that work on their systems and there are around 150 employees in that department.
- Project Status Updates, handout attached.

OTHER BUSINESS:

- Two new employees recently started work in the Information Technology Department, Project Engineer and Help Desk/IT Support Specialist.
- Waiver from the Procurement Policy – Requesting an RFP waiver from the Procurement Policy to enter into a three-year agreement with ABS who provides their IT support services. This is a very particular need because you cannot just have anybody in our environment and they have created vast knowledge over the years providing support for at least twelve years. She stated they are very good at what they do. Motion to approve RFP waiver from Procurement Policy to enter into a three-year agreement with ABS for IT support services was moved by Mr. Fisher, seconded by Mrs. Clary and adopted.

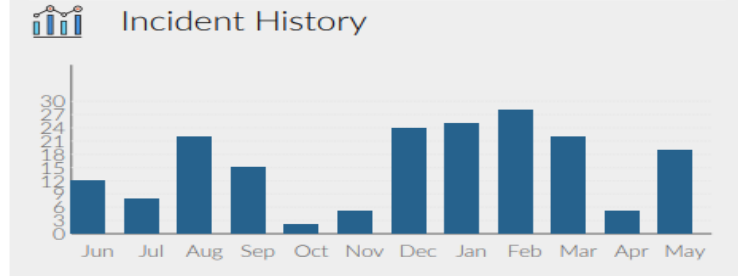
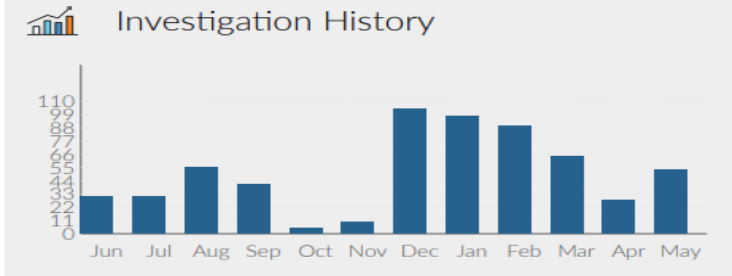
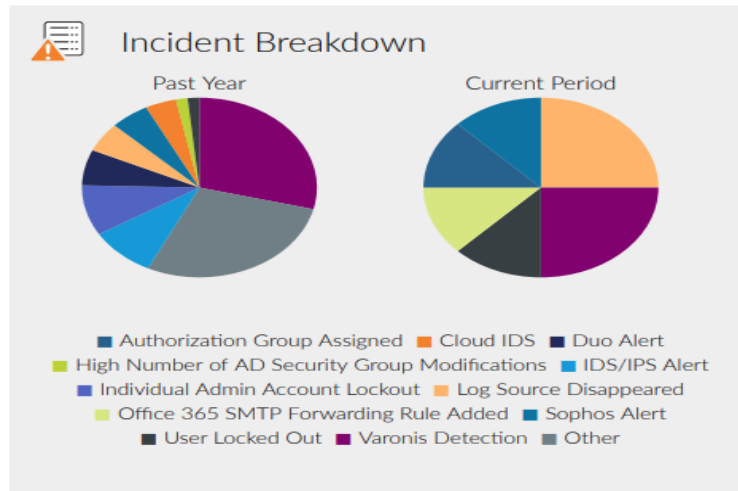
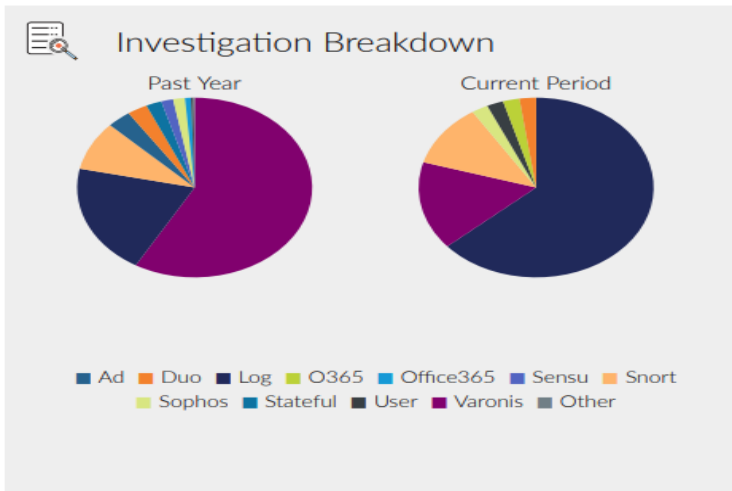
The meeting adjourned at 10:12 A.M.

Debra Prehoda, Clerk

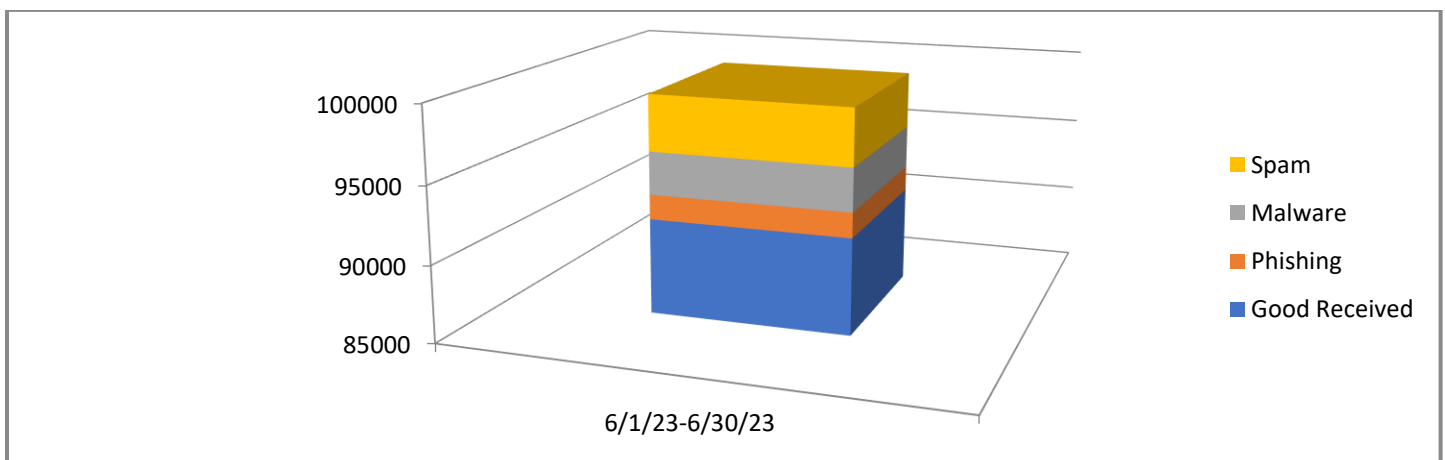
Washington County Board of Supervisors

Cyber Security Report - June 2023

Organization Overview



Email Overview



Monthly item of interest/News

- Hackers are conducting widespread exploitation of a critical WooCommerce Payments plugin to gain the privileges of any users, including administrators, on vulnerable WordPress installations

Ticketing Report June 2023

Department	Hours	% of Total
Administration	10	0.92%
Alt Sent/Youth Bureau	44.25	4.08%
Assigned Counsel	3.5	0.32%
Board of Elections	19.5	1.80%
Board of Supervisors	2	0.18%
Building & Grounds	11	1.02%
Code Enforcement	9.25	0.85%
County Attorney	1.25	0.12%
County Clerk	9	0.83%
District Attorney	8.25	0.76%
DSS	446.25	41.19%
Historian	0.5	0.05%
IT	206.25	19.04%
OFA/ADRC	0.5	0.05%
Personnel	30.25	2.79%
Planning	3	0.28%
Probation	33	3.05%
Public Defender	3.25	0.30%
Public Health	9.75	0.90%
Public Safety	52.25	4.82%
Public Works	30.75	2.84%
Real Property	32.5	3.00%
Sewer District	4.75	0.44%
Sheriff	53.75	4.96%
Tax Collectors	2	0.18%
Treasurer	55	5.08%
Veterans	0.5	0.05%
WIC	1.25	0.12%
Grand Total	1083.5	100.00%

July 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	20%	Hardware is arriving and process started
4/23	9/23	In Process	CAD server upgrades	Upgrades to Public Safety environment	Public Safety\Sheriff	20%	Waiting on vendor
6/22	8/23	In Process	Phone System call center	Call center software install and configuration	All	85%	Working with vendor and testing
6/23	9/23	In Process	Cyber Policy revamp	Technology Policy build	All	20%	Working with Vendor