

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
AUGUST 30, 2023

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Hicks, Fisher

SUPERVISORS: Henke, Shaw, Campbell, Skellie

Debra Prehoda, Clerk of the Board

Dan Martindale, Deputy County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – July 25, 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 11:12 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 July 25, 2023 meeting was moved by Mr. Nolan, seconded by Mrs. Clary, and adopted.

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

- Cyber Security Report, handout attached. Highlighted item: Social media exploitation is on the rise. Recommended to be cautious of notification inside social media to avoid being compromised.
- Ticketing Report for the Month of June, handout attached.
- Project Status Updates, handout attached. Very big projects being worked on include UPS replacements at the Law Enforcement Center and switching. Working on rewiring building C and two-thirds completed with replacing the telephones with IP phones.

OTHER BUSINESS:

Mr. Shaw stated the Town of Easton was using a Code Enforcement program that has now been replaced with a new program. He asked if the town could use this new program through the County. The IT CIO stated the town would have to contract with the vendor at a town cost. Mr. Shaw stated the town is taxed for County Code Enforcement but they provide their own code enforcement services and thought since the town financially supports County Code Enforcement that possibly this software program could be provided to the town at no cost.

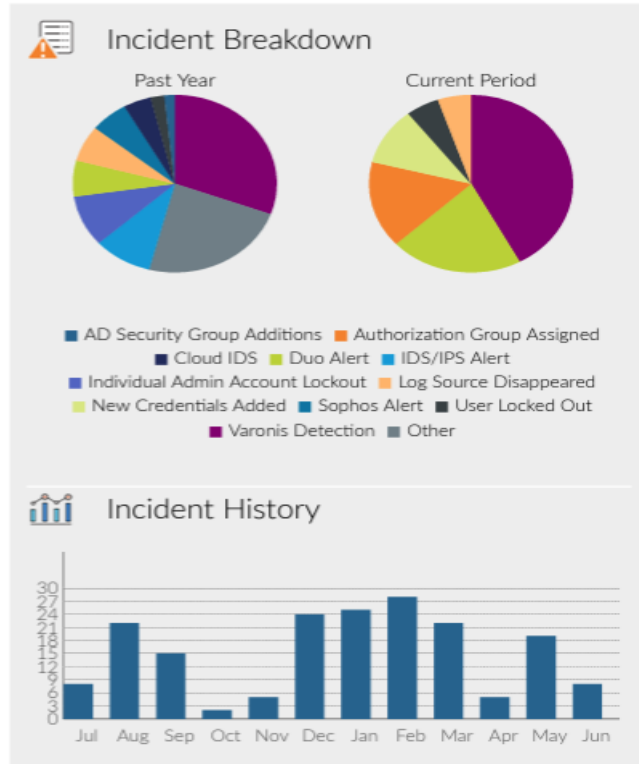
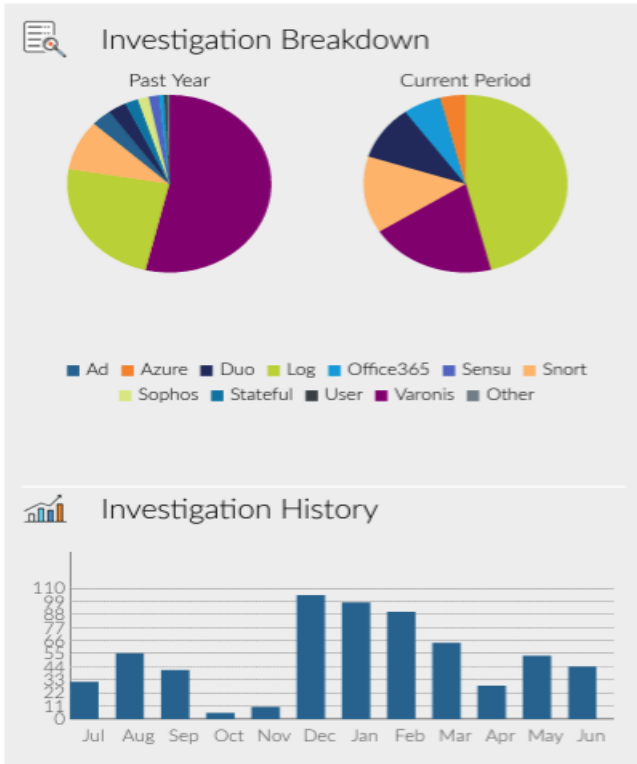
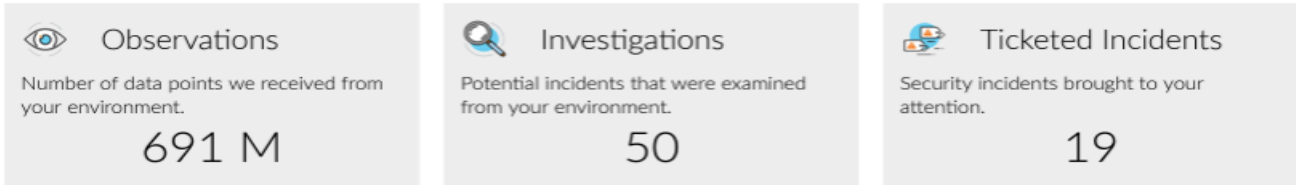
The IT CIO stated that technology is so important that all towns should consider putting funds in their budget for information technology needs. She does see on the horizon being able to offer some shared services out to the towns in terms of IT support.

The meeting adjourned at 11:32 A.M.

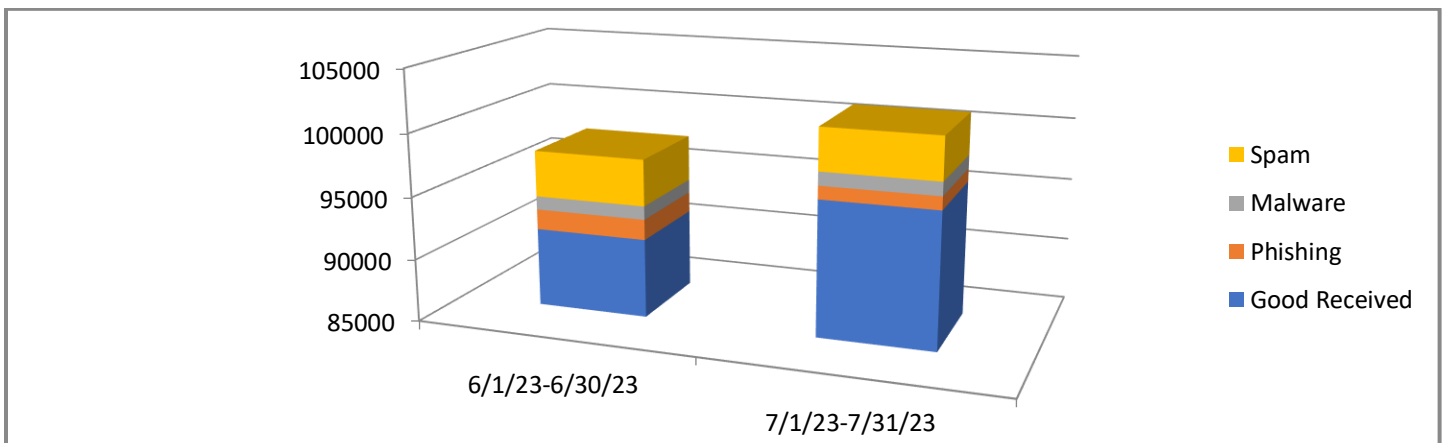
*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Cyber Security Report - July 2023

Organization Overview



Email Overview



Monthly item of interest/News

- Social media exploitation is on the rise. The social media platforms can be misleading and brings rise to another avenue for a hacker to infiltrate your life. Be cautious of notifications inside social media and any call to action that sounds urgent.

Ticketing Report July 2023

Department	Hours	% of Total
Administration	25	2.69%
Alt Sent/Youth Bureau	49.25	5.30%
Assigned Counsel	9.25	1.00%
Board of Elections	25.25	2.72%
Board of Supervisors	5	0.54%
Building & Grounds	10.75	1.16%
Code Enforcement	0.75	0.08%
Community Services Board	0.5	0.05%
County Attorney	1.75	0.19%
County Clerk	4.75	0.51%
District Attorney	20.5	2.21%
DSS	309	33.25%
Historian	3.5	0.38%
IT	244	26.26%
Loaners	3.5	0.38%
OFA/ADRC	1.5	0.16%
Personnel	30	3.23%
Planning	3.5	0.38%
Probation	8.75	0.94%
Public Defender	7	0.75%
Public Health	15.25	1.64%
Public Safety	12.5	1.35%
Public Works	33.25	3.58%
Real Property	21.5	2.31%
Safety	2.5	0.27%
Sewer District	11.75	1.26%
Sheriff	49	5.27%
Tax Collectors	0.25	0.03%
Treasurer	8.25	0.89%
Veterans	0.25	0.03%
WIC	11.25	1.21%
Grand Total	929.25	100.00%

July 2023

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
6/22	8/23	In Process	Phone System call center	Call center software install and configuration	All	95%	Testing within IT
4/23	11/23	In Process	Edge switching	Edge switching replacement	All	20%	Installation has started
4/23	12/23	on hold	Barn switching and printers	Additional switching and printer upgrade barns	DPW	20%	Waiting on licensing from vendor
4/23	10/23	In Process	UPS LEC	UPS replacement Jail	Sheriff	50%	Installing Hardware at LEC
4/23	11/23	In Process	Building C rewire	Rewiring of building C for expansion	All	35%	Working to complete
4/23	9/23	In Process	CAD server upgrades	Upgrades to Public Safety environment	Public Safety\Sheriff	40%	Working with vendor to complete
6/23	9/23	In Process	Cyber Policy revamp	Technology Policy build	All	60%	Working with Vendor
9/23	12/23	waiting parts	Public safety fairgrounds upgrade	Technology upgrade at fairgrounds	Public Safety	10%	Hardware on order
9/23	12/23	waiting parts	Wireless equipment upgrade	Replace wireless network entire county	All	10%	Hardware on order
7/23	9/23	Complete	Upgrade AV in Grand Jury room	AV upgrade	DA	100%	Complete
7/23	9/23	Complete	Upgrade AV in Alt Sent	AV upgrade	Alt Sent/Youth	100%	Complete