

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
AUGUST 31, 2022

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall-zoom, Henke, Shaw, Campbell, Skellie, Hogan, Rozell

Debra Prehoda, Clerk of the Board

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

Roger Wickes, County Attorney

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – July 19, 2022
3. County Attorney
 - A. Cyber Security Report
4. Information Technology
 - A. Project Status Updates
 - B. Ticketing Report
5. Other Business
6. Adjournment

Chairman O'Brien called the meeting to order at 11:10 A.M. in the Supervisors classroom, Room B214, and via zoom.

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

- COUNTY ATTORNEY – Roger Wickes, County Attorney, addressed the following items with the committee:
 - Cyber Security Report, monthly report attached. The Cyber Security Officer presented at the Multi-State Information and Analysis Center's Annual meeting in Baltimore. Incidents/concerns are still out there and everyone should remain vigilant.
 - Director's Conference – Motion to authorize Cyber Security Officer attending Director's conference in Penn Yan October 12th – October 14th and authorize \$100 in the budget was moved by Mrs. Fedler, seconded by Mr. Griffith and adopted.
- INFORMATION TECHNOLOGY - Teri McNall, Information Technology CIO, addressed the following items with the committee
 - Project Updates, handout attached. Recently completed the very large UPS project. When Kronos was moved to the cloud it was anticipated that the old server would go away and would not need access to the old data and that is not the case. They could not leave the old server in the environment so installed a new server, new operating system, updated the stagnant data to the newest version of Kronos and it is still in house and available for historical access.
 - June Ticketing Report, handout attached. This past month completed some old tickets for a big software update for the Youth Bureau.
 - 2022 Budget Update – This year budget-wise had some unexpected expenses specifically with cyber security insurance requirements and such that have come up as well as some significant increases in the price of things. From a budgetary perspective she wanted to just bring this up for the committee's information and with breakage and some other things in the budget, she feels there should be enough funds to cover and not see any overages.

OTHER BUSINESS: None.

The meeting adjourned at 11:16 A.M.

Debra Prehoda, Clerk

Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE

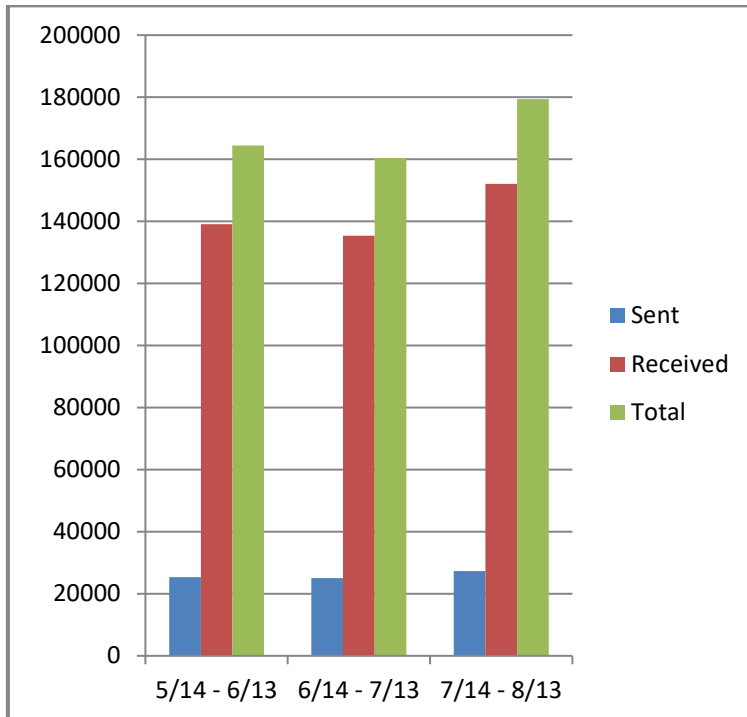
County Cyber Security Office

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

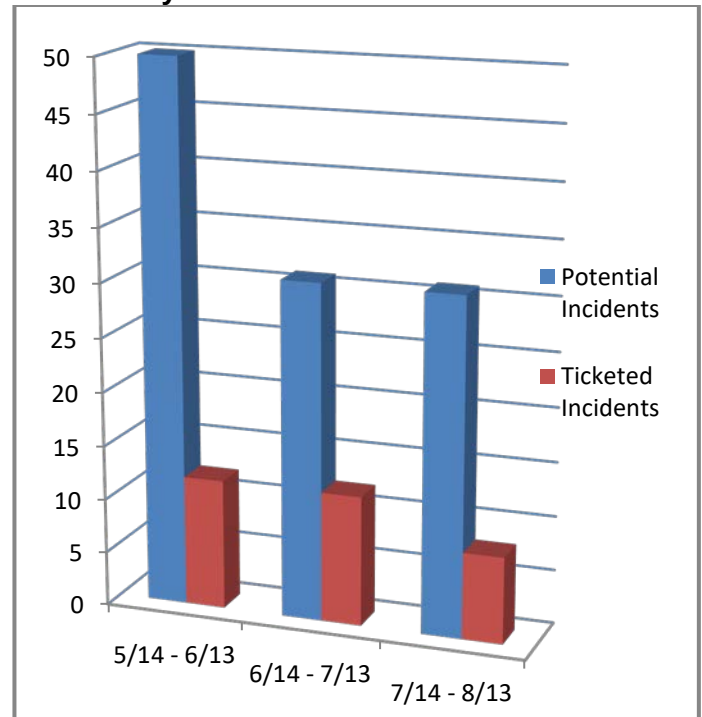
Karen R Pratt
Cyber Security Officer

Cyber Report 7/14/2022 – 8/13/2022

Email Transaction Statistics



Security Statistics/525 Million Data Points



Incident/Remediation Efforts

- Received 82 advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Received 5 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 18 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 67 alerts of abnormal file behavior within organization.

Monthly Items of Interest

- Presented at the Multi-State Information and Analysis Center's Annual Meeting, Baltimore Maryland, panel discussion Whole of State Approach to Implementing Cybersecurity
- Executed Cyber Security Tabletop Simulation with Washington County Team facilitated by NYS Division of Homeland Security and Emergency Services
- Upcoming Cybersecurity Awareness Month, October 2022. Theme is See Yourself in Cyber, meaning see yourself in cyber no matter what role you play in the workforce
- Submission of Compliance Plan for Cyber Security Regulation 6220 New York State Board of Elections
- Cybersecurity and Infrastructure Security Agency released Cyber Guidance for Small Organizations <https://www.cisa.gov/small-business>

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
8/21	7/22	In Process	Replacement of patrol car pcs	Replace patrol car pcs in all vehicles	Sheriff/IT	85%	Installing
11/21	9/22	In Process	Camera project	Camera install and replace	All	75%	Installing cameras
3/22	8/22	In Process	Probation software	Probation software implementation	Probation	30%	Data conversion in process
4/22	9/22	In Process	File server replacement	File server upgrade and replacement	All	65%	Working on migration
6/22	11/22	In Process	Phone System call center	Call center software install and configuration	All	10%	Building servers
8/22	10/22	In Process	Basement training room upgrade	Upgrade of AV in basement training room	All	5%	waiting parts
7/22	9/22	In Process	Old timekeeping software upgrade	Old timekeeping software upgrade	All	95%	testing then remove old servers
2/22	5/22	Complete	UPS Replacement	Replace county UPS devices	All	100%	Complete

Ticket Report - Tickets Completed in July 2022

Department	Hours	% of Total
Administration	23.25	2.03%
Alt Sent/Youth Bureau	713.5	62.23%
Assigned Counsel	3.25	0.28%
Board of Elections	1.5	0.13%
Board of Supervisors	4.75	0.41%
Building & Grounds	16.75	1.46%
Code Enforcement	1	0.09%
County Attorney	1.25	0.11%
County Clerk	6	0.52%
District Attorney	2	0.17%
DSS	3.25	0.28%
IT	124.75	10.88%
LDC	5.5	0.48%
OFA/ADRC	1	0.09%
Personnel	34	2.97%
Planning	4.5	0.39%
Probation	14	1.22%
Public Defender	4.5	0.39%
Public Health	35.75	3.12%
Public Safety	29.25	2.55%
Public Works	15.25	1.33%
Real Property	27.5	2.40%
Safety	5.5	0.48%
Sewer District	1	0.09%
Sheriff	32.5	2.83%
Tax Collectors	14.75	1.29%
Treasurer	10.75	0.94%
WIC	9.5	0.83%
Grand Total	1146.5	100.00%