

JOINT INFORMATION TECHNOLOGY AND FINANCE COMMITTEE MEETING MINUTES  
SEPTEMBER 19, 2023

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Griffith, Fisher

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Haff, Hicks, Fedler, Skellie, Hogan, Clary, Wilson

FINANCE COMMITTEE MEMBERS ABSENT: Rozell, Griffith

SUPERVISORS: Henke, Hall

Debra Prehoda, Clerk of the Board

Al Nolette, County Treasurer

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – August 30, 2023
3. Information Technology
  - A. Request for Overnight Travel – 10/4/23
  - B. Review 2022 Budget Request
4. Other Business
5. Adjournment

Chairman O'Brien called the Information Technology Committee to order and Chairman Campbell called the Finance Committee to order at 10:00 A.M.

Chairman Campbell, Budget Officer, stated three things contributing to the increase in the budget as requested are retirement, health insurance and Medicaid. The way the budget is set up with the requests, he has \$1.2M increase in property taxes which is not to the tax cap, and \$28M in sales tax.

A motion to accept the minutes of the August 30, 2023 Information Technology committee meeting was moved by Mr. Nolan , seconded by Mrs. Fedler, and adopted.

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

- Overnight Travel - Motion to approve overnight travel (Service Manager) to attend the Fall IT Director's conference at West Point at a cost of \$100 was moved by Mrs. Clary, seconded by Mr. Nolan and Mrs. Fedler and adopted.
- 2024 Budget
  - A.1680 – Information Technology

Personal Services	915,830	
Benefits	326,171	
Equipment	680,400	
Contractual	1,426,825	
Total	3,349,226	

Revenue: \$113,868. Interdepartmental revenue of \$103,572 is a DSS chargeback for a shared employee and General Services Data Processing (TCS) \$10,296. Expenses: Personnel increased due to moving the Cyber Security Officer from the County Attorney's Office to Information Technology. Contractual - All of the reoccurring costs are such things as subscriptions and maintenance contracts and the things that are new expenditures for the year are really broken down between A.1680.2020 computer equipment,

hardware, \$680,400 and A.1680.4021 non-capital software \$257,300 and will change every year. The DPW camera expansion are the cameras for the barns and the covered bridges due to vandalism and the bridges are being struck by vehicles. The firewall replacement is due to end of life. Anticipates the \$150,000 a year in computer purchases to continue yearly for the cycle of replacements. In 2026, the existing time keeping system is being replaced because it is being discontinued in 2027, the last year, and unsure of new system which could be more. Mr. Haff would like the number of units more defined rather than just all one unit. Overall expenses are up less than 3%.

Distributed 5-year capital plan, attached. These are expenses that will be coming up in the next five years. A lot of the hardware is on a six year cycle. She tries to keep the yearly expenses close.

Submitted a travel plan, attached.

Personnel Request - Project Manager/Administrative position. The IT CIO stated the department currently does not have an administrative position. They do have a part time person that helps with those duties but overwhelmed with the administrative tasks. She struggles with having expensive IT time being spent on things that are administrative items. They would really benefit from having someone to help them with project management, asset management, purchasing, payroll, etc. to take off the shoulders of everyone that is technical in the department. The estimated cost for this position is \$50,755 and not included in the budget. Personnel requests will be considered at a different meeting.

OTHER BUSINESS: None.

The Information Technology committee meeting adjourned at 10:24A.M.

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

IT Capital plan 5 years (9/2023)			
	Device	Cost	Total
2024	Core switching	\$83,000	
	On Prem backup	\$100,000	
	Firewall replacement	\$105,000	
	Symetra 911 server	\$24,000	
			<b>\$312,000</b>
2025	Barn router replacement	\$10,000	
	SAN	\$130,000	
	Servers	\$130,000	
	Symetra 911 FTE Tower and Burch Tower	\$60,000	
	Cloud Backup	\$120,000	
			<b>\$450,000</b>
2026	VPN Appliance	\$25,000	
	Phone System replacement	\$200,000	
	Symetra IT Bphone room	\$30,000	
	Timekeeping software upgrade/time clocks	\$100,000	
			<b>\$355,000</b>
2027	Sheriff Inv pc replacement	\$25,000	
	Burgoyne refresh - switching - ups, etc	\$60,000	
	Patol PC/network equipment replacement	\$150,000	
	Sheriff Patrol car pc/router replacments	\$130,000	
	Symetra IT data center	\$30,000	
	Server Datacenter Licensing	\$60,000	
			<b>\$455,000</b>
2028	UPS Replacements	\$50,000	
	Camera Refresh	\$110,000	
			<b>\$160,000</b>

Summary	
2024	<b>\$312,000</b>
2025	<b>\$450,000</b>
2026	<b>\$355,000</b>
2027	<b>\$455,000</b>
2028	<b>\$160,000</b>



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*Director  
Teri McNall*

## Annual Travel Plan

Request for overnight travel for:

Lisa McDonald to attend the Tyler Connect 2024 Conference in Indianapolis Indiana on May 19 – 22 2024. With the option of leaving on the 18<sup>th</sup> and returning on the 23<sup>rd</sup> depending on travel arrangements.

Due to Support of the New World Tyler HR – FM Application.

Conference fee early registration will be around \$950.00  
Hotel will be around 389.00 a night with tax included. This will be split with Treasurer's office due to sharing a room.

Airfare round trip around 1500.00.



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Director  
Teri McNall

## Annual Travel Plan

Request for overnight travel for:

### **Local conferences:**

#### About ANYCon — ANYCON

Dates: TBD

Location: Albany, NY, with a plan to commute each day in County car.

2 hours from Boston, 3 hours from NYC, 3 hours from Rochester, 4 hours from PA... You get the picture. ANYCon was born out of a desire to bring the New England area together for a security conference that is easily accessible, educational, and fun. Whether you're a student learning about the infosec world, or a seasoned security expert, there will be something for you at ANYCon. We're building a community of students, enthusiasts, and professionals to improve the state of security in the industry and have a bit of fun while doing it!

Approximate cost to attend:

< \$950 for registration

\$50 for parking in Albany

Total cost to attend: \$1000

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#### NYS Cybersecurity Conference 2024 (link to 2023 info)

Dates: TBD

Location: Albany, NY, with a plan to commute each day in County car.

This is the annual NYS-hosted cybersecurity conference. All NYS IT professionals are strongly encouraged to attend.

Approximate cost to attend:

\$250 for registration

\$50 for parking in Albany

Total cost to attend: \$300

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#### NYSLGITDA – Directors conferences

No location yet but there will be 2 conferences during 2024

Total cost \$200 for each conference