

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES  
OCTOBER 25, 2022

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: O'Brien, Griffith, Hicks, Clary, Wilson - participated remotely/videoconferencing, Nolan

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Fedler

SUPERVISORS: Hall, Henke, Ferguson, Fisher, Haff, Campbell, Hogan

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 – September 20, 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 10:00 A.M. in the Supervisors classroom, Room B214, Municipal Building, Fort Edward and by videoconferencing at the Putnam Town Hall, 14 Putnam Center Road in Putnam, New York.

A motion to accept the minutes of the September 20, 2022 meeting was moved by Mr. Nolan, seconded by Mr. Hicks, and adopted.

- CYBER SECURITY REPORT – Dan Martindale, Deputy County Attorney, addressed the following item with the committee:
- Cyber Security Report, monthly report attached. Awarded \$50,000 cyber security grant. The IT CIO stated the funding was for policies updates – information security. There is an upcoming training, the National Association of Counties cyberattack simulations – Procurement without Security Considerations. Received a number of alerts and inquiries.
- INFORMATION TECHNOLOGY - Teri McNall, Information Technology CIO, addressed the following items with the committee
  - Ticketing Report, handout attached. She believes even better numbers can be obtain for the report because the ticketing program is going through some updates and she will be able to get all the actual entries made during the month. The report going forward will give a more accurate picture of the work done. Chairman O'Brien asked if the 65 hours of work in the Sewer District is billed to them. The work in the Sewer District has been to quote out equipment for a project they are doing. She is unsure if they are billed back for this work. The Treasurer stated he bills the Sewer District \$50,000 for his services. They are not billed for work done by other County departments. The IT CIO stated the Sewer District is on the County network. They have County email; County computers and they are part of the County internet and networks just like every other department. Chairman O'Brien would like those costs looked at and asked the County Administrator to do that and suggested seeing that it covers multiple departments that this should go to the Government Operations Committee. The IT CIO stated this amount of time to the Sewer District was out of the ordinary. Discussed ensued on what departments do for the Sewer District and services the Sewer District provides to Buildings and Grounds. The Treasurer noted that the Sewer District budget for 2023 has been approved by the Sewer District Board of Commissioners and they would have to build in any change and would need to know that now. Mr. Campbell stated maybe we should also look at true-up of

the costs with the towns too. Upon checking, the Sewer District is paying the costs of the services they were concerned about.

- Project Updates, handout attached. Impressed with the progress of the camera project.

OTHER BUSINESS: None.

A motion to adjourn was moved by Mr. Griffith, seconded by Mrs. Clary, and adopted. The meeting adjourned at 10:21 A.M.

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



# WASHINGTON COUNTY ATTORNEY'S OFFICE

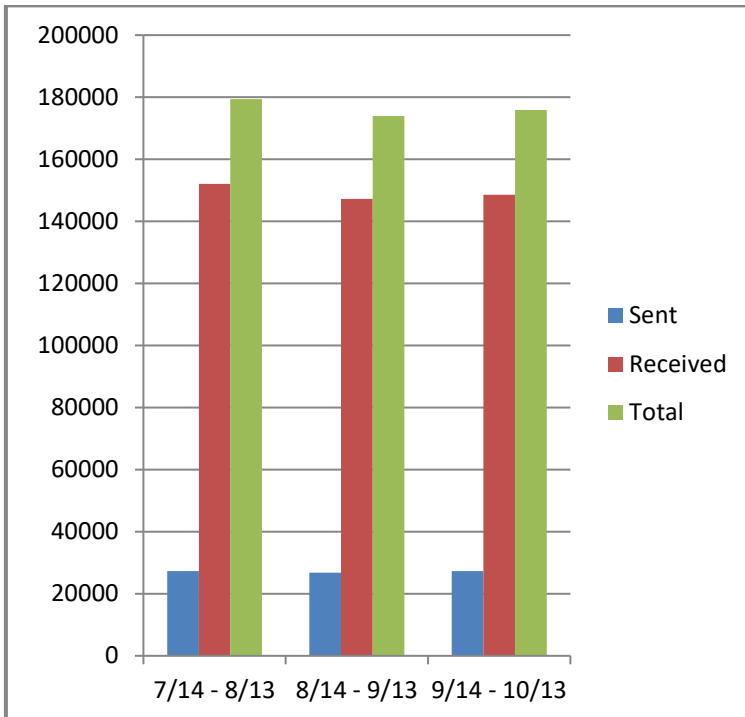
## County Cyber Security Office

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

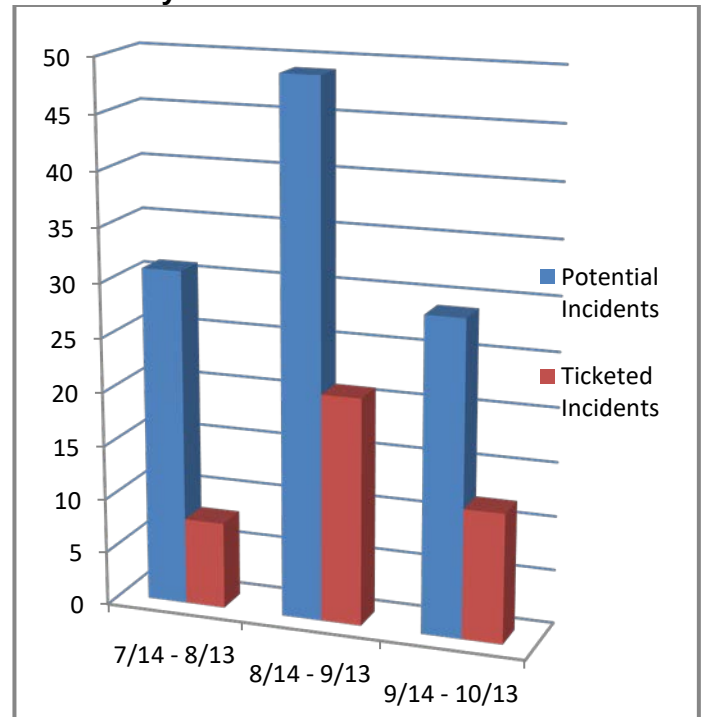
**Karen R Pratt**  
Cyber Security Officer

### Cyber Report 9/14/2022 – 10/13/2022

**Email Transaction Statistics**



**Security Statistics/529 Million Data Points**



### Incident/Remediation Efforts

- Received 103 advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Received 12 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 17 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 51 alerts of abnormal file behavior within organization.

### Monthly Items of Interest

- Award of \$50,000 federal funding under the FY2020 Cyber Security Cyber Grant Program.
- Shared security resources and security conversation with our senior community at the Washington County Office for Aging and Disability Resource Center's Health and Wellness Fall Festival.
- National Association of Counties Upcoming Cyberattack Simulations - Procurement without Security Considerations.

<b>Ticket Report - Tickets Completed in September 2022</b>		
<b>Department</b>	<b>Hours</b>	<b>% of Total</b>
Administration	6.25	0.79%
Alt Sent/Youth Bureau	28.5	3.61%
Assigned Counsel	3.75	0.47%
Board of Elections	53.75	6.81%
Board of Supervisors	3	0.38%
Building & Grounds	13.25	1.68%
Code Enforcement	4.5	0.57%
Coroner	5.25	0.66%
County Attorney	6	0.76%
County Clerk	9.25	1.17%
District Attorney	10.75	1.36%
DSS	6.25	0.79%
EOC	41.25	5.22%
IT	222	28.12%
Loaners	1.5	0.19%
OFA/ADRC	1	0.13%
Personnel	17.25	2.18%
Planning	2.75	0.35%
Probation	3	0.38%
Public Defender	9.25	1.17%
Public Health	18.25	2.31%
Public Safety	98.25	12.44%
Public Works	29.75	3.77%
Real Property	32.25	4.08%
Safety	1	0.13%
Sewer District	65.25	8.26%
Sheriff	55.5	7.03%
Treasurer	27.75	3.51%
Veterans	1	0.13%
WIC	11.75	1.49%
<b>Grand Total</b>	<b>789.5</b>	<b>100.00%</b>

## October 2022

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	95%	Installing
11/21	11/22	In Process	Camera project	Camera install and replace	All	80%	Installing cameras
3/22	1/23	In Process	Probation software	Probation software implementation	Probation	50%	Data conversion in process
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
9/22	12/22	In Process	State Farm building	Tech build out for new location	Public Defender	10%	Internet and all hardware ordered, waiting for delivery and installation
4/22	9/22	Complete	File server replacement	File server upgrade and replacement	All	100%	Complete
7/22	9/22	Complete	Old timekeeping software upgrade	Old timekeeping software upgrade	All	100%	Complete