

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
FEBRUARY 9, 2021

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: Griffith, Clary, Hicks, Shaw, Hogan, Ferguson, Ward

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Losaw, O'Brien, Campbell, Skellie

Debra Prehoda, Clerk of the Board

Al Nolette, County Treasurer

Roger Wickes, County Attorney

Teri McNall, CIO Information Technology

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – January 6, 2021
3. County Attorney – Cyber Security Report
4. Information Technology
 - A. Project Updates
5. Other Business
6. Adjournment

Chairman Griffith called the meeting to order at 2:34 P.M.

A motion to accept the minutes of the January 6, 2021 meeting was moved by Mrs. Clary, seconded by Mr. Shaw, and adopted.

COUNTY ATTORNEY: Roger Wickes, County Attorney, addressed the following items with the committee:

- Cyber Security Report, handout attached. Ticketed incidents are down probably due to employees taking time off over the holidays. Two hundred sixty two attempts to log into one of our email accounts from various locations outside the United States during the month of January but no penetration was made. The scam requesting that you send someone gift cards has also been going around. If any towns want to be added to the email list for the newsletter the Cyber Security Officers sends out just contact the Cyber Security Officer.

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

- Project Updates, handout attached. Completed phase two of the firewall project. Moving forward quickly with replacing the routers in the DPW barns. The DPW gas project is in the final stages and almost complete.
- Soft Phones – Purchased an initial pack of licensing and now has the final number on the additional licenses needed to finish and also need some IP phones. The phone system for the County will need to be replaced in the next few years and recommends starting to replace some of these old technology phones with IP phones over the next few years. Making the softphones work with the existing phones is labor intensive and unreliable. One hundred fifty users have requested soft phones and recommending to replace their phones now with IP phones which helps with the overall phone replacement over the next several years. Requesting to transfer from the IT reserve \$27,000 for the 150 phones and licenses. The County has six hundred ninety two phone lines. A motion to approve additional soft phone licenses and IP phones and move request to transfer funds from IT reserve for these purchases in the amount of \$27,000 to the Finance Committee was moved by Mr. Ferguson, seconded by Messrs. Shaw and Ward, and adopted.

- DSS:
 - DSS Internet Connection Upgrade – State’s proposal to increase the bandwidth for the Department of Social Services. DSS is on a State connection that is very slow right now 10 meg which makes video training, zoom and video conferencing very challenging. The State has come up with a cost to increase the bandwidth to 100 meg, an initial cost of \$8,000 and an annual cost of \$24,000. The DSS Commissioner stated they are asking statewide why this should be a county cost. She does recommend moving forward with the initial cost and continue to pursue with the State taking over the reoccurring costs. Mr. Campbell stated he will also contact NYSAC to push back on this. A motion to approve moving forward with the initial \$8,000 and forward to the Finance Committee was moved by Mr. Ferguson, seconded by Mrs. Clary and Mr. Ward, and adopted.
 - DSS Computer Operations Coordinator Position – IT over the years has been working with DSS to fill in and one IT employee has been filling in on a full time basis for a DSS Computer Operations Coordinator who is on military leave. Request is to amend the Staffing Pattern to add an additional Computer Operations Coordinator position. Having two DSS Computer Operations Coordinators would allow them to help one another and backfill for each other allowing them to function in a much better way. The IT employee will continue to work down in DSS but probably more on a half time basis. The IT CIO stated having two full time DSS Computer Operations Coordinators is the right way to go and would provide the agency with better support. DSS is a unique case because they are on a State system and the State limits the number of administrative accounts and requires State approval. Everything is so electronic now and that is not going to change. DSS does reimburse IT for their employee’s time working in DSS through a MOU. The State does reimburse a percentage of the salary for this new position. A motion to approve moving DSS Computer Operations Coordinator position to the Personnel Committee was moved by Mr. Hicks, seconded by Messrs. Ferguson and Ward, and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 2:58 P.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



WASHINGTON COUNTY ATTORNEY'S OFFICE

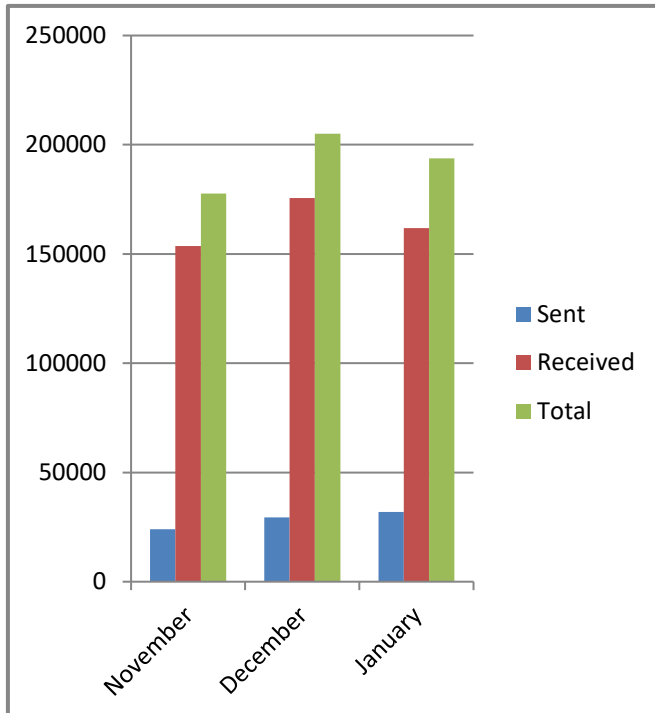
County Cyber Security Office

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

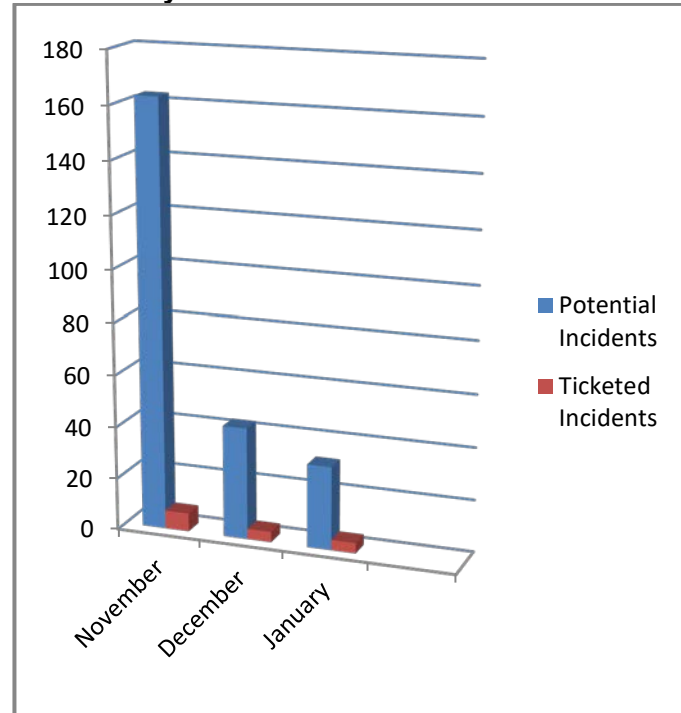
Karen R Pratt
Cyber Security Officer

Cyber Report 1/1/2021 – 1/31/2021

Email Transaction Statistics



Security Statistics/333 Million Data Points



Incident/Remediation Efforts

- Received 37 advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Received 6 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 21 inquiries of e-mail or other containing information or links that elevated suspicion.
- Researched and discussed 32 alerts of abnormal file behavior within organization.

Monthly Statistic of Interest

- In one week alone there were 262 attempts to login to one individual email account from various locations outside of the US.

On Time			Later than expected	OverDue			
Start Date	Goal	Status	Item	Description	Dept	Complete	Latest Activity
10/19	2/20	In Process	windows 10 deployment	All computer up to windows 10 OS	All	98%	Upgrading pcs that are compatible, replacing those that are not
10/20	12/20	In Process	Soft Phone installation	Installation of servers/networking for Soft phone deployment	All	95%	Testing, working out issues
12/19	3/21	In Process	MDM solution deployment	MDM solution to manage mobile devices	All	25%	Working with vendor to develop
10/20	2/21	Pending Complete	Gas software/system upgrade	upgrade of application for Gas system	DPW/IT	95%	Testing and training with vendor
1/21	5/21	Pre work	Patrol Car Router upgrade	Router upgrade for Patrol Cars	Sheriff/IT	5%	Equipment on order
1/21	5/21	In Process	DPW Barn Router upgrade	Router upgrade for DPW Barns	DPW/IT	40%	Installing equipment onsite
1/21	4/21	In Process	GIS Server replacement	Upgrading and replacement of GIS Server/Workstations	Real Property/IT	25%	Working with vendor
5/20	3/21	Complete	Firewall phase 2	Server Networks	All	100%	Complete