

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
AUGUST 7, 2018

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: O'Brien, Hogan, Fedler, Moore, Middleton, Clary

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Ferguson

SUPERVISORS: Henke, Shaw, Hicks, Idleman, Rozell

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Chris DeBolt, County Administrator

Teri McNall, CIO Information Technology

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – July 10, 2018
3. IT Department Update
 - A. Kronos Upgrade – MM Hayes to Waive Costs for Software Upgrade and Professional Services Review. Allow for Installation of Already Purchased Time Clocks
4. Consider IT Purchases for 2019 Budget
5. Other Business
6. Adjournment

Chairman O'Brien called the meeting to order at 9:42 A.M.

A motion to accept the minutes of July 10th meeting was moved by Mr. Fedler, seconded by Mr. Hogan and adopted.

Chairman O'Brien welcomed Teri McNall, new appointed Chief Information Officer, Information Technology Department.

IT DEPARTMENT UPDATE:

Kronos Upgrade – MM Hayes to Waive Costs for Software Upgrade and Professional Services Review - The County Administrator stated in 2004 the County installed Kronos and tried to make it into more than what it was originally designed for and that lead to less than ideal perimeters being set up within the system. In 2006 – 2007 realized this is not working and purchased New World payroll. For payroll to work effectively, it had to talk to Kronos so the payroll system was set up to communicate with some of the data that was in less than ideal format within the Kronos system. He stated fast forward twelve years and we have not done a major update to the Kronos system; the County is running on version 6 and the current version is 8.2; last year earmarked \$50,000 to \$75,000 for upgrade. In December of 2017, the vendor was having a sale on the time clocks and purchased 34 of those clocks for just over \$37,000. The problem is those clocks will not work with the outdated Kronos system that we have so they are sitting in boxes in IT. They met with MM Hayes, Kronos vendor, and they took responsibility for selling us the clocks we could not use, felt bad about it and to make that right to us are willing to do the upgrade for free, \$50,000 - \$75,000, and offering to convert Kronos to a managed solution. MM Hayes would host it for us and keep our maintenance rate flat; normally it would go up for that service. He strongly recommends moving forward with the Kronos upgrade and stated this is going to be very involved for the IT CIO, County Treasurer, County Administrator and Personnel Director. Recommends engaging MM Hayes now but start this implementation in early December. A motion to approve moving forward with Kronos upgrade and authorize Chairman to sign documents was moved by Mr. Moore and seconded by Mr. Middleton. Discussion. Mr. Henke asked if that means all our time and attendance data is going to be offsite. The County Administrator stated yes moving forward and the prior data

will be archived at the County. The County Administrator stated MM Hayes will provide the backup for the new time and attendance information, disaster recovery and a contractual obligation to secure the data. The County Attorney stated the Grey Castle security study recommended implementing vendor protocols. The motion to approve moving forward with Kronos upgrade and authorize Chairman to sign documents was moved by Mr. Moore, seconded by Mr. Middleton and adopted.

CONSIDER IT PURCHASES FOR 2019 BUDGET: Handout attached noting an additional request from the County Clerk not included in the handout. The County Administrator is not advocating the printer/copier that Probation requested. It is not what we buy and have somewhat standardized the printer/copiers that we purchase. He agrees that they need a printer/copier. Probation, Buildings and Grounds and Civil Service/Personnel are all looking to purchase copiers in 2019 budget. He is going to look at putting them out to bid and perhaps beating State contract pricing. He does not want to have any more leases except the County Clerk's coin operated copier; the Treasurer asked the County Clerk to compare the cost to lease verses the revenue taken in. Chairman O'Brien stated the CIO will review these requests. This is the start of the budget process for IT.

OTHER BUSINESS:

COUNTY CLERK – Stephanie Lemery, County Clerk, addressed the following items:

- County Clerk stated she has received several questions from vendors regarding the RFP they have issued for Integrated Document Imaging Records Management System; information from bid posting as follows: "This system must integrate all aspects of the County Clerk's office including fee management, records management for both land and court records, along with the ability to accept these records in either a digital format (e-recording or e-filing) or a paper format and the ability to access this information on the internet and to retain the images for preservation by converting digital images to microfilm." The vendor wanted to know if the RFP response should include cloud option or not. Recommendation was to ask them to do it both ways; explore both solutions. Server on a county server and not spend \$20,000 for their server is another question; recommend reviewing both options. Chairman O'Brien would also like to look at an analysis of lease verses buying the computers/monitors.
- Document management system grant implementation is moving forward waiting for contract for County Attorney to review and signature. IT has started the process for the purchase orders for the computer items. Demo planned for Wednesday August 15th at 1P.M. and plan to invite Supervisors and Town Clerks.

COUNTY ATTORNEY:

- Cyber Security Report – Report distributed, attached. We are a target and doing a good job detecting. Washington County is a target but no breaches.
- The State Cyber Security grant has been submitted.
- Grey Castle (Cyber Security Study) – They would like to present to the committee the next steps, what we can do verses what they can do, but the County Attorney would first like to meet with the new CIO. The State has been extremely generous with offering to share their policies. He will schedule Grey Castle for the next IT committee meeting.

Spectrum – Broadband - Mr. Rozell asked if other towns were having any issues with Spectrum running cable in their towns. Discuss ensued.

A motion to adjourn was moved by Mr. Middleton, seconded by Mrs. Fedler and adopted. The meeting adjourned at 10:16 A.M.

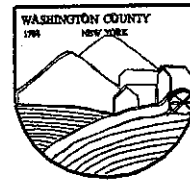
Debra Prehoda, Clerk
Washington County Board of Supervisors

**WASHINGTON COUNTY
DEPARTMENT OF SOCIAL SERVICES**

383 Broadway, Fort Edward, New York 12828

Telephone (518) 746-2300

Fax (518) 746-2355



Tammy L. DeLorme, Commissioner

MEMO

To: Supervisor O'Brien, IT Committee Chairman
Chris DeBolt, County Administrator

From: Tammy L. DeLorme

Date: August 3, 2018

Re: Requests for consideration at the August 7th IT Committee Meeting

IT Requests for 2019 Budget

The Department anticipates a response from the Office of Temporary and Disability in the coming weeks related to information and technology requests that were included in a SNAP Bonus Award Plan. It should be noted that if approved, the SNAP Bonus Award will cover the costs of these items. For the certainty that those items are identified in the beginning stages of drafting the 2019 County budget, a recount of them will be included for the review at the August 7th IT Committee. Relevant sections of the SNAP Award Plan will be included in the second portion of this document. Some of the items may not be categorized as technology, and thus may not have been necessary to report. Please discard any unessential details.

For the express purpose of inclusion in the 2019 IT Requests, and in consultation with David Wright, the Department would like to purchase (up to) 20 iPads. Over the course of the past 2 to 3 years a number of iPads have been deployed within the Department to the individuals that are most often away from their desktop. The use of the tablets has enhanced efficiency and productivity. There are approximately 15 additional individuals that would greatly benefit from the assignment of an iPad.

The remaining 5 iPads to total the request of 20 would be to allow for the replacement of the oldest tablets, as needed, based on the average life cycle and expectation of latency issues. It would not be necessary to purchase the replacement tablets until there was a demonstrated need.

Technology and assorted equipment requests included in excerpts of the SNAP Bonus Award Plan are as follows:

Purchase of Accurant for Government & Real Time Phones Search Subscription:

In observance of the qualifications outlined in federal regulations and the Agricultural Act of 2014, purchases that support program integrity and actions to prevent fraud, waste and abuse are an allowable expenditure. The LexisNexis Accurant for Government and the Lexis Nexis Accurant Real-Time Phones Search are tools that can locate hard-to-find individuals and uncover assets through data linking technology.

Use of this subscription would allow workers to perform their jobs more efficiently and effectively while controlling for fraud and waste. Access is granted on a per user basis so users who can first validate the necessity of and, second, perform the search would be most appropriate.

Washington County would like to subscribe to LexisNexis Accurint for three users at a fee of \$105 per month/per user for the extent of the allowable claiming period through September 30, 2019 (3 users X \$105 per mo./per user X 12 mos. = \$3,780).

LexisNexis Accurint - \$3,780

Modernize DSS Reception Area

In observance of the qualifications outlined in federal regulations and the Agricultural Act of 2014, physical plan improvements that enhance compliance with SNAP program access requirements, especially for people with disabilities, are an allowable expenditure. The aging design of the DSS Reception Area would be enhanced by a few modern accessories that would provide improved circulation and comfort for consumers throughout the area.

Currently, the reception area is not conducive to receiving more than one person at a time with a line forming out from the door extending into the lobby of the Municipal Center.

Washington County would like to install a "take a number system" and an intercom for the DSS Reception Area. Additionally, we would like to replace an aging "pager" system that allows consumers to leave the immediate area of the reception room while being assured they will not miss their turn. This would allow people to be seated until they can be assisted by the receptionist. Once checked in, the availability of the pagers will allow them the reassurance to take their children outside or use the restroom while they are waiting. Having an intercom will enable people to hear more clearly when a number or name is being called for service.

Take a Number System - \$500
Intercom - \$160
Pager System - \$450

Replace aging desktop personal computer units:

In observance of the qualifications outlined in federal regulations and the Agricultural Act of 2014 purchases of hardware and investments in technology are an allowable expenditure.

The desktop units in use throughout the Department were purchased in a bulk buy and have been in use for five years. Washington County is anticipating the phase in of VDI in the foreseeable future which would drastically decrease the necessity to replace/update existing hardware. In the interim, productivity has been impacted by breakdowns of the aging desktop units.

Washington County would like to purchase 10 desk top units in order to replace existing units that have the highest propensity to break down. According to our County IT Department, the most recent quote for PCs \$1,025 (10 X \$1,025 = \$10,250).

Purchase 10 Desk Top PC's - \$10,250



WASHINGTON COUNTY
REAL PROPERTY TAX SERVICES
WASHINGTON COUNTY MUNICIPAL CENTER
383 BROADWAY, FORT EDWARD, NEW YORK 12828
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e-mail: Lchadwick@co.washington.ny.us

Laura B. Chadwick, CCD
Director

MEMO

To: Information Technology Comm.
Dave O'Brien, I.T. Comm. Chairman
From: Laura Chadwick, Director RPTS
Date: 8/1/2018
Subject: 2019 Budget request

I have attached a copy of the Maintenance /Service contract accounts that should now be under the IT budget lines.

The total amount of this \$34,300.

I would also like to put in a request for a new laptop (\$675.00) and a color printer approx. (\$400.00).

Please contact me at any time with any questions.

Thanks

Cc: Chris DeBolt, County Administrator

Maintenance/Service Contract Accounts

Account #	Name	Vendor	Maintenance/Service Contract	Amount	Total
A.1355.4120	Maintenance Contract	Electronic Office Products, Inc.	Yearly Service contract: Toshiba e455 Copier	\$ 600	
					\$ 600
A.1355.4250.01	Fees Other	Systems Development Group, Inc.	Image Mate Online Annual Software Support Hosting Plan	\$ 4,500	
		Systems Development Group, Inc.	Parcel History & Aim Extension: Annual Support Pictometry Integration Completed; N/C Annual Support	\$ 1,800	
		TSL Co., Inc.	RPTL 520 Software Maintenance Fee	\$ 300	
		Office of Real Property Tax Services			
		NYS Dept. of Taxation & Finance	RPS Annual licensing fee for fiscal year - 17 Towns	\$ 18,600	
		VHB Engineering, Surveying and Landscape Architecture, PC	Professional Services - annual fee	\$ 8,500	
					\$ 25,200
				\$ 8,500	\$ 8,500
			Grand Total		\$ 34,300
Compiled by Real Property 8/1/18 lbc					

OFFICE OF THE DISTRICT ATTORNEY
WASHINGTON COUNTY – STATE OF NEW YORK



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First Assistant

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Paul R. Frettoloso
Investigator

Robin MacNeil
Laura C. Taylor
Emily Hull
Crime Victim Specialists

TO: Supervisor David O'Brien, IT Committee Chairman
Chris DeBolt, County Administrator

FROM: Tony Jordan

RE: IT needs for 2019

DATE: July 30, 2018

Our IT needs for 2019 will now be Four (4) laptop computers. As part of my 2018 budget I had scheduled a staggered replacement of the laptops assigned to the Assistant District Attorneys and myself in January 2014. This plan was to replace two (2) per year. Given the significant increase in body camera footage, audio/video interviews and ever increasing reliance on proprietary software programs, these computers we beginning to exhibit problems serving our needs.

As part of the change in budgeting this replacement was moved to the IT budget. To date our two (2) laptops have not been replaced. If they are not included in the work plan for 2018 I will need four (4) for 2019.

Please let me know if you have any questions.

Tony Jordan

Probation



GSS Infotech NY Inc., formerly ATEC Group
1762 Central Avenue, Albany, NY 12205
Phone: 518-452-3700 Fax: 518-452-3939
Fed Id #: 72-1563114

Date Printed 8/3/2018

Quotation

Date Sent: 8/2/2018

Valid Until: 9/1/2018

County of Washington
383 Broadway
Attn: Information Technology
Fort Edward, NY 12828

Quote #: QAL352314
Attention: Paula Simmes
Phone #: () - EXT.
Fax #: #Error

Item #	Description	Qty	Unit Price	Total
J8J72A#BGJ	HP LaserJet Enterprise Flow MFP M632z - Multifunction printer - B/W - laser - 8.5 in x 33.98 in (original) - A4/Legal (media) - up to 61 ppm (copying) - up to 61 ppm (printing) - 3200 sheets - 33.6 Kbps - USB 2.0, Gigabit LAN, USB 2.0 host	1	\$3,744.00	\$3,744.00

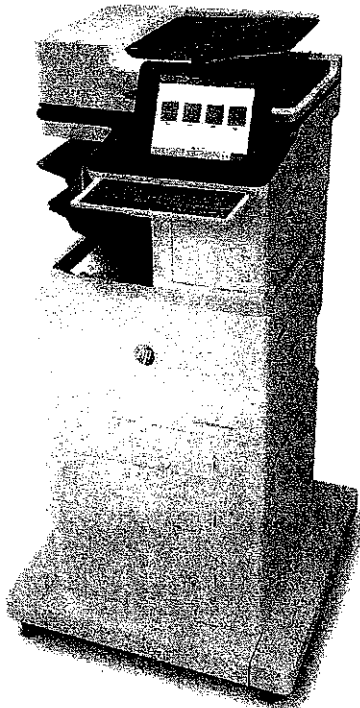
SUBTOTAL \$3,744.00

SALES TAX \$0.00

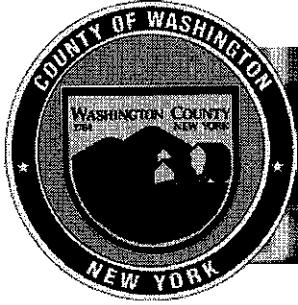
SHIPPING & HANDLING \$0.00

TOTAL \$3,744.00

This pricing is from our HP NYS Contract, PM20860. This includes the drop off of the unit at a loading dock.



Scott - GSS/ATEC



WASHINGTON COUNTY ATTORNEY'S OFFICE

County Cyber Security Office

383 BROADWAY, FORT EDWARD, NY 12828
PHONE (518)746-2106 - FAX (518)746-2137
kpratt@co.washington.ny.us

Karen R Pratt
Cyber Security Officer

Cyber Report 6/1/2018 – 7/31/2018

Statistics:

- Approximately 298,000 email transactions
- 42.6 million (89.9%) clean internet transactions
- 4.8 million (10.1%) suspect
 - 3.5 M (72.7%) blocked by category
 - 1.2 M (24.1 %) blocked by application
 - 51.8 k (1.1%) blocked by web reputation
 - 141 detected by malware
 - 102.3 k (2.1%) other blocked (such as unnamed malware)

Incident/Remediation Efforts:

- Received 25 general advisories/vulnerabilities (12 in June, 13 in July). Reviewed, distributed and remediated where necessary.
- Received 22 advisories relating to elections subject. Reviewed, distributed and remediated where necessary.
- Researched & discussed spear phishing email & credential harvester after reported receipt from user
 - Shared with outside intelligence resources for further investigation
- Researched & discussed cyber hygiene and best practice relating to credit card usage after an unusual charge appeared on credit card.
- Researched and discussed, spam mail revealing passwords related to hoax affecting four users in domain
 - Shared with outside intelligence resources for further investigation
- Researched and discussed 9 email inquiries containing information or links that elevated suspicion.
- Researched and discussed 16 alerts of abnormal file behavior within organization.

Attended meeting with New York State Chief Information Security Officer and team (on site) to discuss resources available.