

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
SEPTEMBER 11, 2018

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Hogan

SUPERVISORS: Henke, LaPointe, Shaw, Hicks, Campbell, 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

Melissa Fitch, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – August 7, 2018
3. 2018 Project Review
4. 2019 Project Review
5. Other Business
6. Adjournment

Chairman O'Brien called the meeting to order at 10:31 A.M.

A motion to accept the minutes of August 7th meeting was moved by Mr. Ferguson, seconded by Mr. Middleton and adopted.

2018 PROJECT REVIEW: The Chief Information Officer provided the following information; a high-level overview of the 2018 projects completed, projects to be completed in 2018 if approved and 2019 projects.

2018 projects

Completed

- 911 Tower project
 - Connectivity of all towers via IP Phones at each location
 - Buildings and grounds can now have controls to monitor generators and other devices
 - Cameras
- Computer refresh 50 new computers in process now to be deployed.
- Guest Wifi reconfig - getting ready to announce - finishing testing
- Help desk - in process – refresh. Can now submit requests by email.

Goal to complete in 2018 if approved

- Managed Services Implementation
- Backup system revamp
- Implementation of new secure documentation software
- Implementation of new Project Management software
- Purchase and installation of new servers
- PC imaging solution

2019 Projects High Level

- 365 Migration from GSuite
- Backup DR (Disaster Recovery) solution implementation
- PC replacement schedule to continue

- San replacement
- Kronos upgrade
- Document Management software installation

The CIO is very comfortable that she can complete these 2018 goals.

2019 PROJECT REVIEW:

- **Project Management Software** – hosted. This is not specific IT software and can be used by other departments. Tasks can be build out and assigned. The Kronos upgrade would be a great project to put in this program platform. She hopes to get this project launched and provide training to other interested departments.
 - 15 users \$4050/year (\$22.50/user/month)
 - Users can be added as needed on a prorated basis
 - Primary benefits
 - A central application (cloud hosted) that can be utilized by any department
 - Provides detailed Phase and Task planning
 - Integrates with Google and 365
 - Provides Gantt Charts
 - Easy Collaboration between departments or outside resources
 - Reporting
 - Time documentation
 - Free Guest accounts
- **Imaging for Computer deployment - \$3,560**
 - Current State
 - All new computers are setup and installed manually one at a time
 - Not efficient and much room for error
 - Proposed State
 - Design and implement Imaging system utilizing WDS (Windows Deployment Services)
 - Configure an image for each department
 - This would allow significantly improved efficiency in computer deployment as well as repair.

This imaging will save the department a lot of time with computer deployment.

- **Servers - \$31,000**
 - We have purchased 3 new physical servers (vmware hosts) through Laserfiche grant, Need to purchase an additional 3 servers to replace all now so that all hardware matches.

All projects mentioned can be funded through the current budget. She has reallocated monies within the budget to cover these projects. She is not requesting any additional funding.

OTHER BUSINESS:

Cyber Report – Roger Wickes, County Attorney, distributed the attached cyber security report for August 2018. The State is focusing on cyber security and the Board of Elections and

anticipate new voting machines will be needed within the next two years. Still waiting to hear on grant submitted last month.

Executive Session – A motion to enter an executive session for discussions because it may impair the public safety, discussions about the County network, possible issues, and comprising those would present a security threat to our network which would present a security threat to almost everything we do was moved by Mr. Middleton, seconded by Mrs. Fedler and adopted. A motion to return to regular session was moved by Mr. Middleton, seconded by Mr. Ferguson and adopted.

The County Attorney stated that in executive session discussed matters that could imperil the public safety in terms of our network and also matters leading to the appointment, promotion, hiring, firing and dismissal of a particular person.

Managed Services Platform – Requesting an exemption from the Procurement Policy. The County Administrator stated the Chief Information Officer has done extensive research on this and it is not something that we want to necessarily go with the lowest dollar amount because the exposure is so significant. They have evaluated multiple vendors and found a good value and someone who can offer the services required. He respectfully requests from the committee an exemption from the Procurement Policy requirements for an RFP. A motion to exempt Managed Services proposal from the Procurement Policy RFP requirements was moved by Mr. Moore and seconded by Mr. Middleton. Discussion. Mr. Moore asked if the Procurement Policy allowed us to make this exemption and the County Administrator confirmed that the policy does allow this. The motion to exempt the Managed Services proposal from the Procurement Policy requirements was moved by Mr. Moore, seconded by Mr. Middleton and adopted. Chairman O'Brien asked what else in this project is covered by state contract: document imaging vendor, backup system vendor and servers are all on state contract. Need to check on software for backup system revamp. The project management software and secure password are within the limits established in the Procurement Policy.

A budget amendment is needed due to the funding being in the wrong categories and need to transfer to the correct budget lines. A motion to move budget amendment to the Finance Committee for consideration was moved by Mrs. Fedler, seconded by Mr. Ferguson and adopted.

County Clerk RFP for Integrated Document Imaging Records Management System. Stephanie Lemery, County Clerk, stated four companies responded, bid compliance sheet attached. The CIO, County Clerk, IT Committee Chairman and County Administrator will meet, review bids and will discuss at next meeting for award at the October Board meeting.

A motion to adjourn was moved by Mr. Middleton, seconded and adopted. The meeting adjourned at 11:50A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*



WASHINGTON COUNTY ATTORNEY'S OFFICE

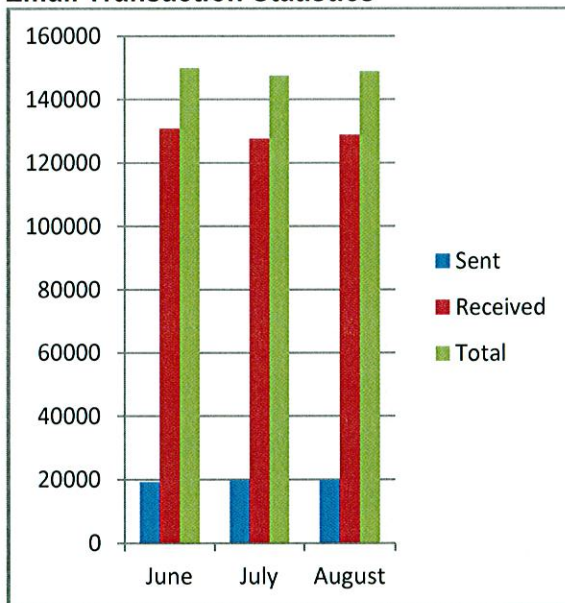
County Cyber Security Office

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

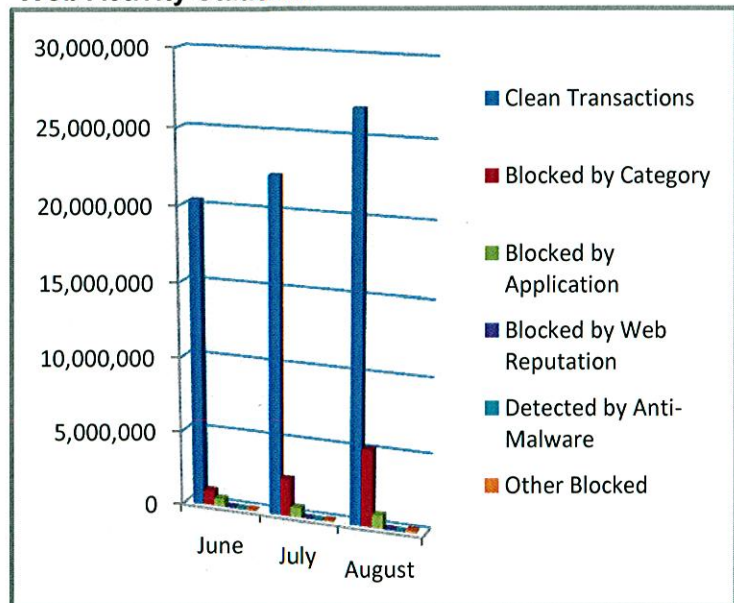
Karen R Pratt
Cyber Security Officer

Cyber Report 8/1/2018 – 8/30/2018

Email Transaction Statistics



Web Activity Statistics



- Approximately 149,000 email transactions (↑ 1,375 from July)
- 26.8 million (81.2%) clean internet transactions (↑ 4.5M from July)
- 6.2 million (18.8%) suspect (↑ 3.0M from July)
 - 5.2M (83.0%) blocked by category
 - 885.1k (14.3%) blocked by application
 - 13.4 k (0.2%) blocked by web reputation
 - 53 detected by anti-malware
 - 154.0 k (2.5%) other blocked (such as unnamed malware)

Incident/Remediation Efforts:

- Received 21 general advisories/vulnerabilities/security updates. Reviewed, distributed and remediated where necessary.
- Received 10 advisories relating to elections subject. Reviewed, distributed and remediated where necessary.
- Participated in NYS Board of Elections Training.
- Discussed with colleague compromise of their website.
- Shared pertinent situational awareness notifications received via NYS or other resources.
- Researched and discussed 3 suspicious login inquiries.
- Researched and discussed 2 inquiries of e-mail containing information or links that elevated suspicion.
- Researched and discussed 10 alerts of abnormal file behavior within organization.

BID COMPLIANCE SHEET

Proposal #2018-31

Integrated Document Imaging Records Management System

OPENING DATE: August 23, 2018 @ 2:30PM

Company	Notary	Non-Collusive	Bid Sheet	Hosted Deployment County Provides Equipment	Hosted Deployment Proposer provides equipment	Local Deployment County provides equipment	Local Deployment Proposer provides equipment
Info Quick Solutions	X	X	X	N/A	N/A	\$4620/month	\$5085/month
Tyler Technologies	X	X	X	\$5127/month	\$5594/month	\$3332/month	\$3990/month
Cotts System	X	X	X	\$2905/month	\$5505/month	\$2450/month	\$5750/month
Conduent	X	X	X	N/A	N/A	\$3694/month (\$221,640)	\$5643/month (\$338,580)