

**INFORMATION TECHNOLOGY
COMMITTEE MEETING MINUTES**

March 7, 2017

Legislators Present: Loretta Sullivan, Richard Huttleston, Martha Sauerbrey, Tracy Monell, Mike Roberts

Legislators Absent: None

Meeting Date and Time: March 7, 2017 at 10:38am.

Staff Present: Douglas Camin, Director of Information Technology and Communication Services; Lisa McCafferty, Public Health Director

A motion was made by Legislator Monell to accept last month's I.T. Committee Meeting minutes and seconded by Legislator Roberts.

Budget Status:

Mr. Camin reviewed the budget tracking sheets for February. Legislator Sullivan had some questions about two budget lines that were more than half exhausted already. Mr. Camin explained that these were the result of the pre-paid expenditure agreements the County has signed, and that the Treasurer's office debits those accounts early in the year. They are otherwise on track. Mr. Camin shared that because of a budgeting error on his part, he did not budget for the ShoreTel telephone maintenance line item in 2017. This was because previously this cost was budgeted by each department and when he was consolidating them together, he accounted for the phone service costs, but not the warranty maintenance costs. At this point it is not an issue, but he wanted to make the Legislators aware that it may require tapping contingency later in the year, depending on other spending.

Ongoing Munis Projects:

- a. **ESS Setup** - No new news on this

- b. **Fixed Assets** – DPW has given IT information for all remaining unaccounted assets. ITCS is now waiting for the audit depreciation report to import these assets.
- c. **TCMEE** – No new news on this.
- d. **SSRS** – Mr. Camin reported that ITCS staff has completed several “critical” level reports and released them to various departments.
- e. **New Hire Processing** – No new news on this. Legislator Sullivan asked about the depth of information for this. Mr. Camin indicated that work has been done at a higher level – the IT\Payroll\HR side of new employees, but this project will later require some discussion about how to handle the components of onboarding that are unique to each department.
- f. **Records Purging** – Chris Silvestri (records management) has been working in the Munis test databases on this. New questions have come up regarding what roles should be assigned to Ms. Silvestri.

Security Audit Report

Mr. Camin reported that there was additional effort implementing the recommendations from the security audit. Legislator Sullivan asked if there was a remediation plan for the findings, and it was indicated that Susan Haskett, the Information Security Officer, would be handling and providing that to the Legislature in the future.

Miscellaneous \ Open Discussion:

- a. **Phone Service Cutover** – Mr. Camin reported that all services were moved from Level 3 to Time Warner\Spectrum as of last week. Spectrum has offered the county a significant increase in bandwidth at no additional cost but with additional contract length, which Mr. Camin will negotiate with them for.
- b. **Fiber Optic Ring Construction** – Mr. Camin reported that ECC Technologies has been doing an excellent job moving this project along. Currently all surveys for telephone poles are done and submitted to Verizon, awaiting a check from the County to initiate the survey. Mr. Camin anticipates this project to be completed by the end of the summer.
- c. **Southern Tier Network buildout** – Mr. Camin reported that the latest news he has heard is STN is awaiting “make ready” work to be completed to continue construction in the County.

- d. Camera Systems** – Mr. Camin reported that Buildings and Grounds is currently running cable for cameras, the locations of which were chosen by the Safety Committees in each building. Mr. Camin asked the committee if it was okay to activate the initial cameras in the County Clerk’s building before the adoption of the full usage policy. After discussion, it was agreed that this was acceptable. Legislator Sullivan asked Mr. Camin to discuss with the County Attorney making the Safety Officer the responsible party for drafting the video surveillance policy.
- e. Soil and Water** – Mr. Camin made the Legislature aware that there have been some network issues at Soil and Water for the last few months. Work has been done to identify and correct the issue, including replacing the network switch. It is hoped this will resolve the issue.
- f. Sophos** – Mr. Camin indicated ITCS is continuing to deploy the new Sophos AV product, and has it deployed to roughly 75% of the County’s computer systems.

Meeting was adjourned at 11:24 AM.

Respectfully Submitted
By
Douglas Camin