



## Information Technology – Legislative Committee Meeting

12.02.25

- APPROVAL OF MINUTES
  - 11.04.25 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - O365 Shared Services Licenses
  - Windows 11 Upgrade
  - 2025 Annual Cybersecurity training.
  - Town of Spencer Shared Services
  - New York State Switch Upgrades
  - Cohero Case Management System
  - ITCS Strategic Plan Update
- NEW BUSINESS
  - Business Cards
  - Town of Newark Valley
  - Verizon Sheriff
- PERSONNEL
  - Deputy Director
  - Office Specialist II
  - Network Administrator
- RESOLUTIONS
  - L30 – AUTHORIZE AGREEMENT WITH METOPIO, INC. FOR SOFTWARE APPLICATION PUBLIC HEALTH
  - L48 – Budget Transfer for Replacement Chairs
  - L49 – Cohero Case management System
  - B59– Amend Employee Handbook/ adopt AI policy to the CSP
- PROCLAMATIONS

## **Information Technology – Legislative Committee Meeting**

**11.04.25**

Attendance Legislators: Martha Sauerbrey, Ray Bunce, Ron Ciotoli, Tracy Monell, William Standing, Andrew Aronstam

Staff: Jackson Bailey (County Administrator), Brandon Clark (Deputy Director of ITCS), Bryan Goodrich

Guest: Cathy Haskell

- APPROVAL OF MINUTES
  - 10.07.25 IT Legislative Committee Meeting
    - @ 9:30am Approval of 10.07.25, Information Technology Committee Minutes: Legislator Ray Bunce made the motion, seconded by Legislator Ron Ciotoli to approve the 10.07.25, Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - O365 Shared Services Licenses
    - ITCS provided an update on the ongoing project related to shared services. The team is currently collaborating with Dell to secure the necessary licensing required for the shared services infrastructure. This step is critical to ensure compliance and functionality across all participating entities.
  - Windows 11 Upgrade
    - ITCS has purchased 55 PCs to support the completion of the Windows 11 upgrade initiative. These devices will be deployed to the remaining departments that have not yet been transitioned, ensuring full organizational alignment with the new operating system.
  - 2025 Annual Cybersecurity training.
    - ITCS has sent out notifications for this year's Cyber Security Training. This year's training is especially important because New York State has passed Senate Bill S7672, which requires all employees to complete cybersecurity awareness training.
  - DA Conference Room
    - ITCS has completed the DA Conference Room Project

- Public Safety LPR
  - ITCS has completed the License Plate Reader (LPR) component of the Surveillance Grant Project.
  - One additional exterior camera will be installed to monitor the public entrance at 103 Corporate Drive.
- DSS SCU Copier
  - ITCS, in coordination with TOPP Copy, has completed the installation of the new copier at the DSS Support Collection Unit (SCU).
  - This project is now complete.
- (GIS) *Road Maintenance* web application featured at the Tioga County Highway Superintendent Association meeting in October
- NEW BUSINESS
  - State and Local Cyber Security Grant Program
    - The ITCS Department is requesting approval from the Tioga County Legislature to proceed with signing the State and Local Cybersecurity Grant (SLCSG) through the Department of Homeland Security. This grant will support the acquisition of physical Multi-Factor Authentication (MFA) tokens to enhance cybersecurity for both County systems and Shared Services partners.
  - Town of Spencer Shared Services
    - The Town of Spencer has reached out to the Tioga County ITCS Department to request an assessment for potentially transitioning to the County's Shared ITCS Services.
    - Tioga County ITCS is currently in the process of updating Memorandums of Understanding (MOUs) and service catalogs related to shared services. Once these documents are finalized and cost estimates are obtained from County vendors, a proposed budget figure will be provided to the Town of Spencer for consideration.
  - Battery Backup Systems
    - TCS has completed battery testing in coordination with vendor VirtulT/StarTEK.
    - Battery systems at both 56 Main Street and 103 Corporate Drive are currently operational.
    - Battery replacements at 103 Corporate Drive are planned for completion this year; ITCS is awaiting a confirmed installation date from VirtulT.

- VirtulT has indicated that the current systems are approaching End-of-Life (EOL). ITCS has noted this for inclusion in the 2027 five-year capital budget planning process. New York State Switch Upgrades
  - CoHero Case Management
    - ITCS has provided an update regarding the planned purchase of the CoHero Case Management System for the Tioga County Coroner's Office.
    - ITCS and the Coroner's Office are working collaboratively to prepare a resolution for December, to proceed with contract signing and the purchase of CoHero in accordance with County procurement policies.
  - (GIS) Public Safety Critical dataset, road centerline file, review in progress
    - Dataset assists with public safety dispatching, addressing, and local roads funding
    - Over 800 edits sent to the state by GIS Division, first pass
    - Twelve municipalities reached out to for meetings to resolve issues, have currently met with seven municipalities, will follow-up with others, awaiting official documents (abandonment/dedications) for ~20 roadways for final data manipulation, second pass (will adjust CHIPS funding)
  - (GIS) *Shared Services: Village of Owego- Sewer Department*
    - Compiling sewer data into a GIS. Reached out to consulting firm to request a data extract
  - (GIS) Redesigning the GIS Services webpage
    - Current site has customization limitations and could inhibit public interaction. Redesigned site is built using ArcGIS Hub, which supports customization, attractive layouts that will be inclusive for public engagement. Expected to launch site early in 2026.
- PERSONNEL
  - Deputy Director
  - Office Specialist II
  - Network Administrator
- RESOLUTIONS
  - K19 – SLCGP Shared Services Grant (MFA)
  - K20 – ESRI Renewal (2026–2028)

- K-37 – Budget Transfer: Tyler Technology
- PROCLAMATIONS
  - GEOGRAPHIC INFORMATION SYSTEMS (GIS) DAY
    - This proclamation commits the County to two strategic goals: leveraging cutting-edge technology for comprehensive problem-solving and efficient resource delivery, and prioritizing education for both the workforce and the public to enhance engagement with the lands of Tioga County via GIS
- Executive Session
  - At 10:13 a.m., Legislator Ray Bunce made a motion, seconded by Legislator Ron Ciotoli, to enter Executive Session to discuss a matter related to cybersecurity, as presented by Brandon Clark.
  - Executive Session ended at 10:20am.

# Review of 2025 Budget and Financial News

## A1680 – Year-to-Date Budget Report



TIOGA COUNTY, NEW YORK

### Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 11								
ACCOUNTS FOR:	General Fund	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1680 Information Technology</b>								
A1680 412702	Shared Services- I	-210,072	0	-210,072	-189,116.52	.00	-20,955.48	90.0%*
A1680 412707	Shared Services- E	-90,000	0	-90,000	9,678.41	.00	-99,678.41	-10.8%*
A1680 422280	Data Processing/Pr	0	0	0	-1,380.35	.00	1,380.35	100.0%
A1680 424100	Rental of County O	-5,000	0	-5,000	-4,950.00	.00	-50.00	99.0%*
A1680 510010	Full Time	658,387	-99,642	558,745	494,708.31	.00	64,036.86	88.5%
A1680 510050	All Other(On Call,	0	0	0	1,182.95	.00	-1,182.95	100.0%*
A1680 540070	Car Maintenance	500	130	630	628.97	.00	1.03	99.8%
A1680 540140	Contracting Servic	28,880	21,204	50,084	37,373.77	.00	12,710.23	74.6%
A1680 540140	M7674 Contracting S	0	53,856	53,856	26,928.00	.00	26,928.00	50.0%
A1680 540180	Dues	50	0	50	50.00	.00	.00	100.0%
A1680 540220	Automobile Fuel	800	-130	670	489.95	.00	180.05	73.1%
A1680 540320	Leased/Service Equ	5,500	0	5,500	1,904.47	.00	3,595.53	34.6%
A1680 540350	Office Equip Maint	25,000	0	25,000	19,733.08	.00	5,266.92	78.9%
A1680 540420	Office Supplies	1,500	0	1,500	149.50	.00	1,350.50	10.0%
A1680 540485	Printing/Paper	1,000	0	1,000	336.82	227.43	435.75	56.4%
A1680 540620	Software Expense	207,340	110,642	317,982	96,281.68	119,024.00	102,676.64	67.7%
A1680 540640	Supplies (Not Offi	4,500	0	4,500	2,180.66	.00	2,319.34	48.5%
A1680 540640	Ssc21 Supplies (Not	2,500	0	2,500	.00	.00	2,500.00	-0%
A1680 540660	Telephone	72,500	-11,000	61,500	38,225.47	15,850.74	7,423.79	87.9%
A1680 540661	Telephone Maintena	24,500	-21,204	3,296	1,013.64	.00	2,282.36	30.8%
A1680 540733	Training/All Other	5,000	0	5,000	2,408.00	.00	2,592.00	48.2%
A1680 581088	State Retirement F	56,110	0	56,110	46,254.11	.00	9,855.89	82.4%
A1680 583088	Social Security Fr	43,252	0	43,252	38,004.69	.00	5,247.31	87.9%
A1680 584088	Workers Compensati	9,560	0	9,560	8,685.38	.00	874.62	90.9%
A1680 585588	Disability Insuran	544	0	544	430.68	.00	113.32	79.2%
A1680 586088	Health Insurance F	125,301	0	125,301	166,323.67	.00	-41,022.67	132.7%*
A1680 588988	Eap Fringe	128	0	128	114.46	.00	13.54	89.4%
TOTAL Information Technology		967,780	53,856	1,021,636	797,639.80	135,102.17	88,894.52	91.3%
TOTAL General Fund		967,780	53,856	1,021,636	797,639.80	135,102.17	88,894.52	91.3%
TOTAL REVENUES		-305,072	0	-305,072	-185,768.46	.00	-119,303.54	
TOTAL EXPENSES		1,272,852	53,856	1,326,708	983,408.26	135,102.17	208,198.06	

## H1680 – Year-to-Date Capital Budget Report



TIOGA COUNTY, NEW YORK

### Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 11								
ACCOUNTS FOR:	Capital Fund	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>H1680 Information Technology</b>								
H1680 520270	Telephone Equipmen	6,666	0	6,666	.00	.00	6,666.00	.0%
H1680 520620	Software Expense	121,250	23,288	144,538	47,620.00	17,280.00	79,637.50	44.9%
H1680 520620	M7674 Software Expe	0	15,656	15,656	.00	.00	15,656.00	.0%
H1680 521090	Computer	125,500	21,000	146,500	82,682.83	17,405.83	46,411.34	68.3%
H1680 521090	M7674 Computer-ARPA	0	24,344	24,344	24,344.00	.00	.00	100.0%
TOTAL Information Technology		253,416	84,288	337,704	154,646.83	34,685.83	148,370.84	56.1%
TOTAL Capital Fund		253,416	84,288	337,704	154,646.83	34,685.83	148,370.84	56.1%
TOTAL EXPENSES		253,416	84,288	337,704	154,646.83	34,685.83	148,370.84	

REFERRED TO:  
ITCS COMMITTEE

HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25

AUTHORIZE AGREEMENT WITH METOPIO, INC. FOR  
SOFTWARE APPLICATION  
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) desires to license a software application for access and collection of Public Health data for analysis, strategic planning, performance management and for sharing the data with partners and the public; and

WHEREAS: Metopio, Inc. will be beneficial in supporting the New York State mandated Community Health Assessment and Improvement Plan; and

WHEREAS: TCPH has identified Metopio, Inc. as a documented sole source provider for the application; and

WHEREAS: The software application does not reside on Tioga County networks; and

WHEREAS: An agreement is required to lease the application; and

WHEREAS: Funding is available in the TCPH budget in 2025, and this was included in the 2026 department budget request; therefore be it

RESOLVED: That the Public Health Director is authorized to execute a three (3) year agreement between Tioga County Public Health and Metopio Inc, in the amounts of \$12,400 in year one and then \$15,200 annually in years two and three.

REFERRED TO: INFORMATION TECHNOLOGY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. L48 AUTHORIZE BUDGET TRANSFER TO PURCHASE  
REPLACEMENT CHAIRS

WHEREAS: The Information Technology and Communication Services department has identified a need to replace damaged or worn office chairs for specific staff members; and

WHEREAS: Funds are available in the Contracted Services budget line (A1680 540140) that can be reallocated to support this necessary equipment purchase; and

WHEREAS: Legislative approval is required to amend the budget and appropriate funds; accordingly, therefore be it;

RESOLVED: That the following funds be transferred and the 2025 budget be modified as follows:

FROM:	A1680 540140 Contracting Services	\$1,000.00
TO:	A1680 520070 Chairs	\$1,000.00



REFERRED TO:

ITCS COMMITTEE  
FINANCE/LEGAL COMMITTEE  
PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25

SOLE SOURCE PROCUREMENT AND  
BUDGET TRANSFER FOR COHERO CASE  
MANAGEMENT SYSTEM FOR THE  
CORONER'S OFFICE

WHEREAS: The Tioga County Coroner's Office has identified the need for a modern, cloud-based Case Management System (CMS) to improve operational efficiency, streamline reporting, and integrate directly with forensic laboratories; and

WHEREAS: Cohero offers a Professional Edition Case Management System that includes a bi-directional interface with NMS Labs, a leading provider of forensic toxicology services, allowing for direct toxicology request submission and automatic results retrieval, eliminating manual data entry and improving accuracy and efficiency; and

WHEREAS: Cohero's CMS is a fully hosted Software-as-a-Service (SaaS) solution that includes system setup, implementation, training, documentation, maintenance, and support in a single annual subscription fee, providing best value through an all-inclusive pricing model; and

WHEREAS: Cohero has developed two custom fillable forms (State Motor Vehicle Accident Reporting Form and Violent Death Form) tailored to the Coroner's Office needs, as outlined in Estimate No. 25-1103-01, at a one-time cost of \$2,925.00; and

WHEREAS: The first-year annual subscription cost for the Cohero CMS is \$3,127.00, which includes all services and support; and

WHEREAS: Cohero is the sole provider of this integrated CMS and NMS Labs interface, and no other vendor offers a comparable solution with the same level of integration, support, and customization, making this a sole source procurement based on best value; and

WHEREAS: Legislative approval is required to amend the budget and appropriate funds for this acquisition; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the sole source procurement of the Cohero Case Management System for the Coroner's Office from Cohero, including the one-time setup cost of \$2,925.00 and the first-year subscription cost of \$3,127.00, for a total of \$6,052.00; and be it further

RESOLVED: That the 2025 budget be modified and funds be transferred as follows:

FROM: H.387804 Capital Software Reserve	\$6,052.00
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TO: H1185 520620 Software Expense	\$6,052.00
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REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -25

AMEND EMPLOYEE HANDBOOK:

SECTION VIII; COMPREHENSIVE INFORMATION  
SECURITY POLICY TO ADOPT NEW ARTIFICIAL  
INTELLIGENCE (AI) POLICY UNDER SECTION IV.  
AUDIENCE – END USER

WHEREAS: The Tioga County Information Technology and Communication Services (ITCS) Department has developed a new Acceptable Use – Artificial Intelligence (AI) policy to address the responsible, secure, and compliant use of AI technologies within County operations; and

WHEREAS: This policy addition is designed to align with applicable federal and state regulations, including but not limited to NIST 800-53, HIPAA, FERPA, CJIS, and the NYS SHIELD Act; and

WHEREAS: The proposed AI policy establishes:

- Approved AI platforms.
- Prohibited uses, including legal interpretation, processing of sensitive data and autonomous decision-making in critical systems.
- Data privacy and security requirements.
- Oversight and governance by the ITCS Department.
- User responsibilities and enforcement provisions.

Therefore be it

RESOLVED: That the Tioga County Information Technology and Communication Services Department respectfully requests that the Tioga County Legislature:

1. Formally adopt the Acceptable Use – Artificial Intelligence (AI) policy as an official addition to the Comprehensive Information Security Policy – Updated NOV2025; and
2. Authorize the amendment of the Tioga County Employee Handbook to reflect the inclusion of this AI policy; and

3. Direct all County departments and employees to comply with the new policy and acknowledge their receipt and understanding.

And be it further

RESOLVED: That the ITCS Department shall be responsible for implementing the policy, providing necessary training, and ensuring compliance across all County departments; and be it further

RESOLVED: That the Comprehensive Information Security Policy Section IV. Audience- End User hereby be amended with the addition of P. Acceptable Use – Artificial Intelligence (AI) and that the remainder of the policy remains unchanged.

### **P. Acceptable Use – Artificial Intelligence (AI)**

Tioga County supports the responsible and secure use of Artificial Intelligence (AI) technologies to enhance productivity, decision-making, and service delivery. This policy establishes clear boundaries for AI use, ensuring alignment with federal and state regulations, including **NIST 800-53, FERPA, HIPAA, HITECH, NYS SHIELD ACT,** and **CJIS** standards.

#### **1. Approved Use of AI**

Tioga County permits the use of AI tools **only when explicitly approved and vetted by the Tioga County ITCS Department**. As of this policy's effective date, **Microsoft Copilot and Freshworks Freddy** are the only authorized AI platform for general use.

Approved uses include:

- Drafting documents, emails, and reports.
- Summarizing meeting notes or transcripts.
- Assisting with data analysis and visualization.
- Enhancing productivity in Microsoft 365 applications.

#### **2. Prohibited Use of AI**

The following uses of AI are strictly prohibited:

- **Legal or Compliance Matters:** AI must not be used to interpret, draft, or advise on legal, regulatory, or compliance-related content.

- **Unvetted AI Tools:** Use of any AI platform or service not explicitly approved by Tioga County ITCS is not allowed.
- **Sensitive Data Processing:** AI must not be used to process, analyze, or store **Protected Health Information (PHI)**, **Criminal Justice Information (CJI)**, or any other **regulated or confidential data** unless explicitly authorized and secured.
- **Decision-Making in Critical Systems:** AI must not be used to make autonomous decisions in systems related to public safety, law enforcement, or health services.

### 3. Data Privacy and Security

All AI use must comply with:

- **NIST 800-53** security and privacy controls.
- **HIPAA** and **HITECH** regulations for health data.
- **CJIS** standards for criminal justice information.
- **NYS Shield ACT** security and privacy controls.

Users must not input sensitive, confidential, or personally identifiable information (PII) into AI tools unless explicitly authorized and secured.

### 4. Oversight and Governance

- All AI tools must be reviewed and approved by **Tioga County ITCS** before deployment or use.
- ITCS will maintain a list of approved AI tools and use cases.
- Departments must consult ITCS before initiating any AI-related project or procurement.

### 5. User Responsibilities

All users are expected to:

- Use AI tools ethically and responsibly.
- Understand the limitations of AI-generated content.
- Report any misuse or suspected security incidents to ITCS immediately.

## 6. Enforcement

Violations of this policy may result in disciplinary action, up to and including revocation of system access, termination of employment, or legal action, depending on the severity of the violation.

## 7. Policy Review

This policy will be reviewed annually by the ITCS Department and updated as necessary to reflect changes in technology, regulation, and organizational needs.

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -25                      AMEND EMPLOYEE HANDBOOK:  
SECTION VIII; COMPREHENSIVE INFORMATION  
SECURITY POLICY TO ADOPT NEW  
ARTIFICIAL INTELLIGENCE (AI) POLICY  
UNDER SECTION IV. AUDIENCE – END USER

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