



Information Technology – Legislative Committee Meeting

06.04.24

- APPROVAL OF MINUTES
 - 05.07.24 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - Network Core Switch Project
 - Ticket Management System
- NEW BUSINESS
 - Dispatch VESTA and Diverse Paths
- PERSONNEL
 - Vacant Network Administrator Position
- RESOLUTIONS
 - F29 - AUTHORIZATION TO FILL VACANT NETWORK ADMINISTRATOR POSITION WITHIN INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES DEPARTMENT
 - F30 - AMEND EMPLOYEE HANDBOOK; SECTION VIII: COMPREHENSIVE INFORMATION SECURITY POLICY
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

May 7th, 2024, at 9:30 am

ATTENDANCE:

- Legislators: Jake Brown, Tracy Monell, Ron Ciotoli, Dennis Mullen, and William Standinger
- Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director
- Guests: Cathy Haskell

- APPROVAL OF MINUTES: Approval of April 2nd, 2024, Information Technology Committee Minutes: Legislator Denis Mullen made the motion, seconded by Legislator Jake Brown to approve the April 2nd, 2024, Information Technology Committee Minutes as written. Motion carried.

- FINANCIAL
 - Review of budget status and financial news

- OLD BUSINESS
 - Managed Print Services (MPS) Agreement
 - The ITCS Department is continuing to investigate options for an MPS agreement throughout the County's printing fleet.
 - Network Core Switch Project
 - The main core switch has been installed. Anticipated installation of remaining core switches is planned throughout the remaining calendar year.
 - Village of Nichols Kirby Park
 - The camera project at Kirby Park is 90 percent complete. We are waiting on the installation of power on the new utility pole to be installed before we can install the last camera.

 - Probation Access Control

- The new door intercom and additional door card reader has been installed in Probation.
- Public Health Access Control
 - The three additional doors in the Public Health clinic have been installed and are now functional.
- Truck Wash Facility Access Control
 - Two bay doors and one entrance door have had card readers installed and are now fully functional.
- NEW BUSINESS
 - Wireless Infrastructure Plan
 - The ITCS Department is currently planning the upgrade of the existing wireless infrastructure. The current system has reached end of life and is no longer supported by Cisco.
 - Comprehensive Security Policy Updates
 - The ITCS Department has been working on revising the comprehensive security policy to reflect the effort to align with NIST standards. Over the next several Legislative meetings updates will be requested for the Comprehensive Security Policy.
 - Ticket Management System
 - The ITCS Department has been working to develop a new Ticket Management System (TMS). This TMS will be used by users to submit tickets directly to the ITCS Department. This will also provide additional reporting and historical data which will be used by the ITCS Department to make decisions in the future.
 - Dispatch VESTA
 - The ITCS Department has been working Emergency Management and Public Safety to plan the new dispatch communication system, VESTA. This has required significant time and resources as we were not involved in the initial planning of the project.

- Waverly Mental Hygiene Planning
 - The ITCS Department has met with project planners and contractors on the IT requirements for the project. We will continue to pursue involvement in the planning process of the project.

- PERSONNEL

- Vacant Network Administrator Position
 - The ITCS Department currently has a vacant Network Administrator position.

- RESOLUTIONS/PROCLAMATIONS

- E07 – AUTHORIZE PARTICIPATION IN HGACBUY COOPERATIVE PURCHASING PROGRAM

- EXECUTIVE SESSION

- Legislator Brown motioned to move into Executive Session, seconded by Legislator Ciotoli to discuss personnel matters at 9:49 a.m.
- Legislator Monell motioned to adjourn Executive Session at 9:56 a.m., seconded by Legislator Mullen.

- ADJOURNMENT

- Legislator Brown motioned to adjourn at 9:56 a.m., seconded by Legislator Monell.

Review of 2024 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2024 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
A1680 Information Technology								
A1680 412702 Shared Services- I	-210,072	0	-210,072	-70,830.02	.00	-139,241.98	33.7%*	
A1680 412707 Shared Services- E	-90,000	0	-90,000	-.07	.00	-89,999.93	.0%*	
A1680 422280 Data Processing/Pr	0	0	0	-762.96	.00	762.96	100.0%	
A1680 424100 Rental Of County O	-5,000	0	-5,000	-6,100.08	.00	1,100.08	122.0%	
A1680 510010 Full Time	562,076	0	562,076	162,254.44	.00	399,821.56	28.9%	
A1680 540070 Car Maintenance	500	0	500	228.99	.00	271.01	45.8%	
A1680 540140 Contracting Servic	28,880	0	28,880	15,250.36	350.00	13,279.64	54.0%	
A1680 540140 M7674 Contracting S	0	141,723	141,723	18,750.00	7,305.00	115,667.92	18.4%	
A1680 540180 Dues	50	0	50	50.00	.00	.00	100.0%	
A1680 540220 Automobile Fuel	800	0	800	102.68	.00	697.32	12.8%	
A1680 540320 Leased/Service Equ	5,500	5,000	10,500	-314.23	.00	10,814.23	-3.0%	
A1680 540350 Office Equip Maint	25,000	-5,000	20,000	19,553.08	.00	446.92	97.8%	
A1680 540420 Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%	
A1680 540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%	
A1680 540620 Software Expense	207,340	0	207,340	65,595.40	.00	141,745.09	31.6%	
A1680 540640 Supplies (Not Offi	4,500	0	4,500	976.06	.00	3,523.94	21.7%	
A1680 540640 SSG21 supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%	
A1680 540660 Telephone	72,500	0	72,500	25,892.82	134.00	46,473.18	35.9%	
A1680 540661 Telephone Maintena	24,500	0	24,500	21,910.05	.00	2,589.95	89.4%	
A1680 540733 Training/All other	5,000	0	5,000	200.00	.00	4,800.00	4.0%	
A1680 581088 State Retirement F	15,932	21,762	37,694	19,410.81	.00	18,282.85	51.5%	
A1680 583088 Social Security Fr	39,959	-6,962	32,997	13,425.95	.00	19,571.16	40.7%	
A1680 584088 Workers Compensati	0	8,673	8,673	3,309.12	.00	5,364.36	38.2%	
A1680 585588 Disability Insuran	0	460	460	187.92	.00	271.74	40.9%	
A1680 586088 Health Insurance F	22,536	65,550	88,086	41,176.16	.00	46,909.44	46.7%	
A1680 588988 Eap Fringe	0	114	114	43.92	.00	70.14	38.5%	
TOTAL Information Technology	715,001	231,320	946,321	330,310.40	7,789.00	608,221.58	35.7%	
TOTAL General Fund	715,001	231,320	946,321	330,310.40	7,789.00	608,221.58	35.7%	
TOTAL REVENUES	-305,072	0	-305,072	-77,693.13	.00	-227,378.87		
TOTAL EXPENSES	1,020,073	231,320	1,251,393	408,003.53	7,789.00	835,600.45		

FOR 2024 05								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
GRAND TOTAL	715,001	231,320	946,321	330,310.40	7,789.00	608,221.58	35.7%	

H1680 – Year-to-Date Capital Budget Report

FOR 2024 05

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
H Capital Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
H1680 Information Technology							
H1680 520620 Software Expense	142,313	175,309	317,621	135,272.06	71,508.50	110,840.57	65.1%
H1680 520620 M7674 Software Expe	0	39,251	39,251	.00	.00	39,250.67	.0%
H1680 521090 Computer	102,000	0	102,000	69,626.50	2,986.80	29,386.70	71.2%
TOTAL Information Technology	244,313	214,559	458,872	204,898.56	74,495.30	179,477.94	60.9%
TOTAL Capital Fund	244,313	214,559	458,872	204,898.56	74,495.30	179,477.94	60.9%
TOTAL EXPENSES	244,313	214,559	458,872	204,898.56	74,495.30	179,477.94	

FOR 2024 05

	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
GRAND TOTAL	244,313	214,559	458,872	204,898.56	74,495.30	179,477.94	60.9%

REFERRED TO:

ITCS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZATION TO FILL VACANT NETWORK
ADMINISTRATOR POSITION WITHIN
INFORMATION TECHNOLOGY AND
COMMUNICATION SERVICES DEPARTMENT

WHEREAS: Legislative approval is required to fund any position within Tioga County; and

WHEREAS: The Information Technology and Communication Services Department currently has a vacant and unfunded Network Administrator position; and

WHEREAS: The Chief Information Officer has identified a need to fill the vacant and unfunded Network Administrator position; and

WHEREAS: The Chief Information Officer has verified with the Tioga County Budget Officer that sufficient funding to source this position through the end of FY24 is currently available in the Information Technology and Communication Services Operational Budget; therefore be it

RESOLVED: That the Chief Information Officer shall be allowed to recruit and fill the Network Administrator Position within the Management/Confidential annual salary range of \$57,135 - \$67,135, effective June 12, 2024, in accordance with payroll requirements.

REFERRED TO: ITCS COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -23 AMEND EMPLOYEE HANDBOOK; SECTION VIII:
COMPREHENSIVE INFORMATION SECURITY POLICY

WHEREAS: The Chief Information Officer and Deputy Director of ITCS have determined that aligning with the National Institute of Standards and Technology standards is appropriate for the Information Technology infrastructure within Tioga County, New York; and

WHEREAS: The Chief Information Officer and Deputy Director of ITCS have reviewed the County's Comprehensive Information Security Policy and made recommendations to modify Section VI-N; therefore be it

RESOLVED: That the Comprehensive Information Security Policy, Section VI-N be amended and replaced as follows:

VI. Audience – ITCS Department

N. Information Security Awareness and Training

Purpose

To ensure that the appropriate level of information security awareness training is provided to all Information Technology (IT) users.

Reference

National Institute of Standards and Technology (NIST) Special Publications (SP): NIST SP 800-53a – Awareness and Training (AT), NIST SP 800-12, NIST SP 800-16, NIST SP 800-50, NIST SP 800-100; Electronic Code of Federal Regulations (CFR): 5 CFR 930.301

Policy

This policy is applicable to all departments and users of Tioga County IT resources and assets.

1. Security Awareness Training

The ITCS Department shall:

- a. Schedule security awareness training as part of initial training for new users.
- b. Schedule security awareness training when required by information system changes and then annually thereafter.

- c. The Chief Information Officer (CIO) shall determine the appropriate content of security awareness training and security awareness techniques based on the specific organizational requirements and the information systems to which personnel have authorized access. The content shall:
 - i. Include a basic understanding of the need for information security and user actions to maintain security and to respond to suspected security incidents.
 - ii. Address awareness of the need for operations security. Security awareness techniques can include, for example, displaying posters, offering supplies inscribed with security reminders, generating email advisories/notices from senior organizational officials, displaying logon screen messages, and conducting information security awareness events.

2. Role-based Security Training

The ITCS Department shall:

- a. Provide role-based security training to personnel with assigned security roles and responsibilities:
 - i. Before authorizing access to the information system or performing assigned duties.
 - ii. When required by information system changes and annually thereafter.

3. Security Training Records

The ITCS Department shall:

- a. Designate personnel to document and monitor individual information system security training activities including basic security awareness training and specific information system security training.
- b. Retain individual training records for two years.

Compliance

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to ITCS resources, and other actions as well as both civil and criminal penalties.

Policy Exceptions

Requests for exceptions to this policy shall be reviewed by the Chief Information Officer (CIO) and the Information Security Officer (ISO). Departments requesting exceptions shall provide such requests to the CIO. The requests should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the ITCS Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein. The CIO shall review such requests; confer with the requesting department.

O. Policy Changes

ITCS Department will notify all users, including employees and shared services, of any policy and training changes or notifications.

And be it further

RESOLVED: That the remainder of Section VIII. Comprehensive Information Security Policy remains unchanged.