

**INFORMATION TECHNOLOGY  
COMMITTEE MEETING MINUTES  
March 3, 2020**

**Legislators Present:** Loretta Sullivan, Mike Roberts, Cliff Balliet, Tracy Monell and Marte Sauerbrey

**Meeting Date and Time:** March 3, 2020 at 10:37 AM

**Staff Present:** Douglas Camin, Director of Information Technology and Communication Services, Sue Haskett, ISO, Lisa McCafferty, Director of Public Health and Christina Silvestri.

A motion was made by Legislator Monell to accept last month's Committee Meeting minutes and seconded by Legislator Roberts.

Mr. Camin stated that the budget is looking good, no changes.

**Status of Projects:**

**a. Shared Services Update:**

1. Mr. Camin talked about the Town of Owego shared services. The telephones have been switched over to the County phone system. Email migration for them has happened. Mr. Camin, stated that Information Technology is supporting the Town of Owego, they are still not on our server.
2. Mr. Camin stated Town of Barton is on our system for their computers as of February 21<sup>st</sup>, however phones have not be switched over.
3. Waverly is getting closer to completion.

**b. Miscellaneous:**

1. Mr. Camin stated that Plexi-Com is working on finishing the fiber.
2. World Broad Band Project had its first meeting. Mr. Camin said there seems to be a lot of dollars to extend the broad band in Tioga County.
3. Windows migration will be taking place for the County Clerk's office.

4. Mr. Camin is talking to the Sheriff Dept. their server needs to be updated, however they don't want it done.
5. The AS400 project is close to completion. Mr. Camin stated that the AS400 will be on for at least a year.
6. Mr. Camin was asked to make sure when changes are made to Policy 43, he makes sure the Villages and Towns on Shared Services are aware.
7. Mr. Camin was reminded that he needs to get an iPad for Ms. Haskell.

**c. ISO – Highlights of the ISO report**

- Continue to stress this month to all users not to click on links from unknown senders. Mr. Camin sent out an email pertaining to several counties receiving this type of email.
- Former Policy 43 review from Committee:
  - Page 27–change the wording of annual audit to every two years. Change “the first of the year, July 1<sup>st</sup> etc to the number of weeks to follow.
  - Front page-remove the two “00” off the title.
  - Page 9-remove the red highlighted words.
  - Page 25-make “individuals” singular.
- Check with Cathy on how to present this document in a resolution.

Meeting was adjourned at 11:08 AM.

Respectfully Submitted  
By  
Christina M. Silvestri