



Information Technology – Legislative Committee Meeting

02.08.22

- APPROVAL OF MINUTES
 - 01.04.22 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - 2019 LGE Grant Status
- NEW BUSINESS
 - Information Security Officer Report
 - Building Access Control
- PERSONNEL
 - System Administrator Appointment
- RESOLUTIONS
 - B04 – Authorize Purchase of Storage Area Network (SAN) Arrays using Capital and American Rescue Plan Act (ARPA) Funds
 - B05 – Authorize to Amend Existing Enterprise Agreement with Microsoft Inc. to Include Microsoft Office 365 Subscriptions
 - B06 – Accept Grant Award for Tioga County ITCS Shared Services; Appropriate Funds and Modify 2022 Budget
 - B07 – Authorize Salary Reallocation and Appointment of System Administrator in Information Technology & Communication Services

- B08 – Amend Employee Handbook; Section IV: Personnel Rules; Subsection P – Social Media Use

- PROCLAMATIONS

- No Proclamations

- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1680 Information Technology							
A1680 412702 Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.0%
A1680 412707 Shared Services- E	-90,000	0	-90,000	.00	.00	-90,000.00	.0%
A1680 424100 Rental Of County O	-5,000	0	-5,000	-3,600.00	.00	-1,400.00	72.0%
A1680 510010 Full Time	516,192	0	516,192	18,483.20	.00	497,708.80	3.6%
A1680 510050 All other(On call,	0	0	0	1,500.00	.00	-1,500.00	100.0%
A1680 520270 M7674 Telephone Equ	0	40,000	40,000	.00	.00	40,000.00	.0%
A1680 540040 Books	250	0	250	.00	.00	250.00	.0%
A1680 540070 Car Maintenance	500	0	500	.00	.00	500.00	.0%
A1680 540140 Contracting Servic	58,880	0	58,880	.00	.00	58,880.00	.0%
A1680 540140 M7674 Contracting S	0	192,368	192,368	4,400.00	.00	187,968.00	2.3%
A1680 540180 Dues	150	0	150	.00	.00	150.00	.0%
A1680 540220 Automobile Fuel	400	0	400	38.40	.00	361.60	9.6%
A1680 540320 Leased/Service Equ	5,500	0	5,500	-328.02	.00	5,828.02	-6.0%
A1680 540350 Office Equip Maint	41,800	0	41,800	36,184.02	.00	5,615.98	86.6%
A1680 540390 Mileage Expense	150	0	150	.00	.00	150.00	.0%
A1680 540420 Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680 540480 Postage	50	0	50	.00	.00	50.00	.0%
A1680 540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680 540620 Software Expense	172,313	0	172,313	76,523.24	.00	95,789.76	44.4%
A1680 540640 Supplies (Not Offi	4,500	0	4,500	140.80	.00	4,359.20	3.1%
A1680 540660 Telephone	70,700	0	70,700	12,801.31	1,800.00	56,098.69	20.7%
A1680 540661 Telephone Maintena	24,500	0	24,500	18,724.80	.00	5,775.20	76.4%
A1680 540733 Training/All Other	5,000	0	5,000	.00	.00	5,000.00	.0%
A1680 581088 State Retirement F	46,168	0	46,168	3,778.97	.00	42,388.97	8.2%
A1680 583088 Social Security Fr	39,959	0	39,959	2,974.12	.00	36,984.58	7.4%
A1680 584088 Workers Compensati	9,795	0	9,795	734.55	.00	9,060.17	7.5%
A1680 585588 Disability Insuran	543	0	543	39.15	.00	503.73	7.2%
A1680 586088 Health Insurance F	166,015	0	166,015	9,772.40	.00	156,242.80	5.9%
A1680 588988 Eap Fringe	116	0	116	8.40	.00	108.08	7.2%
TOTAL Information Technology	860,909	232,368	1,093,277	182,175.34	1,800.00	909,301.58	16.8%
TOTAL General Fund	860,909	232,368	1,093,277	182,175.34	1,800.00	909,301.58	16.8%
TOTAL REVENUES	-305,072	0	-305,072	-3,600.00	.00	-301,472.00	
TOTAL EXPENSES	1,165,981	232,368	1,398,349	185,775.34	1,800.00	1,210,773.58	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	860,909	232,368	1,093,277	182,175.34	1,800.00	909,301.58	16.8%
** END OF REPORT - Generated by Loveland, Jeremy **							



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

ACCOUNTS FOR: H	Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<u>H1680 Information Technology</u>								
H1680	520620 Software Expense	100,000	0	100,000	21,543.33	.00	78,456.67	21.5%
H1680	521090 Computer	90,000	0	90,000	8,594.98	.00	81,405.02	9.5%
TOTAL Information Technology		190,000	0	190,000	30,138.31	.00	159,861.69	15.9%
TOTAL Capital Fund		190,000	0	190,000	30,138.31	.00	159,861.69	15.9%
TOTAL EXPENSES		190,000	0	190,000	30,138.31	.00	159,861.69	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	190,000	0	190,000	30,138.31	.00	159,861.69	15.9%
** END OF REPORT - Generated by Loveland, Jeremy **							



Information Technology – Legislative Committee Meeting

1.04.22

Legislators Present: W. Jake Brown, Tracy Monell, Ron Ciotoli, Dennis M. Mullen and Martha Sauerbrey

Minutes: Approval of December 7, 2021 Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator W. Jake Brown to approve the December 7, 2021 Information Technology Committee Minutes as written. Motion carried.

1. Review of Budget Status and Financial News:

- Operational and capital expenses are running on schedule.

2. Information Security Officer Report

- Review of Microsoft Office 365 pertaining to information security: Multi-Factor Authentication is necessary for cyber security.
- Border penetration testing is being planned with the U.S. Department of Homeland Security's Cyber and Infrastructure Security Agency (CISA)

3. Shared Services – Updates

- ITCS received a letter in December notifying us that we were successful in our LGE grant application to bring the Village of Owego and Village of Candor on our IT Shared Services infrastructure.
- Town of Owego has been moved to their new building. All computers have been relocated. Five wireless access points were installed. We are currently waiting on two

copiers from Eastern to be delivered for the new building. We are also coordinating with their security contractor regarding their door access control system.

- Village of Owego has fiber to each of their locations now. The new Village Hall is online. The security contractor has installed the door controllers which required internet access. We are continuing the planning of the transition from their Pyramid infrastructure to the County infrastructure. The Mayor has also requested assistance outfitting their board room for remote meetings.

- Village of Nichols – We have an appointment with the Mayor to install her County computer and firewall device on January 18th. An outstanding requirement to install cameras in Kirby park will continue to be pursued.

- Village of Waverly – Several security cameras have been on backorder. We are continuing to track this and will complete the project as soon as the cameras arrive.

4. ITCS Department Overview

- Chief Information Officer (CIO) – Jeremy Loveland

- Deputy Director of ITCS – Cuyler Kochin

- Systems Administrator – Vacant

- Software Support Liaison – Charles Root

- Senior Support Technician – Rich Dixson

- Programmer – David Ayers

- GIS Manager – Bill Ostrander

- GIS Technician – Bryan Goodrich

5. ITCS Upcoming Projects

a. DSS Migration

- ITCS is continuing to work on the migration from the state network to the county network. January 2023 is the deadline to complete the migration.

b. BOE Segmentation

- BOE devices will be virtually segmented from the County network. All configuration is complete. The move just needs to be complete.

c. Multi-Factor Authentication

- MFA is a requirement for Information Security

d. Access Control

- Identifying and minimizing unnecessary access to data is a strategy to reducing impact of a possible ransomware attack. Funding is available through ARPA. ITCS will be pursuing this during 2022.

e. Storage Area Network (SAN) Upgrade

- ITCS is planning to replace the two SANs, which will provide additional encryption functionality and increase our information security stance.

f. Mitel Switch and Voicemail Upgrade

- Upgrades are planned for end of life phone switches. Funding is available through ARPA to complete this project. The voicemail upgrade is included in the support and

maintenance contract with All Mode. Both upgrades will impact phone service which will be coordinated with Public Safety before implementation.

6. Microsoft Office 365 Demonstration

- A demonstration was provided for the Microsoft Office 365 platform.

DRAFT

REFERRED TO: ITCS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AUTHORIZE PURCHASE OF STORAGE AREA
NETWORK (SAN) ARRAYS USING CAPITAL AND
AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

WHEREAS: The Tioga County Information Technology and Communication Services department has determined the existing data storage hardware devices have reached the end of their operational life; and

WHEREAS: The Tioga County Information Technology and Communication Services department has determined, after investigating several vendors and SAN devices, the NETAPP AFF-C190 device as the recommended hardware to replace existing storage arrays; and

WHEREAS: The NETAPP AFF-C190 devices increase Tioga County Information Security posture by offering Data-At-Rest (DAR) encryption and increased compression while reducing both power consumption and hardware failure points; and

WHEREAS: \$60,000 will be provided using American Rescue Plan Act (ARPA) funding which will be allocated to account H1680 521090 M7674 with a separate Resolution provided by the ARPA Fund Administrator, with remaining \$43,290.78 to be paid out of Capital funding allocated to H1680 521090; and

WHEREAS: The Tioga County Information Technology and Communications Services department will purchase the Storage Area Network devices using the NY-OGS Contract PM20920 (Group 72600 – Award 22802); therefore be it

RESOLVED: That the Tioga County Legislature authorizes the purchase of two (2) Storage Area Network (SAN) devices from Lynx Technologies, 2680 Grand Island Blvd, STE 2, Grand Island, NY 14072 not to exceed \$103,290.78 to be paid out of the following accounts:

H1680 521090	Computer	\$43,290.78
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REFERRED TO: ITCS COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE TO AMEND EXISTING ENTERPRISE
AGREEMENT WITH MICROSOFT INC. TO INCLUDE
MICROSOFT OFFICE 365 SUBSCRIPTIONS

WHEREAS: The Tioga County Information Technology and Communication Services department has a current Enterprise Agreement (Enrollment ID: 6127199) with Microsoft Incorporated for Windows Server and Windows 10 Client Access Licenses (CALs); and

WHEREAS: The Tioga County Information Technology and Communication Services department is currently in year two of this three-year Enterprise Agreement with Microsoft Incorporated; and

WHEREAS: The Chief Information Officer would like to amend existing Enterprise Agreement to include Office 365 software services at a total cost of \$137,854.30 for the period of March 1, 2022 through December 31, 2023; and

WHEREAS: Funding will be provided for using Information Technology and Communication Services Capital funds H1680 520620 (Software). Year one, prorated cost is \$55,140.00 and year two anticipated cost is \$82,714.30; therefore be it

RESOLVED: That the Chair of the County Legislature is authorized to execute an agreement amendment between Tioga County and Microsoft, Inc. upon review by the County Attorney.

REFERRED TO: INFORMATION TECHNOLOGY COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 ACCEPT GRANT AWARD FOR TIOGA COUNTY
ITCS SHARED SERVICES; APPROPRIATE FUNDS AND
MODIFY 2022 BUDGET

WHEREAS: The Tioga County Legislature recognizes the need to improve services and save costs by supporting shared services with other municipalities; and

WHEREAS: The Information Technology and Communication Services department has applied for and received a Local Government Efficiency reimbursable grant from the New York State Department of State in the amount of \$103,522; and

WHEREAS: This grant covers many costs to implement shared services with the Village of Owego and Town of Candor; and

WHEREAS: Legislative approval is needed to amend or modify budget and appropriate funds; and

WHEREAS: The Information Technology and Communication Services department needs to place the funds into appropriate accounts to implement; therefore be it

RESOLVED: That the Tioga County Legislature accepts said grant for the Tioga County ITCS shared services and authorizes the ITCS department to spend the grant dollars per the submitted budget; and be it further

RESOLVED: That the following funds be transferred and the 2022 budget be modified as follows:

FROM:	H1680 430970 SSG21 Capital SSG – State Aid	\$61,400.00
	H1680 430891 SSG21 General SSG State Aid	\$42,122.00
TO:	H1680 521090 SSG21 Capital Computer	\$61,400.00
	A1680 540140 SSG21 Contracting Services	\$39,622.00
	A1680 540640 SSG21 Supplies (Not Office)	\$ 2,500.00

and be it further

RESOLVED: That any of the original \$103,522 funds that remain unspent as of 12/31/2022 will be carried forward into the New Year.

REFERRED TO:

ITCS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPOINTMENT OF
SYSTEMS ADMINISTRATOR
INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: Resolution 312-21 created the position of Systems Administrator (\$54,937 - \$64,937 M/C) and following active recruitment, the Chief Information Officer has identified a qualified candidate to fill said position; therefore be it

RESOLVED: That the Chief Information Officer is authorized to provisionally appoint Charles Root as Systems Administrator at an annual salary of \$54,937 effective March 1, 2022, pending successful completion of civil service examination requirements.

REFERRED TO:

INFORMATION TECHNOLOGY COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -22

AMEND EMPLOYEE HANDBOOK;
SECTION IV: PERSONNEL RULES;
SUBSECTION P – SOCIAL MEDIA USE

WHEREAS: The Social Media Use Policy needs to be amended in whole due to numerous updates and changes; and

WHEREAS: The Chief Information Officer and Information Security Officer have reviewed the County's Social Media Use Policy and made recommendations that the policy should be amended in its entirety and replaced; therefore be it

RESOLVED: That the Social Media Use Policy be amended in its entirety and replaced as follows:

Social Media Use

Sections:

- I. Purpose
- II. Definitions
- III. Regulations on Employees' Personal Use
- IV. Regulations on Use for County Business
- V. Policy Violations

I: PURPOSE

Tioga County recognizes that traditional communication methods are now supplemented or replaced by use of various Social Media technologies. Using Social Media technologies to share news about municipal events, disseminate emergency information, and promote work being done by staff and community groups is an effective, low-cost way to inform and interact with our community. Tioga County has developed this policy to provide direction to officers, employees and volunteers when engaged in using social media as a method of communication.

Please read this policy carefully and in its entirety before making use of social media. If you are not sure how this policy may apply to you, or whether it applies to new types of technology, please contact your Department Head before you engage in social media.

Please be cognizant that participation in anonymous internet communications regarding County business may undermine the principle that all County employees and officials should conduct the official

business of Tioga County in an open and accessible manner. Information posted, blogged, or tweeted by County employees and officials reflects on the entire community and can adversely impact Tioga County's mission, goals and reputation. Remember: What you post is, in effect, instantaneous and permanent, and can be viewed and reposted by people not in your intended audience. Given the nature of social media, something you intend to be private may not remain private. Employees should not assume any electronic communication using County equipment is private. (This Policy is to be read in conjunction with the Comprehensive Information Security Policy.)

II: DEFINITIONS

- A. *Social Media technologies* means the various forms of discussion and information sharing that use technology to create web content that produces communication and conversations. Forms may include but are not limited to: social networking, blogs, video sharing, podcasts, wikis, message boards, online forums, RSS and other syndicated web feeds. Technologies include but are not limited to: picture-sharing, wall postings, e-mail, and instant messaging. Examples of social media applications include, but are not limited to, Google and Yahoo Groups (reference, social networking), Wikipedia (reference), Facebook (Social networking), YouTube (social networking and video sharing), Twitter (social networking and microblogging), LinkedIn (business networking) and news media comment sharing/bloggging.
- B. *Devices* include, but are not limited to: computers, PCs, laptops, tablets, smart phones, and networks.
- C. *Employee* means any agent or officer employed by Tioga County.
- D. *Volunteer* means an unpaid agent of Tioga County.

III: REGULATIONS ON **PERSONAL USE**

1. If an employee chooses to use a social media site, it is imperative that s/he:
 - Only post information or check personal networking sites on non-work time and on non-county owned device(s), in accordance with the Comprehensive Information Security Policy; and
 - Make it clear that the views they express are personal and do not represent the views of Tioga County and are not related to their employment in any way; and
 - Never use or reference one's formal position with Tioga County when writing/posting in a non-official capacity.

- Views that they express regarding county business, affairs or operations are personal and do not represent the county and do not relate to their employment with the county in any way.
2. All devices provided by Tioga County are the County's property and shall only be utilized in compliance with the Acceptable Use provisions defined in the Comprehensive Information Security Policy.
 - By using County property, the employee consents to the monitoring of communication and access to stored information. Tioga County may review employee use of County-owned devices at any time and without notice. Employees have no reasonable expectation of privacy when using County-owned devices or using personal devices on County-owned systems or networks.
 3. Confidential information, business-related information, or County logos shall not be disclosed or otherwise released.
 4. Access to social media from County-owned devices is limited to individuals performing official County business on social media.
 5. Posting of disparaging, vulgar, obscene, intimidating, harassing, or threatening comments, critical discussion and/or statements about co-workers, customers, clients, patients and/or vendors may not be protected free speech. If an employee has a concern with information posted on social media, they should address it with their supervisor, Department Head, Personnel, or union representative. (This Policy should be read in conjunction with the Work Place Violence Prevention Policy and Discriminatory Harassment Policy.
 6. Posting of statements or pictures that breach security, embarrass or harm Tioga County's reputation or business are prohibited.
 7. Posting images of County employees in County uniforms, County equipment, vehicles, offices, or real estate is prohibited unless authorized by the Department Head.
 8. Employees assume any and all risk associated with personal use of social media.

IV: REGULATIONS ON USE FOR **COUNTY BUSINESS**

1. County policies, rules, regulations and standards of conduct apply to County employees and contracted service providers that engage in social media activities while conducting County business or on behalf of County departments.
2. A Department Head's decision to use social media must be reviewed by the Information Technology and Communication Services department, approved by the department's Legislative committee and supported by underlying justification pertaining to the department's goals and mission, audience, legal risks, technical capabilities and potential benefits. Any official County social media

sites which exist at the time of the enactment of this policy must immediately submit this information to their Legislative committee in order to determine whether approval for the ongoing use of the site will be granted.

3. Department Heads who choose to use social media must have a strong understanding of the risks associated with use. Department Heads shall engage the Information Technology and Communications Services Department for guidance in assessing the risks associated with a specific social media site in comparison with the business opportunities expected. The County Attorney's office may also be consulted regarding anything related to social media use.
4. Department Heads are responsible for designating which employees will be the "site administrator" in their department and therefore authorized to use social media on behalf of the department, and for designating appropriate levels of access, including what sites, or types of sites, the employee is approved to use, as well as defining capability: publish, edit, or view only.
5. County social media network accounts must be requested by the Department Head to the Information Technology and Communications Services Department and must be created by the Information Technology and Communications Services Department using an official County email address.
6. Social Media sites must contain visible elements that identify them as official Tioga County sites, such as: the County seal, department logos, contact information, and a link to the main Tioga County website.
7. If the Department Head is unsure about the appropriateness of posting information, the Department Head shall ensure that any questions about the appropriateness of releasing information on social media shall be reviewed by the Chair of the Legislature prior to being posted to a department's profile or page.
8. Account password information shall only be shared with authorized employees who have been designated by the Department Head to fulfill the role of site administrator. Passwords utilized must meet minimum requirements defined in the Comprehensive Information Security Policy. Passwords to social media sites should be changed every 90 days or when a person responsible for maintaining a site leaves employment with the County. In the event of a compromise, or suspected compromise, passwords should be changed immediately.
9. Each departmental site administrator is responsible for monitoring the postings of their department.

10. Public comment must be disabled on all official County social media sites. The site administrator must ensure that each official County social media site is set up so that public comments are not permitted.
11. Records management – Department use of social media shall be documented and maintained by the site administrator in an easily accessible format that tracks account information and preserves items that may be considered public record subject to disclosure under the New York State Freedom of Information Law (NYSFOIL).
12. Departmental use of social media must comply with the Comprehensive Information Security Policy as well as all applicable Federal, State, and County laws and procedures including, but not limited to copyright, records retention, public records laws, e-discovery, privacy protection laws, fair use and financial disclosure laws, HIPAA and any other applicable laws. Questions are to be referred to the County Attorney.
13. Departments shall not disclose confidential or proprietary information on social media sites.
14. Citing or posting images of vendors, clients, citizens, or employees is prohibited without their approval and approval of the Department Head or delegated site administrator.

V: POLICY VIOLATIONS

Violations of this policy may result in disciplinary action, up to and including termination of employment, and/or civil or criminal action, if appropriate.