



Information Technology – Legislative Committee Meeting

02.07.23

- APPROVAL OF MINUTES
 - 01.03.23 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - Information Security Report
 - Town of Candor Shared Services
 - Town of Nichols Shared Services
- NEW BUSINESS
 - Public Works Security Camera and Access Control
- PERSONNEL
 - Network Administrator Position Remains Vacant
 - Temporary GIS Technician Remains Vacant
- RESOLUTIONS
 - B04 – AUTHORIZE PARTICIPATION IN SOURCEWELL COOPERATIVE PURCHASING PROGRAM
 - B05 – AUTHORIZE PARTICIPATION IN PEPPM COOPERATIVE PURCHASING PROGRAM
 - A45 – AUTHORIZE AGREEMENT WITH NEW YORK STATE INFORMATION TECHNOLOGY SERVICES FOR ENDPOINT DETECTION AND RESPONSE SOFTWARE

- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

January 3rd, 2023, at 10:30 am

ATTENDANCE:

- Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli, Dennis M. Mullen, William Standinger and Martha Sauerbrey
 - Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director,
 - Guests: Peter DeWind and Cathy Haskell
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- APPROVAL OF MINUTES: Approval of December 6th, 2022, Information Technology Committee Minutes: Legislator Dennis Mullins made the motion, seconded by Legislator Tracy Monell to approve the December 6th, 2022 Information Technology Committee Minutes as written. Motion carried.
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- FINANCIAL
 - Review of budget status and financial news:
 - The beginning of the fiscal year has started
 - End of year purchases are being closed out
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- OLD BUSINESS
 - Information Security Report
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- NEW BUSINESS
 - Town of Candor Shared Services
 - The fiber circuit to the Town of Candor has been completed
 - ITCS staff completed a site visit and will be migrating Town of Candor devices and users throughout the month

 - Offsite / Offline Backup Site Options
 - Discussion on locations to house 'cold storage' for County data in alignment with the County Cyber Security posture.
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- PERSONNEL
 - Nothing to report
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- RESOLUTIONS/PROCLAMATIONS
 - A15 – AUTHORIZE CAPITAL PROJECT AMERICAN RESCUE PLAN ACT (ARPA) CAPITAL APPROPRIATION REQUEST 003

- A28 – TRANSFER FUNDS TO FUND AND FILL VACANT NETWORK ADMINISTRATOR POSITION WITHIN INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES DEPARTMENT
 - A29 – AUTHORIZE CREATION AND FILLING OF TEMPORARY POSITION (INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES DEPARTMENT)
 - A30 – AMEND EMPLOYEE HANDBOOK; SECTION VIII: COMPREHENSIVE INFORMATION SECURITY POLICY
 - A40 – AUTHORIZE MULTI-YEAR PREPAYMENT OF SUBSCRIPTION TO ACHIEVE SAVINGS
 - A45 – AUTHORIZE TO PROCEED WITH SHARED SERVICE AGREEMENT
- ADJOURNMENT 11:00am

Review of 2022 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2023 02								
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	.00	.00	-210,072.00	.0%	
A1680 412707 Shared Services- E	-90,000	0	-90,000	-3,588.00	.00	-86,412.00	4.0%	
A1680 422280 Data Processing/Pr	0	0	0	-65.42	.00	65.42	100.0%	
A1680 424100 Rental Of County O	-5,000	0	-5,000	-3,600.00	.00	-1,400.00	72.0%	
A1680 510010 Full Time	548,395	65,180	613,575	19,688.40	.00	593,886.60	3.2%	
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	-48,880	10,000	.00	172.50	9,827.50	1.7%	
A1680 540140 M7674 Contracting S	0	528,651	528,651	35,000.00	.00	493,650.92	6.6%	
A1680 540180 Dues	150	0	150	50.00	.00	100.00	33.3%	
A1680 540220 Automobile Fuel	400	0	400	.00	.00	400.00	.0%	
A1680 540320 Leased/Service Equ	5,500	-2,000	3,500	1,012.71	540.00	1,947.29	44.4%	
A1680 540350 Office Equip Maint	41,800	0	41,800	19,553.08	.00	22,246.92	46.8%	
A1680 540390 Mileage Expense	150	0	150	.00	.00	150.00	.0%	
A1680 540420 Office Supplies	1,500	-500	1,000	.00	.00	1,000.00	.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	49,325.84	.00	122,987.16	28.6%	
A1680 540640 Supplies (Not Offi	4,500	0	4,500	367.84	352.17	3,779.99	16.0%	
A1680 540660 Telephone	70,700	-10,000	60,700	-9,761.45	22,302.00	48,159.45	20.7%	
A1680 540661 Telephone Maintena	24,500	0	24,500	2,100.00	.00	22,400.00	8.6%	
A1680 540733 Training/All Other	5,000	-3,800	1,200	.00	.00	1,200.00	.0%	
A1680 581088 State Retirement F	46,168	0	46,168	3,262.98	.00	42,904.96	7.1%	
A1680 583088 Social Security Fr	39,959	0	39,959	2,827.61	.00	37,131.09	7.1%	
A1680 584088 Workers Compensati	9,795	0	9,795	783.52	.00	9,011.20	8.0%	
A1680 585588 Disability Insuran	543	0	543	41.76	.00	501.12	7.7%	
A1680 586088 Health Insurance F	166,015	0	166,015	9,025.66	.00	156,989.54	5.4%	
A1680 588988 Eap Fringe	116	0	116	9.76	.00	106.72	8.4%	
TOTAL Information Technology	893,112	528,651	1,421,763	126,034.29	23,366.67	1,272,361.88	10.5%	
TOTAL General Fund	893,112	528,651	1,421,763	126,034.29	23,366.67	1,272,361.88	10.5%	
TOTAL REVENUES	-305,072	0	-305,072	-7,253.42	.00	-297,818.58		
TOTAL EXPENSES	1,198,184	528,651	1,726,835	133,287.71	23,366.67	1,570,180.46		

FOR 2023 02								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
GRAND TOTAL	893,112	528,651	1,421,763	126,034.29	23,366.67	1,272,361.88	10.5%	

H1680 – Year-to-Date Capital Budget Report

FOR 2023 02							
ACCOUNTS FOR: H Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H1680 Information Technology							
H1680 520270 Telephone Equipmen	6,666	0	6,666	.00	.00	6,666.00	.0%
H1680 520620 Software Expense	128,250	0	128,250	82,710.50	1,590.00	43,949.50	65.7%
H1680 520620 M7674 Software Expe	0	70,000	70,000	.00	.00	70,000.00	.0%
H1680 521090 Computer	66,167	0	66,167	11,894.15	7,615.80	46,656.71	29.5%
TOTAL Information Technology	201,083	70,000	271,083	94,604.65	9,205.80	167,272.21	38.3%
TOTAL Capital Fund	201,083	70,000	271,083	94,604.65	9,205.80	167,272.21	38.3%
TOTAL EXPENSES	201,083	70,000	271,083	94,604.65	9,205.80	167,272.21	
FOR 2023 02							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	201,083	70,000	271,083	94,604.65	9,205.80	167,272.21	38.3%

REFERRED TO:

ITCS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23

AUTHORIZE PARTICIPATION IN SOURCEWELL
COOPERATIVE PURCHASING PROGRAM

WHEREAS: Tioga County is dedicated to the procurement of the right goods and services at the right price for the various County departments in a timely manner assuring the prudent and economical use of public monies; and

WHEREAS: Tioga County declares its intention to purchase competitively without prejudice and to seek maximum operational value for every dollar expended; and

WHEREAS: Tioga County's purchasing policy shall be administered in accordance with all ethical rules called for by the County of Tioga and the National Institute of Governmental Purchasing Code of Ethics; and

WHEREAS: Sourcewell Cooperative Purchasing Program serves government, education and non-profit organizations with a cooperative purchasing program whose procurement process meets or exceeds local purchasing requirements; and

WHEREAS: Tioga County purchasing procedures shall be subject to the approval of the Legislature; therefore be it

RESOLVED: That the Sourcewell Cooperative Purchasing program satisfies certain purchasing requirements and is hereby authorized for use by all Tioga County departments within the scope of Section VII – Purchasing and Payment Policy of the Tioga County Employee Handbook.

REFERRED TO:

ITCS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23

AUTHORIZE PARTICIPATION IN
PEPPM COOPERATIVE PURCHASING PROGRAM

WHEREAS: Tioga County is dedicated to the procurement of the right goods and services at the right price for the various County departments in a timely manner assuring the prudent and economical use of public monies; and

WHEREAS: Tioga County declares its intention to purchase competitively without prejudice and to seek maximum operational value for every dollar expended; and

WHEREAS: Tioga County's purchasing policy shall be administered in accordance with all ethical rules called for by the County of Tioga and the National Institute of Governmental Purchasing Code of Ethics; and

WHEREAS: PEPPM is a technology cooperative purchasing program administered by the Central Susquehanna Intermediate Unit (CSIU) which solicits bids on popular lines of hardware, software, and services satisfying legal bid requirements; and

WHEREAS: Tioga County purchasing procedures shall be subject to the approval of the Legislature; therefore be it

RESOLVED: That the PEPPM Cooperative Purchasing program satisfies certain purchasing requirements and is hereby authorized for use by all Tioga County departments within the scope of Section VII – Purchasing and Payment Policy of the Tioga County Employee Handbook.

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -23

AUTHORIZE AGREEMENT WITH NEW YORK STATE
INFORMATION TECHNOLOGY SERVICES FOR
ENDPOINT DETECTION AND RESPONSE SOFTWARE

WHEREAS: New York State Information Technology Services has partnered with the New York State Division of Homeland Security and Emergency Services and the City of New York Joint Security Operations Center (JSOC) in a JSOC Initiative; and

WHEREAS: This initiative provides for Participating Entities to receive Endpoint Detection and Response software at no cost; and

WHEREAS: The initial term of this agreement shall be for a period of (3) years and will be automatically renewed for additional (12) month terms based upon approval of funding in the NYS budget and approval of the NYS Office of the State Comptroller; and

WHEREAS: the Endpoint Detection and Response software vendor provided in the initiative is CrowdStrike; and

WHEREAS: The CrowdStrike Endpoint Detection and Response software can be run in parallel with existing cyber security software employed by Tioga County; therefore be it

RESOLVED: That the Chair of the County Legislature is authorized to execute this agreement between Tioga County and New York State Information Technology Services and New York State Division of Homeland Security upon review by the County Attorney.