



Information Technology – Legislative Committee Meeting

03.07.23

- APPROVAL OF MINUTES
 - 02.07.23 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
 - Village of Nichols Shared Service Revocation
 - Board of Elections Segregation
 - Offsite – Offline Backup Location
- PERSONNEL
 - Network Administrator Position Remains Vacant
 - Chief Information Officer Navy Reserve Annual Training
- RESOLUTIONS
 - C17 – RECOGNIZE WILLIAM OSTRANDER 15 YEARS OF DEDICATED SERVICE INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES DEPARTMENT
 - C21 – TRANSFER FUNDS AND PURCHASE SERVER HOST HARDWARE
 - C22 – AUTHORIZE MULTI-YEAR PREPAYMENT OF SUBSCRIPTION TO ACHIEVE SAVINGS – KNOWBE4 SECURITY AWARENESS TRAINING
 - C25 – AUTHORIZE EXECUTION OF COOPERATIVE AGREEMENTS BETWEEN THE LAW DEPARTMENT, ITCS, SHERIFF, DSS, PUBLIC HEALTH, AND MENTAL HYGIENE

- C38 - AUTHORIZE MULTI-YEAR PREPAYMENT OF SUBSCRIPTION TO ACHIEVE SAVINGS – BARRACUDA MESSAGE ARCHIVER

- PROCLAMATIONS

- Nothing to Report

- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

February 7th, 2023, at 9:30 am

ATTENDANCE:

- Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli, Dennis M. Mullen, William Standing 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 January 3rd, 2023, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Ron Ciotoli to approve the January 3rd, 2023 Information Technology Committee Minutes as written. Motion carried.
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- FINANCIAL
 - Review of budget status and financial news:
 - All fund transfers from last month are complete.
 - The budget is tracking well
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- OLD BUSINESS
 - Town of Candor Shared Services
 - The fiber circuit is near completion. Once complete, the ITCS Department will complete the migration and bring the Town of Candor Hall onto the County Network.
 - Town of Nichols Shared Services
 - The Town of Nichols is preparing to get migrated to the County Network. All service installations have been completed and all hardware has been purchased and configured.

- NEW BUSINESS
 - Public Works Security Camera and Access Control
 - All camera and access control hardware has been purchased and registered.
 - Some network gear needs to be purchased and configured before the installer can come onsite to install the hardware.
- PERSONNEL
 - Network Administrator Position Remains Vacant
 - Temporary GIS Technician Remains Vacant
- RESOLUTIONS/PROCLAMATIONS
 - B03 – CREATE GIS COORDINATOR POSITION WITHIN INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES DEPARTMENT
 - B04 – AUTHORIZE PARTICIPATION IN SOURCEWELL COOPERATIVE PURCHASING PROGRAM
 - B05 – AUTHORIZE PARTICIPATION IN PEPPM COOPERATIVE PURCHASING PROGRAM
 - B45 – AUTHORIZE AGREEMENT WITH NEW YORK STATE INFORMATION TECHNOLOGY SERVICES FOR ENDPOINT DETECTION AND RESPONSE SOFTWARE
- EXECUTIVE SESSION
 - Entered into executive session to discuss public safety matters at 10:01. Executive session concluded at 10:29.
- ADJOURNMENT 10:30am

Review of 2022 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2023 03								
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	79,071.86	.00	534,503.14	12.9%	
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 Serv	58,880	-48,880	10,000	172.50	7,350.70	2,476.80	75.2%	
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	1,600.66	.00	1,899.34	45.7%	
A1680 540350 Office Equip Maint	41,800	0	41,800	32,692.33	-13,139.25	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	61,161.74	.00	111,151.26	35.5%	
A1680 540640 Supplies (Not Offi	4,500	0	4,500	1,307.99	.00	3,192.01	29.1%	
A1680 540660 Telephone	70,700	-10,000	60,700	8,037.11	.00	52,662.89	13.2%	
A1680 540661 Telephone Maintena	24,500	0	24,500	23,304.00	.00	1,196.00	95.1%	
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	8,157.45	.00	38,010.49	17.7%	
A1680 583088 Social Security Fr	39,959	0	39,959	7,210.84	.00	32,747.86	18.0%	
A1680 584088 Workers Compensati	9,795	0	9,795	1,958.80	.00	7,835.92	20.0%	
A1680 585588 Disability Insuran	543	0	543	104.40	.00	438.48	19.2%	
A1680 586088 Health Insurance F	166,015	0	166,015	22,564.15	.00	143,451.05	13.6%	
A1680 588988 Eap Fringe	116	0	116	24.40	.00	92.08	20.9%	
TOTAL Information Technology	893,112	528,651	1,421,763	275,164.81	-5,788.55	1,152,386.58	18.9%	
TOTAL General Fund	893,112	528,651	1,421,763	275,164.81	-5,788.55	1,152,386.58	18.9%	
TOTAL REVENUES	-305,072	0	-305,072	-7,253.42	.00	-297,818.58		
TOTAL EXPENSES	1,198,184	528,651	1,726,835	282,418.23	-5,788.55	1,450,205.16		

FOR 2023 03								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
GRAND TOTAL	893,112	528,651	1,421,763	275,164.81	-5,788.55	1,152,386.58	18.9%	

H1680 – Year-to-Date Capital Budget Report

FOR 2023 03							
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	85,353.50	1,590.00	41,306.50	67.8%
H1680 520620 M7674 Software Expe	0	70,000	70,000	.00	.00	70,000.00	.0%
H1680 521090 Computer	66,167	0	66,167	12,949.63	7,615.80	45,601.23	31.1%
TOTAL Information Technology	201,083	70,000	271,083	98,303.13	9,205.80	163,573.73	39.7%
TOTAL Capital Fund	201,083	70,000	271,083	98,303.13	9,205.80	163,573.73	39.7%
TOTAL EXPENSES	201,083	70,000	271,083	98,303.13	9,205.80	163,573.73	
FOR 2023 03							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	201,083	70,000	271,083	98,303.13	9,205.80	163,573.73	39.7%

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -23 RECOGNIZE WILLIAM OSTRANDER'S
15 YEARS OF DEDICATED SERVICE TO
INFORMATION TECHNOLOGY AND
COMMUNICATION SERVICES DEPARTMENT

WHEREAS: Bill began his career with the Tioga County Information Technology and Communication Services Department on July 16, 2007, as the Geographic Information Systems Manager; and

WHEREAS: Bill Ostrander has been a dedicated and loyal employee in the performance of his duties; and

WHEREAS: Bill Ostrander has shown the highest levels of reliability, trust, loyalty, and competence in the performance of his duties; and

WHEREAS: Bill Ostrander will retire on April 7, 2023; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Bill Ostrander for his fifteen years of dedicated and loyal service to the Tioga County Information Technology and Communication Services Department; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this loyal, dedicated, and outstanding employee, William Ostrander.

REFERRED TO: ITCS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23 TRANSFER FUNDS AND
PURCHASE SERVER HOST HARDWARE

WHEREAS: The County Information Technology and Communication Services (ITCS) Department has determined the existing server host hardware devices have reached the end of their operational life; and

WHEREAS: The ITCS Department has determined, after investigating several vendors and server host devices; the Dell PowerEdge R640 device as the recommended hardware to replace existing server host hardware; and

WHEREAS: The Dell PowerEdge R640 server hosts will increase the stability and resilience posture of Tioga County Information Systems through the included hardware and software warranties and support; and

WHEREAS: The purchase will be funded utilizing ITCS Capital Reserve funds which will be allocated to account H1680 521090; and

WHEREAS: The purchase of seven (7) Dell PowerEdge R640 server hosts will be made using the PEPPM Cooperative Purchasing Program using contract number 528262-009; 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 the appropriate account; therefore be it

RESOLVED: That the following funds be transferred and the 2023 budget be modified as follows:

FROM:	H87805 Capital Hardware Reserve	\$50,982.75
TO:	H1680 521090 Computer	\$50,982.75

And be it further

RESOLVED: That the Tioga County Legislature authorizes the purchase of seven (7) Dell PowerEdge R640 server hosts from CXtec, 5404 South Bay Road, Syracuse, NY 13212 not to exceed \$50,982.75, to be paid out of the following account:

H1680 521090	Computer	\$50,982.75
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REFERRED TO:

ITCS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23

AUTHORIZE MULTI-YEAR PREPAYMENT OF
SUBSCRIPTION TO ACHIEVE SAVINGS – KNOWBE4
SECURITY AWARENESS TRAINING

WHEREAS: The County Information Technology and Communication Services Department regularly pays multiple service contracts, maintenance contracts and software subscriptions annually; and

WHEREAS: The ITCS Department has identified cost savings and discounts that are available if the County agrees to pre-pay these agreements in advance; and

WHEREAS: The ITCS Department has identified the following agreement meeting the criteria of eligibility for multi-year cost savings:

- KnowBe4 Security Awareness Training Subscription Diamond – 3 Year Renewal

And

WHEREAS: A one-year subscription for these services would cost \$11,633.22; and

WHEREAS: A three-year pre-paid subscription would cost \$27,920.73, saving the County \$6,978.93; therefore be it

RESOLVED: That \$27,920.73 be paid upfront for the KnowBe4 Security Awareness Training subscription and \$9,306.91 be charged to account A1680 540620 annually for the length of the subscription renewal (2023 through 2025); and be it further

RESOLVED: That the Chief Information Officer shall track the savings achieved for reporting as requested.

REFERRED TO: LEGAL/FINANCE COMMITTEE
INFORMATION TECHNOLOGY COMMITTEE
PUBLIC SAFETY COMMITTEE
HEALTH AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. -23 AUTHORIZE EXECUTION OF
COOPERATIVE AGREEMENTS BETWEEN THE
LAW DEPARTMENT, ITCS, SHERIFF, DSS,
PUBLIC HEALTH, AND MENTAL HYGIENE

WHEREAS: Tioga County has implemented a Direct Charge Pilot Program that will maximize State reimbursement for legal and IT expenses while eliminating the administrative burden of charging all departments for those expenses; and

WHEREAS: The Law Department and ITCS will directly charge the Department of Social Services, Public Health and Mental Hygiene for its services and support pursuant to Cooperative Agreements; and

WHEREAS: The Sheriff's Department will directly charge the Department of Social Services for security services, escort, protection and transport services; and

WHEREAS: It may be necessary for the Budget Officer to make budget adjustments to reflect the budgeted amounts and year end actuals in the cooperative agreements between ITCS and DSS, Public Health and Mental Hygiene and to reflect the budgeted amount in the cooperative agreement between the Sheriff and DSS; therefore be it

RESOLVED: That the Legislature authorizes and directs the Chair to execute Cooperative Agreements between the Law Department and DSS, Public Health and Mental Hygiene; and be it further

RESOLVED: That the Legislature authorizes and directs the Chair to execute Cooperative Agreements between the ITCS Department and DSS, Public Health and Mental Hygiene; and be it further

RESOLVED: That the Legislature authorizes and directs the Chair to execute a Cooperative Agreement between the Sheriff's Department and DSS; and be it further

RESOLVED: That the Cooperative Agreements between DSS and the Law Department, ITCS and Sheriff shall be submitted to the New York State Office of Temporary and Disability Assistance and the Office of Children and Family Services for approval; and be it further

RESOLVED: That the Budget Officer is authorized to make budget adjustments to reflect the budgeted amounts and year end actuals in the cooperative agreements between ITCS and DSS, Public Health and Mental Hygiene and to reflect the budgeted amount in the cooperative agreement between the Sheriff and DSS.

REFERRED TO:

ITCS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23

AUTHORIZE MULTI-YEAR PREPAYMENT OF
SUBSCRIPTION TO ACHIEVE SAVINGS –
BARRACUDA MESSAGE ARCHIVER

WHEREAS: The County Information Technology and Communication Services Department regularly pays multiple service contracts, maintenance contracts and software subscriptions annually; and

WHEREAS: The ITCS Department has identified cost savings and discounts that are available if the County agrees to pre-pay these agreements in advance; and

WHEREAS: The ITCS Department has identified the following agreement meeting the criteria of eligibility for multi-year cost savings:

- Barracuda Message Archiver Appliance 450 Instant Replacement – 3 Years
- Barracuda Message Archiver Appliance 450 Energize Updates – 3 Years

And

WHEREAS: A one-year subscription for these services would cost \$6,920.70; and

WHEREAS: A three-year pre-paid subscription would cost \$17,899.17, saving the County \$2,862.93; therefore be it

RESOLVED: That \$17,899.17 be paid upfront for the Barracuda Message Archiver Appliance subscription and \$5,966.39 be charged to account A1680 540620 annually for the length of the subscription renewal (2023 through 2025); and be it further

RESOLVED: That the Chief Information Officer shall track the savings achieved for reporting as requested.