

## Information Technology – Legislative Committee Meeting

02.03.26

Attendance Legislators: Tracy Monell, Jake Brown, Jo Ellen Rose, Ray Bunce, William Standing, and Andrew Aronstam.

Staff: Jackson Bailey (County Administrator), Brandon Clark (Chief Information Officer)

- APPROVAL OF MINUTES
  - 1.06.26 IT Legislative Committee Meeting
    - Approval of 1.06.26, Information Technology Committee Minutes: Legislator Jake Brown made the motion, seconded by Legislator Ray Bunce to approve the 1.06.26, Information Technology Committee Minutes as written. Motion carried
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - O365 Shared Services Licenses Update
    - ITCS Update: Provided an update on the ongoing project related to shared services.
    - Project Timeline: Village of Waverly and Town of Candor are scheduled for completion in February.
  - Windows 11 Update
    - ITCS provided an update that indicated that project is approaching completion for February.
- NEW BUSINESS
  - Server Room HVAC
    - Chief Information Officer (Brandon Clark) informed the committee that the HVAC system has been experiencing issues, requiring multiple emergency repairs for the server room.
    - Clark stated that once the current repairs are completed, we will start the process of searching for vendors to maintain this critical system.
  - Catalog of Services Share Service Agreements
    - Chief Information Officer Brandon Clark presented the proposed new catalog of services for all shared services provided by the ITCS department.

- Clark also provided a cost analysis related to the catalog of services, including new Master Service Agreements for each shared service holder.
  - Office Specialist II
    - The ITCS department reported that a candidate, Heather Canfield, has accepted the position of Office Specialist.
    - Start Date: Heather is scheduled to begin on February 23, 2026.
  - End of Life Copiers
    - The ITCS department has been working with multiple vendors to secure the best value for the County in replacing several copiers that have reached end-of-life status.
    - Resolutions: Resolutions B02 and B36 reflect the need for new copiers in their respective programs.
- PERSONNEL
  - Deputy Director
  - Network Administrator
- RESOLUTIONS
  - B02 - TRANSFER RESERVE FUNDS TO PURCHASE COPIER AT PUBLIC WORKS HIGHWAY GARAGE
  - B34 - TRANSFER RESERVE FUNDS TO PURCHASE COPIER FOR MENTAL HYGIENE
  - B36 - Authorize Connection of Town of Owego Fire District to Tioga County Spillman FLEX CAD System
- PROCLAMATION
- Request for Executive Session to talk Cyber Security
  - CIO – Brandon Clark requested to enter Executive Session
  - Legislator Jake Brown made the motion, seconded by Legislator Ray Bunce to enter Executive at 10:20am.
  - Legislator Jake Brown Motioned, seconded by Legislatore Ray Bunce to exit Executive Session at 10:29am.