

**INFORMATION TECHNOLOGY
COMMITTEE MEETING MINUTES**

June 5, 2018

Legislators Present: Loretta Sullivan, Mike Roberts, Martha Sauerbrey

Legislators Absent: Tracy Monell, Richard Huttleston

Meeting Date and Time: June 5, 2018 at 10:37AM

Staff Present: Douglas Camin, Director of Information Technology and Communication Services; Sue Haskett, ISO; Rita Hollenbeck, Budget Officer

A quorum was not present to approve previous minutes.

Budget Status:

Mr. Camin indicated there was no new news to report on the ITCS budget and it is tracking as expected.

Shared Services Update

Mr. Camin discussed the work being done on the shared services initiative. Currently it looks that the Town of Owego, Barton, and the Villages of Waverly and Nichols will come on board. Mr. Camin stated that further information is being put together, including cost estimates for the New York State Local Government Efficiency grant submission and County Attorney DeWind is drawing up the standard legal agreement needed. As this progresses a resolution will be presented along with detailed information to the Legislature for approval. Mr. Camin and Deputy Director Drew Griffin will also be attending the meetings of the Towns of Barton and Spencer in the coming weeks to seek their approval of the supporting resolution for the NYS LGE grant. Mr. Camin asked if there were questions but none were asked.

Mr. Camin also noted that it may also be important for the County to look into harmonizing the agreements the County already has with several outside agencies to which IT services are provided so they match the new municipal agreements being drawn up. The legislators present agreed and a brief discussion ensued regarding what was different about the existing agreements and which agencies would be impacted. Mr. Camin noted it would potentially impact Soil and Water, the IDA, REAP and Accord. Legislator Sullivan asked Mr. Camin to draw

up preliminary calculations and that the Legislature would discuss how to approach these entities as the time for a transition drew closer.

Status of Projects:

a. Miscellaneous:

1. Mr. Camin discussed the Windows 10 deployment status. He anticipates that the majority of County machines will be upgraded to Windows 10 by the end of the summer.
2. Mr. Camin discussed the status of the tax software implementation. Budget Officer Hollenbeck discussed that the Treasurer's office is still doing double entry in the old system, which is longer than was anticipated. A discussion was had about the status of specific steps. It was agreed that progress is continuing, but has been slower in some areas than others. Mr. Camin will follow up to find out additional details and work to move the project along where necessary.

Information Security Officer Report

Ms. Haskett gave an update on the progress of projects that she is working on. She is mostly completed with work to update and re-write portions of the Information Security Policy and recently held a meeting with Mr. Camin and Emergency Services Director Mike Simmons to get an update on the disaster recovery workgroup planning. It was decided at that meeting to plan an initial tabletop exercise in the late summer\early fall timeframe.

Open Discussion

- Mr. Camin noted that he and some staff from his office will be attending the NYS Board of Elections "tabletop" disaster session occurring in Binghamton on June 18th.
- Mr. Camin also informed the committee that at the conference for the NYS Local Government IT Directors Association in May he was elected Vice President of the organization for a two year term. Mrs. Sullivan congratulated Mr. Camin and noted that she would expect that to raise the profile of the County as it has with other directors in similar positions.

Meeting was adjourned at 11:18 AM.

Respectfully Submitted

By
Douglas Camin