



Information Technology – Legislative Committee Meeting

03.05.24

- APPROVAL OF MINUTES
 - 02.06.24 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - 2024 Cyber Awareness Training Status
 - Soil and Water QuickBooks migration
- NEW BUSINESS
 - GIS Public Information Responsibilities
 - Remote Work Management System (RWMS)
 - Village of Nichols – Kirby Park
 - Topp Business Solutions – Managed Print Services (MPS) Agreement
- PERSONNEL
 - Nothing to Report
- RESOLUTIONS
 - C36 – AUTHORIZE EXECUTION OF COOPERATIVE AGREEMENTS BETWEEN THE LAW DEPARTMENT, ITCS, SHERIFF, DSS, PUBLIC HEALTH, AND MENTAL HYGIENE
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

February 6th, 2024, at 9:30 am

ATTENDANCE:

- Legislators: Jake Brown, Tracy Monell, Ron Ciotoli, Dennis Mullen, and William Standinger
- Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director
- Guests: Cathy Haskell

- APPROVAL OF MINUTES: Approval of January 2nd, 2024, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Jake Brown to approve the January 2nd, 2024, Information Technology Committee Minutes as written. Motion carried.

- FINANCIAL
 - Review of budget status and financial news

- OLD BUSINESS
 - 2024 Cyber Awareness Training
 - The County has implemented a different method for completing the required annual Cyber Awareness Training for all users. We are not using KnowBe4, but rather Microsoft Sharepoint. There are two in-person training options for users as well. One in February, and one in March. All users are required to complete the training no later than Close of Business March 29th, 2024.
 - FLEX Connection Agreement
 - The County will be implementing an agreement for outside municipalities to connect to the County's Computer Aided Dispatch (CAD) system.

- NEW BUSINESS
 - 2024 Projects and Priorities
 - Close out 2023 projects, including the server host migration.

- New Core Switches have been purchased and will be implemented in 2024. This may include in additional circuits between County locations to increase redundancy and disaster recovery capabilities.
- The wireless network infrastructure will be redesigned and upgraded in 2024.
- The current method for billing for IT shared services will be analyzed to ensure it is optimized and aligns to both parties involved in the agreement.
- A new ticket management system will be implemented in 2024.
- The ITCS Department is working with the current phone service provider to identify a future roadmap for voice services throughout the County and shared service locations.

- PERSONNEL

- Nothing to Report

- RESOLUTIONS/PROCLAMATIONS

- Nothing to Report

- ADJOURNMENT

- Legislator Monell motioned to adjourn at 9:57 a.m., seconded by Legislator Mullen.

Review of 2024 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2024 02									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
A	General Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	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	-.07	.00	-89,999.93	.0%
A1680	422280	Data Processing/Pr	0	0	0	-246.38	.00	246.38	100.0%
A1680	424100	Rental Of County O	-5,000	0	-5,000	-5,200.08	.00	200.08	104.0%
A1680	510010	Full Time	562,076	0	562,076	60,845.41	.00	501,230.59	10.8%
A1680	540070	Car Maintenance	500	0	500	228.99	.00	271.01	45.8%
A1680	540140	Contracting Servic	28,880	0	28,880	11,070.36	350.00	17,459.64	39.5%
A1680	540140	M7674 Contracting S	0	466,723	466,723	18,750.00	.00	447,972.92	4.0%
A1680	540180	Dues	50	0	50	.00	.00	50.00	.0%
A1680	540220	Automobile Fuel	800	0	800	39.50	.00	760.50	4.9%
A1680	540320	Leased/Service Equ	5,500	0	5,500	.00	.00	5,500.00	.0%
A1680	540350	Office Equip Maint	25,000	0	25,000	.00	.00	25,000.00	.0%
A1680	540420	Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680	540485	Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680	540620	Software Expense	207,340	0	207,340	48,181.95	.00	159,158.54	23.2%
A1680	540640	Supplies (Not Offi	4,500	0	4,500	258.32	.00	4,241.68	5.7%
A1680	540640	SSG21 Supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%
A1680	540660	Telephone	72,500	0	72,500	18,017.13	.00	54,482.87	24.9%
A1680	540661	Telephone Maintena	24,500	0	24,500	21,204.00	.00	3,296.00	86.5%
A1680	540733	Training/All Other	5,000	0	5,000	.00	.00	5,000.00	.0%
A1680	581088	State Retirement F	15,932	21,762	37,694	8,620.61	.00	29,073.05	22.9%
A1680	583088	Social Security Fr	39,959	-6,962	32,997	5,952.49	.00	27,044.62	18.0%
A1680	584088	Workers Compensati	0	8,673	8,673	1,470.72	.00	7,202.76	17.0%
A1680	585588	Disability Insuran	0	460	460	83.52	.00	376.14	18.2%
A1680	586088	Health Insurance F	22,536	65,550	88,086	17,079.56	.00	71,006.04	19.4%
A1680	588988	Eap Fringe	0	114	114	19.52	.00	94.54	17.4%
TOTAL Information Technology		715,001	556,320	1,271,321	206,375.55	350.00	1,064,595.43	16.3%	
TOTAL General Fund		715,001	556,320	1,271,321	206,375.55	350.00	1,064,595.43	16.3%	
TOTAL REVENUES		-305,072	0	-305,072	-5,446.53	.00	-299,625.47		
TOTAL EXPENSES		1,020,073	556,320	1,576,393	211,822.08	350.00	1,364,220.90		

FOR 2024 02								
		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
GRAND TOTAL		715,001	556,320	1,271,321	206,375.55	350.00	1,064,595.43	16.3%

H1680 – Year-to-Date Capital Budget Report

FOR 2024 02							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
H Capital Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
H1680 Information Technology							
H1680 520620 Software Expense	142,313	175,309	317,621	130,515.80	73,127.50	113,977.83	64.1%
H1680 520620 M7674 Software Expe	0	39,251	39,251	.00	.00	39,250.67	.0%
H1680 521090 Computer	102,000	0	102,000	64,251.79	2,986.80	34,761.41	65.9%
TOTAL Information Technology	244,313	214,559	458,872	194,767.59	76,114.30	187,989.91	59.0%
TOTAL Capital Fund	244,313	214,559	458,872	194,767.59	76,114.30	187,989.91	59.0%
TOTAL EXPENSES	244,313	214,559	458,872	194,767.59	76,114.30	187,989.91	

FOR 2024 02							
	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
GRAND TOTAL	244,313	214,559	458,872	194,767.59	76,114.30	187,989.91	59.0%

REFERRED TO:

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

RESOLUTION NO. -24

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.