



## Information Technology – Legislative Committee Meeting

07.05.23

- APPROVAL OF MINUTES
  - 06.06.23 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - DSS Migration
  - CrowdStrike
  - Server Host Project'
  - County Fire / Security Alarm in Dispatch
  - 56 Main Street UPS Maintenance
- NEW BUSINESS
  - Information Security Officer Report
  - MITEL Software Upgrade
  - Web Server Upgrade
  - Firewall Upgrade
- PERSONNEL
  - Nothing to Report
- RESOLUTIONS
  - G10 – TRANSFER FUNDS TO PURCHASE CONFERENCE ROOM CHAIRS FOR ITCS CONFERENCE ROOM
  - G11 - TRANSFER FUNDS TO PURCHASE BACKUP AND OFFSITE COLD STORAGE SOLUTIONS FOR INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES

- G12 - TRANSFER FUNDS AND AUTHORIZE PURCHASE OF HARDWARE AND INSTALLATION SERVICES TO UPGRADE ACCESS CONTROL AND SECURITY CAMERA SYSTEMS AT HEALTH AND HUMAN SERVICES AND COURT ANNEX BUILDINGS
- G13 - TRANSFER FUNDS TO PURCHASE IPADS FOR CORONERS
- G38 - TRANSFER FUNDS TO PURCHASE UPGRADED SECURITY CAMERAS FOR REMAINING HEALTH AND HUMAN SERVICE BUILDING CAMERA LOCATIONS
- PROCLAMATIONS
  - Nothing to Report
- ADJOURNMENT



## INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

June 6<sup>th</sup>, 2023, at 9:30 am

### ATTENDANCE:

- Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli, Dennis M. Mullen and Martha Sauerbrey
- Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director
- Guests: Cathy Haskell
  
- APPROVAL OF MINUTES: Approval of May 2<sup>nd</sup>, 2023, Information Technology Committee Minutes: Legislator Ron Ciotoli made the motion, seconded by Legislator Dennis Mullen to approve the May 2<sup>nd</sup>, 2023 Information Technology Committee Minutes as written. Motion carried.
  
- FINANCIAL
  - Review of budget status and financial news:
    - Continuing efforts with NYS to release payments for LGE 2019 and 2021 grants
  
- OLD BUSINESS
  - DSS Migration
    - The ITCS Department is continuing its effort to migrate the DSS NYS users to the County network. The project is currently at 75% completion, with the remaining computers planned to be migrated by the third quarter of 2023.
  - CrowdStrike
    - The ITCS Department has worked with the NYC JSOC and NYS ITS to implement CrowdStrike on all County computers. Recurring Bi-weekly meetings are taking place to monitor and manage the full implementation throughout Tioga County computing resources.

- Tioga County Public Works Security Cameras
  - Installers are on-site to install the cameras at the Public Works, Highway, Buildings and Grounds, and Truck Wash Facilities. Training will be provided to the Public Works Commissioner and any designated staff. The cameras installed were Verkada 4K cameras, which align with the County's vision of implementing and operating a single security platform within all County Buildings.
- Health and Human Services (HHS) Building Security Cameras
  - Security cameras have been replaced throughout the HHS building, which have restored all existing camera coverage. The cameras were replaced with Verkada cameras, which also aligns with the County's vision of implementing and operating a single security platform within all County buildings.
- Server Host Project
  - A new Server Rack has been installed at 56 Main Street to house the critical server infrastructure. This rack will house four (4) Dell Server Hosts, two (2) APC UPS units, (1) NetAPP Storage Area Network (SAN), and two (2) 10G Aggregate switches.
  - This project is targeted for completed by the end of the third quarter of 2023.

- NEW BUSINESS

- County Fire / Security Alarm in Dispatch
  - The County has identified and attended a demonstration for a possible upgrade / replacement for the existing Bosch alarm notification system located in the County's Dispatch center.
  - This system utilizes the same system the County has been installing for building access control and security cameras. This also aligns with the County's vision of implementing and operating a single security platform within all County buildings.

- This system includes a human monitoring element which allows the County to dictate appropriate actions depending on the type of alarm or event notification.
- ITCS will design the system and present to the team for consensus to present to the Legislature to request funding.
- Offline / Off-Site Disaster Recovery Site
  - ITCS has identified an offsite location for its Offline / Off-Site DR Site. Creating a cold storage facility provides an added layer of data protection in the event of a natural disaster or cyber incident.
  - ITCS will present solution and request funding via resolution in the July Committee meeting.
- Health and Human Services (HHS) Building Access Control
  - The existing access control system at the HHS building is beginning to fail. This system is original to the building. The management system currently runs on a computer that is no longer supported by Microsoft and thus, support by the ITCS Department is also limited.
  - An alternative plan to migrate the building access control system for the building to the County's inclusive security platform is being designed and developed.
  - Once that plan is developed, a planning meeting with all stakeholders will be held to review building security requirements and ensure the project meets those needs.
  - Anticipated presentation to the IT Standing Committee will be in July.
- Hickories Park Cameras and Wi-Fi
  - The Town of Owego has requested assistance in installing security cameras within Hickories Park. They would also like to provide Wi-Fi to the campers within the park.
  - Portions of this project do not align with the signed Master Services Agreement (MSA) between Tioga County and the Town of Owego. ITCS communicated that additional service fees would be included in any project plans. The Town agreed and would like to proceed.

- Initial discussions have taken place. A meeting has been scheduled to identify all requirements. An anticipated timeframe for the Town to present to their Board is June 20<sup>th</sup>, 2023.

- PERSONNEL

- GIS Technician Appointment

- A successful search has been completed for this position. The candidate has accepted an employment offer and will begin his employment at Tioga County Information Technology and Communication Services Department in July.

- RESOLUTIONS/PROCLAMATIONS

- F40 – TRANSFER FUNDS AND PURCHASE SECURITY CAMERAS HHS BUILDING

- ADJOURNMENT

- Legislator Monell motioned to adjourn at 9:52 a.m., seconded by Legislator Ciotoli.

# Review of 2023 Budget and Financial News

## A1680 – Year-to-Date Budget Report

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
<b>A1680 Information Technology</b>								
A1680 412702 Shared Services- I	-210,072	0	-210,072	-71,524.58	.00	-138,547.42	34.0%*	
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	-4,050.00	.00	-950.00	81.0%*	
A1680 430891 SSG21 State Aid Gr	0	-42,122	-42,122	.00	.00	-42,122.00	.0%*	
A1680 510010 Full Time	548,395	0	548,395	233,240.01	.00	315,154.99	42.5%	
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	-12,454	46,426	805.50	7,350.70	38,270.00	17.6%	
A1680 540140 M7674 Contracting S	0	528,651	528,651	61,928.00	.00	466,722.92	11.7%	
A1680 540140 SSG21 Contracting S	0	16,609	16,609	.00	.00	16,609.00	.0%	
A1680 540180 Dues	150	0	150	50.00	.00	100.00	33.3%	
A1680 540220 Automobile Fuel	400	0	400	293.41	.00	106.59	73.4%	
A1680 540320 Leased/Service Equ	5,500	0	5,500	793.94	355.00	4,351.06	20.9%	
A1680 540350 Office Equip Maint	41,800	13,139	54,939	32,692.33	.00	22,246.92	59.5%	
A1680 540390 Mileage Expense	150	0	150	.00	.00	150.00	.0%	
A1680 540420 Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%	
A1680 540480 Postage	50	0	50	.60	.00	49.40	1.2%	
A1680 540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%	
A1680 540620 Software Expense	172,313	11,654	183,967	92,440.24	26,726.60	64,799.96	64.8%	
A1680 540640 Supplies (Not Offi	4,500	0	4,500	2,664.06	.00	1,835.94	59.2%	
A1680 540640 SSG21 Supplies (Not	0	2,500	2,500	.00	.00	2,500.00	.0%	
A1680 540660 Telephone	70,700	0	70,700	21,173.43	.00	49,526.57	29.9%	
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	800	5,800	.00	.00	5,800.00	.0%	
A1680 581088 State Retirement F	46,168	0	46,168	20,769.27	.00	25,398.67	45.0%	
A1680 583088 Social Security Fr	39,959	0	39,959	18,632.73	.00	21,325.97	46.6%	
A1680 584088 Workers Compensati	9,795	0	9,795	4,848.03	.00	4,946.69	49.5%	
A1680 585588 Disability Insuran	543	0	543	258.39	.00	284.49	47.6%	
A1680 586088 Health Insurance F	166,015	0	166,015	53,476.71	.00	112,538.49	32.2%	
A1680 588988 Eap Fringe	116	0	116	60.39	.00	56.09	51.8%	
<b>TOTAL Information Technology</b>	<b>893,112</b>	<b>518,777</b>	<b>1,411,889</b>	<b>488,203.04</b>	<b>34,432.30</b>	<b>889,253.75</b>	<b>37.0%</b>	
<b>TOTAL General Fund</b>	<b>893,112</b>	<b>518,777</b>	<b>1,411,889</b>	<b>488,203.04</b>	<b>34,432.30</b>	<b>889,253.75</b>	<b>37.0%</b>	
<b>TOTAL REVENUES</b>	<b>-305,072</b>	<b>-42,122</b>	<b>-347,194</b>	<b>-79,228.00</b>	<b>.00</b>	<b>-267,966.00</b>		
<b>TOTAL EXPENSES</b>	<b>1,198,184</b>	<b>560,899</b>	<b>1,759,083</b>	<b>567,431.04</b>	<b>34,432.30</b>	<b>1,157,219.75</b>		

FOR 2023 06								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
<b>GRAND TOTAL</b>	<b>893,112</b>	<b>518,777</b>	<b>1,411,889</b>	<b>488,203.04</b>	<b>34,432.30</b>	<b>889,253.75</b>	<b>37.0%</b>	

# H1680 – Year-to-Date Capital Budget Report

FOR 2023 06							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
H Capital Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
<b>H1680 Information Technology</b>							
H1680 430970 SSG21 State Aid - C	0	-61,400	-61,400	.00	.00	-61,400.00	.0%*
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	55,471	121,637	71,906.74	33,267.71	16,462.96	86.5%
H1680 521090 SSG21 Computer-Shar	0	2,303	2,303	.00	.00	2,302.52	.0%
<b>TOTAL Information Technology</b>	<b>201,083</b>	<b>66,373</b>	<b>267,456</b>	<b>157,260.24</b>	<b>34,857.71</b>	<b>75,337.98</b>	<b>71.8%</b>
<b>TOTAL Capital Fund</b>	<b>201,083</b>	<b>66,373</b>	<b>267,456</b>	<b>157,260.24</b>	<b>34,857.71</b>	<b>75,337.98</b>	<b>71.8%</b>
TOTAL REVENUES	0	-61,400	-61,400	.00	.00	-61,400.00	
TOTAL EXPENSES	201,083	127,773	328,856	157,260.24	34,857.71	136,737.98	

FOR 2023 06							
	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
<b>GRAND TOTAL</b>	<b>201,083</b>	<b>66,373</b>	<b>267,456</b>	<b>157,260.24</b>	<b>34,857.71</b>	<b>75,337.98</b>	<b>71.8%</b>



REFERRED TO: ITCS COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -23 TRANSFER FUNDS TO PURCHASE CONFERENCE  
ROOM CHAIRS FOR ITCS CONFERENCE ROOM

WHEREAS: The Information Technology and Communication Services Department has been assigned a new conference room; and

WHEREAS: The Chief Information Officer has identified a need to purchase chairs for that conference room; and

WHEREAS: The Information Technology and Communication Services Operational Budget does not have allocation in the appropriate budget line; and

WHEREAS: Legislative approval is needed to amend the ITCS 2023 Operational Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the ITCS 2023 Operational Budget:

From: A1680 540140	Contracting Services	\$380.00
To: A1680 520070	Chairs	\$380.00

REFERRED TO:

ITCS COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -23

TRANSFER FUNDS TO PURCHASE BACKUP AND  
OFFSITE COLD STORAGE SOLUTIONS FOR  
INFORMATION TECHNOLOGY AND  
COMMUNICATION SERVICES

WHEREAS: The Chief Information Officer and Deputy Director of Information Technology and Communication Services have identified a critical need to improve the Disaster Recovery capabilities within Tioga County; and

WHEREAS: The Chief Information Officer and Deputy Director have designed a robust, multi-layered backup and Disaster Recovery solution targeted toward protecting the integrity and availability of critical County data; and

WHEREAS: This solution includes an on-site and off-site backup and recovery solution; and

WHEREAS: An off-site location has been identified to host the offline cold storage solution; and

WHEREAS: Legislative approval is needed to amend the ITCS 2023 Capital Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the ITCS 2023 Capital Budget:

From: H387805	Capital Hardware Reserve	\$28,000.00
To: H1680 521090	Computers	\$28,000.00

And be it further

RESOLVED: That the Chief Information Officer is authorized to purchase the necessary hardware for multi-layered Disaster Recovery solution from the Omnia Cooperative Purchase Program, not to exceed \$28,000.00.

REFERRED TO:

ITCS COMMITTEE  
FINANCE COMMITTEE  
HEALTH AND HUMAN SERVICES COMMITTEE  
PUBLIC WORKS COMMITTEE

RESOLUTION NO. -23

TRANSFER FUNDS AND AUTHORIZE PURCHASE OF  
HARDWARE AND INSTALLATION SERVICES TO  
UPGRADE ACCESS CONTROL AND SECURITY  
CAMERA SYSTEMS AT HEALTH AND HUMAN  
SERVICES AND COURT ANNEX BUILDINGS

WHEREAS: The existing Access Control system at the Health and Human Service building was initially installed when the building was opened. This system is managed via software running on an unsupported and end of life Windows Operating System; and

WHEREAS: Tioga County does not have a current support agreement to support or upgrade the existing management software, thus forcing ITCS staff to spend excessive amounts of time keeping the system operational; and

WHEREAS: Tioga County has outlined an initiative to standardize and centralize all building security into one platform which uses hardware and software from the vendor Verkada; and

WHEREAS: Existing security cameras at the Health and Human Services building have already been upgraded to the Verkada platform and additional exterior security camera coverage requirements have been identified by key stakeholders; and

WHEREAS: The current Access Control management system also controls the Access Control system at the Tioga County Court Annex building, thus requiring the system to be upgraded at that location as well; and

WHEREAS: Existing security cameras at the Tioga County Court Annex need to be upgraded to the Verkada security camera system; and

WHEREAS: The hardware and installation, totaling \$73,905.04, and software licensing services, totaling \$54,643.86, will be purchased using the PEPPM Cooperative Purchasing Program from AR Technology Solutions; and

WHEREAS: The hardware purchase will be funded utilizing ITCS Capital Hardware Reserve funds which will be allocated into account H1621 520255 for the Health and Human Services portion of the project and into H1680 521090 for the Court Annex portion of the project; and

WHEREAS: The software license subscription will be funded utilizing ITCS Capital Software Reserve funds which will be allocated into account H1621 520255 for the Health and Human Services portion of the project and into H1680 520620 for the Court Annex portion of the project; and

WHEREAS: Legislative approval is needed to amend or modify budget and appropriate funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the 2023 Capital Budget:

From: H 387805	Capital Hardware Reserve	\$73,905.04
To: H1680 521090	Computers	\$16,625.29
H1621 520255	Security Equipment	\$57,279.75
From: H387804	Capital Software Reserve	\$54,643.86
To: H1680 520620	Software Expense	\$14,062.63
H1621 520255	Security Equipment	\$40,581.23

And be it further

RESOLVED: That the Tioga County Legislature authorizes the purchase of (7) Verkada CD62-E Outdoor Dome Cameras with mounts, (5) Verkada CD62 Indoor Dome Cameras, (10) Verkada AC42 4-Door Controllers, (30) Verkada AD33 Multi-format Card Readers, 10 Year licenses for all doors and cameras, and professional installation services using prevailing wage rates from accounts H1621 520255 for the Health and Human Services building portion of the project and H1680 521090 and H1680 520620 for the Tioga County Court Annex portion of the project.

REFERRED TO: ITCS COMMITTEE  
FINANCE COMMITTEE  
PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -23 TRANSFER FUNDS TO PURCHASE IPADS FOR  
CORONERS

WHEREAS: The Chief Information Officer has investigated a request from the Coroner's Office for (2) two iPads with broadband internet service; and

WHEREAS: The Chief Information Officer has met with the Administrative Coroner regarding this request and is in support of this request; and

WHEREAS: Funds to purchase the devices are not currently in the 2023 Coroner Operational budget; and

WHEREAS: The Administrative Coroner will allot funding for internet service for these devices; and

WHEREAS: Legislative approval is needed to amend the 2023 Operational Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the 2023 Operational Budget:

From: H387805	Capital Hardware Reserve	\$4,000.00
To: H1185 520090	Computers	\$4,000.00

REFERRED TO: ITCS COMMITTEE  
FINANCE COMMITTEE  
HEALTH AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. -23 TRANSFER FUNDS TO PURCHASE UPGRADED  
SECURITY CAMERAS FOR REMAINING HEALTH AND  
HUMAN SERVICE BUILDING CAMERA LOCATIONS

WHEREAS: The County Information Technology and Communication Services Department has determined the need for security cameras at the Health and Human Services Building; and

WHEREAS: Three cameras were not included in the initial funding request; and

WHEREAS: The purchase will be funded utilizing ITCS Capital Hardware Reserve funds which will be allocated into account H1621 520255; and

WHEREAS: Legislative approval is needed to amend or modify budget and appropriate funds; therefore be it

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

FROM:	H387805	Capital Hardware Reserve	\$7,032.61
TO:	H1621 520255	Security Equipment	\$7,032.61