



## Information Technology – Legislative Committee Meeting

10.04.22

- APPROVAL OF MINUTES
  - 09.06.22 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - 56 Main Street Data Center HVAC
  - 56 Main Street Security Project
  - DSS Migration
- NEW BUSINESS
  - Town of Nichols – IT Shared Services
- PERSONNEL
  - Deputy Director and Software Support Liaison
- RESOLUTIONS
  - J14- AMEND 2022 BUDGET CAPITAL BUDGET TRANSFER INFORMATION TECHNOLOGY
- PROCLAMATIONS
  - Nothing to Report
- ADJOURNMENT



## INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

September 6, 2022 at 9:30AM

- ATTENDANCE:
  - Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli , Dennis M. Mullen, William Standinger and Martha Sauerbrey
  - Staff: Jeremy Loveland, CIO and Susan Haskett, ISO
  - Guests: Cathy Haskell and Peter DeWind
- APPROVAL OF MINUTES: Approval of August 2, 2022 Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Ron Ciotoli to approve the August 2, 2022 Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL
  - Review of Budget Status and Financial News – Everything is tracking well. There are some moves for next month expected.
- OLD BUSINESS
  - Village of Owego Onboarding Update – We are working on bringing the Village of Owego on. The firehouse and old public works building still has some work to do.
  - Town of Candor Onboarding Update – Still waiting on Haefele and STN.
- NEW BUSINESS
  - Information Security Officer Report
    - Nothing new yet on the shared services program for \$30,000,000 to enhance cyber defenses.
    - Working on HIPAA information to send out.
    - Working on the new disaster recovery plan
    - Sending out more emails on phishing and passwords to all users. There is an email showing the dissection of a phishing email sent out.
    - Per Jeremy: Within the next two weeks, there is our annual security training for all to do.

- 56 Main Street Data Center HVAC – A few alarms went off on the HVAC system. No current contract since 2019. Support notified and they we now have a contract and they will be repairing it.
- Last Thursday and Friday we received a message that an IP address tried to access our system for 4 seconds. The next day they again was trying for 3 seconds. This address has been blocked.
- Town of Nichols Shared Services – We met with Town of Nichols to discuss shared services. They were very interested.
- 2019 LGEMVBE Grant Waiver – We heard from NYS and we received 100% of the waiver.

- PERSONNEL

- Nothing to Report

- RESOLUTIONS

- 141- Authorize appointment of Software Support Liaison Information Technology & Communication Service – found a candidate for this position.
- 142 – Authorize appointment of Deputy Director of Information Technology & Communication Services – we also found a candidate for this position.

- Proclamations

- Nothing to Report

- ADJOURNMENT 9:53AM

# Review of 2022 Budget and Financial News

## A1680 – Year-to-Date Budget Report

FOR 2022 10							
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	-75,796.29	.00	-134,275.71	36.1%*
A1680 412707 Shared Services- E	-90,000	0	-90,000	.00	.00	-90,000.00	.0%*
A1680 422280 Data Processing/Pr	0	0	0	-146.68	.00	146.68	100.0%
A1680 424100 Rental Of County O	-5,000	0	-5,000	-4,500.00	.00	-500.00	90.0%*
A1680 427010 Refunds Of Prior Y	0	0	0	-5,964.03	.00	5,964.03	100.0%
A1680 430891 SSG21 State Aid Gr	0	-42,122	-42,122	.00	.00	-42,122.00	.0%*
A1680 510010 Full Time	516,192	0	516,192	317,270.68	.00	198,921.32	61.5%
A1680 510050 All Other(On Call,	0	0	0	1,500.00	.00	-1,500.00	100.0%*
A1680 520270 M7674 Telephone Equ	0	40,000	40,000	34,959.25	.00	5,040.75	87.4%
A1680 540040 Books	250	0	250	.00	.00	250.00	.0%
A1680 540070 Car Maintenance	500	0	500	53.02	.00	446.98	10.6%
A1680 540140 Contracting Servic	58,880	-8,700	50,180	8,723.64	3,997.00	37,459.36	25.4%
A1680 540140 M7674 Contracting S	0	563,628	563,628	413,717.08	.00	149,910.92	73.4%
A1680 540140 SSG21 Contracting S	0	39,622	39,622	23,013.00	.00	16,609.00	58.1%
A1680 540180 Dues	150	0	150	50.00	.00	100.00	33.3%
A1680 540220 Automobile Fuel	400	0	400	234.16	.00	165.84	58.5%
A1680 540320 Leased/Service Equ	5,500	0	5,500	-593.71	.00	6,093.71	-10.8%
A1680 540350 Office Equip Maint	41,800	0	41,800	37,301.19	.00	4,498.81	89.2%
A1680 540390 Mileage Expense	150	700	850	.00	468.63	381.37	55.1%
A1680 540420 Office Supplies	1,500	0	1,500	260.31	.00	1,239.69	17.4%
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	8,000	180,313	95,565.71	.00	84,747.29	53.0%
A1680 540640 Supplies (Not Offi	4,500	0	4,500	2,614.22	.00	1,885.78	58.1%
A1680 540640 SSG21 Supplies (Not	0	2,500	2,500	.00	.00	2,500.00	.0%
A1680 540660 Telephone	70,700	0	70,700	41,285.33	.00	29,414.67	58.4%
A1680 540661 Telephone Maintena	24,500	0	24,500	18,724.80	.00	5,775.20	76.4%
A1680 540733 Training/All Other	5,000	0	5,000	200.00	.00	4,800.00	4.0%
A1680 581088 State Retirement F	46,168	0	46,168	34,333.27	.00	11,834.67	74.4%
A1680 583088 Social Security Fr	39,959	0	39,959	24,861.88	.00	15,096.82	62.2%
A1680 584088 Workers Compensati	9,795	0	9,795	6,806.83	.00	2,987.89	69.5%
A1680 585588 Disability Insuran	543	0	543	362.79	.00	180.09	66.8%
A1680 586088 Health Insurance F	166,015	0	166,015	94,810.04	.00	71,205.16	57.1%
A1680 588988 Eap Fringe	116	0	116	77.84	.00	38.64	66.8%
<b>TOTAL Information Technology</b>	<b>860,909</b>	<b>603,628</b>	<b>1,464,537</b>	<b>1,069,724.33</b>	<b>4,465.63</b>	<b>390,346.96</b>	<b>73.3%</b>
<b>TOTAL General Fund</b>	<b>860,909</b>	<b>603,628</b>	<b>1,464,537</b>	<b>1,069,724.33</b>	<b>4,465.63</b>	<b>390,346.96</b>	<b>73.3%</b>
<b>TOTAL REVENUES</b>	<b>-305,072</b>	<b>-42,122</b>	<b>-347,194</b>	<b>-86,407.00</b>	<b>.00</b>	<b>-260,787.00</b>	
<b>TOTAL EXPENSES</b>	<b>1,165,981</b>	<b>645,750</b>	<b>1,811,731</b>	<b>1,156,131.33</b>	<b>4,465.63</b>	<b>651,133.96</b>	

FOR 2022 10							
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
<b>GRAND TOTAL</b>	<b>860,909</b>	<b>603,628</b>	<b>1,464,537</b>	<b>1,069,724.33</b>	<b>4,465.63</b>	<b>390,346.96</b>	<b>73.3%</b>

# H1680 – Year-to-Date Capital Budget Report

FOR 2022 10								
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	.00%	
H1680 520620 Software Expense	100,000	0	100,000	76,683.33	.00	23,316.67	76.7%	
H1680 520620 M7674 Software Expe	0	60,000	60,000	60,000.00	.00	.00	100.0%	
H1680 521090 Computer	90,000	0	90,000	74,165.74	4,763.46	11,070.80	87.7%	
H1680 521090 SSG21 Computer-Shar	0	61,400	61,400	59,097.48	.00	2,302.52	96.2%	
<b>TOTAL Information Technology</b>	<b>190,000</b>	<b>60,000</b>	<b>250,000</b>	<b>269,946.55</b>	<b>4,763.46</b>	<b>-24,710.01</b>	<b>109.9%</b>	
<b>TOTAL Capital Fund</b>	<b>190,000</b>	<b>60,000</b>	<b>250,000</b>	<b>269,946.55</b>	<b>4,763.46</b>	<b>-24,710.01</b>	<b>109.9%</b>	
<b>TOTAL REVENUES</b>	<b>0</b>	<b>-61,400</b>	<b>-61,400</b>	<b>.00</b>	<b>.00</b>	<b>-61,400.00</b>		
<b>TOTAL EXPENSES</b>	<b>190,000</b>	<b>121,400</b>	<b>311,400</b>	<b>269,946.55</b>	<b>4,763.46</b>	<b>36,689.99</b>		

FOR 2022 10								
	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
<b>GRAND TOTAL</b>	<b>190,000</b>	<b>60,000</b>	<b>250,000</b>	<b>269,946.55</b>	<b>4,763.46</b>	<b>-24,710.01</b>	<b>109.9%</b>	

REFERRED TO: ITCS COMMITTEE  
PUBLIC WORKS COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AMEND 2022 BUDGET  
CAPITAL BUDGET TRANSFER  
INFORMATION TECHNOLOGY

WHEREAS: The Tioga County Information Technology and Communication Services Chief Information Officer has identified a need for maintenance of the HVAC system in the room used to house computer hardware and software at 56 Main Street; and

WHEREAS: Funds are not currently available in the A1680 540350 Office Equipment Maintenance line; and

WHEREAS: The cost identified by the Chief Information Officer is approximately \$15,000, the Department of Public Works Commissioner has authorized a transfer of funds to come from the Truck Wash Facility funds not yet appropriated in the 2022 Capital Budget; and

WHEREAS: Amending of the 2022 Budget and Transfer in and out of Capital Account lines require Legislative approval; therefore be it

RESOLVED: That the Tioga County Legislature authorizes a transfer of:

FROM:	H1620 520994 BG001Truck Wash Facility	\$15,000.00
TO:	A1680 540350 Office Equipment Maintenance	\$15,000.00

And be it further;

RESOLVED: That the Tioga County Budget Officer amend the 2022 Budget and appropriate funds to the following lines to accommodate for the transfer of Fund Balance:

FROM:	A1340 450310 Interfund Transfer	\$15,000.00
TO:	H9901 590715 Transfers	\$15,000.00

And be it further;

RESOLVED: That the Tioga County Treasurer transfer \$15,000.00 from the Capital Fund to the General Operating Fund.