



Information Technology – Legislative Committee Meeting

04.05.22

- APPROVAL OF MINUTES
 - 03.08.22 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - Nothing to Report
- NEW BUSINESS
 - Information Security Officer Report
 - ITCS Department Update
 - Tioga County Strategic Plan Update
- PERSONNEL
 - Nothing to Report
- RESOLUTIONS
 - Nothing to Report
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY STANDING COMMITTEE

March 8th, 2022

9:30 am

ATTENDANCE:

Legislators: W. Jake Brown, Ron Ciotoli, Dennis M. Mullen, Tracy Monell, Martha C. Sauerbrey, William Standinger

Staff: Jeremy Loveland, CIO and Susan Haskett, ISO

Guests:

- APPROVAL OF MINUTES: Legislator Monell made the motion, seconded by Legislator Mullen to approve the February 8, 2022 Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL
 - Review of Budget Status and Financial News
 - All accounts strings are tracking as expected
- OLD BUSINESS
 - NYS DPS BROADBAND SURVEY – The survey ends this month. 400 Tioga County residents have completed the survey provided by ECC. This is roughly 2% of our residents, which is 3% short of our 5% completion goal. However, this 2% completion percentage places Tioga County in the top 10 completion percentage of counties within New York State.
- NEW BUSINESS
 - Information Security Officer Report
 - Business Continuity Management Policy was edited and will be finalized this month.
 - Annual HIPAA reviews will be completed for all Tioga County Departments which deal with HIPAA related information.

- Email with typosquatting was sent to all users. One of our servers reported 280,136 blocks related to typosquatting. This issue was remediated by the ITCS Department.
- External penetration testing is scheduled with the U.S. Department of Homeland Security's Cyber and Infrastructure Security Agency (DHS CISA) this spring.
 - Chief Information Officer's Entry Plan Review – Entry plan goals were reviewed, and input was provided by the Committee.
- Personnel
 - Nothing to Report
- RESOLUTIONS
 - C35 – Authorize the execution of cooperative agreements between the Law Department, ITCS, Sheriff, Public Health, DSS, and Mental Hygiene
- PROCLAMATIONS
 - None
- Adjournment – At 10:10am on March 8th 2022

Review of 2022 Budget and Financial News

A1680 – Year-to-Date Budget Report

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 04							
ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1680 Information Technology							
A1680 412702 Shared Services- I	-210,072	0	-210,072	-194.99	.00	-209,877.01	.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	-131.68	.00	131.68	100.0%
A1680 424100 Rental Of County O	-5,000	0	-5,000	-3,600.00	.00	-1,400.00	72.0%*
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	101,699.98	.00	414,492.02	19.7%
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	.00	34,959.25	5,040.75	87.4%
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	0	58,880	204.00	.00	58,676.00	.3%
A1680 540140 M7674 Contracting S	0	492,368	492,368	4,400.00	.00	487,968.00	.9%
A1680 540140 SSG21 Contracting S	0	39,622	39,622	14,825.00	7,530.00	17,267.00	56.4%
A1680 540180 Dues	150	0	150	.00	50.00	100.00	33.3%
A1680 540220 Automobile Fuel	400	0	400	81.95	.00	318.05	20.5%
A1680 540320 Leased/Service Equ	5,500	0	5,500	316.91	.00	5,183.09	5.8%
A1680 540350 Office Equip Maint	41,800	0	41,800	37,301.19	.00	4,498.81	89.2%
A1680 540390 Mileage Expense	150	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	.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	0	172,313	84,660.98	.00	87,652.02	49.1%
A1680 540640 Supplies (Not offi	4,500	0	4,500	1,420.99	.00	3,079.01	31.6%
A1680 540640 SSG21 Supplies (Not	0	2,500	2,500	.00	.00	2,500.00	.0%
A1680 540660 Telephone	70,700	0	70,700	21,992.23	.00	48,707.77	31.1%
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	.00	.00	5,000.00	.0%
A1680 581088 State Retirement F	46,168	0	46,168	12,355.87	.00	33,812.07	26.8%
A1680 583088 Social Security Fr	39,959	0	39,959	9,061.69	.00	30,897.01	22.7%
A1680 584088 Workers Compensati	9,795	0	9,795	2,448.50	.00	7,346.22	25.0%
A1680 585588 Disability Insuran	543	0	543	130.50	.00	412.38	24.0%
A1680 586088 Health Insurance F	166,015	0	166,015	34,203.40	.00	131,811.80	20.6%
A1680 588988 Eap Fringe	116	0	116	28.00	.00	88.48	24.0%
TOTAL Information Technology	860,909	532,368	1,393,277	335,465.29	42,539.25	1,015,272.38	27.1%
TOTAL General Fund	860,909	532,368	1,393,277	335,465.29	42,539.25	1,015,272.38	27.1%
TOTAL REVENUES	-305,072	-42,122	-347,194	-9,890.70	.00	-337,303.30	
TOTAL EXPENSES	1,165,981	574,490	1,740,471	345,355.99	42,539.25	1,352,575.68	

FOR 2022 04							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	860,909	532,368	1,393,277	335,465.29	42,539.25	1,015,272.38	27.1%
** END OF REPORT - Generated by Loveland, Jeremy **							

H1680 – Year-to-Date Capital Budget Report

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 04								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
H Capital Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
H1680 Information Technology								
H1680 430970 SSG21 State Aid - C	0	-61,400	-61,400	.00	.00	-61,400.00	.0%	*
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	.00	.00	60,000.00	.0%	
H1680 521090 Computer	90,000	0	90,000	10,125.55	.00	79,874.45	11.3%	
H1680 521090 SSG21 Computer-Shar	0	61,400	61,400	59,051.50	.00	2,348.50	96.2%	
TOTAL Information Technology	190,000	60,000	250,000	145,860.38	.00	104,139.62	58.3%	
TOTAL Capital Fund	190,000	60,000	250,000	145,860.38	.00	104,139.62	58.3%	
TOTAL REVENUES	0	-61,400	-61,400	.00	.00	-61,400.00		
TOTAL EXPENSES	190,000	121,400	311,400	145,860.38	.00	165,539.62		

FOR 2022 04								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
GRAND TOTAL	190,000	60,000	250,000	145,860.38	.00	104,139.62	58.3%	
** END OF REPORT - Generated by Loveland, Jeremy **								