



Information Technology – Legislative Committee Meeting

11.08.22

- APPROVAL OF MINUTES
 - 10.04.22 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
 - Town of Nichols – IT Shared Services
 - Office 365 Migration Report
- NEW BUSINESS
 - IT Shared Services Billing
 - Electronic Fax System
 - Cyber Security Insurance Update
- PERSONNEL
 - Nothing to Report
- RESOLUTIONS
 - K21 – AUTHORIZE CAPITAL PROJECT AMERICAN RESCUE PLAN ACT (ARPA) CAPITAL APPROPRIATION REQUEST 002

- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT

Review of 2022 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2022 11								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
A1680 Information Technology								
A1680 412702 Shared Services- I	-210,072	0	-210,072	-226,803.90	.00	16,731.90	108.0%	
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	-4,950.00	.00	-50.00	99.0%*	
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	354,639.67	.00	161,552.33	68.7%	
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	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	-9,200	49,680	8,723.64	3,997.00	36,959.36	25.6%	
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	254.58	.00	145.42	63.6%	
A1680 540320 Leased/Service Equ	5,500	0	5,500	-805.27	.00	6,305.27	-14.6%	
A1680 540350 Office Equip Maint	41,800	15,000	56,800	37,301.19	13,139.25	6,359.56	88.8%	
A1680 540390 Mileage Expense	150	700	850	439.47	.00	410.53	51.7%	
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	8,500	180,813	180,622.88	.00	190.12	99.9%	
A1680 540640 Supplies (Not Offi	4,500	0	4,500	3,023.63	.00	1,476.37	67.2%	
A1680 540640 SSG21 Supplies (Not	0	2,500	2,500	.00	.00	2,500.00	.0%	
A1680 540660 Telephone	70,700	0	70,700	43,831.98	.00	26,868.02	62.0%	
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	38,086.57	.00	8,081.37	82.5%	
A1680 583088 Social Security Fr	39,959	0	39,959	27,617.68	.00	12,341.02	69.1%	
A1680 584088 Workers Compensati	9,795	0	9,795	7,590.35	.00	2,204.37	77.5%	
A1680 585588 Disability Insuran	543	0	543	404.55	.00	138.33	74.5%	
A1680 586088 Health Insurance F	166,015	0	166,015	103,463.96	.00	62,551.24	62.3%	
A1680 588988 Eap Fringe	116	0	116	86.80	.00	29.68	74.5%	
TOTAL Information Technology	860,909	618,628	1,479,537	1,059,894.53	17,136.25	402,506.14	72.8%	
TOTAL General Fund	860,909	618,628	1,479,537	1,059,894.53	17,136.25	402,506.14	72.8%	
TOTAL REVENUES	-305,072	-42,122	-347,194	-237,864.61	.00	-109,329.39		
TOTAL EXPENSES	1,165,981	660,750	1,826,731	1,297,759.14	17,136.25	511,835.53		

FOR 2022 11								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
GRAND TOTAL	860,909	618,628	1,479,537	1,059,894.53	17,136.25	402,506.14	72.8%	

H1680 – Year-to-Date Capital Budget Report

FOR 2022 11							
ACCOUNTS FOR: H Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H1680 Information Technology							
H1680 430970 SSG21 State Aid - C	0	-61,400	-61,400	.00	.00	-61,400.00	.0%*
H1680 440890 M7674 Federal Aid-0	0	0	0	-60,000.00	.00	60,000.00	100.0%
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	60,000.00	.00	.00	100.0%
H1680 521090 Computer	90,000	0	90,000	75,780.99	1,550.40	12,668.61	85.9%
H1680 521090 SSG21 Computer-Shar	0	61,400	61,400	59,097.48	.00	2,302.52	96.2%
TOTAL Information Technology	190,000	60,000	250,000	211,561.80	1,550.40	36,887.80	85.2%
TOTAL Capital Fund	190,000	60,000	250,000	211,561.80	1,550.40	36,887.80	85.2%
TOTAL REVENUES	0	-61,400	-61,400	-60,000.00	.00	-1,400.00	
TOTAL EXPENSES	190,000	121,400	311,400	271,561.80	1,550.40	38,287.80	
FOR 2022 11							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	190,000	60,000	250,000	211,561.80	1,550.40	36,887.80	85.2%



October 4, 2022 at 9:00am

- ATTENDANCE:
 - Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli, Dennis M. Mullen and Martha Sauerbrey
 - Staff: Jeremy Loveland, CIO, Susan Haskett, ISO, Brandon Clark Deputy Director, Joseph Monroe Software Product Liaison
 - Guests: Cathy Haskell
- APPROVAL OF MINUTES: Approval of September 6, 2022 Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Dennis M. Mullen to approve the September 6, 2022 Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL
 - Review of Budget Status and Financial News:
 - Nothing of significance to report.
- OLD BUSINESS
 - 56 Main Street Data Center HVAC
 - ITCS received the quote to repair the HVAC system located at 56 Main Street for the IT Data Center.
 - Resolution is included to request a budget transfer from Public Works Capital to ITCS Capital to fund the repair.
 - 56 Main Street Security Project
 - All access control hardware has been received. Door strikes are being installed this week.
 - DSS Migration
 - Standard Operating Procedures (SOP) have been developed for all DSS users instructing how to access NYS applications from Tioga County assets.

- 11 of the 33 required new computers have been purchased. Once funds have been allocated by DSS, the additional 22 will be purchased.

- NEW BUSINESS

- ISO Report

- Cyber Security Month

- Recognized and Report Phishing
- Update Software
- Use Strong Passwords
- Enable Multi-factor Authentication

- Disaster Recovery Plan is done except for a bit of tweaking. This was discussed in our IT/ISO meeting

- Watching the events unfold with the cyber-attack on Suffolk County. Waiting to hear how it happened etc.

- Town Of Nichols – IT Shared Services

- Tioga County ITCS is in the beginning planning stages with the Town of Nichols to bring them on as a partner for IT Shared Services.

- The onboarding timeline is being worked with the various service providers that will be involved in the project.

- PERSONNEL

- Deputy Director and Software Support Liaison

- Introductions were made and welcome aboard to Brandon Clark Deputy Director, and Joseph Monroe Software Product Liaison

- RESOLUTIONS

- J14 – Amend 2022 Budget Capital Budget Transfer Information Technology

- This is for the HVAC Repair for 56 Main Street ITCS Data Center.

- Resolution passed ITCS Committee Review

- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT
 - Time 9:47am

DRAFT

REFERRED TO:

ITCS COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -22

AUTHORIZE CAPITAL PROJECT
AMERICAN RESCUE PLAN ACT (ARPA)
CAPITAL APPROPRIATION REQUEST 002

WHEREAS: The Chief Information Officer has identified a need and made a recommendation to the Tioga County Legislature for the improvement of Security facilities by means of a Security Camera System Upgrade at 56 Main St in Owego NY; and

WHEREAS: American Rescue Plan Act "ARPA" funds have been budgeted in the Tioga County 2022 Capital Budget for use specifically as designated by the Tioga County Legislature for Security Improvements to both the HHS Building and 56 Main St; and

WHEREAS: Upon the successful receipt and review of the One Time ARPA request form(s), both the Legislative Chair and the ARPA Fund Administrator have granted their approval of the form, and have submitted the request to the Tioga County Legislature for final review and approval; and

WHEREAS: The Tioga County Legislature shall oversee and authorize all ARPA expenditures whether budgeted or not; therefore be it

RESOLVED: That invoices related to the Security Upgrades for 56 Main St in Owego NY to be paid with ARPA funds are to be appropriated from the following account for no more than the amount requested:

From: **H1620 520911 M7674** **56 Main Renovations** **\$121,500.00**