

# Rehoboth Information Technology Advisory Committee Meeting Minutes

**Date of Meeting:** 31 August 2022

**Meeting Location:** Conducted via ZOOM

**Members of Committee:**

Anna Deignan (AD) (Chair)  
Tim Maynard (TM) (Secretary)  
Jay Jil (JJ)  
Reuben Fishman

**In Attendance:**

Present  
Present  
Present  
Present

**Official Observers:**

None

**Old Business:**

Tim moved to approve the minutes of the meeting of 10 August 2022. The motion was seconded by Jay and was approved unanimously.

Relative to the status of the draft of the committee charter, George may still be away and we have no update. In a related matter, Leonard Mills, Jr. has been appointed by the BOS as the new liaison to the committee and he may pick up the matter. Mike Deignan is reviewing it and will send it on to the town counsel. After their review, it will be returned to the BOS. Anna has sent an email to the town counsel with a list of specific concerns and questions.

Relative to the Data Security Policy, Tim Maynard expressed several concerns and questions relative to content. They all seem to point back to the need for information from Derek Rousseau. To expedite the whole process, Anna tasked the members with sending an individual email to her with any questions and concerns that are expressly related to information that we need from Derek. She will contact him with our requests for information so that he can be prepared to address any issues by the next meeting when we hope to see him as a guest.

Relative to our review of the “NetCenergy” flyer, Jay indicated that until we know what the BOS wants, we cannot make decisions on what is needed. Anna indicated that she had heard from Derek that the town does have cyber insurance. She has asked for a copy of the Q & A that Derek had to fill out to satisfy the application. She further indicated that Derek may be reluctant to share any information with us until our charter is approved and our status is clarified by the BOS.

Reuben indicated that we need to establish what the town needs and what can be outsourced. Even with outsourcing, we still need an in-house director providing oversight. He indicated that we should ask the vendors if they do policy development.

### **New Business:**

Anna reiterated the charge to the members to email her with our questions for Derek. We should include only the most essential information that we need right now.

The members were further charged to review Reuben's file share regarding "IT Best Practices for small municipalities" prior to the next meeting.

Anna suggested that everyone check out the spread sheet in Drop Box tracking document progress.

Tim reminded the committee of two documents that are related to our current work that we still have to review. These were:

- Sample –Security Breach Notification Letter
- Data Security Incident Report Form

The next meeting of the committee is tentatively scheduled for 9/14/22 at 7:00 pm in the Arcade Building.

### **Motion:**

Move to adjourn  
(at 7:56 pm)

### **Presented By:**

Tim Maynard

### **2<sup>nd</sup>:**

Jay Jil

### **Vote:**

passed unanimously