

Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 13 July 2022

Meeting Location: Francis Farm, Arcade Bldg.

Members of Committee:

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

In Attendance:

Present
Present
Present

Official Observers:

George Solas

Old Business:

Jay moved to accept the minutes of the meeting of 29 June 2022. It was seconded by Anna and was approved unanimously.

New Business:

Anna announced that the membership of Reuben Fischman to the committee had been approved by the Board of Selectmen at their last meeting. It is expected that we will see him at the next meeting.

The committee reviewed the draft of the “Incident Response Plan”. Anna felt that it was important that we know about the nature of the contract that exists between CMIT (technical support company) and the town. George Solas suggested that there is no contract and that the company is employed by the town on a month by month basis. Further, George felt that this goes back so far that a letter outlining what the company could offer the town was probably generated at the time. It was felt that we should try to get this information from Derek (Town IT Director) or from CMIT. Given that Derek’s contract has not yet been approved by the Board of Selectmen, we might have a better chance of getting the information from CMIT directly. We need a complete picture of the town’s IT infrastructure. We had asked for this information last year and had sent Derek a request in the last month or two but have received no response as yet. It was generally felt that contacting CMIT might bring us to a more direct result. George indicated that we need the information from CMIT to develop an SLA or an RFP. We requested that George obtain for us either a copy of the “understanding” that exists between the town and CMIT or a copy of the “contract” if one exists.

The members were tasked with sending to Anna a list of questions/concerns for CMIT to address.

It was felt that we should, at least, have a summary of services that are available/provided to Rehoboth.

It was decided that, as we arrive at draft completion of the documents under consideration, we would pass them on to George to go to legal. Anna will maintain a spreadsheet to track the status of the documents that we are developing.

Tim expressed the need to develop one or more boilerplate addresses for the forms that are being developed. In this way, the responsible person can be given access to the web address and if that person changes the form will not be made obsolete with the need to “plug in” a new address.

Everyone felt that the “Committee Charter” (included by attachment) was sufficiently developed to send it on to George for comment and then if no problems are identified to send it on to “legal” for review.

The next meeting has been tentatively scheduled for Wednesday, 27 July 2022 at the Arcade building (if available).

<u>Motion:</u>	<u>Presented By:</u>	<u>2nd:</u>	<u>Vote:</u>
Move to adjourn (at 8:55pm)	Jay Jil	Anna Deignan	Passed unanimously

TOWN OF REHOBOTH, MA

IT ADVISORY COMMITTEE

CHARTER

Version 1.0 – 07/22/2022

Mission / Vision Statement

The Rehoboth Information Technology (IT) Advisory Committee (“the Committee”) is a standing Committee of volunteers dedicated to assist the Board of Selectmen in their oversight of technology and innovation strategies, plans, and operations related to information security, cybersecurity, data privacy, and third party technology risk management for the Town of Rehoboth, Massachusetts (“the Town”). The primary role of the Committee is to provide guidance on the Town’s IT strategic plan, information security program, security awareness training program, and other IT-related policies, standards, procedures, and guidelines.

In addition, the Committee shall perform the following:

- Annually, revise and recommend an IT strategic plan that aligns with the overall business strategy of the Town and includes an information security strategy to protect the Town from ongoing and emerging threats, including those related to cybersecurity.
- Promote and support effective IT governance, risk, and compliance (GRC).
- Provide guidance for processes for approving the Town’s third party IT service providers, vendors, and partners, with consideration for the third parties' financial condition, business resilience, compliance, certification, and overall IT security posture.
- Provide guidance on and receive updates on major IT projects, IT budgets, IT priorities, and overall IT performance of the Town.
- Oversee the adequacy and allocation of IT resources for funding including people, processes, and technology (PPT).
- Author, endorse, and revise on an annual basis a documentation architecture composed of policies, standards, procedures, and guidelines to support the Town’s IT strategic plan, information security, cybersecurity, privacy practices, and infrastructure.
- Liaise with and advise the Board of Selectmen on matters pertaining to IT when required.

- Communicate with government agencies, law enforcement, or other external parties on IT matters, if instructed by the Board of Selectmen to do so.
- Provide guidance and direction for the identification, mitigation, and measurement of IT risk to the Town; Oversee maintenance of the documentation of risks in the IT Risk Register.
- Maintaining (with the assistance of Town Counsel), a comprehensive and up-to-date list of all contractual, legal, and regulatory obligations pertaining to IT and IT security for which the Town must comply.
- Providing and endorsing an IT Risk Framework with a set of key IT controls that adequately address any contractual, legal, and regulatory obligations for which the Town must comply.

Membership

Membership in the Committee shall require completion of a Town Talent Bank Form, forwarded from the Town Administrator's office to the Committee. The Committee will review the Talent Bank Form and invite the prospective member to a meeting to gauge interest and hold an informal interview.

The Committee shall consist of at least three members, including one Chairperson and one Clerk, who shall be nominated and voted on by members of the Committee. If membership exceeds five members, then the Committee may choose to nominate and vote in a Vice Chairperson. The Committee shall include representation from a member of the Board of Selectmen who will act as Liaison. The IT Committee shall reorganize once per calendar year.

All members of the Committee shall have a basic understanding of either Business and/or Information Technology practices. Technical or practitioner knowledge and experience is not required but is an advantage.

Meetings

The Committee shall meet with a frequency that it determines to be necessary to carry out its duties and responsibilities, but in no event shall the Committee meet less than eight (8) times each year. The Committee shall, at its discretion, meet without the Board of Selectmen Liaison. The Committee may also meet periodically with the Town IT Manager or other Town Departments, Committees, and Boards to discuss matters of mutual interest and importance.

The Committee shall maintain minutes of its meetings and records relating to those meetings and the Committee's activities, and shall provide copies of such minutes upon request in accordance with Massachusetts Open Meeting Law (940 CMR 29.00). The Committee shall determine its rules of procedure.

Functions and Responsibilities

The Committee's critical functions and responsibilities include:

IT Strategy and Projects

1. Evaluate the Town's IT strategies and strategic benefits of proposed major projects, procurement, and technology architecture alternatives.

2. Critically review and assess the progress of major IT-related projects and technology architecture decisions; Make recommendations to the Board with respect to significant IT-related projects and investments that require Board approval.
3. Discuss IT-related costs and internal processes for approval of major IT-related capital expenditures.
4. Annually review Critical Systems, Applications, and Vendor lists.

IT Security/Internal Controls

1. Review and endorse IT-related policies.
2. Monitor the quality and effectiveness the Town's IT security, and ensure that the Town has a formal information security process in place, in compliance with all contractual, legal, and regulatory obligations for which the Town must comply.
3. Annually report on and discuss with the Town IT Manager and the Board of Selectmen, the executive summary of compliance-related activities within the purview of the Committee.
4. Ensure that the Town maintains a formal IT business continuity and disaster recovery (BC/DR) plan and reviews testing of critical components of this plan at least annually.
5. Ensures accountability for the identification, measurement and mitigation of IT risks in accordance with the Town's Risk Appetite.
6. Review regular reports regarding Key Risk and Performance Indicators as well as status updates on any regulatory and audit findings.

Advisory Role

1. As required, consult with the Town's Legal Counsel or IT Manager regarding applicable laws and regulations relating to Information Technology, for which the Town must comply.
2. Keep abreast of new technologies, applications, and systems that relate to or affect the Town's IT strategy or business plan.
4. Provide input regarding the overall effectiveness of the Town's Information Security initiatives.
5. Review and reassess the performance of the Committee and the Committee's role and responsibilities on an annual basis.

Approvals

IT Advisory Committee Chair:

(Printed Name) _____
(Signature) **Date:** _____

IT Advisory Committee Members:

(Printed Name) _____
(Signature) **Date:** _____

(Printed Name) _____
(Signature) **Date:** _____

(Printed Name) _____
(Signature) **Date:** _____

Board of Selectmen:

(Printed Name) _____
(Signature) **Date:** _____

(Printed Name) _____
(Signature) **Date:** _____

(Printed Name) _____
(Signature) **Date:** _____

(Printed Name) _____
(Signature) **Date:** _____