

# Rehoboth Information Technology Advisory Committee Meeting Minutes

**Date of Meeting:** 15 June 2023 (7:11 pm)

**Meeting Location:** Zoom only (see agenda)

**Members of Committee:**

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

**In Attendance:**

Present  
Present  
Present  
Absent

**Official Observers:**

None

**Old Business:**

A motion was made by Jay Jil to approve the meeting minutes of 10 May 2023. The motion was seconded by Tim Maynard and was approved unanimously.

There was an update and discussion of the Dispatch Interface for Police, Fire, and Ambulance Services. George Solas was supposed to connect Reuben with Sue Pimental (Clerk, Office of Town Administrator). We have no new information and the matter was tabled until the next meeting of the committee.

A discussion and update on the Town Awareness Security Policy was undertaken. Anna is still working on it.

A discussion was undertaken on the review, by the committee, of the last (as completed) Cyber-security questionnaire (Beazley questionnaire). We have received nothing from the Board of Selectmen in spite of repeated requests through George Solas. The matter was tabled for the next meeting.

**New Business:**

Relative to the town IT control matrix (Risk Assessment), Anna is working on “plugging in” the risk assessment (R.A.) created by C.M.I.T. into a standardized I.T. Control Matrix. Anna discussed the spread sheet that she is creating and is using a standard N.I.S.T. (National Institute of Science & Technology) cybersecurity control framework to complete a risk assessment based upon the limited information that we do have. She explained that there were 108 controls that will be examined in this framework (plus sub controls). She explained how the risk calculation was calculated and that ALL controls are examined and therefore nothing is overlooked. A notation is made with supporting documentation of those controls that do not currently apply. Each risk in the tool must be reviewed and, if applicable, it is scored. If not applicable, the risk is not scored but it is noted and the reason why it is not applicable is recorded. If the matrix is completed prior to the next meeting, it will be reviewed at that time.

**Motion:****Presented By:****2<sup>nd</sup>:****Vote:**

Move to adjourn  
(at 8:01 pm)

Tim Maynard

Jay Jil

Passed unanimously

Note: The next meeting is scheduled for 5 July 2023 (1<sup>st</sup> Wednesday) in the Arcade Building. Barring anything unforeseen, all I.T. Committee meetings will be held on the first Wednesday of each month, in the Arcade building.