

Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 29 June 2022

Meeting Location: ZOOM

Members of Committee:

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

In Attendance:

Present
Present
Present

Official Observers:

None

Old Business:

Jay Jil moved to approve the minutes of the meeting on 8 June 2022. The motion was seconded by Tim Maynard and was approved unanimously.

New Business:

Anna indicated that she has to follow up with Derek Rousseau (Town I.T. Director) on enquiries that we previously presented to him. We had requested information on an infrastructure map and a list of resources and assets. Anna also indicated that we should take a look at Rehoboth Community Television.

The committee again reviewed its charter and no additional changes were suggested. Anna will incorporate the previously suggested changes and send it to the membership for review prior to submitting it to the Board of Selectmen for questions. It will then be submitted to legal for review.

Anna still needs to check with Derek on whether all employees of the town have individual log-on accounts or if some have shared accounts. This is critical to tracking activity and managing responsibility. Some of the issues that we have to consider include:

- Full time vs Part time employees;
- Union vs non-union employees;
- The role of the Personnel Board.

For the next meeting, the members were charged with reviewing:

- The Incident Response Policy;
- The Data Security Policy.

With regard to data security, we have to consider network access via proprietary vs public networks. With regard to the Incident Response Policy, we have to do an assessment and it could be done within the committee. A question arose as to whether the town has any cybersecurity insurance. This must be determined but it is unlikely that the town has any insurance in place.

The committee reviewed the Talent Bank Form for Reuben Fishman. Mr. Fishman's credentials were reviewed and it was generally felt that he would be an asset to the committee. The feeling on the committee was unanimous in that we should extend an invite to this individual. Anna will contact him.

The next meeting will be on the 13th of July at 7:00 pm in the Arcade Building at Francis Farm. Going forward, we are scheduled for a meeting in this location every 2nd Wednesday of the month.

<u>Motion:</u>	<u>Presented By:</u>	<u>2nd:</u>	<u>Vote:</u>
Move to adjourn (at 8:36 pm)	Tim Maynard	Jay Jil	Passed unanimously