

Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 12 October 2022

Meeting Location: Francis Farm, Arcade Bldg.

Members of Committee:

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

In Attendance:

Present
Present
Present
Absent

Official Observers:

George Solas

Old Business:

Jay Jil moved to approve the minutes of the meeting of 31 August 2022. The motion was seconded by Tim Maynard and was approved unanimously.

Anna Deignan presented a review to the committee of the progress of the committee's draft charter. Jay Talerman (town attorney) has reviewed it and he will send his comments/corrections to the committee. The forwarded version will be available with edits.

We have apparently received no response from Derek Rousseau (town IT Director) on his attendance at this meeting. He was invited and it was hoped that he would be able to attend. It is expected that the questions that have been addressed to him will be reviewed at a future meeting. Any additional questions should be addressed to Anna for inclusion.

With regard to the "Security Breach Notification Letter", it is generally felt that a specific address has to be assigned by Derek, to the committee, for inclusion in this letter and other correspondence/forms. The telephone numbers and other specific information of support agencies, etc. should be reviewed for currency and corrected as necessary. Anna indicated that she would do this. There were no other concerns expressed about content or format.

With regard to the "Data Security Incident Report Form," the need for a specific email address for the "report to" field was expressed. Other comments included:

- In the sixth enquiry field, "What form (electronic or physical, at rest or in transit) was the affected data?" it was felt that an example(s) might be helpful;
- In the seventh enquiry field, "What data types were affected?" it was felt that an example(s) might be helpful;
- In the twelfth enquiry field, "What security measures (e.g. encryption) were in place?" some concern was expressed about the data user's knowledge of encryption and whether it was even being employed. The solution, it was felt, might lie in more extensive education of our data user community with regard to a whole host of issues including data use, the data environment, and data protection.

A discussion followed relative to the article submitted to the membership on “IT Best Practices for Small Municipalities.” The general feeling was that it contained a lot of good information and much of it could be customized to serve the Rehoboth IT structure. It was felt that, in particular, the “Asset Management Check List” is good. It is the intent of the committee that this document will be referenced in future for development going forward.

New Business:

The RFP draft for IT services, submitted by Mr. Solas, was reviewed. Although possessing some good information, it was felt that, in general, it was not detailed enough. In requesting services from MSP’s, it was felt that the town needs to be very specific in its RFP. Some of the specifics that were addressed included the following:

- We specifically need an assessment not an audit. Any reference to an audit should be avoided. The general feeling was that an assessment was more general. An audit is deeper, more expensive, and more invasive.
- Under “Product Description”, the language must be imperative; “the respondent will interview...”;
- Under “Product Description”, we should avoid giving access to systems for evaluation purposes; they should be able to obtain the information that they need from us;
- Under “Scope”, we should make it limited, more specific. Also, a list of credentials/certifications of the team members and the organization should be specified.
- It was felt that the town should adopt a scoring system with regard to “evaluation criteria.” Anna seems to have some extensive experience with this and would be our best resource.
- There should be an indemnification clause inserted into the document.
- There should be a clause in the contract denying reassignment of the contract.

Anna explained that this month was Cybersecurity Awareness Month and that she has drafted an article that is to be published on the town web site. This will be the first in a series to be submitted and published. Anna will also be doing a video (about 45 min. to 1 hour) for the Council on Aging on Cyber Security Fraud.

Motion:

Move to adjourn
(at 9:07 pm)

Presented By:

Tim Maynard

2nd:

Jay Jil

Vote:

Passed Unanimously