

Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 16 August 2023 (7:04 pm)

Meeting Location: Zoom Only (see agenda)

Members of Committee:

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

In Attendance:

Present
Present
Present

Official Observers:

George Solas

Old Business:

A motion was made by Tim Maynard to approve the minutes of the meeting of 12 July 2023. The motion was seconded by Reuben Fishman and was passed unanimously.

Reuben gave an update on the Dispatch Interface for Fire and Ambulance Service. The last piece has been ordered and the fire department is working to implement the system by October 1.

With regard to the “Town Employee Security Awareness Training Policy” and “Town IT Control Matrix/Mapping with Risk Assessment”, it is still in the process of being developed according to Anna.

With regard to the last full cybersecurity insurance questionnaire, the committee is still not in receipt of the completed Beazley Questionnaire. It is agreed between George Solas and Tim Maynard that they will meet tomorrow at the town hall and obtain a copy of the completed questionnaire from Deb Arruda. Upon receipt, Tim will email the questionnaire to the other committee members with a “cc” to George.

New Business:

Relative to the matter of new members, Karen DaSilva has expressed an intent to join the committee and, with her approval at the next B.O.S. meeting, she will be added to the committee. The committee is in receipt of the Talent Bank Form for James Brink who has expressed an interest in joining the committee. Mr. Brink was invited to this meeting but is not in attendance. He will be invited to the next meeting on September 6th as a guest.

The committee is in receipt of a request from the BOS to consider a “Civic Plus” add-on to the town’s Web software called “AudioEye Managed”. It has come to the attention of the BOS that the town may not be in ADA (Americans with Disabilities Act) compliance with regard to access to the town’s web site. George Solas gave the committee an update with regard to the options that the BOS is considering and the impact relative to cost and other considerations of each choice. The original quote would have placed the AudioEye package at less than \$4800 per year for a multi-year contract. This is a proposal that the town could not implement as written. The wording on the quote has been adjusted such that it is no longer a multi-year contract. We cannot have a multi-year contract that adds up to more than \$10,000. The proposal, as presently written, makes it a two year contract wherein the first year is for

\$4,200; the second year is for \$4,410 (includes a 5% annual uplift). And the third year would represent a whole new contract.

As far as we are aware, “AudioEye” will satisfy our ADA requirements and will be maintained by “CivicPlus”. The other package that was considered (Monsido) would have cost thousands more and we would have had to install and maintain it. Further, it might not result in a seamless integration to our present software environment.

The floor was thrown open for discussion and after some discussion and additional explanations it was generally felt by the committee that “AudioEye” was probably the best option. Anna expressed one caveat however in that the town, in employing “AudioEye”, did not completely absolve itself from responsibility. It was still the town’s responsibility to ensure that “CivicPlus” was doing their job. Anna will send a reply to Laura Schwall with a copy to George Solas indicating the approval of the committee in utilizing the package and expressing our one concern.

Anna suggested that, given the increasing workload of the committee, she would like to see an increase in the frequency of meetings by the IT committee. It was suggested that the first Wednesday of the month would be an “in person” meeting at the Arcade Building together with a Zoom meeting. The third Wednesday of the month would be a Zoom only meeting. A motion was made by Tim Maynard to enact the change and was seconded by Reuben Fishman. The motion passed unanimously. The change will take effect with the September meeting schedule.

<u>Motion:</u>	<u>Presented By:</u>	<u>2nd:</u>	<u>Vote:</u>
Move to adjourn (at 7:52 pm)	Tim Maynard	Reuben Fishman	Passed Unanimously