

Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 8 March 2023 (7:00 pm)

Meeting Location: Francis Farm Arcade Bldg.
(and by Zoom)

Members of Committee:

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

In Attendance:

Present
Present
Absent
Present (via Zoom)

Official Observers:

George Solas

Old Business:

Reuben Fishman moved to approve the minutes of the meeting of 11 January 2023. The motion was seconded by Tim Maynard and it was passed unanimously.

Mr. Solas presented an update on the RFP that was generated relative to the town's IT infrastructure. The RFP was revised and sent out/posted. It was posted on the town's web site and both CMIT and NetCenergy were contacted directly as they were both parties that had expressed an interest in servicing the town in the past (Note: CMIT currently has a contract with the town). The NetCenergy proposal came in at \$8,000.00 and the CMIT proposal came in at \$0.00. CMIT was willing to gift the work to the town and the appropriate paperwork was generated and they are undertaking the work.

Anna questioned whether anyone working on the assessment at CMIT was in the position of supporting the town.

George explained that the support of the town was provided by diverse individuals in the CMIT organization.

Anna emphasized that anyone who was on the support team for the town should not be on the assessment team.

George emphasized that what the assessment team is looking at are the things that Derek installed during his tenure.

Anna emphasized that, although they may not have installed these things, they are supporting them and they should not be assessed by the same people that are supporting them.

George indicated that he would check with CMIT regarding the people assigned to the teams and went on to briefly explain the process undertaken by the B.O.S. in their involvement with CMIT and the process leading up to the solicitation of the RFP.

Anna indicated that greater involvement by the IT committee would have been preferable.

George indicated that Derek quit as of last Friday and the RFP went out on 12/2/22. Derek left the week of 12/1 so he was not part of the process.

Anna indicated that we really need to know if the assessment is an “independent” assessment by individuals other than those that support the town. If not an “independent” assessment, the committee must challenge the assessment with the Board of Selectmen.

George indicated that he would follow up on the committee’s concerns.

Reuben indicated another concern of the committee in that the town needs a collection of “Break Glass Passwords” kept in a safe to provide physical access to the infrastructure.

The committee undertook a discussion of projects to consider for 2023. The active reference was the list contained in the minutes of the last meeting. They were not considered in the order presented in the aforementioned minutes but any reference numbers refer to the number order originally assigned in the minutes of 11 January 2023.

#6 This item was relative to the town’s IT insurance. It was noted that the policy period was from July 1, 2022 to July 1, 2023. Tim Maynard enquired as to when we should start to look at the commencement of the renewal process. Reuben asked if we could obtain a copy of the entire insurance questionnaire/application. Anna noted that on January 12 some questions and answers were sent to herself and Tim but that we needed the full questionnaire with the answers. George Solas indicated that he would provide it. Anna will follow up with George before the next meeting regarding its receipt.

#1 This item was relative to training courses for town employees. Anna enquired as to whether or not this was something that the IT committee should continue to work on. George indicated that this is still something that is needed by the town. Anna stated that we needed a “Personnel Training Policy” for the town. Tim suggested, by way of clarification, that perhaps we could compartmentalize the issue: We need the Personnel Board to develop a policy that clearly spells out expectations, responsibilities, and a path to completion of mandatory training. The IT Committee should be tasked with developing specific training programs.

#2 This item was relative to a potential meeting with the Personnel Board regarding training courses. This item will be placed on hold.

#3 This item was relative to an investigation of the issue of shared information between the Fire, Police, and Ambulance Services (basic data, “Run Information Access”). Reuben indicated that this is a matter of data base access. He indicated that we have to look at the dispatch side to determine what is required. On the ambulance side, they should be responsible for any cost since they are not a “town funded” service.

#4 This item was relative to a cost comparison of “on premises” versus “cloud” storage of data. It was decided that we needed to wait for the completion of the assessment and then review that.

#5 This item was relative to the matter of the introduction of Multi Factor Authentication (MFA) to the town. It was decided that we would withhold consideration until we had reviewed the assessment.

New Business:

Item # 6 on the Agenda for this meeting had to do with the Departmental Assets Survey. It was decided that consideration of this item should be postponed until the committee had the opportunity to review the current assessment being undertaken by CMIT on behalf of the town.

Item # 7 on the Agenda had to do with the Personnel Board's "IT Daily Needs" document. Anna asked about the currency of this document and George indicated that he would determine the status of this form.

<u>Motion:</u>	<u>Presented By:</u>	<u>2nd:</u>	<u>Vote:</u>
Move to adjourn (at 8:45 pm)	Tim Maynard	Reuben Fishman	Passed Unanimously