



Information Technology – Legislative Committee Meeting

04.02.24

- APPROVAL OF MINUTES
 - 03.05.24 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - 2024 Cyber Awareness Training Status
 - NYSP Flex Connection Status
 - Candor EMS Flex Connection Status
- NEW BUSINESS
 - Managed Print Services (MPS) Agreement
 - 2019 LGE Grant Progress
- PERSONNEL
 - ITCS Remote Work Status
- RESOLUTIONS
 - Nothing to Report
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT

Start: 9:30

Minutes
1st: DM

2nd: TM

Adjourn 9:58
1st: Tve

2nd: JB

Cyber Security Summary

Present:

JB

WS

DM

TM

MS

Myself
Brandon
Dave
Rich

Charles as needed
Bryan as needed

Cathy



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

March 5th, 2024, at 9:30 am

ATTENDANCE:

- Legislators: Jake Brown, Tracy Monell, Ron Ciotoli, Dennis Mullen, and William Standinger
 - Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director
 - Guests: Cathy Haskell
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- APPROVAL OF MINUTES: Approval of February 6th, 2024, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Jake Brown to approve the January 2nd, 2024, Information Technology Committee Minutes as written. Motion carried.
 - FINANCIAL
 - Review of budget status and financial news
 - OLD BUSINESS
 - 2024 Cyber Awareness Training
 - An update was provided to the Committee regarding the current completion statistics of the 2024 Cyber Awareness training campaign.
 - Soil and Water Quickbooks Migration
 - The ITCS Department has been working with the staff at Soil and Water to implement a solution to the Quickbooks issue that started after the software update. Significant progress has been made toward an in-house solution.
 - NEW BUSINESS
 - GIS Public Information Responsibilities
 - Guidance was provided to the ITCS Department GIS Team toward the responsibilities it has to provide tailored information upon request from the public. While raw GIS data is provided for free to the public, the GIS team

should not be spending time or resources to tailor that raw data upon request.

- Remote Work Management System

- The ITCS Department has developed a system using Microsoft Sharepoint for Tioga County employees to track their work while working remotely. If the County decides to move forward on a permanent Remote Work policy, we have the ability to accurately track and report this data to Supervisors and Legislators.

- Village of Nichols – Kirby Park

- The ITCS Department has installed cameras at Kirby Park in the Village of Nichols. The project is nearly complete; however the Village is completing the installation of an additional pole and electric. Once complete, the final camera will be installed.

- Topp Business Solutions – Managed Print Services (MPS) Agreement

- The ITCS Department has been working with Topp Business Solutions to develop an MPS agreement for the County. This agreement has two options. Option One, includes Break Fix, and option two only includes toner usage. The ITCS Department will be working with the County Departments and Shared Service municipalities to coordinate a possible implementation of this MPS agreement.

- PERSONNEL

- Nothing to Report

- RESOLUTIONS/PROCLAMATIONS

- C36 – AUTHORIZE EXECUTION OF COOPERATIVE AGREEMENTS BETWEEN THE LAW DEPARTMENT, ITCS, SHERIFF, DSS, PUBLIC HEALTH, AND MENTAL

- EXECUTIVE SESSION

- Legislator Brown motioned to move into Executive Session, seconded by Legislator Monell to discuss public safety matters at 9:47 a.m.

- Legislator Monell motioned to adjourn Executive Session at 9:55 a.m., seconded by Legislator Mullen.

- ADJOURNMENT

- Legislator Monell motioned to adjourn at 9:56 a.m., seconded by Legislator Ciotoli.

DRAFT

Review of 2024 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2024 02							
ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1680 Information Technology							
A1680 412702 Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.0%
A1680 412707 Shared Services- E	-90,000	0	-90,000	-.07	.00	-89,999.93	.0%
A1680 422280 Data Processing/Pr	0	0	0	-246.38	.00	246.38	100.0%
A1680 424100 Rental Of County O	-5,000	0	-5,000	-5,200.08	.00	200.08	104.0%
A1680 510010 Full Time	562,076	0	562,076	81,127.22	.00	480,948.78	14.4%
A1680 540070 Car Maintenance	500	0	500	228.99	.00	271.01	45.8%
A1680 540140 Contracting Servic	28,880	0	28,880	11,070.36	350.00	17,459.64	39.5%
A1680 540140 M7674 Contracting S	0	466,723	466,723	18,750.00	.00	447,972.92	4.0%
A1680 540180 Dues	50	0	50	50.00	.00	.00	100.0%
A1680 540220 Automobile Fuel	800	0	800	80.31	.00	719.69	10.0%
A1680 540320 Leased/Service Equ	5,500	0	5,500	-151.61	.00	5,651.61	-2.8%
A1680 540350 Office Equip Maint	25,000	0	25,000	19,553.08	.00	5,446.92	78.2%
A1680 540420 Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680 540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680 540620 Software Expense	207,340	0	207,340	65,559.20	.00	141,781.29	31.6%
A1680 540640 Supplies (Not Offi	4,500	0	4,500	694.92	.00	3,805.08	15.4%
A1680 540640 SSG21 supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%
A1680 540660 Telephone	72,500	0	72,500	27,323.98	.00	45,176.02	37.7%
A1680 540661 Telephone Maintena	24,500	0	24,500	21,204.00	.00	3,296.00	86.5%
A1680 540733 Training/All Other	5,000	0	5,000	200.00	.00	4,800.00	4.0%
A1680 581088 State Retirement F	15,932	21,762	37,694	10,778.65	.00	26,915.01	28.6%
A1680 583088 Social Security Fr	39,959	-6,962	32,997	7,448.21	.00	25,548.90	22.6%
A1680 584088 workers Compensati	0	8,673	8,673	1,838.40	.00	6,835.08	21.2%
A1680 585588 Disability Insuran	0	460	460	104.40	.00	355.26	22.7%
A1680 586088 Health Insurance F	22,536	65,550	88,086	21,898.88	.00	66,186.72	24.9%
A1680 588988 Eap Fringe	0	114	114	24.40	.00	89.66	21.4%
TOTAL Information Technology	715,001	556,320	1,271,321	282,336.86	350.00	988,634.12	22.2%
TOTAL General Fund	715,001	556,320	1,271,321	282,336.86	350.00	988,634.12	22.2%
TOTAL REVENUES	-305,072	0	-305,072	-5,446.53	.00	-299,625.47	
TOTAL EXPENSES	1,020,073	556,320	1,576,393	287,783.39	350.00	1,288,259.59	

FOR 2024 02							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	715,001	556,320	1,271,321	282,336.86	350.00	988,634.12	22.2%

** END OF REPORT - Generated by Loveland, Jeremy **

H1680 – Year-to-Date Capital Budget Report

FOR 2024 02								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
H	Capital Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
H1680 Information Technology								
H1680	520620 Software Expense	142,313	175,309	317,621	133,187.20	73,127.50	111,306.43	65.0%
H1680	520620 M7674 Software Expe	0	39,251	39,251	.00	.00	39,250.67	.0%
H1680	521090 Computer	102,000	0	102,000	65,191.31	2,986.80	33,821.89	66.8%
	TOTAL Information Technology	244,313	214,559	458,872	198,378.51	76,114.30	184,378.99	59.8%
	TOTAL Capital Fund	244,313	214,559	458,872	198,378.51	76,114.30	184,378.99	59.8%
	TOTAL EXPENSES	244,313	214,559	458,872	198,378.51	76,114.30	184,378.99	
FOR 2024 02								
	GRAND TOTAL	244,313	214,559	458,872	198,378.51	76,114.30	184,378.99	59.8%