

Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 8 November 2023

Meeting Location: Zoom (only)

Members of Committee:

Anna Deignan (AD) (Chair)
Tim Maynard (TM) (Secretary)
Reuben Fischman (RF)
Karen DaSilva (KD)

In Attendance:

Present
Present
Absent
Present

Official Observers:

George Solas (BOS)
Bruce Alexander (Town IT Director)

Old Business:

Karen DaSilva moved to approve the minutes of the meeting of 4 October 2023. The motion was seconded by Tim Maynard and was passed unanimously.

Anna Deignan discussed the problems that had been outlined to her relative to the Dispatch Interface for the Fire and Ambulance Services. Apparently Reuben Fischman had to develop a custom “parser” to move data as Defender does not have one to do the job. Reuben says that there is a Police Domain Controller being used to store the data. This may be a problem as it is accepted policy to only use domain controllers on a network for the purpose of controlling the domain infrastructure and not for the storage of non-related data.

George Solas then explained why Reuben had problems with assistance in accessing some of the information that he sought for the project. Reuben contacted CMIT directly requesting the information. CMIT did not know who Reuben was and thought he might be a security risk. All requests to CMIT, in future, should go through Bruce Alexander.

Anna says that Reuben’s email to CMIT did obtain the network path to the data storage. This revealed the potential problem of storing data on the Domain Control Server of the Police Department.

The committee was in general agreement that what George said relative to accessing CMIT through Bruce is valid and we should follow the procedure. George suggested that Reuben should call George. He and Bruce would meet with Reuben to discuss his requirements. Anna indicated that she would have Reuben call George and they will review the problem. George further suggested that Terry Hedrick (Police) should be involved.

Relative to the Security Awareness Training Policy, Anna said that the draft document is complete and that she would send the link out to the committee.

Anna indicated that she had completed the Town IT Control Matrix/Mapping with Risk Assessment and that she would share it out to the committee.

New Business:

Bruce Alexander gave us a review of some of the duties and responsibilities he has assumed since coming on board. Bruce indicated that he is the eyes and hands of CMIT so they do not have to send someone out. He only has “Local Administrator” rights. He is learning whole systems; installing software, and installing extensions where needed. He is the contact person for the state’s cybersecurity grant and state generated documents (e.g. failures on the “phishing tests”).

George and Bruce explained that there are tests every month. A failure results in a training/completion obligation. Referrals are made to the Police Chief (in the case of police) or direct to the employee. If non-compliant, the employee is judged to be unsuitable and referred to the Personnel Board for action.

Anna stated that we still need a written policy and procedure relative to the management of the IT systems. The committee would be willing to help with this.

George indicated that he could set up a meeting with CMIT and members of the committee and the committee could ask the questions and determine the current policy and procedure that they have in place.

Anna requested that the committee review the Committee Charter for the next meeting and submit any proposed changes to Anna prior to the next meeting.

Anna recommended to have Tim as a designate, in future, for scheduling future meetings and posting agendas, only in the event that she cannot do it or won't be able to attend a future meeting. Anna assured Tim that she would continue to do these tasks but may need to rely on him to do it on some occasions. In those cases she will contact him ahead of time. Karen moved that the Clerk would, for future meetings, assume the tasks as necessary and it was seconded by Anna. The motion passed unanimously.

George discussed the matter of the committee storing its documents on the town server. He suggested that we could be assigned an email address to solve this problem. This would ensure the security of the documents and assure that they were backed up. It will require a meeting with CMIT.

The next meeting is tentatively scheduled for Wednesday, December 6 at the Arcade building and on Zoom.

| <u>Motion:</u> | <u>Presented By:</u> | <u>2nd:</u> | <u>Vote:</u> |
|---------------------------------|-----------------------------|-------------------------------|---------------------|
| Move to adjourn (at 8:23 pm) | Tim Maynard | Karen DaSilva | Passed unanimously |