



Information Technology – Legislative Committee Meeting

04.08.25

- APPROVAL OF MINUTES
 - 3.04.25 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - Shared Service Billing Update
- NEW BUSINESS
 - Windows 10 End of Life / Windows 11 Hardware Requirements
 - Amazon Prime Business – NYSAC – Reimbursement
- PERSONNEL
 - Deputy Director of ITCS Resignation
- RESOLUTIONS
 - D01 - AUTHORIZE WARRANTY EXTENSION WITH LYNX TECHNOLOGIES FOR TWO STORAGE AREA NETWORK APPLIANCES
 - D33 – TRANSFER RESERVE FUNDS TO PURCHASE UPGRADED COMPUTER HARDWARE COMPATIBLE WITH MICROSOFT WINDOWS 11
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

March 4th, 2025, at 9:30 am

ATTENDANCE:

- Legislators: Tracy Monell, Dennis Mullen, Ron Ciotoli, William Standinger, Martha Sauerbey, Ray Bunce.
- Staff: Jeremy Loveland, CIO; Brandon Clark, Deputy Director of ITCS,
- Guests: Cathy Haskell, Peter DeWind, Jackson Bailey

- APPROVAL OF MINUTES: Approval of February 4th, 2025, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Dennis Mullen to approve the February 4th, 2025, Information Technology Committee Minutes as written. Motion carried.

- FINANCIAL
 - Review of budget status and financial news

- OLD BUSINESS
 - Artificial Intelligence Policy Update
 - The Chief Information Officer and Deputy Director of ITCS are continuing their efforts of investigating Artificial Intelligence policies throughout the region. They are using the guidelines provided in the NYS AI policy which references the NIST Artificial Intelligence Risk Management Framework for developing the Tioga County AI Policy.

- NEW BUSINESS
 - Shared Service Billing
 - Details regarding a proposed billing change for IT shared services were provided. These details included the forecasting impact on future budgets. Meetings are being scheduled with Shared Service agencies to discuss these details with them.

- PERSONNEL

- A report was given to the committee regarding the current remote work status of ITCS Department staff. Additional questions regarding the County's technology infrastructure relating to the County's Remote Work policy were also discussed.

- RESOLUTIONS/PROCLAMATIONS

- Nothing to Report

- ADJOURNMENT

- Legislator Ciotoli motioned to adjourn at 10:00 a.m., seconded by Legislator Monell.

DRAFT

Review of 2025 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2025 04								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
A1680 Information Technology								
A1680 412702 Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.00%	
A1680 412707 Shared Services- E	-90,000	0	-90,000	9,678.40	.00	-99,678.40	-10.8%*	
A1680 422280 Data Processing/Pr	0	0	0	-557.61	.00	557.61	100.0%	
A1680 424100 Rental Of County O	-5,000	0	-5,000	-5,650.08	.00	650.08	113.0%	
A1680 510010 Full Time	658,387	0	658,387	138,377.67	.00	520,009.33	21.0%	
A1680 540070 Car Maintenance	500	0	500	.00	.00	500.00	.0%	
A1680 540140 Contracting Servic	28,880	21,204	50,084	21,381.28	8,564.99	20,137.73	59.8%	
A1680 540180 Dues	50	0	50	.00	.00	50.00	.0%	
A1680 540220 Automobile Fuel	800	0	800	112.44	.00	687.56	14.1%	
A1680 540320 Leased/Service Equ	5,500	0	5,500	-169.55	.00	5,669.55	-3.1%	
A1680 540350 Office Equip Maint	25,000	0	25,000	.00	.00	25,000.00	.0%	
A1680 540420 Office Supplies	1,500	0	1,500	76.78	.00	1,423.22	5.1%	
A1680 540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%	
A1680 540620 Software Expense	207,340	0	207,340	59,567.80	10,805.40	136,967.29	33.9%	
A1680 540640 Supplies (Not Offi	4,500	0	4,500	571.60	.00	3,928.40	12.7%	
A1680 540640 SSG21 Supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%	
A1680 540660 Telephone	72,500	0	72,500	17,159.46	.00	55,340.54	23.7%	
A1680 540661 Telephone Maintena	24,500	-21,204	3,296	.00	.00	3,296.00	.0%	
A1680 540733 Training/All Other	5,000	0	5,000	123.00	.00	4,877.00	2.5%	
A1680 581088 State Retirement F	56,110	0	56,110	14,745.01	.00	41,364.99	26.3%	
A1680 583088 Social Security Fr	43,252	0	43,252	12,015.15	.00	31,236.85	27.8%	
A1680 584088 Workers Compensati	9,560	0	9,560	2,820.51	.00	6,739.49	29.5%	
A1680 585588 Disability Insuran	544	0	544	139.86	.00	404.14	25.7%	
A1680 586088 Health Insurance F	125,301	0	125,301	54,816.79	.00	70,484.21	43.7%	
A1680 588988 Eap Fringe	128	0	128	37.17	.00	90.83	29.0%	
TOTAL Information Technology	967,780	0	967,780	325,245.68	19,370.39	623,164.42	35.6%	
TOTAL General Fund	967,780	0	967,780	325,245.68	19,370.39	623,164.42	35.6%	
TOTAL REVENUES	-305,072	0	-305,072	3,470.71	.00	-308,542.71		
TOTAL EXPENSES	1,272,852	0	1,272,852	321,774.97	19,370.39	931,707.13		

FOR 2025 04								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
GRAND TOTAL	967,780	0	967,780	325,245.68	19,370.39	623,164.42	35.6%	

H1680 – Year-to-Date Capital Budget Report

FOR 2025 04								
ACCOUNTS FOR: H Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
H1680 Information Technology								
H1680 520270 Telephone Equipmen	6,666	0	6,666	.00	.00	6,666.00	.0%	
H1680 520620 Software Expense	121,250	0	121,250	75.00	62,325.00	58,850.00	51.5%	
H1680 520620 M7674 Software Expe	0	40,000	40,000	.00	.00	40,000.00	.0%	
H1680 521090 Computer	125,500	0	125,500	10,001.68	24,344.00	91,154.32	27.4%	
TOTAL Information Technology	253,416	40,000	293,416	10,076.68	86,669.00	196,670.32	33.0%	
TOTAL Capital Fund	253,416	40,000	293,416	10,076.68	86,669.00	196,670.32	33.0%	
TOTAL EXPENSES	253,416	40,000	293,416	10,076.68	86,669.00	196,670.32		

FOR 2025 04								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	253,416	40,000	293,416	10,076.68	86,669.00	196,670.32	33.0%	

REFERRED TO: ITCS COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 AUTHORIZE WARRANTY EXTENSION WITH
LYNX TECHNOLOGIES FOR TWO STORAGE AREA
NETWORK APPLIANCES

WHEREAS: The Chief Information Officer has identified a need and made a recommendation to the Tioga County Legislature to extend the warranty on existing Storage Area Network hardware; and

WHEREAS: \$40,000 of American Rescue Plan Act "ARPA" funds have been appropriated in the Tioga County 2025 Capital Budget in account H1680 520620 M7674 for use specifically as designated by the Tioga County Legislature for Access Control; and

WHEREAS: The Chief Information Officer would like to designate \$24,344.00 of those American Rescue Plan Act "ARPA" funds for use in the purchase of a two-year extended warranty for existing NetApp Storage Area Network appliances; and

WHEREAS: The Tioga County Legislature shall oversee and authorize all ARPA expenditures whether budgeted or not; and

WHEREAS: Legislative approval is needed to amend the ITCS 2025 Capital Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the ITCS 2025 Capital Budget:

From: H1680 520620 M7674	Software Expense – ARPA	\$24,344.00
To: H1680 521090 M7674	Computer – ARPA	\$24,344.00

And be it further

RESOLVED: The Chief Information Officer is authorized to purchase two warranty extensions from Lynx Technologies from the following account for no more than the amount requested:

From: H1680 521090 M7674	Computer – ARPA	\$24,344.00
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REFERRED TO:

ITCS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25

TRANSFER RESERVE FUNDS TO PURCHASE
UPGRADED COMPUTER HARDWARE COMPATIBLE
WITH MICROSOFT WINDOWS 11

WHEREAS: The County Information Technology and Communication Services Department has determined due to a recent change in supported computer processors for the current release of Microsoft Windows 11, there is a need to purchase additional computer desktop hardware to upgrade existing and unsupported hardware; and

WHEREAS: The County Information Technology and Communication Services Department has funds available in their current Capital budget to upgrade 83% of the unsupported computer desktop hardware; and

WHEREAS: An additional \$21,000 is needed to purchase 60 computer desktops at \$350 each; and

WHEREAS: The purchase will be funded utilizing Capital Hardware Reserve funds which will be allocated into account H1680 521090; and

WHEREAS: Legislative approval is needed to amend or modify budget and appropriate funds; therefore be it

RESOLVED: That the following funds be transferred and the 2025 budget be modified as follows:

FROM:	H 387805	Capital Hardware Reserve	\$21,000.00
TO:	H1680 521090	Computers	\$21,000.00