



Information Technology – Legislative Committee Meeting

09.05.23

- APPROVAL OF MINUTES
 - 07.05.23 IT Legislative Committee Meeting
 - 08.08.23 IT Legislative Committee Meeting
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - Offsite / Offline Backup Project Update
 - Health and Human Services and Court Annex Security Project Update
- NEW BUSINESS
 - Information Security Officer Report
 - District Attorney Evidence Management System
 - Empire Access Data Center Lease Negotiation
 - FiberSpark Inc. Data Center Lease Negotiation
 - Fourth Quarter 2023 Priorities
- PERSONNEL
 - Nothing to Report
- RESOLUTIONS
 - 1119 - AUTHORIZE AND FUND SaaS AGREEMENT WITH TYLER TECHNOLOGIES, INC. WITH APPROPRIATION FROM CAPITAL SOFTWARE RESERVE ACCOUNT
- PROCLAMATIONS
 - Nothing to Report
- ADJOURNMENT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

July 5th, 2023, at 9:30 am

ATTENDANCE:

- Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli, Dennis M. Mullen and Martha Sauerbrey
- Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director
- Guests: Cathy Haskell, Peter DeWind

- APPROVAL OF MINUTES: Approval of June 6th, 2023, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Dennis Mullen to approve the June 6th, 2023 Information Technology Committee Minutes as written. Motion carried.

- FINANCIAL
 - Review of budget status and financial news.

- OLD BUSINESS
 - DSS Migration
 - This project is nearing completion. There are only 4 devices remaining to be migrated to the Tioga County Network.
 - CrowdStrike
 - Brandon Clark has worked with CrowdStrike to ensure proper configuration and implementation has taken place for the Tioga County environment. CrowdStrike has been installed on all ITCS devices and planned implementation for the remaining assets is planned soon.
 - Server Host Project
 - Charles Root is leading this project. All hardware is installed, and he is coordinating with Lynx Technologies to ensure proper communication between the server hosts and the NetApp Storage Area Network. Power requirements are being defined and addressed by Tioga County Buildings

and Grounds personnel for the Public Safety Data Center location.

- County Fire / Security Alarm in Dispatch

- The County has identified and attended a demonstration for a possible upgrade / replacement for the existing Bosch alarm notification system located in the County's Dispatch center.
- This system utilizes the same system the County has been installing for building access control and security cameras. This also aligns with the County's vision of implementing and operating a single security platform within all County buildings.
- This system includes a human monitoring element which allows the County to dictate appropriate actions depending on the type of alarm or event notification.
- ITCS will design the system and present to the team for consensus to present to the Legislature to request funding.

- 56 Main Street UPS Maintenance

- The parts have been ordered by Vertiv, Inc. for the planned maintenance of the UPS system at 56 Main Street. ETA for those parts is October 2023. At that time, the maintenance window will be scheduled and coordinated.

- NEW BUSINESS

- MITEL Software Update

- Required software updates for the MITEL phone system within Tioga County is planned for July 17th beginning at 4 a.m. This has been coordinated with Public Safety as the non-emergency phone number of 607-687-1010 will be offline for approximately 20 minutes following the appliance updates.

- Web Server Update

- The operating system hosting the current Tioga County Website is reaching end of life later this year. An updated virtual server has been purchased. The Tioga County Web Development contractor has started the process of migrating services to the new server. Once a cutover date

has been identified, this will be communicated and coordinated with the County.

- Firewall Upgrade

- The Chief Information Officer and Deputy Director of ITCS have investigated options for upgrading firewall services and capabilities within Tioga County and its Shared Service agencies. Hardware has been identified and negotiations with the vendor are ongoing. It is anticipated to present to the Legislature for consideration during the August Legislative meeting.
- Funding for this project will be requested via ARPA funds designated to other ITCS projects, which will require Legislative approval to re-designate.

- PERSONNEL

- Nothing to Report

- RESOLUTIONS/PROCLAMATIONS

- G10 – TRANSFER FUNDS TO PURCHASE CONFERENCE ROOM CHAIRS FOR ITCS CONFERENCE ROOM
- G11 – TRANSFER FUNDS TO PURCHASE BACKUP AND OFFSITE COLD STORAGE SOLUTIONS FOR INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES
- G12 – TRANSFER FUNDS AND AUTHORIZE PURCHASE OF HARDWARE AND INSTALLATION SERVICES TO UPGRADE ACCESS CONTROL AND SECURITY CAMERA SYSTEMS AT HEALTH AND HUMAN SERVICES AND COURT ANNEX BUILDINGS
- G13 – TRANSFER FUNDS TO PURCHASE IPADS FOR CORONERS
- G38 – TRANSFER FUNDS TO PURCHASE UPGRADED SECURITY CAMERAS FOR REMAINING HEALTH AND HUMAN SERVICES BUILDING CAMERA LOCATIONS

- EXECUTIVE SESSION

- Legislator Monell motioned to move into Executive Session, seconded by Legislator Mullen to discuss public safety matters at 9:40 a.m.
- Legislator Mullen motioned to adjourn Executive session at 9:52 a.m., seconded by Legislator Ciotoli

- ADJOURNMENT

- Legislator Monell motioned to adjourn at 10:03 a.m., seconded by Legislator Ciotoli.

DRAFT



INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

August 8th, 2023, at 9:30 am

ATTENDANCE:

- Legislators: Tracy Monell, Ron Ciotoli and Martha Sauerbrey
 - Staff: Jeremy Loveland, CIO and Brandon Clark Deputy Director
 - Guests: Cathy Haskell, Peter DeWind, Katie Chandler, Stephanie Jerzak
- APPROVAL OF MINUTES: Due to the lack of quorum, meeting minutes were not approved and will be presented for approval in the September Information Technology Standing Committee meeting.
 - FINANCIAL
 - Review of budget status and financial news.
 - OLD BUSINESS
 - Server Host Project
 - Charles Root is leading this project. All hardware is installed. Necessary fiber optic transceivers have been ordered to allow communication between server hosts and the SANs. Host Project is scheduled to be completed by October 1st, 2023.
 - NEW BUSINESS
 - 2024 Budget Report – The 2024 A1680 Information Technology budget was presented with the following account adjustments from the 2023 budget allocations:
 - 540040 (Books): Eliminated \$250 due to usage trends identified in four-year analysis
 - 540140 (Contracted Services): Reduced \$30,000 due to usage trends identified in four-year analysis

- 540180 (Dues): Reduced \$100 due to usage trends identified in four-year analysis
 - 540220 (Automobile Fuel): Increased \$400 due to additional vehicle and usage trends
 - 540350 (Office Equip Maintenance): Reduced by \$16,800 due to usage trends identified in four-year analysis
 - 540390 (Mileage Expense): Eliminated \$150 due to usage trends identified in four-year analysis
 - 540480 (Postage): Eliminated \$50.00 due to usage trends identified in four-year analysis
 - 540620 (Software Expense): Increased by \$35,027.49 due to additional software expenses / additions. AutoMon was included due to agreement with Probation Department. Anticipated increases in subscription pricing included as well.
- The 2024 H1680 Information Technology budget was presented with the following adjustments from the 2023 capital budget:
 - 520620 (Software Expense): Increased by \$14,062.63 to include the Microsoft Enterprise Agreement and Penetration testing requirements for the NYS Board of Elections
 - 521090 (Computer): Increased by \$35,833.34 to align with the IT 5-year capital plan, including the purchase of new core data switches in 2024
 - Additional discussion after the presentation regarding the implementation of a redundant and increased internet bandwidth from FiberSpark for the 2024 calendar year. The Legislature agreed to include this increased expense of \$11,000 in the 2024 A1680 540660 line item.
 - Also, a discussion took place regarding the proper location of the software expenses in the H1680 Org. Adjustments between the H1680 520620 and the A1680 540620 line items may be made as appropriate by the Budget Officer.

- PERSONNEL

- Nothing to Report

- RESOLUTIONS/PROCLAMATIONS

- H15 – AMEND RESOLUTION NO. 288-23 TRANSFER FUNDS AND AUTHORIZE PURCHASE OF HARDWARE AND INSTALLATION SERVICES TO UPGRADE ACCESS CONTROL AND SECURITY CAMERA SYSTEMS AT HEALTH AND HUMAN SERVICES AND COURT ANNEX BUILDINGS
- H33 – AUTHORIZE CAPITAL PROJECT AMERICAN RESCUE PLAN ACT (ARPA) CAPITAL APPROPRIATION

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Review of 2023 Budget and Financial News

A1680 – Year-to-Date Budget Report

FOR 2023 09								
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	-143,049.16	.00	-67,022.84	68.1%*
A1680 412707 Shared Services- E	-90,000	0	-90,000	-3,588.00	.00	-86,412.00	4.0%*
A1680 422280 Data Processing/Pr	0	0	0	-65.42	.00	65.42	100.0%
A1680 424100 Rental Of County O	-5,000	0	-5,000	-4,500.00	.00	-500.00	90.0%*
A1680 430891 SSG21 State Aid Gr	0	-42,122	-42,122	.00	.00	-42,122.00	.0%*
A1680 510010 Full Time	548,395	0	548,395	329,498.03	.00	218,896.97	60.1%
A1680 520070 Chairs	0	380	380	373.05	.00	6.95	98.2%
A1680 540040 Books	250	0	250	.00	.00	250.00	.0%
A1680 540070 Car Maintenance	500	0	500	.00	.00	500.00	.0%
A1680 540140 Contracting Servic	58,880	-13,034	45,846	2,950.50	7,350.70	35,545.00	22.5%
A1680 540140 M7674 Contracting S	0	528,651	528,651	61,928.00	.00	466,722.92	11.7%
A1680 540140 SSG21 Contracting S	0	16,609	16,609	4,114.00	.00	12,495.00	24.8%
A1680 540180 Dues	150	0	150	50.00	.00	100.00	33.3%
A1680 540220 Automobile Fuel	400	0	400	405.79	.00	194.21	67.6%
A1680 540320 Leased/Service Equ	5,500	0	5,500	894.65	355.00	4,250.35	22.7%
A1680 540350 Office Equip Maint	41,800	13,139	54,939	32,692.33	.00	22,246.92	59.5%
A1680 540390 Mileage Expense	150	0	150	.00	.00	150.00	.0%
A1680 540420 Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680 540480 Postage	50	0	50	.60	.00	49.40	1.2%
A1680 540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680 540620 Software Expense	172,313	11,654	183,967	104,527.20	3,419.00	76,020.60	58.7%
A1680 540640 Supplies (Not Offi	4,500	0	4,500	3,800.05	.00	699.95	84.4%
A1680 540640 SSG21 Supplies (Not	0	2,500	2,500	.00	.00	2,500.00	.0%
A1680 540660 Telephone	70,700	0	70,700	37,485.29	.00	33,214.71	53.0%
A1680 540661 Telephone Maintena	24,500	0	24,500	23,304.00	.00	1,196.00	95.1%
A1680 540733 Training/All Other	5,000	800	5,800	.00	.00	5,800.00	.0%
A1680 581088 State Retirement F	46,168	0	46,168	29,838.08	.00	16,329.86	64.6%
A1680 583088 Social Security Fr	39,959	0	39,959	25,788.01	.00	14,170.69	64.5%
A1680 584088 Workers Compensati	9,795	0	9,795	6,757.86	.00	3,036.86	69.0%
A1680 585588 Disability Insuran	543	0	543	360.18	.00	182.70	66.3%
A1680 586088 Health Insurance F	166,015	0	166,015	70,897.46	.00	95,117.74	42.7%
A1680 588988 Eap Fringe	116	0	116	84.18	.00	32.30	72.3%
TOTAL Information Technology	893,112	518,777	1,411,889	584,546.68	11,124.70	816,217.71	42.2%
TOTAL General Fund	893,112	518,777	1,411,889	584,546.68	11,124.70	816,217.71	42.2%
TOTAL REVENUES	-305,072	-42,122	-347,194	-151,202.58	.00	-195,991.42	
TOTAL EXPENSES	1,198,184	560,899	1,759,083	735,749.26	11,124.70	1,012,209.13	

FOR 2023 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	893,112	518,777	1,411,889	584,546.68	11,124.70	816,217.71	42.2%

H1680 – Year-to-Date Capital Budget Report

FOR 2023 09							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
H Capital Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
H1680 Information Technology							
H1680 430970 SSG21 State Aid - C	0	-61,400	-61,400	.00	.00	-61,400.00	.0%*
H1680 520090 Computer	0	4,000	4,000	536.10	2,697.00	766.90	80.8%
H1680 520270 Telephone Equipmen	6,666	0	6,666	.00	.00	6,666.00	.0%
H1680 520620 Software Expense	128,250	14,063	142,313	100,256.13	5,869.51	36,186.99	74.6%
H1680 520620 M7674 Software Expe	0	64,914	64,914	.00	20,728.89	44,184.99	31.9%
H1680 521090 Computer	66,167	100,096	166,263	96,419.56	52,824.70	17,018.44	89.8%
H1680 521090 M7674 Computer-ARPA	0	5,086	5,086	.00	5,086.12	.00	100.0%
H1680 521090 SSG21 Computer-Shar	0	2,303	2,303	.00	.00	2,302.52	.0%
TOTAL Information Technology	201,083	129,061	330,144	197,211.79	87,206.22	45,725.84	86.1%
TOTAL Capital Fund	201,083	129,061	330,144	197,211.79	87,206.22	45,725.84	86.1%
FOR 2023 09							
	ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
GRAND TOTAL	201,083	129,061	330,144	197,211.79	87,206.22	45,725.84	86.1%

REFERRED TO: ADMINISTRATION SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE
ITCS COMMITTEE

RESOLUTION NO: -23 AUTHORIZE AND FUND SaaS AGREEMENT WITH
TYLER TECHNOLOGIES, INC. WITH APPROPRIATION
FROM CAPITAL SOFTWARE RESERVE ACCOUNT

WHEREAS: The Tioga County Legislature recognizes the importance of a safe and secure electronic records management system for the County Clerk's Office; and

WHEREAS: The Tioga County Clerk's Office utilizes an electronic records management system for critical daily operations; and

WHEREAS: Tyler Technologies, Inc. has presented the County Clerk with a Software as a Service agreement that meets the requirements for electronic records management; and

WHEREAS: Due to a lack of confidence in the vendor for the software currently in use due to a recent cyber security breach, the SaaS agreement with Tyler Technologies, Inc. must be executed as expeditiously as possible; and

WHEREAS: The Tioga County Chief Information Officer has been involved in the selection process and both supports and recommends the conversion of the County Clerk's electronic records management program to Tyler Technologies, Inc.; and

WHEREAS: Tyler Technologies participated in the competitive bid process in response to Sourcewell RFP #090320 by submitting a proposal, on which Sourcewell awarded Tyler a Sourcewell contract, numbered 090320-TTI; and

WHEREAS: The Tioga County Chief Information Officer would like to transfer \$117,435.00 from H387804 Software Reserve fund to H1680 520620 Software to cover the initial purchasing requirements for the migration; and

WHEREAS: The Tioga County Clerk has budgeted \$43,009 for the recurring software fee in the 2024 operational budget and the County Clerk will be responsible for paying all recurring software fees for years two through five; and

WHEREAS: Legislative approval is needed to amend the 2023 ITCS Capital budgets; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following budget modification, appropriation and transfer of funds from the General Fund Balance to the Capital Software Reserve Fund via Interfund Transfer:

FROM:	A9950 593000 Interfund Transfer	\$150,000.00
TO:	H5110 450310 Interfund Transfer	\$150,000.00
FROM:	H 390900 Fund Balance Unrestricted	\$150,000.00
TO:	H 387804 Capital Software Reserve	\$150,000.00

And be it further

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the ITCS 2023 Capital Budget:

FROM:	H387804 Capital Software Reserve	\$117,435.00
TO:	H1680 520620 IT Capital Software	\$117,435.00

And be it further

RESOLVED: That after County Attorney review, the Chair of the County Legislature is authorized to execute a five-year agreement between Tioga County and Tyler Technologies using Sourcewell contract 090320-TTI in the amount of \$117,435.00 for year one, and \$43,009 for years two through five, for an Electronics Records Management System.