



## Information Technology – Legislative Committee Meeting

05.03.22

- APPROVAL OF MINUTES
  - 04.05.22 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - Storage Area Network (SAN) Devices
  - Microsoft Office 365 Implementation Report
  - 56 Main Street Security Project
- NEW BUSINESS
  - Information Security Officer Report
- PERSONNEL
  - Nothing to Report
- RESOLUTIONS
  - E12 – AUTHORIZE MIGRATION TO HOSTED PLATFORM FOR AUTOMON PROBATION SOFTWARE
- PROCLAMATIONS
  - Nothing to Report
- ADJOURNMENT



## INFORMATION TECHNOLOGY STANDING COMMITTEE

04.05.22 at 9:30am

- ATTENDANCE:
  - Legislators: W. Jake Brown, Tracy Monell, Ron Ciotoli , Dennis M. Mullen and Martha Sauerbrey
  - Staff: Jeremy Loveland, CIO and Susan Haskett, ISO
  - Guests:
- APPROVAL OF MINUTES: Approval of 03.08.22 minutes of Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Dennis M. Mullen to approve the 03.08.22 Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL
  - Everything is tracking well.
- OLD BUSINESS
  - Nothing to report
- NEW BUSINESS
  - Information Security Officer Report
    - Updates on the audit report
    - HIPAA updates to all departments that deal with patient information
    - Business Continuity Plan has been edited by the CIO and ISO to be a more readable document
  - ITCS Department Update:

- 56 Main Security – Began reviewing security status of 56 Main Street, beginning with camera coverage and automated building access system. Next will be a site walk through
- Mitel Phone System Upgrade- All legacy phone switches have been replaced with new appliances. (56 Main St., Court Annex, Public Works, HHS and Public Service). No issues reported.
- Shared Services Update:
  - Village of Owego – All fiber has been run to locations. Network equipment has been purchased and configured. Two of the locations have been installed. Waiting on Upstate Pole Services to verify fiber path to one location. Phone system hardware is backordered with an ETA of June or July. We will use the switches removed from the County buildings as a temporary solution for the Village.
  - Village of Waverly – Working on a security camera solution for the Waverly Parks. This was initially planned and ordered in July 2021, with most of the hardware being on backorder since then. We are recommending an alternate solution, providing additional functionality and easier management.
  - Town of Candor – Working with STN to negotiate a path to the Town of Candor using Hafele as fiber vendor.
- Storage Area Network (SAN) Devices have been shipped. As soon as they arrive, implementation will begin. ITCS staff will partner with Lynx Technologies for this project.
- Tioga County Strategic Plan Update.
  - All existing goals identified in the Tioga County Strategic Plan for ITCS Department were reviewed with the Committee, providing current status updates.
- PERSONNEL
  - Nothing to report

- RESOLUTIONS/PROCLAMATIONS

- Nothing to Report

- ADJOURNMENT

- Time was 9:51 AM, on 04.05.22



# Review of 2022 Budget and Financial News

## A1680 – Year-to-Date Budget Report

FOR 2022 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
<b>A1680 Information Technology</b>								
A1680 412702 Shared Services- I	-210,072	0	-210,072	-75,796.29	.00	-134,275.71	36.1%*	
A1680 412707 Shared Services- E	-90,000	0	-90,000	.00	.00	-90,000.00	.0%*	
A1680 422280 Data Processing/Pr	0	0	0	-146.68	.00	146.68	100.0%	
A1680 424100 Rental Of County O	-5,000	0	-5,000	-3,600.00	.00	-1,400.00	72.0%*	
A1680 427010 Refunds Of Prior Y	0	0	0	-5,964.03	.00	5,964.03	100.0%	
A1680 430891 SSG21 State Aid Gr	0	-42,122	-42,122	.00	.00	-42,122.00	.0%*	
A1680 510010 Full Time	516,192	0	516,192	135,365.18	.00	380,826.82	26.2%	
A1680 510050 All Other(On Call,	0	0	0	1,500.00	.00	-1,500.00	100.0%*	
A1680 520270 M7674 Telephone Equ	0	40,000	40,000	34,959.25	.00	5,040.75	87.4%	
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	0	58,880	2,460.00	.00	56,420.00	4.2%	
A1680 540140 M7674 Contracting S	0	492,368	492,368	4,400.00	.00	487,968.00	.9%	
A1680 540140 SSG21 Contracting S	0	39,622	39,622	22,355.00	.00	17,267.00	56.4%	
A1680 540180 Dues	150	0	150	50.00	.00	100.00	33.3%	
A1680 540220 Automobile Fuel	400	0	400	81.95	.00	318.05	20.5%	
A1680 540320 Leased/Service Equ	5,500	0	5,500	-468.18	.00	5,968.18	-8.5%	
A1680 540350 Office Equip Maint	41,800	0	41,800	37,301.19	.00	4,498.81	89.2%	
A1680 540390 Mileage Expense	150	0	150	.00	.00	150.00	.0%	
A1680 540420 Office Supplies	1,500	0	1,500	267.15	.00	1,232.85	17.8%	
A1680 540480 Postage	50	0	50	.00	.00	50.00	.0%	
A1680 540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%	
A1680 540620 Software Expense	172,313	0	172,313	84,707.70	.00	87,605.30	49.2%	
A1680 540640 Supplies (Not Offi	4,500	0	4,500	1,420.99	.00	3,079.01	31.6%	
A1680 540640 SSG21 supplies (Not	0	2,500	2,500	.00	.00	2,500.00	.0%	
A1680 540660 Telephone	70,700	0	70,700	19,521.16	.00	51,178.84	27.6%	
A1680 540661 Telephone Maintena	24,500	0	24,500	18,724.80	.00	5,775.20	76.4%	
A1680 540733 Training/All Other	5,000	0	5,000	200.00	.00	4,800.00	4.0%	
A1680 581088 State Retirement F	46,168	0	46,168	15,786.63	.00	30,381.31	34.2%	
A1680 583088 Social Security Fr	39,959	0	39,959	11,525.67	.00	28,433.03	28.8%	
A1680 584088 Workers Compensati	9,795	0	9,795	3,134.08	.00	6,660.64	32.0%	
A1680 585588 Disability Insuran	543	0	543	167.04	.00	375.84	30.8%	
A1680 586088 Health Insurance F	166,015	0	166,015	43,975.80	.00	122,039.40	26.5%	
A1680 588988 Eap Fringe	116	0	116	35.84	.00	80.64	30.8%	
<b>TOTAL Information Technology</b>	<b>860,909</b>	<b>532,368</b>	<b>1,393,277</b>	<b>351,964.25</b>	<b>.00</b>	<b>1,041,312.67</b>	<b>25.3%</b>	
<b>TOTAL General Fund</b>	<b>860,909</b>	<b>532,368</b>	<b>1,393,277</b>	<b>351,964.25</b>	<b>.00</b>	<b>1,041,312.67</b>	<b>25.3%</b>	
TOTAL REVENUES	-305,072	-42,122	-347,194	-85,507.00	.00	-261,687.00		
TOTAL EXPENSES	1,165,981	574,490	1,740,471	437,471.25	.00	1,302,999.67		

FOR 2022 05								
	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
<b>GRAND TOTAL</b>	<b>860,909</b>	<b>532,368</b>	<b>1,393,277</b>	<b>351,964.25</b>	<b>.00</b>	<b>1,041,312.67</b>	<b>25.3%</b>	

# H1680 – Year-to-Date Capital Budget Report

FOR 2022 05								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
H Capital Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
<b>H1680 Information Technology</b>								
H1680 430970 SSG21 State Aid - C	0	-61,400	-61,400	.00	.00	-61,400.00	.00%	
H1680 520620 Software Expense	100,000	0	100,000	76,683.33	.00	23,316.67	76.7%	
H1680 520620 M7674 Software Expe	0	60,000	60,000	.00	.00	60,000.00	.0%	
H1680 521090 Computer	90,000	0	90,000	19,281.99	946.71	69,771.30	22.5%	
H1680 521090 SSG21 Computer-Shar	0	61,400	61,400	59,051.50	.00	2,348.50	96.2%	
TOTAL Information Technology	190,000	60,000	250,000	155,016.82	946.71	94,036.47	62.4%	
TOTAL Capital Fund	190,000	60,000	250,000	155,016.82	946.71	94,036.47	62.4%	
TOTAL REVENUES	0	-61,400	-61,400	.00	.00	-61,400.00		
TOTAL EXPENSES	190,000	121,400	311,400	155,016.82	946.71	155,436.47		

FOR 2022 05								
	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
GRAND TOTAL	190,000	60,000	250,000	155,016.82	946.71	94,036.47	62.4%	

REFERRED TO:

ITCS COMMITTEE  
PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22

AUTHORIZE MIGRATION TO HOSTED PLATFORM  
FOR AUTOMON PROBATION SOFTWARE

WHEREAS: AutoMon provides case and data management solutions to City, County, and State Probation, Pretrial, Specialty Court and Corrections agencies throughout North America; and

WHEREAS: Tioga County currently hosts its Probation Case Management software, AutoMon, on internal Information Technology infrastructure; and

WHEREAS: That internal Information Technology infrastructure has reached end of life, requiring extensive upgrades and maintenance; therefore be it

RESOLVED: That the Chair of the Legislature is authorized, on behalf of Tioga County, New York, to enter into a Master Subscription Agreement with AutoMon, LLC to host its probation system and migrate data to AutoMon's Information Technology infrastructure; and be it further

RESOLVED: That a prorated fee of \$3,910.00 shall be paid to AutoMon, LLC for hosting services beginning June 1, 2022 through December 31, 2022.