

DEPT./BOARD: **Information Systems and Security Advisory Committee**

DATE: **3/14/2022**

TIME: **7:00 PM**

PLACE: **Virtual via Webex**

Meeting Minutes

**Present:** Chair Steve Morin, Vice Chair David Hughes, Glen Mills, Ben Axelrod, David Miller, Jose DeSousa, Michael Wick, Joseph Bongiorno, Phil Pascale

**Absent:** Bob Cuhna

Public Present: Jose Desousa, Rob Neufeld

**Posted Agenda:**

1. Public Participation
2. Implementation of Cybersecurity Policy Progress
3. Town Administration Meeting recap
4. Presentation to the Select Board
5. Ways and Means Feedback from budget overview meeting regarding MIS Budget
6. Scanning Software Acquisition
7. Executive Session: Cybersecurity in light of events in Ukraine

**Public Participation**

None

**Implementation of Cybersecurity Policy Progress**

In terms of employee training efforts, no further programs were offered over the past month. The town was invited to and received a grant for additional training for an upcoming year. The grant program includes selection of a training track and a commitment of efforts to educate employees throughout a 1-year program, including review of reports to identify and encourage employees who haven't participated, according to standardized curricula and a schedule to support a multijurisdictional effort. Delivery is a little more complicated on the school side, because of teachers' time and agreement with staff and unions.

Cybersecurity Policy Implementation is stalled because there are 3 projects that take precedent. The Cybersecurity Policy Implementation can take around 8 weeks to meet with stakeholders. The danger is losing focus on projects already committed, including a 2 million dollar, 2 year COVID project, plus upgrades.

People are realizing how important cybersecurity is. The town is bringing in all programs it has for a 1.9 million dollar project, including a data center upgrade and a financial upgrade.

The town is looking to bring in a 19-hour position to backfill basic IT operations so that more progress can be made on the Cybersecurity proposal by the Critical Systems Admins. There is concern that a 19-hour position may be hard to fill, however the department will be fluctuating over the next few years, possibly with retirements - probably some shifting in positions 7 to 8 years from now. Therefore there will be a lot of flexibility: some of the part-time people at the library have worked out very well, rotated in and out over 4 to 5 years. Two months is a reasonable time to hire the part-time position, given multiple rounds of interviews and the high quality of the applicant pool in the past.

## **Town Administration Meeting recap**

ISSAC met with the town administration to discuss the implementation of the Cybersecurity proposal and exchanged feedback in both directions. ISSAC committee agreed to give the Select Board an update at their next meeting, tentatively scheduled on 3/28.

## **Presentation to the Select Board**

ISSAC will need to prepare a 5-10 minute presentation to the Select Board, including some general discussion about the part-time position and how the departments were handling training and implementation.

## **Scanning Software Acquisition**

The ISSAC committee would like to see the town implement scanning software to identify old software versions on their network. The discussion revolved around whether the project could be implemented by the end of the fiscal year, given the number of other ongoing projects. Further discussion tabled until executive session.

## **Executive Session**

The committee voted unanimously to enter executive session to discuss cybersecurity in light of events in Ukraine.