

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

DATE: **7/11/2022**

TIME: **7:00 PM**

PLACE: **Virtual via Webex**

Meeting Minutes

Present: Chair Steve Morin, Vice Chair David Hughes, Jose DeSousa, Joseph Bongiorno, Phil Pascale, David Miller, Rob Neufeld, Michael Wick

Absent: Bob Cuhna, Glen Mills

Posted Agenda:

1. Public Participation
2. Approval of Minutes
3. Committee Organization
4. Discussion of OM Changes – Impact on Future Meetings
5. Cybersecurity Implementation Status & Review
6. Implementing Cybersecurity Policy at the Schools
7. First Reading of the Departmental Information Sheet
8. Software Technology Assessment by Schools
9. Adjournment

Public Participation

None

Approval of Minutes

Comments were solicited, and the minutes for June 13th, 2022 were seconded and unanimously approved.

Committee Organization

Motions were entertained for chair and vice chair of ISSAC. Comments were solicited. No changes were made to committee organization on a 5-0 vote.

Discussion of OM Changes – Impact on Future Meetings

The request to fulfill quorum is for 5 people to attend meetings in person going forward, unless notice is given to the chair in advance. This is in advance of pending legislation at the state level for extending virtual meeting hours at government offices.

Cybersecurity Implementation Status & Review

ISSAC has engaged with a company for a few months, given our implementation status, and they'll make some suggestions. We have shared some aspects of current cybersecurity policy with this company, but no proprietary information has been shared. There has been some discussion about changing the nomenclature of cybersecurity from "training" to "preparation".

Implementing Cybersecurity Policy at the Schools

The school committee voted to accept the cybersecurity policy, with modest changes, on a 4-0 vote. Implementation will commence there, including having a meeting with the superintendent.

First Reading of the Departmental Information Sheet

The design intent was to put the elements of the cybersecurity plan in plain English.

The questions we would want to ask would have responses that we could use in meetings with departments, and then get feedback on individual items, and then starting negotiations and discussion. The intent is also to make it seem a little easier and more comfortable to implement. Feedback was solicited. A readiness plan is desired for department heads, selectmen, or anyone who has higher-level notification access.

Software Technology Assessment by Schools

The director of technology integration for the school district, in charge of managing and approving software for students and staff has a list of all software used in the district. An outside consortium publishes digests of all district legal terms agreed to for using this software, so we can see which software isn't privacy-compliant.

Adjournment

The committee unanimously voted to adjourn.

Meeting adjourned unanimously, 9-0, at 8:19 PM.