Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 8 June 2022   **Meeting Location:** Francis Farm, Arcade Bldg.

Members of Committee: **In Attendance:**

Anna Deignan (AD) (Chair)   Present
Tim Maynard (TM) (Secretary)   Present
Jay Jil (JJ)   Present

Official Observers: None

Old Business:

Jay moved to accept the minutes of the meeting of 25 May 2022. Tim seconded the motion and it was passed unanimously.

New Business:

Anna informed the committee that the approval for access to the town's web site to submit agendas and minutes is in the works.

We are still approved by the Board of Selectmen for direct access to the town's legal counsel.

The committee reviewed the draft of the Town of Rehoboth, MA IT Committee Charter that was drafted by Anna. Except for two or three minor corrections, essentially typographic errors, there was nothing that required changing. Anna will send out electronic copies to the other members of the committee. Barring any other rework, it is ready to be submitted to the BOS.

We have been given the use of the Arcade building for our meetings every second Wednesday of the month until the end of the year. We still have to arrange for a place to meet for the second meeting of the month as it is anticipated that we will be meeting about twice a month until we have reduced the backlog of work for the committee. The Blanding Library was proposed as a possible public area where the committee could meet and this will be looked into.

The issue of the information that was requested from Derek Rousseau (town's IT Director) was discussed. Tim will email copies of the two lists that he had compiled to the other committee members and that have been submitted to Derek at the meeting of 1 September 2021. We will be contacting Derek to set up a meeting with the intention of eliciting the requested information. These two lists were entitled "Municipal Internet Backbone" and "Data Integrity and Security".

Anna is still trying to arrange for access and storage on the town's server. This will enable us to place our work in a secure place owned by the town and will ensure that it is backed up.

We will review the "Incident Response Plan" prior to its submission to the Board of Selectmen.

Going forward, the "Data Security Policy" will be reviewed by the committee and sent to Derek for review and comment.

The committee discussed the issue of Employee Security Training for the town. It was generally felt that the best option in terms of resources and cost might be subscription to an "outside" package rather than the development or customization of an "in house" package. One specific package that was discussed was "Knowb4". The committee will have to explore the options and access the cost involved but it was in general agreement that a Security Training Package was absolutely necessary and an ideal situation would be if it included a package of "Phishing campaigns".

The committee has to check with Derek on whether all employees are using "individual" accounts or whether some employees are using "shared" accounts.

A "Zoom" meeting of the committee was tentatively scheduled for Wednesday, 29 June 2022 at 7:00 pm.

Anna will check with Laura Schwall on the listing of the names of the committee members on the committee page of the town's web site.

Motion:	**Presented By:**	**2nd:**	**Vote:**
Move to adjourn (at 7:57 pm)	Jay Jil	Tim Maynard	passed unanimously