Rehoboth Information Technology Committee Meeting Minutes

<u>Date of Meeting</u>: 25 May 2022 (18:35)   **<u>Meeting Location</u>:** Francis Farm, Pavilion

<u>Members of Committee</u>:   **<u>In Attendance</u>:**

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

<u>Official Observers</u>:   None

<u>Old Business</u>:

Jay Jil moved to approve the minutes of the meeting of 12 May 2022. The motion was seconded by Anna Deignan and was approved unanimously.

Relative to access to the town's web presence, Anna indicates that she has talked with people in the town clerk's office and that she will be talking with Lynn and Logan to set up our access. This will give us the access we need to upload our Agenda and Meeting minutes directly.

<u>New Business</u>:

The committee discussed the charter for the committee. It was decided that Anna would develop a draft charter that we could discuss at the first meeting next month.

In terms of future activities, it was determined that the committee needs to do the following:

1. We need to establish the infrastructure topology. Although we had previously requested some information from Derek (town's IT Director), we have not seen any of it yet. Anna suggested that she would contact Derek and suggest that we still need the information. Tim suggested that it would be useful to the committee to be able to review the information prior to meeting with Derek to discuss the town's IT infrastructure.

2. We need to examine the policies that were previously developed to determine which are ready for consideration. The ones that are ready, should be moved forward. The ones that need further development should be modified or enhanced as needed.

3. We had been given direct access to the town's legal counsel. We should confirm that it is still available to us.

4. We need to consider the establishment of a new program to train town employees. In particular, it has been suggested that we have a need for: a Security Awareness Training Program, and; a Special Applications Software Training Program.

The committee discussed the process of "new equipment and software acquisition". It was felt that an approval process has to be established. Up to now, departments simply place their request before the Board of Selectmen without prior review and approval. There are a host of potential problems with this including the possibility of introducing hardware or software to the IT infrastructure that would create an instability or security weakness. Additionally, without some centralized technical oversite, some economies of scale relative to purchasing and maintenance might be sacrificed.

The tentative suggestion was made that new equipment and software acquisitions should undertake a review and approval process that would include:
Review by the IT Director ---→ Review by the IT Committee ---→ Board of Selectmen

A discussion ensued relative to the need for the development of forms. These might include a "Vendor Form" and a "Process Flow (Acquisition Application) Form".

Anna came away with a list of action items.

The next IT Committee meeting was tentatively scheduled for Wednesday, 8 June in the Arcade Building at 7:00 pm.

Motion:	Presented By:	2nd:	Vote:
Move to adjourn (7:38 pm)	Jay Jil	Tim Maynard	Approved unanimously