

Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 26 October 2022

Meeting Location: Zoom Meeting

Members of Committee:

Anna Deignan (AD) (Chair)
Tim Maynard (TM) (Secretary)
Jay Jil (JJ)
Reuben Fishman (RF)

In Attendance:

Present
Present
Present
Present

Official Observers:

George Solas

Old Business:

Relative to the minutes of October 12, 2022, Jay Jil recommended the following corrections: to correct the spelling of Jay's last name in the first paragraph under Old Business by deleting one of the "l's"; also, in the first line of the second paragraph from the bottom to correct the spelling in the title of the document from "Breech" to "Breach".

Anna made a motion to accept the minutes of the meeting of October 12, 2022 as amended. The motion was seconded by Reuben Fishman and passed unanimously.

With regard to the IT Committee draft charter, a review of the history was undertaken, and Anna Deignan reviewed the edits suggested by Mr. Taleran (town legal counsel). A motion was made by Tim Maynard to finalize the draft charter with the inclusion of the proposed edits. The motion was seconded by Jay Jil and passed unanimously.

Anna will make the edits, change the format to include the town logo, and will send it to the Selectmen via George Solas for consideration at their next meeting.

Anna informed the committee that she had contacted Derek Rousseau (Town IT Director) via email about the Q&A that we had submitted to him and about this meeting. He apparently responded that he would not be at this meeting. We had forwarded the questions to Derek on at least two occasions. He said that he responded to Tim's initial questions. Tim indicated that he had received no response and asked when the response was sent. Anna indicated that she would get back to Derek and request that he resend the answers. Anna will consolidate all the questions that the committee has compiled and resend them to Derek. Mr. Solas will be copied on any communication with Derek.

Mr. Solas talked about our input relative to the RFP that he had assembled. Due to an apparent misunderstanding, Tim was the only one to have received the RFP and George, consequently, only received comments from Tim. Tim will forward the communication that he received from George to the rest of the committee. George indicated that his RFP had been forwarded to the town lawyers for review.

Mr. Solas indicated that he referenced the committee's "cybersecurity awareness effort" at the last Board of Selectmen meeting.

New Business:

With regard to Anna's efforts relative to "Cybersecurity Awareness Month," Anna had expected to complete an article every two weeks within the month. Instead, there will be one final, all-encompassing article toward the end of the month.

Dr. Lambe (past C.O.A. board chairperson) approached Anna regarding a presentation on cybersecurity at the C.O.A. The current C.O.A. board chairperson (Brittany Bixenman) is in agreement with the idea. Anna will present to the C.O.A. at a date of mutual agreement (tentatively 11/28/22, 1:00 pm). The presentation, it is expected, will be recorded for rebroadcast.

Anna has asked Richard Panofsky (chairman, town's personnel board) about providing a presentation on "IT Best Practices" to town employees. He was favorable to the proposition but said that it had to be voluntary and would probably take several sessions. Anna was amenable to this.

Someone in town who works for Palo Alto has approached Anna about providing a link to its "IT Ed. Link" online tutorial. He also mentioned outreach to the schools. It was generally felt that, as we are not constituted to serve the schools, we could address only the town's needs. They are part of an independent school district. The balance of the matter was taken under consideration for the future.

Motion:

Presented By:

2nd:

Vote:

Move to adjourn
(at 8:03 pm)

Jay Jil

Tim Maynard

passed unanimously