

**Ways & Means Committee
Regular Meeting Minutes**

DATE & TIME: August 29, 2023 – 5:00 PM
LOCATION: Legislative Chambers, 6th Floor, County Office Building
PRESIDING OFFICER: Chair Gavaris
LEGISLATIVE STAFF: Natalie Kelder, Legislative Financial Analyst
PRESENT: Legislators Bartels, Cahill, Criswell
ABSENT: Legislators Roberts & Ronk
QUORUM PRESENT: Yes

OTHER ATTENDEES: Legislators Erner, Petit, & Uchitelle, Deputy County Executive Kelly – UC Executive’s Office, Deputy Comptroller DeMarco – UC Comptroller’s Office, Director Macaluso – UC Information Services, Deputy Director Reid – UC Department of Budget

Chair Gavaris called the meeting to order at 5:04 PM

Resolutions for the September 19, 2023 Session of the Legislature

Resolution No. 486 of 2022: Adopting The Ulster County Information Services/ Information Technology Security Policy – Department Of Information Services

Resolution Summary: This Resolution adopts the Ulster County Information Services / Information Technology Security Policy.

Motion No. 1: **MOVED TO DISCUSS Resolution No. 486 OF 2022**
Motion By: Legislator Criswell
Motion Seconded By: Legislator Bartels

Discussion: Information Services Director Macaluso informed the committee that there have been significant changes from the previous version as well as input from the Virtual Chief Information Security Officer and many sections that should have been categorized as procedure, and not policy, have been removed.

The group discussed an email retention schedule and the impacts of such. Currently nothing is being deleted from the email system and everything is being retained.

Legislator Cahill confirmed that hybrid cloud is currently used for storage.

Legislator Uchitelle noted that the revised document is a huge step forward and questioned if the County Attorney has reviewed the proposed policy. Deputy County Executive Kelly explained that it has not been reviewed by the County Attorney yet, but still encouraged feedback from the Legislature.

Legislator Criswell asked about the training required to abide by this policy. Deputy Budget Director, Victoria Reid, noted that a training module will be developed to be completed during the first week of employment and the details will be in the Standard Operating Procedure.

Discussion ensued on employees utilizing only county email addresses, retention timelines, HIPPA (Health Insurance Portability and Accountability Act) requirements, PII (Personally identifiable information), prohibiting personal Google Drive and Drop Box accounts, utilizing Drop Box for Business, automatic locking of computer, monitoring and logging of any device connected to the county Wi-Fi.

Legislator Gavaris confirmed with Director Macaluso that they can remotely wipe mobile devices but was unsure if remotely wiping county issued laptops was available.

Legislative Chair Bartels referenced the assessment from Eisner Amper and urged Director Macaluso to consult the report and incorporate the recommendations.

Legislator Uchitelle questioned the current procedures regarding Ulster County social media accounts and Deputy Executive Kelly provided a brief history and stated a new review should be done.

Deputy County Executive Kelly concluded the meeting by agreeing to review legislative comments, continue internal review, provide the document to corporate compliance for review, discuss with stakeholder departments, and provide an updated document with at least a week of legislative review time. Deputy County Executive Kelly suggested, and the committee agreed to meet again in a months' time.

Motion No. 2: MOTION TO POSTPONE Resolution No. 486 OF 2022 1 MONTH
Motion By: Legislator Cahill
Motion Seconded By: Legislator Criswell

Discussion: None

Voting In Favor: Legislators Bartels, Cahill, Criswell, & Gavaris
Voting Against: None
Votes in Favor: 4
Votes Against: 0
Disposition: Resolution POSTPONED 1 MONTH

Adjournment

Motion Made By: Legislator Bartels
Motion Seconded By: Legislator Cahill

No. of Votes in Favor: 4
No. of Votes Against: 0

TIME: 6:06 PM

Respectfully submitted: Natalie Kelder
Minutes Approved: October 10, 2023