

Information Technology and Communication Services

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Information Technology – Legislative Committee Meeting

12.02.25

Attendance Legislators: Martha Sauerbrey, Ray Bunce, Ron Ciotoli, Tracy Monell, William Standinger, Andrew Aronstam

Staff: Jackson Bailey (County Administrator), Brandon Clark (Deputy Director of ITCS), Bryan Goodrich

- APPROVAL OF MINUTES
 - 11.04.25 IT Legislative Committee Meeting
 - Approval of 10.07.25, Information Technology Committee Minutes: Legislator Ray Bunce made the motion, seconded by Legislator Ron Ciotoli to approve the 12.02.25, Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL
 - Review of Budget Status and Financial News
- OLD BUSINESS
 - O365 Shared Services Licenses
 - ITCS provided an update on the ongoing project related to shared services. The team is currently collaborating with Dell to secure the necessary licensing required for the shared services infrastructure. This step is critical to ensure compliance and functionality across all participating entities.
 - Windows 11 Upgrade
 - 55 PCs have arrived and are being scheduled to implement with Public Safety and Village of Owego in the Month of December.
 - 2025 Annual Cybersecurity training.
 - Chief Information Officer Brandon Clark reported that 68% of staff have successfully completed the Annual Cybersecurity Training. Efforts are ongoing to ensure full compliance across the organization.
 - Town of Spencer Shared Services
 - ITCS provided an update regarding the potential for the Town of Spencer to join the County's Shared Services Agreement. The department is currently drafting a new Catalog of Services, which remains under development at the departmental level.

The finalized Catalog will be distributed to all shared services entities in 2026 to support new contract signings

- New York State Switch Upgrades
 - ITCS announced that the project has been rescheduled to the new year to allow adequate time for re-wiring at certain locations. This work is required to support phones that will be decommissioned at the state level due to upcoming equipment changes.
- Cohero Case Management System
 - ITCS participated in Coroner's Committee meetings and discussions regarding the procurement of the Cohero case management system. The department supports the purchase and has submitted Resolution L49 to authorize moving forward with contract signing.
- ITCS Strategic Plan Update
 - Brandon Clark presented the 2026 Tioga County ITCS Strategic Plan to the committee for review and discussion.

- NEW BUSINESS
 - Business Cards
 - ITCS announced plans to discontinue handling business card orders, as cost savings have been offset by the availability of user-friendly platforms such as Canva and Staples.
 - The department will continue to assist with design and provide templates for any department wishing to order business cards.
 - Additionally, ITCS, in collaboration with the County Administrator, will work toward implementing standardized requirements for all business cards and official communications in the new year.
 - Town of Newark Valley
 - The Town of Newark Valley has requested ITCS to meet with the Town Board to discuss the services Tioga County ITCS can provide under the Shared Services Agreement.
 - Chief Information Officer Brandon Clark will attend this meeting to present the draft version of the Catalog of Services on December 2, 2025, at 7:00 PM at the Newark Valley Town Hall.
 - Verizon Sheriff
 - The Tioga County Sheriff's Office has requested ITCS assistance in reviewing potential increases in Verizon Emergency Services lines. ITCS has initiated discussions with Verizon executives to identify and verify each line, with the goal of conducting a

thorough audit to ensure all listed lines are accurate and currently in use.

- PERSONNEL
 - Deputy Director
 - Office Specialist II
 - Network Administrator
- RESOLUTIONS
 - L30 – AUTHORIZE AGREEMENT WITH METPIO, INC. FOR SOFTWARE APPLICATION PUBLIC HEALTH
 - L48 – Budget Transfer for Replacement Chairs
 - L49 – Cohero Case management System
 - L59– Amend Employee Handbook/ adopt AI policy to the CSP

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