

DEPT./BOARD: **Information Systems and Security Advisory Committee**

DATE: **6/13/2022**

TIME: **7:00 PM**

PLACE: **Virtual via Webex**

Meeting Minutes

Present: Chair Steve Morin, Vice Chair David Hughes, Ben Axelrod, Jose DeSousa, Joseph Bongiorno, Phil Pascale, David Miller, Rob Neufeld, Michael Wick

Absent: Bob Cuhna, Glen Mills

Posted Agenda:

1. Public Participation
2. Approval of Minutes
3. Cybersecurity Implementation Status and Review
4. Tracking Software Used in Schools
5. Adjournment

Public Participation

Tony Viapiano joined the meeting as a resident of Burlington and a cybersecurity professional.

Approval of Minutes

Comments were solicited, and the minutes for May 23rd, 2022 were seconded and unanimously approved.

Cybersecurity Implementation Status and Review

We are in the process of collection information from each of the town departments, starting with the town clerk and library. One point made during these conversations is that cybersecurity terminology is difficult to understand for people who aren't already familiar with cybersecurity. It would be helpful if we came up with a list of plain English questions that could explain the plan in meetings, if articulated in the proper order. In other words, we need a series of formal, organized questions that map to the existing cybersecurity plan. There was also some discussion about which departments we should sit down with in the future, given retirement plans and staffing challenges.

Cybersecurity progress on training to date:

Library: 76% complete on the first assignment, 66% on the second assignment – 22 members.

Town: 87% complete on the first assignment, 42% on the second – 243 members.

Police: 47% complete on the first assignment, 41% on the second.

While these numbers are good progress, we don't expect them to increase much in the summer months due to vacations. However, users will get constantly reminded, so these numbers will inch up a little bit throughout the summer. We are waiting for the managers to meet, so we can strongly encourage

employees to take the training. Education about malware and phishing practices helps everyone, not just town employees.

Two weeks prior, email security software was deployed on the town side. There is quite a bit of work in managing it once it was turned on: it's catching a high volume of malware, but a lot of legitimate email as well. One of our employees is going through email every day to see if legitimate emails are there and releasing them.

This process will get smarter and easier over time – an inverse exponential curve – as legitimate senders are identified, and email filters get more sophisticated.

Tracking Software Used in the Schools

Two weeks prior, the IS department talked to the director of technology for the school district, who decides what applications and which devices are provided to students and teachers in the district. The school district follows the Educational Comparative Privacy Consortium guidelines: thus making sure that approved devices and apps are compliant with state privacy laws. To the best of our knowledge, there were 317 approved apps for the district, publicized on the web, but there is 1 app used that doesn't meet this requirement. This application is a single sign-on application with an integrated service.

The review process is rigorous on the school side. If a staff member says they want to use an app, they submit a call, and the technology director researches privacy information and can approve it that night. For some reason, iPads don't come with a calculator application. The consequence is that there are thousands of calculator apps to download, but these all break the state privacy policy.

This month, ISSAC will start installing an app that tracks installed software on town machines.

Adjournment

The meeting adjourned unanimously at 8:09 PM.