

# Rehoboth Information Technology Advisory Committee Meeting Minutes

**Date of Meeting:** 3 January 2024

**Meeting Location:** Arcade Bldg. + Zoom

**Members of Committee:**

Anna Deignan (AD) (Chair)  
Tim Maynard (TM) (Secretary)  
Reuben Fischman (RF)  
Karen DaSilva (KD)

**In Attendance:**

Present  
Present  
Present  
Present

**Official Observers:**

**George Solas (B.O.S.)**

**Old Business:**

Tim Maynard moved to approve the minutes of the meeting of 8 November 2023. The motion was seconded by Karen DaSilva and was passed unanimously.

The matter of the acquisition of a secure storage space for committee documents was discussed. Tim Maynard reviewed the discussion that he had with Bruce Alexander and George Solas relative to the matter. Some members of the committee were not entirely comfortable with the proposals that had been worked out. It was felt that a meeting between some members of the committee, Bruce, George and CMIT to discuss storage and get some infrastructure questions answered would be a productive approach to the situation.

It was decided that George would arrange for a meeting between Bruce, Reuben, himself and CMIT at a mutually agreeable time. Since Reuben's schedule was the most difficult to work around, George will confer with Reuben relative to an agreeable date and time with the meeting to be held at CMIT.

Relative to the Dispatch Interface for the Fire Department and Ambulance Service, Reuben informed the committee that it was up and running and had been since October, 2023.

**New Business:**

Anna opened up the discussion of the ITAC (I.T. Advisory Committee) charter. The agenda called for an "end-of-year" review. This is a requirement built into the charter itself. Tim had some detailed suggestions and emphasized that the role of the committee was advisory only. Anna expressed the concern that the town bylaws should be changed as they still refer to the defunct Computer Committee. Her feeling is that the Computer Committee should be replaced with the I.T. Advisory Committee. It was recommended that Tim obtain a copy of the town bylaws and specifically the section relative to the Computer Committee. The committee will review the old charter language at a future date with an eye to making recommendations to the B.O.S. No changes to the current I.T. Committee charter are being recommended at this time.

Agenda items 4,5, and 6:

4. Updates/Discussion - Town Employee Security Awareness Training Policy;
5. Updates/Discussion - Town IT Control Matrix / Mapping with Risk Assessment;
6. Updates/Discussion - Meeting with CMIT to review services provided to the town;

will not be considered at this meeting as they involve the acquisition of appropriate storage being made available to the I.T. Committee.

Relative to agenda item 10, “Nominations and voting in of new officers for 2024/reorganization” the committee chose to make no changes to assignment of officers of the committee for 2024 and the matter of any reorganization was postponed to a later time.

| <b><u>Motion:</u></b>           | <b><u>Presented By:</u></b> | <b><u>2<sup>nd</sup>:</u></b> | <b><u>Vote:</u></b> |
|---------------------------------|-----------------------------|-------------------------------|---------------------|
| Move to adjourn<br>(At 8:48 pm) | Reuben Fischman             | Karen DaSilva                 | Passed unanimously  |