

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

DATE: **5/23/2022**

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

Absent: Bob Cuhna, Glen Mills, David Miller

Posted Agenda:

1. Public Participation
2. Approval of Minutes
3. Recap of Select Board Presentation
4. Implementation of Cybersecurity Policy Progress
5. Adjournment

Public Participation

No one spoke during the public participation section of this meeting.

Approval of Minutes

Comments were solicited, and the minutes for April 11th, 2022 were moved and seconded. The committee voted unanimously to approve the minutes.

Recap of Select Board Presentation

On April 25th, the chair and vice chairman provided a presentation to the Select Board regarding the progress that has been made with respect to the implementation of the Cybersecurity policy. The Board requested that the ISSAC Committee provided a timeline as to when the initial phases of policy implementation would be complete. Joe felt that we missed a golden opportunity to remind the Board that while we could provide a schedule for completing the initial phases, Cybersecurity would be an ongoing initiative for the foreseeable future.

Implementation of Cybersecurity Policy Progress

Progress getting towards 100% employee participation rate in Cybersecurity training has been slow. Two rounds of training have gone out so far, and the second training is only offered to those who complete the first training. The participation rate falls well short of 100% goal for all town employees (except those under schools). Other communities across the state offer the same training for their employees, and Burlington's participation rate is about the same as other communities. The committee feels that the training should be mandatory for everyone as everything is online.

The committee discussed the collection of departmental plans for recovery in the event of a cyber attack and what the next steps should be. A motion was made and seconded to form a subcommittee to complete a template for one to two departments so that other departments could use as a template for their departments. Joe, Jose, Steve and David Hughes were nominated for this subcommittee. The committee voted unanimously to approve the formation of a subcommittee.

Adjournment

A motion to adjourn was made and seconded. The committee voted unanimously to adjourn.