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TOWN OF BURLINGTON

Meeting Minutes

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Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Information Systems Security Advisory Committee (ISSAC)

DATE: October 10, 2023

TIME: 7:30 p.m. EDT

PLACE: Virtual / Cisco WebEx

MEMBERS IN ATTENDANCE: Joe Bongiorno, Jose DeSousa, Phil Pascale, Dave Miller, Ben Axelrod, and David Hughes.

MEMBERS ABSENT: Michael Wick, Nick Priest, Glen Mills, and ex officio member Rob Neufeld.

1. Public Participation: NONE

2. Committee Organization

Based on member preferences, it was decided that the Committee will meet on the second Monday of each month at 7:30 p.m. Because the ISSAC includes a member of the Select Board, the hope was that ISSAC meetings could be scheduled so as not to conflict with Select Board meetings. However, due to the variability of the Select Board's Monday meetings, there may be occasions when the meetings conflict.

The Committee's next meeting will be on Monday, November 13th, and will include an executive session.

3. Consideration of the minutes for the meeting of September 12, 2023

No changes were proposed. The minutes were approved by a vote of 6-0-0.

4. Update on consulting engagement

The planning session with Burlington school officials has not yet been held due to ongoing scheduling difficulties; all other sessions have been completed, and the draft incident response planning document is undergoing its first revision. Discussion highlighted the challenges of aligning Town officials with the terminology used in the document, specifically with regard to titles and teams. Guidance on these issues will be sought when the Town Administrator is briefed on the project. The Town's IT team will seek permission for the Committee to review the confidential document before it is completed.





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Joe Bongiorno and Jose DeSousa briefed the committee on the Massachusetts municipal cybersecurity summit that they attended in Worcester. A great deal of valuable information was presented, including key contacts, all of which will be helpful to the Town's planning. They reported that there appeared to be significant support for mandatory cybersecurity awareness training, which has been recommended by the Committee.

5. Building a Culture of Cybersecurity Awareness

Phil Pascale agreed to lead an informal project to develop a list of activities for submission to Town leadership that might encourage an ingrained attention to cybersecurity best practices at all levels.

6. Cybersecurity Awareness Month

The Town and Schools have not planned any activities to capitalize on the national attention created by Cybersecurity Awareness Month in October, other than by continuous emphasis on comprehensive participation in its grant-funded cybersecurity awareness training program. It is hoped that added activities can be planned for October 2024, as part of efforts to create an overall culture that emphasizes the role that every Town employee must play to protect the Town from cyber attack and financial liability.

7. New Topics

No new topics were raised for discussion.

With there being no further business or discussion, a motion was made and seconded to adjourn the meeting, which motion passed with a vote of 6-0-0.

The meeting adjourned at 9:51 p.m. EDT.

