

**Natick Information Systems Advisory Board
Meeting Minutes – January 25, 2023
Virtual Meeting held via Zoom – remote participation**

ATTENDEES

NISAB: Hank Szretter, Todd Gillenwater, Larry Drolet, Adam Johnson

Current NISAB members not present: Kevin Cullinane

Town Government:

Municipal IS Department: Robert LeFrancois

School IS Department: Dennis Roche

Concerned Citizens: Randy Brewer, Natick Pegasus;

AGENDA DISCUSSIONS

- Quorum: Four Board members present. 4:30 PM start.

- Minutes of previous meetings – Approved 4-0

School IS Director's Report – Dennis Roche update

1. FY24 Technology Budget Request & Annual Report
 - a. Presented to School Committee on January 23rd.

2. Update on Content Filter Project to Solve Internet Bottleneck Issue
 - a. Scheduled cutover week of 2/20 (February Break)
 - b. Replacing inline hardware based appliance with cloud based solution
 - c. Current solution is a bottleneck on our network limiting us to 1 GB
 - d. Next internal bottlenecks to eliminate are our firewalls and HA switch which we are scheduling this summer.

3. Munis Project
 - a. Participating with a working group of users of both town and school employees to improve our efficiencies of Munis.
 - b. First goal is to move Munis to the cloud, upgrade to the latest version, and train users on the new version. Scheduled cutover date is March 10th.

c. Second goal is to develop a road map for Munis efficiencies, automation, and identify resources needed to keep this moving forward.

Information Technology Director Report & Web site discussion:

1. Munis Project Status - Cutover March 10 th – 11 th

□

MS Azure AD Identity provider configured and federated to create a single sign on secure login to the hosted Munis environment – completed.

□

User login and testing underway – built an Intranet Munis ERP Upgrade web page to provide Munis users with all the info they need to login, test and when training dates are scheduled.

□

General User Training is scheduled for two sessions, Feb 1st and Feb 2nd – the sessions cover the same agenda so there's no need to attend both sessions. Training will also be recorded.

□

Department specific training is scheduled for HR, Payroll, Treasurer/Collector. Comptroller has already attended their training session.

□

The financial departments are starting to go through their checklists with the Comptroller and staff completing a major amount of their checklists.

□

MFA requirements and deployment have been reviewed by Town IT and Dennis Roche. To implement MFA we will be using the biometric Yubico Security Key, YubiKey 5, USB-C . The security keys have been ordered, delivery is hopefully soon, and testing with us and Dennis' group will begin when delivered. Planned implementation date is March 1st .

2. IT Manager position job description and narrative completed – will be reviewed by Personnel Board on 1/26. Advertising and hiring to soon follow.

3. With MS Azure AD in place, we'll start rolling Office 365 in the near future.

4. Harbor Cloud Elevate (Yealink) Cloud phone system configuration and deployment schedules to be determined soon. The configuration will start in Q2, with implementation and physical deployment to be scheduled over the summer.

5. Cyber Incident Response plan project underway with Andre managing the project, more details to follow.

Citizen's Concerns:

Concerns of members of the Board:

Next Meeting of the Board: February 15, 2023

Meeting Adjourned at 5:00PM