TOWN OF BURLINGTON
Meeting Minutes

DEPT./BOARD: ISSAC Charter Subcommittee

DATE: February 22, 2021

TIME: 7:00 p.m.

PLACE: Virtual via Zoom

Minutes

Attendance:

Members in Attendance: Dave Miller, Phil Pascale, David Hughes
Members Absent: None
Public Participation: None

Posted Agenda:
1. Review and approve minutes of meeting held on February 17, 2021.
2. Continue working on ISAAC charter proposal.
3. Public participation.
4. Any other business.
5. Adjournment.

Minutes:
The meeting was called to order at 7:04 PM. David Hughes agreed to prepare minutes of the meeting. The meeting was recorded.
The minutes of the subcommittee's meeting of February 17, 2021 were approved by a vote of 3-0-0.
Discussion of the ISSAC charter proposal focused on changes to the draft charter developed during the subcommittee's prior meeting. Following discussion, a motion was made and seconded to forward the draft charter proposal to the ISSAC chairman for consideration by the full committee. The motion passed 3-0-0. This decision eliminates the need for the previously scheduled subcommittee meeting on March 1, 2021, which will be canceled.

As a matter of new business, the subcommittee then discussed a draft proposal for a Cybersecurity Policy to be considered by the ISSAC. Discussion focused on the content of the policy and the right level of detail, noting the need to incorporate a wide range of important information, such as specific regulatory requirements, without

making the policy too lengthy, detailed and difficult to absorb. Various approaches were discussed, and it was agreed to add a table of responsibilities to the draft proposal.

Questions were raised about the organizational structure for the Town's information systems staff, as this will have a bearing on a practical, workable policy, and it was agreed to ask for clarification at the next ISSAC meeting. The subcommittee also discussed submitting the draft proposal to the ISSAC, along with various approaches for refining the policy, perhaps dividing the draft policy into sections for consideration by specific ISSAC members, or creating a new subcommittee to continue work on the proposal. It was agreed to submit the draft proposal to the ISSAC for consideration at the committee's March meeting.

Given no further discussion, a motion was made and seconded to adjourn the meeting. The motion passed by a vote of 3-0-0; the meeting adjourned at 7:45 PM.