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# TOWN OF BURLINGTON

## Meeting Minutes

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

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: August 8, 2023

TIME: 7:00 p.m. EDT

PLACE: Virtual / Cisco WebEx

MEMBERS IN ATTENDANCE: Joe Bongiorno, Michael Wick, Phil Pascale, Dave Miller, David Hughes, and ex officio members Jose DeSousa and Rob Neufeld

MEMBERS ABSENT: Bob Cunha, Nick Priest, Glen Mills, Ben Axelrod

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1. Public Participation: NONE

2. Committee Organization

The Committee will operate without a Vice Chair until a committee member steps forward for the position.

3. Consideration of the minutes for the meeting of July 11, 2023.

No changes were proposed. The minutes were approved by a vote of 4-0-1 (with the abstention by a member who was not present for that meeting).

4. Update on ongoing cyber-related projects

(a) The consulting engagement to assist in the development of departmental incident response plans continues. While the original plan entailed four multi-department working groups, the breadth of the Burlington schools required the formation of a fifth working group composed solely of school officials, now consisting of all school principals, the superintendent and assistant superintendent, business manager, IT experts and other leaders. The committee viewed this as a significant improvement. Three two-hour group meetings have been held thus far, and participants have been very engaged with the material. The two remaining groups, including the new schools group, are expected to have met by the time of the committee's next meeting in early September.





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- (b) The focus on end-user cyber awareness training also continues with renewed support. It was reported that the school superintendent will send a message to all staff members to emphasize the importance of completing the training; professional development time will be used for this purpose, which is expected to require no more than three to four hours.

While most departments have achieved high training participation rates, the two or three departments that are lagging behind are receiving added attention to complete the training.

- (c) Recognizing that the town approved funds for the cybersecurity consulting engagement and part-time technical assistance, the committee agreed to request a few minutes at the next town meeting to brief its members on the progress of the consulting project and the committee's other activities.
- (d) The annual budget cycle starts in December. The current consulting project will help to clarify what needs to be done next, and the committee needs to be aware of the timetable if it is to recommend further expenditures.

### 5. Building a culture of cyber safety

The committee is developing a list of steps that could be taken to help implant a culture of cybersecurity in town operations. The plan is to present the select board, town administrator, and school superintendent with a list of measures for their consideration. In general terms, the committee believes that cybersecurity awareness should receive at least the same ongoing emphasis as that applied to ethics, sexual harassment, and similar topics.

### 6. Activities for Cybersecurity Awareness Month (October)

While the committee has discussed some ambitious plans for capitalizing on Cybersecurity Awareness Month, the short timeframe for planning and implementation renders those activities impractical for 2023. The committee will shift its focus to potential events for October 2024.

Nevertheless, town representatives on the committee will attempt to find at least some smaller ways to leverage Cybersecurity Awareness Month, perhaps through the HR departments, to bring greater town and school employee attention to the topic. To drive home the importance of cybersecurity awareness, Officer Mills provided data that thus far in 2023, the Burlington Police Department has received 176 complaints of scams and identity fraud, stressing that this is just the "tip of the iceberg."

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 4-0-0 (given the departure of one committee member prior to the vote).

The meeting adjourned at 8:09 p.m. EDT.

