

Pursuant to proper notice, a public meeting of the County Commissioners of the County of Norfolk was held at 614 High Street, Dedham, MA and via Zoom Videoconference on November 3, 2021, notice of said meeting having been posted as required by law. Commissioners present were:

Chairman Joseph P. Shea
Commissioner Peter H. Collins
Commissioner Richard R. Staiti

Chairman Shea called the meeting to order at 1:04 pm.

Chairman Shea stated on Thursday, March 12, 2020, Governor Baker issued an "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, Section 20." That Order was effective immediately until it is rescinded or the State of Emergency is terminated. On Wednesday June 16, 2021 by action of the Legislature the order was extended until April 1, 2022.

Chairman Shea called the roll and Commissioner Staiti, Commissioner Collins and Chairman Shea responded "present."

Chairman Shea led the recitation of the Pledge of Allegiance.

A motion was made by Commissioner Collins, seconded by Commissioner Staiti and

VOTED: To table agenda item #3 Executive Session until next week

A motion was made by Commissioner Staiti, seconded by Commissioner Collins and

VOTED: To approve the Minutes of the Open Session of October 27, 2021 as submitted

A motion was made by Commissioner Staiti, seconded by Commissioner Collins and

VOTED: To approve the Minutes of the Executive Session of October 27, 2021 as submitted and not to disclose

Chairman Shea announced there are no public comments.

Chairman Shea announced there are no appointments

Chairman Shea announced there is no old business to discuss.

A motion was made by Commissioner Staiti, seconded by Commissioner Collins and

VOTED: To execute personnel matters as follows:

Agricultural High School

Notice of Contingent Employment (Rehire) for Eileen F. Czyrkli of Wrentham, MA 02093 as Substitute Instructor, JG: Flat \$100.00/Day, effective 11/3/2021.

A motion was made by Commissioner Staiti, seconded by Commissioner Collins and

VOTED: To execute payroll warrants as follows:

22-18	Payroll – County	138,715.89
-------	------------------	------------

A motion was made by Commissioner Staiti, seconded by Commissioner Collins and

VOTED: To execute payroll warrants as follows:

22-18(9)	Payroll – County	409,658.83
----------	------------------	------------

A motion was made by Commissioner Staiti, seconded by Commissioner Collins and

VOTED: To execute expense warrants as follows:

11-01-22	Expense - County	131,126.74
----------	------------------	------------

Chairman Shea stated there are bid openings at 1:30 pm as detailed in Exhibit A.

Chairman Shea stated there are no contract awards as detailed in Exhibit B.

Chairman Shea stated he will return to agenda item #13 Discussion of Abrahams Group Recommendations for Data Processing/Information Technology (Commissioners' Office).

Bill Buckley, Assistant County Director, presented a legislative update. He discussed legislation relative to Deeds Excise. Mr. Buckley stated Rep. Galvin sponsored the legislation and it has 25 co-sponsors. He stated the bill sits in the Joint Committee on Revenues. Mr. Buckley stated a Senate bill related to solar on agricultural school land has not moved and remains in Joint Committee. He stated an Act related to requiring automated external defibrillators (AED) in Norfolk County Buildings is in Bills in Third Reading. Mr. Buckley stated Rep. Garlick is the sole sponsor. He stated the bill was filed at the behest of Register O'Donnell. Mr. Buckley stated anyone using an AED would be enshrouded by the Good Samaritan Law.

Mr. Buckley stated Rep. Ayers will now represent the Quincy portion of Wollaston Recreational Facility. Commissioner Collins stated most of Presidents Golf Course lies in Milton.

Mr. Buckley stated the state's budget process begins in April. He stated the Commonwealth has 4 buckets of ARPA money and 2.4B is unallocated. Mr. Buckley stated the Senate is advancing a bill with ARPA earmarks. Commissioner Staiti asked if state ARPA funds are under the same guidelines as County ARPA funds. John Cronin, County Director, stated many communities are waiting to see how local earmarks impact their plans for County ARPA funds.

Commissioner Staiti stated having AEDs in County buildings is a good idea. He directed staff to take an inventory of AEDs County buildings and to report on the cost of purchase and installation of an AED.

Chairman Shea discussed a request of Cranshaw Construction for rental of Registry of Deeds Back Parking Lot from 11/8/2021 to 12/8/2021. Mr. Cronin stated the request involves the rental of 40 spaces for 1 month at \$10 per spot per day.

Commissioner Staiti asked about last week's bids. Mr. Cronin stated Nancy Rockwell, CPO, is still working on the bids from last week.

A motion was made by Commissioner Collins, seconded by Commissioner Staiti and

VOTED: To approve the request of Cranshaw Construction for rental of Registry of Deeds Back Parking Lot from 11/8/2021 to 12/8/2021 pending the approval of the Register of Deeds.

Mr. Cronin discussed the Abrahams Group Recommendations for Data Processing/Information Technology in the Commissioners' Office. He stated the Abrahams Group's Operational Analysis included several recommendations for IT. Mr. Cronin stated Mark MacDonald, IT Director, wished to offer feedback on the recommendations.

Mr. MacDonald agrees with the idea that the County should continue to make significant allocations for technology. Mr. Cronin stated the County invested almost \$100,000 in security, servers, and software. Mr. MacDonald stated the County IT Department adheres to a 5-year refresh on all PC's and Servers

Mr. Cronin discussed IT staffing. Mr. MacDonald stated the County will explore options for redundancy.

Mr. MacDonald discussed software. He stated he agrees with the findings, but stated the County IT Department also runs Administration software for the County phone system, Unitrends Backup system, Amazon Cloud (AWS) backup, Barracuda Email Archiver, Malwarebytes anti-malware, Mimecast email security, Symantec Anti-Virus and Zyxel security system software.

He discussed Network, Email and Internet. Mr. MacDonald stated there is no substantial collaboration. Mr. Macdonald stated he is administrator of the County phone system and the Registry IT administers the Registry system. He stated all departments are being well run and the NCAHS IT should be separate. Mr. MacDonald stated if there is consolidation of County and Registry IT Departments there is quite a significant learning curve for Infinite Visions and Brown Tech.

Mr. MacDonald discussed professional development. Mr. MacDonald stated he participates in both software and Cybersecurity training as need arises.

He discussed security. Mr. MacDonald stated the County has multiple layers of security on our network and an ongoing effort to protect our assets as well as training for employees on best practices against a growing list of security threats. He stated the move to Infinite Visions in the cloud adds another layer of security to our Financial and Human Resources data. Mr. MacDonald stated he agrees that the County must stay ahead of security threats.

Commissioner Staiti asked about cyber-attacks. Mr. MacDonald stated the attacks hit the County's firewall and are denied. Chairman Shea said a retirement board was the object of a

recent cyber-attack. Mr. MacDonald stated he is not responsible for the Norfolk County Retirement Board's IT or security. Mr. Cronin stated a cyber-security audit may be worth exploring.

Mr. MacDonald discussed consolidation and stated he agrees with the findings. He stated there are significant differences between Networks and Applications that would make any consolidation challenging. Mr. MacDonald stated careful planning, clear assignment of duties, and requisite resources will ensure a successful consolidation. Mr. Cronin stated the Abrahams Report does not recommend consolidating Agricultural High School IT. Mr. MacDonald stated he has worked as Network Manager and currently IT Director for Norfolk County for the last 18 years. He stated the County has had a robust and secure IT Department all along and he feels that if the County consolidates IT, we have the personnel in both departments to make this successful. Mr. MacDonald stated he would embrace the challenge.

Commissioner Staiti asked if the school should consolidate. Mr. MacDonald stated the school is unique and different. He stated the school uses education based software in classrooms.

Mr. Cronin stated the County stands ready to consolidate if the Commissioners vote to consolidate.

Commissioner Staiti asked for a report on cyber-security in the next few weeks.

Commissioner Collins directed Mr. MacDonald to produce a priority list of items based on his agreement with the Abrahams Group's recommendations. Commissioner Collins stated the operational analysis is a recommendation.

Mr. Cronin discussed the American Rescue Plan Act. He stated the County received its first application. Mr. Cronin stated the application is from Dover and it will work its way through the audit cycle. Commissioner Staiti asked if any towns that had not submitted their information to the County as of last week's meeting had submitted their information. Mr. Cronin stated the County has not received any additional information. He stated the Commonwealth has advanced a bill with significant earmarks that may impact cities and towns.

Mr. Cronin stated there are no updates to COVID-19 response.

Mr. Cronin presented the Report of the County Director. He stated the Register of Deeds has a conflict and cannot attend the Commissioners Meeting on November 24. Mr. Cronin stated he will make a recommendation next week regarding rescheduling.

He stated there is an NCAHS Board of Trustees meeting next week. Mr. Cronin stated Hilltop Securities will join the meeting. He stated a topic of discussion will be the school's structural imbalance.

Under any other business, Mr. Cronin stated the County was contacted by Carol Reed, a public health expert from Medfield who works for the Town of Needham, regarding an ambitious County-wide program to address substance abuse. Mr. Cronin stated Ms. Reed thought the County had staffing available for such a program. He directed her to contact the Needham Town Manager. Mr. Cronin stated this program would require an extensive survey.

There being no further business to come before the Board, a motion was made by Commissioner Staiti, seconded by Commissioner Collins and unanimously

VOTED: to adjourn the meeting

Meeting adjourned at 2:13 pm.

ATTEST:

Recording Secretary

Clerk