

RHODE ISLAND RESOURCE RECOVERY CORPORATION

Governance Subcommittee Meeting

Wednesday, September 28, 2016

8:00 A.M.

65 Shun Pike

Johnston, Rhode Island 02919

approved

10/26/16.

In Attendance

Joe White, Subcommittee Chair

Michael DiBiase, Subcommittee Member

Michael OConnell, Executive Director

Chris Jocelyn, Human Resources Director

Dean Huff, Chief Financial Officer

Mike McGonagle, Director of Information Systems and Business Analysis

Ron Ronzio, Allied Court Reporters

Julie Azanon, Human Resources Specialist

Joe McGair, Petrarca & McGair (arrived at 8:35 A.M.)

The meeting was called to order at 8:04 A.M. followed by the Pledge of Allegiance.

Motion to approve meeting minutes from June 29, 2016 made by Commissioner DiBiase and seconded by Commissioner White. Passed 2-0.

Transparency Act Audit—Dean Huff gave an update on the status of the Transparency Act Audit. The purpose of the audit essentially is to comply with the Transparency Act and to ensure that RIRRC's activities are mission-centric. We are still in the midst of the audit. There have been no issues thus far. The auditors have looked at travel and entertainment, contributions, advertising, minor clean up items, and our small municipal grants. They have started looking at purchases from both FY15 and FY16, ensuring that all of the contracts are in place correctly. We expect no issues. The auditors will do a walk through the scalehouse and MRF this week. The auditors expect to have the report to the Bureau of Audits by October 15 with a copy to us following that.

RIRRC Cyber Security Overview—Mike McGonagle provided an overview of RIRRC's protection from cyber threats. A major benefit at Resource Recovery is that although we have a number of different buildings, all are connected via fiber to a single LAN. With a staff of 1.5 dedicated to IT, there are 75 users; 20 to 25 servers, both physical and virtual; consolidated and redundant storage in two separate buildings. Several systems and software are supported, including the point-of-sale scale system, email, accounting, purchase requisition, fleet maintenance, payroll, and video surveillance.

RIRRC has identified four major areas requiring protection:

Threats from viruses, worms;

Ransomware;

Unauthorized access to our systems externally but also internal controls to limit access only to authorized users;

Phishing scams.

Resource Recovery does a number of things to protect against threats and unauthorized access.

All users are aware of our policies. They are in the employee handbook and are reiterated via email periodically. Users are responsible to maintain the integrity of passwords and antivirus software; must store corporate files on corporate servers for proper back up; comply with rules acceptable use of RR systems; know that all files are the property of Resource Recovery and can be monitored.

IT is responsible to ensure that all files are backed-up; and to archive according to our established guidelines; and to provide network security.

Network security is specifically supplied via a firewall; access permissions granted only with proper approvals; antivirus software in multiple versions; web content filtering to block known sites that are threats; and on-going user awareness.

Outside vendors do not connect to our network, and we do not store information which could be hacked. Vendors may be granted temporary VPN access to remote in, then it is immediately shut down once the vendor's work is completed.

As part of our maintenance agreement, our Systems Engineer has monthly conference calls with an IT consultant who advises us about the latest technologies and threats. This Systems Engineer received Security Plus designation last year.

It was recommended that we do an assessment of the efficiency of our systems, and Mike McGonagle will research options for completing that. It was further suggested that RIRRC research insurance coverage in the event of a data breach. McGonagle will also look into the Governor's Cybersecurity Commission for information and assistance.

The next Governance Subcommittee will be on Wednesday, December 7, 2016 at 8:00 A.M. At this meeting there will be a recap of the Transparency Audit, a review of the rulemaking process (the ORR group is visiting RIRRC in November), and a plan for 2017 Governance Subcommittee meeting topics.

The meeting was adjourned by Commissioner White at 8:50 A.M.