Ravenna City Council
Information Systems Committee Meeting Minutes
March 13, 2023

The public meeting was held in person in City Council Chambers.

Council present: Council President Andrew Kluge, Amy Michael, Rob Kairis, Paul Moskun, Tim Calfee, Christina West, and Matt Harper.

Also attending the meeting: Mayor Frank Seman; Police Chief, Jeff Wallis; Finance Director, Brian Huff; Service Director, Kay Dubinsky; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor, Larry Silenius, Cliff Soudil, John McFarland, and Diane Smith

The Information Systems Committee Meeting was called to order at 8:15 P.M. by Committee member, Christina West.

The first item was Phishing Scam, and the second item was IT policy review which were discussed in conjunction.
Ms. West stated that there was a phishing scam that occurred in November and the City realized it was a fake email in January. She asked if anything should be updated to the current IT policy or if any changes should be made to how payments are made.
Mr. Huff stated that this type of situation is why the phishing training was started at the beginning of the year and before knowledge of the phishing scam surfaced.
Ms. Michael asked if the situation was covered, and Mr. Huff stated that it covered except for the $10,000 cyber insurance deductible.
Ms. West suggested that there should be a policy in place to double check payments and to be proactive moving forward.
Mr. Huff stated that he recently received an email from the State of Ohio warning that there have been phishing scams occurring all across the state, and that the City was not the only municipality affected. He informed Council that a recent phishing test went out to employees and 13 people clicked on the email, adding that they will be recurring to help train employees to be aware of real phishing emails.
Ms. West stated that she will talk with the HR Director about adding cyber training to the IT usage policy and said that she will get recommendations from Quality IP of what should be in the policy.

- The item was for discussion only.

The third item was website training.
Ms. West stated that it is hard to find some meeting information on the website and is working to create a place on the website where all the meetings are in the same place and up to date. Training will be provided for employees who need assistance.

- The item was for discussion only.

The fourth item was the permanent budget.
Mr. Kluge stated that things get put into the budget and Council then approves the budget. He explained that after hearing from the Law Director and finding out how other municipalities function, he believes that Council needs to keep the same method of considering all approved budget items and that they need to continue to channel through Council.

Mr. Huff stated that he spoke with department heads and got updated needs put into the budget which he sent out on Saturday and highlighted significant changes. He explained revenue changes to the budget and that there was added payroll and pension to the union contracts, adding that labor and materials have increased.

Ms. West stated in reference to Mr. Kluge's previous statement that she likes to see the ordinances go through Council.

Mr. Huff stated that the budget will be on the Committee of the Whole agenda and then there will be a special meeting immediately following to pass the budget.

Mr. Moskun addressed the City's donation to the Chamber of Commerce and Main Street Ravenna and stated that it could be addressed at the last meeting of the year and acknowledge that he could see how something such as that could get lost in the budget if it is not passed through Council for consideration.

- The item was for moved forward.

Management Update

There being no further business for discussion, the meeting adjourned at 8:45 P.M.

ATTEST:

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Clerk of Council   **Christina West, Chairperson**
                                                        Information Systems Committee