



Arlyn Zuniga, President  
Town of Milton

Orazio DeLuca, Co-Secretary  
City of Woburn

Michael Richards, Vice President  
City of Somerville

Lorraine See, Co-Secretary  
Town of Braintree

Shab Khan, Treasurer  
City of Medford

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### **MEETING MINUTES**

Wednesday, October 14, 2020  
Virtual Meeting

#### **Officers Present:**

Arlyn Zuniga, President  
Michael Richards, Vice President  
Shab Khan, Treasurer  
Lorraine See, Co-Secretary

#### **Business Meeting:**

**Welcome:** President Arlyn Zuniga opened the meeting at 11:09am and thanked the attendees for logging into to the meeting.

**Treasurer's Report:** Shab Khan presented the Treasurer's report for the month of September 2020. The beginning September balance was \$57,849.35, with website expenses of \$47.81, membership dues of \$5,125.00, and bank interest of \$0.49, the ending balance for September was \$62,927.03. MAPPO now has a PO Box. Please send payments to MAPPO, P.O. Box 225, Sharon, MA 02067. Beginning next month, the meeting link will only be sent to dues paying members.

**Legislative Affairs Committee Report:** No new updates

**Website Committee Report:** Vice President Michael Richards asked the membership to notify the any of the officers if they experience any issues logging into the listserv.

**Announcements:** The November meeting will take place on November 18, 2020 and topic will be mindfulness and will be hosted virtually.

**New Business and Member's Agenda Items:** Jackie Abbott from the Operational Services Division gave an update on new contracts

- HLS06 in the Category of Personal Protective Equipment (PPE)
- VEH102 for electric vehicles, charging station infrastructure, along with available funding incentives
- PEF70 for virtual event planning, website redesign video production, and public relations

OSD has posted an ITC73 software and services bid on Commbuys. Please refer any interested parties to the Commbuys landing page or help desk. OSD is seeking volunteers for its strategic sourcing teams to develop its statewide contracts. Anyone interested can sign up online on the OSD website. The October/November OSD newsletter is now available on its website.

Michael Di Yeso reported that MHEC will host a virtual product exposition on November 5<sup>th</sup> and registration is now open. There is no cost to attend. There will be educational sessions with the OIG for MCPPO credits; MFAA will discuss COVID-19 best practices for facilities; there will be a speaker on school facility best practices, and several others. There is a new staffing and executive search contract and custodial and there will be an upcoming cleaning contract as well as a copier contract, and a technology contract. The MHEC website has a list of COVID-19 PPE resources and Michael encouraged members to vary their suppliers to ensure prompt delivery of supplies.

President Zuniga reported that the latest issue of MAPPO In the Know has been emailed to the membership. Any member who has not received it can request a copy from mappopresident (at) gmail.com.

A member asked if we must follow federal or state procurement guidelines when spending CARES Act funds. Another member said that they had been following state procurement guidelines. Another member advised the group to be mindful of federal procurement standards, but the state guidelines can be more strict than the federal guidelines.

**Speaker:**

**Presentation:** President Zuniga introduced Stephanie Helm, the director of the MassCyberCenter. Governor Baker announced the creation of the "Cybersecurity Growth and Development Center at the Massachusetts Technology Collaborative," now called the MassCyberCenter at MassTech, a new public center that aims to connect the cybersecurity ecosystem and promote the training of new cybersecurity workers across the Commonwealth.

Director Helm gave an overview of cybersecurity.

Meeting adjourned at 12:07 PM.

Respectfully submitted,

Lorraine See  
MAPPO Co-Secretary

# Life's Work at Home



## Working Together to *Secure* Your Information

Technology plays a vital role in the lives of citizens across Massachusetts. With an unprecedented number of people at home and online, cyber incidents are increasing. Cybersecurity is a shared responsibility. Read below to find out how you can work with others to protect your information from cybersecurity threats.



### FAMILY & FRIENDS

**WORK** together to implement and follow cybersecurity best practices.



### INTERNET SERVICE PROVIDERS (ISP)

**REVIEW** cybersecurity recommendations or resources from your ISP.



### EMPLOYERS

**FOLLOW** your employer's teleworking procedures & cybersecurity guidelines.



### THIRD PARTY EXPERTS

**CONSULT** cybersecurity resources that trusted experts have developed.

**LEARN MORE:** [masscybercenter.org/lifes-work-at-home](https://masscybercenter.org/lifes-work-at-home)

# Life's Work at Home

## Cybersecurity *Recommendations* to Secure Your Information

Cybersecurity must be a priority as you spend more time online conducting life's work at home. We recommend you follow the cybersecurity best practices below to secure your information in these extraordinary times.

- **SECURE** your home wifi network with encryption and a strong password.
- **KEEP** your devices, operating systems, and applications up to date.
- **ENHANCE** passwords and enable multi-factor authentication.
- **AVOID** using personal computers, tablets, and cellphones for work.
- **FOLLOW** company policy in safeguarding your work.
- **USE** business approved cloud service solutions for backups, file storage, and transfer.
- **KEEP** employer-issued equipment secure and do not loan to others.
- **AVOID** clicking on suspicious links and be on alert for online scams.

**LEARN MORE:** [masscybercenter.org/lifes-work-at-home](https://masscybercenter.org/lifes-work-at-home)