

IT Information:

Manager and Interim CAO Notebooks:

4 new, and one recently purchased, notebooks have been configured for the Managers and the Interim CAO. Configuration included the installation of Microsoft Office, Pulseway, Kaspersky Endpoint, plus the creation of 5 Microsoft Office accounts and new email addresses.

All units have been fully updated and all current patches have been applied.

Appointments are being made with all Managers to go on-site to assist in the transition to the new units. Transition for the Managers and Interim CAO are expected to be completed in July.

A sample transition configuration sheet is included at the end of this report for your information.

General:

Backups have been functioning well. The daily backups of the Director's PCs and notebooks are occurring nightly to the repurposed Datto unit. An additional step is being taken of taking a revolving weekly backup of the Datto unit off-site on Fridays. This will be done until off-site cloud-based storage is configured.

All laptops are now being configured with BIOS passwords on start up and all hard drives are being encrypted with Bitlocker to protect confidential information. If the unit is stolen, the unit cannot be started up without the password and if the hard drive is removed, the data is not accessible, even by connecting it to another working unit as the encryption is specific to the original notebook.

Also, even after the unit is started normally the user must enter another, different, password to login to their Office 365 Account begin using the notebook and, as all pertinent data should be stored on OneDrive, any critical data would not be accessible by bypassing that login and attempting to login as another user.

It should be noted that there is no fail-safe way of protecting any PC from a determined, skilled, technician with plenty of time on their hands however, for most people, it would not be worth the substantial effort and expense to get the data.

Communication Information:

The last of the first training sessions was carried out at Heritage Tower Lodge.

During the first part of the month the Del-Air lodge evacuation and communication around it was our primary task. Also, preparing the business plan for sending to the Province involved numerous re-writes and re-configuration.

Worked on posting and dissemination of Job Postings as needed.

The summer newsletters, The NPHF Times and the Internal Foundation newsletter are in late stage progress and will be released shortly after this Board meeting to ensure that all information is current.

The Interim CAO and I had another meeting with the Resident and Family Council at the Homesteader Lodge in Hines Creek.

I had a meeting with the President of the Garden Court Resident and Family Council, and we are arranging a meeting with the Council Executive, and our local Manager – Linda Landaker, to discuss minor issues and to ensure continued communication.

Respectfully Submitted,

Don

Don Good

Director of IT, Communications and Stakeholder Relations

Laptop Software Installation and Configuration Checklist on next page.

Software Installation and Configuration Checklist

Laptop Setup V. 06.21.2019

Account: _____

- Password configured? _____ PW: _____
- BIOS Password Setup _____ PW: _____

- BitLocker (BL) Setup _____ Explained _____
- BL Key Printed or emailed? _____
- Office 365 Installed _____ Explained _____
- OneDrive Configured? _____ Explained _____
- OneDrive Backup Setup? _____ Explained _____
- Teams Installed? _____ Explained _____
- Outlook Configured? _____ Explained _____
- Old Emails transferred? _____ Explained _____
- Email Forwarded to nphf.ca? _____ Explained _____
- Old data transferred _____
- Teams Installed? _____ Explained _____
- Pulseway Installed? _____ Explained _____
- Support Button? _____ Explained _____
- Antivirus Installed? _____ Explained _____
- Links Shortcut? _____ Explained _____
- Printers & Scanners? _____ Explained _____
- Portal checked? _____ Explained _____
- Web Access (outlook.com) _____ Explained _____
- Outlook Phone Access _____ Explained _____

Central Office Deployment Only:

- On-Site Backup Configured? _____ Explained _____

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Name

Date