

Ad Hoc General Administrative and Policies Committee Meeting Minutes
April 14, 2009
4:00 p.m.

Called to order by Chairman, Stuchlak at 4:05 p.m.

The meeting was properly announced. Roll call was taken. England, Sumpter, Stuchlak and Ward present.

Excused, West.

Also present were Barb Petkovsek, Administrative Coordinator/Director of Finance; Cindy Phillippi, Adams County Clerk, Dawn McGhee.

Motioned by Sumpter/Ward to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Sumpter to approve the March 24, 2009 minutes. Motion carried by unanimous voice vote.

Review of comments made by department heads: The committee read and reviewed comments submitted by Chris Murphy and Les Beckman. Comments were discussed and incorporated as deemed necessary.

The committee started on page 8 of the technology policy with the following recommended changes:

Section 4 – Privacy

Adams County reserves and intends to exercise the right to review, audit, access and disclose any and all files created on any county computer.

- a) Employees shall have no expectation of personal privacy when using computers, including all e-mail activity and internet use.
- b) Passwords are not an indicator of personal privacy from employer monitoring.
- c) Adams County's failure to monitor in particular situations is not a waiver of the Counties right to monitor in the future.
- d) Monitoring - All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail. ~~are provided solely for business purposes.~~

Section 6, 3) Software, (C)

(ii) Employee Responsibilities:

- Employees shall not knowingly introduce a computer virus into company computers.
- Employee's shall not disable or uninstall security, antivirus or monitoring software from any county owned equipment
- Employees shall not load diskettes, CD's, DVD's, USB Jump Drives and other portable media of unknown origin **that is network attached.**

Section 7 – Support

1) General

The MIS Helpdesk should be available Monday through Thursday 8am to 5pm and Friday 8am to 4:30pm each normal work day by calling extension 567 or 339-4567. Should the helpdesk not answer, they are either on a call or had to step away momentarily. Please leave a message and you will receive a call back usually within 30 minutes. The MIS department also has

someone "On Call" 24 hours a day 7 days per week & 365 days a year to resolve critical issues that absolutely cannot wait until the next work day. The ~~911~~ dispatchers can page MIS if needed for after hours emergencies. Please note that poor planning does not constitute an emergency.

Section 7 – Support, 4) Maintenance:

d). Computers for non 24X7 departments ~~will be shut down each night.~~ may be powered up Monday and remain powered on Tuesday, Wednesday and Thursday or shut down each night. Employees are asked to shut down and power off their computers on Friday evening for the weekend to conserve electricity.

e). ~~Various software patches are commonly deployed during the evening or directly after a user logs onto their computer. A "NMN" will be posted prior to patches being deployed.~~

West present at 4:55 p.m.

The committee referred back to **Section 4 – Privacy** to include the following after d) (ii)

(iii) **Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.**

1) **Committee Members** – The Technology Steering Committee will include ~~7 from 11 to 17~~ members. Committee members should be selected or changed as necessary based on; the amount of technology used in operating their department, when technology needs are met or identified as important, the ability of the individual to be an effective member of the committee, and the following criteria:

One representative from each of the following areas:

- a) MIS Manager and/or representative
- b) Administrative Coordinator/Director of Finance or representative
- c) Corporation Counsel (as needed)
- d) GIS
- e) Health and Human Services
- f) Public Safety & Judiciary
- g) 1 County Board Member (as designated /appointed by the County Board Chair

***NOTICE** – *All the policies listed above ~~was~~ were created for security and/or administrative purposes and will be enforced. Any deviations from the policy will require the approval of the MIS Manager and in some cases, the Administrative and Finance Committee. The protection of confidential information is vital to the interests and success of the County. Any employee who discloses confidential information will be subject to disciplinary action in accordance with the County HIPAA policy, Union contracts and the Personnel manual. Violation of this policy may be grounds for preventing withdrawal of access and or disciplinary action. Accessing the county network in any manner constitutes agreement to comply with this Policy and no other indication of agreement shall supersede need be given.*

Change Sections 7 to 8, 8 to 10, 9 to 7 and 10 to 9.

Dawn, Jack and Barb will meet and discuss e-discovery and whether or not to incorporate it into the

policy. The technology policy will go to the Mutual for review. Barb will be in contact with the Mutual for their schedule to review the policy.

The committee will review the draft technology policy again.

The committee will begin where they left off with Chapter 2 on April 28th at 4:00 p.m.

West will be excused from the next meeting.

Motioned by Sumpster/Ward to adjourn at 5:45 p.m. until April 28th at 4:00 p.m.

Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary