

March 30th 2016-THIRD MEETING OF WOODBURY COUNTY POLICY REVIEW COMMITTEE

Location: Board Chambers, first floor of the Courthouse, 620 Douglas Street, Sioux City, Iowa

Members present Matthew Ung, County Supervisor; Pat Gill, County Auditor;, Ed Gilliland, Director of Human Resources; PJ Jennings (“PJ”), County Attorney; Tonia Abell, Human Resources

Audience Attendees: Mike Clayton, Kenny Schmitz, Leesa McNeil, John Malloy, Doug Bock, media representative of KCAU.

Agenda

1. Call to order

II. Public comments

None.

III. Approval of agenda

Approved by committee.

IV New Business

a. Misc. updates; Employee Handbook, Policy handbook.

Gilliland is working to provide draft of updated employee handbook by next Policy meeting.

b. Parking (2nd review of new policy)

Gill noted resolution regarding the parking policy was approved by Board March 1st (resolution #12,340).

Gill opened discussion referring to Duane Hoffmeyer’s (Chief Judge Third Judicial District) email suggestions for Judge’s parking. Leesa McNeil (District Court Administrator-Third Judicial District), representing Duane Hoffmeyer, referred to Hoffmeyer’s email recommendation for Judge’s parking:

- Retain the 2 spots behind the American Legion Building
- Retain 3 spots District Associate Judge North of LEC
- Relocating resident District Court Judges to ramp

Ung recounted from previous Policy meeting that respect for safety is driving force for Judges to park in ramp.

Gill advised there would be an increase in cost. PJ inquired if the Senior Judges were all here at once. How often are the judges here? McNeil stated judges are scheduled as needed and they would need at least 3 parking spots. She also stated it is assumed that the 2 spots behind Eagles Club would stay as they are. Mike Clayton (County Treasurer) offered to give up his spot in ramp, closest to the door and this would save County money. Gill acknowledged that would have all judges in the ramp, Clayton in LEC spot by Eagles. McNeil inquired on timeframe the plan would be presented to Board, next week? PJ commented too soon. Ung projected plan to be presented in 3 weeks to Board with Hoffmeyer present if he has interest. McNeil stated Hoffmeyer should be ok with plan for spaces and addressing the security issue.

Motion by Ung, second by Gill, to direct Auditor’s Office to finalize plan as discussed and recommended by the Policy committee, to the Board April 19th. Passed 5-0.

c. Security Awareness Training (1st review of new policy)

John Malloy (WCICC-IT Director) stressed the importance of providing “Security Awareness Training” regarding internet and email access. Malloy stated he believes the training should be mandatory for all county employees. Malloy researched the county employee handbook in which a section warns against misuse, but does not mention consequences.

Malloy strongly advised there should be accountability and/or reinforcement for those employees who violate computer Network and internet access. Malloy provided example of removing the employee's email if misuse. Malloy provided the results of WCICC-IT department sending out "catfish" email to County employees. Results were 123 employees opened their email and attempted download.

This 12% is a baseline to start at on future "catfish" emails that IT will be performing within the next couple of months. Malloy mentioned the cost of "ransom" for hackers is not officially in budget and may need to be reviewed in future. PJ inquired if any of the employees were notified? Gilliland stated employees did contact Human Resources and were referred to not open email and to contact IT. Ung inquired on what mandatory training is currently done. Gilliland responded Safety and Harassment training. Ung stated he would encourage County implement adding Computer Security Awareness Training along with Safety and harassment training for new employees. Gilliland responded there needs to be some "teeth" behind it.

PJ advised to put in the employee handbook then make a reference to the policy. Ed suggested as a violation the employee could lose internet access. Malloy advised that additional training would be directed specifically to the violation--example of opening email and downloading software. Malloy also believes this should be part of new employee orientation. Gill inquired if policy would be only email or access to internet as well. Doug Bock (WCICC-IT Network Manager) responded employee downloading a Word file enables macros then installs the malware. Gill recalled when employees originally were given access in courthouse there was internet safety training, he feels it does need review. Malloy stated there are filters in place to catch 99% of inappropriate internet access, however some take manual effort to get to those inappropriate sites.

Malloy stated IT will conduct next month another "catfish" campaign. PJ advised that employees sign they received policy and disciplinary can be up to and including termination of employment. Ung inquired if the template provided by Malloy was sufficient or needs further review. Malloy was open to review with PJ or whomever PJ designates. Ed agreed and will meet to review policy at next policy meeting. Malloy strongly advised that training needs to be necessary to complete as soon as possible and throughout the year. Malloy also stated there should be additional training for repeat offenders.

PJ believes after initial training there should be a follow up the employee signed they received.

Gilliland suggested online training and testing, it would be consistent and documented to the employee received.

Ung stated there needs to be a policy on implanting in orientation and periodic training.

Motion by Ung, second by Gill, to direct a working group composed of Malloy, Gilliland, and PJ to present an internet security policy to the Board April 19th. Passed 5-0.

Malloy would like to see Employee Handbook refreshed to include internet access. Ung inquired what is currently in the employee handbook regarding internet and social media. Gilliland responded the employee handbook was approved in 2011 and there have been many changes in technology since that time. Ung instructed Gilliland, Malloy and PJ work to include Internet Security in the handbook. Gill inquired should this be a policy or handbook update. Gilliland responded it would be in employee handbook to refer to policy. Ung agreed handbook would refer to policy to link everything but keep them separate. Gilliland will review with County Attorney's Office.

Motion by Ung, second by PJ, to postpone until next Policy meeting. Passed 5-0.

e. Nepotism (3rd review of existing policy)

Recommended policy is putting the onus on the employee to seek proper transition when in violation. Ung inquired on the hiring procedure. Gilliland acknowledged the employee transferring or applying for another within the county would be if possible, depending on skill sets required. Gilliland stated if there is a current relationship it

would be grandfathered. Ung motioned to recommend to Board of Supervisors. Gill inquired on the line "Elected officials are required to follow state law, not restricted to the County nepotism policy". PJ responded elected officials don't get to circumvent state law by only using County policy to go by when hiring.

Motion by Ung, second by Gilliland, to recommend approval at the April 5th Board meeting. Passed 5-0.

f. Contract and Archival Procedure (1st review of new policy)

Gill has consulted with Josh Widman (County Attorney's Office), and would like to improve viewing of public contracts on the website unless confidential. Gill feels the County contracts should be stored physically in one area. When elected officials go to Board and then contracts are signed, it should be posted to the website. Ung directed Gill discuss with Widman before any action. Gilliland's concern was circumstances when a new contract is not required and does not need to be signed each year (e.g. Wellmark renewal).

Motion by Ung, second by PJ, to direct Gill to return with draft proposal at next Policy meeting. Passed 5-0.

g. Social Media (1st review of new policy)

Committee consensus to strike, due to previous coverage in agenda IV. (d).

V. Policy items request for future

c. Document Retention

Gill will discuss with Board Chair what documents the county is required to keep, and the feasibility of scanning where permissible. Ung acknowledged there are a lot of documents on 2nd floor court house and with some departments transitioning to new locations, it would be a good to review.

a. USB/ Thumb Drive Storage b. Cloud Storage and Mobile Device Management

Gilliland noted cloud storage is an extremely risky storage issue, and suggested a strong policy modeled after Sioux City, regarding all information storage on USB/Thumb Drive and Cloud Storage. PJ mentioned that retention of emails is for 5 years. Ung stated there needs to be a decision how much to fit into electronic storage policy, don't bring social media/internet and also USB/Thumb Drive/Cloud all into one. Gilliland recommended having a policy for Social media/internet and separating for thumb drive/Cloud. Ung recommended since thumb drives risk County exposure there should be discipline expected just the same as with improper cloud storage.

Future discussion Topics

Committee clarified as part of parking plan Schmitz would be notified by employees if someone is in the wrong spot and if towing is recommended that Schmitz is to notify the Sheriff.

VI. Set next meeting

The committee scheduled the next meeting for April 27th, 2016 at 10:00 a.m.

Location: Board Chambers, first floor of the Courthouse, 620 Douglas Street, Sioux City, Iowa

Adjourned 11:20 a.m.