

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
Voting Members (13 total)				
Auditor	Jon Slater	PV	Mark Conrad Ed Laramée	P P
Board of Elections (Opposing Parties)	(Mary) Jane Hanley		Beth Lane	
Board of Elections (Opposing Parties)			Brett Riffle	
Clerk of Courts	Branden Meyer	PV	Kelly Turben Jessica Murphy	P
Coroner	Thomas Vajen		Luann Davidson	
County Commissioner	Carri Brown	PV	Steve Davis David Levacy Mike Kiger Rachel Elsea Staci Knisley	
Developmental Disabilities	John Pekar		Ray Schmidt Beth Seifert Robert Lovell	PV
Engineer	Jeremiah Upp		Eric McCrady Jeff Camechis Cheryl Downour	PV
Judge	Richard Berens		Jillian Boone	
Prosecutor	Kyle Witt		Joshua Horacek Kirk Shaw Amy Brown-Thompson	PV
Recorder	Gene Wood	PV	Lisa McKenzie	
Sheriff	Dave Phalen		Alex Lape Jeneanne Smyers	PV
Treasurer	Jim Bahnsen		Michael Kaper Jennifer Effinger	PV
Total Voting Members Present (marked PV)		9		
Total Representatives Present But Not All Voting (Marked P)		11		

Observers:

Jay Mattlin	Brian Plummer	Lori Behrens	David Miller
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Total observers present: 4

Total Present: 15

1. Approve forms

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Sheriff	Jon Slater	Carri Brown	9	0	0
RC-3	Health Environmental	Joshua Horacek	Gene Wood	9	0	0
RC-3	Health Nursing	Jon Slater	Gene Wood	9	0	0
RC-3	Dog Shelter	Gene Wood	Branden Meyer	9	0	0
RC-3	Commissioners	Branden Meyer	Gene Wood	9	0	0

2. Proposal concerning cyber security training

Data Board Training Policy was presented, see Appendix A. It was amended to fix the section numbering. This policy will be presented at the next Roundtable and Mark will send it to all employees.

Data Board Training Policy	1 st Carri Brown	2 nd Branden Meyer	In favor 9	Opposed 0	Abstain 0
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3. New Business

RC-3 Approval Committee was formed, composed of Joshua Horacek, Mark Conrad, and Jon Slater. This committee will review the RC-3 Approval process to determine if there is a legitimate way to make the RC-3 approval process more efficient. Carri Brown received a resume from someone interested in an internship possibility. If something like this would work for your department, contact Carri for the resume.

4. Around the Table

Joshua Horacek: Prosecutor’s Office is updating their RC-2.

David Miller: MUNIS upgrade in process, currently in testing environment. Planning to go live the first part of March. ESS project should be ready around July.

Alex Lape: Changing Keefe system, which deals with the jail commissary and other related items, is being changed to the new web-based version.

5. Parking Lot

Strategic Needs for Technology survey: This is ready to be done. Mark will work with Rachel Elsea to get it out via Survey Monkey.

IT Update

Windows 7 End of Life: Microsoft has announced Windows 7 End of Life, which will be January 2020. All county computers that are still running Windows 7 will need to be upgraded to Windows 10 or replaced with a new computer. Desktop computers that are Dell OptiPlex 990 or 7010 models are the oldest computers and they are out of warranty, so they will need to be replaced. You can see the model number on the computer next to the power button.

Infrastructure: IT is planning on installing Veeam, a system that will provide better back up options for all of our servers, and will be located at a third site, different from our primary and secondary sites, to serve as a third disaster recovery option.

Cybersecurity – KnowBe4 Second Chance: KnowBe4 provides software that when installed on your computer, produces a warning whenever you click on a web link provided by an email that you are reading in Outlook. An example of the warning and available report are in Appendix B. This serves as a reminder to people to think twice before opening web links provided in email. It is limited to emails being read from the Outlook program on the computer that the software is installed on. It does not work, for example, if you are reading email from Outlook Web Access or Outlook App on your phone. It is however one more tool in promoting Cybersecurity.

Install KnowBe4 Second Chance on computers at the Courthouse as a test and report back to the next Data Board. Include Joshua Horacek and Ed Laramie in the test.	1 st Carri Brown	2 nd Joshua Horacek	In favor 9	Opposed 0	Abstain 0
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Office 365: Movement of exchange email accounts will begin soon.

6. Building Updates

138 Chestnut St (formerly Gazette building): On schedule and on budget so far. Shelf components are being delivered soon. Lighting is already installed. We will need to explore purchasing new boxes for storing permanent records in this facility.

7. Next Meeting Dates

Wednesday, April 17, 2:00 PM, Commissioners Hearing Room

Wednesday, July 17, 2:00 PM, Commissioners Hearing Room
Wednesday, October 16, 2:00 PM, Commissioners Hearing Room
Wednesday, December 18, 2:00 PM, Commissioners Hearing Room

8. Adjourn	1 st Jon Slater	2 nd Branden Meyer	In favor 9	Opposed 0	Abstain 0
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Appendix A

FAIRFIELD COUNTY AUTOMATIC DATA PROCESSING BOARD

Pursuant to Ohio Revised Code Section 307.841, the Fairfield County Data Board adopts and institutes the following regulation regarding cyber security training:

Section 1. For the purposes of this regulation, the following words are defined as indicated:

“Administrator” shall mean the Administrator of the Fairfield County Automatic Data Processing Board or his designee.

“Appointing Authority” shall mean the Fairfield County elected official or department head ultimately responsible for employment of the user. For any user granted credentials under a contract or memorandum of understanding with the Board of Fairfield County Commissioners or the Fairfield County Automatic Data Processing Board, who is not directly employee by Fairfield County, “Appointing Authority” shall mean the Fairfield County Administrator.

“Board” shall mean the Fairfield County Automatic Data Processing Board.

“User” means any individual, whether or not directly employed by Fairfield County, who has been granted credentials to access the Fairfield County Computer Network or network resources.

Section 2. The Administrator shall annually establish a cyber security training program for all users consistent with Fairfield County Personnel Policy Manual then in effect.

Section 3. The Administrator will annually establish a deadline (or deadlines) for the completion of the cyber security training program in that year. The Administrator shall publish deadlines and requirements to complete the cyber security training program to all users.

Section 4. All users are annually required to complete the cyber security training program adopted by the Administrator by the deadline established by the Administrator.

Section 5. Prior to expiration of a deadline established by the Administrator, the Administrator, shall communicate to all appointing authorities a list of users subject to their authority who have failed to complete the cyber security training.

Section 6. 14 days after the Administrator has communicated to all appointing authorities a list of users subject to their authority who have failed to complete the cyber security training, all users who have not completed the cyber security training at that time shall have their credentials for use of Fairfield County Data Network or network resources suspended until such time as the cyber security training has been completed, or the Fairfield County Data Board waives the training for that user.

Adopted on the 14th day of January, 2019.

Secretary

Fairfield County Data Board

Appendix B

KnowBe4 Second Chance

Alert Example:

KnowBe4 Second Chance

Second Chance Alert!

Do you want to proceed with opening the link below?

<https://go.techtarget.com/r/106360250/24169324/2>

Continue Abort

Report Example:

Second Chance | User: Conrad, Mark E

← Back to users

Second Chance User Action Percentages (Last 24 Hours)

● CONTINUED ● ABORTED

Second Chance User Action Percentages

● CONTINUED ● ABORTED

Show 25 entries Search:

URL ?	Action Taken ?	Action Date ?	Device ?
http://app.view.cleo.com/e/er?utm_campaign=IT%20Modernization_T..	CONTINUED	01/10/2019 03:11 PM	ITLT-D2M6JFH2
http://edt.computerworld.com/c/1oRYPs v3TuAOF19iNijVbtdZB	ABORTED	01/10/2019 03:39 PM	ITLT-D2M6JFH2

Showing 1 to 2 of 2 entries

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