

Data Board Meeting Minutes

October 17, 2018

Those present:

Office	Name	Present (P) Voting (V)	Representative	Present (P) Voting (V)
Voting Members (13 total)				
Auditor	Jon Slater		Mark Conrad Ed Laramee	P PV
Board of Elections (Opposing Parties)	(Mary) Jane Hanley		Beth Lane	
Board of Elections (Opposing Parties)			Brett Riffle	
Clerk of Courts	Branden Meyer		Kelly Turben Jessica Murphy	PV
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	
Judge	Richard Berens		Jillian Boone	
Prosecutor	Kyle Witt		Joshua Horacek Kirk Shaw Amy Brown-Thompson	PV
Recorder	Gene Wood		Lisa McKenzie	PV
Sheriff	Dave Phalen		Jeanne Smyers	
Treasurer	Jim Bahnsen		Michael Kaper Jennifer Effinger	PV
Total Voting Members Present (marked PV)		7		
Total Representatives Present But Not Voting (Marked P)		1		

Observers:

Jay Mattlin

Dan Neeley

Taylor Reed

Total observers present: 3

Total Present:

1. Approve forms

Form Type	Dept.	1 st	2 nd	In favor	Opposed	Abstain
RC-3	Clerk of Courts Legal	Ed Laramee	Carri Brown	6	0	1
RC-3	Clerk of Courts Title	Lisa McKenzie	Mchael Kaper	6	0	1
RC-3	DD	Ed Laramee	Robert Lovell	7	0	0
RC-3	Treasurer	Ed Laramee	Lisa McKenzie	6	0	1
RC-3	JFS	Michael Kaper	Jessica Murphy	7	0	0
RC-2	Dog Shelter	Ed Laramee	Carri Brown	7	0	0

2. Social Media Policy

ArchiveSocial is a service that archives social media posts as they occur. The benefits are reports and analysis of the effectiveness of social media use and archives of posts that may have been deleted or hidden. Fairfield County had a one month trial period.

Sheriff Office and Dog Shelter were the offices that currently were the largest users of social media.

It was decided that we would let the trial lapse and discuss this again at a later meeting, since the neither of these offices were present at this meeting. Mark Conrad will reach out to both offices to see if they can come to a future meeting.

3. Password Security

The Fairfield County Personnel Policy Manual has a number of guidelines for password security, which includes changing passwords every 90 days, password length of 15 or more characters, requiring a combination of upper and lower case letters and numbers and punctuation. The complete list can be found on pages 12-14. Due to limitations on some information systems, this policy has not been enforced. These limitations have been removed. IT will be working on communicating password requirements to county staff and beginning to enforce the policy.

4. External email caution

The external email caution was set up to appear at the beginning of the body of the email. This however caused problems with some offices being able to read the beginning lines of an email within, for example, the notifications window that would open. The external email caution was taking up all the lines of the notification, so that the user was not able to see what the email was about.

This caution message can be applied selectively and there are some design choices that can be made that move it to different places in the email message.

The following motion was proposed:

IT will be responsible for communicating an opt out option for the external email caution message and evaluating any requests to opt out and making the decision about whether to grant those requests.					
	1 st Carri Brown	2 nd Ed Laramee	In favor 7	Opposed 0	Abstain 0

5. Due to time constraints, the following agenda items were not discussed:

- Moving Data Board from IntraNet to SharePoint
- Around the Table
- ESS and Timekeeping Update
- Strategic Needs for Technology survey
- IT Update
 - Infrastructure
 - Cybersecurity
 - Office 365
 - IT Contacts
 - County IT Collaboration
 - MAPSYS style tools
 - Unified modern communication presence (social media, web, etc.)
- Building Updates

6. Proposed 2019 Meeting Dates

Monday, January 14, 2:00 PM, Commissioners Hearing Room

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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

7. Next Meeting: Wednesday, December 12, 2:00 PM, Commissioners Hearing Room

8. Adjourn	1 st Carri Brown	2 nd Ed Laramée	In favor 7	Opposed 0	Abstain 0
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