

Motion to adopt the following Fairfield County Password Policy:

- 1) Passwords must be at least 20 characters long (but less than 127 characters).
- 2) Passwords must not contain the user's account name or parts of the user's full name.
- 3) Passwords must contain characters from three of the following four categories:
 - a) English uppercase characters (A through Z)
 - b) English lowercase characters (a through z)
 - c) Numerals (0 through 9)
 - d) Non-alphabetic characters (for example, !, \$, #, %; this also includes a space)
- 4) Passwords will be set to expire once a year.
- 5) Passwords must not be repeated.
- 6) In certain circumstances, multifactor authentication may also be enforced.
- 7) We recommend using a passphrase, such as "Undusted3 operator making escapable".

First: Mark Conrad
 Second: Jillian Boone
 In favor: 8
 Opposed: 0
 Abstain: 0

2. Around the Table

Alex Lape: We would like to review technologies that could be used across multiple agencies, to make coordinate work easier.

Mark Conrad mentioned that the newly formed collaborate work group for long term IT priorities would be meeting to discuss just such technologies.

Branden Meyer: The move of records to the Records Center is going well. Thank you to everyone who has worked so hard to make this successful.

3. Parking Lot

ESS and Timekeeping: We will probably do at least one more pay period in test. It should be live by the first of the year. The biggest issue is the time needed to do the testing. Employees and supervisors will need to make sure that time entries are correct before the step when the payroll clerks get involved. Employees and supervisors will need to watch out for rounding issues. For example, if an employee consistently clocks out at 4:07, that will add 15 minutes to the employees time. Instead of the supervisor having to correct that every day, the supervisor will need to work with the employee to get the clock out done before 4:07.

IT Update: We will continue to be upgrading to Windows 10 Enterprise. Some PCs can be upgraded; older PCs will need to be replaced. We know that computers that are Dell OptiPlex models 780, 990, and 1010 will all need to be replaced.

Only a few offices are left that need migrated to Exchange in the cloud. The most difficult part of the migration are shared resources, such as calendars. For those who want county email on their phones, we recommend using the Outlook app instead of the native mail app.

3. Proposed Meeting Dates for 2020:

Monday, January 13, 2:00 PM, Commissioners Hearing Room
 Wednesday, April 15, 2:00 PM, Commissioners Hearing Room
 Wednesday, July 15, 2:00 PM, Commissioners Hearing Room
 Wednesday, November 18, 2:00 PM, Commissioners Hearing Room

4. Adjourn	1 st Branden Meyer	2 nd Jillian Boone	In favor 8	Opposed 0	Abstain 0
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