

Minutes of Langlade County Finance/Information Services Committee Meeting

The meeting, in the Law Library of the Langlade County Courthouse was called to order at 2:00 p.m., May 9, 2011 by Chairman Bornemann.

Members Present: George Bornemann, Jerrold Burns, Ron Nye, Judy Karpf and Dave Solin.

Members Absent: TAGG member Natasha Powell

Others present: Gary Olsen, Carlene Nagel, Jodi Traas, Tom Lazars and Ann Meyer

Agenda Item #1 Call the meeting to order: The meeting was called to order at 2:00 p.m. by Chairman Bornemann.

Agenda Item #2 Approve the minutes of the previous Finance meeting on April 8, 2011: A motion was made by Nye to approve the minutes of the April 8, 2011 Finance Committee meeting, second by Burns, all ayes, motion carried.

Agenda Item #3 Land Sales: There are no land sales at this time.

Agenda Item #4 Discuss the County's handling of special assessments on taxes: This item was carried over from last month's meeting. This item will be held until next meeting when Robin can attend to update the Committee regarding his conversations with the City and the information he has found pertaining to special assessments on taxes.

Agenda Item #5 Approval of Electronic Communication & Information Systems Policy: The draft Electronic Communication & Information Systems Policy was distributed to the Committee at the April meeting. The policy was sent to the department heads for feedback. Motion by Burns, second by Karpf to approve the Electronic Communication & Information Systems Policy, all ayes, motion carried. (Policy Attached, and a copy will be saved on the County Shared drive.)

Agenda Item #6 Presentation of workers compensation dividend check by Jodi Traas from Aegis: Jodi Traas from Aegis presented the Committee with a workers compensation dividend check for \$24,552. Jodi distributed a list of risk management services available to the County at no charge. Jodi will be in contact with Tom Lazars to conduct a safety check on the playground equipment at Jack Lake. She also distributed a list of online safety training programs available for the County.

Agenda Item #7 Line item transfers for Maintenance Department projects: The Maintenance Department is requested the following line item transfers:

- a) Transfer \$14,924 from salary account (100.26.516130.0000.3510) for the cleaning of the Courthouse (100.26.516110.0000.2190).
- b) Transfer \$720 from salary account (100.26.516130.0000.3510) for a Fairgrounds campground permit (100.26.554300.0000.3240).
- c) Transfer \$3,225 from salary account (100.26.516130.0000.3510) for Resource Center fire code upgrades (100.26.516120.0000.3510).
- d) Transfer \$5,880 from salary account (100.26.516130.0000.3510) for the purchase of new mats (100.26.516130.0000.3510).

e) Transfer \$750 from salary account (100.26.516130.0000.3510) for the purchase of security glass at a reception area in the Health Service Center (100.26.545200.0000.3510). The total amount of these transfers is \$25,499, and has been approved by the Public Property Committee. There is currently \$34,765 remaining from the savings of not refilling the position and savings from health insurance for Dewey Chrudimsky, the new maintenance worker in the Safety Building. Motion by Nye to approve the transfers of \$25,499 in the maintenance budget, second by Karpf, all ayes, motion carried.

Agenda Item #8 Transfer of funds from the Recreation Fund for the cabin project at Veteran's Memorial Park: The Forestry Committee approved transferring \$9,900 from the Recreation Fund for a rustic cabin project at Veteran's Memorial Park. This project is in collaboration with the Elcho School District. The County will provide the materials, and the Elcho School District will supply the labor. The County will then rent out the cabin to the public. Motion by Nye, second by Solin to approve transferring \$9,900 from the Recreation Fund to build the cabin, all ayes, motion carried.

Agenda Item #9 Line item transfer to cover match for the Transportation program: The County's share of the 85.21 Transportation grant for 2011 is \$14,040. The amount budgeted was \$13,958. A transfer of \$82 will be needed from the Contingency Account to cover the shortfall. Motion by Nye to approve the transfer of \$82 from the Contingency Account to cover the shortfall, second by Burns, all ayes, and motion carried.

Agenda Item #10 Funding for the Digital Voice Recorder System for the small courtroom: The Ad Hoc Committee, that is studying the court system, requested funding for a digital voice recorder system for the Small Courtroom. The estimated cost of this system is \$5,900. The funds would need to come from the Contingency Account and would require County Board approval. Motion by Nye, second by Solin to approve transferring \$5,900 from the Contingency Account for a digital voice recorder system, all ayes, motion carried.

Agenda Item #11 Funding for a pump for the detention pond: The Public Property Committee is requesting to purchase a pump for the detention pond. The amount needed for the pump would be \$11,500. The Public Property Committee asked that this amount be taken from the savings of not refilling the vacant Maintenance Worker position. It was the consensus of the Finance Committee that these funds should come from the Contingency Account if the pump was needed. The Committee also questioned if the pump needed to be purchased in 2011, or could the amount be budgeted in 2012 and purchased next year. Motion by Solin to refer this item back to the Public Property Committee to see if they need to purchase the pump this year, second by Karpf, all ayes, motion carried.

Agenda Item #12 Approve funding to hire Schenck to evaluate the County's blacktopping and crushing operations: Gary Olsen was asked to get a quote from the auditors, Schenck Business Solutions, about evaluating the County's blacktopping and crushing operations. Some Board members would like an outside company to look over the value of these operations for the County. Schenck could then let the Board know if it is better to keep doing blacktopping and crushing operations in-house, or contract out these services. Within a few years, the blacktopping and crushing equipment will need to be replaced. The cost for this analysis would be based on hours and expenses, with a not to exceed amount of \$5,000. Motion by Karpf to hire Schenck to conduct an audit and evaluate the highway blacktopping and crushing operations up to an amount of \$5,000 to come from the Contingency Account, second by Burns, all ayes, motion carried.

Agenda Item #13 Request approval to write off invoices that cannot be collected: The Finance Department has an invoice they are not able to collect the amount owed. The invoice is to Vel-Rae Pearson for \$200. Vel-Rae Pearson has moved, and we are not able to find an address or contact information. This invoice was not sent to collections because of the lack of contact information. Motion by Burns to write off the balance of \$200 that cannot be collected, second by Solin, all ayes, motion carried.

Agenda Item #14 Approval of OPEB study for 2011: The County is required to have an OPEB (Other Post Employment Benefits) study done, for auditing purposes, every two years. The County is required to do this study in 2011. Gary Olsen bid this service out two years ago. The cheapest company was J. Richard Hogue, F.S.A. Actuarial Consulting. Hogue sent a quote of \$6,000 to complete the study for 2011. This item was included in the Finance Department budget. Motion by Solin to approve an OPEB study by J. Richard Hogue, second by Nye, all ayes, and motion carried.

Agenda Item #15 Send a resolution to the County Board regarding WRS employee portion being pre-tax: Once the Budget Repair Bill becomes law, all employees that are not currently under a Union Contract (with the exception of those categorized as public safety employees who are exempt from the BRB), have to pay one-half of their Wisconsin Retirement System which is 5.8% of their gross wages. The municipal employer can adopt a resolution in order to designate this payroll deduction as pre-tax. John Prentice has prepared a resolution for all of his municipal employer clients. Motion by Karpf, seconded by Burns, to co-sponsor the resolution regarding pre-tax contributions to the Wisconsin Retirement System, when the Budget Repair Bill becomes effective. All ayes, motion carried.

Agenda Item #16 Request for a County credit card for Stephanie Umland in Social Services: Social Services Committee approved a credit card for Stephanie Umland. Stephanie filled a vacancy in the CFS unit at Social Services. Motion by Solin to approve the credit card with a limit of \$250, second by Nye, all ayes, motion carried.

Agenda Item #17 Purchasing computer software and hardware for departments: A listing of the equipment that was purchased under the \$2,000 limit was distributed to the Committee at the meeting.

Agenda Item #18 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: Olsen distributed a copy of the Balance Sheet and a Budget to Actual report to the Committee. The current balance in the Self Funded Health Insurance account is \$2,131,961.88. The Contingency balance is currently \$163,846. Olsen informed the Committee that the County received a rebate of \$18,398.88 from the credit card program.

Agenda Item #19 Line Item Transfers: None at this time.

Agenda Item #20 Approve Grant Requests: None at this time.

Agenda Item #21 Travel and Training Requests: None at this time.

Agenda Item #22 Comp time report: The comp time report was distributed to the committee.

Agenda Item #23 Review and approve payment of bills:

Motion by Solin and second by Burns to approve the Finance Director's report, comp time report and payment of bills all ayes, motion carried.

Agenda Item #24 Verify Date of Next Meeting: The next meeting will be on Monday, June 13, 2011 at 2:00 p.m.

Motion to adjourn meeting at 3:31 p.m. made by Burns, second by Karpf, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary

REVISED

ELECTRONIC COMMUNICATION & INFORMATION SYSTEMS POLICY

I. PURPOSE AND SCOPE

Lanlade County maintains information systems that enable electronic communications and information exchanges, including but not limited to: computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, copiers, external electronic bulletin boards, wire services, on-line services, and access to the Internet. The information systems are provided for the purpose of facilitating and supporting legitimate County business. The purpose of this Policy is to set forth rules to govern access and use of the County's information systems and to ensure that these systems are not used in a way that violates the law, disrupts the operation of County government, or is otherwise contrary to the best interest of County government.

This policy shall apply to all information systems supplied or supported by the County, including but not limited to systems accessed on or from County premises, accessed using County equipment from any location, or by any methods funded by the County. This policy applies to all of Lanlade County government, including its departments, offices, boards, commissions, committees, employees, officials, agents and volunteers; hereinafter collectively referred to as "user(s)".

2. COMPLIANCE WITH FEDERAL & STATE REGULATIONS

To the extent that this Policy conflicts with any superseding authority, including Federal regulations and/or laws or rules of the State of Wisconsin, then the rules established by the superseding authority shall prevail and the remaining provisions of this policy shall control. This includes the applicable sections of the Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510- 2711); and Wis. Stats. §947.0125.

3. ACCESS AND AUTHORITY

Each Department Head shall determine which employees/users in their department shall have access to the various information systems covered by this policy. Employees/users are required to sign the Electronic Communications and Information Systems Acknowledgement Form and receive any required training before they are granted access and authorization to use the County's information systems.

The provisions of this Policy shall apply to the use of County-owned/provided equipment and/or services from home or other locations off County premises. County-owned equipment (e.g. laptops) may be removed from County premises solely for County work related purposes pursuant to prior authorization from the Department Head. Remote access to the County's network requires the approval of the Information Services Department.

4. PROHIBITED COMMUNICATIONS

The County's information systems cannot be used for knowingly transmitting, retrieving or storing any communication that is:

- a) Personal business, except as otherwise allowed under Section 5.
- b) Discriminatory or harassing.
- c) Derogatory to any individual or group.
- d) Obscene as defined in Wis. Stats. § 944.21.
- e) Defamatory or threatening.
- f) Illegal or contrary to the County's policy or business interests.

5. LIMITS ON PERSONAL USE

Electronic communication and information systems are provided for County government use only. Personal non-business purposes may be permitted on conditions established by the Information Services Committee. These conditions may include:

- a) Personal use is limited to breaks, lunch or immediately before/after work.
- b) Personal use must not interfere with the productivity of the employee or his or her co-workers.
- c) Personal use does not involve any activity prohibited by this Policy (such as, the prohibitions listed in Section 7).
- d) Personal use does not consume system resources or storage capacity on an ongoing basis.
- e) Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.

With respect to personal use of the County's information systems, no expectation of privacy is expressed or implied in any respect related to accessing, transmitting, sorting or communicating information via the information systems.

User shall be responsible for any applicable taxes regarding personal use of County equipment and information systems.

6. COUNTY ACCESS TO COMMUNICATIONS

Electronic information created and/or communicated by an employee/user using e-mail, word processing, utility programs, spreadsheets, voice mail, telephones, Internet and bulletin board systems, desktop faxes, copiers, and similar electronic media may be accessed and monitored by the County, except for communications which are privileged under the law. For privileged communications, the County will take steps necessary to protect the confidentiality of such communications.

The County reserves the right, at its discretion, to review, monitor, intercept, access and disclose all messages created, received or sent over the electronic communication systems for any purpose including, but not limited to: cost analysis; resource allocation; optimum technical management of information resources; and detecting use which is in violation of County policies or may constitute illegal activity.

Disclosure will not be made except when necessary to enforce the policy, as permitted or required under the law, or for business purposes. Any such monitoring, intercepting and accessing shall observe any and all confidentiality regulations under federal and state laws.

7. SECURITY / APPROPRIATE USE

When transmitting information electronically, users understand that such communications may be intercepted by third parties. Anyone receiving an electronic communication in error shall notify the sender immediately. The communication may be privileged, confidential and/or exempt from disclosure under applicable law.

The County reserves the right to access communications over its information systems to monitor compliance with this Policy, however this right will not extend to communications that are privileged under the law. The County reserves the right to restrict access to its information systems at any time, including but not limited to blocking access to Internet sites with inappropriate content.

Unless authorized to do so, those individuals with access to the County's information systems are prohibited from engaging in, or attempting to engage in:

- a) Monitoring or intercepting the files or electronic communications of other employees or third parties.
- b) Hacking or obtaining access to systems or accounts they are not authorized to use.
- c) Using other people's log-ins or passwords with the exception of a departmental log-in authorized by the Department Head.
- d) Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Users must never install or download software to County computers and information systems, including the networked storage devices without the assistance and approval of the Information Services Department.

Virus scanning software must not be disabled, modified, uninstalled, or otherwise inactivated. The Information Services Department must be contacted if a virus notification is received.

8. PASSWORDS

All administrative login names and passwords for computers and network file servers must be kept on file with the Information Services Department.

Users are responsible to maintain the security of their passwords, including changing passwords on a regular basis.

9. COMPUTER SOFTWARE USE

Employees/users shall ensure that their use of any proprietary computer software complies with all licensing requirements, and intellectual property rights protected under the law, including but not limited to: The Copyright Act and related amendments (17 U.S.C., §§ 101-1101; 37 CFR.Ch.II). Users shall respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner. Employees/users shall not utilize software unless such software has been certified by the Information Services as compliant with software management policies.

10. ENCRYPTION

Users should not assume electronic communications are not capable of being intercepted by others. Employees with a business-need to encrypt messages (e.g. for purposes of safeguarding sensitive or confidential information) shall submit a written request to their Department Head and/or the Information Services Manager. When authorized to use encryption, the employees/users shall use encryption software obtained for them by the Information Services Department. Employees/users who use encryption on files stored on a County computer must provide their Department Head and/or the Information Services Department with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

11. PARTICIPATION IN ON-LINE FORUMS / SOCIAL NETWORKS

Users interested in establishing or hosting a public forum or social networking site must first obtain the permission of the Information Services Committee by completing the Social Networking Access Form, and comply with any conditions of use established by the Committee

Along with any other disclaimers required by the Committee, the user shall include the following disclaimer: *"The views, opinions, judgments, and communications expressed are solely those of the author."*

The user shall not use the County's logo or other official representations of Langlade County government without the permission of the Information Services Committee.

The Information Services Department shall have unrestricted access to monitor the on-line forum or social networking site. The employee/user shall be responsible to remove any content on hosted social network sites which violates this Policy (i.e., harassing, offensive, derogatory, obscene or defamatory).

12. ELECTRONIC RECORDS

Communications and records transmitted or stored electronically may be considered public records. The designated legal custodians, under Wis. Stats. § 19.33, are responsible to maintain records for the applicable time period prescribed in the County's Records Retention Policy.

ELECTRONIC COMMUNICATION & INFORMATION SYSTEMS POLICY

ACKNOWLEDGMENT FORM

I have read and I understand the Electronic Communication and Information Systems Policy for Langlade County government. I recognize and understand my responsibilities with respect to my use of or access to electronic communications and information systems maintained by Langlade County. I understand that all equipment, software, messages and files are the exclusive property of Langlade County. I agree not to use the electronic communication systems in a way that is illegal, disruptive, offensive, or harmful to others or to the operations of Langlade County government.

I agree not to access electronic communications stored on the County's information systems or otherwise use the County's information systems except as authorized by the Electronic Communication and Information Systems Policy. I agree not to copy, send or receive confidential information without prior authorization.

I am aware that Langlade County reserves to right to access electronic communications and monitor the use of its information systems as set forth in the Electronic Communication and

Information Systems Policy. I am aware that use of a log-in name and password do not guarantee confidentiality or privacy of electronic communications.

I understand that I may not use software for which Langlade County lacks the appropriate license. I will not loan or give software licensed to Langlade County to anyone.

If I become aware of any violations of the Electronic Communication and Information Systems Policy, then I agree to promptly notify my supervisor and/or the Information Services Department.

I am aware that violations of this policy may result in the loss of privileges to use the County's electronic communications and information systems and also may subject me to civil and/or criminal liability, which may include termination of any employment relationship with Langlade County.

Signature of Employee/User

Date

Signature of Supervisor

Date

Employee/User Copy

**ELECTRONIC COMMUNICATION & INFORMATION SYSTEMS
POLICY**

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I agree not to access electronic communications stored on the County's information systems or otherwise use the County's information systems except as authorized by the County's the Electronic Communication and Information Systems Policy. I agree not to copy, send or receive confidential information without prior authorization.

I am aware that Lantlade County reserves to right to access electronic communications and monitor the use of its information systems as set forth in the Electronic Communication and Information Systems Policy. I am aware that use of a log-in name and password do not guarantee confidentiality or privacy of electronic communications.

I understand that I may not use software for which Lantlade County lacks the appropriate license. I will not loan or give software licensed to Lantlade County to anyone.

If I become aware of any violations of the Electronic Communication and Information Systems Policy, then I agree to promptly notify my supervisor and/or the Information Services Department.

I am aware that violations of this policy may result in the loss of privileges to use the County's electronic communications and information systems and also may subject me to civil and/or criminal liability, which may include termination of any employment relationship with Lantlade County.

Signature of Employee/User

Date

Signature of Supervisor

Date

Copy for Employee's Personnel File

Social Networking Access Form

[Completed by the Department Head]

Department: _____

Request to access the following social networking sites: _____

To serve the following governmental purposes: _____

Department Head

date

[Completed by the Information Services Committee]

[] The request to access social networking sites is denied.

[] The request to access social networking sites is approved subject to the following conditions:

1. Unrestricted access to the social networking site(s) is provided to the Information Services Department.

2. Compliance with the Electronic Communications and Information Systems Policy.

3. The employee/user shall post disclaimers, similar to the following:

Disclaimer of Liability "Langlade County assumes no responsibility or liability for the information posted to this site."

Disclaimer of Endorsement "The views, opinions, judgments, and communications expressed are solely those of the author and shall not be considered as an official endorsement by Langlade County."

Disclaimer of Content "Langlade County reserves the right, but assumes no obligation to remove submissions to this site." "No warranty is expressed or implied regarding the accuracy, completeness, legality, or usefulness of any information."

Disclaimer for External Links "The County is not responsible for the contents of the contents of any off-site pages referenced. If users connect to any external links, then they do so at their own risk."

3. This authorization shall expire _____

4. [other conditions of use] _____

Employee(s) authorized to access social networking sites: _____

On behalf of the IS Committee

date