

## MINUTES, LIMESTONE COUNTY COMMISSION, MARCH 30, 2016

The Limestone County Commission reconvened the meeting from March 21, 2016 at 10:00 a.m. today at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.

Present: Stanley Hill, Steve Turner, Jason Black, and Ben Harrison. Absent: None. Mark Yarbrough, Chairman presided.

Christopher Becker gave an update on the Limestone County Extension Office.

**MOTION** was made by Jason Black and seconded by Ben Harrison to suspend the Rules of Order to revise Computer and Network Policies.

The Administrator called the roll. Jason Black, aye; Ben Harrison, aye; Stanley Hill, aye; and Steve Turner, aye. Motion carries unanimously.

**MOTION** was made by Steve Turner and seconded by Stanley Hill to revise the following Limestone County Computer & Network Policies & Procedures.

### COMPUTER AND NETWORK POLICIES AND PROCEDURES

Limestone County Commission is responsible for securing its computer systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy may result in disciplinary action, including discharge.

The term computer is intended to have a broad interpretation. The term computer, as used herein, means the computer itself along with all of the accessories and peripherals used in connection with the computer such as, but not limited to, monitors, servers, printers, computer hardware, e-mail, and any and all data and programs used on the computers.

All computer equipment owned by the County and provided to or used by employees is to be considered property of the County. All data, messages, or other files created while using County equipment is also considered property of the County. The County reserves the express right to have its IT Staff to monitor and review all activities of its employees and their use of County computer equipment, including information created or obtained by the employee.

The IT Staff must first approve any device or software intended for network use, any device to be connected to the network, software to be installed onto any device on the network, and access to wiring closets where network infrastructure is terminated.

The IT Staff may also remove questionable software at their discretion.

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1. Sharing of employee user IDs or passwords is prohibited.
2. Decryption of system or user passwords is prohibited.
3. Computers are to be used only by authorized users.
4. The illegal installation or use of copyrighted software on County computers is strictly prohibited.
5. Users shall not intentionally seek information or misrepresent other users on the computer or network.
6. Users shall not obtain copies of or modify files, data, or passwords belonging to other users or the County.
7. Using County time, equipment and/or other resources for personal gain is prohibited.
8. No employee shall use, or allow use of, a computer with the intent to disrupt the use of computers or network resources by others.
9. Non-employee use of the County's computer equipment is prohibited without written permission of the department head or elected official.
10. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
11. Use of computers to access or process files dangerous to the integrity of the individual computer, network, or into external networks (i.e., viruses or other disruptive/destructive programs) is prohibited.
12. Electronic mail provided for use by employees shall be strictly for County purposes and matters related to the job duties of the employee.
13. Use of computers for the harassment, disparagement, making of discriminatory remarks, or for the conduct of any other antisocial behavior toward other persons, groups, or entities is prohibited.
14. Use of computers for viewing, downloading, or transmitting pornographic, obscene, immoral, or illegal material, or for any other unethical purposes is prohibited.
15. An intentional attempt to crash network systems or programs is prohibited.
16. Confidential data to be stored on any USB type flash drive, should only be stored on the password protected section of the drive.
17. It is the responsibility of the user, to notify the IT Staff when data is lost or leaked such as a USB drive being lost, or any question pertaining to the maintenance of data security.
18. Altering or an attempt to alter system configuration is prohibited.
19. Copying or transferring of system files is prohibited.
20. Violating copyright laws is prohibited.
21. All users should logout of the network during nonworking hours.

Employees hereby give consent that the Limestone County Commission, or its authorized representatives, may monitor, review, and/or copy any information on the electronic data processing system, including e-mail, whether stored or in transit, at any time, and may without further notice, disclose such information to any third party, including law enforcement agencies.

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Employees will maintain the confidentiality of their system password and will not permit access to their network account unless their immediate supervisor has approved such access in advance. If their password is disclosed for whatever reason, Employee will immediately notify their supervisor.

Employees understand that their employment is in an open working environment for a public employer and that there is no right to privacy in matters they create, receive, or transmit by the use of the County computer equipment. Employees understand that the use of the County computer equipment in my employment shall strictly be for the purposes of my employment and the Limestone County Commission. I understand that failure to follow the provisions of the Policies and Procedures of the Limestone County Commission could lead to disciplinary action including dismissal and prosecution.

Revised: March 30, 2016

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Steve Turner, aye; Stanley Hill, aye; Jason Black, aye; and Ben Harrison, aye. Motion carries unanimously.

Commissioner Hill: District 1 has been working on McKee Road. The district is having a big problem with littering. The litter crew is picking up about 6,000 pounds per month, the biggest problem is on Piney Chapel Road. He wishes individuals would be more considerate.

Commissioner Turner: District 2 has been paving Jones Road and will need to move some mailboxes. Paving crew did a great job on Jones Road.

Commissioner Black: Gave an update on the following road projects: Ezell Road and Huntsville Brownsferry Road at Highway 31 are completed. Fielding Road Bridge is almost complete. Shaw Road is going good and it appears will be opened prior to the 90 day contract. They are still working on 20% match money for Old Highway 20.

Commissioner Harrison: Working with Marc Massey to determine what pipes need to be moved before ditching work can begin on Parker Road.

Chairman Yarbrough stated that Lawrence County is reducing their budget by 45% due to closure of the paper mill in their county, and he feels for our neighbors to the west of us.

Items were discussed for the April 4, 2016 agenda.

Adjourned at 10:16 a.m.