

## MINUTES, LIMESTONE COUNTY COMMISSION, JUNE 5, 2018

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

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

The meeting began with the Pledge of Allegiance.

**MOTION** was made by Steve Turner and seconded by Stanley Hill to approve the minutes of May 21 & 30, 2018.

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

**MOTION** was made by Jason Black and seconded by Steve Turner to approve the following claims

5/18/18	Check # 48429 – 48489	\$ 767,260.96
5/22/18	Check # 48490	\$ 731.13
5/25/18	Check # 48491 – 48551	\$ 433,285.00
5/31/18	Check # 48552 – 48619	\$ 911,506.49
	TOTAL	\$2,112,783.58

with detailed claims of the above being on file for review upon request to the County Administrator.

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

Conflicts of Interest: Commissioner Steve Turner disclosed that he is on the TARCOG Board, and approval for a TARCOG contract is on the agenda.

**MOTION** was made by Ben Harrison to approve a resolution to meet with elected officials and department heads, prior to FY 19 budget hearings, to discuss ways to cut \$600,000 from the general fund to appropriate to roads. Motion failed for lack of a second.

**MOTION** was made by Steve Turner and seconded by Jason Black to approve the attached agreement with Morell Engineering, Inc. for construction engineering and inspection services for Project # ACAA61945-ATRP(013) to add lanes on East Limestone Road from McLemore Circle to East Limestone School.  
*(will insert in minute book)*

## MINUTES, LIMESTONE COUNTY COMMISSION, JUNE 5, 2018

The Chairman asked if there was any discussion. Commissioner Turner asked the County Engineer for an update on this project. Bryant Moss reported that the right-of-ways has been taken care of. They are submitting final documents today to Morell Engineering which will be submitted to the State of Alabama. Some work should be done before the end of this calendar year, but not while school is out for the summer. The Commission Clerk called the roll. Steve Turner, aye; Jason Black, aye; Stanley Hill, aye; and Ben Harrison, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Steve Turner to approve leases for the Sheriff's Department for an annual rent of \$1.00 each:

- 2018 Ford Explorer (Vin. # 1FM5K7D8XJGB51568)
- 2018 Ford Explorer (Vin. # 1FM5K7D81JGB51569)

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

**MOTION** was made by Jason Black and seconded by Stanley Hill to suspend the Rules of Order to add a TARCOG Contract.

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

**MOTION** was made by Jason Black and seconded by Stanley Hill to approve TARCOG State Health Insurance Program (SHIP) Contract, in the amount of \$5,000.00 to be used for staff time and other support in order to facilitate the SHIP program.

The Chairman asked if there was any discussion. Commissioner Turner asked County Attorney Mark Maclin if he should abstain since he is a TARCOG board member. Mr. Maclin said he wasn't familiar with the contract but that Commissioner Turner may want to abstain out of abundance of caution. The Commission Clerk called the roll. Jason Black, aye; Stanley Hill, aye; Steve Turner, abstained; and Ben Harrison, aye. Motion carries.

**MOTION** was made by Stanley Hill and seconded by Steve Turner to reappoint the following to the E911 Board, with terms ending June 8, 2022:

- Henry Pollitz
- Jeff Hodges
- Jerry Adams

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

## MINUTES, LIMESTONE COUNTY COMMISSION, JUNE 5, 2018

**MOTION** was made by Ben Harrison and seconded by Stanley Hill to approve the following subdivisions:

Name	S/D Type	Approval Type	Lots	District	Location
North Wales Rd Subdivision	Minor	Preliminary & Final	2	1	300' south of Shipley Hollow Road & North Wales Road intersection
Torey Siniard Subdivision Replat lots 1 & 2	Minor	Preliminary & Final	2	4	Tucker Lane & Pamela Drive intersection

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

**MOTION** was made by Jason Black and seconded by Ben Harrison to approve the following Limestone County Commission Data Breach Policy.

### Limestone County Commission Data Breach Policy

This policy is in accordance with the Alabama Data Breach Notification Act of 2018 to protect data relating to consumer protection and to require notification to certain persons upon a breach of security that results in the unauthorized acquisition of sensitive personally identifying information. This policy sets out the processes to be followed by Limestone County Commission in the event of a data breach or suspects that a data breach has occurred.

#### 1. Introduction

Limestone County Commission is committed to implementing and maintaining reasonable security measures to protect sensitive information in accordance with *Act 2018-396*.

1. Designate an employee to coordinate security measures to protect against a potential breach.
2. Identify internal and external risks of a security breach.
3. Regularly assessing information safeguards to address identified risks of a security breach.
4. Retention of any service providers that are contractually obligated to maintain appropriate safeguards for sensitive information.
5. Evaluating and adjusting security measures to account for changes that could affect the security of sensitive information.
6. Require the designated employee to keep the Commission informed on the overall status of the County's security measures.

#### 2. Identifying Information

Identifying information is defined as an Alabama resident's first name or first initial and last name in combination with one or more of the following with respect to the same Alabama resident:

## MINUTES, LIMESTONE COUNTY COMMISSION, JUNE 5, 2018

- A Social Security number or tax identification number;
- A driver's license number or any other unique, government-issued identification number used to verify identity;
- Any financial account number in combination with access information (i.e. a security code, expiration date, or PIN);
- Any information regarding a person's medical, mental or physical history, condition or treatment;
- Any person's health insurance policy number or subscriber identification number and unique identifier;
- A username or email address, in combination with a password or social security question and answer.

### 3. Process when a breach occurs or is suspected

If a data breach occurs, Limestone County will conduct a good faith and prompt investigation of the matter. The investigation will include the following actions:

- An assessment of the nature and scope of the breach.
- Identification of any sensitive information that may have been involved in the breach, and the identity of the person to whom it relates.
- A determination of whether the sensitive information has been, or believed to have been, acquired by an unauthorized person, and is likely to cause harm to the individual to whom it relates.
- Identification and implementation of measures to restore the security and confidentiality of the compromised systems.
- Provide proper notification of a security breach.

### 4. Notification Requirements

Notification is NOT required if, after an appropriate investigation or after consultation with relevant federal, state, and local law enforcement, the county reasonably determines that the breach has not and likely will not result in harm to the individuals whose personal information has been acquired and accessed. Such documentation shall be documented in writing and the documentation shall be retained for 5 years.

If the county's investigation determines sensitive personal identifying information has been acquired or is reasonably believed to have been acquired by an unauthorized person, and is reasonably likely to cause substantial harm to the individuals to whom the information relates, then all individuals affected by the data breach will be directly notified.

Notification to individuals shall be without unreasonable delay, taking into account the time necessary to conduct an investigation. The County will provide notification, as quickly as possible, but not later than 45 days after making the determination that notice is required or receiving notice of from a third-party agent that a breach has occurred. If the number of individuals required to notify exceed 1,000, the County shall provide written notice of the breach to the Attorney General of the State of Alabama.

## MINUTES, LIMESTONE COUNTY COMMISSION, JUNE 5, 2018

If a federal or state law enforcement agency determines that notice to individuals would interfere with a criminal investigation or national security, the notice shall be delayed upon the receipt of written request of the law enforcement agency for a period that the law enforcement agency determines is necessary.

Notification of a data breach will be sent to mailing addresses or email addresses the county has on file for the individual, and will include the following information:

- The date, or estimated date of the breach.
- A description of the sensitive personally identifying information that was acquired by an unauthorized person as part of the breach.
- A general description of the steps affected individuals can take to protect themselves from identity theft.
- The County's point of contact related to the breach.

Substitute notice may be provided in lieu of direct notice, if direct notice is not feasible due to excessive cost relative to the resources of the County, the cost exceeds \$500,000, lack of sufficient contact information of the individual required to be notified, or the affected individuals exceed 100,000 persons. Substitute notice shall include both of the following: 1) by placing a conspicuous notice on county's website for 30 days, and 2) notice in print and broadcast media outlets. An alternative form of substitute notice may be used with the approval of the Attorney General of the State of Alabama.

### 5. Records Retention

Limestone County will take reasonable measures to dispose, or arrange for the disposal, of records containing sensitive personally identifying information within its custody or control when the records are no longer to be retained pursuant to applicable law, regulations, or needs. Disposal methods include shredding, erasing, or otherwise modifying the personal information in the records to make it unreadable or undecipherable through any reasonable means consistent with industry standards.

The Chairman asked if there was any discussion. There was no discussion. The Commission Clerk 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 Jason Black to remove the following equipment from inventory:

Department	Item	Inventory #	Serial #
Emergency Management	Optima DLP Projector	4324/18320	
Information Technology	EMC NX4	4729	CF2TS09340050

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

## MINUTES, LIMESTONE COUNTY COMMISSION, JUNE 5, 2018

Commissioner Hill: Clip seal on Wooley Springs Road today. Harvest Road project should begin soon.

Commissioner Turner: Repairing a portion of East Limestone Road where the Gas Company bored under it and the road started to sink.

Commissioner Black: Cleaning out ditches and drainage pipes after the heavy rains last week. Picking up litter around the county.

Commissioner Harrison: He spoke to Anthony Quattlebaum with Ergon, who is our emulsion supplier. In St. Clair county they use Ergon fog seal emulsion which will extend the life of an asphalt road. He is going to St. Clair county next week to observe.

Recessed at 10:13 a.m. until 10:00 a.m. on Wednesday, June 13, 2018, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, Alabama.