

**MINUTES, LIMESTONE COUNTY COMMISSION, APRIL 4, 2022  
COMMISSION MEETING**

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: Daryl Sammet, Danny Barksdale, Jason Black, and LaDon Townsend. Absent: None. Collin Daly, Chairman presided.

Mr. Charles McDonald addressed the Commission regarding the detour signs and speed on Oakdale Road due to the construction of the new turnabout on Highway 251. Engineer Marc Massey said that the Alabama Department of Transportation has a process regarding the removal of those signs, and Engineer Massey stated he would contact the DOT.

Ms. Sharon Sanders addressed the Commission regarding her opposing the closing of the Athens-Limestone Recycling Center.

Mr. Skip Van Pamel addressed the Commission regarding the problem of trash on his property on Jones Road stemming from a contractor/subcontractor developing a subdivision.

At the end of the public comments, Chairman Daly and the Commissioners presented a proclamation recognizing March 29<sup>th</sup> as Vietnam Veteran's Day.

The meeting began with the Pledge of Allegiance.

**MOTION** was made by Daryl Sammet and seconded by Danny Barksdale to approve the minutes of March 21, 2022.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; Danny Barksdale, aye; Jason Black, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by LaDon Townsend to approve the following claims:

03/22/2022	Check #	0064908	\$	11,358.62
03/31/2022	Check #	0064964 - 0065035	\$	810,420.21
04/01/2022	Check #	0065036 - 0065055	\$	<u>134,072.79</u>
		TOTAL	\$	955,851.62

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; LaDon Townsend, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

**MOTION** was made by Daryl Sammet and seconded by Jason Black to approve a Resolution for financing through Truist Financial Corp. for the lease purchase of ten (10) 2022 Mack GR64F trucks, ten (10) 16 ft. Stampede CY truck beds and one (1) 2022 Mack P164T Tractor.

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; Jason Black, aye; Danny Barksdale, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by Danny Barksdale and seconded by LaDon Townsend to approve a contract to audit federal awards with the Department of Examiners of Public Accountants for the period beginning October 1, 2020 and ending September 30, 2021.

**CONTRACT TO AUDIT FEDERAL AWARDS  
OF  
LIMESTONE COUNTY COMMISSION**

This contract is entered into on the 28<sup>th</sup> day of March 2022, by and between the Department of Examiners of Public Accounts (EPA) and Limestone County Commission, hereinafter referred to as the (LCC). The contracting parties hereby agree to the following:

**I. Purpose and Scope**

EPA shall conduct an audit of LCC, for the period beginning October 1, 2020 and ending September 30, 2021. EPA's audit will encompass a financial audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States, an audit of compliance with applicable laws and regulations of the State of Alabama, and an audit of federal awards in accordance with the provisions of the Single Audit Act and/or U.S. Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, as amended.

EPA will furnish copies of audit reports to LCC. Upon request, EPA will also furnish copies of the audit report to federal grantor agencies.

EPA shall make all working papers and reports available upon request for review by any federal grantor agency consistent with State and Federal law. EPA shall also retain all working papers and reports for a minimum period of five years from the date the audit report becomes final, unless EPA is notified in writing to extend the retention period.

**II. Funding of Audit**

LCC agrees to reimburse EPA for its necessary and reasonable cost related to conducting the audit of federal awards, including personnel costs and travel expenses incurred at the rate authorized by Alabama law. The maximum cost of the audit shall not exceed sixteen thousand one hundred sixty-eight dollars (\$16,168.00). However, in the event that EPA finds LCC has either failed to keep its records or expend its funds in accordance with federal guidelines or in the event there are changes in the preliminary Schedule of Expenditures of Federal Awards ("SEFA"), the maximum cost of the audit may be increased accordingly. If the cost of the audit will exceed the above-stated maximum, EPA will provide an estimate of the increased amount. LCC shall pay 80% percent of the audit costs upon full execution of the contract and 20% percent upon completion of field work as evidenced by invoices of the EPA.

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**General Provisions**

The parties to this Contract agree with, and shall adhere to, the following:

**A. Access to Records and Work Area**

The Chief Examiner of EPA, the Comptroller General of the United States (if Federal funds), or any other duly authorized representatives of EPA shall have the right of access to any financial and operating data, pertinent books, documents, papers, and records of LCC for the purpose of making audits, financial reviews, examinations, excerpts, and transcripts. This right also includes timely and reasonable access to LCC's personnel for the purpose of interview and discussion related to the audit set forth in this Contract. This right of access is not limited to the required retention period but shall last as long as the records are retained. The LCC also agrees to provide a working area for EPA personnel, which facilitates efficient fieldwork.

**B. Compliance with Federal, State, and Local Laws**

In addition to the provisions provided herein, the parties shall be responsible for complying with any and all other applicable laws, ordinances, codes and regulations of the Federal, State, and local governments, including, but not limited to the Beason- Hammon Alabama Taxpayer and Citizen Protection Act (§ 31-13-1, et seq., Ala. Code 1975).

By signing this Contract, the parties affirm, for the duration of the Contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, any party found to be in violation of this provision shall be deemed in breach of the Contract and shall be responsible for all damages resulting therefrom.

In compliance with Act 2016-312, the parties hereby certify that they are not currently engaged in, and will not engage in, boycott of a person or an entity based in or doing business with a jurisdiction with which the state (Alabama) can enjoy open trade.

**C. Immunity and Dispute Resolution**

The parties to this Contract recognize and acknowledge that EPA is an instrumentality of the State of Alabama, and as such, is immune from suit pursuant to Article I, Section 14 of the Alabama Constitution of 1901. It is further acknowledged and agreed that none of the provisions and conditions of this Contract shall be deemed to be or construed to be a waiver by EPA of such Constitutional Immunity.

In the event of any dispute between the parties, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail, and the dispute involves the payment of money, a party's sole remedy is the filing of a claim with the Board of Adjustment of the State of Alabama.

For any and all other disputes arising under the terms of this contract which are not resolved

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by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall occur in Montgomery, Alabama, utilizing where appropriate, mediators selected from the roster of mediators maintained by the Center for Dispute Resolution of the Alabama State Bar.

**D. Indemnity**

To the furthest extent permitted by law, LCC shall defend, indemnify, and hold harmless the EPA from any and all losses, consequential damages, expenses including, but not limited to, attorney's fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to the LCC's failure to fulfill its obligations under this Contract.

**E. Amendments**

This Contract may be modified, altered, or amended from time to time throughout the duration of this Contract only by a written agreement duly executed by the parties hereto or their duly authorized representative.

**F. Entirety**

This Contract contains the entire written Contract between the parties as to the matters contained herein. Any oral representations or oral modifications concerning this Contract shall be of no force or effect.

**G. Termination**

This contract may be cancelled by either party upon 30 days written notice provided that any costs shall be paid.

**H. Term of Contract**

This contract will begin on March 21, 2022 and end on March 21, 2023. EPA agrees to notify LCC in the event of any unforeseen delays affecting this schedule.

IN WITNESS THEROF, the parties have executed this Contract as of the date first written above.

STATE OF ALABAMA  
Department of Examiners  
Of Public Accounts

Limestone County Commission

\_\_\_\_\_  
Rachel Laurie Riddle  
Chief Examiner

\_\_\_\_\_  
Collin Daly  
Chairman

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; LaDon Townsend aye; Daryl Sammet, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Daryl Sammet and seconded by Danny Barksdale to approve the following budget revisions:

Department	Account Number	Title of Line Item	Amount
Sheriff Department	001-61200 001-52100-550	Proceeds from sale of FA Motor Vehicles	- \$47,500.00 + \$47,500.00

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; Danny Barksdale, aye; Jason Black, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Danny Barksdale to approve the re-appointment of Clare Middleton to the Top of Alabama Regional Housing Authority until April 13, 2027.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Danny Barksdale, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by Daryl Sammet and seconded by Jason Black to award the following bid proposals to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded to	Amount
2781	Printing of Receipt Books (Probate)	Printers and Stationers Inc.	\$16.48/Book
2786	Printing Limestone County Revenue Dept.	DivoData	See list

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; Jason Black, aye; Danny Barksdale, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by LaDon Townsend to approve to transfer Michael Bloodworth from Deputy Sheriff to Patrol Sergeant, effective April 4, 2022.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; LaDon Townsend, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

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**MOTION** was made by LaDon Townsend and seconded by Jason Black to approve to promote Dylan Legg and Richard Clanton to Patrol Sergeant, effective April 4, 2022.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Jason Black, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

**MOTION** was made by Daryl Sammet and seconded by LaDon Townsend to approve to amend the Equipment Operator III job description.

### **Equipment Operator III**

DC/2

District Commissioner

#### **JOB SUMMARY**

This position operates assigned equipment in the maintenance and repair of county roads, drainage ditches, and related infrastructure.

Under the supervision of the District Road Supervisor, the employee operates various types of heavy equipment in the completion of highly complex and difficult construction and maintenance activities on county roads and bridges. Employee performs maintenance inspections on assigned equipment, notifies the District Road Supervisor of equipment failures, and may assist with repairs. Employee also performs other routine manual labor as assigned. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

#### **MAJOR DUTIES**

- Operates a variety of heavy equipment utilized in the construction, maintenance, and repair of County roads, bridges, and drainage infrastructure.
- Performs the full range of operations with bulldozer, excavator, motor grader, front-end loader, scraper, roller, self-propelled chip spreader, tractor, trailer, brush cutter, backhoe, track hoe, ditching machine, crane, and other types of heavy equipment.
- Operates bush cutter mounted on motor grader.
- Operates shoulder machine, broom, asphalt maintainer, and other pavement maintenance equipment.
- Operates equipment such as a dump truck and light tractor.
- Provides oversight and directs the work of other personnel in complex construction and

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maintenance projects.

- Advises the District Road Supervisor on capabilities and best utilization of various types of heavy equipment.
- Performs routine equipment safety and operational inspections; performs scheduled preventative equipment maintenance procedures; monitors equipment for needed maintenance and repairs.
- Performs daily and monthly safety and maintenance vehicle inspections on assigned equipment.
- Performs preventative maintenance on equipment; checks tires, oil, fluid levels and lights.
- Monitors gauges and other indicators during equipment operation for non-standard conditions.
- Ensures assigned equipment is fueled.
- Reports equipment maintenance status to the District Road Supervisor.
- Performs work or may assist crew leader or other repairmen with mechanical repairs such as gas engine tuning, repair and overhaul, and ignition, fuel, brake, and hydraulic system repair and overhaul.
- Performs manual labor associated with County road, bridge, and drainage infrastructure projects.
- Assists in bridge repairs.
- Digs trenches, assists in setting pipe.
- Ensures the proper signage is visible during bridge outages.
- Assists in measuring bridges.
- Uses a chain saw to cut trees and bushes from right-of-way (ROW).
- Installs and cleans drainpipes.
- Hauls sand to icy bridges.
- Performs flagman duties, as needed, while on road maintenance jobs.
- Shovels asphalt, rocks, dirt, and other materials during road repairs.

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- Picks up and piles brush, refuse, and other materials.
- Uses bush axe to perform various tasks.
- Patches holes in roads.
- Performs animal burials.
- Opens graves at cemeteries.
- Performs simple welding and operates cutting torch.
- Assists with project surveys.
- Assists with bridge inspections.
- Assists road crew as needed.
- Performs minor carpentry and concrete work to repair bridges, etc.
- Maintains timecard.
- Performs other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of County rules, regulations, policies, and procedures. (Can be acquired on the job.)
- Knowledge of County road and bridge systems. (Can be acquired on the job.)
- Knowledge of safety rules including accident causation and prevention.
- Knowledge of traffic regulations.
- Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
- Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.
- Reading skills to comprehend operator manuals, directives, procedures, and instructions.



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- Verbal skills to communicate effectively with supervisor and co-workers.
- Writing skills to clearly and neatly complete routine forms and records.
- Math skills to perform basic calculations (add, subtract, multiply, and divide.)
- Ability to use measuring instruments and to read equipment gauges.
- Ability to read and understand engineering drawings.
- Ability to drive and safely operate equipment.
- Ability to read maps.
- Ability to work well with co-workers.
- Ability to work independently with minimal supervision.
- Ability to work under extreme weather conditions.
- Ability to move/lift objects greater than 50 lbs.
- Ability to train other operators.
- Ability to wear and utilize safety equipment, as required.
- Ability to drive and safely operate equipment.

**SUPERVISORY CONTROLS**

The District Commissioner and/or the District Road Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include traffic laws, work safety policies, ALDOT regulations, and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of related heavy equipment operation and maintenance duties.

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Inclement weather and heavy traffic contribute to the complexity of the position.

- The purpose of this position is to operate heavy equipment in the maintenance and repair of county roads, bridges, drainage, and related infrastructure. Successful performance contributes to the provision of safe and well-maintained county roadways.

**CONTACTS**

- Contacts are typically with coworkers, other county employees, contractors, vendors, utility companies, construction companies, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, bending, crouching, stooping, or crawling in restricted areas. The employee frequently lifts light and heavy objects over 50 lbs., climbs tall ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, and machinery with moving parts. The work involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions or similar situations where conditions cannot be controlled. The work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Minimum of two (2) to four (4) years of work experience as an Equipment Operator II or equivalent.
- Possesses a current and valid Alabama Class B Commercial Driver's License (CDL); tanker endorsement preferred; must be insurable.
- Ability to work overtime, weekends, or emergencies as needed.

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- Ability to be on-call.
- Ability to pass a pre-employment background check and drug screen(s).

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; LaDon Townsend, aye; Danny Barksdale, aye; and Jason Black, aye. Motion carries unanimously.

**MOTION** was made by Daryl Sammet and seconded by Jason Black to approve to hire Jonas Waldrep as Equipment Operator II, in District 1, pending a drug screening.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Daryl Sammet, aye; Jason Black, aye; Danny Barksdale, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by LaDon Townsend and seconded by Jason Black to approve to hire Tauna Hensley as Corrections Officer, pending drug screening.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Jason Black, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by Daryl Sammet to approve the following subdivisions:

Name	S/D Type	Approval Type	Lots	District	Location
Kennesaw Creek Subdivision, Phase 2	Major	Final	32	2	South side of Nick Davis Rd 1900' west of Jones Rd
Beulah Road Subdivision	Minor	Preliminary & Final	15	1	North side of Fain Rd & the west side of Beulah Rd
Chapman Subdivision	Minor	Preliminary & Final	2	3	Approx. ¾ mile west of Little Elk Rd north side of Snake Rd
Limestone Ranches Subdivision – replat of Lot 126-A, Lot 127-A, Lot 139 & Lot 140	Minor	Preliminary & Final	4	1	Approx. ¼ mile east of East Limestone Rd on the south side of Batrumville Rd
Nick Davis Road Subdivision	Minor	Preliminary & Final	3	2	Appr. 300' west of Mooresville Rd on the north side of Nick Davis Rd
Wolde Subdivision	Minor	Preliminary & Final	4	3	29348 Hardiman Rd, Madison, AL 35756
Torey Siniard Subdivision – replat of Tract 1B and Tract 2B	Minor	Preliminary & Final	2	4	17575 Tucker Lane Athens, AL 35614

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The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; Daryl Sammet, aye; Danny Barksdale, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by Jason Black and seconded by LaDon Townsend to approve the Limestone County Cybersecurity Policy and the Acceptable Use of Information Technology Resources Policy.

**Limestone County Commission Cybersecurity Policy**

**1.0 Purpose**

Limestone County Commission (“County”) acknowledges the need to maintain a strong cybersecurity posture by documenting policies and standards to be applied to all facets of information technology (“IT”) resources.

**2.0 Scope**

This policy applies to all IT resources accessible to County employees and the public, including, but not limited to hardware, software, data, infrastructure, and applications. Pursuant to Code of Alabama 1975, §36-25A-7(4), portions of the policy may not be released to the public.

**3.0 Information**

3.1 Acceptable Use of Information Technology Resources Policy

3.1.1 Publication

This policy may be released to the public.

3.2 Access Control Policy

3.2.1 Publication

This policy may not be released to the public.

3.3 Data Backup Policy

3.3.1 Publication

This policy may not be released to the public.

3.4 Disaster Recovery Policy

3.4.1 Publication

This policy may not be released to the public.

3.5 Data Breach Policy

3.5.1 Publication

This policy may be released to the public.

3.6 Cybersecurity Training Policy

3.6.1 Publication

This policy may be released to the public.

**4.0 Compliance**

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All parts of this policy must be compliant with all other County policies.

**5.0 Revision History**

This policy shall be reviewed at least once every year to ensure relevancy.

Date	Description of Change	Reviewer

**6.0 Contact Information**

Submit all inquiries and requests for future enhancements to the policy owner:

Jonathan Yerdon, IT Director  
jonathan.yerdon@limestonecounty-al.gov  
(256) 216-3908

**Acceptable Use of Information Technology Resources Policy**

**1.0 Purpose and Benefits**

Limestone County Commission (“County”) is responsible for securing its Information Technology (“IT”) resources 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.

**2.0 Scope**

This policy applies to users of any system’s information or physical infrastructure regardless of its form or format, created or used to support the organization. It is the user’s responsibility to read and understand this policy and to conduct their activities in accordance with its terms. In addition, users must read and understand the organization’s Information Security Policy and its associated standards.

**3.0 Information Statement**

Except for any privilege or confidentiality recognized by law, individuals have no legitimate expectation of privacy during any use of the County’s IT resources or in any data on those resources. Any use may be monitored, intercepted, recorded, read, copied, accessed or captured in any manner including in real time, and used or disclosed in any manner, by authorized personnel without additional prior notice to individuals. Periodic monitoring will be conducted of systems used, including but not limited to all computer files and all forms of electronic communication (including email, text messaging, instant messaging, telephones, computer systems and other electronic records). In addition to the notice provided in this policy, users may also be notified with a warning banner text at system entry points where users initially sign on about being monitored and may be reminded that unauthorized use of the organization’s IT resources is not permissible.

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All IT resources 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 resources, 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 or devices from the network at their discretion.

### **4.0 Acceptable Use**

All uses of information and information technology resources must comply with organizational policies, standards, procedures, and guidelines, as well as any applicable license agreements and laws including Federal, State, local and intellectual property laws.

Consistent with the foregoing, the acceptable use of information and IT resources encompasses the following duties:

- Protecting organizational information and resources from unauthorized use or disclosure
- Protecting personal, private, sensitive, or confidential information from unauthorized use or disclosure
- Observing authorized levels of access and utilizing only approved IT technology devices or services
- Immediately reporting suspected information security incidents or weaknesses to the IT staff

### **4.1 Unacceptable Use**

The following list is not intended to be exhaustive but is an attempt to provide a framework for activities that constitute unacceptable use. Users, however, may be exempted from one or more of these restrictions during their authorized job responsibilities, after approval from the IT Director or his/her designee (e.g., storage of objectionable material in the context of a law enforcement or disciplinary matter).

Unacceptable use includes, but is not limited to, the following:

- Unauthorized use or disclosure of personal, private, sensitive, and/or confidential information
- Unauthorized use or disclosure of organization information and resources
- Distributing, transmitting, posting, or storing any electronic communications, material or correspondence that is threatening,

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- obscene, harassing, pornographic, offensive, defamatory, discriminatory, inflammatory, illegal, or intentionally false or inaccurate
- Attempting to represent the County in matters unrelated to official authorized job duties or responsibilities
  - Connecting unapproved devices to the organization's network or any IT resource
  - Connecting organizational IT resources to unauthorized networks
  - Connecting to any wireless network while physically connected to the organization's wired network
  - Installing, downloading, or running software that has not been approved following appropriate security, legal, and/or IT review in accordance with organizational policies
  - Connecting to commercial email systems (e.g., Gmail, Hotmail, Yahoo) without prior IT department management approval
  - Using the County's IT resources to circulate unauthorized solicitations or advertisements for non-organizational purposes including religious, political, or not-for-profit entities
  - Providing unauthorized third parties, including family and friends, access to the County's IT information, resources or facilities
  - Using County IT information or resources for commercial or personal purposes, in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, business transactions)
  - Propagating chain letters, fraudulent mass mailings, spam, or other types of undesirable and unwanted email content using organizational IT resources
  - Tampering, disengaging, or otherwise circumventing the County's or third-party IT security controls
  - Decryption of system or user passwords
  - Intentionally seeking information or misrepresenting other users on IT resources
  - Obtaining copies of or modifying files, data, or passwords belonging to other users or the County
  - Using County IT resources for personal gain
  - Use or allow use of IT resources with the intent to disrupt the use of County IT resources by others
  - Use of County IT resources by non-employees without written permission of the department head or elected official
  - Use of IT resources in attempts to gain unauthorized access to remote systems
  - Use of IT resources to access or process files dangerous to the integrity of the County's IT resources (i.e., viruses, malware, or other disruptive/destructive programs)
  - Use of e-mail provided for use by employees for non-County purposes and matters related to the job duties of the employee

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- Use of IT resources for viewing, downloading, or transmitting pornographic, obscene, immoral, or illegal material, or for any other unethical purposes
- Storing confidential data unencrypted on any removable media (USB flash drive, memory cards, etc.)
- Failing 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
- Altering or an attempt to alter system configuration
- Any violation of copyright laws

### **4.2 Occasional and Incidental Personal Use**

Occasional, incidental and necessary personal use of IT resources is permitted, provided such use:

- is otherwise consistent with this policy, and
- is limited in amount and duration, and
- does not impede the ability of the individual or other users to fulfill the County's responsibilities and duties, including but not limited to, extensive bandwidth, resource, or storage utilization

Exercising good judgment regarding occasional and incidental personal use is important. The County may revoke or limit this privilege at any time.

### **4.3 Individual Accountability**

Individual accountability is required when accessing all County IT resources and information. Everyone is responsible for protecting against unauthorized activities performed under their user ID. This includes locking your computer screen when you walk away from your system, and protecting your credentials (e.g., passwords, tokens or similar technology) from unauthorized disclosure. Credentials must be treated as confidential information and must not be disclosed or shared. Users should log out of all IT systems at the end of their workday.

### **4.4 Restrictions on Off-Site Transmission and Storage of Information**

Users must not transmit restricted, non-public, personal, private, sensitive, or confidential information to or from personal email accounts (e.g., Gmail, Hotmail, Yahoo) or use a personal email account to conduct the County's business unless explicitly authorized. Users must not store restricted, non-public, personal, private, sensitive, or confidential information on a non-County issued device, or with a third-party file storage service that has not been approved for such storage by the IT Director or his/her designee.

Devices that contain restricted, non-public, personal, private, sensitive, or confidential information must be attended at all times or physically secured and must not be checked in transportation carrier luggage systems.



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**4.5 User Responsibility for IT Equipment**

Users are routinely assigned or given access to IT equipment in connection with their official duties. This equipment belongs to the County and must be immediately returned upon request or at the time an employee is separated from the organization. Users may be financially responsible for the value of equipment assigned to their care if it is not returned to the County. Should IT equipment be lost, stolen or destroyed, users are required to provide a written report of the circumstances surrounding the incident. Users may be subject to disciplinary action which may include repayment of the replacement value of the equipment. The County has the discretion to not issue or re-issue IT devices and equipment to users who repeatedly lose or damage IT equipment.

**5.0 Compliance**

Compliance is expected with all enterprise policies and standards. Policies and standards may be amended at any time. If compliance with this standard is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, entities shall request an exception through the Chief Information Security Officer’s exception process. Failure to comply with the Acceptable Use of Information Technology Resources Policy may lead to disciplinary action, including dismissal and prosecution.

**6.0 Revision History**

This policy shall be reviewed at least once every year to ensure relevancy.

Date	Description of Change	Reviewer

**7.0 Contact Information**

Submit all inquiries and requests for future enhancements to the policy owner:

Jonathan Yerdon, IT Director  
jonathan.yerdon@limestonecounty-al.gov  
(256) 216-3908

References: Center for Internet Security Acceptable Use of Information Technology (IT) Resources Policy, dated 07/20/2020; FBI CJIS Security Policy v5.9, dated 06/01/2020

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Jason Black, aye; LaDon Townsend, aye; Daryl Sammet, aye; and Danny Barksdale, aye. Motion carries unanimously.

Commissioner Sammet expressed his appreciation to the veterans for their attendance and their service. Commissioner Sammet also gave an update on Sandlin Road, State Line Road, Thach Road and McKee Road.

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Commissioner Barksdale thanked the veterans for attending.

Commissioner Black addressed Ms. Sanders and reported to her that the Commission was not responsible for closing the recycling center. Commissioner Black also expressed his appreciation to the Vietnam veterans.

Commissioner Townsend thanked the veterans, and he gave an update on Seven Mile Post Road, Chapman Hollow and ditching.

Chairman Daly expressed his appreciation to the veterans and for the services that they still perform today, and he also expressed his appreciation to Mr. Larry Stovall for reaching out and suggesting that the Commission do the proclamation. The Chairman made some further comments regarding April being autism and childhood abuse prevention awareness month, the ability to send in a public comment, the recycling center and KALB.

Adjourned at 10:34 a.m. until 9:00 a.m. on Monday, April 18, 2022 at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.