



COUNTY OF KENDALL, ILLINOIS

Admin & HR Committee

County Office Building

County Board Rooms 209-210

Yorkville IL 60560

Tuesday, February 23, 2016 ~ 5:30p.m.

MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** John Purcell, John A. Shaw (Vice Chair), Lynn Cullick (Chair), Judy Gilmour, Dan Koukol
3. **Approval of Agenda**
4. **Approval of Minutes from February 4, 2016 Meeting**
5. **Monthly Reports**
 - a. **CBIZ Update**
 - b. **County Administrator**
 - c. **Department Heads and Elected Officials**
6. **Old Business**
 - *Resolution Approving Policy for Managing Email Archive*
 - *Organization Charts Discussion*
7. **New Business**
 - *Employee Handbook*
8. **Action Items for County Board**
9. **Public Comment**
10. **Executive Session**
11. **Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
County Office Building
County Board Rooms 209-210
111 W. Fox Street, Yorkville IL
Meeting Minutes
Thursday, February 4, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:06a.m.

ROLL CALL

Committee Members Present: Dan Koukol – here, Lynn Cullick - here, Judy Gilmour – here, John Purcell - yes

Committee Members Absent: John A. Shaw

Others present: Glenn Campos, Scott Koeppel, Jim Pajauskas, Jeff Wilkins

APPROVAL OF AGENDA: Member Cullick made a motion to approve the agenda with moving Executive Session after Monthly Reports, and moving Department Heads & Elected Officials up to the first item in monthly reports, second by Member Gilmour. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the January 26, 2016 meeting minutes, second by Member Koukol. **With all in agreement, the motion carried.**

Amendment: Member Koukol made an amended motion to approve the January 26, 2016 meeting minutes with a correction on page 1 under the Resolution to Change the Length of Time a Journal Copy of Email is kept by Technology and Approval of a form to Request Archived Emails from the Journal Copy as: *There was consensus by the Committee that the document would be reviewed by the State's Attorney's Office and then returned to the committee for further discussion*, second by Member Purcell. **With all in agreement, the motion passed.**

MONTHLY REPORTS

- a. **Department Heads and Elected** – Scott Koeppel updated the committee on Technology Services work with the County Clerk Elections Office on preparations for the upcoming election. To be in compliance with new regulations, the County Clerk purchased 140 new laptops to allow on-site voter registration. Technology has also purchased Verizon Internet Wi-fi to be used only during election time, and is working with Vo-Tech to get access to the election program on-site, and still get back to Kendall County to update and make changes when citizens register on-site, and to avoid voter fraud or people trying to register at multiple sites.

Mr. Koeppel reported that Vital Records, specifically for marriage licenses in the Clerk's office, are being added to the Dev Net program. Technology is working to implement the

system and get the computer updated and more secure. This will only be used for internal record keeping, and not information available to the public.

Technology is also working with Mutual Ground, who is now in the Courthouse, and working with the State's Attorney's office to give Mutual Ground an internet path so they may access their emails, etc. Mutual Ground is not on the County internet, and will not have access to any county files. Technology is working on phone access for them as well.

Mr. Koeppel reported that Technology is working with the Circuit Clerk to update the Jano server to provide the necessary speed that will allow faster access to the Jano system and information.

Mr. Koeppel reported that Technology is also researching time clock software for several offices that have inquired about a program that will allow tracking of exempt and non-exempt time records.

b. County Administrator

- *Recommend Approval of Inter-Agency Agreement between the Illinois State Police and Kendall County for fingerprint-based Criminal History Record Information* – Jeff Wilkins reviewed the agreement with the committee, and said that our current account with the State Police allows us to get a name check, but this agreement would allow us to get fingerprint information, and will give the county state and FBI criminal history. The process will be done through the Regional Office of Education in Kendall County to get the reports. Mr. Wilkins will forward the agreement to the State's Attorney's Office for review prior to being forwarded to the County Board for approval. Member Koukol made a motion to forward the item to the County Board for approval, second by Member Purcell. **With all in agreement, the motion carried.**
- *Review Health Benefit Enrollment* – Jeff Wilkins reviewed the statistics of the current Health Insurance Plan enrollment. Mr. Purcell suggested the following changes:
 1. Label categories the same in each chart
 2. Include a column for the non-union employee totals next to the union employee totals column

The committee requested that HR provide this report at the first Admin HR meeting every other month.

Mr. Wilkins also reviewed the monthly reports with the committee. Member Purcell asked Mr. Wilkins to provide the comparison chart to the County Board members for the insurance discussion at the February 16, 2016 County Board meeting.

EXECUTIVE SESSION – Motion by Member Cullick to enter into Executive Session for the purpose of collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 5ILCS 120-2c/2, second by Member Gilmour.

Roll Call: Member Purcell – yes, Member Koukol - yes, Member Gilmour – yes, Member Cullick – yes. **With four members present voting aye, the committee entered into Executive Session at 9:45a.m.**

Member Koukol made a motion to reconvene into Open Session at 10:37a.m., second by Member Purcell. **With four members present voting aye, the meeting was reconvened into Open Session.**

OLD BUSINESS

- *Meeting Time Change* – item not discussed at this meeting
- *Organization Charts Discussion* – Mr. Wilkins presented information from the U.S. Department of Labor Wage and Hour Division, and said that department heads would fall under the Executive Exemption classification.

NEW BUSINESS

- *Employee Handbook* – item not discussed at this meeting

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Recommend Approval of Inter-Agency Agreement between the Illinois State Police and Kendall County for fingerprint-based Criminal History Record Information*

PUBLIC COMMENT – None

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 10:48a.m., Member Gilmour seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary



Kendall County Administration Committee
February 23, 2016

System Ridership:

<u>State Fiscal Year</u>	<u>Paratransit</u>	<u>Rides/Day</u>	<u>Reg. Riders</u>
2016	15,071	102	2,734

*Through January 2016 only.

Program Updates:

1. 2012 IDOT Capital Program Initiative Grant
 - ITS scheduling system originally requested
 - Radios / fare boxes were approved
2. State Funding Update
 - Receiving state transit dollars slowly
 - No other news is available
 - Almost set to invoice RTA, which will help offset State lag
3. Federal funding update
 - FAST Act – 5 year transportation funding bill
 - Federal FTA 5310, 5311
 - 2.9 percent increase in the formula
 - IDOT says should affect grantee amounts
4. Other items of note:
 - Moving forward with new KAT Director search
 - Will conduct partner survey on transportation needs
 - Continue outreach for additional local match opportunities

KENDALL COUNTY, ILLINOIS

Resolution No. _____

RESOLUTION APPROVING AMENDED TECHNOLOGY POLICY

WHEREAS, Kendall County, Illinois (“County”) is a unit of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970, organized and operated under the laws of the State of Illinois; and

WHEREAS, the County Board of Kendall County (“County Board”) recognizes that Kendall County employees and County Board members send and receive emails through Kendall County’s email server; and

WHEREAS, the County Board further recognizes that a convenience copy of said emails are also retained in the County’s journal copy email archive (“archive”), which is managed by the Kendall County Technology Services Department; and

WHEREAS, the County currently has a Technology Policy, which is contained in Chapter VII of the County’s Employee Handbook but said policy does not currently address the emails stored in the archive; and

WHEREAS, the Illinois Local Records Commission recently confirmed emails retained in the County’s archive are “convenience copies” that are not subject to the retention requirements of the Illinois Local Records Act; and

WHEREAS, as the records contained in the archive are not subject to the retention requirements set forth in the Illinois Local Records Act, the County Board seeks to amend the County’s Technology Policy to include provisions governing the management and retention requirements for the emails contained in the archive; and

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Kendall County, as follows:

Section 1. The recitals set forth above are hereby incorporated by reference.

Section 2. The County’s current Technology Policy contained in Chapter VII of the County’s Employee Handbook is hereby amended and replaced with the Technology Policy (“Amended Technology Policy”), effective immediately. The Amended Technology Policy is attached hereto as **Exhibit A**.

Section 3. The County Administrator or his designee shall provide a copy of the Amended Technology Policy to all County Department Heads and Elected Officials within seven (7) calendar days after approval of this Resolution.

Section 4. Within seven (7) calendar days after receipt of the Amended Technology Policy, the County Department Heads shall provide a copy of the Amended Technology Policy to each and every employee in their respective departments and shall obtain a signed acknowledgment of receipt of the Amended Technology Policy from each employee for placement in the employee's personnel file.

Section 5. Further amendments to the Technology Policy may occur at anytime with a majority vote of the Kendall County Board.

Section 6. This Resolution shall be in full force and effect as of the _____ day of March, 2016.

Approved and adopted by the County Board of Kendall County, Illinois on this _____ day of March, 2016.

John A. Shaw, Chairman
County Board

Attest:

Debbie Gillette
County Clerk

EXHIBIT A
CHAPTER VIII
TECHNOLOGY POLICY

Section 8.1 ORDER:

Information technology (IT) resources are assets of Kendall County and must be used for authorized business. IT resources include, but are not limited to, electronic computer equipment, software, internet access, email accounts, and the information which is stored, processed, or transmitted from, to or through that equipment. County (IT) resources must be protected from accidental or unauthorized access, use, disclosure, modification, or destruction by employees, contractors, or any individual whether on County or non-County provided equipment.

Section 8.2 OVERVIEW:

The County reserves the right to, among other actions, access, audit, block, delete, disclose, intercept, monitor, publish, recover, restrict, restore, review, screen, or trace any information at any time without notice.

Section 8.3 SECURITY:

Each user is authorized to access only information which is required to do his/her job. Unauthorized access to information is strictly prohibited. All users must safeguard County information and treat electronic documents/communications with the same level of care, both in production and storage, as is accorded documents and communications that are in print form. Access to (IT) resources will be immediately deactivated when a County employee terminates employment or rights are withdrawn for any other reason.

Section 8.4 ENFORCEMENT:

Use of any County (IT) resource will be audited and monitored. It is each user's responsibility to understand and comply with the set forth Policy. Noncompliance with this Policy may be cause for disciplinary action as well as monetary charges being assessed where appropriate. If it is determined that an employee has misused (IT) resources, the employee will be subject to appropriate disciplinary action for misuse of County property, up to and including discharge.

Section 8.5 DEFINITIONS:

Users – The term *users* refers to all employees, independent contractors, consultants, temporary workers and other persons or entities who use County Information Technology resources.

Information Technology (IT) Resources – The term *information technology resources* refers to the County's entire computer network. Specifically, *information technology resources* includes, but is not limited to: individual workstations, file servers, communication servers, application servers, mail servers, fax servers, Web servers, laptops, software, data files and network cables, whether connected to the network or not.

Section 8.6 GUIDELINES:

A. No Expectation of Privacy

1. *No expectation of privacy.* The computers and computer accounts are given to users to assist them in performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on any technology resource. The computer system belongs to the County and may be used only for job-related purposes.
2. *Waiver of privacy rights.* Users expressly waive any right of privacy or expectation of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel selected at the sole discretion of the County to access and review materials users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that the County may use human or automated means to monitor use of its computer resource.

B. Prohibited Activities

1. *Inappropriate or unlawful material.* Material that is fraudulent, sexually explicit, profane, obscene, defamatory; that is intended to harass, embarrass or intimidate; or that is unlawful or otherwise determined by the County to be inappropriate shall not be sent by e-mail or other form of electronic communication (such as bulletin board systems, news groups, chat groups) or displayed on or stored in County computers. Users encountering or receiving this kind of material should immediately report the incident to their department head/elected official.
2. *Misuse of software.* All software must be approved by the Technology Director prior to installation on any County workstations or servers. Users may not do any of the following: (A) Copy software for use on their home computers; (B) provide copies of software to any independent contractors of the County or to any firm or individual, unless specifically authorized through an official County contract or agreement; (c) install software on any of the County workstations or servers; (d) download any software from the Internet or other online service to any of the County workstations or servers; (e) modify, revise, transform, recast, or adapt any software; or (f) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their Department Head/Elected Official.
3. *Prohibited uses.* Without prior written permission from the Technology Director, County computer resources may not be used for dissemination or storage of personal advertisements, solicitations, promotions, destructive programs (i.e., viruses or self replicating code), or any other unauthorized use.
4. *Communication of confidential information.* Sending, transmitting or otherwise disseminating without authorization proprietary County data or other information identified as confidential is strictly prohibited.

C. Passwords

1. *Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.
2. *Passwords do not imply privacy.* Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system.

3. *Password management.* Passwords should have a minimum length of six (6) characters. These measures will require that all system users use unique and confidential passwords before using workstations on the network. Passwords shall be changed on a regularly scheduled basis, changes scheduled for every 90 days.

D. Security

1. *Accessing other computers and networks.* A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
2. *Computer Security.* Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of County computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the County's network without authorization and preventing introduction and spread of viruses.
3. *Exception process.* The County has a set standard, for network security, that disallows individual connections to the County network. It is understood that individual departments and agencies use proprietary software that require access to the County network. In those instances, the department/agency will be required to obtain authorization from the Director of Technology and appropriate network security permissions to allow access will be approved. The same process will apply for any department/agency requesting a waiver from any part of the Kendall County network security policy.

E. Viruses

1. *Virus detection.* Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he/she does not introduce viruses into the County's network. To that end, all material received magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the County must be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that home computers and laptops might contain viruses. All data transferred from these computers to the County's network must be scanned for viruses.
2. *Accessing the Internet.* To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the County's network must do so through an approved firewall.

F. Miscellaneous

1. *Confidential Information.* When sending confidential information to shared devices (e.g., printers, facsimile machines, etc.) users must exercise reasonable judgment to maintain confidentiality at the destination.
2. *Compliance with Applicable Laws and Licenses.* In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal and international laws governing intellectual property and online activities.
3. *Other Policies Applicable.* In their use of computer resources, users must observe and comply with all other county policies and guidelines.

Section 8.7 JOURNAL COPY EMAIL ARCHIVE MANAGEMENT, RETENTION AND DISPOSAL

A. RETENTION AND DISPOSAL REQUIREMENTS

1. A duplicate copy of all emails sent and received via the County's email server will be stored on the County's journal copy email archive (hereinafter referred to as "archived emails"). The archived emails are convenience copies, which are not subject to the record retention requirements of the Illinois Local Records Act.
2. Archived emails shall be retained in their electronic form in the County's journal copy email archive for a period of at least seven (7) years from the date of _____.
3. The seven (7) year retention period requirement set forth in Section 8.7(A)(2) above may be modified or waived upon entry of a court order or pursuant to applicable state or federal law.
4. Upon the completion of the required retention period, the Kendall County Technology Services Department shall permanently delete or purge the archived emails from the County's journal copy email archive. Because the archived emails are convenience copies, which are not subject to the Illinois Local Records Act, the Illinois Local Records Commission's prior approval for disposal of the archived emails is not necessary. However, the Kendall County Technology Services Department shall maintain a log identifying what the archived emails are disposed of; when the archived emails were disposed; and who disposed of the archived emails.

B. PRESERVATION NOTICE

1. The County acknowledges there may be situations that arise that require the Kendall County Technology Services Department to retain certain archived emails beyond the required retention period set forth in Section 8.7(A) above (e.g., pending litigation and/or a pending law enforcement investigation). It is the applicable County department head and/or elected official's responsibility to notify the Kendall County Technology Services Department when certain archived emails must be preserved beyond the required seven (7) retention period. The County department head and/or elected official shall provide such notice in writing to the Kendall County Technology Services Department on the Preservation Notice Form, which is attached as **Exhibit 1**.
2. Upon receipt of the Preservation Notice Form, the Kendall County Technology Services Department shall take all steps reasonably necessary to preserve and retain the applicable archived emails. The Kendall County Technology Services Department shall then preserve and retain the archived emails until the County department head or elected officials confirms, in writing, that the preservation hold is concluded and the archived emails may be destroyed.

C. ACCESS TO ARCHIVED EMAILS

While the archived emails are retained in the journal copy email archive, the Kendall County Technology Services Department may provide access to archived emails as follows:

1. Access may be provided to the individual employee or elected official who sent or received the archived email, provided the individual has submitted their request in writing to the Technology Services Department.
2. Access may be provided to a County department head and/or elected official or their designee for archived emails sent or received by employees supervised by the requesting County department head/elected official. The County department head and/or elected official requesting access to a subordinate employee's archived emails must make a written request

to the Kendall County Technology Services Department by completing the "Technology Services Internal Request for Archived Email" form, which is attached as **Exhibit 2**.

3. Access may be provided to the County Board Chairman or their designee for archived emails sent or received by a County department head and/or employees supervised by a County department head. Before such access may be given, the request must be approved by a majority vote of the County Board.
4. Access may be provided to a County Board Committee Chair or their designee for archived emails sent or received by a County department head and/or employees supervised by a County department head for which the County Board Committee provides oversight. Before such access may be given, the request must be approved by a majority vote of the County Board Committee.
5. To the extent permitted by law, access may be provided to any third party pursuant to a validly issued subpoena and/or court order.

Section 8.8 RESPONSIBILITIES:

A. Administrative Responsibilities

The County Administrator and Technology Director are responsible for the implementation of this policy. Department Heads and Elected Officials are responsible for compliance by their employees.

1. *Department Head/Elected Official Responsibilities.* Department Heads/Elected Officials are responsible for:
 - a. Ensuring that all users have access only to data needed to perform their job responsibilities;
 - b. Ensuring that all users understand their obligation to protect technology resources
Implementing required security practices;
 - c. Reporting noncompliance; and
 - d. Initiating corrective action.
2. *Technology Services responsibilities.* The Technology Director and support staff must be zealous in their efforts to maintain user confidence in privacy, availability, reliability, and productivity. Computer files may be accessed to verify compliance with County policies. On suspicion that a security breach has occurred, the findings are to be reported to the Technology Director to determine if the breach is significant enough to warrant further investigation. Technology Services staff is responsible to the users for the integrity of the information environment they support. Although Technology Services staff must have, at times, access to a users private domain to provide support, they must not use that privilege for any other purpose. Any support person who uses his/her privileges for purposes other than support, divulges confidential information gained from such support, or fails to comply with the principles set forth in this security policy is subject to disciplinary action, up to and including discharge. Compliance with this policy will be monitored by Technology Services and violations will be reported in a discreet and professional manner when it appears the user has intentionally violated this policy or any other related policy. The incidents will be fully documented and reported to the County Administrator. A back-up of users and shared directories will be performed on a regular basis with all directories located on shared file servers, not individual drives, backed up on an appropriate schedule. Controls must be in place to confirm that obligations under software license agreements are being met for all software on workstations and network servers.

B. User Responsibilities

All employees are responsible for compliance with this order.

1. *Restricted access to (IT) resources.* Access to (IT) resources must be protected by unique user accounts restricted by password or other controls. Passwords shall be confidential and protected by individual users to prevent unauthorized use and release of information.
2. *Dissemination of Data.* Dissemination of confidential data acquired when performing job responsibilities, in any form (printed, electronically, verbal, etc.) is strictly forbidden unless prior written permission has been granted, and such dissemination is not in conflict with any other County policy.
3. *Computer Software.* All software and data files developed on County Owned or controlled (IT) resources are for official business. Employees must adhere to all terms and conditions for licensing agreements governing distribution and use of software. Violation of software license agreements and copyright laws may subject the offender to criminal prosecution and civil damages. No software will be run on County computers that has not been reviewed and approved by Technology Services. This review process ensures that the software is compatible (if required) with other existing software and is free from any computer viruses. This includes software available commercially or circulated public domain software.
4. *Backup Responsibilities.* Any user who uses county systems not on the County network or proprietary computer systems is responsible for backing up data and software of those systems. Users who store files on the Local Area Network (LAN) drives are protected due to a nightly LAN backup. If, however, an employee stores user files on the hard drive (C) or on the desktop, the employee is responsible for the file backup.
5. *Responsible Care.* All users shall maintain a clean work area and guard against potential damage to hardware or destruction of data through spillage, carelessness, etc. All equipment relocation shall be coordinated in advance through Technology Services and performed by Technology Services. A user must return any County hardware or software which is in his/her possession prior to leaving County employment.
6. *Use of the Internet.* The Internet is a tool to be used in helping employees meet the requirements of their job (i.e., those who need information from a reliable Internet source to perform research duties or interface with organizations that use the Internet for conducting business with the County). Users must refrain from requesting information which is inappropriate in the workplace. Examples of inappropriate use of resources include, but are not limited to, any traffic that violates state and/or federal laws, the distribution of non-business related advertising, and propagation of computer worms and/or viruses, distribution of chain letters, attempts to make unauthorized entry into another network. Technology Services provides level of internet access that is assigned to employees by the responsible authority of the office/department. Internet use is monitored and reported to supervisors if requested.
7. *Electronic Mail.* County employees are to use the County's e-mail system primarily for County business communications and are responsible to guard against e-mail abuse. Examples of abuse are chain letters, selling or purchasing of personal items.
8. *Accountability.* Anyone observing what appears to be a breach of security where County information could be compromised, modified, stolen, lost or destroyed must report the incident to the Technology Director or County Administrator.
9. *Computer Hardware:* No hardware will be added to the County computers or network that has not been reviewed and approved by Technology Services. This review process ensures that the hardware is compatible with existing hardware standards. The purchaser will assume ongoing maintenance and support responsibility for peripheral devices (printers, scanners, phones with

email functions, etc.) purchased without Technology Services approval. The purchaser will also be responsible for purchasing any consumables that this equipment requires.

CHAPTER VIII, EXHIBIT 1

Kendall County Technology Services Preservation Notice

Effective immediately, please preserve until further written notice all of the following:

A brief description of the records to be preserved:
Dates:
To (if known):
From (if known):
Subject (if known):
Keywords:
Attachment Name (if known):
Reason for preservation:
Duration of preservation requirement (if known):
Other:

_____ Date Requested
Elected or Appointed Department Head

_____ Date Delivered
Technology Services

CHAPTER VIII, EXHIBIT 2

Kendall County Technology Services

Internal Request for Archived Emails

Please list dates, keywords, and/or email addresses below.

Dates:
To:
From:
Subject:
Keywords:
Attachment Name:
Other:

Appointed Department Heads and Elected Officials shall only have access to emails sent or received by employees supervised by the Appointed Department Head or Elected Official while said emails are retained in the journal copy archive.

Elected or Appointed Department Head

_____ Date Requested

Technology Services

_____ Date Delivered