

Information Systems Committee Minutes—November 2014

Date/Time: November 17, 2014 at 6:30 P.M.

Location: County Administration Building
112 Otter Street, Oshkosh
1st Floor Meeting Room

Present: Committee Members:
Larry Smith, Chair
Ron Hardy, Vice Chair
Brady Kiel, Secretary
Andy Turner, Member
Rachel Youngquist, Member
Patrick Brennand, Citizen Member
Patty Francour, IS Director
Natalie Kiel, Citizen

Agenda Item #1: **Call to Order**

- Chairman Smith called to order at 6:35

Agenda Item #2: **Approve Agenda**

- MSC Hardy/Brennand. **All voting aye.**

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve Minutes of Previous Meeting**

- MSC Turner/Hardy. **All voting aye.**

Agenda Item #5: **Review and approve Brennand/Hardy rules draft for tablet use**

Committee made revisions and approved rules drafts. Rule draft text attached below these minutes.

- MSC Hardy/Kiel to approve “Board Rule—Appropriate Use of Technology During Board and Committee Meetings.” **All voting aye (6-0).**
- [Brennand excused at 7:20 P.M.]
- MSC Kiel/Turner to approve “Board Rule—County-Issued Electronic Device Usage” **All voting aye (5-0).**
- Both rules move to the Judiciary Committee for review.

Agenda Item #6: **IS Director’s Report**

- Phone project update (Sheriff Dept., Park View)
- Working on job description for the IS position approved at the annual county board budget meetings.

Agenda Item #7: **Subjects and time of next meeting**

Next Meeting: Monday, December 8th at 6:30 PM

- Possible action items for this meeting will be the Chairman's report about the Judiciary Committee's review of IS Committee's approved rules (above).

Agenda Item #9: Adjourn

- MSC Kiel/Hardy at 7:53 P.M.

Text of the two adopted Board Rules drafts:

Board Rule—Appropriate Use of Technology During Board and Committee Meetings

1. Laptops, tablets, iPads, and other computing devices [hereafter: "devices"]
 - a. Devices may be used during Board and Committee meetings to read and review meeting materials and to access information pertinent to the items being discussed at said meetings.
 - b. Devices shall not be used during Board and Committee meetings to "surf the web" (except as stated in paragraph 1a above), email, engage in instant or text messaging of any kind or to engage in non-county related business.
2. Email, Instant or Text Messaging
 - a. All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally. Exceptions to this rule may be made in the case of a disability where the Supervisor is unable to communicate by using his or her voice due to illness, injury, or disability.
 - b. A Supervisor shall not engage in any email, instant messaging or text messaging during any County Board or Committee Meeting with County employees.
 - c. "Email" means a system for sending and receiving messages electronically over a computer network via telecommunications links between computers, terminals, smart phones, or other electronic devices capable of sending email, including messages sent or received on such systems.
 - d. "Instant Messaging" means realtime direct text-based chatting communication between two or more people using personal computers or other devices.
 - e. "Text Messaging" means the exchange of brief written text messages between a fixed-line phone or a mobile phone and fixed or portable devices over a network.
3. Violations of these rules could result in a censure by the County Board.

Board Rule—County-Issued Electronic Device Usage

1. All Current Electronic Devices [hereafter: “devices”] are the property of Winnebago County.
2. Unless specifically exempt, information stored, saved, or maintained on a county device is considered public information and is therefore subject to public disclosure laws. The user of the device will be the custodian of the stored information and must take reasonable steps to maintain and preserve the stored information. Devices shall be password protected.
3. Each device shall be numbered according to Supervisor District numbers to ensure that the device is consistently provided to and used by the same user.
4. All electronic data, communications, and information—including information transmitted or stored on the electronic systems of the County—remain the property of Winnebago County.
5. As part of the device setup, Information Services shall provide a password to the user. This password should be changed when the device is delivered. Passwords should not be shared or posted.
6. Users shall be expected to take reasonable precautions to protect from damage, theft, or destruction any device assigned to them.
7. Any suspected breach of security, damage, destruction, or theft of any device owned by Winnebago County shall be reported to the Information Services Department as soon as possible. Information Services shall determine the extent of damage and provide an estimate to repair or replace the device. The user’s department or area of responsibility will be requested to cover the cost of repair or replacement of the device.
8. Devices are provided to the County Board of Supervisors to establish a secure, reliable, maintainable, and portable method of communicating information.
9. Information Services will create an app store account **(without credit card information)** using the County email address.
10. All devices are assigned to County Board Supervisors for their term of office and remain the property of Winnebago County and shall be surrendered to the Information Services Department upon termination of such Supervisor’s office or upon a request by the County Board Chairperson. The device will be reset to factory defaults resulting in all installed applications and existing information—personal or work-related—being deleted.
11. Information pertaining to scheduled meetings (i.e. meeting packets) will be transmitted to the County Board Supervisor’s District email account.
12. It is the intent that electronic meeting packets will replace paper materials.
13. All provisions of the “Rules of Order of the Winnebago County Board of Supervisors Appropriate Use of Technology During Board and Committee Meetings” will be adhered to.
14. The County Board Supervisor is the custodian of his or her records. As such, he or she is responsible for maintaining copies of said records.
15. Should a County Board Supervisor choose to utilize a personally-owned device in place of a County-issued device, the Supervisor shall follow Winnebago County’s BYOD (“Bring Your Own Device”) use procedures.