

AGENDA

Eau Claire County
Committee on Human Resources

Date: Monday, November 25, 2019

Time: 10:30 A.M.

Location: 721 Oxford Ave, Eau Claire, WI 54703
Room 1273

1. Call to Order and Certify Compliance with Open Meetings Law
2. Public Comment
3. Review and approve Committee meeting minutes- **Discussion/Action**
 - a. September 9, 2019
 - b. September 10, 2019 (Joint Committee Meeting)
 - c. October 30, 2019
4. Information Systems Policy Update – **Discussion/Action**
5. Department of Human Services Staffing - **Discussion/Action**
6. Compensation Concerns and Cost of Living - **Discussion**
7. Human Resources Director Update - **Discussion**
8. Set Future Agenda items/future meeting dates – **Discussion/Action**
9. Adjourn

Eau Claire County
Committee on Human Resources

Date: Monday, September 9, 2019

Time: 8:30 A.M.

Location: 721 Oxford Ave, Eau Claire, WI 54703
Room 3312

MINUTES

Members Present: Mark Beckfield, Connie Russell, Judy Gatlin, Sue Miller
Member Absent: Kevin Stelljes
Staff Present: Kathryn Schauf, Jamie Gower, Amanda Twitchell, Jill Mangus, Katelynn Eslinger, Norb Kirk, Jon Johnson, Matt Theisen, Dave Hayden, Eric Huse, Lisa Valk, Linda Struck, Vickie Gardner, Rod Eslinger, Diane Cable, Tim Sullivan, Joel Brettingen, Ron Cramer, Cory Schalinske, Dave Riewestahl, Danielle Powers, Dan Bresina

Chair Mark Beckfield called the meeting to order and certified compliance with Open Meetings Law at 8:30 a.m.

No Public Comment

Review and approve minutes of the August 9, 2019 meeting

Motion Judy Gatlin move to approve the minutes of the August 9, 2019. Motion carried 4-0.

Corporation Counsel: to approve the Ordinance 19-20/052 to set 2020 monthly pay of County Board members.

Motion Sue Miller to approve Ordinance 19-20/052. Motion carried 3-1.

Highway: to approve Resolution 19-20/061 to abolish 1.0 Surveyor and replace with a 1.0 Fiscal Supervisor, and to approve Resolution 19-20/060 to abolish 1.0 Accountant and replace with a 1.0 Fiscal Associate IV.

Motion Judy Gatlin to approve Resolutions 19-20/061 and 19-20/060. Motion carried 4-0.

Administration: The Administrator presented the 2020 New, Modified or Abolished position requests. Motion Sue Miller to approve the Administrator's recommendations with the addition of a .50 FTE Administrative Associate III position in the Sheriff's Office. Motion carried 4-0.

Administration: The Administrator provided discussion and options regarding the filling of future vacant position. No action taken.

Human Resources: Future Agenda items/future meeting dates

The Committee discussed holding the next meeting on October 7, 2019. No action taken.

Future Meeting Dates-

October 7, 2019 8:30 a.m.

November 8, 2019 8:30 a.m.

Adjourn

Chair Mark Beckfield adjourned the meeting at 10:47 a.m.

Respectfully submitted,

Jill Mangus, Acting Committee Clerk

MINUTES

Eau Claire County

• Committee on Administration/Committee on Finance & Budget/Human Resources Committee •

Tuesday, September 10, 2019

4:30 p.m.

Courthouse - Room #3312
721 Oxford Avenue • Eau Claire, WI

Members Present: Colleen Bates, Gerald Wilkie, Mark Beckfield, Ray Henning, Stella Pagonis, James Dunning, Steve Chilson, Susan Miller, Judy Gatlin, Connie Russel

Staff: Kathryn Schauf, Norb Kirk, Amanda Twitchell, Jill Mangus, Amy Sires

Others: Jamie Gower, Kristin Schmidt

Supervisor Bates called the Committee on Administration to order.

Supervisor Beckfield call the Committee on Human Resources to order.

Supervisor Pagonis called the Finance and Budget committee to order and certified compliance with the open meeting law.

No members of the public in attendance or wishing to speak.

Jamie Gower, former Director of Human Resources updated the committees on health insurance coverage and benefit changes.

The meeting was adjourned.

Respectively submitted by,

Kathryn Schauf
County Administrator

MINUTES

Eau Claire County

• *Committee on Human Resources* •

Date: Wednesday, October 30, 2019

Time: 2:00pm to 4:00pm

Location: 721 Oxford Ave, Eau Claire, WI 54703

Room 3420

Member(s) Present: Connie Russell, Judy Gatlin, Kevin Stelljes

Member(s) Absent: Mark Beckfield, Sue Miller

Others: Kathryn Schauf, Samantha Cole

Vice-chair Supervisor Gatlin called the meeting to order at 2:01 p.m. and confirmation of meeting was provided by the clerk.

No members of the public were present.

Vice-Chair Supervisor Gatlin motioned to move into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

To wit: Interviews for Human Resources Director Position

Voice roll call vote taken to move into closed session; members present: Judy Gatlin, Connie Russel, Kevin Stelljes; quorum was present. The committee moved into closed session.

A roll call vote was made to move into open session; members present: Judy Gatlin, Connie Russell, Kevin Stelljes. Meeting was moved into open session at 4:07 p.m.

The meeting was adjourned at 4:07 p.m.

Respectively submitted by,

Samantha Cole

Administrative Specialist III (Department of Administration)

Fact Sheet – Modification of Policy #305 Password Security

Background: Eau Claire County underwent a security audit in early October and one of the highest priority recommendations was to increase the minimum password length. The current policy contains the detailed password requirements which makes changing them difficult and time consuming.

Request: This request is to modify policy #305 to give Information Systems the flexibility to establish password requirements as necessary to be more responsive to changing security needs.

Fiscal Impact: There is no fiscal impact as a result of this change.

Respectfully Submitted,

Dave Hayden

Information Systems Director

POLICY 305 PASSWORD SECURITY

1. **Purpose.** To provide a mechanism to maximize the security of information stored on Eau Claire County technology through the appropriate use of passwords. Passwords are assigned to each individual as a method to control and monitor their unique access to systems and information, and should never be shared with others.
2. Policy.
 - 2.1 Eau Claire County's policy is to minimize the risk of breaches of security through theft of information technology accounts by providing password security guidelines.
3. Scope.
 - 3.1 This policy applies to any and all personnel, including but not limited to contractors, students, volunteers, and Board members, who have any form of computer account requiring a password on the County network including, but not limited to a domain account and e-mail account.
4. Password Creation Guidelines.
 - 4.1 Where possible, the Information Systems Department will implement automatic password expiration processes to ensure passwords are changed in a regular and timely manner.
 - 4.2 Computer logon account passwords **MUST** meet the ~~following~~ requirements established by the Information Systems Department.
 - ~~4.2.1 — Must be at least eight characters long;~~
 - ~~4.2.2 — Must contain characters from three of the following four categories.~~
 - ~~• English uppercase characters (A through Z);~~
 - ~~• English lowercase characters (a through z);~~
 - ~~• Base 10 digits (0 through 9); and~~
 - ~~• Non-alphabetic characters (for example, !, \$, #, %).~~
 - ~~4.2.3 — Must not contain the user's account name or parts of the user's full name that exceed three consecutive characters.~~
 - ~~4.2.4 — New passwords must be different from the previous six passwords. In addition, users should use the following guidelines when creating or changing a password:~~

POLICY 305 PASSWORD SECURITY

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Revised Date:

Eau Claire County
Employee Policy Manual

- ~~4.2.5 — Make each password unique — do not use the same password for multiple accounts or systems and do not use the same password for both personal and business accounts.~~
- ~~4.2.6 — Do not use any words that would be listed in any language dictionary, slang, dialect, jargon, etc.~~
- ~~———— Do not use reverse spelling of words.~~
- ~~4.2.7 — Do not use simple transformations of words, such as Tiny8 or 7Eleven.~~
- ~~4.2.7 — Do not use alphabetic or numeric sequences such as “lmnop” or “12345” as part of a password.~~
- ~~4.2.7 — Do not use common acronyms as part of a password.~~
- ~~4.2.7 — Do not use names of people or places as part of a password.~~
- ~~4.2.7 — Do not use part of your login name in your password.~~
- ~~4.2.7 — Do not use parts of numbers easily remembered such as phone numbers, social security numbers, or street addresses.~~

5. Password Protection.

5.1 Treat all passwords as sensitive, **CONFIDENTIAL** Eau Claire County information. Users should adhere to the following guidelines to protect their passwords.

5.1.1 Never write passwords down.

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5.1.2 ~~Keep~~Never share passwords hidden fromwith colleagues, friends, or family (especially children) that could pass them on to less trustworthy individuals.

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~~5.1.2~~ Never send a password through email.

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~~5.1.45.1.3~~ Never include a store passwords in a non-encrypted ~~stored~~ documentfile.

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~~5.1.51.1.1~~ Keep passwords hidden from colleagues, friends, or family (especially children) that could pass them on to less trustworthy individuals.

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5.1.75.1.4 Never reveal passwords over the telephone.

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5.1.85.1.5 Never hint at the format of a password.

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5.1.6 Never reveal or hint at a password on a form on the Internet.

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5.1.95.1.7 Never use the "Remember Password" feature of application programs ~~such as Internet Explorer, an email program, or any other program~~ web browsers.

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5.1.105.1.8 If using a personal County computer logon password on an account over the Internet, only use secure logins where the web browser address begins with https://. Never use County computer logon passwords where the web browser address begins with http:// since this is not a secure login.

5.1.115.1.9 Report any suspicion of a password being ~~broken~~ compromised to the Information Systems Department.

5.1.125.1.10 Be careful about letting someone see you type your password.

5.1.135.1.11 Password protected screen savers should be enabled and should protect the computer within 5 minutes of user inactivity. Computers should not be unattended with the user logged on and no password protected screen saver active. ~~Users should be in the habit of not leaving their computers unlocked. They can press the CTRL-ALT-DEL keys and select "Lock Computer." The user must re-enter his or her password in order to "Unlock" their computer.~~

6. When to Change Passwords.

6.1 Change your password if:-

- You do not meet the ~~above listed guidelines~~ current requirements established by the Information Systems Department.
- ~~You have used the same password for more than three to six months.~~
- You shared your password with anyone.
- You have written your password down anywhere.

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7. Other Considerations.

7.1 Administrator passwords should be protected very carefully.

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7.2 Administrator accounts should have the minimum access to perform their function.

7.1.7.3 Administrator accounts should not be shared.

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