

**Minutes of Meeting
Elected Officials
January 20, 2016
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Sheriff Ben Wolfinger, Coroner Warren Keene, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Prosecutor Barry Black, Information Systems Director James Martin, Network Administrator Grant Kinsey, and Deputy Clerks Alicia Lynch and Cecilia Sweet. Commissioner David Stewart was excused.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:09 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Business:**

Computer Use Policy

Information Systems (IS) Director James Martin presented the updated Computer Use Policy and stated it had not been updated since 2011. He said IS recommended updating the policy on password strength and proposed a password change every 90 days for all Microsoft systems. He clarified that Spillman Public Safety System and Logos were separate systems and this policy would not affect or change those logins.

Sheriff Ben Wolfinger said that the Sheriff's office was already using the new standard and he supported the rest of the County adopting the password policy.

Clerk Jim Brannon exited the meeting at 9:33 a.m.

Clerk Jim Brannon rejoined the meeting at 9:36 a.m.

Mr. Martin stated that the County's network systems had never been compromised, but if changes were not made the County would no longer be compliant with Criminal Justice Information Systems (CJIS), which would impact all of the Criminal Justice departments, plus Human Resources and any department that must be compliant with the Health Insurance Portability and Accountability Act (HIPPA).

Commissioner Marc Eberlein asked if it would be possible to ease into the change by making the first year a mandatory six month change instead of every 90 days. Assessor Mike McDowell supported the six month password change as he anticipated that departments would struggle with remembering the passwords.

Treasurer Steve Matheson, Clerk Jim Brannon, and Chairman Green all supported the 90 day password change. Chief Deputy Prosecutor Barry Black supported doing whatever was required to maintain CJIS and Idaho Law Enforcement Telecommunication System (ILETS) standards regardless of his personal inconvenience. He also supported

consistency across the County, stating he would not support parts of the County being at six months and others at 90 days. Coroner Warren Keene was in favor of continuing to use the current Computer Use Policy.

Sheriff Wolfinger exited the meeting at 9:45 a.m.
Sheriff Wolfinger rejoined the meeting at 9:49 a.m.

Chairman Green expressed concerns about changing the policy so soon after releasing the new policy manual. Network Administrator Grant Kinsey stated that IS was not ready to make this password change immediately. Mr. Martin suggested changing the practice now and making it policy later in the year.

Mr. Kinsey stated that IS would supply “How to guides” with screenshots to assist anyone with a County cell phone to update their passwords.

The Board requested IS inform them when the system would be ready for the required 90 day password change, and said they would then inform all County employees of the change, exempting the Sheriff’s office, which was already compliant.

Mr. Kinsey exited the meeting at 9:56 a.m.
Mr. Martin exited the meeting at 9:59 a.m.

Fleet Management/ Vehicle Use Policy Update

Chairman Green presented a draft of the Vehicle Use Policy and sought input from the Elected Officials on the following topics:

- Risk Management recording driver’s licenses and insurance
- Defensive Driver Training
- Passengers

Assessor McDowell said he was in favor of modifying the current policy over creating a new policy. Chief Deputy Richard Houser sought clarification regarding “who” was to give approval when the policy stated an employee must get approval.

Chairman Green requested that all the Elected Officials review the policy and reaffirmed that he welcomed their input.

Proposed Travel Policy Updates

Clerk Brannon brought forward a revised Travel Policy for review. He said that the most extensive change to the document was the Partial Day Reimbursement policy. He explained that with the proposed change the first and last day of a business trip would use the federal General Services Administration (GSA) rate of 75% of the trip’s cost. Clerk Brannon said that this change would save time for the employee filling out the form as well as the Auditor employees reviewing the trip.

Sheriff Wolfinger stated that he preferred accounting by receipts instead of using a predetermined rate.

Chief Deputy Treasurer Laurie Thomas and Mr. Black agreed that allowances may be necessary for employees who had dietary restrictions or were health conscious regardless of whether an agenda stated meals were supplied.

The Board decided to release the updated Travel Policy with the annual Policy Manual update later in the year.

D. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Green adjourned the meeting at 10:25 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
