

**County IT Committee
Tentative Minutes
June 11, 2019**

June 11, 2019 10:01 AM Meeting Opened by Chairperson Kim Whalen

Present: Kim Whalen, Pat Nordman, Marcia Heuer, Zach Oltmanns, Larry Callant

Absent: Ben Youman

Guest Speaker: Amit Patel; Syndeo Network; Saint Charles, IL

Approval of May 14th meeting minutes.

Motion by Pat Nordman, Second by Zach Oltmanns. Motion Approved

Bills: \$ 305.34 Motion to approve Zach Oltmanns, Second by Marcia Heuer. Motion Approved

Presentation by Amit Patel on Network Security.

The breakdown on the county network was presented from Antivirus, Firewall, Password Protection, Department connection to network.

All county computers should be connected to the domain. This centralizes security for the entire county and eliminates unneeded Administrator rights locally on the computers.

Passwords should have a minimum of 10 to 12 character length and a maximum of 45 days before the password must be changed.

Public Comment: No comments

Dept Report:

Have been getting a few requests from the new support@oglecounty.org

Spending all of time at Focus House - Miller House getting cameras and network install for the August 1 opening.

Old Business:

Fiber Replacement - The RFP will be released on the county website on Thursday for bids for the project. We will have the information for the July meetings to discuss how to proceed. This fiber needs to be replaced.

Ogle County Interface & Protocol IT Guidelines Draft was handed out for committee members to look at and discuss at our July meeting.

Closed Session: None

Motions to adjourn June 11 at 11:01 am by Kim Whalen, Approved

Meeting Notes: Larry Callant 6/14/2019



OGLE COUNTY INFORMATION TECHNOLOGY (IT) DEPARTMENT **INTERFACE AND PROTOCOL GUIDELINE**

In effort to optimize IT performance, management, resourcing and cost for Ogle County, this interface and protocol agreement defines the IT County governance, oversight, support, and performance responsibilities between Ogle County IT Department and County Government Offices pertaining to all Information Technology (IT) support and conduct for the day to day and strategic IT needs for the County. Additionally, this guideline ensures that all required protocols and governance are in place to adequately protect the oglecounty.org (Ogle County Domain) and associated IT resources from misuse and protection against cybersecurity infiltration and attacks.

Implicit in the business support of Ogle County Government Offices the intent of the Ogle County IT Department is to support the needs of the various Ogle County Government Offices to include-but not limited to:

- Elected Offices, Governed by the voters, not the County Board
 - Circuit Clerk
 - Sheriff
 - County Clerk
 - Treasurer
 - State's Attorney's Office
 - Judicial Offices
 - Coroner's Office
- Appointment Offices, Appointed and Governed by the County Board
 - Assessment Office
 - Animal Control
 - Highway Department
 - Health and Welfare/Solid Waste
 - Planning and Zoning
 - Solid Waste
 - Emergency Management
- Non County Governed Offices
 - GIS
 - Ogle County Health Department
 - Regional Board of Education
 - FOCUS House
 - 911
- Network only Users
 - Hospice
 - Leaf River Communications

The following Digital Technology Software and Services (DTS&S) Products or conditions are also covered by this interface:

- New Procurement of IT Hardware and Networking Software
- Development and Strategic Applications
- Maintenance
- Upgrades
- Retirement of Computer Products—Hardware and Software associated with County Assets
- Software, Enterprise Applications and Productivity Tools.
 - Access
 - Excel
 - PowerPoint
 - Word
 - Web Tools
 - Etc.

Ogle County IT Department Responsibilities

Collaborate jointly with Ogle County Offices in the identification of strategic Information Technology in support of major initiatives/projects to optimize conduct, efficiency, security and performance of Ogle County Offices.

Ensure that no administrative rights shall be granted to any server on the Ogle County domain, without the County IT Managers' recommendation, approval of the IT Committee, and background check clearance.

Ensure contractors provide proof of background checks for employees.

Approves all County IT Hardware and Software requests, emergency needs related to, supporting county, offices related activities, and any changes associated with these goals.

Identify and resolve all IT Hardware and Software conditions impacting performance for Ogle County Government offices.

Participate in industry IT forums and associated IT and Software user groups on behalf of Ogle County Government Offices.

Provide needed oversight, management and governance for any Quality Assurance related activities related to the creation, acquisition, and the enhancement of computer software systems that support operational requirements for County.

Collaborate with Ogle County Offices to identify major initiatives and projects to optimize government offices efficiencies and day to day needs.

Approve and expeditiously resolve IT maintenance needs including procurement and sourcing of IT Hardware and Software related needs.

Ogle County IT Government Offices Responsibilities

Utilize County IT Department for all day to day and strategic IT Needs.

Collaborate jointly with Ogle County IT Department in the identification of strategic Information Technology in support of major initiatives/projects to optimize conduct, efficiency and performance of Ogle County Government Offices.

Enforce that no device connects to the network without the prior approval of the County IT Manager.

Oversee that any procurement of IT Software and Hardware needs are reviewed and signed off by County IT Manager prior to purchase to ensure adequate integration and cybersecurity threat potentials are address.

Support all Server configuration and Licensing will be the responsibility of the County IT Department. (This prevents defaulting on licensing, patches, updates, cybersecurity issues).

Understand that whether the County or the Department owns the server(s), the County is administrator of all servers and operating systems that access the Ogle County Domain and has the un-delegable responsibly to ensure adequate cybersecurity for the Ogle County Network.

Local PC Administrative Rights may be given to someone within a County Government Office only with the County IT Manager's approval.

No one within a Department or Divisions of County shall assign administrative rights to another employee without the County IT Manager's approval.

Protocol contact to ensure escalation of any performance issues when not addressed in a timely manner.

- IT Department Manager
- IT Committee Member(s)
- County Board Chair

Definitions

Domain	Authenticate to ogle.org
Network	Connect to Ogle County owned Fiber
Server	
Computer	