

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, May 7, 2019**

A work session of the Cochise County Board of Supervisors was held on Tuesday, May 7, 2019 at 1:30 p.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Peggy Judd, Chairman; Ann English, Vice-Chairman; Thomas E. Borer (telephonic), Supervisor

Staff Present: Edward T. Gilligan, County Administrator
Sharon Gilman, Associate County Administrator
Britt W. Hanson, Chief Civil Deputy County Attorney
Lisa A. Culp, Administrative Aide

Attendees: Joe Casey, Chief Information Officer
Rick Wilson, IT Project Manager
Matthew Paulson, Sr. Network Engineer
Lori Kilpatrick, Citizen

Chairman Judd called the meeting to order at 1:40 p.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

INTRODUCTIONS

ITEMS FOR DISCUSSION

Board of Supervisors

1. Discussion and possible direction regarding Information Technology policies.

Mr. Joe Casey presented this item using a PowerPoint presentation.

Overview of the Presentation:

- All Information Technology (IT) Resources owned or operated by Cochise County Policy Contract
- Account Management
Approve account managers for specific information system (IS) accounts

Authorization access to systems by department heads

Department heads will notify Cochise County Information Technology (CCIT) when users are terminated or transferred

County employee accounts will be verified every 2 years

Shared accounts will be reviewed and approved by the Cochise County Chief Information Officer (CIO)

Shared account password will be changed every 90 days

- Access Enforcement

CCIT will use automated systems to enforce approved authorizations

- Information Flow Enforcement

CCIT configures information system to enforce logical separation

- Separation of Duties

CCIT separates and documents the county defined duties of employees

- Least Privilege

Cochise County employs the principle of least privilege

- Unsuccessful Logon Attempts

Automated systems limit the number of consecutive invalid logon attempts

- System Use Notification

A County defined notification message before granting access to the system

“You are attempting to access a Government information system; Information System usage may be monitored, recorded, and subject to public record Requests and auditing; Unauthorized use of the Information system is Prohibited and subject to criminal and civil penalties; and Use of the Information system indicates consent to monitoring and recording.

- Previous Logon Notification

Date and time of the last logon

- Session Termination

Locks a user session after 15 minutes of inactivity

- Remote Access

CCIT establishes and documents usage restrictions for each type of remote access allowed

- Wireless Access and Mobile Device Access

Restricts access to the operational wireless connection via directory login

- Use of External Information Systems

Establishes terms and conditions with other organizations prior to permitting external connections

Mr. Joe Casey thanked the Board.

Chairman Judd adjourned the meeting at 2:35 p.m.

APPROVED:

Peggy Judd, Chairman

ATTEST:

Lisa A. Culp, Administrative Aide