

LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, December 6, 2023, 3:30 PM
Meeting Location: Room 247/248 Government Services Center
801 N. Sales St., Merrill, WI 54452

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting prior to the start time indicated above using the following number or address:

Conference Call: 1 470-655-5119

Access Code: 435 973 352#

Meeting ID: <https://meet.google.com/vqx-jsdx-gno>

Please Note: Closed Session will only include those Committee Members that are attending in person. The teleconference cannot start until the host (county clerk) dials in and enters the host password. In the event there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person and those wishing to attend can appear in person at the location indicated in this agenda.

AGENDA

1. Call Meeting to Order
2. Approval of Minutes from 11.01.23 & 11.21.23
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date
 - ii. ARPA Update
 - b. Timesheet(s) Approval
 - c. Expense Reimbursement(s) Approval
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk
 - ii. UW Extension
 - iii. Veterans Office
 - iv. Information Technology
 - v. Corporation Counsel
 - vi. Administrative Coordinator
4. Lincoln County Economic Development Corporation (LCEDC) Updates.
5. Approval of the ADRC Lease
6. Approval of UW Extension Contract
7. Policy Update - Information Technology
8. Discussion and Possible Action: Energy Saving Performance Contracting Campaign (ESPC)
9. Resolutions
 - a. Approval of Creation of Job Classification of “Staff Nurse” (not an additional position)
 - b. Infosec IQ Cybersecurity Awareness and Training Platform
 - c. Approving ARPA Marketing Funds for Chatbot and Promotional Purchases
9. Motion to go into closed session:
10. Convene into Closed Session pursuant to sec. 19.85(1)(f), Wis. Stats., considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
 - i. *Extended Leave of Employee*
11. Reconvene to open session
12. Take any necessary action on the closed session items(s).
13. Set Next Meeting Date January 3rd, 2024; Adjourn

DISTRIBUTION:

Committee Members – D. Friske-Chair, J. Boyd, L. Anderson-Malm, J. DePasse, A. Cummings, G. Hartwig;
Other County Board Supervisors, Department Heads

Posted on: _____ at: _____ a.m./p.m. by: _____

There may be a quorum of other Lincoln County committees present at this meeting.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715.539.1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(c).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE

Wednesday, November 1, 2023, 3:30 PM

Meeting Location: Room 257 Government Services Center
801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Don Friske, Greg Hartwig, Lori Anderson-Malm, Julie DePasse, Jesse Boyd, Angela Cummings (virtual)

DEPARTMENT HEADS PRESENT: Renee Krueger, Karry Johnson, John Olson, Travis Spoehr, Tyler Verhasselt

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 10.04.23: M/S DePasse/Boyd to approve - carried.
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date - no concerns with the Year to Date budget.
 - b. Timesheet(s) Approval: M/S Hartwig/DePasse to approve timesheets as presented - carried.
 - c. Expense Reimbursement(s) Approval: M/S Hartwig/Boyd to approve Expense Reimbursement - carried.
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk - No report
 - ii. UW Extension - No report
 - iii. Veterans Office - No additional to the written report. Olson informed the committee that the training he attended was excellent and he was very appreciative of the opportunity.
 - iv. Information Technology - Spoehr noted his written addition to the packet. Spoehr noted the number of leaves of his staff of recent and the appreciation of the coverage of his unit during these times. Spoehr indicated that there was a zero day vulnerability that was caught by one of his staff and it was able to be remedied quickly. Munis project is still going well and open enrollment will come out soon.
 - v. Corporation Counsel - Johnson informed the committee that there are a number of petitions to be filed for social services in the upcoming months as well as a number of septic citations that have been issued and will require prosecution. Hartwig asked about the tax deed work group and who is all involved. Boyd asked about the opioid task group and noted the time Johnson spent on that subject. Krueger informed that there has not been a meeting yet, Johnson informed her time is typically reviewing settlement updates.
 - vi. Administrative Coordinator - Krueger informed of current status of the personnel policy handbook and that as soon as the draft is ready it will be sent to department heads first then to the committee for approval.
4. Authorize the Administrative Coordinator to engage in ADRC Lease Negotiations: M/S Hartwig/DePasse to direct the Administrative Coordinator to engage in ADRC Lease Negotiations - carried.

5. Appoint Jennifer Gartmann to LEPC as Media Representative & James Kelly as Business Representative: Verhasselt informed the committee that he has reviewed the statutory requirements for the LEPC and is recommending Lincoln County appoint Gartmann and Kelly to meet the requirements for membership. M/S DePasse/Anderson-Malm to appoint LEPC members as noted - carried.
6. Approval for "Request for Proposals" for electronic welcome to Lincoln County signage: Krueger informed the committee that to proceed with an RFP for a "Welcome To" sign as previously discussed that it would be beneficial to hire a company to do a full manufacturing print with specifications so as to ensure that all work and costs associated with the sign are clearly identified through the RFP process. M/S Friske/DePasse to provide the Administrative Coordinator the ability to use marketing funds for contracting with a company to provide the specification for the RFP - carried.
7. Policy Update - The policy handbook will be provided to the committee for review electronically once the draft is complete and can be discussed/approved next month.
8. Resolutions
 - a. Resolution to Restructure the Child Support Department: M/S Cummings/Hartwig; Discussion regarding the change will now include all three specialists increasing their time to 40-hours per week and fiscal impact of \$21,500. M/S Boyd/Hartwig to amend to reflect those changes - amendment passed. Resolution as amended carried on voice vote.
 - b. Resolution to approve Utilizing ARPA funding (Marketing) for participation in Uniquely WI.: M/S Friske/Boyd - Carried
 - c. Resolution to Dissolve Broker Agreement: No motion was made. Chair asked the committee to allow discussion by unanimous consent, hearing no objections, discussion was permitted but no action will be taken. Concerns raised regarding the language contained within the resolution, whether it was misleading, and concern whether the surveys completed were done by property tax payers. Committee asked Corporation Counsel whether dissolving the contract was legal. The listing contract runs through March 2024 and there are provisions within the contract that neither the seller nor the firm can unilaterally terminate the contract. It could result in a breach of contract and be subject to damages. Motion by Cummings to postpone indefinitely, no second. Brief discussion about whether a motion was appropriate given unanimous consent for discussion only, no action. Motion was withdrawn by Cummings. Additional discussion ensued regarding whether resolution could be brought to County Board.
6. Ordinance 2023-11-XXX - Amendment to Chapter 1, Section 1.33, Access to Records; Fees: M/S Depasse/Boyd - carried
7. ARPA Update; setting next round of review: Krueger noted the letter sent to townships. Committee discussed how to proceed. After reviewing township submission, the committee will determine next steps. At this time, the chair cautions to not designate the remaining funds until we have a better understanding of the final 2023 expenses.
8. Strategic Planning Update/Discussion: Krueger explained that our strategic planning has focused around use of ARPA funds, finalizing our budget, and continuation of marketing. The Department Head/Leadership Training kicks off and has emphasized looking at how departments are embracing our County Vision and focusing on professional development. Boyd discussed that he is trying to schedule a meeting with the Chambers to discuss

future planning. Chair discussed the importance of maintaining momentum and continuing to look at ways to push the branding out.

9. Set Next Meeting Date December 6, 2023; Adjourn 4:30pm

Minutes prepared by: Renee Krueger

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE

Tuesday, November 21, 2023, 6:00 PM

Meeting Location: Room 247 Government Services Center
801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Don Friske, Greg Hartwig, Lori Anderson-Malm, Julie DePasse, Jesse Boyd, Angela Cummings, Ken Wickham

DEPARTMENT HEADS PRESENT: Renee Krueger, Karry Johnson, Sam Fenske

MINUTES

1. Call Meeting to Order by Friske at 6:00p.m.
2. M/S Depasse/Wickham to move into closed session to include Johnson, Krueger, Fenske, and Supervisor Miller pursuant to "The committee may consider a motion to adjourn into closed session (roll call vote required), pursuant to: Wis. Stats. § 19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session", to wit: Offer to Purchase Pine Crest" Roll Call Vote - all ayes.
3. M/S Boyd/Depasse to reconvene into open session. Roll Call Vote - all ayes.
4. Take any action on items discussed in closed session.: No action. Chair Friske informed the public that when we have an actionable item A&L will hold another meeting and notice will be provided of such.
5. Next Meeting Date December 6, 2023; Adjourn 7:30pm

Minutes prepared by: Renee Krueger

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10 COUNTY BOARD							
51 GENERAL GOVERNMENT							
10100151 511000 C.B. WAGE SALARY	7,500	7,500	6,250.00	625.00	.00	1,250.00	83.3%
2023/11/000024 11/14/2023 PRJ	625.00	REF PAYROL			WARRANT=231114	RUN=4 COUNTY B	
10100151 511001 C.B. PER DIEM	18,000	18,000	12,099.64	842.18	.00	5,900.36	67.2%
2023/11/000024 11/14/2023 PRJ	842.18	REF PAYROL			WARRANT=231114	RUN=4 COUNTY B	
10100151 520000 C.B. EMP BENEFIT	588	588	1,302.56	106.71	.00	-714.56	221.5%*
2023/11/000024 11/14/2023 PRJ	106.71	REF PAYROL			WARRANT=231114	RUN=4 COUNTY B	
10100151 555000 C.B. TRAV TRAIN	3,000	3,000	1,585.00	.00	.00	1,415.00	52.8%
10100151 560000 C.B. SUPPLIES	500	500	280.78	.00	.00	219.22	56.2%
10100251 435100 10211 BEAD GRANT RE	0	0	-147.25	-147.25	.00	147.25	100.0%
2023/11/000009 11/02/2023 CRP	-147.25	REF TR			NON-DEPARTMENTAL		
10100251 511001 COMM PER DIEM	30,000	30,000	17,972.92	1,224.19	.00	12,027.08	59.9%
2023/11/000024 11/14/2023 PRJ	1,224.19	REF PAYROL			WARRANT=231114	RUN=4 COUNTY B	
10100251 520000 COMM BENEFITS	1,700	1,700	1,025.65	69.62	.00	674.35	60.3%
2023/11/000024 11/14/2023 PRJ	69.62	REF PAYROL			WARRANT=231114	RUN=4 COUNTY B	
10100251 554001 PRINTING ALLOCATIO	1,250	1,250	1,225.12	.00	.00	24.88	98.0%
10100251 555000 COMM TRAVEL TRAIN	3,000	3,000	978.00	.00	.00	2,022.00	32.6%
10100251 556000 COMM NACO DUES	0	0	1,075.00	.00	.00	-1,075.00	100.0%*

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10100251 556001 COMM DUES WCA	5,281	5,281	5,281.00	.00	.00	.00	100.0%
10100251 556003 COMM REG PLAN COMM	20,810	20,810	19,644.00	.00	.00	1,166.00	94.4%
10100251 560000 COMM SUPPLIES	7,500	7,500	662.87	.00	.00	6,837.13	8.8%
10100251 561101 POSTAGE	1,500	1,500	893.87	.00	.00	606.13	59.6%
10100251 571000 10211 BEAD GRANT EX	0	0	9,085.50	.00	.00	-9,085.50	100.0%*
TOTAL GENERAL GOVERNMENT	100,629	100,629	79,214.66	2,720.45	.00	21,414.34	78.7%
54 HEALTH AND HUMAN SERVICES							
10100254 532000 BIRTH TO THREE PRO	112,378	112,378	112,378.00	.00	.00	.00	100.0%
10100454 532000 HUMANE SOCIETY	41,000	41,000	41,000.00	.00	.00	.00	100.0%
10100754 532000 NCHCF PROF SERV	1,040,853	1,040,853	780,639.75	.00	.00	260,213.25	75.0%
10109954 499990 FUNDS APPLIED (BUD	-289,849	-289,849	.00	.00	.00	-289,849.00	.0%*
10109954 536000 ADRC EXPENDITURE	149,466	149,466	149,466.00	.00	.00	.00	100.0%
10109954 571000 STATE FAMILY CARE	289,849	289,849	289,849.00	.00	.00	.00	100.0%
TOTAL HEALTH AND HUMAN SERVICES	1,343,697	1,343,697	1,373,332.75	.00	.00	-29,635.75	102.2%
55 CULTURE RECREATION AND EDUC							
10100355 531220 LIBRARY SERVICES	653,780	653,780	653,780.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10100355 532000 LIBRARY SERV-OTHER	24,427	24,427	24,427.31	.00	.00	-.31	100.0%*
10107555 556000 WVLS MEMBERSHIP	4,177	4,177	4,176.98	.00	.00	.02	100.0%
TOTAL CULTURE RECREATION AND EDUC	682,384	682,384	682,384.29	.00	.00	-.29	100.0%
56 CONSERVATION AND DEVELOPMENT							
10100856 532000 NCCAP	8,000	8,000	8,000.00	.00	.00	.00	100.0%
TOTAL CONSERVATION AND DEVELOPMEN	8,000	8,000	8,000.00	.00	.00	.00	100.0%
60 PROPERTY TAXES							
10100160 411100 C.B. TAX LEVY	-29,588	-29,588	-29,588.00	.00	.00	.00	100.0%
10100260 411100 COMM TAX LEVY	-183,419	-183,419	-183,419.00	.00	.00	.00	100.0%
10100360 411100 PUBLIC LIBRARIES T	-678,207	-678,207	-678,207.00	.00	.00	.00	100.0%
10100460 411100 HUMANE SOCIETY TAX	-41,000	-41,000	-41,000.00	.00	.00	.00	100.0%
10100760 411100 NCHCF TAX LEVY	-1,040,853	-1,040,853	-1,040,853.00	.00	.00	.00	100.0%
10100860 411100 NCCAP TAX LEVY	-8,000	-8,000	-8,000.00	.00	.00	.00	100.0%
10107560 411100 WVLS PROPERTY TAXE	-4,177	-4,177	-4,177.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10109960 411100 FAMILY CARE TAX LE	-149,466	-149,466	-149,466.00	.00	.00	.00	100.0%
TOTAL PROPERTY TAXES	-2,134,710	-2,134,710	-2,134,710.00	.00	.00	.00	100.0%
TOTAL COUNTY BOARD	0	0	8,221.70	2,720.45	.00	-8,221.70	100.0%
TOTAL REVENUES	-2,424,559	-2,424,559	-2,134,857.25	-147.25	.00	-289,701.75	
TOTAL EXPENSES	2,424,559	2,424,559	2,143,078.95	2,867.70	.00	281,480.05	
GRAND TOTAL	0	0	8,221.70	2,720.45	.00	-8,221.70	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
44 UW EXTENSION							
49 OTHER FINANCING SOURCES							
10440049 499990 FUNDS APPLIED (BUD	0	-9,932	.00	.00	.00	-9,932.00	.0%*
TOTAL OTHER FINANCING SOURCES	0	-9,932	.00	.00	.00	-9,932.00	.0%
55 CULTURE RECREATION AND EDUC							
10440055 530000 TL - AGENT CONTRA	45,000	0	.00	.00	.00	.00	.0%
10440055 552001 TL - TELEPHONE	0	0	41.33	.00	.00	-41.33	100.0%*
10440055 554001 TL - PRINTING ALLO	0	0	5.99	.00	.00	-5.99	100.0%*
10441955 530000 4H EDUCATOR CONTRA	0	34,900	17,450.00	.00	.00	17,450.00	50.0%
10441955 554000 TL 4 H PRINTING	0	0	425.17	.00	.00	-425.17	100.0%*
10441955 555000 TL 4H TRAVEL/TRAIN	0	4,100	416.58	.00	.00	3,683.42	10.2%
10441955 561100 TL - OFFICE SUPPLI	0	3,000	50.23	.00	.00	2,949.77	1.7%
10441955 571000 TL 4 H MISCELLANEO	0	3,000	1,278.47	.00	.00	1,721.53	42.6%
10441955 571001 NTL 4 H MISCELLANE	0	6,729	929.85	.00	.00	5,799.15	13.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10443955 571000 TL - YOUTH A. MISC	0	0	115.00	.00	.00	-115.00	100.0%*
10447655 571001 NTL STRONG BONES T	0	1,234	1,234.00	.00	.00	.00	100.0%
10448055 571000 NTL - PEST APPL TR	0	124	.00	.00	.00	124.00	.0%
10448155 436900 NTL - STATE POSTAG	0	0	-1,247.50	.00	.00	1,247.50	100.0%
10448155 561101 NTL - STATE POSTAG	0	825	290.00	.00	.00	535.00	35.2%
10448455 571001 NTL - LLC PROG MIS	0	143	.00	.00	.00	143.00	.0%
10448955 571000 NCR-SEED TO TABLE	0	0	-1,650.00	.00	.00	1,650.00	100.0%
10449055 571000 NTL - WEN GRT EXP	0	328	.00	.00	.00	328.00	.0%
10449755 571000 NTL - SOCIAL NORMS	0	549	141.01	.00	.00	407.99	25.7%
TOTAL CULTURE RECREATION AND EDUC	45,000	54,932	19,480.13	.00	.00	35,451.87	35.5%
60 PROPERTY TAXES							
10440060 411100 UW EXTENSION TAX L	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
TOTAL PROPERTY TAXES	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
TOTAL UW EXTENSION	0	0	-25,519.87	.00	.00	25,519.87	100.0%
TOTAL REVENUES	-45,000	-54,932	-46,247.50	.00	.00	-8,684.50	
TOTAL EXPENSES	45,000	54,932	20,727.63	.00	.00	34,204.37	
GRAND TOTAL	0	0	-25,519.87	.00	.00	25,519.87	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
27 VETERANS DEPARTMENT							
49 OTHER FINANCING SOURCES							
10270049 499990 FUNDS APPLIED (BUD	0	-15,476	.00	.00	.00	-15,476.00	.0%*
TOTAL NO PROJECT	0	-15,476	.00	.00	.00	-15,476.00	.0%
TOTAL OTHER FINANCING SOURCES	0	-15,476	.00	.00	.00	-15,476.00	.0%
54 HEALTH AND HUMAN SERVICES							
10270054 511000 VETERANS SALARIES	111,034	111,034	95,913.54	8,613.20	.00	15,120.46	86.4%
2023/11/000005 11/03/2023 PRJ	4,306.60	REF PAYROL			WARRANT=231103	RUN=2 GENERAL	
2023/11/000040 11/17/2023 PRJ	4,306.60	REF PAYROL			WARRANT=231117	RUN=2 GENERAL	
10270054 520000 VETERANS EMPLOYEE	47,012	47,012	37,908.13	3,430.85	.00	9,103.87	80.6%
2023/11/000005 11/03/2023 PRJ	1,709.54	REF PAYROL			WARRANT=231103	RUN=2 GENERAL	
2023/11/000040 11/17/2023 PRJ	1,721.31	REF PAYROL			WARRANT=231117	RUN=2 GENERAL	
10270054 552001 VETERANS TELEPHONE	450	450	421.43	.00	.00	28.57	93.7%
10270054 554001 PRINTING ALLOCATIO	950	950	333.02	.00	.00	616.98	35.1%
10270054 555000 VETERANS TRAVEL TR	5,000	5,000	3,590.14	.00	.00	1,409.86	71.8%
10270054 560000 VETERANS SUPPLIES	1,100	1,100	85.00	.00	.00	1,015.00	7.7%
10270054 561101 VETERANS POSTAGE	600	600	388.10	.00	.00	211.90	64.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10270054 561440 VETERANS GRAVE CAR	1,500	1,500	1,200.75	.00	.00	299.25	80.1%
10270754 571001 PRIVATE DONATION E	0	1,678	-300.00	.00	.00	1,978.00	-17.9%
10275454 511001 VETERANS RELIEF PE	1,000	1,000	436.54	.00	.00	563.46	43.7%
10275454 520000 VETERANS RELIEF EM	0	0	23.82	.00	.00	-23.82	100.0%*
10275454 571000 VETERANS RELIEF MI	4,300	18,098	4,720.96	.00	.00	13,377.04	26.1%
TOTAL NO PROJECT	172,946	188,422	144,721.43	12,044.05	.00	43,700.57	76.8%
10008 COUNTY VETERAN OFFICER GRANT							
10270054 435600 10008 VETERANS OFFI	-10,000	-10,000	-11,000.00	.00	.00	1,000.00	110.0%
TOTAL COUNTY VETERAN OFFICER GRAN	-10,000	-10,000	-11,000.00	.00	.00	1,000.00	110.0%
10181 CVSO ARPA GRANT							
10270054 435600 10181 CVSO ARPA GRA	0	0	-15,878.00	.00	.00	15,878.00	100.0%
10270054 571000 10181 CVSO ARPA GRA	0	0	2,530.98	.00	.00	-2,530.98	100.0%*
TOTAL CVSO ARPA GRANT	0	0	-13,347.02	.00	.00	13,347.02	100.0%
TOTAL HEALTH AND HUMAN SERVICES	162,946	178,422	120,374.41	12,044.05	.00	58,047.59	67.5%
60 PROPERTY TAXES							
10270060 411100 VETERANS TAX LEVY	-162,946	-162,946	-162,946.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL PROPERTY TAXES	-162,946	-162,946	-162,946.00	.00	.00	.00	100.0%
TOTAL VETERANS DEPARTMENT	0	0	-42,571.59	12,044.05	.00	42,571.59	100.0%
TOTAL REVENUES	-172,946	-188,422	-189,824.00	.00	.00	1,402.00	
TOTAL EXPENSES	172,946	188,422	147,252.41	12,044.05	.00	41,169.59	
GRAND TOTAL	0	0	-42,571.59	12,044.05	.00	42,571.59	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
25 INFORMATION TECHNOLOGY							
49 OTHER FINANCING SOURCES							
10250049 499990 FUNDS APPLIED (BUD	-40,000	-40,000	.00	.00	.00	-40,000.00	.0%*
TOTAL OTHER FINANCING SOURCES	-40,000	-40,000	.00	.00	.00	-40,000.00	.0%
51 GENERAL GOVERNMENT							
10250051 511000 IT SALARIES / WAG	326,475	326,475	283,558.63	25,802.06	.00	42,916.37	86.9%
2023/11/000005 11/03/2023 PRJ	13,240.05	REF PAYROL			WARRANT=231103	RUN=2 GENERAL	
2023/11/000040 11/17/2023 PRJ	12,562.01	REF PAYROL			WARRANT=231117	RUN=2 GENERAL	
10250051 520000 IT EMPL BENEFITS	137,876	137,876	122,000.80	11,116.02	.00	15,875.20	88.5%
2023/11/000005 11/03/2023 PRJ	5,610.39	REF PAYROL			WARRANT=231103	RUN=2 GENERAL	
2023/11/000040 11/17/2023 PRJ	5,505.63	REF PAYROL			WARRANT=231117	RUN=2 GENERAL	
10250051 530000 IT PROFESSIONAL SE	16,000	16,000	12,360.10	.00	.00	3,639.90	77.3%
10250051 552001 IT TELEPHONE	1,000	1,000	1,467.98	.00	.00	-467.98	146.8%*
10250051 554001 PRINTING ALLOCATIO	200	200	189.39	.00	.00	10.61	94.7%
10250051 555000 IT TRAVEL TRAINING	9,000	9,000	3,765.91	.00	.00	5,234.09	41.8%
10250051 560000 IT OFFICE SUPPLIES	300	300	147.46	.00	.00	152.54	49.2%
10250051 561005 IT HARDWARE	62,000	62,000	42,824.03	.00	.00	19,175.97	69.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10250051 561006 IT HARDWARE WARR,	45,000	45,000	41,949.26	.00	.00	3,050.74	93.2%
10250051 561101 IT POSTAGE	150	150	68.19	.00	.00	81.81	45.5%
10250051 561103 IT SOFTWARE	6,000	6,000	2,002.30	348.24	.00	3,997.70	33.4%
2023/11/000044 11/16/2023 API	348.24	VND 000085 VCH356537	CDW GOVERNMENT, INC	KOFAX POWER LICENSE			13226
10250051 561105 IT SOFTWARE WARR,	200,000	200,000	163,335.74	.00	.00	36,664.26	81.7%
10250051 561420 IT VOICE/DATA/VIDE	30,000	30,000	28,326.27	149.98	.00	1,673.73	94.4%
2023/11/000007 11/02/2023 API	149.98	VND 000089 VCH356069	CHARTER COMMUNICATIO	INTERNET CHARGES			344071
10259851 461901 ADRC IT SUPPORT FE	-66,225	-66,225	-67,650.00	.00	.00	1,425.00	102.2%
10259851 473100 ADRC - INTERGOV RE	0	0	-9,501.92	.00	.00	9,501.92	100.0%
10259851 571000 ADRC MISC EXPENDIT	0	0	13,349.73	.00	.00	-13,349.73	100.0%*
TOTAL GENERAL GOVERNMENT	767,776	767,776	638,193.87	37,416.30	.00	129,582.13	83.1%
54 HEALTH AND HUMAN SERVICES							
10256454 435600 10326 IT EWISACWIS	0	0	-2,893.80	.00	.00	2,893.80	100.0%
10256454 561005 10326 EWISCACWIS HA	0	0	7,420.00	.00	.00	-7,420.00	100.0%*
TOTAL HEALTH AND HUMAN SERVICES	0	0	4,526.20	.00	.00	-4,526.20	100.0%
57 OUTLAY							
10250057 581003 IT HARDWARE OUTLAY	0	0	8,200.00	.00	.00	-8,200.00	100.0%*

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10250057 583003 IT CIP	40,000	40,000	.00	.00	.00	40,000.00	.0%
TOTAL OUTLAY	40,000	40,000	8,200.00	.00	.00	31,800.00	20.5%
60 PROPERTY TAXES							
10250060 411100 IT TAX LEVY	-767,776	-767,776	-767,776.00	.00	.00	.00	100.0%
TOTAL PROPERTY TAXES	-767,776	-767,776	-767,776.00	.00	.00	.00	100.0%
TOTAL INFORMATION TECHNOLOGY	0	0	-116,855.93	37,416.30	.00	116,855.93	100.0%
TOTAL REVENUES	-874,001	-874,001	-847,821.72	.00	.00	-26,179.28	
TOTAL EXPENSES	874,001	874,001	730,965.79	37,416.30	.00	143,035.21	
GRAND TOTAL	0	0	-116,855.93	37,416.30	.00	116,855.93	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
21 CORPORATION COUNSEL									
0000 DIVISION									
10210051 511000	CORP COUNSEL SALAR		90,715	90,715	70,239.13	6,219.52	.00	20,475.87	77.4%
2023/11/000005	11/03/2023 PRJ	3,237.06	REF	PAYROL			WARRANT=231103	RUN=2	GENERAL
2023/11/000040	11/17/2023 PRJ	2,982.46	REF	PAYROL			WARRANT=231117	RUN=2	GENERAL
10210051 520000	CORP COUNSEL EMPLO		37,231	37,231	29,689.65	2,656.37	.00	7,541.35	79.7%
2023/11/000005	11/03/2023 PRJ	1,380.54	REF	PAYROL			WARRANT=231103	RUN=2	GENERAL
2023/11/000040	11/17/2023 PRJ	1,275.83	REF	PAYROL			WARRANT=231117	RUN=2	GENERAL
10210051 531020	CORP COUNSEL OUTSI		52,500	52,500	37,500.00	.00	.00	15,000.00	71.4%
10210051 531210	CORP COUNSEL CODIF		2,800	2,800	1,275.28	.00	.00	1,524.72	45.5%
10210051 552001	CORP COUNSEL TELEP		800	800	557.73	.00	.00	242.27	69.7%
10210051 554001	PRINTING ALLOCATIO		700	700	420.55	.00	.00	279.45	60.1%
10210051 555000	CORP COUNSEL TRAVE		3,000	3,000	1,668.12	40.00	.00	1,331.88	55.6%
2023/11/000020	11/09/2023 API	40.00	VND	400069 VCH356293	LINCOLN CO BAR ASSOC MEMBERSHIP DUES				344165
10210051 560000	CORP COUNSEL SUPPL		750	750	.00	.00	.00	750.00	.0%
10210051 561101	CORP COUNSEL POSTA		100	100	26.02	.00	.00	73.98	26.0%
10210051 564000	CORP COUNSEL LIBRA		1,500	1,500	262.02	.00	.00	1,237.98	17.5%
10210060 411100	CORPORATION COUNSE		-194,595	-194,595	-194,595.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL NO PROJECT	-4,499	-4,499	-52,956.50	8,915.89	.00	48,457.50	1177.1%
10003 STATE CHILD SUPPORT							
10210051 435600 10003 CORP COUNSEL	-9,000	-9,000	-8,812.60	.00	.00	-187.40	97.9%*
10210051 511000 10003 CORP COUNSEL	9,478	9,478	10,472.96	400.09	.00	-994.96	110.5%*
2023/11/000005 11/03/2023 PRJ	206.11	REF PAYROL			WARRANT=231103	RUN=2 GENERAL	
2023/11/000040 11/17/2023 PRJ	193.98	REF PAYROL			WARRANT=231117	RUN=2 GENERAL	
10210051 520000 10003 CORP COUNSEL	4,021	4,021	4,395.36	170.89	.00	-374.36	109.3%*
2023/11/000005 11/03/2023 PRJ	87.92	REF PAYROL			WARRANT=231103	RUN=2 GENERAL	
2023/11/000040 11/17/2023 PRJ	82.97	REF PAYROL			WARRANT=231117	RUN=2 GENERAL	
TOTAL STATE CHILD SUPPORT	4,499	4,499	6,055.72	570.98	.00	-1,556.72	134.6%
TOTAL DIVISION	0	0	-46,900.78	9,486.87	.00	46,900.78	100.0%
4508 JUVENILE							
13573 TPR ADOPTION SERVICES							
10210854 435600 13573 TPR GRANT REV	0	0	-363.56	-290.74	.00	363.56	100.0%
2023/11/000012 11/06/2023 CRP	-290.74	REF TR			NON-DEPARTMENTAL		
10210854 511000 13573 TPR WAGES	0	0	908.08	.00	.00	-908.08	100.0%*
10210854 520000 13573 TPR BENEFITS	0	0	381.70	.00	.00	-381.70	100.0%*
TOTAL TPR ADOPTION SERVICES	0	0	926.22	-290.74	.00	-926.22	100.0%
TOTAL JUVENILE	0	0	926.22	-290.74	.00	-926.22	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4545 FOSTER PARENT TRAINING							
10397 CHIPS LEGAL SERVICE 4E							
10214554 435600 10397 CHIPS REV	0	0	-1,411.09	18.69	.00	1,411.09	100.0%
2023/11/000012 11/06/2023 CRP	18.69	REF TR			NON-DEPARTMENTAL		
10214554 511000 10397 WAGES-CHIPS L	0	0	5,099.04	1,139.64	.00	-5,099.04	100.0%*
2023/11/000005 11/03/2023 PRJ	436.46	REF PAYROL			WARRANT=231103 RUN=2	GENERAL	
2023/11/000040 11/17/2023 PRJ	703.18	REF PAYROL			WARRANT=231117 RUN=2	GENERAL	
10214554 520000 10397 FRINGE-CHIPS	0	0	2,186.18	486.93	.00	-2,186.18	100.0%*
2023/11/000005 11/03/2023 PRJ	186.13	REF PAYROL			WARRANT=231103 RUN=2	GENERAL	
2023/11/000040 11/17/2023 PRJ	300.80	REF PAYROL			WARRANT=231117 RUN=2	GENERAL	
TOTAL CHIPS LEGAL SERVICE 4E	0	0	5,874.13	1,645.26	.00	-5,874.13	100.0%
TOTAL FOSTER PARENT TRAINING	0	0	5,874.13	1,645.26	.00	-5,874.13	100.0%
TOTAL CORPORATION COUNSEL	0	0	-40,100.43	10,841.39	.00	40,100.43	100.0%
TOTAL REVENUES	-203,595	-203,595	-205,182.25	-272.05	.00	1,587.25	
TOTAL EXPENSES	203,595	203,595	165,081.82	11,113.44	.00	38,513.18	
GRAND TOTAL	0	0	-40,100.43	10,841.39	.00	40,100.43	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
20 ADMINISTRATIVE PERSONNEL							
0000 DIVISION							
10200051 511000 ADMIN SALARIES	144,830	144,830	112,964.88	11,088.46	.00	31,865.12	78.0%
2023/11/000005 11/03/2023 PRJ	5,677.73	REF PAYROL			WARRANT=231103	RUN=2 GENERAL	
2023/11/000040 11/17/2023 PRJ	5,410.73	REF PAYROL			WARRANT=231117	RUN=2 GENERAL	
10200051 520000 ADMIN EMPLOYEE BEN	61,005	61,005	49,420.98	4,896.90	.00	11,584.02	81.0%
2023/11/000005 11/03/2023 PRJ	2,483.56	REF PAYROL			WARRANT=231103	RUN=2 GENERAL	
2023/11/000040 11/17/2023 PRJ	2,413.34	REF PAYROL			WARRANT=231117	RUN=2 GENERAL	
10200051 531020 ADMIN LEGAL SERVIC	5,000	5,000	31.00	.00	.00	4,969.00	.6%
10200051 531190 ADMIN INHOUSE TRAI	5,000	5,000	2,227.50	2,227.50	.00	2,772.50	44.6%
2023/11/000020 11/09/2023 API	2,227.50	VND 009112 VCH356291	WHITE PINE CONSULTIN LEADERSHIP DEVELOPMENT				344221
10200051 552001 ADMIN TELEPHONE	900	900	712.70	.00	.00	187.30	79.2%
10200051 553000 ADMIN ADVERTISING	3,000	3,000	333.00	.00	.00	2,667.00	11.1%
10200051 554001 PRINTING ALLOCATIO	4,000	4,000	848.40	.00	.00	3,151.60	21.2%
10200051 555000 ADMIN TRAVEL TRAIN	5,000	5,000	2,439.25	.00	.00	2,560.75	48.8%
10200051 560000 ADMIN SUPPLIES	500	500	512.80	.00	.00	-12.80	102.6%*
10200051 561101 ADMIN POSTAGE	350	350	87.55	.00	.00	262.45	25.0%
10200051 571000 COUNTY WIDE SAFETY	5,000	5,000	.00	.00	.00	5,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

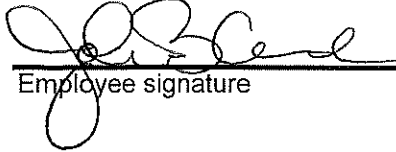
	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10200060 411100 ADMINISTRATION TAX	-234,585	-234,585	-234,585.00	.00	.00	.00	100.0%
TOTAL DIVISION	0	0	-65,006.94	18,212.86	.00	65,006.94	100.0%
TOTAL ADMINISTRATIVE PERSONNEL	0	0	-65,006.94	18,212.86	.00	65,006.94	100.0%
TOTAL REVENUES	-234,585	-234,585	-234,585.00	.00	.00	.00	
TOTAL EXPENSES	234,585	234,585	169,578.06	18,212.86	.00	65,006.94	
GRAND TOTAL	0	0	-65,006.94	18,212.86	.00	65,006.94	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

Lincoln County Employee Timesheet

Name: John Olson Jr		Department: VETERANS SERVICE					Pay Period:									
Employee Number: 795																
Representative Status: Nonrepresented																
FLSA Status: Exempt							From: 10/16/2023				To: 10/29/2023					
10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
9	9.5	8.5	8	8.5			9	11	8.5	9.5	8.5			90	Regular: Veterans	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9	9.5	8.5	8	8.5	0	0	9	11	8.5	9.5	8.5	0	0	90	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: John Olson Jr Department: VETERANS SERVICE Pay Period:

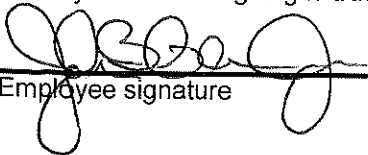
Employee Number: 795

Representative Status: Nonrepresented

FLSA Status: Exempt From: 10/30/2023 To: 11/12/2023

10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	Hours	Pay Category	FMLA hours
8.5	8.5	9.5	9	8.5			9.5	11	9	9	8.5			91	Regular: Veterans	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8.5	8.5	9.5	9	8.5	0	0	9.5	11	9	9	8.5	0	0	91	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: John Olson Jr Department: VETERANS SERVICE Pay Period:


Employee Number: 795

Representative Status: Nonrepresented

FLSA Status: Exempt From: 11/13/2023 To: 11/26/2023

11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	Hours	Pay Category	FMLA hours
9.5	8.5	9.5	10	6.5			9.5	10	8.5					72	Regular: Veterans	
														0	Vacation:	
										8	8			16	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9.5	8.5	9.5	10	6.5	0	0	9.5	10	8.5	8	8	0	0	88	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: John Olson Jr Department: VETERANS SERVICE Pay Period:


Employee Number: 795

Representative Status: Nonrepresented

FLSA Status: Exempt From: 11/13/2023 To: 11/26/2023

11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	Hours	Pay Category	FMLA hours
9.5	8.5	9.5	10	6.5			9.5	10	8.5					72	Regular: Veterans	
														0	Vacation:	
										8	8			16	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9.5	8.5	9.5	10	6.5	0	0	9.5	10	8.5	8	8	0	0	88	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Travis Spoehr **Department:** Information Technology **Pay Period:**

Employee Number: 442 IT Director

Representative Status: Nonrepresented

FLSA Status: Exempt **From:** 10/30/2023 **To:** 11/12/2023

10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	Hours	Pay Category	FMLA hours
9.5	8.5	8	8	8			8	8	8	8	8			82	Regular: IT	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9.5	8.5	8	8	8	0	0	8	8	8	8	8	0	0	82	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Travis Spoehr		Department: Information Technology				Pay Period:										
Employee Number: 442		IT Director														
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 11/13/2023		To: 11/26/2023								
11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8	8	8	8	4			8	9.5	4.5					58	Regular: IT	
				4					3.5					7.5	Vacation:	
										8	8			16	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8	8	8	8	8	0	0	8	9.5	8	8	8	0	0	81.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

COMPLETED BY: _____


APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Karry Johnson Department: Corporation Counsel Pay Period: 11/13/2023 To: 11/26/2023
 Employee Number: 760
 Representative Status: Nonrepresented
 FLSA Status: Exempt

11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
8.25	5.25	4	5.25	6.75			8.25	11.75	1.75					51.25	Regular: Corp Counsel	10210051.511000
	0.25	2.5	3	0.25			0.5	0.25	0.25					7	Regular: Child Support	10210051.511000.10003
0.75	3.5	0.5	0.5	1			0.25		2					8.5	Regular: CHIPS Legal Service 4E	10214554.511000.10397
														0	Vacation:	
										8	8			16	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9	9	7	8.75	8	0	0	9	12	4	8	8	0	0	82.75	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Karry Johnson **Department:** Corporation Counsel **Pay Period:**

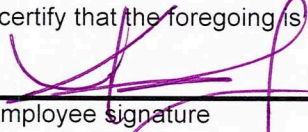
Employee Number: 760

Representative Status: Nonrepresented

FLSA Status: Exempt **From:** 10/30/2023 **To:** 11/12/2023

10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
5.25	8.25	6.25	8.75	3			7.25	4	8	6	6.5			63.25	Regular: Corp Counsel	10210051.511000
0.25			0.25	0.75			0.5	1	0.75		0.5			4	Regular: Child Support	10210051.511000.10003
3.25	0.5	2.75	0.75	2.25			0.75	0.25		3	1			14.5	Regular: CHIPS Legal Service 4E	10214554.511000.10397
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8.75	8.75	9	9.75	6	0	0	8.5	5.25	8.75	9	8	0	0	81.75	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Karry Johnson		Department: Corporation Counsel				Pay Period:										
Employee Number: 760																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 10/16/2023				To: 10/29/2023						
10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
8.5	8.25	7.75	7.25	6.25			4	7.5	8	7.75	3			68.25	Regular: Corp Counsel	10210051.511000
0.5	0.25	0.5	0.75				0.5	0.5	0.5		0.75			4.25	Regular: Child Support	10210051.511000.10003
	0.25	0.5		0.5				1	0.25	1.5	5			9	Regular: CHIPS Legal Service 4E	10214554.511000.10397
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9	8.75	8.75	8	6.75	0	0	4.5	9	8.75	9.25	8.75	0	0	81.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Renee Krueger **Department:** Administration **Pay Period:**


Employee Number: 561

Representative Status: Nonrepresented

FLSA Status: Exempt **From:** 10/16/2023 **To:** 10/29/2023

10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs
9	10	4.5	7.5	3			11	11.5	7.5	6	8.5		2	80.5	Regular: ADMIN	10200051.511000
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9	10	4.5	7.5	3	0	0	11	11.5	7.5	6	8.5	0	2	80.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Renee Krueger		Department: Administration					Pay Period:									
Employee Number: 561																
Representative Status: Nonrepresented																
FLSA Status: Exempt							From: 10/30/2023		To: 11/12/2023							
10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs
8	9	6.5	10.5	5			8	6	6.5	12	8.5			80	Regular: ADMIN	10200051.511000
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8	9	6.5	10.5	5	0	0	8	6	6.5	12	8.5	0	0	80	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

Renee Krueger
Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Renee Krueger		Department: Administration				Pay Period:										
Employee Number: 561																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 11/13/2023		To: 11/26/2023								
11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs
6	6	8	9	8		4	8	12	6					67	Regular: ADMIN	10200051.511000
														0	Vacation:	
										8	8			16	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
6	6	8	9	8	0	4	8	12	6	8	8	0	0	83	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

Renee Krueger
Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____



Lincoln County 4-H



melissa.yates@wisc.edu

715-539-1074

*4-H involves youth in **project-based education**. Through project learning, youth can explore their interests (“sparks”) and master new skills. 4-H projects are meant to be hands on to create a memorable learning experience. Since 4-H started in the early 1900s, youth have learned by doing.*

Program Focus:

4-H programs in science, healthy living and civic engagement are backed by a network of 100 public university extensions and a robust community of 4-H volunteers and professionals. Through hands-on learning, youth build not only confidence, creativity and curiosity, but also life skills such as leadership and resiliency to help them thrive today and tomorrow.

Program Update:

- We are well on our way to achieving our enrollment goals, with 210 youth members, 40 approved volunteers, and 37 more volunteers finishing trainings and screenings. I have received numerous calls from new families interested in joining 4-H for the first time, visiting our 10 community clubs, before they enroll. Managing the enrollment process using 4-H Online 2.0 was something that program support staff has done in the past, and is an overwhelming task when problems arise for the educator to fix without local support.

- Lincoln County 4-H had three youth members attend Fall Forum in Green Lake, WI on November 4-5th. The Wisconsin 4-H Leaders Council plans this event along with county and state staff. Participants learned about the four parts of a club meeting, leading evaluation in their own clubs, and many other engaging connection activities.
- I attended the State 4-H Horse Association Conference at UW River Falls on November 11th to learn more about 4-H horse related programming opportunities. We had one youth in attendance who found it very valuable. She will bring back things she learned, as well as upcoming events, to the Lincoln County 4-H Horse project.
- On November 13th, 4-H educational and administrative events occupied both levels of the Lincoln County Service Center. The Sewing Clothing Project group met in room 156, creating festive towels with their leader Maxine while the 4-H Leaders Association held their annual meeting upstairs in room 255. The Leaders Association elected new/renewed board members, discussed upcoming raffle and winterfest celebration in January in Tomahawk, and engaged in other typical administrative duties. As the 4-H educator, I share knowledge of state and national resources, educational opportunities, and policies. As a side note, we could have also entertained the MASS (Market Animal Show and Sale) Beef Meeting, but we ran out of big rooms.
- I am excited to announce we had one youth representing Lincoln County 4-H at the National 4-H Congress this past weekend in sunny Atlanta, Georgia. While at Congress, 4-Hers engage in leadership, citizenship, global awareness, and inclusion.
- Upcoming: As a joint effort, 4-H Lincoln and Langlade Counties are joining forces planning an Artist Showcase in February here at the Lincoln County Service Center. It will include music, drama, communications, and visual arts.



FoodWise

Terri Kolb –Administrator
terri.kolb@wisc.edu
 (715) 539-1073



Shara Allen –Educator
shara.allen@wisc.edu
 (715) 539-1077



Program Focus:

FoodWise, University of Wisconsin-Extension's nutrition education program is a federally funded effort that seeks to empower Wisconsin residents with limited-incomes to choose healthful diets and become more food secure by spending food dollars more wisely. FoodWise staff collaborates with community partners to "help make the healthy choice, the easy choice."

Program Administrator's Key Efforts:

- Build support through collaboration for community-based food/nutrition and food security programs for SNAP-eligible (limited-income) populations, including Head Start
- Provide staff training, onboarding and needs-based programming and evaluation, which is fiscally responsible
- Collaborate with nutrition educators and partner agencies to plan and implement interventions that improve healthy food practices and encourage practical healthy food and physical activity choices

Administrator October and November Efforts:

- FoodWise Leadership Team meetings (2 X/month) – program planning for Lincoln County Nutrition Educator Position
- FoodWise Statewide monthly Administrator/Coordinator meeting
- FoodWise Statewide monthly All-Staff meeting
- FoodWise Administrator Onboarding – ongoing 2 hours/week
- University of MN – Systems Approaches to Community Health Course – ongoing independent with monthly virtual meetings.
- FoodWise fiscal and effort reporting
- Partner connections-see below
- Onboarding our new Lincoln/Taylor County Nutrition Educator- Shara
- Planning and facilitation of Area 3 and 4 FoodWise Educator Workshop In Rhinelander

ADVANCES HEALTHY EATING HABITS, ACTIVE LIFESTYLES, AND HEALTHY COMMUNITY ENVIRONMENTS FOR COUNTY RESIDENTS WITH LIMITED INCOMES.

Educator October and November Efforts:

Meetings

- Stockboxes for Seniors with Merrill Enrichment Center. Discussion of MEC no longer being contact for this service and what role FoodWise will continue to play in the program.
- Food Pantry Group meeting in Rhinelander. First meeting of area county food pantry directors/workers for best practices, idea sharing, and community support. Became familiar with the challenges area pantries are facing and how FoodWise could help meet them.
- UW-Madison Extension All Colleague Conference in Madison. Extension updates, tours, breakout sessions, and relationship building with Extension employees and other FoodWise Educators in the state.
- Area 3 and 4 All Colleague Extension meeting in Lac Du Flambeau. Introduction to the Lac Du Flambeau tribal community, community analysis presentation and discussion, reporting workshop, and division updates. Provided opportunity to meet with other educators and learn how they approach their programming.
- Area 3 and 4 FoodWise Nutrition Educator team meeting in Rhinelander. Workshop on Action Planning and Impact Statements (reporting outcomes of nutrition education that will begin in earnest in early 2024).

Events

- Assisted with Stockbox Distribution for Seniors at Merrill Enrichment Center. Provided the opportunity to meet low-income seniors who could benefit from nutrition education- October and November
- FoodWise Educator shadowing in Marathon, Clark and Price Counties. Shadowed education events for parents, 1st graders, and Head Start children. Standard procedure prior to entering the classroom or teaching other low-income audiences.

Training

- New Employee Onboarding for UW-Madison and UW-Madison Extension
- New Employee Onboarding for FoodWise
- Completed American Red Cross Adult and Pediatric First Aid/CPR/AED Training
- Enrolled in the Utah State University Extension National Nutrition Certification Program. An online course for Nutrition Educators to provide basic nutrition information and effective teaching strategies.

Partner Connections

- ADRC of Central WI
- Merrill Enrichment Center
- Lincoln County Health Department
- Nutrition Coalition of Live Well Lincoln
- Aspirus- Jane Bentz
- Tomahawk Senior Congregate Meal Site Manager – Patti Panfil
- Kinship
- Pine River School for Young Learners
- Hunger Task Force of Milwaukee
- Community Food Pantry Merrill

For any questions related to this report or about Extension, please contact Art Lersch, Area Extension Director (Langlade, Lincoln, Price, Taylor Counties) at art.lersch@wisc.edu or 715-218-5360



**LINCOLN COUNTY
VETERANS SERVICE**
JOHN OLSON – CVSO
801 North Sales Street, Suite 104 · Merrill, WI 54452
Tel. (715) 539-1010

November 28, 2023

Veterans Services Report for November 2023

Office Activity / Summary

Activity	September	October	November	90 Day Avg
<u>Phone</u>	116	172	123	137
<u>Email</u>	25	40	37	34
<u>In-Person</u>	50	88	58	65
<u>Fax</u>	17	31	23	24
<u>Mail</u>	33	18	25	25
<u>Unspecified</u>	34	43	6	28
<u>Total</u>	275	392	272	313

Trends

Focus of effort continues to be clearing back log of disability claims.

- 14 - new applications started for new claims
- 35 - claims completed and submitted

Major uptick in requests for heating and energy assistance as well as emergency applications for rent, automotive repair and other needs.

Awards/Benefits

Since August 10, 2022 our office has opened 316 claims for VA benefits. This includes claims for VA Disability, Pension and Dependency and Indemnity Compensation (DIC) and Death Benefits.

- 10 claims fully decided in November
 - o Total Retroactive Awards Benefits to County Residents MTD (NOV) = \$ 135,628.00
 - Average Retroactive pay: \$13,562
- 107 claims have been fully decided year to date
 - o Total Retroactive Awards Benefits to County Residents YTD (JAN – NOV) = \$ 798,256.00
 - Average Retroactive pay: \$7,460.00

LINCOLN COUNTY VISION STATEMENT:

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.



**LINCOLN COUNTY
VETERANS SERVICE**

JOHN OLSON – CVSO
801 North Sales Street, Suite 104 · Merrill, WI 54452
Tel. (715) 539-1010

2022 VA GDX REPORT

The Geographic Distribution of VA Expenditures (GDX) is an annual report that shows estimated VA expenditures for major programmatic areas by geographic area (state, county, and congressional district). The major programmatic areas are: Compensation and Pension; Readjustment (Education) and Vocational Rehabilitation; Insurance; Construction; and, Medical and Administrative.
Source VA.Gov

FY22 Summary of Expenditures by County									
Expenditures in \$000s									
Year	County/ Congressional District	Veteran Population*	Total Expenditure	Average	Compensation & Pension	Education & Vocational Rehabilitation/ Employment	Insurance & Indemnities	Medical Care	Unique Patients **
2022	LINCOLN	2,099	\$ 31,372	\$ 14,946	\$ 16,268	\$ 361	\$ 177	\$ 14,566	1,014
2021	LINCOLN	2,263	\$ 25,912	\$ 11,450	\$ 13,887	\$ 373	\$ 103	\$ 11,550	1,002
2020	LINCOLN	2,327	\$ 25,135	\$ 10,801	\$ 13,637	\$ 452	\$ 206	\$ 10,839	1,033

- Veteran population in the County is dropping, need and use of VA benefits and services per veteran has increased.
- 17% Increase in Compensation and Pension
- 26% Increase in Medical Benefits Provided
- Our county is in the top ten for enrollment rate for VA medical compared to other counties in the state. (Eligibility for VA medical is determined by VA disability rating and income)
- Lincoln County is in top five counties for rate of Compensation & Pension per veteran.

Community News / Outreach

Office Visits in Tomahawk

October 26th - 5 Scheduled Visits, 1 Walk In
November 16th - 3 Scheduled Visits, 2 Walk In
November 28th – 2 Scheduled Visits, 0 Walk In

LINCOLN COUNTY VISION STATEMENT:

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.



**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – December 6, 2023

Activity & Statistics Report: 10/30/2023 to 11/28/2023

The Information Technology department has completed the following projects over the course of the reporting period:

- Renewal of the following subscriptions and licenses that are in use:
 - Active Directory Self-Service Plus: Organization wide password policy enforcement and self-service reset.
 - Virtru: Email and Google Drive encryption and data loss prevention.
 - Solarwinds: Network Performance Monitoring and IT Toolset
- Report from the team is that the heavy lifting in terms of getting the appropriate technology in place and operational has been completed on newly arrived squads.
- Completed review and updates of the current Information Technology policies and applicable ordinances. Goals below have been satisfied in most part. The constraints and lack of coherence in the 2019 version lend themselves to additional review and changes, inclusive of an overhaul of the format for future handbooks. These are expected to be brought forth to the Committee again in 2024.
 - The goals are to eliminate redundancy and to arrive at a policy framework that is clear, concise, and purposeful.
 - Considerations for standards and compliance to include applicable State statutes and local ordinances, the National Institute of Standards and Technology (NIST), Center for Internet Security (CIS), Multi-State and Election Information Sharing and Analysis Center (MS-ISAC and E-ISAC), Criminal Justice Information Systems (CJIS) for law-enforcement, Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) security standards, and others that may be applicable.
- A structured replacement schedule for monitors and other peripheral equipment is now established. Through the past three years of diligent asset monitoring and inventory, we have gained the ability to predict these budgetary figures much more reliably.

The Information Technology department continues to work on the following projects in addition to our regular preventative maintenance and daily break/fix work:

- Have begun to collect and assemble costs and details related to Lincoln County's phone systems and lines.
 - Deploying Cisco Jabber soft phone tools to applicable employees' workstations. Jabber has some advantages and additional features that are complimentary to the desk phone itself including call control, voicemail, and phone feature management on the computer. This integration is vital in acclimating employees to a modern phone system to achieve long term goals of fully unified communications, i.e. computer, telephone/voice, fax, text messaging, on a single enterprise-wide platform with single number reach. No additional licensing or cost will be required to complete the deployment.

LINCOLN COUNTY VISION STATEMENT:

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.



**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – December 6, 2023

- Continued work on steps and prerequisites necessary to transition to a dot gov domain. A recent inquiry has shown that new registrations are on hold until 2024. Google enterprise support has reassured us that we will be able to maintain the old domain name as long as necessary to make a smooth transition, especially in terms of changing all users to new primary email addresses.
- Continued work with the Sheriff's Office, Emergency Management, and Land Services locally along with the State Dept. of Military Affairs (DMA) and Office of Emergency Communications (OEC) on planning and preparation for Next Generation 911 (NG911) emergency services and features.
 - Kickoff meeting has been completed with current computer aided dispatch, records management system, and 911 software vendor to begin to determine all the necessary internal steps to transition and integrate NG911. Initial indications as anticipated is that the County should require minimal additional equipment or software to implement NG911 and make it fully operational.
 - Site survey and needs assessment is scheduled with the Emergency Services IP Network (ESInet) provider. A project manager from AT&T has been assigned.
- Continued assistance as needed for the branding and marketing efforts. Most recently assisted with updating website photos as provided so graciously by a number of employees. Continued assistance with Uniquely Wisconsin, digital signage, and MapIt technical logistics.
- OwlLabs equipment has been procured and installed in the Family Courtroom aka Branch 3. Testing and turning the configuration is still in progress.
- Continued assistance to the Broadband Commission, inclusive of regular meetings with the North Central WI Regional Planning Commission to push ahead with Broadband Equity Access and Deployment (BEAD) project planning per the eligibility requirements.
 - A Final Draft of the BEAD plan has been distributed and as of the date of this writing, shall be discussed at the Commission meeting Thursday, November 30th.
- All IT staff members have completed WICAMS Salamander Live training in conjunction with Emergency Management and other local public safety partners. The expectation is that IT will be able to manage Lincoln County membership within the system in order to assist with keeping it up to date and printing official ID cards. Related to the training, we are working with EM to review the new official WICAMS ID policy and procedures.
- Continued configuration of the ADRC's dedicated (backup) internet connection in Merrill.
 - Port and connection maps completed. Deployment and migration of device connections is expected to be completed in the next 4-6 weeks. This is the final step in regards to ADRC-CW's technology resources being fully autonomous.
- Testing continues on the Munis with the Finance Department and key stakeholders.
 - Finance and IT have now shifted focus to working with the Tyler Technologies implementation and support teams to address outstanding issues and roadblocks. Training focus has shifted now to Advanced Scheduler.
 - Time & Attendance. The IT and Finance departments have been production/live testing.
 - Despite aforementioned small hurdles, this is successfully working in nearly all aspects for the IT dept. including call standby time and call pay for service, in addition to the standard pay codes for all employees.

LINCOLN COUNTY VISION STATEMENT:

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.



**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – December 6, 2023

- Time clocks locations are expected to be finalized in the near future and installed shortly thereafter on location.
 - Employee self-service (ESS). Although we could not get out in front of the time deadline for all users to complete open enrollment through the module, we were able to successfully demonstrate for a small number of users that this is effective and works primarily as expected. ESS is functional in nearly all other aspects in terms of users' current benefits and history.
 - Advanced Scheduler. Training sessions have been scheduled.
 - Tyler Content Manager and Enterprise Forms: Deployment as well as scheduled training sessions have been completed. Outstanding issues and questions continue to be worked on in conjunction and potentially more training time will be reserved for this particular set of modules.

The Information Technology department expects to begin work on the following initiatives near-term or as indicated:

- Deployment of new security awareness testing and training for all users. This has been provided as a separate agenda item. There is non-negative budgetary impact but because of the low cost and that nearly all of the pre-paid amounts for subscriptions and warranties are now known for 2024 within the IT budget, it can safely be funded, and appropriately, by the software warranty GL account with no additional impact to the tax levy. The software line item is budgeted to include anticipated increases to renewals.
- Researching modernization technologies for the website that could make it more accessible and user-friendly.
 - The Chatbot pilot resolution has been provided as a separate agenda item for action. This has been presented in resolution form as it relates to usage of earmarked marketing funds from the ARPA account.
 - CivicPlus is expected to upgrade the County's website and associated content management tools to the Drupal 10 version in the first half of 2024.
- Discussions with Land Services and Emergency Management on options for a new wide format printer a.k.a. a plotter.
- Researching and working with the Sheriff's Office to potentially move the TraCS internal database server to Badger TraCS private cloud. All the same features they have currently for a nominal annual hosting fee. This eliminates internal server and database maintenance efforts. Still pending scheduling by the software vendor to complete this outstanding task.
- Participation in the annual National Cybersecurity Review Survey. Free to participate and not only is a good benchmark for the maturity of Lincoln County's cybersecurity posture and program, but has now become a necessity for certain cybersecurity related grant eligibility.
- Have begun proof of concept testing with newer technology devices for duress, security cameras, door controls/readers, and alarms/sensors that are more feature rich, effective, and manageable. More details to follow in regards to test results and findings as well as a comprehensive cost benefit analysis.

LINCOLN COUNTY VISION STATEMENT:

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.



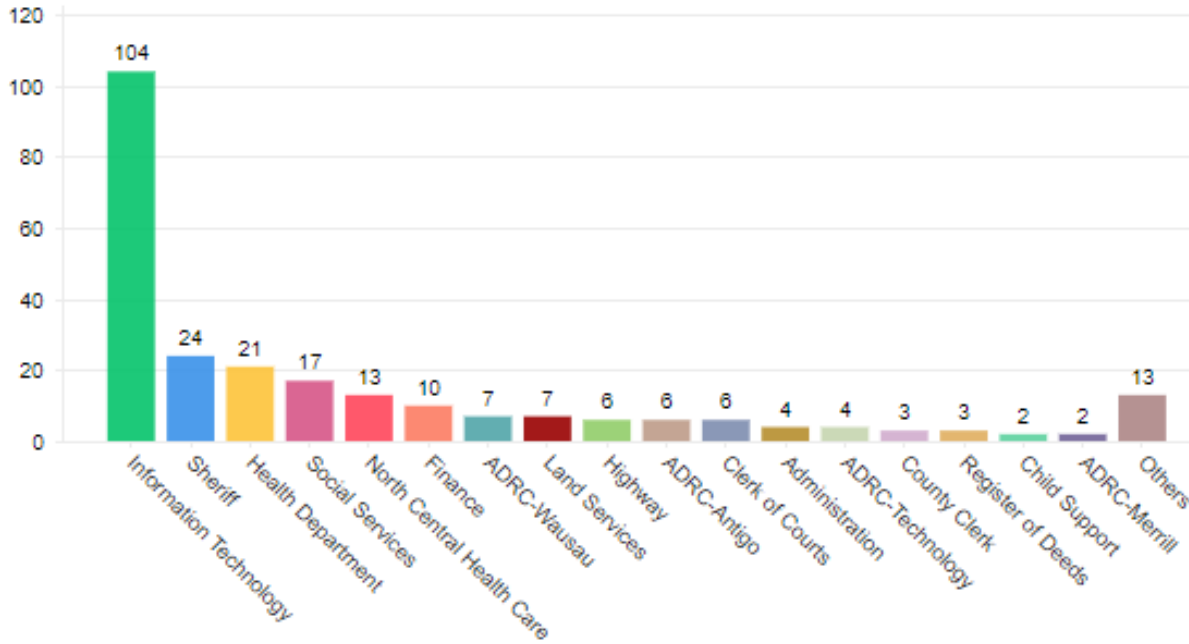
**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

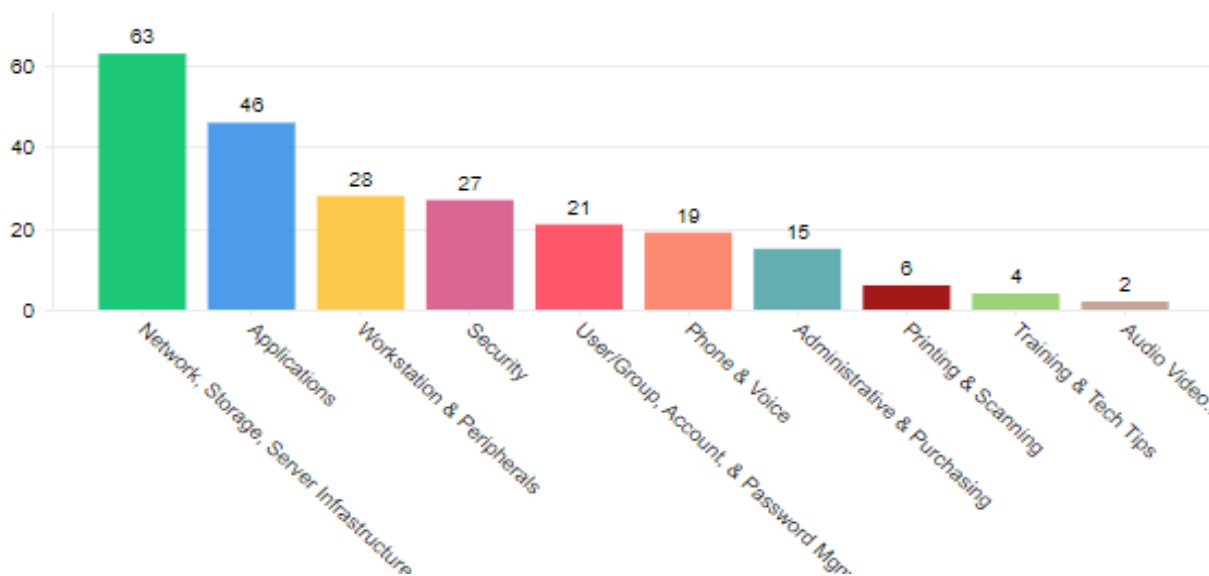
Administrative & Legislative Committee Meeting – December 6, 2023

Four (4) after-hours calls received this reporting period and 53 year to date. 4.8 per month to date remains below last years' average of ≈ six (6) per month.

252 Help Desk requests received in the reporting period. 2,738 requests received year to date.



231 Help Desk requests completed in the reporting period. 2,731 requests completed year to date.



LINCOLN COUNTY VISION STATEMENT:

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.



**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – December 6, 2023

Website statistics from Google Analytics for the reporting period:

Page title and screen class	+	↓ Views	Users	Views per user	Average engagement time	Event count All events
		35,885 100% of total	10,241 100% of total	3.50 Avg 0%	1m 09s Avg 0%	148,736 100% of total
1	Home Page Lincoln County, Wisconsin	3,602	1,584	2.27	25s	13,989
2	GIS Mapping Lincoln County, Wisconsin	2,367	1,347	1.76	16s	10,168
3	Jail Lincoln County, Wisconsin	1,974	909	2.17	24s	10,543
4	Meetings Lincoln County, Wisconsin	1,286	370	3.48	1m 49s	7,015
5	Search Lincoln County, Wisconsin	1,190	580	2.05	54s	4,011
6	Property Tax Records Lincoln County, Wisconsin	961	630	1.53	14s	4,697
7	Real Estate and Tax Data Search Lincoln County, Wisconsin	860	528	1.63	18s	3,294
8	Sheriff's Office Lincoln County, Wisconsin	769	461	1.67	37s	3,077
9	Career Opportunities Lincoln County, Wisconsin	631	345	1.83	40s	2,660
10	Calendar Lincoln County, Wisconsin	568	125	4.54	56s	1,759

Website statistics from Google Analytics cumulative from June 14th conversion to present:

Page title and screen class	+	↓ Views	Users	Views per user	Average engagement time	Event count All events
		246,210 100% of total	62,292 100% of total	3.95 Avg 0%	1m 23s Avg 0%	1,026,567 100% of total
1	Home Page Lincoln County, Wisconsin	26,559	11,032	2.41	30s	106,122
2	GIS Mapping Lincoln County, Wisconsin	13,853	6,578	2.11	19s	58,006
3	Jail Lincoln County, Wisconsin	11,707	4,828	2.42	27s	61,989
4	Search Lincoln County, Wisconsin	9,436	4,066	2.32	1m 01s	31,226
5	Meetings Lincoln County, Wisconsin	8,988	2,025	4.44	2m 10s	47,257
6	Property Tax Records Lincoln County, Wisconsin	6,939	3,920	1.77	15s	33,884
7	Real Estate and Tax Data Search Lincoln County, Wisconsin	6,020	3,400	1.77	20s	23,349
8	Sheriff's Office Lincoln County, Wisconsin	5,070	2,795	1.81	33s	19,972
9	Career Opportunities Lincoln County, Wisconsin	3,878	2,179	1.78	34s	16,721
10	Land Services Lincoln County, Wisconsin	3,659	1,769	2.07	28s	12,042

LINCOLN COUNTY VISION STATEMENT:

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.



**LINCOLN COUNTY
CORPORATION COUNSEL**

KARRY A. JOHNSON
801 North Sales Street, Suite 207 · Merrill, WI 54452
Tel. (715) 539-1015 · Fax (715) 539-8053

ACTIVITY REPORT
10/23/23 – 11/26/23

<u>Department/Committee</u>	<u>Hours</u>	<u>Subject Matter</u>
A&L	7.0	Prepare reports for committee; Attend meeting;
Admin	66.25	WCA meetings; Rev legislative updates; Dept head meetings; CLEs/BBE reporting; Wis Legis Notif;; Caselaw Express; ORR posting/updates; Act 4 Implementation; Staff training; FMLA/Policy language; Comms w/ Broker, contract negotiations; Staff Development Training/day; UW Ext K review; Uniq WI K Rev;
Child Support	13.25	Case prep and attend hearings; pleading review/approval; Filings on individual cases; Research;
Clerk of Courts		
County Board	11.75	Rev/attend meeting; Municode updates; Other resolutions/ords; Opioid updates; Meetings/discussions w/ supervisors; ORR ordinance updates;
County Clerk	2.5	Tax deed group/meeting;
Emergency Management	1.25	LEPC, RONR/Chair Q; Dept head survey;
Finance	1.5	Time & Attendance program/train w/ Sam;
Forestry	9.50	Garvin Place/easement, site visit; Tax deed sales/Qs; Attend Comm mtg;
Health	2.5	Ord 11.04 revisions/review; Death review committee
Hwy	2.75	Disc w/ Chair Simon re: Commissioner/Committee duties/powers/statutes; Disc w/ John re: WC; ROW/signs;
IT		
Land Services	24.25	Compliance/Zoning matters; NMM; Shoreland Zoning; attend mtgs, ORRs; CUP research; Attend LSC meetings; Research CX filings; POWTS; CUP ordinance/§59.69 updates; Prep for BOA hearing, attend hearing; title search K renewal
Law Enforcement/EMS/Judicial		
Pine Crest/LI/NCHC		
Probate/Courts	.25	WEC requests to RIP/emails w/ Becky
Public Property	1.75	Annual leases/review
Register of Deeds		
Sheriff	4.5	WC, grievances; Joint Dispatch Agr; CBA, side letter; Prairie Trails Park/issues; dog citations
Social Services	39.50	GN & TPR matters, ORR & disco responses; Ch 938 Housing/Cost Recoup; CAN/DHA appeals;
Solid Waste	.5	Rev Agreement/discount
Treasurer	.25	Tax deed sales/proceeds; Treasurer's Aff
UW Ext		
Veterans Service		
Totals	189.25	
Court – prep/attend - included in Totals	27.50	(child support, social services, sheriff, land services)



**LINCOLN COUNTY
ADMINISTRATION**

Renee Krueger – Administrative Coordinator
801 North Sales Street, Suite 202 · Merrill, WI 54452
Tel. (715) 539-1010

**Administrative Coordinator
Activity Report
December 6, 2023**

Administration:

- With the support of the funds from the DREAM UP! funds, you may have seen some of the marketing efforts over the last couple weeks. There are currently four bulletin boards throughout Lincoln County as well as ads in both the Tomahawk Leader and the Merrill Foto News to bring attention to the child care crisis and promote awareness to the community to consider how they may be a resource to support providers.
- Chair Friske and myself met with the production team from Uniquely, WI. We will be working on soliciting ideas from the public for ideas over the next few weeks with the hope that a selection committee will narrow down the submissions to 10-15 “stories.” The production team will review those selections and chose a final 3-5 that they believe will resonate with viewers the most and give Lincoln County the greatest return.
- Continued work on comprehensive Marketing Plan.
- The first of three professional development sessions was held for department heads and key supervisors. A post evaluation was provided with 15 respondents. Of those that responded, 80% felt that the material was relevant to their roles and the other 20% felt they were able to transfer concepts to their role; 67% agreed that the they could relate to the concepts of retention focused supervision and the other 33% strongly agreed. After discussing effective use of performance evaluations, 64% prefer that employees fill out their own evaluations initially followed by the supervisor. As an administration team, we will be following up with a county wide direction regarding how performance evaluations will be completed. “AHA” comments primarily consisted of comments around stress management and work/life balance; exploring what motivates staff and makes them feel appreciated; and recognition that challenges are similar across departments and the support we can get from each other. Overall, the training was well received and many are looking forward to the next session.
- Tax Inserts completed and ready for distribution to townships. Tax inserts will include notification of 2024 Building hours and information regarding broadband encouraging everyone to engage in the speed test.
- Partner Meetings:
 - UW Extension; Economic Development Corporation; ADRC; City of Merrill & MAPS; Chamber of Commerce; NCHC Executive Committee and NCCSP

WHERE THE NORTHWOODS START AND YOUR ADVENTURE BEGINS!



2801 Hoover Rd, Unit 3, Stevens Point, WI 54481
877-622-6700 | inclusa.org

November 27, 2023

Jessi Rumsey
Lincoln County Department of Social Services
607 N Sales Street Ste. 202
Merrill, WI 54452
jessi.rumsey@co.lincoln.wi.us

Re: Assignment of Family Care Memorandum of Understanding

Dear Jessi:

Please be advised that Inclusa, Inc. entered into an Asset Purchase Agreement with Independent Care Health Plan (“iCare”), an affiliate of Humana Inc., pursuant to which iCare acquired substantially all of Inclusa’s Family Care assets effective June 1, 2023. Therefore, please allow this letter to serve as notice that Inclusa is assigning its Family Care Memorandum of Understanding with the County to iCare effective immediately.

If you have any questions surrounding the assignment, please do not hesitate to contact us. Thank you for your cooperation.

Sincerely,

INCLUSA, INC.

A handwritten signature in dark ink that reads "Patrick C. Henneger". The signature is written in a cursive, flowing style.

Patrick C. Henneger
Chief Legal Officer

OFFICE LEASE

THIS LEASE AGREEMENT is made between Lincoln County, 801 N. Sales Street— Suite 158 (Attn: Maintenance Director), Merrill, WI 54452 (Landlord) and ADRC-CW, 2600 Stewart Avenue - Suite 25 (Attn: Executive Director), Wausau, Wisconsin 54401 (Tenant) as follows:

1. Leased Premises. The Landlord leases to the Tenant approximately 2237 square feet on the first floor of the Lincoln County Health and Human Services Center office building at 607 N. Sales Street, Merrill, Wisconsin, known as the Leased Premises, to include Rooms 228, 229, 232, 233, 234, 235, 236, 237 and two supply closets together with the non-exclusive right of use of the common areas of the building and grounds. Tenant is allowed to use such county-owned furnishings as are currently in the leased space; however, this is a lease for unfurnished office space.

2. Term of Lease. This Lease is for a term of five years, commencing January 1, 2024, and terminating December 31, 2028.

3. Security Deposit. The Tenant is not required to make a security deposit.

4. Rental. The Tenant shall pay the Landlord in advance by the first day of each quarter. Landlord will bill Tenant and payment shall be due by the first of January, April, July and October of each lease year. Based on the square footage of 2237, Tenant shall pay as follows:

2.5% Increase					
	Year	Per sq ft	Annual	Quarter 1	% Increase
	2023	9.92	\$ 22,191	\$ 5,547.75	
1	2024	10.17	\$ 22,750	\$ 5,687.50	2.5%
2	2025	10.42	\$ 23,310	\$ 5,827.50	2.5%
3	2026	10.68	\$ 23,891	\$ 5,972.75	2.5%
4	2027	10.95	\$ 24,495	\$ 6,123.75	2.5%
5	2028	11.22	\$ 25,099	\$ 6,275.75	2.5%

5. Repairs, etc. The Landlord agrees that it will make all repairs to the leased premises (but not furnishings or personal property) and do all redecorating, remodeling, alteration and painting which the Landlord deems required or appropriate during the term and will maintain the Leased Premises in a safe, clean, neat and sanitary condition.

6. Altering and/or Remodeling. Tenant shall not do any altering and/or remodeling to the Leased Premises without the written consent of the Landlord.

7. Damage or Destruction of Leased Premises. It is mutually agreed by the parties hereto in case said building or any part thereof shall at any time be destroyed or damaged by fire or accident, Landlord may elect to terminate this lease or, in the alternative, then the rents hereby required or a fair and just portion thereof, according to the nature of the damage sustained shall, until said premises shall be

rebuilt or reinstated and made fit for occupancy or use, be suspended and cease to be payable unless such destruction or damage is caused in whole or in part by the actions or inactions of the Tenant or its employees or if the parties are unable to reach an agreement as to abatement of rent, then Landlord may terminate upon giving a thirty (30) day notice in writing to the Tenant. In case the building shall be substantially destroyed by fire or unavoidable casualty, then the term of this lease may be redetermined by the parties if either party gives written notice to the other party within thirty (30) days after such substantial destruction.

8. Use of Premises. The premises described above are leased to the Tenant for the sole purpose of operating its community services programs and the Tenant agrees that it will use the premises in such manner as to not interfere with or infringe on the rights of other tenants in the building. The Tenant agrees to comply with all applicable laws, ordinances and regulations in connection with its use of the Leased Premises.

9. Utilities. The Landlord shall provide adequate utilities to assure the comfort of the Tenant in its use of the Leased Premises.

10. Cleaning and Maintenance Services. The Landlord shall provide cleaning services of the type customarily furnished to business offices. Landlord agrees to be responsible for maintenance and prompt snow removal on all sidewalks, parking lots and driveways, and to be responsible for lawn care during the summer months.

11. Rights of Parties. The Landlord warrants the Tenant shall have the right of peaceful possession of the Leased Premises during the term of this Lease and so long as the Tenant shall not be in default. Tenant agrees to comply with all applicable laws and regulations.

12. Assignments and Subleases. The Tenant may not assign this Lease nor sublet the premises without the prior written consent of the Landlord.

13. Injury and Loss.

- A. Throughout the term, Landlord shall maintain general liability and casualty insurance on the building, equipment and fixtures, including the furniture and equipment of Tenant. Tenant acknowledges that this does not extend coverage to the personal property of Tenant and its employees nor does it cover injury to Tenant's employees while on the leased premises. Tenant waives all claims against Landlord for damages to personal property, goods or for injuries to persons on or about the leased premises, unless such damage is caused by the intentional acts of the Landlord,
- B. Each party shall at all times indemnify and hold the other harmless against all actions, claims, demands, costs, damages or expenses of any kind that may be brought or made against the other which the other may pay or incur by reason of the other's negligent performance of or failure to perform, any of their respective obligations under this lease.

14. Entry of Landlord. The Landlord reserves the right to enter the Leased Premises at reasonable times for the inspection of the same and reserves the right, during the last three (3) months of the term of the Lease, to show the premises at reasonable times to prospective tenants.

15. Rules and Regulations. The Tenant agrees to abide by all rules and regulations of the building imposed by the Landlord from time to time for the cleanliness, good appearance, proper maintenance, good order, and reasonable use of the premises and the building, and as may be necessary for the proper enjoyment of the building by all tenants and their clients, customers and employees.

16. Signs. The Tenant shall not install any signs in or about the premises without the prior written consent of the Landlord. The Landlord agrees to provide suitable (interior) directory signage to facilitate public identification of the Tenant.

17. Surrender. At the expiration of the Lease, the Tenant shall surrender the premises to the Landlord in as good condition as they were at the beginning of the term ordinary wear and tear excepted.

18. Notices. Any notices or demands to be given hereunder shall be given to the Landlord at Lincoln County Maintenance Director, 801 N. Sales Street — Suite 158, Merrill, WI 54452 and to the Tenant at 2600 Stewart Avenue, Suite 25, Wausau, Wisconsin 54401 and shall be by registered or certified mail.

19. Default. In the event the Tenant fails to pay any rental due under this Lease or fails to keep and perform any of its other terms or conditions, then 10 days after written notice of default from the Landlord, the Landlord may, if such default has not been corrected, terminate the lease by giving a written notice to Tenant to leave the premises by no later than the date specified in the written notice. Landlord may also resort to any and all legal remedies or combination of remedies which the Landlord may desire to assert.

If the Landlord shall default in performing its obligation under this Lease} the Tenant shall give the Landlord written notice of the deficiency, and the Landlord shall have a reasonable time to correct the same, and if not corrected within a reasonable time and such breach is a material breach, the Tenant may terminate this Lease or take such other legal steps to which it may be entitled,

Notwithstanding anything in this lease to the contrary, no event of default shall be deemed to have occurred under this lease if adequate funds are not appropriated during a subsequent fiscal period during the term of this lease so

as to enable the Tenant to meet its' obligations hereunder and written notice of the non-appropriation is given to Landlord — in which rent shall be due only for the months (or any portion thereof) that Tenant occupies the property.

20. Termination by Mutual Consent, Notwithstanding other terms and conditions herein, the parties may terminate this lease by mutual consent.

21. Change of ownership. In the event that the premises are no longer owned by Lincoln County, Lincoln County may terminate unilaterally this contract by providing a 180-day notice with provisions that Lincoln County may require ADRC to relocate to another Lincoln County building during that time period.

22. Amendment. The parties may amend the terms of this lease by mutual consent.

This Lease is executed by the parties on the dates indicated below.

LINCOLN COUNTY, WISCONSIN:

Date: _____
Don Friske, Chair
Lincoln County Board

Date: _____
Patrick Gierl, Director
Lincoln County Maintenance

Date: _____
ADRC – CW Board Chair

Date: _____
Mike Rhea, ADRC-CW
Executive Director

Drafted by: R. L. Krueger, Lincoln County Administrative Coordinator

**Contract Between Lincoln County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between Lincoln County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2024 through December 31, 2024, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.1.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
 - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, in May and November for amounts due under this agreement.

3. **County Responsibilities**

3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$36,247 for the period of January 1, 2024 through December 31, 2024 as allocated below.

Co-Funded Positions	Fee	FTE	Total
[4-H Educator]	\$46,247	1.0	\$46,247
First Educator Discount			(\$10,000)
Subtotal			\$ 36,247
Proposed or fully-county funded positions and other county contributions	Fee	FTE	Total
N/A			
Final Total			\$ 36,247

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
- 3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.
 - 3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity.

These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the county may also be discussed.

4. **General Conditions** This contract is established under the following conditions:

- a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
- b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.1.a. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2024 through December 31, 2024, Extension shall bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by May 31st and the second half of the total contract by November 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such

protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
**Area Extension Director
UW-Madison, Division of Extension**

Date:

By: _____
County Representative

Date:

By: _____
**Director of Financial Services
UW-Madison, Division of Extension**

Date:

By: _____
**On Behalf of Board of Regents of
The University of Wisconsin System**

Date:

IT POLICY - ORIGINAL

Beginning on page 35 of current policy handbook. End page 46 prior to “Elections, Lobbying & Elected Offices”.

For future use, they will only serve as reference at this time: proposed section, based on ISO 27001, CIS, NIST frameworks, of proposed framework is noted in bold, i.e. **14.3.1**. More to come in regards to the proposed framework in 2024, but we will move ahead first with changes and updates to the current policy and framework. This is in the interest of time to produce an updated handbook in January along with addressing the many identified gaps where explicit IT policies do not currently exist.

+++++

N/A COMMUNICATIONS

A. Bulletin Boards: To provide effective communication with employees of Lincoln County.

1. Written communication to employees is done via a memo form. Copies may be posted in each applicable department. Employees are responsible for information or changes in policy that have been issued and placed on the bulletin boards.

2. Prior Authorization: Authorization for employees to use the bulletin board must first be obtained from management.

14.3.1 RECORDS MANAGEMENT & RETENTION

County employees shall familiarize themselves with the “Records Management and Retention Ordinance of Lincoln County” which regulates the maintenance, retention and disposal of records (paper, electronic) created or in your possession. It can be viewed at G: Forms & Documents/Corp Counsel/Public Records/Records Retention. Employees are expected to strictly adhere to the retention rules prescribed therein or otherwise prescribed by statute or administrative rule.

+++++

INFORMATION TECHNOLOGY (various sections as noted)

Sections of new policy document where current policy has landed are noted here:

1.1.1 Lincoln County provides numerous technology resources that are available to county employees. This section addresses the policies, guidelines and expectations associated with the use of such resources.

1.1.2 General Computer Usage: Computers and network resources are provided as a business tool to enable users to perform their job duties. **7.1.1** These resources are to be used by employees for business purposes only. Any other use of the county’s computer systems must be approved in advance by the user’s department head, must be done on the user’s own time and must not disrupt the department workflow or interfere with any automated or scheduled network utilities. **9.19.1** All computer activities will be monitored to protect legitimate business interests.

4.2.1 & 9.28.1 For security reasons, personal devices or devices owned by vendors or other outside organizations should never be connected to the private county network.

9.29.1 Workstation, Laptop and Other Electronic Device Settings: Workstations, laptops, and other electronic devices are configured by the Information Technology Department with a focus on security and optimum performance when communicating across the network. For this reason, users are prohibited from making any configuration changes to their systems without approval from the IT Department.

10.5.1 Network IDs and Passwords: Unique IDs and passwords help maintain secure network and file access and thus all passwords must be kept confidential. Activities are recorded by your unique user name so it's important not to share such information. **4.3.1** To protect the integrity of the employee ID and county data, all users should either lock their computer or log off whenever they leave their device unattended.

10.8.1 Passwords must conform to standards established by the IT Department.

11.8.1 Software: Any and all software that is installed on Lincoln County computers or servers is to be done by or approved by the IT Department. **6.4.1** The IT Department is responsible for the installation, licensing, and documentation of all software on county computer equipment.

6.4.2 Installing personal games or software on county computers is prohibited. Copying and/or using any software that has been illegally obtained is prohibited. Any employee using software not accessed through the network (installed on the computer's hard drive) and/or, not installed by IT (even if approved by IT) must be able to provide a license and/or proof of purchase.

6.4.3 Any software that is installed illegally or not approved/installed by the IT Department may be deleted from the network or computer without notice. This will include any of the supporting files that may have been created by the software.

14.3.2 Data Retention and Security: All employees are responsible for data retention and security as it relates to electronic documents. The failure to retain and secure data can put both the county and the individual user at risk of legal liabilities, embarrassment and other adverse consequences.

1.4.1 "Electronic documents" are defined as information recorded in a manner that requires a computer or other electronic device to display, interpret and/or process. This includes documents generated or modified by software and stored on electronic media or disk. Such files include, but are not limited to, email, text, graphics, audio, video, databases, spreadsheets, images, and pictures.

1.2.1 All electronic documents stored on the county network, or created or modified using county resources, remain at all times the property of Lincoln County. Lincoln County reserves the right to monitor, retrieve, backup, archive, and review any of these electronic documents. This does not change whether they are located or accessed in the office, in remote locations or an employee's home.

10.10.1 Every attempt must be made to keep electronic documents on the county network. If an employee has a specific need to work on electronic files while not at a county facility, secure remote access may be provided to that employee through a VPN or through the County's Google domain account.

10.10.2 Approval must be given by a department head and the Administrative Coordinator in order to authorize an employee to take any data (copy or original) off of the county network. If data is to be taken off of the county network, the department must work with the IT Department to ensure that there is a solution in place to encrypt or otherwise secure the data.

14.3.3 Lincoln County will employ the use of backup and archival solutions to retain copies of electronic files as specified in the Lincoln County Records Management and Retention Ordinance or other applicable law or rule. Any attempt to circumvent the backup or archival of electronic records by deleting documents or moving files to external disk, thumb drives or to a local computer hard drive is strictly prohibited.

9.2.1 Users must check all data downloaded from the Internet or received on media from outside vendors or organizations for viruses. Users may contact the IT Department for assistance or additional information.

1.4.2 Data Storage: There are many locations in which a user can store electronic documents on the county network. Though there may be some variations, most county employees have the following drive mappings or a subset of the drive mappings listed below.

C: Drive (Local Hard Drive) - This is the local hard drive located in your workstation or laptop. Electronic documents should never be stored on the local hard drive unless you do not have access to the county network while working offsite. All documents stored on the local hard drive must be immediately moved to the county network once it is available. This drive is never backed up and if it fails, all data will be lost. Storing documents to this drive is not compliant with the county's Records Management and Retention ordinance.

G: Drive (Global Drive) - This drive is located on the network and is backed up nightly. This drive is accessible by all county users and electronic documents that need to be shared with all county users or between multiple departments should be stored here.

H: Drive (Home Drive) - This drive is located on the network and is backed up nightly. This drive should be used to store work related documents for your use only.

O: Drive (Departmental Drive) - This drive is located on the network and is backed up nightly. This drive is available to all users and is unique to each county department.

1.4.3 Electronic Communications: "Electronic communications" shall be defined as any writing, image, video, recording or voice message made by electronic means, which include but are not limited to e-mail, voice mail, instant messaging, chat, phones, Internet forums/chat rooms, social networking sites and blogs.

7.1.2 All employees are responsible for adhering to the following standards when electronic messages are created, sent, received, forwarded or saved. The failure to do so can put both the county and the individual user at risk of legal liabilities, embarrassment and other adverse consequences. This section addresses all forms of electronic communications, advises employees of the county's philosophy regarding their use and makes employees aware of the risks associated with using these forms of communication.

1.2.2 The county maintains an electronic mail (e-mail) system, voice mail system, communication software and numerous Intranet/Internet connected computers and devices to assist in conducting business within and outside of the county. These systems, including the equipment and data stored in these systems, remain at all times the property of the county whether they are located or accessed in the office, in remote locations, or an employee's home.

1.2.3 Lincoln County reserves the right to monitor, retrieve, backup and review any electronic communication composed, sent, received, or downloaded over its systems or on its equipment. Even when an e-mail message is deleted or erased by an end-user, it is still retained through our archival system; therefore, privacy of messages cannot be ensured to any employee. **7.1.3** While voice mail, electronic mail, blogging, social network sites and the Internet may incorporate the use of passwords for security, confidentiality cannot be guaranteed. Someone other than the intended recipient may read messages. Confidentiality of information relating to the county should be considered prior to the posting or transmission of confidential information.

7.1.4 All electronic communications should be composed with the expectation that the county may review them. In order to avoid a conflict of interest or the appearance of such a conflict, the county prohibits employees from using its systems to promote personal business ventures, solicitation, chain letters, or religious/political/social causes.

7.1.5 Users are not permitted to print, display, download, post, blog, instant message, or send sexually explicit images, messages, video or any other material disparaging or harassing to anyone on the basis of race, sex, sexual orientation, disability, age, religious or political beliefs, or national origin. In addition, messages that contain content that may be considered destructive (viruses, bots, etc.), obscene, offensive or harassing are strictly prohibited. If such material is received, and if feasible, recipient shall immediately advise the sender that receipt of such transmission is not permitted and must stop. If a user requires assistance in responding to the receipt of inappropriate material, the user should contact the IT Director or County Administrative Coordinator immediately.

7.1.6 Employees should take the same care in drafting and sending email and other electronic documents and communications as they would for any other form of written communication. Any electronic communication created during an employee's work hours using county- owned or county- provided technologies is an extension of, and directly reflects on the county. Posting or blogging information on social networking sites, Internet forums or chat rooms should be done for approved business purposes only. Excessive communications with little value to the county decrease productivity, increase risk and can degrade the performance of the county's network.

7.1.7 Electronic communication sent or posted outside the county are outside of your control and may be made public, distributed or saved to archives. Therefore, all such electronic communication must conform to acceptable business standards, must not disclose confidential information and must not include inappropriate or unlawful material.

9.2.2 Given the prevalence of viruses on the internet, downloading or opening messages of any kind, except as necessitated per your job function, is prohibited.

7.1.8 County Board Electronic Mail: County Board Supervisors may use the county's e-mail system for county business. All messages should be composed with the expectation that they are county records – keeping in mind that electronic communication is subject to the same Open Meetings & Public Records laws which govern all County Board business. Lincoln County reserves the right to access and disclose all messages sent over its e-mail system. The email system should not be used to solicit others for personal business ventures, political or religious causes, outside organizations or other solicitations not directly related to county business.

7.1.9 E-mail users are not permitted to send sexually explicit images, messages, video or any other material disparaging or harassing to anyone on the basis of race, sex, sexual orientation, disability, age, religious or political beliefs, or national origin. In addition, messages that contain content that may be considered destructive (viruses, bots, etc), obscene, offensive or harassing are strictly prohibited. If such material is received, and if feasible, recipient shall immediately advise the sender that receipt of such transmission is not permitted and must stop.

9.14.1 Procedures and Responsibilities:

9.14.1.1 and subs Corporation Counsel

Provide information upon request to County Board Supervisors about open meeting and public records issues as it relates to their e-mail account.

Respond to complaints regarding misuse of e-mail, and initiate appropriate action in the event of a violation of this policy.

9.14.1.2 & subs Information Technology

Maintain system functionality and records maintenance/retention protocols.

Provide training on utilization of Outlook Web Access (OWA) and ensure that access to the county's email system through OWA is functioning. The IT department does not support and is not responsible for the County Board Supervisor's personal workstations or laptops.

Ensure that each user's mailbox is properly configured with security to ensure confidentiality.

Ensure that user mailboxes for former County Board Supervisors are removed in a timely manner.

Add and remove the County Board Supervisor's email addresses to the county website as needed.

7.1.10 & subs County Board Supervisors

Use county e-mail for conducting county business only.

Use proper and professional language, which another individual would not find obscene, harassing, or profane.

Comply with Open Meetings & Public Records laws.

Exercise caution regarding the content of e-mail, as messages may be forwarded to persons other than the intended recipient.

Respect limits on county resources which prevent utilization of IT staff for personal computer/equipment issues.

Understand that utilization of email is voluntary and carries with it risks and responsibilities.

10.10.3 E-Mail Remote Access: At its discretion, Lincoln County permits the use of remote email access via Microsoft Outlook Web Access (OWA). The same rules in this policy apply to emails sent and received through OWA. The county reserves the right to limit the duration and number of available OWA accounts.

1.1.3 Internet Acceptable Usage: Lincoln County provides access to the vast information resources of the Internet to help you perform your job more effectively, faster, smarter and to be a well-informed employee. The facilities to provide that access represent a considerable commitment and investment of county resources.

7.1.11 Internet is a business tool provided to you at significant cost. It is expected that you use your Internet access for business-related purposes and conduct yourself honestly and appropriately, respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others just as you would in any other business dealings. All existing county policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, electronic communications, privacy, misuse of county resources, sexual harassment and general computer usage.

7.1.12 Unnecessary or unauthorized Internet usage can cause network congestion. It slows other users, takes away from work time and consumes available resources. Unlawful Internet usage may also garner negative publicity for Lincoln County and expose you and/or the county to significant legal liabilities.

4.2.2 While our direct connection to the Internet offers a vast array of potential benefits, it also opens the door to significant risks to our data and systems if we do not follow appropriate security discipline. Due to sensitive data, some computers or servers may be prevented from connecting to the Internet entirely. **4.2.3** County users may also be prevented from viewing specific Internet websites or using certain Internet features. There are a standard set of rules and content-specific categories in place that block websites that are not considered to be business relevant. If an employee needs access to a blocked website, their department head or direct supervisor must complete a removal request form to authorize the viewing of this website. The form will be reviewed and the request will be approved or denied based on the business need.

1.2.4 Management and Administration: Lincoln County has software and systems in place monitoring and recording network, computer, Internet and other resource usage. No employee should have any expectation of privacy as to his or her usage of county owned technology, and the county reserves the right to inspect any and all files stored on county- owned resources. IT staff, department heads or other assigned personnel may review and analyze usage, and may choose to publicize this data to assure that county resources are devoted to maintaining the highest levels of productivity.

1.2.5 Lincoln County's Internet facilities and computing resources must not be used to violate the laws and regulations of the United States, or the laws and regulations of any state, city or other jurisdiction in any way. Use of any county resources for illegal activity is grounds for immediate dismissal.

1.4.4 Remote Access: Remote access is a generic term used to describe the accessing of Lincoln County's computer network by employees, contractors, and vendors not located at a county facility. Remote access is meant to be an alternative method of meeting county business needs. The county in its sole discretion may refuse to extend remote access privileges to any employee, contractor, or vendor or terminate a remote access arrangement at any time.

1.1.4 The county will provide employees the equipment and software necessary for remotely accessing the county's computer network. This may include computer hardware, software, and other applicable equipment or services deemed necessary for connectivity. Personally-owned equipment is not to be used at any time.

10.10.4 Secure remote access must be strictly controlled and will be enforced via several layers of authentication for employee remote access.

7.3.1 Vendors and/or contractors may be authorized and/or permitted connectivity if there is a clear business-related need and while under the supervision of a county employee. Access will be limited to the absolute minimum access required to complete the task and enabled only for the time period required. Access into the county's infrastructure is to be used only when necessary and related to a specific problem or support issue. In most cases this would be accomplished via a secured VPN connection.

10.10.5 The use of equipment and software provided by the county for remotely accessing the county's computer network is limited to authorized persons and for purposes relating to county business and the performance of the employee's job duties. Employees must remain constantly aware that remote access connections are literal extensions of the county's network infrastructure, and that they provide a potential path to the county's most sensitive information.

10.10.6 Employees are to notify the IT Department when remote access resources and services are no longer required to perform the duties of their position.

14.4.1.1 To ensure compliance with labor laws, non-exempt employees must document and submit any and all time spent accessing the county computer network. Exempt employees will generally not be compensated for time spent remotely accessing the county computer network and services. This service has been introduced to allow authorized staff to administer and support functions under their control on their own initiative.

10.10.7 The provision for this service does not permit staff to ignore their responsibility to come in to work, nor does it entitle exempt staff to take time off as a result of activities/projects undertaken with the use of remote access.

10.10.8 & subs (thru etc.) Eligibility for an employee's or vendor's remote access to the county's network must be requested in writing identifying the employee or vendor and his/her remote access needs with the associated department head approval. Justification must demonstrate that an individual's need for remote access is frequent enough or critical to efficient operations to justify the cost of installing and maintaining the necessary equipment. The IT Department will be responsible for retaining all approved requests and may request additional information as needed.

Justification supporting requests for remote access services must explain the need for remote access, and is limited to:

Individuals authorized to work at home, a remote location, or from a remote business.

Individuals that are out of town for work-related activities and need access to the county network.

Individuals requiring 24 hour access to the county's computer network due to the nature of their assigned duties, e.g., network management, software support, security, etc.

Equipment & Media Acquisition and Disposal

11.1.1 Hardware and Software Acquisition: **(1.1.5** in parentheses: A variety of hardware and software is being used by all departments to achieve a number of goals. In most cases, the IT Department is charged with supporting those endeavors to the best of their abilities and in a manner consistent with the Information Technology Mission Statement.) 11.1.1 *continued* Such support requires that a consistent set of hardware and software be used and, when this is not possible, that county departments consult with IT before purchasing unsupported products. This allows IT and the associated county department to come to agreement on the level of support that is desired and that can be expected.

11.1.2 Intended to ensure: All hardware and software will operate effectively and efficiently within the county environment. The best possible pricing is obtained. There is proper review of licensing agreements for all software. Clear expectations are outlined for maintenance, licensing, network connectivity, ongoing support, training, etc. That relevant technology is purchased in order to prevent the acquisition of technology that is defunct or outdated. The maximization of the functionality of the technology purchased. A standard cycle of replacement for dated hardware.

11.1.3 The IT Department sets the standards for technology purchases including computer and network hardware, printers, software, telephony and media equipment. These standards are identified and developed based on multiple factors including, but not limited to, initial cost, recurring costs, viability in the county networked environment, functionalities, manufacturers' warranties, and the ability of IT to offer support for the purchased technology. Lincoln County has partnerships in place with pre-qualified vendors and access to State

contract agreements for favorable pricing on technology that meets or exceeds the standards recommended by IT.

11.1.4 All purchases of computer and network hardware, printers, software, telecommunications and media equipment shall be made through the IT Department. In rare cases, the IT Director may exempt a department from this requirement.

11.1.5 All computer and network hardware and components (servers, desktops, laptops, monitors, handheld devices, cameras, etc.), printers, software, media equipment (both audio and visual) and telecommunications equipment are included. If there are any questions in regards to whether or not an item falls within this category, the IT Department should be contacted directly prior to making a purchase.

11.1.6 The only items excluded are items that are deemed to be general office supplies and consumables such as CD and DVD media, power strips, etc. Normally these office supply items will have a value of under \$20. These items can either be acquired on your own or through the IT Department.

9.9.1 Equipment and Media Disposal: The IT Department is responsible for an accurate inventory of all computer equipment. For this reason, the purchase or disposition of computer-related items must go through the IT Department. This will ensure that the equipment is entered and removed from our records for inventory and auditing purposes.

9.9.2 Departmental staff shall contact the IT Department for the disposal of any computers, servers or hard drives. The IT Department will determine the best disposal solution given the particular piece of equipment and the information it contains.

9.9.3 & subs Acceptable disposal will consist of one of the following methods:

Removal of all hard disks for permanent destruction of the device.

Destruction of all data, including the operating system, by use of third-party software that meets or exceeds the Department of Defense Standard (DOD Standard 5220.22-M). Only software approved by the IT Department will be allowed to destroy data.

Use of a third-party entity that can provide data destruction services that include a certificate of destruction and disposal. This entity must be approved by the IT Department.

Upon the satisfaction of the IT Department that all data has been destroyed, the computer, server, or external drive can be disposed of per the county's normal disposal guidelines including public auctions.

9.9.4 Removable disks must be destroyed by breaking prior to disposal in the trash. For external disks, follow the procedures for data destruction as described above. Floppy disks must have the inside circular disk removed

and destroyed. CD-ROM or DVDs must be severely scratched in four places using a sharp object and then physically broken or cut in two.

9.9.5 Backup media not falling into the category listed above will be destroyed by pulling the tape from the container and shredding the tape. The media can then be disposed of in the trash.

9.9.6 Alternatively, these items can be destroyed through the use of a third-party entity that can provide data destruction services that include a certificate of destruction and disposal. This entity must be approved by the IT Department.

9.9.7 Monitors, printers, faxes, copy machines and other electronic devices must be disposed of by the Information Technology department. These units may be recycled, sold in County auctions or disposed of if damaged beyond repair.

1.1.6 Mobile Phones: Lincoln County's ongoing commitment to cost effective and efficient communications includes the establishment and enforcement of this mobile phone policy. The principles are applicable to mobile phones, pagers and data access cards. Lincoln County wishes to provide the most cost-effective, consistent and convenient mobile phone services possible for its employees. The term mobile phone covers all current mobile phones, cell phones, smart phones or other such associated technologies.

1.2.6 All employees of Lincoln County who use a mobile phone, pager or data access card are covered by this policy. Objectives: Provide guidelines to employees who may require a mobile phone to conduct county business. Apply standards to the mobile phone equipment and service agreements used by county employees. Provide a system for monitoring mobile phone usage patterns so that plans can be routinely modified to better meet the needs of the user and departments. Ensure that the county's acquisition of mobile phone services is cost-effective. Provide guidelines for all costs and fees associated with the use of mobile phones.

10.13.1 To facilitate accomplishment of the above objectives, the county may, at its discretion, enter into contracts with mobile phone service providers. During the period when one or more of these contracts is in force, the county will only purchase mobile phones or mobile phone service agreements for employee use on the basis of these contracts, unless a specific exception is granted by the Administrative Coordinator.

10.13.2 Mobile phones may be provided to certain county employees to conduct necessary job-related activities that either cannot be conducted on a land line phone or for which it would be inefficient to use a land line phone. Requests for mobile phones must be approved by an employee's department head and the County Administrative Coordinator. Should an employee believe their position merits the use of a mobile phone, the department head and County Administrative Coordinator will evaluate the request based on the frequency with which the employee is unable to be contacted directly through the normal land line communications system provided by the county, or through other suitable alternatives. Such evaluations shall consider the following factors: The frequency of the employee's need for mobile communications for county business. The cost of

mobile communications as compared to alternative forms of communication. The provision of mobile phones to others within the employee's department and the potential to share or jointly use mobile phones.

10.13.3 The county provides mobile phones to designated employees for conducting county business. Use of county-owned mobile phones to make or receive personal calls is prohibited. It is understood incidental personal use may occur in urgent and emergent situations. This use should be on a limited basis and reported to the employee's supervisor.

1.2.7 Repeated non-compliance with this policy may result in loss of mobile equipment and other discipline.

Other Restrictions:

7.1.13 Mobile phones are not a secure form of communication. Therefore, employees should use discretion in relaying confidential information via mobile phones. Furthermore, mobile phones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their mobile phones in any illegal, illicit, or offensive manner.

7.1.14 Employees are strictly prohibited from using hand-held mobile devices while driving either their personal or county provided vehicle while conducting county business. Employees who need to use the mobile device while driving should locate a lawfully designated area to park and then make the call.

7.1.15 Employees may use hands-free mobile phones while driving, but only when necessary. Such calls should be kept short and should the circumstance warrant (e.g., heavy traffic, bad weather) hands-free calls are further prohibited.

11.1.7 Employees may request to purchase mobile phone accessories using county funds as long as such accessories enhance the phones functionality and/or safety if approved by the employee's department head (purely cosmetic or similar accessories are the responsibility of the employee).

1.2.8 All mobile phones provided to employees by the county are the property of the county.

10.13.4 Due to cost, the county discourages use of a mobile device when a land line phone or computer could be used. The exception to this rule will be the use of mobile-to-mobile coverage plans in order to reduce incoming call expenditures.

10.13.5 Phones should be carried and turned on as required by the employee's job description or as required by the employee's supervisor. Employees are required to make sure that their mobile phone is adequately charged at all times.

10.13.6 Mobile phones should be turned on silent/vibrating mode during staff meetings, training, public speaking events, county committee or board meetings, etc.

10.13.7 Use of county provided mobile phone cameras and recording devices are strictly prohibited unless needed for work purposes. Any audio or video recordings and pictures taken on a county provided mobile phones are the property of the Lincoln County. Use of these devices must not violate privacy laws.

10.13.8 Under limited circumstances, mobile phone users may be allowed to subscribe to a text messaging plan. Text messaging will be subject to all business and personal use restrictions contained in the policy and

Wisconsin public records laws. Text messaging capability must be approved by the department head and the Administrative Coordinator.

7.1.16 Any mobile device Internet usage must be for work purposes only and all Internet use is subject to the Wisconsin public records laws. Any other Internet usage (game downloads, ring tone downloads, personal email, other multimedia applications, etc.) is prohibited unless approved by the department head. The county will not incur any cost for such usage.

12.3.1 Handsets or other equipment damaged in the course of business should be brought to the attention of the employee's department head or immediate supervisor who will contact the vendor for replacement or repair. Lost or stolen mobile equipment should be immediately reported to the employee's department head or immediate supervisor, who will then cancel the service. The county will replace lost or stolen mobile phones, however all costs incurred for replacement or repair will be the responsibility of the employee's department. Employees may be financially responsible for the replacement if: Equipment is lost or damaged while in the care of an employee as a result of the employee's carelessness or negligence. Equipment is not returned by an employee within the specified period of time or is damaged upon its return. Equipment is damaged due to failure to adhere to safety, maintenance or operational policies. If the employee is found to be financially responsible for the loss or damage to a mobile device, any costs associated with repair or replacement shall be deducted from the employee's paycheck unless a prompt personal payment is made to reimburse the county for the loss.

1.2.8 Department heads or their designees are responsible for educating employees about appropriate mobile phone procedures and monitoring of their usage.

11.1.8 The County's IT and Finance Departments will manage the relationship with mobile providers and in conjunction with the departments and department heads, determine the best plan for their overall usage and needs to obtain the most convenient and economical plan. Each department and department head will have direct management responsibilities for the mobile phones within their departments. Each department will be responsible for monitoring their usage, placing new device orders and provide troubleshooting and coordination of equipment repairs.

11.1.9 Mobile phones may be issued to individuals as determined by the request of the department head and approved by the Administrative Coordinator.

10.3.1 Employees are permitted to carry personal mobile phones while at work. Use of personal mobile phones for non-business purposes is discouraged during working hours and is only permitted in the event of urgent and emergent situations, an emergency or while employees are on breaks. The personal mobile device must be on vibrating while at work. The county is not responsible for damage or loss of any personal mobile device.

11.1.10 The cost of county- supplied mobile phones will be paid for directly by the county and these costs will be assigned to the associated departments.

1.2.9 Nothing in this policy prohibits a department head from issuing a subordinate policy for the specific work environment that is more restrictive than this policy. A subordinate policy MAY NOT grant additional benefits.

2.1.1 and subs Unauthorized Audio/Video Employee Monitoring:

1. Generally, covert audio/video recording or monitoring of employees shall not be permitted. In the event a department head has reason to believe that an employee is engaged in behavior that violates Lincoln County policy, that department head may request the use of monitoring devices for the purpose of additional investigation.
2. Consent of the Administrative Coordinator and Corporation Counsel shall be required prior to such monitoring of employees. In the Sheriff's Office, the Sheriff shall give consent prior to covertly monitoring employees.
3. The department head must minimally present the following information to the Administrative Coordinator and Corporation Counsel.
 - a. Employee name and alleged violation.
 - b. Dates and times of alleged violation.
 - c. Harm or impact generated due to violation.
 - d. Impact resulting to other employees by the use of monitoring devices.
 - e. Alternative methods considered prior to monitoring request.
 - f. Proposed dates, times and areas of monitoring.
4. Use of monitoring devices without prior permission will subject the monitoring employee to disciplinary action.

IT POLICY - CONTENT CHANGES HIGHLIGHTED

Beginning on page 35 of current policy handbook. End page 46 prior to “Elections, Lobbying & Elected Offices”.

Note for future use: proposed section, based on ISO 27001, CIS, NIST frameworks, of proposed framework is noted in bold, i.e. **14.3.1**. More to come in regards to the proposed framework in 2024, but we will move ahead first with changes and updates to the current policy and framework. This is in the interest of time to produce an updated handbook in January along with addressing the many identified gaps where explicit IT policies do not currently exist.

Notes for present: Any instances of “county” have been replaced with “County” as a shortened yet formal representation of Lincoln County. Changes to any of these instances have not been highlighted as there were over 100 of them. On the final submission for the handbook, subsections may be moved around to be adjacent to similar subsections for the sake of coherence, but most have been left alone in this change log and the draft, to more easily review the changes to content in comparison to the original.

Color coding:

Blue: recently approved by A&L

Gray: verbatim 2019 but moved

Yellow: removed

Green: added

Pink: needs verification

None: verbatim 2019 and location unchanged

+++++

N/A for IT COMMUNICATIONS

A. Bulletin Boards: To provide effective communication with employees of Lincoln County.

1. Written communication to employees is done via a memo form. Copies may be posted in each applicable department. Employees are responsible for information or changes in policy that have been issued and placed on the bulletin boards.

2. Prior Authorization: Authorization for employees to use the bulletin board must first be obtained from management.

14.3.1 RECORDS MANAGEMENT & RETENTION

County employees shall familiarize themselves with the "Records Management and Retention Ordinance of Lincoln County" which regulates the maintenance, retention and disposal of records (paper, electronic) created or in your possession. It can be viewed at G: Forms & Documents/Corp Counsel/Public Records/Records Retention Google Drive > Global Shared Drive > County Administration > Public Records > "Record Retention.doc" Records Retention. Employees are expected to strictly adhere to the retention rules prescribed therein or otherwise prescribed by statute or administrative rule.

+++++

Information Technology

(Note: In this first subsection, the intent of these statements is to resonate across all subsections of the IT policy handbook and if any redundancies exist, the intent is to remove prior to publication. Additionally, if these statements are in conflict with or already explicitly stated and intended to apply to the entirety of the policy handbook, they shall subsequently be modified or removed from the IT section as redundant).

Overview: The intent of the Information Technology (IT) policy is to ensure the acceptable use of Lincoln County IT resources in order to achieve Lincoln County's mission and vision by maintaining a high level of accountability, integrity, safety, security, efficiency, effectiveness, manageability, and cost control while limiting risks and exposure to liabilities.

The IT Department regards the IT policy as highly fluid, due to the speed that technology changes and emerges, and thus continuously subject to regular reviews and modifications. Therefore, it is the responsibility of employees to maintain awareness with regards to modifications to the policy. Modifications to this policy after the publication of the personnel handbook does not allow non-compliance or permit the employee to engage in activities contradictory to any modifications made after initial publication and prior to subsequent publications.

Where this policy is less restrictive than may be necessary for compliance, Lincoln County IT will follow applicable laws, regulations, and standards and use the tools necessary to meet or exceed compliance minimums in the departments and IT systems that require it, i.e. Criminal Justice Information Systems (CJIS) and HIPAA.

1.1.1 Scope: Lincoln County provides numerous IT resources that are available to County employees. This section addresses policy contains the policies, guidelines and expectations associated with the entire lifecycle and acceptable use of such these resources. The IT resources that are referenced throughout this policy are defined as all hardware, software, systems, and related peripherals and components used for input, output, storage, retrieval, transmission, and receipt of information. This shall also include associated contracts, agreements, configurations, documentation, warranties, subscriptions, and licenses. All IT resources provided or made available to employees, as well as all electronic records and transactions created or modified with these IT resources, remain at all times and in all places the sole property of Lincoln County. IT resources is not intended

to include items that are considered to be convenience items, office supplies, or furniture i.e. batteries, canned air, standing desks and related accessories.

Department heads shall work with Administration and IT if there are IT resources that may be required to comply with the Americans with Disabilities Act.

The intent of this IT policy is to wholly supersede all previous versions of the IT policy. Additionally, related IT policy sub-sections or stand-alone policies that may have been taken up at different times in the past, and that are not included nor referenced in this document, shall also be considered ineffective. *(Note: I have discovered a number of drafts of other pieces and parts that I am unsure of were actually presented or adopted. If they were, they were never included in the handbook and there also old. Some references will be included at the end of this document and those parts will either be worked in at a future date, or continue to be referenced and work on as their own stand-alone document that does not need to be in the personnel handbook. i.e. County Board Email stand-alone policy which is obsolete will be addressed by the main policy to cover email for all. Also found drafts of stand-alone social media policies and others.)*

1.1.2 General Computer Usage: Computers and network IT resources are provided as a business productivity tool, intended to enable users employees to efficiently perform their job duties. **7.1.1** These resources are to be used by employees for business purposes County operations only. Any other use of the County's computer systems IT resources must be approved in advance by the user employee's department head and the IT Director in order to determine potential risk factors and interruptions to operations, must be done on the user's own time and must not disrupt the department workflow or interfere with any automated or scheduled network utilities.

9.19.1 All computer IT Resource activities will be monitored to ensure data loss prevention, applicable compliance, and acceptable use protect legitimate business interests.

Any changes, exceptions, or exemptions to this policy shall be brought to the Administrative and Legislative committee for consideration. This is not intended to encompass operational or procedural misconfiguration issues, i.e. a wrongly categorized website that needs to be allowed. If in question, please reach out to the IT Director for assistance on the issue and due process.

Lincoln County employees should expect no privacy when using any County IT resources and the County reserves the right to monitor, backup, log, and examine all activity and electronic records and transactions. *(Note: redundant subsection 1.2.3 will be removed.)*

Employees utilizing IT resources are expected to do so in an acceptable manner that is consistent with achieving the County mission and vision and all other sections of the Lincoln County policy handbook. (i.e. ethical, appropriate, lawful)

Employees utilizing IT resources are expected to maintain the level of knowledge and awareness necessary that allows them to successfully adhere to and comply with applicable County ordinances, State statutes, and Federal laws. This may include County Records Retention, State public records and open meetings laws, and Federal compliancy such as HIPAA, HITECH, PCI, CJIS. This list is not exhaustive, but is included to provide a frame of reference with examples.

Employees are responsible for their own actions and agree to release the County from any liability regarding usage of IT resources.

IT resources that are lost, stolen, or damaged shall immediately reported to the employee's department head and the IT Director in order to take appropriate action that may be necessary to prevent additional negative consequences. Employees may be financially responsible for the replacement or repair costs of these IT resources if their actions or inactions are determined to have been negligent or careless.

Non-compliance and violations of the IT policy are cause for disciplinary action, up to and including termination. They shall be reported to the Administration Department as a personnel issue that will be filed and investigated to determine the nature and severity.

Lincoln County will take all necessary steps to report all illegal activities, upon discovery, to the relevant authorities and will cooperate with any resulting investigation and prosecution.

4.2.1 & 9.28.1 For security reasons, personal devices or devices owned by vendors or other outside organizations should not owned nor managed by the County shall never be connected to the private County network without prior authorization and approval by the IT Director.

9.29.1 Workstation, Laptop and Other Electronic Device Settings IT resources system and security configurations: Workstations, laptops, and other electronic devices IT resources are configured by the IT Department with a focus on security, productivity, and optimum performance optimization when communicating across the network. For this reason, users Employees are prohibited from making any system or security configuration changes to their systems without approval from the IT Department IT Director. This is not intended to include accessibility settings.

10.5.1 Network IDs Employee Credentials and Passwords: Unique IDs and passwords credentials help maintain secure network and file access to IT resources and thus all passwords must be kept confidential and must not be shared. Activities are recorded by your unique user name so it's important not to share such information. **4.3.1** To protect the integrity of the employee ID credentials and County data, all users employees should must either shut down, lock their computer or log off of IT resources whenever they leave their device will be left unattended.

10.8.1 Passwords for IT resources that rely upon active directory and single-sign-on (SSO) derivatives must conform to the advanced password standards established by the IT Department. U.S. Dept. of Justice in document CJISD-ITS-DOC-08140-5.9.1. IT resources that are currently unable comply to the advanced standards or are not SSO capable must comply with the basic password standards from the same U.S. DOJ document. Although Criminal Justice Information Systems (CJIS) standards are not directly applicable to all employees, a robust singular password policy based on these standards is intended to be both highly secure and manageable. Both basic and advanced standards' rule sets are attached as Appendix A.

11.8.1 & 6.4.1 Software: Any and all Software approval, procurement, installation, licensing, configuration, and documentation shall be the sole responsibility of the that is installed on Lincoln County computers or servers is to be done by or approved by the IT Department. This is inclusive of open-source software, freeware, add-ons and application extensions. The IT Department is responsible for the installation, licensing, and documentation of all software on County computer equipment.

6.4.2 Installing previously unapproved personal games or software on County computers IT resources is prohibited. Copying and/or using any software that has been illegally obtained is prohibited. Any employee using software not accessed through the network (installed on the computer's hard drive) and/or, not installed by IT (even if approved by IT) must be able to provide a license and/or proof of purchase.

6.4.3 Any software or files, upon discovery, that are installed illegally or have not previously been approved/installed by the IT Department may will be deleted from the network or computer IT resources without notice. This will include any of the supporting files that may have been created by the software.

14.3.2 Data Records Retention and Security Compliance: All employees are responsible for data records retention and security compliance as it relates to electronic documents records. Retention and compliance vary widely amongst departments. The employee's responsibility is to know and understand what is applicable based on their role in their department in accordance with Lincoln County Ordinances and State and Federal Statutes. The IT Department works with individuals and departments to use IT resources to assist in achieving proper retention and compliance of electronic records, i.e. email, files, database records. The failure to retain and secure data can put both the County and the individual user at risk of legal liabilities, embarrassment and other adverse consequences. Google Drive > Global Shared Drive > County Administration > Public Records > "Record Retention.doc" Records Retention.

1.4.1 "Electronic documents transactions and records" Defined as such under §137.11, Wis. Stats., <https://docs.legis.wisconsin.gov/statutes/statutes/137> See Appendix B for a copy of these also. are defined as information recorded in a manner that requires a computer or other electronic device to display, interpret and/or process. This includes documents generated or modified by software and stored on electronic media or disk. Such files include, but are not limited to, email, text, graphics, audio, video, databases, spreadsheets, images, and pictures.

Note, this was farther down but falls under the same definition premise stated right above in 1.4.1.

1.4.3 Electronic Communications: "Electronic communications" shall be defined as any writing, image, video, recording or voice message made by electronic means, which include but are not limited to e-mail, voice mail, instant messaging, chat, phones, Internet forums/chat rooms, social networking sites and blogs.

1.2.1 All electronic documents transactions and records stored on the County network, or, created or modified using County IT resources, remain at all times the property of Lincoln County. Making copies of County electronic records for personal use and unauthorized sharing are prohibited and may be in violation of applicable laws. Lincoln County reserves the right to monitor, retrieve, backup, archive, and review any of these electronic documents. This does not change whether they are located or accessed in the office, in remote locations or an employee's home.

10.10.1 Every attempt must be made to keep Electronic documents transactions and records must be kept on the County network IT resources. If an employee has a specific need to work on electronic files while not at a County facility remotely and requires access to transactions and records stored within on-premises IT resources, secure remote access may will be provided to that employee through a VPN (virtual private network), or through the County's Google domain account. Access to transactions and records on County cloud IT resources is normally available with Internet access only and no VPN requirement.

10.10.2 Approval must be given by a department head, the IT Director, and the Administrative Coordinator in order to authorize an employee to take any data electronic transactions and records, copy or original, off of the County network IT resources. If data electronic transactions and records is to be taken off of the County network IT resources, the department must work with the IT Department to ensure that there is a solution in place to encrypt or otherwise and secure the data.

14.3.3 Lincoln County will employ the use of backup and archival disaster recovery solutions to retain copies of electronic files transactions and records as specified in the Lincoln County Records Management and Retention Ordinance or other applicable law or rule. Google Drive > Global Shared Drive > County Administration > Public Records > "Record Retention.doc" Records Retention. Any attempt to circumvent the backup or archival disaster recovery of electronic transactions and records by deleting documents or moving files transactions and records to external disk, thumb drives or to a local computer hard drive any type of offline or unmanaged storage location is strictly prohibited.

9.2.1 Users Employees must check shall maintain security awareness and full responsibility regarding all data downloaded from the Internet, downloaded from emails, or received on removable media from outside vendors or organizations for . Regardless of the source, data and removable media may be compromised and contain viruses cybersecurity threats. Users If there is the slightest doubt of integrity, employees may must contact the IT Department for assistance or additional information prior to proceeding in order to run offline virus scans, verify checksums, and/or verify the source and legitimacy of the data or removable media.

1.4.2 Data Storage: There are many a number of locations in which a user can store electronic documents transactions and records on the County network IT resources. Though there may be some variations, most County employees have the following drive mappings or a subset of the drive mappings listed below. The general structure for transactions and records storage will be maintained as follows: County-wide, Inter-departmental, departmental, employee only. Employees will be permitted to access transactions and records within that structure through role-based access and appropriate permissions.

A notable exception to the structure are the storage of open meetings records that are referenced on the Lincoln County website. Under the administration of the County Clerk's Office, the agendas, minutes, packets, supplemental materials, and meeting recordings are shared in a manner consistent with open meetings laws compliance. This method allows the public to view and copy these records directly.

C: Drive (Local Hard Drive) - This is the local hard drive located in your workstation or laptop. Electronic documents should never be stored on the local hard drive unless you do not have access to the County network while working offsite. All documents stored on the local hard drive must be immediately moved to the County network once it is available. This drive is never backed up and if it fails, all data will be lost. Storing documents to this drive is not compliant with the County's Records Management and Retention ordinance.

G: Drive (Global Drive) - This drive is located on the network and is backed up nightly. This drive is accessible by all County users and electronic documents that need to be shared with all County users or between multiple departments should be stored here.

H: Drive (Home Drive) - This drive is located on the network and is backed up nightly. This drive should be used to store work related documents for your use only.

O: Drive (Departmental Drive) - This drive is located on the network and is backed up nightly. This drive is available to all users and is unique to each County department.

1.4.3 Electronic Communications: “Electronic communications” shall be defined as any writing, image, video, recording or voice message made by electronic means, which include but are not limited to e-mail, voice mail, instant messaging, chat, phones, Internet forums/chat rooms, social networking sites and blogs. “Electronic transactions and records” Defined as such under §137.11, Wis. Stats., <https://docs.legis.wisconsin.gov/statutes/statutes/137> (Note: Redundant and won’t be added again, see section 1.4.1 above regarding definitions.)

7.1.2 All employees are responsible for adhering to the following standards expectations when for electronic messages transactions and records are created, sent, received, forwarded or saved. The failure to do so can put both the County and the individual user at risk of legal liabilities, embarrassment and other adverse consequences. This section addresses all forms of electronic communications specific IT resources, advises employees of the County’s philosophy regarding their use and makes employees aware of the risks associated with using them these forms of communication.

1.2.2 The County maintains, an electronic mail (e-mail) system, voice mail system, communication software and numerous Intranet/Internet connected computers and devices to assist in conducting business within and outside of the County. These systems including the equipment and data stored in these systems, remain at all times the property of the County. whether they are located or accessed in the office, in remote locations, or an employee’s home. *Note: covered in entirety above, redundant.*

1.2.3 Lincoln County employees should expect no privacy when using any County IT resources and the County reserves the right to monitor, retrieve, backup and review any electronic communication composed, sent, received, or downloaded over its systems or on its equipment log and examine all activity and electronic records and transactions. Even when an e-mail message is deleted or erased by an end-user, it is still retained through our archival system; therefore, privacy of messages cannot be ensured to any employee. **7.1.3** While voice mail, electronic mail, blogging, social network sites and the Internet may incorporate the use of passwords for security, confidentiality cannot be guaranteed. Someone other than the intended recipient may read messages. Confidentiality of information relating to the Compliance, confidentiality, and County intellectual property ownership should be considered prior to the posting or transmission of confidential information. Employees are prohibited from making any such post on behalf of Lincoln County, unless duly authorized.

7.1.4 All electronic communications should be composed with the expectation that the County may review them. In order to avoid a conflict of interest or the appearance of such a conflict, The County prohibits employees from using its systems IT resources to promote personal business ventures, solicitation, chain letters, or religious/political/social causes for any type of solicitation or personal gain.

7.1.5 Users Employees are not permitted to print, display, download, post, blog, instant message, or send sexually explicit images, messages, video or any other material disparaging or use IT resources in any manner

consistent with violating the County harassing to anyone on the basis of race, sex, sexual orientation, disability, age, religious or political beliefs, or national origin harassment policy. In addition, messages that contain content that may be considered destructive (viruses, bots, etc.), obscene, offensive or harassing are strictly prohibited. If such material is received, and if feasible, recipient shall immediately advise the sender that receipt of such transmission is not permitted and must stop. If a user requires assistance in responding to the receipt of inappropriate material, the user should Employees experiencing harassment shall contact the IT Director or County Administrative Coordinator immediately.

7.1.6 Employees should take the same care in drafting and sending email and other electronic documents and communications as they would for any other form of written communication. Any electronic communication created during an employee's work hours using County- owned or County- provided technologies is an extension of, and directly reflects on the County. Posting or blogging information on social networking sites, Internet forums or chat rooms should be done for approved business purposes only. Excessive communications with little value to the County decrease productivity, increase risk and can degrade the performance of the County's network. All Lincoln County social media accounts, including departmental accounts, are to be used only for their intended business purposes by duly authorized employees. All activities on County social media accounts are considered electronic records and transactions and will be subject to the Lincoln County Records Management and Retention Ordinance or other applicable law or rule. Google Drive > Global Shared Drive > County Administration > Public Records > "Record Retention.doc" Records Retention. The use of County IT resources for personal use of social media accounts is prohibited.

7.1.7 Electronic communication sent or posted outside the County are outside of your control and may be made public, distributed or saved to archives. Therefore, all such electronic communication must conform to acceptable business standards, must not disclose confidential information and must not include inappropriate or unlawful material. records and transactions communicated with any parties outside of Lincoln County shall take compliance, confidentiality, and County intellectual property ownership into consideration prior to transmission of information. All IT Resource activities will be monitored to ensure data loss prevention, applicable compliance, and acceptable use.

9.2.2 Given the prevalence of viruses on the internet, downloading or opening messages of any kind, except as necessitated per your job function, is prohibited. (*Note: Redundant and covered by 9.2.1*)

7.1.8 County Board Electronic Mail: County Board Supervisors may use the County's e-mail system for County business. All messages should be composed with the expectation that they are County records – keeping in mind that electronic communication is subject to the same Open Meetings & Public Records laws which govern all County Board business. Lincoln County reserves the right to access and disclose all messages sent over its e-mail system. The email system should not be used to solicit others for personal business ventures, political or religious causes, outside organizations or other solicitations not directly related to County business. (*Note: Redundant as these facets are all covered in previous subsections. Intention is also to not have a separate email or technology policy for Board supervisors, rather a comprehensive policy for all employees inclusive of all Elected Officials that use IT resources.*)

7.1.9 E-mail users are not permitted to send sexually explicit images, messages, video or any other material disparaging or harassing to anyone on the basis of race, sex, sexual orientation, disability, age, religious or political beliefs, or national origin. In addition, messages that contain content that may be considered destructive (viruses, bots, etc), obscene, offensive or harassing are strictly prohibited. If such material is

received, and if feasible, recipient shall immediately advise the sender that receipt of such transmission is not permitted and must stop. *(Note: Redundant and covered by 7.1.5)*

(Note: Removed all sub-sections below through 10.10.3 as it prescribes standard operating procedures, the how, instead of decision-making policy parameters, the why. It is also completely out of date in terms of the specific technology mentioned.

9.14.1 Procedures and Responsibilities:

9.14.1.1 and subs Corporation Counsel

Provide information upon request to County Board Supervisors about open meeting and public records issues as it relates to their e-mail account.

Respond to complaints regarding misuse of e-mail, and initiate appropriate action in the event of a violation of this policy.

9.14.1.2 & subs IT

Maintain system functionality and records maintenance/retention protocols.

Provide training on utilization of Outlook Web Access (OWA) and ensure that access to the County's email system through OWA is functioning. The IT department does not support and is not responsible for the County Board Supervisor's personal workstations or laptops.

Ensure that each user's mailbox is properly configured with security to ensure confidentiality.

Ensure that user mailboxes for former County Board Supervisors are removed in a timely manner.

Add and remove the County Board Supervisor's email addresses to the County website as needed.

7.1.10 & subs County Board Supervisors

Use County e-mail for conducting County business only.

Use proper and professional language, which another individual would not find obscene, harassing, or profane.

Comply with Open Meetings & Public Records laws.

Exercise caution regarding the content of e-mail, as messages may be forwarded to persons other than the intended recipient.

Respect limits on County resources which prevent utilization of IT staff for personal computer/equipment issues.

Understand that utilization of email is voluntary and carries with it risks and responsibilities.

10.10.3 E-Mail Remote Access: At its discretion, Lincoln County permits the use of remote email access via Microsoft Outlook Web Access (OWA). The same rules in this policy apply to emails sent and received through OWA. The County reserves the right to limit the duration and number of available OWA accounts.

1.1.3 Internet Acceptable Usage: Lincoln County provides access to the vast information resources of the Internet to help you perform your job more effectively, faster, smarter and to be a well-informed employee.

The facilities to provide that access represent a considerable commitment and investment of County resources. to assist employees in conducting County operations and functions. The Internet, as defined by the National Institute of Standards and Technology (NIST): The single, interconnected, worldwide system of commercial, governmental, educational, and other computer networks that share (a) the protocol suite specified by the Internet Architecture Board (IAB) and the name and address spaces managed by the Internet Corporation for Assigned Names and Numbers (ICANN). County IT resources may be limited in whole or part from accessing the Internet.

7.1.11 Internet is a business tool provided to you at significant cost. It is expected that you use your Internet access for business-related purposes and conduct yourself honestly and appropriately, respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others just as you would in any other business dealings. All existing County policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, electronic communications, privacy, misuse of County resources, sexual harassment and general computer usage. The County's IT resources and Internet must not be used to handle illegal and/or unauthorized copyrighted content. Downloading, copying, plagiarizing, and using copyrighted materials that the employee has not legally procured or obtained explicit right-to-use permission from the copyright owner, is prohibited. Copyright law applies to a wide variety of materials. Employees shall contact the IT Director and/or Corporation Counsel for technical and legal guidance if usage of materials is or may result in violation of copyright laws.

7.1.12 Unnecessary or unauthorized Internet usage can cause network congestion. It slows other users, takes away from work time and consumes available resources. Unlawful Internet usage may also garner negative publicity for Lincoln County and expose you and/or the County to significant legal liabilities.

4.2.2 While our direct The County's connection to the Internet offers a vast array of potential benefits, but it also opens the door to carries significant security risks and liabilities. to our data and systems if we do not follow appropriate security discipline. Due to sensitive data, some computers or servers may be prevented from connecting to the Internet entirely. Employees shall maintain security awareness and hold the responsibility for their actions and consequences of Internet usage. **4.2.3** In an effort to prevent security risks and exploitation of potential vulnerabilities, County users employees may also will be prevented from viewing or accessing specific Internet websites or using certain Internet features content that is not required as part of their job role or department and County operations. There are a standard set of rules and content-specific categories in place that block websites that are not considered to be business relevant. Best practice analytics shall be used regularly to determine the content that is allowed or blocked. If an employee needs access to a blocked website content, their department head or direct supervisor must complete a removal request form to authorize the viewing of this website authorization with just cause and submit to the IT Director for review and subsequent approval or denial. The form will be reviewed and the request will be approved or denied based on the business need.

1.2.4 Management and Administration: Lincoln County has software and systems in place monitoring and recording network, computer, Internet and other resource usage. No employee should have any expectation of privacy as to his or her usage of County owned technology, and the County reserves the right to inspect any and all files stored on County- owned resources. IT staff, department heads or other assigned personnel may review

and analyze usage, and may choose to publicize this data to assure that County resources are devoted to maintaining the highest levels of productivity. (Note: redundant and covered under subsection 1.2.3)

1.2.5 Lincoln County's Internet facilities and computing resources must not be used to violate the laws and regulations of the United States, or the laws and regulations of any state, city or other jurisdiction in any way. Use of any County resources for illegal activity is grounds for immediate dismissal.

1.4.4 Remote Access: Remote access is a generic term used to describe the accessing of Lincoln County's computer network by employees, contractors, and vendors describes connections and access not located originating on the secure wired or wireless local area network (LAN) at a County facility. Remote access is meant to be an alternative method of meeting County business operational needs. The County in its sole discretion may refuse to extend or terminate remote access privileges to any employee, visitor, guest, contractor, or vendor or terminate a remote access arrangement at any time. Temporary remote access requests made by employees shall be approved by their department head and must be done in a manner that affords the IT department the necessary time to process and complete the request. Permanent remote access requests made by employees shall be approved by the department head and submitted in writing to the Administrative Coordinator for review of the employee's job description in order to make an initial determination. If approved and the necessary equipment to make the transition has not been pre-determined or planned ahead in order for the IT budget to accommodate it, it may be delayed until funds are available. Vendor and contractor requests for remote access should all come to the IT Department for approval via the Help Desk system.

1.1.4 The County will provide approved employees the equipment and software necessary for remotely accessing the County's computer network. This may will include computer hardware, software, and other applicable equipment or services a standard laptop and accessories, a singular monitor and dock if remote access is for an extended period, and the standard software resources deemed necessary for to perform the employee's job functions via remote access connectivity. Personally-owned equipment is IT resources are not to be used at any time with the exception of equipment that is required to make a connection to the Internet.

10.10.4 Secure Remote access must be strictly controlled and to Lincoln County on-premises IT resources will be enforced secured via several layers of with a VPN and multi-factor authentication for employee remote access.

7.3.1 Third parties, i.e. vendors and/or contractors may be authorized and/or permitted remote connectivity if there is a clear business-related need to maintain continuity of operations that has been reviewed and approved by the IT department. Third parties that require access to particular sensitive data sets may be required to also complete other necessary steps to maintain compliance prior to the connection being allowed. This includes but is not limited to HIPAA business associate agreements and identification safeguards that may be required for access to criminal justice information such as physical identification and a background check. and while under the supervision of a County employee. Access will be limited to the absolute minimum access required necessary to complete the task and enabled only for the time period required. Access into the County's infrastructure is to be used only when necessary and related to a specific problem or support issue. In most cases this would be accomplished via a secured VPN connection. Remote connectivity methods may be established by VPN or any number of remote assistance tools that vendors and contractors utilize. Employees

are expected to maintain security awareness regarding information they may be sharing when remote connections are established.

10.10.5 The use of equipment and software IT resources provided by the County for remotely accessing the County's computer network is limited to shall only be used by authorized persons and for purposes relating to County business and the performance of the employees job duties. Employees must remain constantly aware that remote access connections are literal extensions of the County's network infrastructure, and that they provide a potential path to the County's most sensitive information. Unauthorized access or usage by non-employees is prohibited.

10.10.6 Employees are to Department heads or direct supervisors shall notify the IT Department when remote access resources and services are no longer required for an employee to perform the duties of their position.

14.4.1.1 To ensure compliance with labor laws, non-exempt employees must document and submit any and all time spent accessing the County computer network. Exempt employees will generally not be compensated for time spent remotely accessing the County computer network and services. This service has been introduced to allow authorized staff to administer and support functions under their control on their own initiative. All Fair Labor Standards Act (FLSA) and other applicable labor laws apply to remote access and work. All other Lincoln County policies, i.e. pre-approval of overtime, shall also remain applicable.

10.10.7 The provision for this service does not permit staff to ignore their responsibility to come in to work, nor does it entitle exempt staff to take time off as a result of activities/projects undertaken with the use of remote access. Employees authorized for remote access may be required to return to the office to complete troubleshooting steps for IT resources if and when required by the IT department. IT will make every effort to troubleshoot remotely first. IT shall not be required to make visits to any employees' homes to setup IT resources provided for remote access nor troubleshoot issues with employees' personal Internet Service Provider (ISP) equipment or connection.

Note: Below is all redundant and covered by subsection 1.4.4 on previous page and 14.4.1.1 on this page.

10.10.8 & subs (thru etc.) Eligibility for an employee's or vendor's remote access to the County's network must be requested in writing identifying the employee or vendor and his/her remote access needs with the associated department head approval. Justification must demonstrate that an individual's need for remote access is frequent enough or critical to efficient operations to justify the cost of installing and maintaining the necessary equipment. The IT Department will be responsible for retaining all approved requests and may request additional information as needed.

Justification supporting requests for remote access services must explain the need for remote access, and is limited to:

Individuals authorized to work at home, a remote location, or from a remote business.

Individuals that are out of town for work-related activities and need access to the County network.

Individuals requiring 24 hour access to the County's computer network due to the nature of their assigned duties, e.g., network management, software support, security, etc.

Equipment & Media Acquisition and Disposal

11.1.1 Hardware and Software The entire lifecycle management of IT resources shall be the sole responsibility of the IT department. This includes but is not limited to research, development, procurement, acquisition, contracts, agreements, memorandums of understanding, licensing, subscriptions, inventory, configuration, deployment, training, documentation, maintenance, warranties, support, troubleshooting, repair, decommission, and disposal. The IT department may elect to employ third party expertise and services determined by specific identified needs.

: (1.1.5 in parentheses: A variety of hardware and software is being used by all departments to achieve a number of goals. In most cases, the IT Department is charged with supporting those endeavors to the best of their abilities and in a manner consistent with the IT Mission Statement.) 11.1.1 *continued* Such support requires that a consistent set of hardware and software be used and, when this is not possible, that County departments consult with IT before purchasing unsupported products. This allows IT and the associated County department to come to agreement on the level of support that is desired and that can be expected. This lifecycle management model is in accordance with the IT department's mission statement, services provided, and performance indicators that are updated annually and stated in the Lincoln County budget book and below.

Mission Statement: The IT Department will incorporate customer service, collaboration, research and development, training, continued education, and partnerships to deliver and support constructive, economical, reliable, and secure technology solutions for its stakeholders in all Lincoln County departments, public and private partners, and contracted organizations. These solutions and services are critical to achieving Lincoln County's mission.

Services Provided

- We provide customer support to all stakeholders in their effective utilization of technology solutions and services.
- We provide training and continued education opportunities for all stakeholders on technology solutions and services.
- We support all stakeholders in the research, development, selection, configuration, installation, integration, support, and maintenance of technology solutions and services. These technologies include, but are not limited to the following: business applications and software, cloud hosted services and applications, workstations and peripherals, Internet access, server infrastructure, network infrastructure, security infrastructure, telephony infrastructure, printers and scanners, audio/video equipment, and data backup and disaster recovery infrastructure.
- We build, maintain, and leverage strategic partnerships to achieve objectives in accordance with the mission.
- We provide effective vendor management and purchasing of technology solutions and services.
- We develop and update policies and procedures regarding the acceptable, effective, and secure use of technology solutions and services.

Performance Indicators

- Stakeholder satisfaction and customer service experiences in regards to availability, timeliness, proper prioritization, and effective communication.

- Stakeholder satisfaction with the effectiveness and reliability of the technology services and solutions in place.
- Stakeholder satisfaction with the effectiveness and creativity in meeting new technology needs of stakeholders.
- Effective management of the department's and stakeholders' budgets, time, technology resources, and human resources.

Note: Eliminated 11.2, 11.3, & 11.4 as they are covered in 11.1.1 & mission and services statements above.

11.1.2 Intended to ensure: All hardware and software will operate effectively and efficiently within the County environment. The best possible pricing is obtained. There is proper review of licensing agreements for all software. Clear expectations are outlined for maintenance, licensing, network connectivity, ongoing support, training, etc. That relevant technology is purchased in order to prevent the acquisition of technology that is defunct or outdated. The maximization of the functionality of the technology purchased. A standard cycle of replacement for dated hardware.

11.1.3 The IT Department sets the standards for technology purchases including computer and network hardware, printers, software, telephony and media equipment. These standards are identified and developed based on multiple factors including, but not limited to, initial cost, recurring costs, viability in the County networked environment, functionalities, manufacturers' warranties, and the ability of IT to offer support for the purchased technology. Lincoln County has partnerships in place with pre-qualified vendors and access to State contract agreements for favorable pricing on technology that meets or exceeds the standards recommended by IT.

11.1.4 All purchases of computer and network hardware, printers, software, telecommunications and media equipment In rare cases, the IT Director may exempt a department from this requirement.

Note: Eliminated 11.5 & 11.6 definition is covered in initial blanket statement at the start of the IT policy section and purchasing is covered in 11.1.1 & the mission and services provided above.

11.1.5 All computer and network hardware and components (servers, desktops, laptops, monitors, handheld devices, cameras, etc.), printers, software, media equipment (both audio and visual) and telecommunications equipment are included. If there are any questions in regards to whether or not an item falls within this category, the IT Department should be contacted directly prior to making a purchase.

11.1.6 The only items excluded are items that are deemed to be general office supplies and consumables such as CD and DVD media, power strips, etc. Normally these office supply items will have a value of under \$20. These items can either be acquired on your own or through the IT Department.

Note: Eliminated nearly all of 9.9.1 through 9.9.7 as they are procedural, covered in a previous section, or the methods are obsolete or an inefficient use of human resources. Disposal as a responsibility for IT is covered in 11.1.1 & the mission and services provided above.

9.9.1 Equipment and Media Disposal: The IT Director will periodically recommend methods of effective and compliant disposal of physical IT resources to the Public Property committee for consideration and approval. for an accurate inventory of all computer equipment. For this reason, the purchase or disposition of computer-

related items must go through the IT Department. This will ensure that the equipment is entered and removed from our records for inventory and auditing purposes.

9.9.2 Departmental staff shall contact the IT Department for the disposal of any computers, servers or hard drives. The IT Department will determine the best disposal solution given the particular piece of equipment and the information it contains.

9.9.3 & subs Acceptable disposal will consist of one of the following methods:

Removal of all hard disks for permanent destruction of the device.

Destruction of all data, including the operating system, by use of third-party software that meets or exceeds the Department of Defense Standard (DOD Standard 5220.22-M). Only software approved by the IT Department will be allowed to destroy data.

Use of a third-party entity that can provide data destruction services that include a certificate of destruction and disposal. This entity must be approved by the IT Department.

Upon the satisfaction of the IT Department that all data has been destroyed, the computer, server, or external drive can be disposed of per the County's normal disposal guidelines including public auctions.

9.9.4 Removable disks must be destroyed by breaking prior to disposal in the trash. For external disks, follow the procedures for data destruction as described above. Floppy disks must have the inside circular disk removed and destroyed. CD-ROM or DVDs must be severely scratched in four places using a sharp object and then physically broken or cut in two.

9.9.5 Backup media not falling into the category listed above will be destroyed by pulling the tape from the container and shredding the tape. The media can then be disposed of in the trash.

9.9.6 Alternatively, these items can be destroyed through the use of a third-party entity that can provide data destruction services that include a certificate of destruction and disposal. This entity must be approved by the IT Department.

9.9.7 Monitors, printers, faxes, copy machines and other electronic devices must be disposed of by the IT department. These units may be recycled, sold in County auctions or disposed of if damaged beyond repair.

Note: Eliminated next 3 subsections as they are obsolete or covered in 11.1.1 & the mission and services provided above.

1.1.6 Mobile Phones: Lincoln County's ongoing commitment to cost effective and efficient communications includes the establishment and enforcement of this mobile phone policy. The principles are applicable to

mobile phones, pagers and data access cards. Lincoln County wishes to provide the most cost-effective, consistent and convenient mobile phone services possible for its employees. The term mobile phone covers all current mobile phones, cell phones, smart phones or other such associated technologies.

1.2.6 All employees of Lincoln County who use a mobile phone, pager or data access card are covered by this policy. Objectives: Provide guidelines to employees who may require a mobile phone to conduct County business. Apply standards to the mobile phone equipment and service agreements used by County employees. Provide a system for monitoring mobile phone usage patterns so that plans can be routinely modified to better meet the needs of the user and departments. Ensure that the County's acquisition of mobile phone services is cost-effective. Provide guidelines for all costs and fees associated with the use of mobile phones.

10.13.1 To facilitate accomplishment of the above objectives, the County may, at its discretion, enter into contracts with mobile phone service providers. During the period when one or more of these contracts is in force, the County will only purchase mobile phones or mobile phone service agreements for employee use on the basis of these contracts, unless a specific exception is granted by the Administrative Coordinator.

10.13.2 Mobile phones and related accessories and services, i.e. text message and a data plan may be provided to certain County employees to conduct necessary job-related activities that either cannot be conducted on a land line phone or for which it would be inefficient to use a land line phone. perform the duties listed in their job description that necessitate it. Requests for mobile phones must be approved by an employee's department head and the County Administrative Coordinator. Should an employee believe their position merits the use of a mobile phone, The department head and County Administrative Coordinator will evaluate the request based on the significance and frequency with which the employee is unable to be contacted directly through the normal land line communications system provided by the County, or through other suitable alternatives. Such evaluations shall consider the following factors: The frequency of the employee's need for mobile communications for County business. The cost of mobile communications as compared to alternative forms of communication. The provision of mobile phones to others within the employee's department and the potential to share or jointly use mobile phones. that remote or after-hours availability is required and other means of lower cost communications will not be effective or sufficient.

10.13.3 The County provides mobile phones to designated employees for conducting County business. Use of County-owned mobile phones to make or receive personal calls is prohibited. It is understood incidental personal use may occur in urgent and emergent situations. This use should be on a limited basis and reported to the employee's supervisor. Personal use of County mobile phones is prohibited and should be limited to emergencies.

1.2.7 Repeated non-compliance with this policy may result in loss of mobile equipment and other discipline.

Other Restrictions:

7.1.13 Mobile phones are not a secure form of communication. Therefore, employees should use discretion in relaying confidential information via mobile phones. Furthermore, mobile phones may not be used to defame,

harass, intimidate, or threaten any person. Employees are prohibited from using their mobile phones in any illegal, illicit, or offensive manner.

7.1.14 Employees are strictly prohibited from using hand-held mobile devices while driving either their personal or County provided vehicle while conducting County business. Employees who need to use the mobile device while driving should locate a lawfully designated area to park and then make the call. shall follow all applicable laws and regulations of mobile phone usage while driving.

7.1.15 Employees may use hands-free mobile phones while driving, but only when necessary. Such calls should be kept short and should the circumstance warrant (e.g., heavy traffic, bad weather) hands-free calls are further prohibited.

11.1.7 Employees may request to purchase mobile phone accessories using County funds as long as such accessories enhance the phones functionality and/or safety if approved by the employee's department head (purely cosmetic or similar accessories are the responsibility of the employee).

1.2.8 All mobile phones provided to employees by the County are the property of the County.

10.13.4 Due to cost, the County discourages use of a mobile device when a land line phone or computer could be used. The exception to this rule will be the use of mobile-to-mobile coverage plans in order to reduce incoming call expenditures.

10.13.5 Phones should be carried and turned on as required by the employee's job description or as required by the employee's supervisor. Employees are required to make sure that their mobile phone is adequately charged at all times.

10.13.6 Mobile phones should be turned on silent/vibrating mode during staff meetings, training, public speaking events, County committee or board meetings, etc.

10.13.7 Use Usage of all County provided mobile phone features including but not limited to cameras, text messaging, Internet browsing, applications, and recording devices are strictly prohibited unless needed for shall be limited to work purposes. Any audio or video recordings and pictures taken on a County provided mobile phones are the property of the Lincoln County. Use of these devices must not violate privacy laws. All information transmitted or stored on mobile phones is also considered the property of Lincoln County and applicable laws and regulations shall be followed. County mobile phones will be registered to a mobile device management (MDM) platform to ensure compliance and regulations are met in addition to data loss prevention.

10.13.8 Under limited circumstances, mobile phone users may be allowed to subscribe to a text messaging plan. Text messaging will be subject to all business and personal use restrictions contained in the policy and Wisconsin public records laws. Text messaging capability must be approved by the department head and the Administrative Coordinator.

7.1.16 Any mobile device Internet usage must be for work purposes only and all Internet use is subject to the Wisconsin public records laws. Any other Internet usage (game downloads, ring tone downloads, personal email, other multimedia applications, etc.) is prohibited unless approved by the department head. The County will not incur any cost for such usage.

Note, 12.3.1 is now covered in a blanket statement about damaged, lost, or stolen IT resources.

12.3.1 Handsets or other equipment damaged in the course of business should be brought to the attention of the employee's department head or immediate supervisor who will contact the vendor for replacement or repair. Lost or stolen mobile equipment should be immediately reported to the employee's department head or

immediate supervisor, who will then cancel the service. The County will replace lost or stolen mobile phones, however all costs incurred for replacement or repair will be the responsibility of the employee's department. Employees may be financially responsible for the replacement if: Equipment is lost or damaged while in the care of an employee as a result of the employee's carelessness or negligence. Equipment is not returned by an employee within the specified period of time or is damaged upon its return. Equipment is damaged due to failure to adhere to safety, maintenance or operational policies. If the employee is found to be financially responsible for the loss or damage to a mobile device, any costs associated with repair or replacement shall be deducted from the employee's paycheck unless a prompt personal payment is made to reimburse the County for the loss.

1.2.8 Department heads or their designees are responsible for educating employees about appropriate mobile phone procedures and monitoring of their usage.

11.1.8 The County's IT and Finance Departments will manage the relationship with mobile providers and in conjunction with the departments and department heads, determine the best plan for their overall usage and needs to obtain the most convenient and economical plan. Each department and department head will have direct management responsibilities for the mobile phones within their departments. Each department will be responsible for monitoring their usage, placing new device orders and provide troubleshooting and coordination of equipment repairs.

11.1.9 Mobile phones may be issued to individuals as determined by the request of the department head and approved by the Administrative Coordinator.

10.3.1 Employees are permitted to carry personal mobile phones while at work. Use of personal mobile phones for non-business purposes is discouraged during working hours and is only permitted in the event of urgent and emergent situations, an emergency or while employees are on breaks. The personal mobile device must be on vibrating while at work. The County is not responsible for damage or loss of any personal mobile device.

11.1.10 The cost of County-supplied mobile phones will be paid for directly by the County and these costs will be assigned charged back to the associated departments. *(Note – grant funds and programs are a factor with leaving this with departments, similarly to charging back printing and land-line usage costs.)*

1.2.9 Nothing in this policy prohibits a department head from issuing a subordinate policy for the specific work environment that is more restrictive than this policy. A subordinate policy MAY NOT grant additional benefits. *(Note: removing as it is more manageable and consistent to use a singular County policy. Small and temporary provisions may be made but the expectation is that if any part of the policy is not working for a department, they should bring it to the attention of the IT Director in order to review it and make appropriate changes as stated at the start of the document.)*

SUB-POLICY AND PLAN REFERENCES

Identification and security access badge policy. See Appendix C below. *(Note: this will be included in the current handbook. An updated ID policy is currently being collaborated on by Emergency Management and IT. The badge access policy will be separated and updated for future handbooks.*

Cybersecurity Contingency Plan. This plan can be obtained from the IT Director. *(Note: this will continue to be a stand-alone plan that is referenced by the handbook. Requires review and updates also as the last revision was in 2020.)*

Continuity of Operations, Continuity of Government (COOP/COG) Plan. This plan can be obtained from the Emergency Management Director or IT Director upon request. *(Note: I am working with Emergency Management on this and specifically how it relates to IT. Stand-alone review and updates expected.)*

(Note – below “2.1.1 and subs” has been left alone. It is more of a general privacy and personnel policy item vs. an IT policy item, albeit does involve usage of technology. I’ll consult with the Administrative Coordinator to discuss moving this to another place in the personnel handbook and updating it at that time.)

2.1.1 and subs Unauthorized Audio/Video Employee Monitoring:

1. Generally, covert audio/video recording or monitoring of employees shall not be permitted. In the event a department head has reason to believe that an employee is engaged in behavior that violates Lincoln County policy, that department head may request the use of monitoring devices for the purpose of additional investigation.

2. Consent of the Administrative Coordinator and Corporation Counsel shall be required prior to such monitoring of employees. In the Sheriff’s Office, the Sheriff shall give consent prior to covertly monitoring employees.

3. The department head must minimally present the following information to the Administrative Coordinator and Corporation Counsel.

- a. Employee name and alleged violation.
- b. Dates and times of alleged violation.
- c. Harm or impact generated due to violation.
- d. Impact resulting to other employees by the use of monitoring devices.
- e. Alternative methods considered prior to monitoring request.
- f. Proposed dates, times and areas of monitoring.

4. Use of monitoring devices without prior permission will subject the monitoring employee to disciplinary action.

Appendix A – Password Standards from CJISD-ITS-DOC-08140-5.9.1

Basic Password Standards

When agencies elect to follow the basic password standards, passwords shall:

1. Be a minimum length of eight (8) characters on all systems.
2. Not be a dictionary word or proper name.
3. Not be the same as the Userid.
4. Expire within a maximum of 90 calendar days.
5. Not be identical to the previous ten (10) passwords.
6. Not be transmitted in the clear outside the secure location.
7. Not be displayed when entered.

Advanced Password Standards

When agencies elect to follow the advanced password standards, passwords shall:

1. Passwords shall be a minimum of twenty (20) characters in length with no additional complexity requirements imposed (e.g., ASCII characters, emojis, all keyboard characters, and spaces will be acceptable).
2. Password Verifiers shall not permit the use of a stored “hint” for forgotten passwords and/or prompt subscribers to use specific types of information (e.g., “What was the name of your first pet?”) when choosing a password.
3. Verifiers shall maintain a list of “banned passwords” that contains values known to be commonly-used, expected, or compromised. For example, the list may include, but is not limited to:
 - a. Passwords obtained from previous breach corpuses
 - b. Dictionary words
 - c. Repetitive or sequential characters (e.g. ‘aaaaaa’, ‘1234abcd’)
 - d. Context-specific words, such as the name of the service, the username, and derivatives thereof
4. When processing requests to establish and change passwords, Verifiers shall compare the prospective passwords against the “banned passwords” list.
5. If the chosen password is found to be part of a “banned passwords” list, the Verifier shall:
 - a. Advise the subscriber that they need to select a different password.

b. Provide the reason for rejection, and

c. Require the subscriber to choose a different password.

6. Verifiers shall limit the number of failed authentication attempts that can be made as described in Section 5.5.3 Unsuccessful Login Attempts.

7. Verifiers shall force a password change if there is evidence of authenticator compromise or every 365 days from the last password change.

8. Verifiers shall use approved encryption and an authenticated protected channel when requesting passwords to protect against eavesdropping and Man-in-the-Middle (MitM) attacks.

9. Verifiers shall store passwords in a manner that is resistant to offline attacks by salting and hashing the password using a one-way key derivation function when stored.

a. The salt shall be at least 32 bits in length.

b. The salt shall be chosen arbitrarily so as to minimize salt value collisions among stored hashes.

Note: Key derivation functions take a password, a salt, and a cost factor as inputs then generate a password hash. Their purpose is to make each password guessing trial by an attacker who has obtained a password hash file expensive and therefore the cost of a guessing attack high or prohibitive.

10. For each subscriber, Verifiers shall protect stored salt and resulting hash values using a password or PIN.

Appendix B – Definition of “Electronic transactions and records”

Defined as such under §137.11, Wis. Stats., <https://docs.legis.wisconsin.gov/statutes/statutes/137>

137.11 Definitions. In this chapter:

- (1) “Agreement” means the bargain of the parties in fact, as found in their language or inferred from other circumstances and from rules, regulations, and procedures given the effect of agreements under laws otherwise applicable to a particular transaction.
- (2) “Automated transaction” means a transaction conducted or performed, in whole or in part, by electronic means or by the use of electronic records, in which the acts or records of one or both parties are not reviewed by an individual in the ordinary course in forming a contract, performing under an existing contract, or fulfilling an obligation required by the transaction.
- (3) “Computer program” means a set of statements or instructions to be used directly or indirectly in an information processing system in order to bring about a certain result.
- (4) “Contract” means the total legal obligation resulting from the parties' agreement as affected by this chapter and other applicable law.
- (5) “Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- (6) “Electronic agent” means a computer program or an electronic or other automated means used independently to initiate an action or respond to electronic records or performances in whole or in part, without review or action by an individual.
- (7) “Electronic record” means a record that is created, generated, sent, communicated, received, or stored by electronic means.
- (8) “Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- (9) “Governmental unit” means:
 - (a) An agency, department, board, commission, office, authority, institution, or instrumentality of the federal government or of a state or of a political subdivision of a state or special purpose district within a state, regardless of the branch or branches of government in which it is located.
 - (b) A political subdivision of a state or special purpose district within a state.
 - (c) An association or society to which appropriations are made by law.
 - (d) Any body within one or more of the entities specified in pars. (a) to (c) that is created or authorized to be created by the constitution, by law, or by action of one or more of the entities specified in pars. (a) to (c).
 - (e) Any combination of any of the entities specified in pars. (a) to (d).
- (10) “Information” means data, text, images, sounds, codes, computer programs, software, databases, or the like.
- (11) “Information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.
- (12) “Record” means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

(13) "Security procedure" means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. The term includes a procedure that requires the use of algorithms or other codes, identifying words or numbers, encryption, callback, or other acknowledgment procedures.

(14) "State" means a state of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States. The term includes an Indian tribe or band, or Alaskan native village, which is recognized by federal law or formally acknowledged by a state.

(15) "Transaction" means an action or set of actions occurring between 2 or more persons relating to the conduct of business, commercial, or governmental affairs.

History: 2003 a. 294; 2019 a. 125.

Appendix C – Identification and Security Badge Access Control Policy

Lincoln County Government **Photo Identification and Secure Card Access Control Policy**

Secure Card Access and Photo Identification Overview

Lincoln County utilizes a centralized server that communicates with various devices throughout the County for providing secure card access and monitoring of sensitive areas within County facilities. Access will be provided to these facilities through secure card access. The secure access cards will also be used as identification cards that will contain that employee's name, photo and department.

Basis for Policy

It is the policy of Lincoln County to comply with authoritative guidelines to ensure a safe and secure workplace for our staff and to protect the property of the County. Further, it is the policy of Lincoln County to carry and present identification to other County employees or the public as needed or required.

To ensure a safe and secure workplace and to provide identification to the public, everyone is required to carry a photo identification card which will bear that person's photograph as well as indicates their name and department. Lincoln County has designated areas where limited, independent access/egress is necessary to provide security and safety for our staff. Various means will be utilized to help control access/egress to these secured areas.

Secure Area Card Access Policy

Administration will have final authority to authorize independent card access and access locations for County Departments.

Criteria for authorizing access shall include but not be limited to:

- The secured area is the staff's designated primary work area.
- Staff who need to access secured areas for business purposes when no staff is available to give them access.
- Designated Security personnel that need access to all or parts of a facility.

Access to a secured area will be authorized based on necessity and not convenience.

Visitors and staff without proper identification may be asked to sign in and out before they enter and exit a secured area with controlled access.

Any secured area with controlled access should have staff available to permit access/egress.

General Information

- Employees will be provided an ID card at the beginning of their employment. The ID card will be for the exclusive use by the employee.
- Employees must report lost or stolen cards immediately to their department head. Department Heads must report the stolen cards to the Information Technology Department.
- ID cards will remain the property of Lincoln County at all times, and must be immediately returned to the Administration Department if employment is terminated for any reason.
- ID cards will not be sent through the County's internal mail system. They must be picked up and signed for by the actual card recipient.
- Individuals terminating employment with Lincoln County are required to return issued cards. A fee of \$5.00 be assessed for any card that is not returned upon termination.
- Lost cards will be replaced without charge on a one time basis. Employees will be charged \$5.00 for all subsequent replacements.

Unauthorized Use

- Individuals who allow their ID card to be used by other employees, visitors, etc. and/or other unauthorized use are subject to disciplinary action, up to and including termination.
- Individuals who consistently do not wear their ID badge or refuse to wear their ID badge are subject to disciplinary action.

Display

- All employees and designated individuals must wear county identification cards with the front of the cards on the outside of their clothing when on duty, providing services, or accessing county facilities, except as indicated below. The cards should be worn above the waist level using the supplied lanyard or clip for securing the identification.
- Exceptions to requirement of wearing County identification card:
 1. County personnel in uniform with some form of their name and County identification seal (e.g., County seal) visible on their uniform are not required to wear a county identification card. However, they must carry a county identification card and display it upon request. Law enforcement officers on special assignment are exempt from either requirement.
 2. Further exceptions to the display of the ID cards may be made by the Department Head because of safety issues or uniform requirements.

Individuals in unauthorized areas

- An employee encountering an unknown person without proper identification in a nonpublic area should offer assistance. If the employee has any doubt about the person's response and/or demeanor, the employee should notify either their supervisor or the Sheriff's Department.
- Employees should report to their supervisor incidents of individuals who are in unauthorized areas and who are not accompanied by authorized Lincoln County employees.

Procedures *(Note: removing the procedural portion of this consistent with the rest of the IT policy. Procedures and workflows are documented internally and continuously updated. They are expected to be compiled into a dynamic standard operating procedure manual that will be referenced in future policy handbooks.)*

To obtain a secure access ID card (new or current employee):

1. The Department Head will contact Administration through email or via the phone to discuss which employee will need a card and what they are authorized to access.
2. Administration will review the request.
3. Department will be notified of the decision to grant/deny the request.
4. Administration will meet with the employee to take their photo and create the card with the appropriate access.
5. The employee will sign off on the secure card access policy and take possession of their card.

To modify a current secure access ID card:

1. The Department Head will contact Administration through email or via the phone to discuss which employee will need their current access modified along with an explanation of why the modification needs to happen.
2. Administration will review the request.
3. Department will be notified of the decision to grant/deny the request.
4. Administration will process the changes to the card and notify the Department Head when it has been completed.

To replace a secure access ID card (new or current employee):

1. The Department Head will contact Administration by phone to report the missing card as quickly as possible.
2. Administration will cancel that card's access privileges.

3. Administration will create a new card for the employee and the employee will personally take possession of their card.

Employee termination:

1. The Department Head will contact Administration through email or via the phone to discuss which employee will be leaving the County.

2. Administration will review the request and terminate that card's access privileges based on the termination date.

3. The Department Head or employee will turn in the card upon termination with the County.

The County Administrative Coordinator may propose additional procedures necessary for the implementation and enforcement of this policy and its related procedures and may interpret or authorize exceptions when deemed in the best interest of the County.

IT POLICY - CHANGES MADE FINAL DRAFT

+++++

COMMUNICATIONS

A. Bulletin Boards: To provide effective communication with employees of Lincoln County.

1. Written communication to employees is done via a memo form. Copies may be posted in each applicable department. Employees are responsible for information or changes in policy that have been issued and placed on the bulletin boards.

2. Prior Authorization: Authorization for employees to use the bulletin board must first be obtained from management.

RECORDS MANAGEMENT & RETENTION

County employees shall familiarize themselves with the “Records Management and Retention Ordinance of Lincoln County” which regulates the maintenance, retention and disposal of records (paper, electronic) created or in your possession. It can be viewed at Google Drive > Global Shared Drive > County Administration > Public Records > “Record Retention.doc” [Records Retention](#). Employees are expected to strictly adhere to the retention rules prescribed therein or otherwise prescribed by statute or administrative rule.

+++++

Information Technology

Overview: The intent of the Information Technology (IT) policy is to ensure the acceptable use of Lincoln County IT resources in order to achieve Lincoln County’s mission and vision by maintaining a high level of accountability, integrity, safety, security, efficiency, effectiveness, manageability, and cost control while limiting risks and exposure to liabilities.

The IT Department regards the IT policy as highly fluid, due to the speed that technology changes and emerges, and thus continuously subject to regular reviews and modifications. Therefore, it is the responsibility of employees to maintain awareness with regards to modifications to the policy. Modifications to this policy after the publication of the personnel handbook does not allow non-compliance or permit the employee to engage in activities contradictory to any modifications made after initial publication and prior to subsequent publications.

Where this policy is less restrictive than may be necessary for compliance, Lincoln County IT will follow applicable laws, regulations, and standards and use the tools necessary to meet or exceed compliance minimums in the departments and IT systems that require it, i.e. Criminal Justice Information Systems (CJIS) and HIPAA.

Scope: Lincoln County provides IT resources to County employees. This policy contains the guidelines and expectations associated with the entire lifecycle and acceptable use of these resources. The IT resources that are referenced throughout this policy are defined as all hardware, software, systems, and related peripherals and components used for input, output, storage, retrieval, transmission, and receipt of information. This shall also include associated contracts, agreements, configurations, documentation, warranties, subscriptions, and licenses. All IT resources provided or made available to employees, as well as all electronic records and transactions created or modified with these IT resources, remain at all times and in all places the sole property of Lincoln County. IT resources is not intended to include items that are considered to be convenience items, office supplies, or furniture i.e. batteries, canned air, standing desks and related accessories.

Department heads shall work with Administration and IT if there are IT resources that may be required to comply with the Americans with Disabilities Act.

The intent of this IT policy is to wholly supersede all previous versions of the IT policy. Additionally, related IT policy sub-sections or stand-alone policies that may have been taken up at different times in the past, and that are not included nor referenced in this document, shall also be considered ineffective.

IT resources are provided as productivity tools intended to enable employees to efficiently perform their job duties. These resources are to be used by employees for County operations only. Any other use of the County IT resources must be approved in advance by the employee's department head and the IT Director in order to determine potential risk factors and interruptions to operations. All IT Resource activities will be monitored to ensure data loss prevention, applicable compliance, and acceptable use.

Any changes, exceptions, or exemptions to this policy shall be brought to the Administrative and Legislative committee for consideration. This is not intended to encompass operational or procedural misconfiguration issues, i.e. a wrongly categorized website that needs to be allowed. If in question, please reach out to the IT Director for assistance on the issue and due process.

Lincoln County employees should expect no privacy when using any County IT resources and the County reserves the right to monitor, backup, log, and examine all activity and electronic records and transactions.

Employees utilizing IT resources are expected to do so in an acceptable manner that is consistent with achieving the County mission and vision and all other sections of the Lincoln County policy handbook. (i.e. ethical, appropriate, lawful)

Employees utilizing IT resources are expected to maintain the level of knowledge and awareness necessary that allows them to successfully adhere to and comply with applicable County ordinances, State statutes, and Federal laws. This may include County Records Retention, State public records and open meetings laws, and Federal compliancy such as HIPAA, HITECH, PCI, CJIS. This list is not exhaustive, but is included to provide a frame of reference with examples.

Employees are responsible for their own actions and agree to release the County from any liability regarding usage of IT resources.

IT resources that are lost, stolen, or damaged shall immediately reported to the employee's department head and the IT Director in order to take appropriate action that may be necessary to prevent additional negative consequences. Employees may be financially responsible for the replacement or repair costs of these IT resources if their actions or inactions are determined to have been negligent or careless.

Non-compliance and violations of the IT policy are cause for disciplinary action, up to and including termination. They shall be reported to the Administration Department as a personnel issue that will be filed and investigated to determine the nature and severity.

Lincoln County will take all necessary steps to report all illegal activities, upon discovery, to the relevant authorities and will cooperate with any resulting investigation and prosecution.

For security reasons, devices not owned nor managed by the County shall never be connected to the private County network without prior authorization and approval by the IT Director.

IT resources system and security configurations: IT resources are configured by the IT Department with a focus on security, productivity, and performance optimization. Employees are prohibited from making any system or security configuration changes without approval from the IT Director. This is not intended to include accessibility settings.

Employee Credentials: Unique credentials help maintain secure access to IT resources and must be kept confidential and must not be shared. To protect the credentials and County data, all employees must either shut down, lock, or log off of IT resources whenever they will be left unattended.

Passwords for IT resources that rely upon active directory and single-sign-on (SSO) derivatives must conform to the advanced password standards established by the U.S. Dept. of Justice in document CJISD-ITS-DOC-08140-5.9.1. IT resources that are currently unable comply to the advanced standards or are not SSO capable must comply with the basic password standards from the same U.S. DOJ document. Although Criminal Justice Information Systems (CJIS) standards are not directly applicable to all employees, a robust singular password policy based on these standards is intended to be both highly secure and manageable. Both basic and advanced standards' rule sets are attached as Appendix A.

Software approval, procurement, installation, licensing, configuration, and documentation shall be the sole responsibility of the Lincoln County IT Department. This is inclusive of open-source software, freeware, add-ons and application extensions.

Installing previously unapproved software on County IT resources is prohibited. Copying and/or using any software that has been illegally obtained is prohibited.

Any software or files, upon discovery, that have not previously been approved by the IT Department will be deleted from IT resources without notice.

Records Retention and Compliance: All employees are responsible for records retention and compliance as it relates to electronic records. Retention and compliance vary widely amongst departments. The employee's responsibility is to know and understand what is applicable based on their role in their department in accordance with Lincoln County Ordinances and State and Federal Statutes. The IT Department works with individuals and departments to use IT resources to assist in achieving proper retention and compliance of electronic records, i.e. email, files, database records. Google Drive > Global Shared Drive > County Administration > Public Records > "Record Retention.doc" [Records Retention](#).

Electronic transactions and records: Defined as such under §137.11, Wis. Stats., <https://docs.legis.wisconsin.gov/statutes/statutes/137> See Appendix B for a copy of these also.

All electronic transactions and records stored, created or modified using County IT resources, remain at all times the property of Lincoln County. Making copies of County electronic records for personal use and unauthorized sharing are prohibited and may be in violation of applicable laws.

Electronic transactions and records must be kept on County IT resources. If an employee has a specific need to work remotely and requires access to transactions and records stored within on-premises IT resources, secure

remote access will be provided to that employee through a VPN (virtual private network). Access to transactions and records on County cloud IT resources is normally available with Internet access only and no VPN requirement.

Approval must be given by a department head, the IT Director, and the Administrative Coordinator in order to authorize an employee to take any electronic transactions and records, copy or original, off of County IT resources. If electronic transactions and records is to be taken off of County IT resources, the department must work with the IT Department to ensure that there is a solution in place to encrypt and secure the data.

Lincoln County will employ the use of backup and disaster recovery solutions to retain copies of electronic transactions and records as specified in the Lincoln County Records Management and Retention Ordinance or other applicable law or rule. Google Drive > Global Shared Drive > County Administration > Public Records > "Record Retention.doc" [Records Retention](#). Any attempt to circumvent the backup or disaster recovery of electronic transactions and records by deleting or moving transactions and records to any type of offline or unmanaged storage location is strictly prohibited.

Employees shall maintain security awareness and full responsibility regarding all data downloaded from the Internet, downloaded from emails, or received on removable media. Regardless of the source, data and removable media may be compromised and contain cybersecurity threats. If there is the slightest doubt of integrity, employees must contact the IT Department for assistance or additional information prior to proceeding in order to run offline virus scans, verify checksums, and/or verify the source and legitimacy of the data or removable media.

Data Storage: There are a number of locations in which a user can store electronic transactions and records on County IT resources. general structure for transactions and records storage will be maintained as follows: County-wide, Inter-departmental, departmental, employee only. Employees will be permitted to access transactions and records within that structure through role-based access and appropriate permissions.

A notable exception to the structure are the storage of open meetings records that are referenced on the Lincoln County website. Under the administration of the County Clerk's Office, the agendas, minutes, packets, supplemental materials, and meeting recordings are shared in a manner consistent with open meetings laws compliance. This method allows the public to view and copy these records directly.

All employees are responsible for adhering to the following expectations for electronic transactions and records This section addresses specific IT resources and makes employees aware of the risks associated with using them.

Lincoln County employees should expect no privacy when using any County IT resources and the County reserves the right to monitor, backup, log and examine all activity and electronic records and transactions. Compliance, confidentiality, and County intellectual property ownership should be considered prior to the posting or transmission of information. Employees are prohibited from making any such post on behalf of Lincoln County, unless duly authorized.

The County prohibits employees from using its IT resources for any type of solicitation or personal gain.

Employees are not permitted to use IT resources in any manner consistent with violating the County harassment policy. Employees experiencing harassment shall contact the County Administrative Coordinator immediately.

All Lincoln County social media accounts, including departmental accounts, are to be used only for their intended business purposes by duly authorized employees. All activities on County social media accounts are considered electronic records and transactions and will be subject to the Lincoln County Records Management and Retention Ordinance or other applicable law or rule. Google Drive > Global Shared Drive > County Administration > Public Records > "Record Retention.doc" [Records Retention](#). The use of County IT resources for personal use of social media accounts is prohibited.

Electronic records and transactions communicated with any parties outside of Lincoln County shall take compliance, confidentiality, and County intellectual property ownership into consideration prior to transmission of information. All IT Resource activities will be monitored to ensure data loss prevention, applicable compliance, and acceptable use.

Internet Acceptable Usage: Lincoln County provides access to the Internet to assist employees in conducting County operations and functions. The Internet, as defined by the National Institute of Standards and Technology (NIST): The single, interconnected, worldwide system of commercial, governmental, educational, and other computer networks that share (a) the protocol suite specified by the Internet Architecture Board (IAB) and the name and address spaces managed by the Internet Corporation for Assigned Names and Numbers (ICANN). County IT resources may be limited in whole or part from accessing the Internet.

The County's IT resources and Internet must not be used to handle illegal and/or unauthorized copyrighted content. Downloading, copying, plagiarizing, and using copyrighted materials that the employee has not legally procured or obtained explicit right-to-use permission from the copyright owner, is prohibited. Copyright law applies to a wide variety of materials. Employees shall contact the IT Director and/or Corporation Counsel for technical and legal guidance if usage of materials is or may result in violation of copyright laws.

The County's connection to the Internet offers a vast array of potential benefits, but it also carries significant security risks and liabilities. Employees shall maintain security awareness and hold the responsibility for their actions and consequences of Internet usage. In an effort to prevent security risks and exploitation of potential vulnerabilities, County employees will be prevented from viewing or accessing specific Internet content that is not required as part of their job role or department and County operations. Best practice analytics shall be used regularly to determine the content that is allowed or blocked. If an employee needs access to blocked content, their department head or direct supervisor must request authorization with just cause and submit to the IT Director for review and subsequent approval or denial.

Remote access describes connections and access not originating on the secure wired or wireless local area network (LAN) at a County facility. Remote access is meant to be an alternative method of meeting County operational needs. The County in its sole discretion may refuse or terminate remote access privileges to any employee, visitor, guest, contractor, or vendor at any time. Temporary remote access requests made by employees shall be approved by their department head and must be done in a manner that affords the IT department the necessary time to process and complete the request. Permanent remote access requests made by employees shall be approved by the department head and submitted in writing to the Administrative Coordinator for review of the employee's job description in order to make an initial determination. If approved and the necessary equipment to make the transition has not been pre-determined or planned ahead in order for the IT budget to accommodate it, it may be delayed until funds are available. Vendor and contractor requests for remote access should all come to the IT Department for approval via the Help Desk system.

The County will provide approved employees a standard laptop and accessories, a singular monitor and dock if remote access is for an extended period, and the standard software resources to perform the employee's job functions via remote access. Personally-owned IT resources are not to be used at any time with the exception of equipment that is required to make a connection to the Internet.

Remote access to Lincoln County on-premises IT resources will be secured with a VPN and multi-factor authentication.

Third parties, i.e. vendors and contractors may be permitted remote connectivity if there is a clear need to maintain continuity of operations that has been reviewed and approved by the IT department. Third parties that require access to particular sensitive data sets may be required to also complete other necessary steps to maintain compliance prior to the connection being allowed. This includes but is not limited to HIPAA business associate agreements and identification safeguards that may be required for access to criminal justice information such as physical identification and a background check. Access will be limited to the minimum necessary to complete the task and enabled only for the time period required. Remote connectivity methods may be established by VPN or any number of remote assistance tools that vendors and contractors utilize. Employees are expected to maintain security awareness regarding information they may be sharing when remote connections are established.

IT resources provided by the County for remote access shall only be used by authorized employees. Unauthorized access or usage by non-employees is prohibited.

Department heads or direct supervisors shall notify the IT Department when remote access resources and services are no longer required for an employee to perform the duties of their position.

All Fair Labor Standards Act (FLSA) and other applicable labor laws apply to remote access and work. All other Lincoln County policies, i.e. pre-approval of overtime, shall also remain applicable.

Employees authorized for remote access may be required to return to the office to complete troubleshooting steps for IT resources if and when required by the IT department. IT will make every effort to troubleshoot remotely first. IT shall not be required to make visits to any employees' homes to setup IT resources provided for remote access nor troubleshoot issues with employees' personal Internet Service Provider (ISP) equipment or connection.

Equipment & Media Acquisition and Disposal

The entire lifecycle management of IT resources shall be the sole responsibility of the IT department. This includes but is not limited to research, development, procurement, acquisition, contracts, agreements, memorandums of understanding, licensing, subscriptions, inventory, configuration, deployment, training, documentation, maintenance, warranties, support, troubleshooting, repair, decommission, and disposal. The IT department may elect to employ third party expertise and services determined by specific identified needs.

This lifecycle management model is in accordance with the IT department's mission statement, services provided, and performance indicators that are updated annually and stated in the Lincoln County budget book and below.

Mission Statement: The IT Department will incorporate customer service, collaboration, research and development, training, continued education, and partnerships to deliver and support constructive, economical, reliable, and secure technology solutions for its stakeholders in all Lincoln County departments, public and private partners, and contracted organizations. These solutions and services are critical to achieving Lincoln County's mission.

Services Provided

- We provide customer support to all stakeholders in their effective utilization of technology solutions and services.
- We provide training and continued education opportunities for all stakeholders on technology solutions and services.
- We support all stakeholders in the research, development, selection, configuration, installation, integration, support, and maintenance of technology solutions and services. These technologies include, but are not limited to the following: business applications and software, cloud hosted services and applications, workstations and peripherals, Internet access, server infrastructure, network infrastructure, security infrastructure, telephony infrastructure, printers and scanners, audio/video equipment, and data backup and disaster recovery infrastructure.
- We build, maintain, and leverage strategic partnerships to achieve objectives in accordance with the mission.
- We provide effective vendor management and purchasing of technology solutions and services.
- We develop and update policies and procedures regarding the acceptable, effective, and secure use of technology solutions and services.

Performance Indicators

- Stakeholder satisfaction and customer service experiences in regards to availability, timeliness, proper prioritization, and effective communication.

- Stakeholder satisfaction with the effectiveness and reliability of the technology services and solutions in place.
- Stakeholder satisfaction with the effectiveness and creativity in meeting new technology needs of stakeholders.
- Effective management of the department's and stakeholders' budgets, time, technology resources, and human resources.

The IT Director will periodically recommend methods of effective and compliant disposal of physical IT resources to the Public Property committee for consideration and approval.

Mobile phones and related accessories and services, i.e. text message and a data plan may be provided to County employees to perform the duties listed in their job description that necessitate it. Requests for mobile phones must be approved by an employee's department head and the County Administrative Coordinator. The department head and County Administrative Coordinator will evaluate the request based on the significance and frequency that remote or after-hours availability is required and other means of lower cost communications will not be effective or sufficient.

Personal use of County mobile phones is prohibited and should be limited to emergencies.

Other Restrictions:

Employees shall follow all applicable laws and regulations of mobile phone usage while driving.

Usage of all County mobile phone features, including but not limited to cameras, text messaging, Internet browsing, applications, and recording devices shall be limited to work purposes. All information transmitted or stored on mobile phones is also considered the property of Lincoln County and applicable laws and regulations shall be followed. County mobile phones will be registered to a mobile device management (MDM) platform to ensure compliance and regulations are met in addition to data loss prevention.

The cost of County mobile phones will be paid for directly by the County and these costs will be charged back to the associated departments.

SUB-POLICY AND PLAN REFERENCES

Identification and security access badge policy. See Appendix C below.

Cybersecurity Contingency Plan. This plan can be obtained from the IT Director.

Continuity of Operations, Continuity of Government (COOP/COG) Plan. This plan can be obtained from the Emergency Management Director or IT Director upon request.

Unauthorized Audio/Video Employee Monitoring:

1. Generally, covert audio/video recording or monitoring of employees shall not be permitted. In the event a department head has reason to believe that an employee is engaged in behavior that violates Lincoln County policy, that department head may request the use of monitoring devices for the purpose of additional investigation.
2. Consent of the Administrative Coordinator and Corporation Counsel shall be required prior to such monitoring of employees. In the Sheriff's Office, the Sheriff shall give consent prior to covertly monitoring employees.
3. The department head must minimally present the following information to the Administrative Coordinator and Corporation Counsel.
 - a. Employee name and alleged violation.
 - b. Dates and times of alleged violation.
 - c. Harm or impact generated due to violation.
 - d. Impact resulting to other employees by the use of monitoring devices.
 - e. Alternative methods considered prior to monitoring request.
 - f. Proposed dates, times and areas of monitoring.
4. Use of monitoring devices without prior permission will subject the monitoring employee to disciplinary action.

Appendix A – Password Standards from CJISD-ITS-DOC-08140-5.9.1

Basic Password Standards

When agencies elect to follow the basic password standards, passwords shall:

1. Be a minimum length of eight (8) characters on all systems.
2. Not be a dictionary word or proper name.
3. Not be the same as the Userid.
4. Expire within a maximum of 90 calendar days.
5. Not be identical to the previous ten (10) passwords.
6. Not be transmitted in the clear outside the secure location.
7. Not be displayed when entered.

Advanced Password Standards

When agencies elect to follow the advanced password standards, passwords shall:

1. Passwords shall be a minimum of twenty (20) characters in length with no additional complexity requirements imposed (e.g., ASCII characters, emojis, all keyboard characters, and spaces will be acceptable).
2. Password Verifiers shall not permit the use of a stored “hint” for forgotten passwords and/or prompt subscribers to use specific types of information (e.g., “What was the name of your first pet?”) when choosing a password.
3. Verifiers shall maintain a list of “banned passwords” that contains values known to be commonly-used, expected, or compromised. For example, the list may include, but is not limited to:
 - a. Passwords obtained from previous breach corpuses
 - b. Dictionary words
 - c. Repetitive or sequential characters (e.g. ‘aaaaaa’, ‘1234abcd’)
 - d. Context-specific words, such as the name of the service, the username, and derivatives thereof
4. When processing requests to establish and change passwords, Verifiers shall compare the prospective passwords against the “banned passwords” list.
5. If the chosen password is found to be part of a “banned passwords” list, the Verifier shall:
 - a. Advise the subscriber that they need to select a different password,

- b. Provide the reason for rejection, and
 - c. Require the subscriber to choose a different password.
6. Verifiers shall limit the number of failed authentication attempts that can be made as described in Section 5.5.3 Unsuccessful Login Attempts.
7. Verifiers shall force a password change if there is evidence of authenticator compromise or every 365 days from the last password change.
8. Verifiers shall use approved encryption and an authenticated protected channel when requesting passwords to protect against eavesdropping and Man-in-the-Middle (MitM) attacks.
9. Verifiers shall store passwords in a manner that is resistant to offline attacks by salting and hashing the password using a one-way key derivation function when stored.
- a. The salt shall be at least 32 bits in length.
 - b. The salt shall be chosen arbitrarily so as to minimize salt value collisions among stored hashes.
- Note: Key derivation functions take a password, a salt, and a cost factor as inputs then generate a password hash. Their purpose is to make each password guessing trial by an attacker who has obtained a password hash file expensive and therefore the cost of a guessing attack high or prohibitive.
10. For each subscriber, Verifiers shall protect stored salt and resulting hash values using a password or PIN.

Appendix B – Definition of “Electronic transactions and records”

Defined as such under §137.11, Wis. Stats., <https://docs.legis.wisconsin.gov/statutes/statutes/137>

137.11 Definitions. In this chapter:

- (1) “Agreement” means the bargain of the parties in fact, as found in their language or inferred from other circumstances and from rules, regulations, and procedures given the effect of agreements under laws otherwise applicable to a particular transaction.
- (2) “Automated transaction” means a transaction conducted or performed, in whole or in part, by electronic means or by the use of electronic records, in which the acts or records of one or both parties are not reviewed by an individual in the ordinary course in forming a contract, performing under an existing contract, or fulfilling an obligation required by the transaction.
- (3) “Computer program” means a set of statements or instructions to be used directly or indirectly in an information processing system in order to bring about a certain result.
- (4) “Contract” means the total legal obligation resulting from the parties' agreement as affected by this chapter and other applicable law.
- (5) “Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- (6) “Electronic agent” means a computer program or an electronic or other automated means used independently to initiate an action or respond to electronic records or performances in whole or in part, without review or action by an individual.
- (7) “Electronic record” means a record that is created, generated, sent, communicated, received, or stored by electronic means.
- (8) “Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- (9) “Governmental unit” means:
 - (a) An agency, department, board, commission, office, authority, institution, or instrumentality of the federal government or of a state or of a political subdivision of a state or special purpose district within a state, regardless of the branch or branches of government in which it is located.
 - (b) A political subdivision of a state or special purpose district within a state.
 - (c) An association or society to which appropriations are made by law.
 - (d) Any body within one or more of the entities specified in pars. (a) to (c) that is created or authorized to be created by the constitution, by law, or by action of one or more of the entities specified in pars. (a) to (c).
 - (e) Any combination of any of the entities specified in pars. (a) to (d).
- (10) “Information” means data, text, images, sounds, codes, computer programs, software, databases, or the like.
- (11) “Information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.
- (12) “Record” means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

(13) "Security procedure" means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. The term includes a procedure that requires the use of algorithms or other codes, identifying words or numbers, encryption, callback, or other acknowledgment procedures.

(14) "State" means a state of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States. The term includes an Indian tribe or band, or Alaskan native village, which is recognized by federal law or formally acknowledged by a state.

(15) "Transaction" means an action or set of actions occurring between 2 or more persons relating to the conduct of business, commercial, or governmental affairs.

History: 2003 a. 294; 2019 a. 125.

Appendix C – Identification and Security Badge Access Control Policy

Lincoln County Government Photo Identification and Secure Card Access Control Policy

Secure Card Access and Photo Identification Overview

Lincoln County utilizes a centralized server that communicates with various devices throughout the County for providing secure card access and monitoring of sensitive areas within County facilities. Access will be provided to these facilities through secure card access. The secure access cards will also be used as identification cards that will contain that employee's name, photo and department.

Basis for Policy

It is the policy of Lincoln County to comply with authoritative guidelines to ensure a safe and secure workplace for our staff and to protect the property of the County. Further, it is the policy of Lincoln County to carry and present identification to other County employees or the public as needed or required.

To ensure a safe and secure workplace and to provide identification to the public, everyone is required to carry a photo identification card which will bear that person's photograph as well as indicates their name and department. Lincoln County has designated areas where limited, independent access/egress is necessary to provide security and safety for our staff. Various means will be utilized to help control access/egress to these secured areas.

Secure Area Card Access Policy

Administration will have final authority to authorize independent card access and access locations for County Departments.

Criteria for authorizing access shall include but not be limited to:

- The secured area is the staff's designated primary work area.
- Staff who need to access secured areas for business purposes when no staff is available to give them access.
- Designated Security personnel that need access to all or parts of a facility.

Access to a secured area will be authorized based on necessity and not convenience.

Visitors and staff without proper identification may be asked to sign in and out before they enter and exit a secured area with controlled access.

Any secured area with controlled access should have staff available to permit access/egress.

General Information

- Employees will be provided an ID card at the beginning of their employment. The ID card will be for the exclusive use by the employee.
- Employees must report lost or stolen cards immediately to their department head. Department Heads must report the stolen cards to the Information Technology Department.
- ID cards will remain the property of Lincoln County at all times, and must be immediately returned to the Administration Department if employment is terminated for any reason.
- ID cards will not be sent through the County's internal mail system. They must be picked up and signed for by the actual card recipient.
- Individuals terminating employment with Lincoln County are required to return issued cards. A fee of \$5.00 be assessed for any card that is not returned upon termination.
- Lost cards will be replaced without charge on a one time basis. Employees will be charged \$5.00 for all subsequent replacements.

Unauthorized Use

- Individuals who allow their ID card to be used by other employees, visitors, etc. and/or other unauthorized use are subject to disciplinary action, up to and including termination.
- Individuals who consistently do not wear their ID badge or refuse to wear their ID badge are subject to disciplinary action.

Display

- All employees and designated individuals must wear county identification cards with the front of the cards on the outside of their clothing when on duty, providing services, or accessing county facilities, except as indicated below. The cards should be worn above the waist level using the supplied lanyard or clip for securing the identification.
- Exceptions to requirement of wearing County identification card:
 1. County personnel in uniform with some form of their name and County identification seal (e.g., County seal) visible on their uniform are not required to wear a county identification card. However, they must carry a county identification card and display it upon request. Law enforcement officers on special assignment are exempt from either requirement.
 2. Further exceptions to the display of the ID cards may be made by the Department Head because of safety issues or uniform requirements.

Individuals in unauthorized areas

- An employee encountering an unknown person without proper identification in a nonpublic area should offer assistance. If the employee has any doubt about the person's response and/or demeanor, the employee should notify either their supervisor or the Sheriff's Department.
- Employees should report to their supervisor incidents of individuals who are in unauthorized areas and who are not accompanied by authorized Lincoln County employees.



ESPC Campaign

The **Energy Savings Performance Contracting (ESPC) Campaign** engages states, local governments, K-12 school districts, universities, and other market stakeholders to support, expand and enhance ESPC through the sharing and adoption of best practices to achieve significant energy, environmental, and cost savings benefits.

Through free access to U.S. Department of Energy (DOE) technical assistance, the ESPC Campaign works with partners to strengthen ESPC knowledge and technical capacity, implement best practices, maximize the impact of projects and programs, and demonstrate measured and verified results.

Goal: Partners will collectively achieve \$1 billion in measured and verified savings.

Partnership Pathways

Participant

Participants are public sector agencies and building owners who can join as **Campaign Leaders** or **ESPC Champions**.

As a participant, your organization can:

- Access ESPC Campaign resources and technical expertise.
- Engage in peer-to-peer learning.
- Achieve organizational goals and showcase results with measured and verified (M&V) data.
- Network with industry professionals.
- Demonstrate leadership and receive recognition for exemplary projects and programs, applying best practices, and achieving savings goals.

Supporter

Supporters are market stakeholders including energy service companies, owner's representatives, financial institutions, utilities, and others.

As a supporter, your organization can:

- Demonstrate support for ESPC and M&V best practices.
- Promote the ESPC Campaign to your members or customers.
- Share expertise and engage with participants around the promotion and implementation of ESPC.
- Access ESPC Campaign resources.
- Receive recognition through the ESPC Campaign website.

To sign up or learn more, please visit
<https://www.energy.gov/scep/esp-campaign>
or contact us at ESPCcampaign@hq.doe.gov.



SCEP
STATE & COMMUNITY ENERGY PROGRAMS



ESPC Champion Partnership Agreement

Energy Savings Performance Contracting (ESPC) Campaign

The **ESPC Campaign** is a voluntary five-year initiative led by the U.S. Department of Energy (DOE) to advance the use of ESPC and measurement and verification (M&V) to deliver significant energy, environmental, and cost savings benefits across the municipal and state governments, universities and colleges, K-12 schools, and hospitals (MUSH) market. The ESPC Campaign will support partners in collectively achieving **\$1 billion in measured and verified savings**.

ESPC Champions, in collaboration with DOE, will share and leverage practical resources and best practices to increase technical capacity and expand ESPC accessibility across the MUSH market, demonstrate best practice approaches for ESPC projects and programs, and document measured and verified savings to demonstrate impact. ESPC Champions and DOE enter into this partnership agreement to support, expand and enhance the use of ESPC and M&V across the MUSH market.

ESPC Champions agree to make a good faith effort to:

- Appoint an ESPC Campaign partnership lead.
- Leverage resources and technical assistance to implement ESPC and conduct M&V.
- Participate in peer exchange forums and share model approaches and lessons learned.
- Achieve at least two of four eProject eXpress (ePX)* (or equivalent platform) milestones.†
- Report at least four years of M&V results per ESPC project implemented by the ESPC Champion during the ESPC Campaign.

The U.S. Department of Energy agrees to:

- Appoint a DOE point of contact for each partnership.
- Share information and provide technical assistance on ESPC and M&V best practice approaches, tools, and resources.
- Create and facilitate peer exchange and networking opportunities.
- Provide national recognition to partners for leadership in demonstrating best practice approaches and achieving measured and verified savings.

* eProject eXpress is a free online energy project data management and reporting platform funded by the U.S. Department of Energy and maintained by Lawrence Berkeley National Laboratory.

† ePX Milestones: 1) attend an ePX training; 2) initiate a new ESPC project in ePX platform; 3) enter legacy project data into ePX platform; 4) add ePX to contractual reporting requirements for energy services company (ESCO).

Agreement

My organization is committed to the goals of the ESPC Campaign and pledges to lead in the use and promotion of ESPC and M&V best practices as an ESPC Champion.

Senior Executive Officer: _____ Date: _____

Contact Information

Organization: _____

Address: _____

Name: _____ Title: _____

Phone: _____ Email: _____

May we publicly list your organization as an ESPC Champion on the website? Yes No

Do you agree to share, or allow Lawrence Berkeley National Laboratory to share on your behalf, project and measurement and verification data with DOE for the purposes of tracking ESPC Campaign M&V savings goals? Yes No

ESPC M&V Savings Goal - please share the cumulative measured and verified energy, water, and cost savings[‡], and/or other goals you would like to achieve by 2030 (to be confirmed by your M&V data submitted to DOE): _____

[‡] as allowable towards the ESPC savings guarantee per statute or program regulations

General Terms

- All parties concur that this agreement is wholly voluntary and may be terminated by any party at any time, and for any reason, with no penalty.
- Partner will not construe, claim, or imply that its participation in the ESPC Campaign constitutes federal government approval, acceptance, or endorsement of anything other than Partner's commitment to the ESPC Campaign.
- Partner understands that its participation in the ESPC Campaign does not constitute federal government endorsement of Partner.
- Partner understands that the activities it undertakes in connection with the ESPC Campaign are voluntary and not intended to provide services to the federal government.
- Partner will not submit a claim for compensation to any federal agency, and Partner shall not have any right to reimbursement or compensation of any kind under this Agreement.
- In no event shall Partner seek to recover damages of any kind from the federal government related to its participation in the ESPC Campaign.
- To the extent permitted under federal law, the Freedom of Information Act, 5 U.S.C. §§ 552(b), and in accordance with DOE regulations at 10 CFR Part 1004, DOE will consider requests to keep Partner's information and data confidential.

Learn more at the ESPC Campaign website
www.energy.gov/scep/escp-campaign

Please submit questions to ESPCcampaign@hq.doe.gov.



SCEP
STATE & COMMUNITY ENERGY PROGRAMS

Resolution 2023-12-

Motion By:
Second By:

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13	Callahan			
14	Hafeman			
15	Lemke			
16	Loka			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

Approval of \$4,400 of Information Technology budget for Infosec IQ security awareness training/testing program.

WHEREAS, Lincoln County Board of Supervisors recognizes that cybersecurity risks are highly prevalent and potentially highly negatively impactful to Lincoln County operations; and

WHEREAS, regularly scheduled and up-to-date security awareness training and testing for employees and Elected Officials can be a significant factor and effective tool in educating users in order to limit cybersecurity risks; and

WHEREAS, statistics have shown that 70% of data breaches involved the human element in 2023, this as reported by Verizon <https://www.verizon.com/business/resources/reports/dbir/>

WHEREAS, the low cost of the proposed platform does not require any increases to tax levy from the Information Technology current or future budgets as it can be absorbed through the realization of other savings within the budget.

WHEREAS, the Information Technology Director, Emergency Management Director, and the Administrative and Legislative Committee support the usage of Information Technology’s budget and human resources to implement, maintain, and administer this organization-wide platform and associated programs, known as Infosec IQ, according to the terms of the attached agreement.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors, based on the recommendation of the Administrative and Legislative Committee approve \$1,000 from the Information Technology 2023 budget for implementation costs and \$680 in each of the next five (5) budget years to maintain and administer this security awareness platform, Infosec IQ.

STATE OF WISCONSIN)
) ss
COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by the Lincoln County Board of Supervisors on:

Christopher J. Marlowe
Lincoln County Clerk

Dated: November 29, 2023

Authored by:
Co-Sponsored by:
Committee:

Committee Vote:

Date Passed:

Fiscal Impact: \$1,000 from 2023 IT budget. \$680 annually from IT 2024-2028 budgets. No increase in tax levy necessary.

Drafted by: Travis Spoehr



Company Address Cengage Learning Inc., DBA Infosec
5191 Natorp Blvd.
Mason, OH 45040
US

Quote Number 00253536
Created Date 10/10/2023
Expiration Date 11/10/2023

Prepared By Seth Kilkelly
Phone (608) 423-6380
Email seth.kilkelly@cengage.com

Account Name Lincoln County - State of Wisconsin
Contact Name Travis Spoehr
Contact Phone 7155391000
Contact Email travis.spoehr@co.lincoln.wi.us

Bill To Name Lincoln County, WI
Bill To 1110 E. Main Street, Suite 205
Merrill, WI 54452
US

Ship To Name Lincoln County, WI

Product	Sales Price	Quantity	Subtotal
Infosec IQ - Enterprise - State of Wisconsin	USD 2.72	250.00	USD 680.00
Infosec IQ Implementation Professional Services	USD 1,000.00	1.00	USD 1,000.00

Contract Length (months) 60

Grand Total USD 4,400.00

Payment

Amount Due USD 4,400.00

Payment Terms Net 30

Subject to Infosec License Agreement: <https://securityiq.infosecinstitute.com/Users/tos>

All prices in US Dollars.

Infosec License Agreement

Terms & Conditions

This LICENSE AGREEMENT (“Agreement”) is a binding legal agreement between You and Infosec, a part of Cengage Learning, Inc., with a principal place of business at 5191 Natorp Blvd, Mason, OH 45040 (“Infosec Institute”). For Purposes of this Agreement, “You” and “Your” refer to the entity on behalf of whom the Service will be used and on whose network the Service will be deployed.

This Agreement governs Your use of the Service. By clicking “I Agree” below or executing a Statement of Work with Infosec Institute, You acknowledge that you have read and understand this Agreement; have the right, power, and authority to enter into this Agreement; and agree to be bound by the terms and conditions of this Agreement as of the date and time You enter into this Agreement (“Effective Date”). The individual who clicks “I Agree” or executes a Statement of Work with Infosec Institute represents and warrants that he/she has the authority to bind You to the terms of this Agreement.

InfoSec Institute provides the software solely on the terms and conditions set forth in this Agreement and on the condition that You accept and comply with them. If You do not agree with the terms and conditions of this Agreement, You are not authorized to access or use the Service.

I. Definitions

For the purposes of this Agreement:

A. “AwareEd Materials” means the Infosec IQ AwareEd content, consisting of modules of Security Awareness Training, as further described at <https://securityiq.infosecinstitute.com/>.

B. “Skills Materials” means the Infosec Skills content, consisting of online courses, labs, modules, and training materials, as further described at <https://www.infosecinstitute.com/skills/>.

C. “Learners” means Your employees, employees of Your subsidiaries, and their authorized contractors and agents at any of Your office locations

D. “PhishSim Service” means the Infosec IQ Phishing Service for phish-testing Learners, as described further at <https://securityiq.infosecinstitute.com/>.

E. "Infosec IQ Platform" means the web-based Infosec IQ network platform through which InfoSec Institute hosts the AwareEd Materials and the portal for the PhishSim Service, accessible via the current list of supported internet browsers.

F. "Infosec Skills Platform" means the web-based Infosec skills platform through which InfoSec Institute hosts the Skills Materials, accessible via the current list of supported internet browsers.

G. "Statement of Work" or "SOW" means a statement of work document, or other ordering document, that memorializes the specific Services to be purchased by You and provided by Infosec Institute, which indicates pricing, Your payment, the authorized number of Learner licenses You have selected, and term for the selected Services.

H. "Ecommerce Purchase" means Your online purchase of specific Services through the official Infosec Institute website, which indicates pricing, Your payment, the authorized number of Learner licenses You have selected, and term for the selected Services.

I. "Service(s)" means the following service offerings and/or subscriptions as and to the extent selected through Your Ecommerce Purchase or as indicated on the Statement of Work (as applicable): (i) the Infosec IQ Platform, which includes access to and use of the AwareEd Materials and the PhishSim Service and/or (ii) the Infosec Skills Platform, which includes access to and use of the Skills Materials.

II. License

A. Subscription License; Permitted Number of Users; Intended Purposes Only. Subject to the terms and conditions of this Agreement, Infosec Institute hereby grants to You a limited, non-exclusive, non-sublicensable, non-transferable subscription license under Infosec Institute's rights in the Service as selected through Your Ecommerce Purchase or as indicated on the Statement of Work to access and use the Service through the Infosec IQ Platform and/or Infosec Skills Platform (as applicable) for the Term of this Agreement (including the Initial Term and any Renewal Periods, as defined in Section IV below). Such license is limited to the modules and features of the AwareEd Materials, PhishSim Service, and Skills Materials, and the number of Learners, selected by You through Your Ecommerce Purchase or as indicated on the Statement of Work that You have executed. Upon request and via the Infosec IQ Platform and/or the Infosec Skills Platform, InfoSec Institute will make available a copy of such selections. Your and Your Learners' access to and use of the Service shall be for Your internal business purposes only, within Your office locations, and solely for the Service's intended purposes. The

Service(s) will be provided in English, unless otherwise indicated through Your Ecommerce Purchase or on the Statement of Work.

B. Administration of License. Client's license to the Service will be administered through individual, named Learner licenses. Client will have the number of individual Learner licenses set forth as selected through Your Ecommerce Purchase or as indicated on the Statement of Work. A Learner license will be counted against Client's total allotment of Learner licenses upon a Learner profile being created through the Infosec IQ Platform and/or Infosec Skills Platform, as applicable, for a given individual Learner. Each Learner license and Learner profile may only be used by the individual person for whom the profile was created. Client will ensure that all Learners understand and comply with this Agreement, and will have responsibility for the actions and omissions of all Learners as though such actions and omissions were Client's own. Client will immediately notify Infosec of any unauthorized usage or other noncompliance with this Agreement.

C. Changes to Scope of License. The parties may during the term of this Agreement modify the scope of Your license only by mutual written agreement. However, You may choose during the term of this Agreement to add additional Learner licenses for the Services to which You are already subscribed. Such licenses shall be added to Your total allotment of Learner licenses as follows: (1) You may increase Your allotment of Learner licenses by logging into Your user admin profile and updating your allotment of Learner licenses for the Services or by providing written notice to Infosec Institute and entering into an updated Statement of Work ; (2) InfoSec Institute will then provide an invoice or direct You to a web payment form setting forth the per-Learner Subscription Fee for the additional Learner licenses You have requested. Once You pay the fee, the requested additional Learner licenses will be automatically added to Your allotment. The additional Learner licenses will run concurrently with the then-current Initial or Renewal Term, and will end when such Term expires. Adding additional Learners to the license will not extend the end date for the license. Notwithstanding the foregoing, should Infosec Institute become aware of Your exceeding the agreed upon total allotment of Learner licenses, Infosec Institute may invoice You for each Learner license exceeding the agreed upon total allotment of Learner licenses at Infosec Institute's then-current Service Subscription Fees. You shall pay such invoice in accordance with Section V.B. Your failure to pay such invoices in a timely manner may result in Infosec Institute's suspending Your access to and use of the Service.

D. License Limitations. You shall not, and shall not authorize, facilitate, or encourage any Learner or other third party to:

1. attempt to decompile, disassemble, reverse engineer or reconstruct or discover any code, algorithms, methods, architecture or other elements of the Service, or create any modifications or derivatives therefrom;
2. translate, adapt, modify, create derivative works of, copy, or make copies of all or any part of the Service, including without limitation the AwareEd Materials or the Skills Materials;
3. sell, lease, sublicense, transfer, or otherwise assign or grant to third parties any rights in the Service, or use the Service to create any service offering, or perform any services for a fee using the Service;
4. interfere with or disrupt the integrity or performance of the Service and/or the Infosec IQ Platform or the Infosec Skills Platform, or attempt to gain unauthorized access to the Infosec IQ Platform, the Infosec Skills Platform, or any Infosec Institute systems or networks;
5. access or use the Service or any related documentation or materials to develop a competitive service or product, or copy any feature, technique, function or graphic for competitive purposes
6. use the PhishSim Service, the Infosec IQ Platform, or the Infosec Skills Platform to store or transmit, or otherwise upload, infringing material, unsolicited marketing emails, libelous statements, or otherwise objectionable, unlawful or tortious material, or to store or transmit material in violation of third-party rights;
7. transfer, disclose or provide access to the Service or results of using the Service to any third party; host, run, or publish the Service in a manner accessible by outside users; or use the Service to provide services to, or otherwise for the benefit of, third parties;
8. attempt to send simulated phishing emails using any domains other than those (1) owned by You or (2) for which You have express authorization and consent to conduct simulated phishing attacks;
9. obscure, alter, or remove any trademarks or proprietary, confidentiality, copyright or other such notices from the Service, or attempt to disable or circumvent any security or data gathering features of the Service; or
10. use the Service to impersonate any government or governmental agency, or otherwise use the Service in violation of any applicable law or regulation.

E. Free Trials. From time to time Infosec Institute may offer to you and/or your Learners access to one or more Services on a free trial basis. Infosec Institute reserves the right to remove free accounts associated with such trials following extended periods of account inactivity (no less than 90 consecutive days), regardless of whether the applicable trial period has expired.

III. Ownership; Intellectual Property; Rights in Data

A. For clarity, You acknowledge that, other than the license set forth in Section II.A, You shall acquire no right, title or interest in or to the Service or any other software, products, or intellectual property of Infosec Institute. As between the parties, Infosec Institute shall own the Service and retain all rights (including intellectual property) therein.

B. The parties recognize and agree that this Agreement constitutes a license, conditioned upon the terms set forth herein, and not a sale of the Service. Infosec Institute retains the right, at any time, to deactivate or suspend Your access to and use of the Service and terminate the license granted hereunder if Infosec Institute becomes aware that Your use of the Service violates the terms of this Agreement, provided that Infosec Institute shall provide a notice of such deactivation as soon as reasonably possible under the circumstances.

C. All data, images, email addresses, target information, and other files or content uploaded by You to the PhishSim Service or the Infosec Skills Platform remain Your sole property ("Customer Information"). You grant Infosec Institute the right to use the Customer Information solely for purposes of performing under this Agreement.

D. The Service will permit Infosec Institute to acquire usage data relating to Your use of the Service, which may include results of simulated phishing email attacks, responses to user questionnaires, or the like ("Usage Data"). In addition, the parties anticipate that You or your Learners or administrators may from time to time provide Feedback to Infosec Institute. "Feedback" shall include formal or informal (verbal or written) reports and comments regarding results and experiences using the Service, including usability assessments and preferences, reports on Service integration issues, failure and bug reports, suggestions for making the Service more understandable or usable for Learners, suggestions for content of the Services, and the like. Infosec Institute shall maintain all Your Usage Data and Feedback as "Confidential" pursuant to Section VI below, except that Infosec Institute and its affiliates shall have the irrevocable, perpetual, paid-up, royalty-free, worldwide right, to access, copy, make derivative works of, and use all such Usage Data and Feedback to improve, enhance and otherwise facilitate the development, provision, and support of the Service and other products and services of Infosec Institute and its affiliates, and to disclose to third parties aggregated, anonymized, and non-personally identifiable information related to the Usage Data and Feedback. The foregoing right shall inure to the benefit of Infosec Institute's successors and assigns, and Infosec Institute shall have the right to assign such right to its

successors and assigns. In addition, Infosec Institute shall have the right to sublicense such right to its affiliates.

IV. Term and Termination

A. Initial Term. The initial term (“Initial Term”) of this Agreement shall begin on the Effective Date of this Agreement and continue for the period specified in the applicable Statement of Work, or, in the case of an Ecommerce Purchase, the period selected by You through Your Ecommerce Purchase for the applicable Service. Notwithstanding the foregoing, should no period be defined, “Initial Term” shall mean one year.

B. Renewal Terms. Upon the conclusion of the Initial Term, this Agreement and Your license to the selected Services will automatically renew for successive one year renewal terms (“Renewal Terms”), unless You or Infosec Institute provides the other party with a written cancellation notice thirty (30) days prior to the commencement of the next Renewal Term.

C. Termination for Failure or Breach; Cure Period. If either party fails to fulfill its obligations under this Agreement in a timely or proper manner, or otherwise commits a material breach of any provision contained herein, the non-breaching party shall thereupon have the right to terminate the Agreement by giving thirty (30) days’ written notice of termination, specifying the alleged violations or breach. However, the Agreement shall not be terminated if, upon receipt of the notice, the breaching party promptly cures the alleged violation or breach prior to the end of the thirty (30) day period. In addition, InfoSec Institute may suspend Your access to the Services immediately upon (i) any technical or security issue or problem caused by You that materially impacts the business operations of InfoSec Institute or its customers, affiliates, or vendors, or (ii) at the request of law enforcement or governmental agencies (Infosec Institute will notify You about such requests if permitted by law). Thereafter, InfoSec Institute may terminate this Agreement on such bases unless You can immediately cure the cause of such issue upon written notice by InfoSec Institute.

D. Other Termination. Either party may terminate this Agreement immediately upon written notice if the other party ceases to operate or dissolves, becomes insolvent, is unable to pay its debts as they become due, files for or has a petition filed against it for bankruptcy, attempts to makes an assignment or offers any rights under this Agreement for the benefit of its creditors, or takes similar actions.

E. Obligations Upon Termination. In the event of any termination or cancellation of this Agreement for any reason expressly permitted hereunder, (i) You will remain

obligated to pay any unpaid Fees that have accrued and were due at the time of termination; and (ii) You shall cease all use of the Service immediately (including uninstalling any plug-ins or other code associated with the Service), and shall destroy all Confidential Information, as defined in Section VI below, in Your possession custody and control (including, without limitation, all screenshots, summaries, notes, extracts, compilations, copies, and other materials containing in whole or in part any Confidential Information) and shall, upon request, certify in writing to Infosec Institute that such destruction has taken place. Likewise, InfoSec Institute shall destroy all Customer Information in its possession, custody, and control. The terms of Section VI, and all other terms of this Agreement which by their nature should reasonably be expect to continue beyond the termination or expiration of this Agreement, shall survive.

V. Payments

A. Subscription Fees. Service Subscription Fees shall be paid in advance on an annual basis. Unless otherwise specified in a Statement of Work, You will pay to Infosec Institute the initial annual Service Subscription Fee for the selected Service(s) for the Initial Term (as well as any applicable taxes) upon the Effective Date. Subsequent annual Service Subscription Fees for any Renewal Term (as well as any applicable taxes) shall be due upon the corresponding anniversary of the Effective Date. Notwithstanding the foregoing, where Infosec Institute has agreed to invoice You pursuant to a Statement of Work, such annual Service Subscription Fees (as well as any applicable taxes) shall be due any payable within thirty (30) days of the date of the applicable Infosec Institute invoice. Except as otherwise specified herein or in a Statement of Work, (i) fees are based on Services and content subscriptions purchased and not actual usage, (ii) payment obligations are noncancelable and fees paid are non-refundable, and (iii) quantities purchased cannot be decreased during the relevant subscription term. The Service Subscription Fees for any Renewal Term may be increased to reflect changes to Infosec Institute's standard per-Learner rates. In no event will the Service Subscription Fees charged to You for any Renewal Term increase by more than 15% (on a per-Learner basis) over the Service Subscription Fees charged during the immediately-preceding term.

B. Payment Terms. Except as otherwise directed, all amounts owing to InfoSec Institute under this Agreement shall be paid in U.S. dollars to InfoSec Institute. You agree to provide InfoSec Institute with complete and accurate billing and contact information. Where payment by credit card is indicated in the Statement of Work, through Your Ecommerce Purchase, or SOW, or You otherwise provide InfoSec

Institute with credit card information, You authorize InfoSec Institute to bill such credit card (a) at the time that You order InfoSec Institute Service or other Services set forth in the Statement of Work, (b) for any billing frequency otherwise established in the Statement of Work, and (c) at the time of any renewal, for the amount charged plus any applicable sales taxes for any renewed Subscription Term. If InfoSec Institute, in its discretion, permits You to make payment using a method other than a credit card, InfoSec Institute will invoice You at the time of the initial Statement of Work and thereafter on a monthly basis in advance of the relevant billing period, and all such amounts invoiced will be due within ten (10) days of Your receipt of InfoSec Institute's invoice. Late payments shall be subject to a service charge of one and one-half percent (1.5%) per month, or the maximum charge permitted by law, whichever is less.

C. Taxes. You shall be responsible for all taxes associated with the Services other than U.S. taxes based on Infosec Institute's net income.

VI. Non-Disclosure

A. "Confidential Information" means any information disclosed (verbally, in writing, or by observation) by one party ("Disclosing Party") to the other party ("Receiving Party") pursuant to this Agreement that is (i) designated as "Confidential," or in some other manner to indicate its confidential nature, or (ii) would otherwise be reasonably expected to be treated in a confidential nature under the circumstances of disclosure or by the nature of the information itself. For example, Confidential Information may include without limitation, certain confidential and/or proprietary financial, sales and distribution, marketing, research and development, organizational, technical and business information, policies or practices, portfolio holdings and securities related information and certain non-public personal or financial information received from or relating to third parties such as Your own clients and customers or shareholders.

1. Without limiting the foregoing, the Service (including without limitation, the content, AwareEd Materials, Skills Materials, functionality, look, portal access, integration, interface, delivery of results, documentation related to Your Ecommerce Purchase or SOW, and performance of the Service) and the terms (but not the existence) and pricing of this Agreement are the Confidential Information of Infosec Institute. All information disclosed by You to InfoSec Institute under this Agreement concerning Your business affairs, employees, methods of operation, computer programs, and documentation,

and other such information, whether written, oral, or otherwise, is Your Confidential Information.

2. However, Confidential Information does not include any information which (a) is or becomes generally known and available to the public through no act or omission of the Receiving Party; (b) was already in the Receiving Party's possession, without obligation of confidentiality, at the time of first disclosure by the Disclosing Party, as shown by the Receiving Party's contemporaneous records; (c) is lawfully obtained by the Receiving Party from a third party who has the legal right to make such disclosure; or (d) is independently developed by the Receiving Party without use of, or reference to, the Disclosing Party's Confidential Information.

B. Neither party shall use the Confidential Information of the other party for any purpose except to exercise its rights and perform its obligations under this Agreement; provided, however, that Infosec Institute may use the Usage Data and Feedback as provided in Section III.D of this Agreement. Neither party shall disclose, or permit to be disclosed, either directly or indirectly, any Confidential Information of the other party, except to employees, shareholders, officers, affiliates, and contractors of the Receiving Party with a need to know, each subject to a written obligation of confidentiality. Each party will take reasonable measures to protect the secrecy of, and avoid disclosure and unauthorized use of, the Confidential Information of the other party, and will take at least those measures that it takes to protect its own most highly confidential information.

C. If a Receiving Party is compelled by law or a court of competent jurisdiction to disclose the Disclosing Party's Confidential Information, the Receiving Party will promptly notify the Disclosing Party in writing and will cooperate at the Disclosing Party's expense in seeking a protective order or other appropriate remedy or protection. If disclosure is ultimately required, the Receiving Party will furnish only that portion of Confidential Information that is legally required.

D. In the event Infosec Institute is provided access to any portfolio holdings or securities related information, Infosec Institute agrees not to trade on any such information, and to make best efforts to ensure that its employees, agents and subcontractors do not trade on such information. Infosec Institute agrees to comply with all applicable federal and state data privacy laws, including any requirements to establish and maintain safeguards and a written information security program.

VII. Warranties and Liability

A. You agree to rely solely on your own opinion and evaluation of the Service and the results, data, and indications obtained through your use, with regard to their suitability for any purpose. Infosec Institute does not warrant that the Service will be error-free or that any results, learning, or other achievements obtained through use of the Service will be accurate or should be followed. Infosec Institute also does not warrant that the Services will be able to or actually solve, improve, or otherwise mitigate any problems You may experience with phishing or any other computer- or cyber-attacks. The Infosec Skills Platform and Infosec IQ Platform (including the PhishSim Service and any plugins associated therewith) is not an antivirus, antimalware, or other cybersecurity application; InfoSec Institute will have no obligation to undertake efforts to actually prevent or mitigate any potential real attacks.

B. InfoSec Institute will provide technical support, Learner assistance, and troubleshooting in a reasonable capacity in its discretion. InfoSec Institute will not enter Your premises to perform any services under this Agreement. You are fully responsible for deployment of the Service in Your organization, including installation of any plug-ins associated with the PhishSim Service. InfoSec Institute will only support such deployment remotely.

C. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THE SERVICE IS PROVIDED "AS-IS" WITHOUT WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY. INFOSEC INSTITUTE HEREBY DISCLAIMS ANY AND ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, UNINTERRUPTED USE, AND ANY WARRANTIES ARISING FROM CONDUCT OR COURSE OF DEALING.

D. In no event will either party be liable for any indirect, special, incidental, exemplary, punitive, treble or consequential damages (including, without limitation, loss of business, revenue, profits, goodwill, data or other economic advantage) arising out of or relating to this Agreement, however caused and based on any theory of liability, whether breach of contract, breach of warranty, tort (including negligence), professional error or omission, product liability or otherwise, even if the other party is advised of the possibility of such damages. Each party's maximum liability (including attorneys' fees) arising out of or related to this agreement will not exceed the amount paid by You under this agreement during the 12-month period prior to the date the claim arose. Your sole remedy for any material defect in performance of the Service (including the content and operability of any components thereof) shall be to request that Infosec Institute re-perform or correct the defective Service as Infosec Institute sees fit such that the Service performs in a substantially equivalent manner to the Services as selected through the Ecommerce

Purchase or as indicated on the SOW. The limitations of this section shall apply notwithstanding any failure of essential purpose of any limited or exclusive remedy.

E. InfoSec Institute agrees to defend, indemnify and hold harmless You, Your subsidiaries and affiliates and their respective successors, assigns, employees, officers, directors and agents from and against any and all third party claims (including any damages, losses, liabilities, expenses, and fees relating to such claims) to the extent arising from (i) any claim that the Service infringes any third party intellectual property and (ii) any gross negligence or willful misconduct of InfoSec Institute. In the event of a third party claim of infringement, InfoSec Institute shall have the right in its discretion to choose to replace the allegedly infringing portion of the Service with a non-infringing component or functionality that performs in a substantially equivalent manner to the Services as selected through the Ecommerce Purchase or SOW, or to terminate the Agreement and refund You all fees paid within the previous 12-month period. InfoSec Institute's obligations under this Section shall only come into effect provided that You notify InfoSec Institute of the relevant claim within five business days, and allows InfoSec Institute to control the defense of such claim. In no event, however, shall InfoSec Institute settle or otherwise take any action with respect to such claim that comprises an admission of guilt or liability on behalf of, or requires any payment by, You without first obtaining Your consent.

F. You agree to indemnify, defend, and hold harmless Infosec Institute, its subsidiaries and affiliates and their respective successors, assigns, employees, officers, directors and agents, from and against any and all third party claims (including any damages, losses, liabilities, expenses, and fees relating to such claims) to the extent arising from (i) Your provision of Customer Information under this Agreement; (ii) any material, uncured breach of this Agreement by You; (iii) Your or a Learner's use or modification of the Service other than as contemplated and permitted by this Agreement; and (iv) Your or a Learner's gross negligence or willful misconduct. Your obligations under this Section shall only come into effect provided that InfoSec Institute promptly notifies You of the relevant claim, and allows You to control the defense of such claim. In no event, however, shall You settle or otherwise take any action with respect to such claim that comprises an admission of guilt or liability on behalf of, or requires any payment by, InfoSec Institute without first obtaining InfoSec Institute's consent.

VIII. Miscellaneous

A. The parties to this Agreement are independent contractors, not partners, joint venturers, employer-employee, or otherwise in any business relationship. For clarity, the parties understand and agree that Infosec Institute will act as an independent contractor when providing the Service, and no relationship exists as employer and employee between You or Infosec Institute and the other party's respective employees. Except for the parties identified with respect to the indemnity provisions contained herein, there are no third party beneficiaries to this Agreement.

B. Each party agrees that it will carry insurance coverage of a type and amount that is commercially reasonable for the types of activities and risks each will undertake as contemplated by this Agreement.

C. The Agreement and any controversies arising hereunder shall be interpreted and adjudicated in accordance with the laws of the State of New York, USA (without regard to the choice of law principles of any jurisdiction). Any dispute or controversy arising out of this Agreement or its interpretation that is not settled to the mutual satisfaction of the parties within sixty (60) business days from the date that either party informs the other in writing that such dispute exists shall be submitted to and resolved by one arbitrator who is a member of the American Arbitration Association (AAA), in accordance with its then prevailing Commercial Arbitration Rules, as modified in this Agreement. Judgment on the arbitrator's award may be entered in any court of competent jurisdiction. The arbitration shall be held in New York, New York.

D. Neither party may assign this Agreement or any of its respective rights (including the license to the Service) or obligations under this Agreement in whole or in part without the prior written consent of the other party, except in the case of an assignment due to corporate reorganization, upon a change of control, consolidation, merger, sale of all or substantially all of its assets related to this Agreement or a similar transaction or series of transactions by either party, which may occur without written consent. Subject to the foregoing, this Agreement will be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns. Any purported assignment in contravention of this Section shall be null and void.

E. Each provision contained herein is severable from the Agreement and if one or more provisions are declared invalid, illegal, or unenforceable, the remaining provisions shall nevertheless remain in full force and effect. If such severance is not so allowed or if such a severance leaves terms thereby made clearly illogical or inappropriate in effect, the parties agree to substitute new terms as similar in effect

to the present terms of this Agreement as may be allowed under the applicable laws and regulations.

F. Except for the obligation to pay money, neither party will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its reasonable control (e.g., which cause impairs or precludes performance), including without limitation an act of terrorism or sabotage; pandemic; act of God; governmental act, prohibition, or safety recommendations; hacker attack, virus, or other malware; riot, civil unrest; strike or labor shortage; or failure of necessary content, materials, or the Internet. The delayed party shall give the other party notice of such cause and shall use its reasonable commercial efforts to correct such failure or delay in performance.

G. Notices, payments, statements or reports to be made under this Agreement shall be sent to Infosec Institute at the address herein above and to the current address of Your office, or at such other latest address designated in writing by the other party.

H. Neither party shall use the other party's name, trademarks, service marks, logos or other such materials in any manner without prior written approval. However, notwithstanding the foregoing, Infosec Institute and its affiliates shall be permitted to identify You as a user of the Service in promotional materials, including but not limited to Infosec Institute's website.

I. This Agreement (together with the selections made by You through Your Ecommerce Purchase or on the Statement of Work) is the sole Agreement of the parties concerning the subject matter hereof, and supersedes all prior Agreements and understandings with respect to said subject matter. This Agreement may only be amended by a writing signed by both parties that indicates it is an amendment hereto. Waiver of any term of this Agreement or forbearance to enforce any term by either party shall not constitute a waiver as to any subsequent breach or failure of the same term or a waiver of any other term of this Agreement. You agree to comply with all applicable laws and regulations (including without limitation export control laws and regulations) related to its use of the Service.

Resolution 2023-12-

Approval of Using \$17,818.30 of ARPA Funding from Marketing for website “Chatbot” and \$10,000 for Discretionary Promotional Purchases.

Motion By:
Second By:

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13	Callahan			
14	Hafeman			
15	Lemke			
16	Loka			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, Lincoln County Board of Supervisors identified the Administrative and Legislative committee to review and vet all requests against the criteria that it does not create base building and creates economic growth and/or generates county revenue; and

WHEREAS, the Lincoln County Board of Supervisors approved earmarking \$500,000 with the goal of the branding is to market tourism and bringing visitors to the community to visit/stay to increase sales tax; and

WHEREAS, there are a number of community events and partnership opportunities such as with the Chamber of Commerce and the State Fair in which promotional items are critical in attracting tourism to Lincoln County; and

WHEREAS, the Administrative Coordinator would benefit in having accessing to specific funding in the amount of \$10,000 as needed throughout 2024 and 2025 to support these opportunities.

FURTHERMORE, as interest in visiting Lincoln County increases, additional website traffic will occur; and

WHEREAS, regarding both recreational activities and in general, a “chatbot” feature embedded into our Lincoln County Website will increase efficiency of finding information, increase the efficiency of employees answering phone calls that will be offset by the implementation of the chatbot, and help Lincoln County to discover and adapt to information the chatbot is able to gather from users.

WHEREAS, the Administrative Coordinator, Information Technology Director, and the Administrative and Legislative Committee support \$7,818.30 of those funds to be used for supporting the addition of a chatbot service to be piloted on Lincoln County’s website.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors, based on the recommendation of the Administrative and Legislative Committee approve \$17,818.30 from the County’s American Rescue Plan Act (ARPA) Marketing allocation for the purpose of piloting the chatbot and allowing the Administrative Coordinator access to promotional purchase funds as part of the comprehensive marketing plan.

Dated: December XX, 2023

Authored by:
Co-Sponsored by:
Committee: Administrative & Legislative
Committee Vote:

Date Passed:

Fiscal Impact: ARPA funds \$17,818.30 for 2 year pilot, ongoing support costs of \$3,909.15 annually from IT operations budget if continued beyond pilot period.

Drafted by: Travis Spoehr, Information Technology Director & Renee Krueger

STATE OF WISCONSIN)
) SS
COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by the Lincoln County Board of Supervisors on:

Christopher J. Marlowe
Lincoln County Clerk