



COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

NOTE: UNDER THE KENOSHA COUNTY BOARD OF RULES OF PROCEDURE ANY REPORT, RESOLUTION, ORDINANCE OR MOTION APPEARING ON THIS AGENDA MAY BE AMENDED, WITHDRAWN, REMOVED FROM THE TABLE, RECONSIDERED OR RESCINDED IN WHOLE OR IN PART AT THIS OR AT FUTURE MEETINGS. NOTICE OF SUCH MOTIONS TO RECONSIDER OR RESCIND AT FUTURE MEETINGS SHALL BE GIVEN IN ACCORDANCE WITH SEC. 210(2) OF THE COUNTY BOARD RULES. FURTHERMORE, ANY MATTER DEEMED BY A MAJORITY OF THE BOARD TO BE GERMANE TO AN AGENDA ITEM MAY BE REFERRED TO THE PROPER COMMITTEE. ANY ITEM SCHEDULED FOR THE FIRST OF TWO READINGS IS SUBJECT TO A MOTION TO SUSPEND THE RULES IN ORDER TO PROCEED DIRECTLY TO DEBATE AND VOTE. ANY PERSON WHO DESIRES THE PRIVILEGE OF THE FLOOR PRIOR TO AN AGENDA ITEM BEING DISCUSSED SHOULD REQUEST A COUNTY BOARD SUPERVISOR TO CALL SUCH REQUEST TO THE ATTENTION OF THE BOARD CHAIRMAN.

NOTICE IS HEREBY GIVEN the **Regular County Board Meeting** of the Kenosha County Board of Supervisors will be held on **Tuesday, the 4th Day of June, 2019 at 7:30PM., in the County Board Room** located in the Administration Building. The following will be the agenda for said meeting:

- A. Call To Order By Chairman Esposito
- B. Pledge Of Allegiance
- C. Roll Call Of Supervisors
- D. Kenosha County Opioid Task Force - Presented By Patty Hall And Debbie Rueber
- E. Citizen Comments
- F. Announcements Of The Chairman
- G. Supervisor Reports
- H. OLD BUSINESS

Resolution - Second Reading, Two Required

- 1. Policy Resolution To Approve The Technology Use Policy

Documents:

[POLICY RESOLUTION 1.PDF](#)

- 2. Policy Resolution To Approve The Identity And Access Management Policy.

Documents:

[POLICY RESOLUTION 2.PDF](#)

- I. COMMUNICATIONS

11. Communication From The Finance & Administration Committee Regarding Resolution Authorizing Transfer Of Seven Parcels Taken By Tax Deed To The City Of Kenosha And Forgiveness Of Taxes

Documents:

[06-04-2019 FA COMT COMMUNICATIONS TRANSFER OF SEVEN PARCEL TO COK.PDF](#)

12. Communication From The Judiciary & Law Enforcement Committee Regarding Resolution: Cabaret License - Stein Farms

Documents:

[COMMMEMOCABARETLICENSE STEIN FARMS.PDF](#)

J. CLAIMS

2. Timothy Dotson - Vehicle Damage And Personal Injury

3. Sunny Chong - Personal Injury And Vehicle Damage

Documents:

[SUNNY CHONG.PDF](#)

K. Approval Of The May 21, 2019 Minutes By Supervisor Rodriguez

L. Adjourn

KENOSHA COUNTY
BOARD OF SUPERVISORS

Policy RESOLUTION NO. 1

Subject: Resolution to Approve the Technology Use Policy.			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: May 4, 2019		Date Resubmitted	
Submitted By: Finance/ Admin Committee			
Fiscal Note Attached:		Legal Note Attached <input type="checkbox"/>	
Prepared By: Martin Lacock, Chief Information Officer		Signature:	

WHEREAS, Kenosha County is committed to implementing policies to protect the County from forces which may access and potentially compromise the security of all operations managed by Kenosha County Information Technology Department ("IT"); and

WHEREAS, while the use of technology resources is a valuable and cost-effective tool for users of the County's network infrastructure, this use may significantly threaten IT security and County systems if users are allowed to access and use this technology without guidelines and restrictions; and


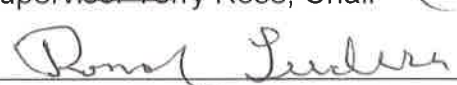
WHEREAS, this policy is written to respond to this situation and to establish guidelines and standards for the appropriate use of the County's systems and to allow the County to monitor or block access and prohibit inappropriate use of the County's technology resources when necessary, and

WHEREAS, the Finance and Administration Committee has reviewed the Kenosha County Technology Use Policy and found it to be a valuable policy worthy of inclusion with other County policies;

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors adopts the Kenosha County Technology Use Policy.

Respectfully Submitted:

FINANCE/ADMINISTRATIVE COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
<div style="text-align: center;">  _____ Supervisor Terry Rose, Chair </div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="text-align: center;">  _____ Supervisor Ron Frederick, Vice Chair </div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Supervisor Michael Goebel

Supervisor Jeff Wamboldt

John O'Day

Supervisor John O'Day

Edward D. Kubicki

Supervisor Edward Kubicki

Jeff Gentz

Supervisor Jeffrey Gentz

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kenosha County Technology Use Policy

Purpose

The use of technology has emerged as valuable and cost-effective tools for users of the Kenosha County technology infrastructure. These technologies can also pose potential problems for both employers and individual users. Kenosha County's Technology Use Policy is designed to encourage the appropriate use of the technology, while also minimizing risks.

These guidelines encourage all users of the Kenosha County technology to use common sense when they use any technologies. Anyone granted access is a trusted colleague and is expected to use all business tools appropriately. The County will comply with reasonable requests from law enforcement and regulatory agencies for access to logs, diaries, archives and other records regarding any users' technology use. Anyone granted access and using technology resources are also reminded that the County's files may be subject to disclosure under the state's public records law.

Scope

This policy covers authorized users who access information technology resources under the control of or contracted to Kenosha County. The term "user" shall include, but not be limited to all current employees of Kenosha County, all authorized contractors, vendors and guests; and other authorized persons or entities as determined by Kenosha County.

This policy also applies to all technologies deployed, implemented, or used by Kenosha County. The term information technology resources applies to all technology, software, hardware, services, cloud-technologies, connections, and resources under the control of or contracted to Kenosha County.

Reference Material

- Kenosha County Employee Handbook located on the County website.
- Kenosha County Social Media Use Policy located on the County website.

Policy Statements

General Policy

All Kenosha County technology users shall adhere to the following guidelines. Users should contact the Information Technology Division if they have any questions about any of the guidelines.

- The display of any kind of sexually explicit image or document on any County system, including related "chatroom" conversations, is prohibited and may constitute a violation of our policy on sexual harassment. In addition, such explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources except in the course or official law enforcement or investigative purposes by Human Resources, Information Technology, Sheriff's Department or authorized personnel.
- The display of any kind of offensive image or document on any County system that violates any County policies, state laws or federal laws prohibiting discriminatory or harassing activities affecting any protected group is prohibited and may constitute a violation of our policy on harassment or discrimination. In addition, such material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

- If users connect unintentionally to a site that contains sexually explicit or other offensive material, users must disconnect from that site immediately and report the incident to IT.
- The County's Internet facilities and other information technology resources may not be used knowingly to violate any applicable laws, statutes or ordinances. Use of any County resources in connection with any illegal activity is grounds for dismissal and it is the policy of the County to cooperate with any legitimate law enforcement investigation of potential criminal activity.
- To prevent computer viruses or other potentially harmful computer codes from being transmitted to or through the County's information technology systems, downloading of any software or computer code is prohibited unless explicitly authorized by Information Technology. All software downloaded must be registered to and becomes the property of the County.
- Any software or files downloaded via the Internet into the County's network become the property of the County. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. No user may use the County's Internet or e-mail facilities to knowingly download or distribute pirated software or data. Violations of any software license agreements or information services contracts by the unauthorized duplication of software, files, operating instructions or reference manuals are strictly prohibited.
- No technology user may use the County's Internet facilities to:
 - Download entertainment software or games, or to play games against opponents over the Internet.
 - Download images, audio files or video files unless there is an explicit business-related use for the material.
 - Upload any software licensed to the County or data owned or licensed by the County without explicit authorization from the manager responsible for the software or data.
 - Deliberately propagate any virus, worm, Trojan horse, trap-door program code or any other code that may interfere with the operation of any information technology system.
 - Knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy, functionality or security of another user. No user may use the County's Internet or e-mail facilities for personal financial gain or for political or religious activities.
- Each technology users using the County's technology resources shall identify himself or herself honestly, accurately and completely (including County affiliation and job classification where requested) when using these resources (for example, when participating in newsgroups or when setting up accounts on outside computer systems).
- Only those technology users or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the County may use technology to speak/write to others in the name of the County. Other users may participate in newsgroups or other electronic forums in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an user or agent of the County, the user must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the County. Only those managers and County officials who are authorized to speak to the media, to analysts or in public gatherings on behalf of the County may grant such authority to newsgroup participants. Refer to the Kenosha County Social Media Use Policy for additional guidance.
- The County retains the copyright to any material created by users in the course of their official duties, including materials posted to any forum, newsgroup or World Wide Web page.

- Copyrighted materials belonging to entities other than the County may not be transmitted by users on the County's Internet or e-mail system. All users obtaining access to other companies' or individuals' materials must respect all copyrights and license agreements and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy for reference only.
- The County shall be the owner of work product developed while working for Kenosha County. This work product includes, but is not limited to, all property, programs, systems, devices, patents, applications, hardware, products and other things tangible or intangible which are created, made, enhanced, modified or improved by users during employment. Users may not transfer, sell, lease, license, patent, use, franchise or gift such work product and shall not permit any other party to obtain the beneficial use of such work product without the express and written permission of the County, signed by the County Executive.
- Users are reminded that newsgroups are public forums where it is inappropriate to reveal confidential information, customer data, and any other material that would be considered confidential. Users releasing protected information via the Internet or e-mail, whether or not the release is inadvertent, may be subject to disciplinary action under existing data security policies and procedures.
- Users may use the County's technology resources for non-business research or browsing during their designated lunch time or other breaks, or outside of work hours, provided that it does not interfere with official duties and that all other County usage policies are adhered to unless prohibited by departmental or division policy or prohibited by management.
- The limited use of information technology resources for personal or charitable purposes during non-work hours is permitted, provided that permission of the user's supervisor is obtained and that consumable supplies, such as paper goods, are replaced. Use for personal gain or for secondary employers is prohibited.
- The limited use of network messaging services, such as e-mail and the Internet, for the preparation and transmission of personal electronic messages to and received from members of the user's immediate family is permitted, as long as that use does not disrupt official use of the resource.
- User IDs and passwords help maintain individual accountability for Internet, Intranet and e-mail resource usage. Any user who obtains a password or ID for an Internet, Intranet or e-mail resource must keep that password or ID confidential. The sharing or use of another user's user IDs or passwords to obtain access to the Internet, Intranet or e-mail is prohibited.
- The County has installed a variety of firewalls, proxies, Internet address screening programs and other security systems to assure the safety and security of the County's networks. Users shall not attempt to disable, defeat or circumvent any County security facility.
- Computers that use modems or third-party software solutions to create independent data connections may interfere with our network security mechanisms and can potentially be used by a third party to compromise the County's network security. Any computer used for independent dial-up or leased-line connections to any computer or network must be approved by Information Technology and must be isolated from the County's internal networks.

Additional Guidelines

While these guidelines define how Kenosha County users can and cannot use the County's technology resources, they cannot cover every conceivable situation. That is why common sense and professional courtesy are required. For example, Internet sites can include information or images that are acceptable to some people but not others. The best practice is err on the side of caution while using these resources. The most publicized examples of inappropriate materials include those with sexually-oriented images, racism and

hate speech. These sites may include "jokes" or other offensive messages that are sometimes forwarded via e-mail to coworkers or others. It is unacceptable for such material to be identified as coming from the County.

Material on the Internet does not have to be illegal or patently offensive to be deemed inappropriate for the workplace.

Specifically, while limited personal use of technology resources is allowable, as outlined above, excessive access to non-business related sites (e.g., those that feature sports, stock and other financial data, vacation and travel planning, consumer products, and entertainment) is not allowed. The County, in its sole discretion, reserves the exclusive right to determine whether any use is inappropriate, excessive and/or in violation of this policy. Excessive use that interferes with productivity will result in disciplinary action.

Any use of the County's equipment is considered consent by the user to have such use monitored by the County at its sole discretion with or without prior notice to user. This includes messages sent and received from personal e-mail accounts on workplace computers. The use of private passwords or access codes shall not be considered a user's withdrawal of consent to such monitoring.

The guidelines outlined above are intended to cover reasonably foreseeable circumstances, but other uses of Internet or e-mail facilities could violate the Kenosha County Work Rules, listed in the County Employee Handbook. *As with any violation of work rules, inappropriate use of Internet or e-mail facilities may be grounds for disciplinary action up to and including discharge.*

This policy will not be interpreted or applied to prohibit any user communications that are otherwise protected by law.

In short, while the above sets forth explicit guidelines for technology usage, the real issue is finding ways to use all of the County's resources to promote Kenosha County's business goals. Users should therefore use the technology exclusively for business-related purposes, with the exceptions outlined above. In all circumstances, users shall conduct themselves in a businesslike, honest and accountable manner when using these facilities. This includes careful observance of copyright, software licensing and the privacy of others. .

NOTE: Certain terms in this policy should be understood expansively to include related concepts. County includes all of our internal Departments as well as our attached boards, offices, committees, and commissions. Internet includes the County's Intranet and associated information technology systems to include the use of County-issued equipment that is not directly connected to the County network. User includes any person given access to County Internet, Intranet and/or e-mail facilities, including classified and unclassified users of the County, interns, and limited term users. This policy also applies to contract staff, although they are not considered users of the County. Document covers any kind of file that can be read on a computer screen as if it was a printed page, including HTML files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools. Graphics includes photographs, pictures, animations, movies, or drawings. Display includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools.

All users granted Internet and/or e-mail access using County facilities can view this policy on the County website, County policy acceptance website and may print a copy of this policy. This policy will also be posted on the County website so that it is always available and conspicuous to users

Kenosha County Technology Use Policy — Acknowledgment of Receipt

I have reviewed the Kenosha County Technology Use Policy. I fully understand the terms of this policy and agree to abide by them. I realize that the County's security software may record for management use the Internet address of any site that I visit and keep a record of any network or computer activity in which I transmit or receive any kind of file.

I also indicate my explicit knowledge of the following specific policy items by affixing my initials adjacent to each:

- I am aware that this Technology Use Policy contains reference to policies, which have been published and distributed to users in the County Employee Handbook. Although these policies are re-iterated within this policy, they do not constitute all activities by which an user may be disciplined or dismissed for violation of this policy.
- I am aware that the County routinely monitors usage patterns for its Internet communications.
- I am aware that the County has software and systems in place that can monitor and record all electronic communications usage.
- I am aware that the County reserves the right to inspect any and all files stored in public and private areas of our network in order to assure compliance with the policy.
- The display of any kind of sexually explicit image or document on any County system, including related "chatroom" conversations, is a violation of the County's policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
- I know that any violation of this policy could lead to dismissal and that certain activities may result in criminal prosecution.

**Kenosha County
Administrative Proposal Form**

1. Proposal Overview

Division: Information Technology Department: Executive

Proposal Summary (attach explanation and required documents):

Request approval of the Technology Use Policy. The Technology Use policy establishes the appropriate use of technology for all users connecting to or using Kenosha County technology services. This policy provides important updates to related policies for current technology capabilities. This will also apply to all users; employees, contractors, or partners.

Dept./Division Head Signature: _____

[Signature]

Date: 5/8/2019

2. Department Head Review

Comments:

Recommendation: Approval ☐ Non-Approval ☐

Department Head Signature: _____

Date: _____

3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: _____

Patricia Merrill

Date: 5/10/19

4. County Executive Review

Comments:

Action: Approval ☒ Non-Approval ☐

Executive Signature: _____

Tim Friesen

Date: 5-10-19

Revised 01/11/2001 (5/10/01)

DISTRIBUTION

- Original Returned to Requesting Dept.
- Department attaches the Original to the Resolution to County Board
- Copy to Secretary of Oversight Committee to distribute in packets with Resolution
- Copy to Requesting Department File

**KENOSHA COUNTY
BOARD OF SUPERVISORS**

Policy RESOLUTION NO. 2

Subject: Resolution to Approve the Identity and Access Management Policy.			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: May 4, 2019		Date Resubmitted	
Submitted By: Finance/ Admin Committee			
Fiscal Note Attached:		Legal Note Attached <input type="checkbox"/>	
Prepared By: Martin Lacock, Chief Information Officer		Signature:	

WHEREAS, Kenosha County is committed to implementing policies to protect the County from forces which may access and potentially compromise the security of all operations managed by Kenosha County Information Technology Department ("IT"); and

WHEREAS, information systems use credentials to grant access to technology and the most common form of credentials is the combination of a username and password; and

WHEREAS, without the proper authorization, identification and authentication controls, the potential exists for information systems to be accessed inappropriately and for the security of those information systems to be compromised; and

WHEREAS, Kenosha County IT systems has established appropriate usage guidelines and defined appropriate controls and standards required for access to Kenosha County systems, technologies, and hosted services through an authentication and credential management system; and

WHEREAS this policy is written to respond to this situation, and address the credentials management, minimum password and auditing requirements; and

WHEREAS, the Finance and Administration Committee has reviewed the Kenosha County Identity and Access Management Policy and found it to be a valuable policy worthy of inclusion with other County policies.

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors adopts the Kenosha County Identity and access Management Policy.

Respectfully Submitted:

FINANCE/ADMINISTRATIVE COMMITTEE

	Aye	No	Abstain	Excused
 Supervisor Terry Rose, Chair	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ron Frederick
Supervisor Ron Frederick, Vice Chair

☒ ☐ ☐ ☐

Michael Goebel
Supervisor Michael Goebel

☐ ☐ ☐ ☒

Jeff Wamboldt
Supervisor Jeff Wamboldt

☐ ☐ ☐ ☐

Jeffrey Gentz
Supervisor Jeffrey Gentz

☒ ☐ ☐ ☐

Edward D. Kubicki
Supervisor Edward Kubicki

☒ ☐ ☐ ☐

John O'Day
Supervisor John O'Day

☒ ☐ ☐ ☐

Kenosha County Identity and Access Management

This policy outlines the use of security systems and credentials used to access Kenosha County systems and data. This policy is to be used in conjunction with other Kenosha County policies.

Purpose

Information system credentials are the only legitimate method by which Kenosha County information systems may be accessed. System credentials can be any combination of methods used to grant access to systems. The most common form of credentials is the combination of a username and password but may also include advanced forms such as multi-factor authentication.

The use of authorization, identification, and authentication controls ensures that only known users make use of information systems. Without authorization, identification, and authentication controls, the potential exists that information systems could be accessed illicitly, and that the security of those information systems can be compromised. Kenosha County is using Microsoft Active Directory and Microsoft Azure AD Premium to centralize account/identity management.

Passwords are the primary form of user authentication used to grant access to Kenosha County's information systems. To ensure that passwords provide as much security as possible, they must be carefully created and used. Without appropriate usage guidelines, the potential exists that passwords will be created that are easy to break. This would allow easier illicit access to Kenosha County's information systems, thereby compromising the security of those systems.

Scope

This Identity and Access Management (IAM) Policy applies to all information systems and information system components as well as all users of all information systems and information system components of Kenosha County. Specifically, it includes:

- Mainframes, servers, and other devices that provide centralized computing capabilities.
- SAN, NAS, and other devices that provide centralized storage capabilities.
- Desktops, laptops, mobile devices and other devices that provide distributed computing capabilities.
- Routers, switches, firewalls, and other devices that provide network or dedicated security capabilities.
- Applications (on-premise and Cloud).
- All devices connecting to, using, or storing Kenosha County data regardless of ownership by Kenosha County, personally owned, or by another company or agency.
- All employees, contractors, and third parties whether employed or working on behalf of Kenosha County on a full-time or part-time basis by Kenosha County.
- All employees of partners.

Policy Statements

General Policy

Kenosha County maintains a variety of Information Systems each requiring some level of credentials and access controls. The County has standardized and centralized credentials management on a combination of Microsoft Active Directory and the Microsoft Azure AD Premium technologies, henceforth known as the Kenosha County Enterprise Credentials System (KCECS). These systems combine to provide a stable and secure enterprise credentials system capable of integrating with many other applications and services through various technologies.

1. **Integrated Authentication:** All systems will be integrated with the KCECS for credentials management, allowing access rights to be centrally managed. If a system is not capable of integration it must adhere to the minimum password policy requirements as documented within this policy. Additionally, it must be listed in the documented authentication systems exemptions within this policy.
2. **Credential Management:** All systems credentials will be actively managed by appropriate administrative staff. Active management includes the acts of establishing, activating, modifying, disabling, and removing credentials from information systems. If a system does not use the KCECS, a designated point of contact will be identified to IT.
3. **Least Privilege:** Credentials are to be constructed in such a way that limits access to the minimum access needed for the performance of the job. Further, accounts shall be created such that no one account can authorize, perform, review, and audit a single transaction to eliminate conflicts of interest.
4. **Access Authorization:** Prior to being granted access to a system, each user must be provided with formal authorization by an appropriate owner of the system or custodian of the data.
5. **Credential Protection:** Credentials are never to be shared and will be stored in a secure manner. Passwords are to be obscured during entry into information system login screens and are to be transmitted in an encrypted format.
6. **Application Programming / Configuration:** Clear text credentials must not be embedded in applications or any other system; use of corporate standard encryption or explicit exception is required and must be documented within this policy.
7. **Credential Sharing:** Credentials are to be individually owned and kept confidential and are not to be shared under any circumstances.
8. **Shared Credentials:** Community or shared credentials are not allowed or authorized unless specifically exempted by Department Director request and approval by the CIO.
9. **Vendor Passwords:** Vendor-supplied default and/or blank passwords must be changed immediately upon installation of the application, device, or operating system.

Minimum Password Policy Requirements

The default password policy for all information systems should meet or exceed the password policy of the KCECS.

If a specific information system is incapable of integrating with KCECS and is unable to meet the minimum password policy a formal exemption must be requested by a Department Director and approved by the CIO. The request should include business justification for ongoing use of the system

and a commitment from the vendor to implement a security and credentials system capable of integrating with KCECS or modifications that will meet the minimum password policy.

- Minimum Password Length: 7 characters
- Maximum Password Age: 90 days
- Minimum Amount of time between password change: 24 hours
- Complexity Requirements: Must include at least 3 of 4 characteristics:
 - Upper case letters
 - Lower case letters
 - Number
 - Special character (e.g. !@#%)
- Password History: 10
- Maximum password attempts before logout: 3
- Minimum password lockout: 15 minutes
- Account Lockout Duration: 30 minutes
- Account Lockout Threshold: 3 invalid attempts
- Reset Account Lockout Counter: 30 minutes

Auditing Requirements

Standard auditing policies are outlined below. Additional auditing requirements may exist above and beyond these stated practices; the additional policies will be documented within individual policies.

System	Frequency	Description	Responsible Party
Kenosha County Enterprise Credentials System (KCECS) – Active Directory	Quarterly	Review all accounts inactive for at least 3 months	IT
AS/400 Accounts	Quarterly	Review all accounts inactive for at least 3 months	IT
Financial System Access	Quarterly	Review financial system access and authorities	Finance
Privileged System Access	Semi-annual	Review individual systems for ongoing access requirements	IT and Responsible Department / Division
Privileged Account Access	Monthly	Review all access attempts to privileged accounts in Secret Server	IT

Elevated Credentials

IT maintains systems and applications for the entire County. Many of these systems contain sensitive or confidential information; some may be protected through compliance, policy, or regulations. IT must

ensure it observes proper security policy ensuring elevated access is only granted on an as-needed basis for the purposes of providing support to our customers.

IT will observe all appropriate protections such as those outlined by the Criminal Justice Information Systems (CJIS) policies, Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI), and any others. If an individual Department/Division has unique requirements governing access to the data or systems for their business they must notify IT.

Appendix A: Documented Authentication System Exemptions

The following applications have been granted exemption from direct integration to KCECS. The services listed below include further documentation including the type of integration, password policy and specific management information in the IT Change Management Database (CMDB).

AS/400 Authentication

The AS/400 represents a full infrastructure system to include multiple levels of access and authentication that is independent of the KCECS. The AS/400 runs several applications that rely on the centralized credential system and some of have an additional layer of security either through individual user profile assignment or their own credentials system.

County-hosted Applications

All County-hosted applications are integrated with the KCECS if possible. When this isn't possible the system should be configured to meet or exceed the policy of the KCECS. At times, this may not be possible. When it is not possible, the settings will be documented within this policy.

The following applications maintain an independent credential system that meet, or exceed KCECS:

Application / Service	Managed By
Kronos	Kenosha County IT
iSecure	Facilities
ActiveGolf	Golf

The following applications maintain an independent credential system that is not able to meet the KCECS policy:

Application / Service	Managed By
ESRI ArcGIS	Kenosha County IT
ECS	Brookside Care Center

Cloud-based Applications

All Cloud-based applications are integrated with the KCECS if possible. When this isn't possible the system should be configured to meet or exceed the policy of the KCECS. At times, this may not be possible. When it is not possible, the settings will be documented within this policy.

The following applications maintain an independent credential system that meet, or exceed KCECS:

Application / Service	Managed By
Ceridian Dayforce	Human Resources
ShiftHound	Brookside Care Center

The following applications maintain an independent credential system that is not able to meet the KCECS policy:

Application / Service	Managed By
AkitaBox	Facilities

**Kenosha County
Administrative Proposal Form**

1. Proposal Overview

Division: Information Technology Department: Executive

Proposal Summary (attach explanation and required documents):

Request approval of the Identity & Access Management Policy. This policy provides formal guidance on how Kenosha County systems and services will manage access to systems, set username and password requirements, and provide documentation on the process for responses to audit or security reviews.

Dept./Division Head Signature: _____

[Signature]

Date: 5/8/2019

2. Department Head Review

Comments:

Recommendation: Approval ☐ Non-Approval ☐

Department Head Signature: _____

Date: _____

3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: _____

Patricia Merrill

Date: 5/9/19

4. County Executive Review

Comments:

Action: Approval ☒ Non-Approval ☐

Executive Signature: _____

Jim Hansen

Date: 5-20-19

Revised 01/11/2001 (5/10/01)

DISTRIBUTION

- Original Returned to Requesting Dept.
- Department attaches the Original to the Resolution to County Board
- Copy to Secretary of Oversight Committee to distribute in packets with Resolution
- Copy to Requesting Department File

Kenosha



County

MEMORANDUM

Communication to Kenosha County Board of Supervisors
(For Informational Purposes Only)

COMMUNICATION TO APPEAR ON COUNTY BOARD MEETING AGENDA: 06/04/2019

SUBJECT:

- Resolution Authorizing Transfer of Seven Parcels Taken by Tax Deed to the City of Kenosha And Forgiveness of Taxes

COMMITTEE: Finance/Administration

SUBMITTED BY: Patricia Merrill, Director of Finance

RESOLUTION TO BE PRESENTED AT Finance/Administration COMMITTEE ON 06/13/2019

ADDITIONAL INFORMATION (optional):

Kenosha



County

MEMORANDUM

Communication to Kenosha County Board of Supervisors
(For Informational Purposes Only)

COMMUNICATION TO APPEAR ON COUNTY BOARD MEETING AGENDA: 06/04/2019

SUBJECT: Cabaret License

COMMITTEE: Judiciary and Law

SUBMITTED BY: Captain Robert Hallisy - KSD

RESOLUTION TO BE PRESENTED AT Judiciary and Law **COMMITTEE ON 07/03/2019**

ADDITIONAL INFORMATION (optional):

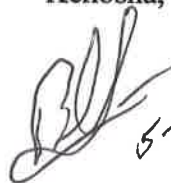
GL-16-19

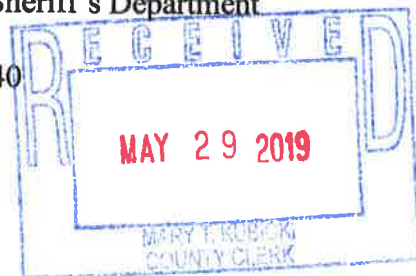
ITEMIZED NOTICE OF CLAIM PURSUANT TO WIS. STAT. SECTION 893.80

Mary Kubicki
Kenosha County Clerk
1010 – 56th Street
Kenosha, WI 53140

Sheriff David G. Beth
Kenosha County Sheriff's Department
1000 – 55th Street
Kenosha, WI 53140

Deputy Adam Barnard
Kenosha County Sheriff's Department
1000 – 55th Street
Kenosha, WI 53140


5-29-19



Claimant, Sunny Chong, by her attorneys, Habush Habush & Rottier S.C.[®], pursuant to §893.80(1)(d), Wis. Stats., hereby serves upon the Kenosha County, Kenosha County Sheriff's Department and Deputy Adam Barnard, an itemized statement of the relief sought for injuries caused by Deputy Adam Barnard and the Kenosha County Sheriff's Department and therefore states as follows:

1. Claimant, Sunny Chong, is an adult citizen and resident of the City of Racine, County of Racine, whose current address is 6111 Douglas Avenue, Racine, WI 53402.

2. Claimant, Sunny Chong, was injured on January 6, 2017, at or about 6:38 a.m., when a Kenosha County Sheriff's Department vehicle, driven by Deputy Adam Barnard, traveled eastbound in the 1700 block of 52nd Street/Hwy 158, in the City of Kenosha, Kenosha County, Wisconsin, without any emergency lighting activated, merged into the lane in which a vehicle was lawfully driven by claimant, Sunny Chong. The collision caused damage to both vehicles and seriously injured claimant, Sunny Chong. The Kenosha Police Department Accident Report, attached hereto as **Exhibit A**, states that the "Driver Factor" was Operation of a Motor Vehicle in Inattentive, Careless or Erratic Manner by Deputy Adam Barnard. Kenosha County and Kenosha County Sheriff's Department had actual notice of this accident.

3. At all times material, the vehicle driven by Deputy Adam Barnard was owned,

operated and maintained by the above-named parties and Deputy Adam Barnard was in the scope of his employment with the Kenosha County and Kenosha County Sheriff's Department.

4. Due to the negligence of Kenosha County Sheriff's Department employee, Deputy Adam Barnard, Sunny Chong suffered injuries to her low back, left hip, left hand and other injuries.

Incorporated is a copy of the following records on disk attached hereto as ***Exhibit B:***

- A. Wheaton Franciscan All Saints
- B. Wheaton Franciscan Medical Group
- C. Dr. Chen's Acupuncture
- D. Brown Family Chiropractic
- E. Milwaukee Radiologists
- F. Racine Anesthesia Services
- G. Walgreens

5. Due to the negligence of Deputy Adam Barnard, Kenosha County and/or Kenosha County Sheriff's Department, its employees and agents, the claimant, Sunny Chong, incurred medical expenses in excess of \$61,891.30 and wage loss of \$3680.85. Incorporated is an itemization of Sunny Chong's damages with itemized billing records and wage loss attached hereto as ***Exhibit C.***

6. The injuries sustained by claimant, Sunny Chong, were caused directly and proximately by the negligence of Deputy Adam Barnard, as agent of Kenosha County and Kenosha County Sheriff's Department in the following respects, among others:

- A. Failure to maintain a proper lookout;
- B. Failure to yield;
- C. Inattentive driving; and

D. Speed too fast for condition.

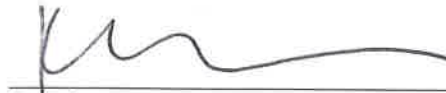
7. Pursuant to §893.80 and §345.05, Wis. Stats., claimant, Sunny Chong, makes claim upon Kenosha County, Kenosha County Sheriff's Department and Deputy Adam Barnard, for bodily injuries, personal injuries, wage loss, mental anxiety and distress and other personal injuries, including but not limited to past and future medical bills, wage loss, and pain and suffering, in the sum of \$250,000.00.

8. The sum total value of the damages suffered by claimant, Sunny Chong, as a result of the aforementioned accident exceeds \$250,000.00.

WHEREFORE, claimant, Sunny Chong, claims compensation from Kenosha County, Kenosha County Sheriff's Department and Deputy Adam Barnard pursuant to §893.80, Wis. Stats., in the amount of \$250,000.00. Pursuant to statute, failure to respond to this claim within 120 days of this presentation constitutes disallowance.


Dated in Kenosha, Wisconsin, this 12th day of May, 2019.

HABUSH HABUSH & ROTTIER S.C.®
Attorneys for Claimant



Kristin M. Cafferty, State Bar No. 1023260

Subscribed and sworn to before me
this 21st day of May, 2019.


Notary Public, State of Wisconsin
My commission expires: 11/22/22



P.O ADDRESS:

5439 Durand Avenue, Suite 200
Racine, WI 53406
(262) 554-6200