

OFFICIAL MINUTES

**JUNE 4, 2012, 18TH DAY OF
THE APRIL ADJOURN TERM**

The County Commission met in the Commission Hearing Room at 8:30 a.m. with Ron Houseman, Danny Strahan and Jim Strafuss present. The following proceedings were had and made a matter of record:

PRELIMINARY STUDY MEETING

The County Commission met to review previous meeting minutes and accounts payable.

PUBLIC COMMENT

There was no public comment.

CALL TO ORDER

Presiding Commissioner Houseman called the June 4, 2012 meeting to order at 9:02 a.m.

PRAYER

Commissioner Strafuss led the prayer.

PLEDGE OF ALLEGIANCE

Commissioner Strahan led the Pledge of Allegiance.

PREVIOUS MEETING MINUTES

There were no previous meeting minutes to be approved.

ACCOUNTS PAYABLE/JOURNAL ENTRIES/TRANSFERS

Commissioner Strafuss moved to approve accounts payables check #329212. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye). There were no journal entries or transfers.

AGENDA REQUESTS REVIEW

Nikki Lawrence met with the Commission to review agenda requests.

DIRT AGREEMENTS
BOBBY GROSS AND REV. BOB FAUSETT

Commissioner Strahan moved to approve the fill dirt agreement between Taney County and Bobby Gross and between Taney County and Rev. Bob Fausett. Commissioner Strafuss seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

APPROVAL OF PAYROLL

Commissioner Strafuss moved to approve payroll. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

EMAIL USAGE POLICY

Human Resources Director Linda Sorenson and Interim IS Director Mark Rys went before the Commission to review the email usage policy. Discussion ensued regarding a bulletin board in the Judicial Center and email usage during breaks.

Commissioner Strafuss moved to approve the email usage policy, version dated June 4, 2012 at 7:06 a.m. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

TANEY COUNTY, MISSOURI

POLICY: USE OF COMPUTER, E-MAIL AND INTERNET

Policy: Taney County recognizes that the use of e-mail and the internet is of utmost importance for expedient communications, both internally and externally. The County views the legitimate use of e-mail and the internet system as potentially enhancing a large number of its functions and services being provided to the public. This policy is to insure the responsible and acceptable use of these resources. This policy applies to all employees, contractors, volunteers and other individuals who are provided access to these systems.

E-mail may only be used for county related business messages between Taney County and all other business relationships such as customers, vendors, other counties, etc.

E-mail is not to be used for personal correspondence during the work time unless an emergency arises, or as directed and allowed by the employee's Elected Official or Department Administrator, or during the employee's noted lunch break or during the two noted fifteen (15) minute break times for each department. However, a personal email should not be sent County-wide in regards to yard sales, garage sales, get togethers, etc. (An exception would be fundraisers for fellow co-workers.)

Taney County employees may not send any type of email for the use of political purposes, promotions, or in support of any candidate, any political party, any amendment, etc. We understand that employees cannot control emails that are sent to them from outside the County regarding the topics in this paragraph. However, an employee receiving any outside emails related to these topics should inform Information Systems and then delete it.

Internet usage is to be limited to work related activities. By keeping internet usage down, it will help to avoid additional charges that would be attached.

Taney County recognizes that the Internet is a valuable business resource tool. However, to prevent problems that can cause e-mail and/or the network to be down for long periods of time, Internet downloads are not permitted on County computers. This includes music, videos, and pictures not related to the County, since these are the types of files that are known for carrying viruses that can cripple our network, including e-mail.

Taney County reserves the right to monitor e-mail and internet traffic on all county owned computers in order to track email and internet usage and to ensure certain types of files are not being downloaded or viewed on county computers.

All data and other electronic messages within this system are the property of the County. This includes all of the material and information created, transmitted or stored on this equipment.

There should be no expectation of privacy for any of the material or information. All users must realize that material or information that has been deleted can be retrieved and viewed by others. This also includes any e-mail that has been deleted.

An outlined list of usage for different computer programs for all employees of Taney County is listed below:

INTERNET:

1. Internet use is for work related purposes.
2. Internet use is subject to being monitored and reviewed to insure that policy standards are maintained.
3. Constant streaming media is not allowed unless needed for County business. Examples of constant streaming are: Internet Radio Stations, Video News, Weather Bug, etc.
4. No software or programs may be downloaded from the Internet.
5. Browsing on social media sites such as Facebook and Twitter are strictly prohibited.
6. Browsing of restricted content web sites is prohibited such as pornographic material. The county has blocked access to web sites which contain pornographic material. If the employee finds a new site that has not yet been blocked, the employee is required to report such sites to Information Systems immediately.
7. Violation of Copyright laws is strictly prohibited.

SOFTWARE:

1. Do not install any software on your workstation. This includes installations from the Internet, floppy disk, CD, or other media types.
2. For security purposes, Napster or other peer to peer file sharing software is strictly prohibited. ICQ, AOL, Instant Messenger is to be used only for County related purposes. The Information Systems Department must approve all non-Windows screen savers.
3. All requests for additional software must be approved with the Information Systems Department.

HARDWARE:

1. Do not install any hardware without first consulting the Information Systems Department.
2. No personal computer accessories may be used on County owned computers, i.e. speakers, mice, keyboards, monitors, personal data assistants (Visor, Palm, Casio, Blackberry, etc.) without first consulting, and the approval of the Information Systems

Department. If a special accessory is needed, or needs to be installed, please obtain approval through the Information Systems Department.

NETWORK:

1. No home or employee's personal computer or other device may be connected to the County's network without approval of the Information Systems Department.
2. No hacking or scanning for network vulnerabilities is permitted.

E-MAIL:

1. Do not forward virus alerts, chain letters or similar e-mails.
2. Never open e-mail attachments from sources you do not know.
3. Do not subscribe to newsletters or other mailing lists that are not work related.

FILE STORAGE:

1. Unapproved files include mp3's, video clips, or a large number of personal photos.
2. All important work related files and documents should be stored on the network where they can be backed up daily. Consult the Information Systems Department to set up storage space on an appropriate network drive for these types of files.
3. Keep your local drive file storage area clean of temporary or outdated files. If you need assistance in doing this, please check with the Information Systems Department.

Failure to comply with this policy will result in disciplinary action up to and including dismissal. (should we take this out).

The County Commission reserves the right to change or amend this policy at any time for any reason. Please refer any questions regarding this policy to the Human Resources Department.

Use of E-mail and Internet: 06/04/2012

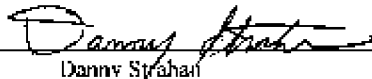
POLICY: USE OF COMPUTER, E-MAIL AND INTERNET



Ronald D. Houseman
Presiding Commissioner



Jim Strafuss
Western District Commissioner



Danny Strahan
Eastern District Commissioner

EXECUTIVE SESSION – PERSONNEL PER SECTION 610.021(3)

Commissioner Strafuss moved to go into Executive Session pursuant to RSMo 610.021(3). Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strahan (aye), and Strafuss (aye).

**EXECUTIVE SESSION
9:30 AM**

See Executive Session Minutes for actions, if any.

Commissioner Strafuss moved to go out of Executive Session. Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strahan (aye), and Strafuss (aye).

**OUT OF EXECUTIVE
10:00 AM**

EXECUTIVE SESSION – PERSONNEL PER SECTION 610.021(3)

Commissioner Strafuss moved to go into Executive Session pursuant to RSMo 610.021(3). Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strahan (aye), and Strafuss (aye).

**EXECUTIVE SESSION
11:00 AM**

See Executive Session Minutes for actions, if any.

Commissioner Strafuss moved to go out of Executive Session. Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strahan (aye), and Strafuss (aye).

**OUT OF EXECUTIVE
11:23 AM**

EXECUTIVE SESSION – LEGAL UPDATE PER SECTION 610.021(1) (2) (3) (12)

Commissioner Strafuss moved to go into Executive Session pursuant to RSMo 610.021(1), (2), (3) & (12). Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strahan (aye), and Strafuss (aye).

**EXECUTIVE SESSION
11:30 AM**

See Executive Session Minutes for actions, if any.

Commissioner Strafuss moved to go out of Executive Session. Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strahan (aye), and Strafuss (aye).

**OUT OF EXECUTIVE
1:45 PM**

The minutes were taken and typed by Lyn Wieneke, Deputy Clerk.