

Quorum Court Minutes

3/9/15

Resolution 2015-4 - PASSED

FILED
MAR 11 2015
KADE HOLLIDAY
COUNTY & PROBATE COURT CLERK

**AGENDA
CRAIGHEAD COUNTY QUORUM COURT
COMMITTEE MEETINGS
MARCH 9, 2015
7:00 P.M.**

Assembly and Prayer

Roll Call

- 1. Resolution regarding approval of a Remote Access Policy as presented by Computer Services.**

Public Service Committee:

- a. Discussion of any current business.**

Finance and Administration Committee:

- a. Review of Financial Reports and discussion of any other issue pertaining to the Finance Committee.**

Roads and Transportation Committee Meeting:

- a. County Road Superintendent Eugene Neff will update the committee concerning roads and bridges in the county.**

March 10, 2015 Quorum Court Meeting

13 Justices of the Peace Present

Judge Ed Hill called the meeting to order.

Director of Computer Services Erin Johnson addressed the Court on the Remote Access Policy for Craighead County. The policy will define standards, procedures, and restrictions for connecting to the county's internal network from external hosts. Computer Services will manage connections for remote access users (Vendors, Department Heads, and Key non-exempt employees). Vendors and employees who use remote access will be required to fill out a request form for auditing purposes. General discussion was had concerning the policy.

Resolution 2015-4 was read – *Appendix 1*. Justice Barbara Weinstock moved to pass. Justice Fred Bowers seconded. Passed unanimously.

County Road Foreman Eugene Neff distributed his monthly road report. – *Appendix 2*.

With no further business to be discussed Justice Terry Couch motioned to adjourn the meeting with a second from Justice Billie Sue Hoggard.

RESOLUTION NO. 2015-4

A RESOLUTION APPROVING THE CRAIGHEAD COUNTY REMOTE ACCESS POLICY AS PRESENTED BY COMPUTER SERVICES

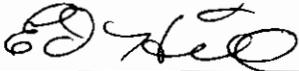
WHEREAS, the Computer Services has identified a need for a policy that governs acceptable use for those employees or outside entities who may require remote access to Craighead County network resources; and

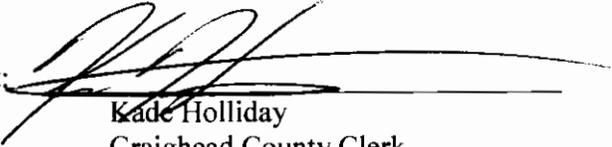
WHEREAS, this policy does not currently exist and is deemed necessary to safeguard network and internet infrastructure maintained by the Computer Services Department; and

WHEREAS, a policy has been drafted by Computer Services Personnel that meet the current needs of the department; and

Therefore be it resolved, by the Quorum Court of Craighead County, that the Remote Access Policy is approved and adopted for use.

Dated this 9th day of March, 2015.

Approved: 
Ed Hill
Craighead County Judge

Attest: 
Kade Holliday
Craighead County Clerk

FILED
MAR 11 2015
KADE HOLLIDAY
COUNTY & PROBATE COURT CLERK

BK6
246 pg

CRAIGHEAD COUNTY

ESTABLISHED 1859

ARKANSAS

Craighead County Remote Access Policy

Purpose

The purpose of this policy is to define standards, procedures, and restrictions for connecting to the Craighead County's internal network(s) from external hosts via remote access technology, and/or for utilizing the Internet for business purposes via third-party wireless Internet service providers (a.k.a. "hotspots"). Craighead County resources (i.e. corporate data, computer systems, networks, databases, etc.) must be protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue, and damage to our public image. Therefore, all remote access and mobile privileges for the Craighead County employees to enterprise resources – and for wireless Internet access via hotspots – must employ only company-approved methods.

Scope

This policy applies to all Craighead County employees, including full-time staff, part-time staff, contractors, freelancers, and other agents who utilize company- or personally-owned computers to remotely access the organization's data and networks. Employment with the Craighead County does not automatically guarantee the granting of remote access privileges.

Any and all work performed for the County of Craighead on said computers by any and all employees, through a remote access connection of any kind, is covered by this policy. Work can include (but is not limited to) e-mail correspondence, Web browsing, utilizing intranet resources, and any other company application used over the Internet. Remote access is defined as any connection to Craighead County's network and/or other applications from off-site locations, such as the employee's home, a hotel room, airports, cafés, satellite office, wireless devices, etc.

Eligible Users

All employees / vendors requiring the use of remote access for business purposes must go through an application process that clearly outlines why the access is required and what level of service the employee needs should his/her application be accepted. Application forms must be approved and signed by the employee's department head for submission to the IT department. Application forms may be obtained Craighead County office of Computer Services.

Policy and Appropriate Use

It is the responsibility of any employee of Craighead County with remote access privileges to ensure that their remote access connection remains as secure as his or her network access within the office. It is imperative that any remote access connection used to conduct Craighead County business be utilized appropriately, responsibly, and ethically. Therefore, the following rules must be observed:

1. Employees will use secure remote access procedures. This will be enforced through public/private key encrypted strong passwords in accordance with Craighead County's password policy. Employees agree to never disclose their passwords to anyone, particularly to family members if business work is conducted from home.
2. All remote computer equipment and devices used for business interests, whether personal- or company-owned, must display reasonable physical security measures. Computers will have installed whatever antivirus software deemed necessary by Craighead County's IT department.
3. Employees, contractors, and temporary staff will make no modifications of any kind to the remote access connection without the express approval of Craighead County Computer Services. This includes, but is not limited to, split tunneling, dual homing, non-standard hardware or security configurations, etc.
4. In order to avoid confusing official company business with personal communications, employees, contractors, and temporary staff with remote access privileges must never use non-company e-mail accounts (e.g. Hotmail, Yahoo, etc.) to conduct Craighead County business.
5. No employee is to use Internet access through company networks via remote connection for the purpose of illegal transactions, harassment, competitor interests, or obscene behavior, in accordance with other existing employee policies.
6. If a personally- or company-owned computer or related equipment used for remote access is damaged, lost, or stolen, the authorized user will be responsible for notifying their manager and Craighead County's IT department immediately.
7. The remote access user also agrees to immediately report to their manager and the Craighead County's IT department any incident or suspected incidents of unauthorized access and/or disclosure of company resources, databases, networks, etc.

Policy Non-Compliance

Failure to comply with the Remote Access Policy and Agreement may result in immediate suspension of remote access privileges, disciplinary action, up to, and including termination of employment.

Employee Declaration

I, _____, have read and understand the above Remote Access Policy and Agreement, and consent to adhere to the rules outlined therein.

Employee Signature Date

Vendor Signature Date

Manager Signature Date

IT Administrator Signature Date

Remote Access Vender

Craighead County Computer Services

REMOTE ACCESS REQUEST FORM

This form is a request for remote access to internal County of Craighead applications or systems for a vendor support staff member who needs this access to fulfill their professional responsibilities on behalf of the Craighead County. In order to obtain remote access, the staff member must complete this form, have it approved by their local management, and submit it to the application owner for approval. The information that Craighead County has on file for the remote access must be kept current. All access is subject to the Craighead County policies and procedures. Thank you.

Date	First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail Address

Phone Number	Organization
<input type="text"/>	<input type="text"/>

I need access to: Servers/Workstations (Please specify IP Address(es) or Server name(s))

Applications (Please specify Application name(s))

I need this access from our business location.

Our workstations run O/S: _____

Our connection will be through: VPN Dial-up _____

We understand we are responsible for: Current patches Current anti-virus
 Business firewall

I need this access on the road and elsewhere

Please specify the job duties that require you to have remote access to the listed applications/systems, how this access would support your work, and how your work would be impacted without it.

2/10

I verify that everything written here in is true to the best of my knowledge. I realize that remote access to Craighead County systems is monitored and is subject to Craighead County policies and procedures concerning professional use of computers and information systems. I understand that any acts against this policy will result in termination of the said user or business connectivity to Craighead County I.T. systems.

Organization Representative

Date

Department Head Signature

Date

IT Director Signature

Date

For Official Use Only

Action taken: Approved Denied

UserID assigned:

Connection to: Dial-In VPN

251

Remote Access Employee

REMOTE ACCESS FOR CRAIGHEAD COUNTY EMPLOYEES

Remote access is available to Department Heads and Key Non-Exempt employees.

Key non-exempt employees who are allowed remote access must record any time spent working via remote access on the individual's time sheet. Time spent working via remote access must not exceed the employee's regularly scheduled work hours unless approved by the Department Head in advance of time worked.

Employees requesting remote access must follow this procedure and adhere to the Craighead County Remote Access Policy.

Procedure:

- A request for remote access to network resources is initiated by the completion of this form.
- Employees must submit a completed form to their supervisor for approval and routing.
- The completed and signed form will be submitted to the IT Director for final approval.

Please note the following important disclaimer:

Remote Access to Craighead County Networks is provided as a convenience and as a service for users to access network drives and core office applications. It is provided on an "as needed basis" to aid in the ability to perform essential job duties when it is necessary to be away from the office. Craighead County does not encourage users or mandate that users work from home or a location other than the office.

Request Date: _____	
Employee Name: _____	
Employee Title: _____	
Reason for requesting remote access: _____	

Employee Signature: _____	
Department Head Approval: _____	
IT Approval: _____	Process Completion Date: _____

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Craighead County Highway Department

2800 Moore Road
Jonesboro, AR 72401
870-933-4510



Road Report February 2015

During the month of February, a total number 6,981 yards of gravel was hauled from the Spurlock pit and a total number 708.26 tons of chat from Bradley was hauled to the following locations:

East

A total of 4,239 yards of gravel was hauled in the Eastern district

672 639 683 635 616 615 560 567 602 611 679

West

A total of 2,742 yards of gravel was hauled in the Western district

452 423 757 336 775 367 328 177 144 172 179 137 142

Stockpile

-----ICE-----SLEET----SNOW----FREEZING RAIN-----16th – PRESIDENT’S HOLIDAY - MONDAY
CLEARING NUMEROUS ROADS WITH GRADERS, THROWING SAND OUT BY SHOVEL AT INTERSECTIONS,
AND SAND TRUCK WORKING THE ROADS.

- 17 Trying to keep the roads clear for the Craighead county citizens
- 18 Trying to keep the roads clear for the Craighead county citizens
- 19 sanding roads to help make roads safer
- 20 sanding roads to help make roads safer

Drums Gravel Pit

- 16 hauled 5 loads sand to stockpile (to use on the roads covered in ice, etc.)
- 17 hauled 5 loads sand to stockpile
- 19 hauled 3 loads sand to stockpile

Bridge Crew----- district court shelving---Joe Monroe

- 2 building shelving for the district court
- 3 building shelving for the district court
- 4 working on bridge on CR 910
- 9 shelving
- 10 shelving
- 11 hanging shelving for district court -Installed
- 18 finished shelving

Bono Lake

- 2 Finished the 18" levee

Asphalt Crew

- 4 cold mix N Needham - S Needham - 928- 680-685-Roger Bell Road
- 5 319- 111- 324- 127-304-323-360-353-311-250-241-204-476-604-621
- 9 910-745-754-760-792-780-323-324-192-114-311
- 10 333-360-319-342-416-418
- 11 755-900-250-204-757-792-621-106-107-766-318-137-189
- 26 cold mix-745-912-900-204-241-333-353-409-414-458-620-760-712

Ditch and tile work (all tiles are on county right-of-way)

- 2 ditch on 664-Finished up Bono Lake (Hoss)
- 3 ditch on 664(Hoss) ditch on 872(Dale)
- 4 ditch 664-Finished moved to 683 (Hoss) ditch on 874 (Dale)
- 5 ditch on 683 (Hoss) ditch on 860 finished- 844 ditch (Dale) 844 (Jim)
- 9 ditch on 886 finished - ditch on 883(Hoss) --ditch 860 finished back to 844(Dale) ditch 844(Jim)
Driveway tile on 757 installed
- 10 ditch on 686 finished -ditch on 683 (Hoss) ditch 844 (Jim)
- 11 ditch on 683 finished- (Hoss)-ditch 844 (Dale)- 844 (Jim)
Lowered tile on 848 - county tile
Cleaned out the end of driveway tile on 910
- 12 ditch on 844 (Dale)---- ditch 844(Jim)
Put old concrete on end of tile on CR 181
- 24 driveway tiles on 862(Dale & Hoss)
- 26 Hoss finished ditch on 901
Jim tree line and ditch on 500

Signs

- 2 repaired bridge out 910—new letters on 912/906—repaired stop sign On 906—new letters 905/910—repaired stop sign on 928/975—new letters on 928/973—repaired green 979/977—repaired green sign 681/698—new green sign (1) 698—repaired stop sign 672/641
- 3 308 repaired right arrow sign—604 repaired 25 MPH sign 604—673/664 repaired green sign—repaired 40 MPH sign (2) on 655—
- 4 new green sign ---693/686—new green sign 683/664—repaired right curve sign on 655—
- 9 new green sign 194/191— fixed 120/122—removed old post on CR 328new letters on 339/341—new letters 777/757—repaired Stop sign on 757/780—removed old post on 780
- 10 blue sign fixed on 104—fixed blue sign 115—check 114 it was ok—new blue 347—
- 11 new blue 359—blue sign on 108
- 19 straighten Stop sign on 323
- 25 new green sign 441/450 441/444
- 26 new blue sign 140 repaired green sign 159/142 new blue sign (2) 355
Repaired green sign 500/513 new green sign 508/513`new green sign 531/524

Mowing (HB)

- 20 792 791
- 21 792 762
- 24 762 739 760
- 25 900 910 912 702 745 712 718
- 26 712 745 760 741

Misc.

Beaver Dams
 CR 181 CR 192 CR 173
 Spurlock pit, loader, excavator and dozer, moving dirt, pushing the dirt off gravel, clearing trees to get more gravel , loading dump trucks
 Checked roads to see what needed asphalt
 Chip limbs on CR 792
 Worked on equipment ,cleaned and painted equipment
 Dug grave at Gipson Cemetery
 Picked up tv on CR 439, picked up couch and mattress on CR 204, hauled trash to Landfill
 Hauled old tiles to TRG



Eugene Neff
 Road Superintendent
 EN/ca

**Grader Report
February
2015**

Mark Knight – Cash Route

3	264	263										
12	spread gravel on 179											
16	bladed off sleet on various roads											
17	helped Bryan Tyler blading off ice											
18	bladed off ice on 241	189	192	241	204	252						

Bryan Tyler – Valley View

2	218	227										
4	607	612	617	619	608	604	611	602				
5	spread gravel		452	423								
9	403	482	456	480	478	482	486	474	461	442	468	464
	466	405	460	463	467	452						
10	452	441	440	444	450							
11	spread gravel on 177											
12	423	410	408	412	431	439	438	440	200	201	108	109
	102											
16	graded snow off various roads											
17	graded snow off various roads											

Steve Boyd – Sterlings Springs

3	714	710	713	700	715	302	306	722	764		
4	773	775	757	777	787	796	795	799	793	761	
9	785	772	769	771	729	728	726	706			
10	940	960	961	953	951	952					
11	959	969	977	970	993	979					

Phillip Hurst – Caraway Route

3	837	spread chat on 832		834					
4	841	890	880	882	876				
9	884	878	864	854	855				
10	831	837	850	840	848	852	856	830	
11	867	860	866	868	874	509	508	512	500
12	813	862	859	858	842				
16	snow and ice on roads bladed various roads								
17	snow and ice bladed various roads								
18	snow and ice bladed snow various roads								

J.W. Redding – Monette Route

3	522	518	526	512	514	523	520	510	
4	585	575	565	564	516	581	582	560	
9	530	551	581	582	591	532N			
10	531	548	528	524	spread gravel on 567				
11	544	538	571	518	559	567	560	558	
12	540	532n	532s	520	523	514			
16	bladed snow off various roads								
17	bladed snow off various roads								
18	bladed snow off various roads								

Curtis Sharp & Jeff Sanford – Bono Route

2	147N	159	137N	140	143							
3	383	394	304	338	337	372	317	348	316	312	342	338
	369	364	380									
9	304	360	337	335	365	329	305	303	396	351	111	117
	119	112	109	108	132	133	149	147	150	152	170	171
10	137	124	125	130	134	147	194	part of 159		spread gravel on 323		
	336	775	328	367								
11	137N	142	144	146	328	383	357	Redwood				
12	341	399	364	323	334	336	326	308	361	spread gravel on 142		
	144	137N										
16	graded snow roads											
17	graded snow roads											
18	graded snow on gravel roads											

Allen Biggers – Bay Route

3	686	682	693	804	809	808	813	816	822		
4	spread gravel on 672										
5	spread gravel on 672 639 & 672										
9	spread gravel on 635 615 616 639 626										
10	spread gravel on 616 626 graded 688 815 660 810 672										
11	815	823	817	874	812	826	696	828	681	679	spread gravel
on 602	679										
12	691	888	680	681	626	652					
16	graded snow off 645, Barn Hill, Needham, Catfish Drive										
17	graded snow off 652 616 635 655 Old Bay Road hwy 158										
18	616	625	607	615	639	641	672	675	690	691	683

Robert Anderson – East Jonesboro & Brookland East Route

3	938	937	925	927	963						
4	912	910	909	907	916	914	955				
9	Shughtown		973	934							
11	938	937	936	963	965	956					
12	906	954	986	985	984	913	801	981			
16	bladed snow off blacktop roads										
17	bladed snow off blacktop roads										
18	followed sand truck, then done school parking lots graded 912										