Quorum Court Minutes
3/9/15
Resolution 2015-4 - PASSED
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:


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.


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:

[Signature]
Ed Hill
Craighead County Judge

Attest:

[Signature]
Kade Holliday
Craighead County Clerk

FILED
MAR 11 2015
KADE HOLLIDAY
COUNTY & PROBATE COURTHOUSE CLERK
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 Countys 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 Vendor
Craighed 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

E-mail Address

Phone Number

Organization

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.


Page 4 of 6
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
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.

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<td>Employee Title:</td>
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<td>Reason for requesting remote access:</td>
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<td>Employee Signature:</td>
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<td>Department Head Approval:</td>
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<td>IT Approval:  Process Completion Date:</td>
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Page 6 of 6
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
9 910-745-754-760-792-780-323-324-192-114-311
10 333-360-319-342-416-418

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 328 new 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 441/450 444/444
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 (H8)

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

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### Steve Boyd – Sterlings Springs

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### 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

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<td>spread gravel on 616 626 graded 688 815 660 810 672</td>
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### Robert Anderson – East Jonesboro & Brookland East Route

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<td>16</td>
<td>bladed snow off blacktop roads</td>
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<td>18</td>
<td>followed sand truck, then done school parking lots graded 912</td>
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